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ALMA MATER
Alma Mater we acclaim thee
Great and noble school we love
Holding up the torch of learning
Blessed by fire from Heav’n above.

Cheer for Stang High – loving Mother
Chant her praises – sing her fame
Wave her banner raise her colors
As we cheer her glorious name.

Though the years pass swiftly by us
Through them all we will be true
To the lessons learned here daily
And our pledge to you renew.

Alma Mater staunch and loyal
Sons and daughters we shall be
To your Spirit – strong yet gentle
Pledge we now our loyalty.

INTRODUCTION

WELCOME

We hope that students and parents will always be conscious of Bishop Stang High School’s traditions and requirements. This handbook contains general information, both curricular and co-curricular, rules and regulations and the discipline code. Bishop Stang High School is structured in order to secure the most favorable conditions for learning, to promote the fullest development of its students, and to carry out its mission based on the teachings of Jesus Christ and His church. In every interaction with students, Bishop Stang High School will do justice both to the demands of the common good of the school and to the best interests of the students involved. Please read and familiarize yourselves with this handbook.

The Administrative Team

Peter Shaughnessy
President/Principal

Michael O’Brien
Assistant Principal of Students

Kathleen Ruginis
Assistant Principal of Academics
PHILOSOPHY

Bishop Stang High School is a four-year, co-educational school operated by the Roman Catholic Diocese of Fall River to provide students with an education built on and directed by the message and teachings of Jesus Christ as expressed in the Roman Catholic tradition. Such an education should offer structured opportunity and guidance for spiritual, intellectual, moral, cultural, emotional, social and physical growth. It should value academic excellence while providing for the academic needs of a diversity of students, encouraging individual development and offering the experiences of Christian community. It should foster awareness of the complexities of life in the twenty-first century and attempt to provide knowledge and values to deal effectively with these complexities as responsible citizens.

Bishop Stang High School intends to graduate students who

- Have knowledge of and personal experience with Jesus Christ, which will enable them to choose to be active Christians;
- Are prepared to meet the requirements of the next step after high school - further education, work, marriage, family and community life;
- Have positive self-images based on self-knowledge, moral integrity, service to others and an appreciation of all life;
- Have the skills necessary to be clear thinkers, effective communicators and responsible decision-makers;
- Understand freedom, peace and justice in the context of Gospel values and exercise their responsibility to work toward the realization of these values.

GOALS

- To shape a curriculum which embraces the need for critical thinking, technological skills, and teaching methods and courses which answer contemporary needs in the light of the gospel values and Catholic Church teachings
- To develop a faculty who is skilled in responding to the needs of the twenty-first century and who adheres to the continuous recertification process established by the Massachusetts State Department of Education
- To provide an environment which underlies appreciation of diversity within the school community
- To provide sufficient financial assistance to aid students who have an identified financial need and desire to attend this school
- To provide a program of studies which emphasizes the technological competencies necessary for functioning in a technological age
MISSION STATEMENT

Bishop Stang High School is a Catholic, college-preparatory school called to share the Gospel of Jesus Christ by “making known the goodness of God.” We holistically educate a diverse student body in a respectful, nurturing and disciplined environment. Our school family inspires young people to excel in learning and life through growth in faith, integrity, knowledge and service.

CHARISM

MAKING KNOWN THE GOODNESS OF GOD

We remember our past, rooted in the message of Saint Julie Billiart, handed down to us by the Sisters of Notre Dame de Namur who first staffed Bishop Stang High School. Saint Julie dedicated herself to the education of the poor and responded to Christ's love in serving the needs of others with true goodness of heart. All at Bishop Stang High School strive to make Saint Julie our inspiration as we respond to her example of making known the goodness of God.

HISTORY

Bishop Stang High School was dedicated in September 1959 as the first Diocesan Catholic high school in the southeastern region of the Commonwealth of Massachusetts. It is named after William Stang, the first bishop of the Diocese of Fall River, and originally staffed by the Sisters of Notre Dame de Namur.

Bishop Stang High School is accredited by the New England Association of Schools and Colleges, a nationally recognized non-governmental organization. Bishop Stang High School is also a Blue Ribbon School of Excellence, a designation awarded by the United States Department of Education.

DAILY PRAYERS

PRAYER TO ST. JULIE BILLIART

Almighty and eternal God, you called St. Julie Billiart to respond joyfully to the love of your crucified Son in dedicating herself to the education of the poor. Grant that her prayer and example may inspire us to respond with love of His Cross in serving the needs of others with true goodness of heart. Amen.
GRACE BEFORE LUNCH

In the name of the Father, and of the Son, and of the Holy Spirit. Amen
O God, bless this meal and give us the grace of your presence. May we always be grateful to You through Christ our Lord. Amen.

ACT OF CONTRITION

O my God, I am sorry for my sins with all my heart. In choosing to do wrong and failing to do good, I have sinned against you, whom I should love above all things. I firmly intend, with the help of your grace, to do penance, to sin no more and to avoid whatever leads me to sin. Our Savior, Jesus Christ, suffered and died for us. In His name, O Lord, have mercy. Amen.
ADMISSIONS

Bishop Stang 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 all students at the school. The school does not discriminate on the basis of race, color, national and ethnic origin in administration of educational policies, admission policies, loan programs, and athletic and other school-administered programs.

SCHEDULE

The schedule rotates on a seven-day cycle. When special events are scheduled, an appropriate Day 8 schedule is followed.

All students must remain in the school building during the school day, except when crossing the parking lot at the rear of the school during passing periods, weather permitting.

### Daily Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeroom</td>
<td>7:45 - 7:55</td>
<td>10 minutes</td>
</tr>
<tr>
<td>1st period</td>
<td>7:58 - 9:08</td>
<td>70 minutes</td>
</tr>
<tr>
<td>Flex period</td>
<td>9:11 - 9:51</td>
<td>40 minutes</td>
</tr>
<tr>
<td>2nd period</td>
<td>9:54 - 10:46</td>
<td>52 minutes</td>
</tr>
<tr>
<td>3rd period</td>
<td>10:49 - 11:41</td>
<td>52 minutes</td>
</tr>
<tr>
<td>Lunch 4th period</td>
<td>11:44 - 12:07</td>
<td>23 minutes</td>
</tr>
<tr>
<td></td>
<td>12:10 - 1:20</td>
<td>70 minutes</td>
</tr>
<tr>
<td>4th period</td>
<td>11:44 - 12:54</td>
<td>70 minutes</td>
</tr>
<tr>
<td>Lunch</td>
<td>12:57 - 1:20</td>
<td>23 minutes</td>
</tr>
<tr>
<td>5th period</td>
<td>1:23 - 2:15</td>
<td>52 minutes</td>
</tr>
</tbody>
</table>
### Alternative Schedule - Delayed Start

<table>
<thead>
<tr>
<th>Time</th>
<th>Activities</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeroom</td>
<td>9:00 – 9:10</td>
<td>10 minutes</td>
</tr>
<tr>
<td>1st period</td>
<td>9:13 – 10:13</td>
<td>60 minutes</td>
</tr>
<tr>
<td>2nd period</td>
<td>10:16 – 11:04</td>
<td>48 minutes</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:07 – 11:30</td>
<td>23 minutes</td>
</tr>
<tr>
<td>4th period</td>
<td>11:33 – 12:33</td>
<td>60 minutes</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:07 – 12:07</td>
<td>60 minutes</td>
</tr>
<tr>
<td>4th period</td>
<td>12:10 – 12:33</td>
<td>23 minutes</td>
</tr>
<tr>
<td>3rd period</td>
<td>12:36 – 1:24</td>
<td>48 minutes</td>
</tr>
<tr>
<td>5th period</td>
<td>1:27 – 2:15</td>
<td>48 minutes</td>
</tr>
</tbody>
</table>

### Liturgy Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activities</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeroom</td>
<td>7:45 – 7:55</td>
<td>10 minutes</td>
</tr>
<tr>
<td>1st period</td>
<td>7:58 – 8:58</td>
<td>60 minutes</td>
</tr>
<tr>
<td>2nd period</td>
<td>9:01 – 10:01</td>
<td>60 minutes</td>
</tr>
<tr>
<td>HR/Liturgy</td>
<td>10:04 – 11:25</td>
<td>81 minutes</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:28 – 11:51</td>
<td>23 minutes</td>
</tr>
<tr>
<td>4th period</td>
<td>11:54 – 12:39</td>
<td>45 minutes</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:28 – 12:13</td>
<td>45 minutes</td>
</tr>
<tr>
<td>4th period</td>
<td>12:16 – 12:39</td>
<td>23 minutes</td>
</tr>
<tr>
<td>3rd period</td>
<td>12:42 – 1:27</td>
<td>45 minutes</td>
</tr>
<tr>
<td>5th period</td>
<td>1:30 – 2:15</td>
<td>45 minutes</td>
</tr>
</tbody>
</table>
ACADEMICS

GRADUATION REQUIREMENTS

A total of 26 credits is required for graduation. Every student must take and pass a minimum of 6.00 credits, including Religious Studies, English, and Mathematics for each of four years, regardless of accumulated credits. As a graduation requirement, every student must complete a Christian Service Project during both the junior and senior years.

Requirements are:

**Theology**
1.0 credit in each of four years

4 CREDITS

**English**
1.0 credit in each of four years

4 CREDITS

**Mathematics**
1.0 credit in each of four years

4 CREDITS

**Science**
1.0 credit in Biology, and 2.0 credits in electives

3 CREDITS

**Social Studies**
1.0 credit in World History, 2.0 credits in U.S. History

3 CREDITS

**World Languages**
Two years required in the same world language

2 CREDITS

**Fine Arts**
Performing Arts
0.5 CREDIT

Visual Arts
0.5 CREDIT

**Physical Education**
0.5 Health; 0.5 PE Activity; 0.5 PE Activity

1.5 CREDITS

As an option, students may elect to earn 0.5 credits for participation in school-sponsored interscholastic sports in their freshman, sophomore, and junior years. Specific requirements are published in the *Program of Studies* book.

**Elective Courses**

3.5 CREDITS

**Christian Service F.I.A.T. Program**
A project in both junior and senior years is a graduation requirement.

**College Gateway Program**
Beginning in their sophomore year, students have the opportunity to participate in dual enrollment programs. College credit earned in an approved program will be recognized as credit earned toward Bishop Stang's graduation requirements. Dual enrollment courses will be recognized on the transcript and will be factored into the Bishop Stang GPA using the same weight as Advanced Placement courses.
CHRISTIAN SERVICE F.I.A.T. PROGRAM
Faith In Action Together

All juniors and seniors are required to participate in at least one F.I.A.T. project each year. The word “fiat” refers to Mary’s answer to the angel Gabriel when she said, “Behold the handmaid of the Lord. Let it be done to me as you have said.” We are using F.I.A.T. as an acronym for Faith In Action Together. Mary’s fiat was her “yes” to bringing Christ into the world. Our fiat is our “yes” to bringing Christ into the world.

Each F.I.A.T. program includes an educational, service, and reflective component, all of which are essential to the program and therefore required. Once the students have selected a F.I.A.T. program from the list of those the school will offer, they will meet with the faculty or staff member responsible for that particular program. As a group they will have an opportunity to learn about the specific issue being addressed through that program. Complementing the educational component will be a time of “bringing Christ into the world” by putting our Faith In Action Together. Each program will then conclude with a time of shared reflection.

Each year, juniors and seniors will select the F.I.A.T. project of their choice. Because there is so much planning involved in offering each program, it is important that students make a binding commitment to the project they select. We welcome the involvement of parents in any of our F.I.A.T. opportunities.

During both junior and senior years, the completion of a F.I.A.T. project, with all three of its components, is a graduation requirement.

NATIONAL HONOR SOCIETY

The Sr. Teresa Trayers, SND Chapter of the National Honor Society follows the purpose and rules of the constitution of the national organization: to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership and develop character. Membership in the National Honor Society is an honor not bestowed automatically, nor based solely on students’ academic standings.

Students may not apply for membership to the National Honor Society. Membership is granted only to students selected by the NHS Faculty Council.

Eligible students are sent a letter informing them of their nomination for membership. Nominees must meet the NHS Adviser who will outline the nominee’s responsibility for the creation of a portfolio. Submitted to the Faculty Council, the portfolios are reviewed and voted upon. A simple majority vote suffices for membership. Disciplinary issues, such as, but not limited to, academic dishonesty may lead to non-selection by the Faculty Council. The Council will notify students by letter of the decision. A detailed description of the Selection Process is in the Chapter’s by-laws.
Following Induction, all members are expected to uphold the standards of Scholarship, Character, Leadership and Service. All members are required to complete a service obligation. In addition to chapter service projects and our school’s FIAT program, every member is expected to complete a minimum of 14 hours of community service per year of membership. Upon completion of the service requirement, each member is to deliver a completed service form to the chapter adviser(s) specifying his/her activities.

An individual who is a member of NHS is reminded that their membership is a 24 hours a day, 7 days a week, 365 days of a year commitment that applies both in and outside of school. Members may be disciplined for violating major school rules or for any of the policies (academic dishonesty, drug and alcohol, etc.) outlined in the chapter’s by-laws. Those placed on probation by the NHS Faculty Council must realize that further violations will more than likely lead to dismissal from membership. If a member is dismissed and wishes to appeal the dismissal, an appeal to the President/Principal must occur within 30 days of the dating of the dismissal letter. Any students who are dismissed or resign from NHS will never again be eligible for membership or its benefits.

PROMOTION REQUIREMENTS
Students must meet all credit and course requirements annually to qualify for promotion to the next grade. Juniors and seniors must complete the F.I.A.T. project requirement.

Students who fail courses must make up the failed courses in summer school or with tutors. Students may not repeat failed courses during the school year. When students require the services of summer schools or tutors, Bishop Stang High School provides topical course guides indicating the content to be covered and the material for the competency tests which must be successfully completed prior to returning to the school. A grade of "P" (pass) will be substituted for failing grades completed in summer school or tutorial, and students will receive full credit for the course.

COURSE SELECTIONS
Student course selection is one of the most important student activities at Bishop Stang High School. Registering for courses is a cooperative effort involving teachers, guidance counselors, department chairpersons, administrators, students and parents. All students should develop long-term academic plans which consider their academic strengths and weaknesses as well as their professional goals and the school’s graduation requirements. In February, all students receive registration materials for the following year, including the Program of Studies book, published annually and designed to assist students and their families in planning their secondary education. The book describes all courses offered including course levels and credits. Before selecting courses, parents and students have ample opportunity to review these materials and to consult with guidance counselors and teachers.

After student course selection is completed, students are expected to keep the courses they selected unless there is some compelling reason to suggest a change. Random changes will not be made.
COURSE CHANGES
Course selections may be changed only within the constraints of the master schedule. Course selections may be changed by school administrators when the school is unable to offer a course because of very low enrollment, when students’ level placements must be raised or lowered to match their academic ability, when students’ schedules are not academically sound or consistent with the school’s policies, when scheduling conflicts must be resolved, or when students or faculty are faced with rare, extenuating circumstances.

All students or faculty must make change requests to the appropriate guidance counselor in writing. All schedule changes must be reviewed by teachers, department chairpersons, guidance counselors, and the Assistant Principal of Academics. After the first four weeks of a course, students who withdraw from any course will receive a “Withdraw Pass” if they are passing the course or a “Withdraw Fail” if they are failing the course. These grades will become part of the permanent record. Students who remain in the same course but move to a higher or lower academic level will not be considered as withdrawing.

COURSE CREDITS
Full-year courses earn one credit. Semester courses earn one-half credit. No credit is earned for courses not completed for reasons of withdrawal, incomplete work, or a failing grade. Such withdrawals are indicated on students’ transcripts. Withdrawal from courses could affect students’ eligibility for membership in the National Honor Society.
SCHOLASTIC POLICIES

COURSE WEIGHT

The weight of each course at Bishop Stang High School is determined by the level assigned each course. The school does not place students in tracks but rather in levels which are consistent with their strengths and weaknesses in each discipline.

LEVEL DESCRIPTIONS

College Prep B: Learning skills for students who have identified difficulties in certain content areas
College Prep A: Characterized by detailed content requiring skills of application, analysis, and evaluation of course content
Honors: Indicated by superior academic performance, ability, and work ethic
AP: An Advanced Placement course, which is college-level study

HONOR ROLL

The school community recognizes those students who have achieved the following qualifying grade averages in their courses:

President’s List: 95 average with no grade below 90
First Honors: 90 average with no grade below 85
Second Honors: 85 average with no grade below 80

CRITERIA FOR YEAR-END ACADEMIC AWARDS

1. All students with a 95 or greater course average at the end of the third quarter will receive an academic award. This includes yearlong and semester courses.
2. If no student in a given course has earned a 95 average, the student with the highest grade in the course will be given the award.
3. The list of academic award winners will be generated by the school registrar.

MARKING SYSTEM

The school year is divided into four quarters of approximately 45 days each. Bishop Stang High School uses numerical percentage marks, with 65 percent as the lowest passing grade. Final grades are determined by the following process:

The final grade for semester courses:
First quarter mark=40%
Second quarter mark=40% Final exam mark=20%

The final grade for full-year courses:
Each quarter mark=20%
Mid-Term Exam mark=10%
Final Exam mark=10%
EXAMINATIONS
Mid-term and final examinations of 90 minutes are administered in January and May/June respectively. Alternative means of assessment are used as determined by the Department Chairpersons/Academic Board. All students are required to sit for examinations on scheduled days and times except for reasons approved by the Assistant Principal of Academics.

HOMEWORK POLICY
Homework assignments are an integral part of the learning process. Assignments, which are not completed or not completed on time will affect students' grades. Homework will be assigned on a regular basis and verified for completion when due. Homework will be incorporated into each quarterly grade. (The percentage is defined by each discipline.) Study and reading assignments are as valuable as any written work. Completion of these assignments will also be verified in a timely manner. Students who repeatedly fail to complete homework may receive administrative detention.

MAKE-UP WORK
Students who have been absent from class due to illness or some other valid reason are responsible for contacting their teachers upon return to school to arrange mutually acceptable schedules for completing missed class work, assignments and examinations. All make-up work is to be done as soon as possible, subject to the policy of each teacher. Teachers inform their classes at the beginning of the school year of their own make-up policies.

INCOMPLETES
The designation “incomplete” is sometimes used in lieu of a grade in instances of extended absence due to illness or an extraordinary circumstance. Incompletes must be made up within the first two weeks of the next quarter unless there are extenuating circumstances.

PROGRESS REPORTS
Every quarter all students receive electronic mid-term progress reports for each class. These reports are posted on the Parent/Student Portal. At the beginning of the year, parents or guardians will be notified of the posting dates.

ACADEMIC PROBATION
Academic success is a goal of this school. To serve this purpose, student performance is closely monitored.

A student failing three or more courses in any quarter is scheduled for a conference attended by the Assistant Principal of Academics, the student's guidance counselor, the student, and his/her parents or guardians. A student’s academic performance is monitored weekly by his/her guidance counselor. Weekly reports are posted on the Parent Portal for those students. A student failing more than two credits for the year may be asked to transfer. The Administration reserves the right to limit co-curricular/athletic participation for students on academic probation.
SCHOOL ENVIRONMENT

It is expected that all members of the Bishop Stang High School community accept the school’s purposes and policies and, by virtue of their presence here, choose to contribute to a respectful, pleasant, and responsible environment. All of the following regulations and expectations have been established to ensure the order necessary for the smooth functioning of the school.

ACADEMIC INTEGRITY

Academic honesty is an expected standard of behavior in any institution of learning. Plagiarism, copying the work of other students, or using any form of notes during examinations without the approval of teachers are forms of cheating. Such incidents warrant a grade of zero. Students who have cheated must inform their parents/guardians, who must in turn, contact the teacher within 24 hours. The Assistant Principal of Academics, the student’s guidance counselor and NHS advisor (where appropriate) are informed of all cases of academic dishonesty.

Forgery of signatures and computer tampering will not be allowed. These incidents warrant an in-house suspension. If a second incident of any act of dishonesty occurs, the student will be placed on an integrity contract for the remainder of his/her years at Bishop Stang High School.

A third offense may result in expulsion.

Examples of Academic Dishonesty*:

- Copying another student’s work or sharing the answers to a homework assignment, report, research paper, project, etc.;
- Allowing another student to copy your work;
- Having another individual (friend, student or family member) complete part or all of an assignment for you;
- Sharing your network password so another student has access to your files;
- Using any digital device to electronically distribute or receive information relating to their assignments, quizzes or tests;
- Using any type of “cheat sheet”;
- Using unapproved materials (quizzes, tests, exams, assignments, notes, projects, etc.) previously assigned;
- Using Cliff Notes®, Spark Notes®, etc. instead of reading the assigned literary work;
- Watching a video of a literary work you were assigned strictly to read;
- Being absent in order to avoid handing in a project on the assigned due date;
- Being absent in order to avoid taking a quiz or test;
- Accessing your teacher’s gradebook to change your grade;
- Using phony data on your lab report;
• Using a word translator to assist in completing a world language assignment;
• Avoiding telling your teacher that he/she has mis-calculated your grade;
• Plagiarizing in any way;

*Any other instance determined by the administration to be academically dishonest

Honor Code Statement *
On my honor, I have been academically honest.

*Students must write this statement and add their signature on every assignment/assessment. Failure to do so may result in no grade being awarded.

Academic Integrity Prayer
God, give me the strength to continue to do the best work I can possibly do without the assistance from another source.

ADDRESS CHANGES
Any changes of address, telephone number, parish or other pertinent information must be submitted to the Business Office.

ASSEMBLIES
All school assemblies are considered extensions of the school’s academic program. Students are expected to conduct themselves in a dignified manner appropriate to the occasion. Attendance at graduation practices is required for all seniors who wish to participate in the commencement ceremony.

AUTOMOBILES AND PARKING
Students are allowed to park their cars in the area allocated for students. Cars are to be operated safely on school grounds and at speeds not exceeding 10 m.p.h. The property of the adjacent parish, St. Julie Billiart, is not to be used as an entrance to school grounds. This is a one-way “Exit Only” route Monday through Friday. Students are not permitted to go to the parking lots during school hours unless escorted by a member of the faculty, staff or administration. All cars must be registered with the Assistant Principal of Students. Parking permits will be issued and must be displayed at all times on campus and on St. Julie’s overflow parking. Any cars without a clearly displayed parking permit may be towed at the owner’s expense.

Overflow parking for underclassmen is in the section of St. Julie’s parking lot that is located closest to Slocum Road. Parking at St. Julie’s is a privilege and all school rules and regulations apply.

BACKPACKS
Backpacks/bags should not be left unattended at any time. During lunch, backpacks should
be stored in lockers. Backpacks may **not** be worn during class or brought to the cafeteria during lunch.

**BOOKS**
Once students’ schedules are finalized, students are advised to write their names on the inside front covers of their hard-copy books so that proof of ownership is clearly established.

**BULLETIN BOARD**
A student bulletin board is located in the school’s main corridor between the School Store and Nurse’s Office and is used to post information concerning Student Council. The Assistant Principal of Students must approve any notice before it may be posted.

**BUSES**
Students who use public transportation to and from school, or school buses, must conduct themselves appropriately, respecting the properties and rights of the bus company and of other passengers. Students acting inappropriately are subject to school penalties and may be barred from using bus services. Students are advised to use caution when boarding or departing from all means of transportation, public or private. All school rules apply to students on buses.

**CAMPUS MINISTRY**
It is the goal of the Campus Ministry program to help all members of the Bishop Stang community to develop and deepen their personal relationship with Christ, to provide opportunities for growth in their faith and spiritual development, and to continually offer praise and worship, giving thanks to God in all things.

The Campus Ministry Team is composed of the Campus Ministry Coordinators, faculty, and students. The team offers opportunities for leadership development, religious formation, and pastoral care. With the help of the Campus Ministry Team, students plan and facilitate prayer services, liturgies, and retreats. All members of the community are welcome to participate in the shared work of this integral component of the school. Students may not be in Campus Ministry without supervision. Students must check-in to Quiet Study/Flex Period prior to reporting to Campus Ministry.

**CARD-PLAYING/GAMBLING**
Inappropriate games/hobbies, and gambling are not permitted on school property.

**CELLULAR PHONES**
Cell phones may not be used in the school building during the academic day without permission. A first violation of this policy will result in confiscation of the phone. A second violation will result in confiscation of the phone and an administrative detention. A third violation will result in a Saturday detention and the cell phone will only be returned to a parent or guardian. A fourth violation will result in suspension and a contract. Subsequent cell phone violations may result in transfer/expulsion.

Taking pictures/video at school without prior permission from an administrator is strictly
prohibited. The phone will be confiscated and given to the Assistant Principal of Students. Any pictures/video will be viewed by an administrator or designee. Any inappropriate pictures/video may result in administrative action up to and including transfer or expulsion. Any online posting of pictures/video that is detrimental to the reputation of the school will result in disciplinary action.

Text messaging or accessing any form of social media during the academic day is strictly prohibited. The phone will be confiscated and given to the Assistant Principal of Students. Text messages will be viewed by an administrator or designee. Any inappropriate messages may result in administrative action up to and including transfer or expulsion.

**CHAPEL**
The Annunciation Chapel is available to all members of the Bishop Stang High School community for quiet prayer and reflection. Some school liturgical and para-liturgical services are conducted in the chapel. Masses for the entire school are held at St. Julie Billiart Church. The chapel is only to be used for religious activities.

**CHEWING GUM**
Chewing gum is not permitted at any time on school property. Violations are subject to an administrative detention.

**COLLEGE VISITS**
Students who wish to meet with college or armed services representatives must obtain passes from the School Counseling Department Administrative Assistant. These passes must be signed by a member of the School Counseling Department and the teachers whose classes students will miss. Teachers have the final decision regarding dismissal from classes for students who wish to attend such meetings. Juniors and seniors requesting permission to visit college campuses must inform the Principal of Students before the scheduled visits. Students are responsible for contacting their teachers prior to these visits regarding missed class work, assignments and examinations. Juniors and seniors are allowed to make up to three visits each year. Parents must notify the school in writing and verification from the college is needed. Attendance at a college fair does not qualify as a college visit. College visits are recorded as an excused absence and absent from classes.

**DANCES / PROM**
Students attending Bishop Stang High School dances are expected to conduct themselves in the Catholic School tradition. Modesty is the theme for both dress and behavior, on and off the dance floor, during the dance. Inappropriate dancing is not allowed.

Students who attend a school-sponsored dance/prom, etc. will not engage in provocative dance; i.e. grinding, inappropriate physical contact or public displays of affection.

The Rules for Dancing include:
- Sexually suggestive dancing is unacceptable (i.e. “front to back” dancing)
- No “Public Displays of Affection” (PDA).
- Bags are subject to search
- All students may be subjected to drug/alcohol detection
• Cell phones must be turned off during the dances and may be used only before entering the dance or at the conclusion of the dance. In the case of emergency, students should contact a dance administrator.
• Any student bringing a date to the dance is responsible for his/her date’s behavior and must complete a Request to Attend B.S.H.S. Dance form at least one week prior to the dance. This form is due to the Assistant Principal of Students’ office 48 hours prior to the dance.
• No food or drinks are permitted to be brought into the dance. Drinks and food are on sale at the dance.
• Glow sticks are not permitted at dances.
• All students should be off school grounds no later than 15 minutes after the dance has ended. As a courtesy please make certain parents/guardians have correct pick-up times.
• Students are required to bring B.S.H.S. identification in order to enter the dance.
• Students must arrive by 8:00 pm and cannot leave before 9:00 pm.

Students violating dance policies will be asked to leave the event. Appropriate disciplinary action will be determined.

**DEFIANCE AND DISRESPECT**
Students who display defiance or disrespect toward any member of the administration, faculty, or staff are subject to suspension or expulsion.

**ELECTRONIC EQUIPMENT**
In order to minimize distractions and disturbances during school hours, electronic devices other than approved tablets or laptops are not to be used or played in or near the school during the academic day. Laser highlighters may not be brought into the school building at any time. Violation of this policy will result in the confiscation of the electronic equipment. A second offense within a school year will result in an administrative detention. A third offense within a school year will result in a Saturday detention and confiscation of the equipment until parent/guardian pick up. Audio/video recording or the taking of photographs is not permitted without teacher permission. The inappropriate use of electronic equipment may result in suspension or expulsion.

**FIELD TRIPS**
Only field trips which provide educational value to the course are allowed. Permission slips are given to students and require a parent/guardian signature.

Well in advance of the scheduled field trip, all participating students must request permission from all teachers whose classes they will miss. If a student is in poor academic standing, the teacher may deny the request to attend a field trip.

All school rules apply on all field trips.

**Dress Code for Field Trips:**
Category 1: Trip takes place within the school day and lasts 1-4 hours. *Uniforms are required.*
Category 2: Trip lasts for the entire school day, e.g., visiting a theater, museum, etc. *Uniforms are not required. Jeans, sneakers, yoga pants, shorts, and T-shirts are not allowed. Non-uniform Day attire is required.*

Category 3: Duration of trip is immaterial but may require “hands on” participation. Safety factor is also a consideration. *Uniforms are not required. Non-uniform Day attire is required.*

**FIGHTING**

Fighting on school property is not tolerated. **Regardless of blame or provocation**, students involved in any fighting on school property are minimally subject to in-house suspension.

**FLEX PERIOD**

Each day of the cycle will include a 40-minute flex period (9:11 – 9:51). 30 minutes of each flex period is designated as meeting times for the majority of the school's co-curricular activities. Students who are not in scheduled meetings are required to be in homeroom for a quiet study. The last 10 minutes of the flex period are designated as a break.

**FOOD AND BEVERAGE ITEMS**

*All food and beverage items must be consumed in the cafeteria at all times.* Except in the cafeteria, open bottles (seal has been broken) and beverage containers are not permitted in the school building at any time. The only exception to this is water bottles. Water bottles may be used before, during and after school. Cold water filling stations are located throughout the school building. Glass bottles may not be brought into school at any time. Any unapproved open bottles and beverage containers will be confiscated and disposed. Students are not permitted to order food/beverages from outside vendors during the school day.

**GYMNASIUM**

Students are not allowed to use the gymnasium area before, during, or after school without specific permission and **supervision by faculty members** who assume responsibility for students' behavior. No food or beverages are allowed in the gym except during specified activities.

**HOMEROOM PERIOD**

During homeroom period students must be silent and attentive during prayer, pledge, and during announcements. Food and beverage items may not be consumed in homerooms.

**LANGUAGE**

Bishop Stang High School is a Catholic school where respect for every member of the community is expected. Students who use profanity, threatening or violent language, (This language includes, but is not limited to, phrases such as, “I am going to kill you”, “I am going to blow up this building”, or “I am going to sabotage this school’s computer system.”), inappropriate language or hate statements, or exhibit rudeness, discrimination, disrespect or defiance are subject to administrative action including but not limited to suspension or expulsion. This applies to, but is not limited to, any verbal, non-verbal, or written communication. (Please refer to the Threats section on page 33.)
LEAVING SCHOOL SPONSORED EVENTS
Students who exit any school-sponsored event prior to its end will not be allowed to re-enter. Admission charges will not be refunded. Students leaving on-campus events must exit school grounds immediately and not loiter.

LITTER
A sense of pride in Bishop Stang High School should motivate all students to dispose properly of litter on school property. Students are responsible for disposing of their trash at all times.

LOCKERS
Students are assigned lockers and may only use this assigned locker. Lockers must only be secured with combination locks provided by the school. There is a $10.00 replacement fee for all lost or stolen locks. All lockers must be locked. Lockers must be locked with school issued locks. Failure to do so may result in loss of property. Students should not keep valuables in their lockers. Valuables may be held by the Assistant Principal of Students for safe-keeping during the school day. Bishop Stang High School accepts no responsibility for students’ possessions lost or stolen from lockers. Students using the boys’ or girls’ gymnasium lockers must entrust anything of value to their coaches or physical education teacher. Locker room/lockers are to be used only by in-season athletes. Locker rooms are not intended to be storage areas.

Nothing permanent or inappropriate should be attached to lockers. First offense will be an administrative detention; second offense will be the loss of locker privilege. The condition and contents of lockers are the student’s responsibility. All lockers should be cleaned during the weeks when mid-term and final examinations are held. Abuse of one’s locker may result in the loss of locker privileges. The administration of Bishop Stang High School retains the right to inspect any locker at any time if the administration believes that the content of any locker is not in the best interest of the school. Any tobacco, drugs, alcohol, or other illegal substances will be confiscated and dealt with appropriately. Parents or guardians will be notified and disciplinary action will be taken. Locks and lockers are the property of Bishop Stang High School and thus may be inspected by custodians for repair or searched by administration as needed.

LOITERING
Loitering while school is in session in areas such as the gymnasium, main lobby, trophy lobby, backstage, lavatories, parking lots, stairwells, and hallways is prohibited. Students should report directly to class without loitering. During a class period, students who leave their classrooms must have a pass from the teacher and must sign in and out.

After-school loitering is not allowed in the main lobby (outside of the Business Office) and in the parking lots at Bishop Stang and St. Julie’s.

LOST AND FOUND
Any questions regarding lost or missing items should be directed to the Assistant Principal of StudentS.
MANDATED REPORTING
Bishop Stang High School abides by Massachusetts General Law chapter 119, section 51A. This law mandates that all cases of suspected abuse and/or neglect be reported to the Department of Families and Children (DCF). The administration, faculty, and staff of Bishop Stang High School are mandated reporters.

MEDIA DISCLAIMER
Photographs and video of students may appear on the school website, yearbook, brochures, school-produced DVD’s and other publications. Parents who do not wish their children’s photographs to be placed in school-related publications must indicate that on the form sent home at the beginning of the school year.

MEDICAL ASSISTANCE
Students who are ill must obtain a pass from their classroom teacher in order to report to the nurse’s office.

Upon leaving the nurse’s office, students receive either passes to return to class or to be sent home. The Assistant Principal of Students is notified of all dismissals issued by the school nurse. Only the nurse may dismiss students to home for medical reasons. Students may not arrange their own medical dismissal. If the nurse is not available, students should report to the office of the Assistant Principal of Students.

If students need to take medication during the school day, the medication, in its original pharmacy bottle, must be given to the school nurse. Written permission from parents for students to take such medication should accompany the medication. In medical emergencies, the school nurse or the school administration is responsible for securing appropriate means of transporting students to proper medical facilities and for notifying parents or guardians immediately. Ibuprofen or acetaminophen may be distributed to students if they obtain written permission from their parents or guardians. This permission is kept on file.

QUIET STUDY
The library is an area to be used for Quiet Study. Students must conduct themselves in an appropriate manner conducive to an atmosphere of learning. In addition, students must adhere to these library directives:
- Students are seated at all times.
- Chairs should not be removed from their locations.
- Students must bring appropriate study materials to quiet study.
- Students who are disruptive or uncooperative are subject to assigned seating or administrative action.
- After each period, the library should be left in perfect order with chairs pushed in.

RETREATS
All students are required to participate in annual class retreats. These retreats reflect the philosophy and mission statement of Bishop Stang High School and are an important part of
our total academic program. Any conflict or concern which would prohibit a student from participating in these required days of reflection must be submitted in writing to the Campus Minister, who will then address the situation with the President/Principal.

**ROSEANNE BARKER LIBRARY AND LEARNING COMMONS GUIDELINES**

The Roseanne Barker Library and Learning Commons supports the mission and curriculum of the Bishop Stang High School and assists students in becoming lifelong learners, independent readers and respectful, responsible, ethical citizens. The library and learning commons houses curriculum-rich print, video, and audio collections as well as several electronic databases and a comprehensive website, The Virtual Barker (http://bishopstang.libguides.com/home). It is a member of the MassCat library consortium as well as the Massachusetts Library System (MLS) and through their sponsorship the library and media center is able to offer additional electronic databases as well as interlibrary loan and other services. Electronic devices are available for student use, allowing access to word processing, the online library catalog, internet, and numerous electronic resources.

Students are welcome to sign into the library and learning commons during Quiet Study as well as their lunch period and before or after school. Students must be on time. Students who arrive after the bell are late and should have an appropriate pass. Students will remain in the library and learning commons for the entire period. **Library hours are Monday through Friday 7:30 a.m. – 5:00 p.m.**

The following rules apply at all times:

- Scan your student ID when entering the library and media center.
- No food, candy or drinks are allowed.
- After school, phones must be on silent or vibrate.
- Adhere to the Acceptable Use Policy at all times. Disregard for these regulations will result in severe disciplinary action.
- Work quietly without disturbing others. Anyone causing a disturbance will be asked to leave.
- Bring a pass! You will not be admitted from a class without a signed pass from your teacher.

Policies/Procedures to keep our library and learning commons running smoothly:

- All items taken from the library must be checked out.
- Books and magazines may be checked out for two weeks.
- DVDs may be checked out for one week.
- Reference materials do not circulate.
- All lost items must be paid for.
- The library/media center is open from 7:30 a.m. to 5:00 p.m. Monday through Friday.

**SAFETY EVACUATION PROCEDURE**

Students should be thoroughly familiar with the exits from each room, hallway and floor of the school building. Before evacuating the school building, teachers should close windows and doors. Students should proceed quickly, quietly, and in a calm, orderly manner to the exits.
pre-assigned homeroom station, lining up single-file by homeroom. Homeroom teachers will take attendance at this time. If the fire alarm sounds before or after school hours, everyone must evacuate the building immediately and report to the closest parking lot. Any adult supervising a group of students remains in charge of that group.

**SCHOOL CANCELLATION**

In the event of inclement weather school cancellation, an emergency school cancellation, or a one-hour delay, announcements will be sent to parents via Parent Alert, posted on our web page, and will be broadcast on Boston and Rhode Island radio and TV broadcasts. Note that there will be no Acushnet bus on one-hour delay days.

**SCHOOL COUNSELING**

The function of the School Counseling Department is to assist students and parents in school-related issues that affect educational development. Counseling services include academic and some personal counseling, career awareness, standardized testing and assistance in course selection.

Students receive scheduled appointments from the school counseling department. Parents and students are also free to request appointments at any time.

Standardized testing programs administered at our school include PSATs, SATs, ACTs and Advanced Placement exams.

The department adheres to the school's general policy of confidentiality except when the safety or well-being of students or other members of the Bishop Stang High School community may be jeopardized.

**SCHOOL STORE**

The Bishop Stang School Store is located in the Business Office Lobby. The store is open during break period and other designated times.

**SENIOR PORTRAITS**

Senior portraits must be taken at Pacheco Studio to be included in the yearbook. (School dress code must be adhered to.)

**SNOWBALLS**

Because of the possibility of serious injury, students may not make or throw snowballs on school property. Students who do are subject to administrative detention.
STEALING AND VANDALISM

Both stealing and vandalism constitute serious violations of respect for Bishop Stang High School and the members of the school community. Parents of students damaging school property are liable for monetary restitution and/or necessary repair or replacement. Any students stealing or vandalizing at Bishop Stang High School or at any other school may be subject to transfer or expulsion and police notification when appropriate.

TECHNOLOGY USE

Bishop Stang High School Network Policy

Bishop Stang High School strongly believes in the educational value of technology and recognizes its potential to support and enrich the curriculum and student learning process. Our goal in providing student access to the school's network is to promote educational excellence by facilitating resource sharing, innovation, and communication. Bishop Stang High School will make every effort to protect users from any misuses or abuses as a result of their experiences with the network or the internet.

Students/users are responsible to know the regulations of BSHS regarding network services and personal electronic device guidelines. Use of the network, internet, and personal electronic devices is a privilege and not a right. Any student/user who disregards the regulations will be liable for disciplinary actions. These actions may include, but are not limited to, loss or limitations to network services, loss of electronic device privileges, school disciplinary actions and/or referral to appropriate law enforcement agencies.

Personal Responsibilities of the Student/User

- Students are required to use their personal devices only for educational purposes during the school day (non-educational uses include, but are not limited to, streaming music or video, playing games, social media, messaging, “push notifications”, photography apps, texting, etc.).
- Students are required to use their personal device in the classroom at the discretion of the teacher and his/her policies. Devices should be charged and ready for use throughout the school day.
- Students/users are required to log-in and log-out each time they use the wireless network, computer or device.
- Students/users are required to report network or computer/device/printer problems to the supervising faculty member.
- Students/users are not permitted to tamper, delete, or copy the work/files of another student, network or workstation.
- Students/users are not permitted to copy, install, or upload program files to a
network workstation or to any part of the network.

- Students/users are not permitted to engage in any illegal activities using the internet.
- Students/users are not permitted to engage in any electronic activities in/out of school that are a violation of the student code of behavior. This includes, but is not limited to, the sending of e-mail that indicates or suggests pornography, unethical or illegal requests, racism, sexism, unsuitable language, or real or implied threats to any student, faculty, or staff member of BSHS; defamatory statements made concerning the school or its students, faculty, or staff; information that may breech the security of the BSHS network or the networks to which it is connected.
- Students/users are not permitted to violate United States legal code or any state legal code. This includes, but is no limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
- All students/parents/guardians must sign and return the Diocesan Acceptable Use Agreement.
- Students/users are responsible to remember their username and password and are not permitted to share them with anyone else.
- Students are not permitted to use proxy sites to circumvent the school’s firewall.
- Students are not permitted to post false information on social media sites.
- Students are not permitted to download or listen to music or view streaming video on campus without permission from a staff member.

Internet Services
Bishop Stang High School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Use of any information obtained through the internet is at the user's risk. The school will not accept any responsibility for the accuracy of information obtained through the internet.

Use of the network including the internet must be in agreement with the educational goals and objectives of BSHS as stated in the school’s Mission Statement. All users should be aware that all electronic school data (including email) is archived.

Security
Security on any computer system is a high priority because there are so many users. If a user identifies a security problem, he/she must notify his/her teacher or the network administrator at once without discussing it or showing it to another user. Any users found sharing student/user usernames and passwords will be identified as security risks. The administration may choose to deny access to the network.

Vandalism
Vandalism includes any attempt to harm or destroy the computer system, the hardware, the software, or the data of the BSHS network or any other agencies or networks that are connected through the network. Any vandalism will result in the immediate loss of computer services, school disciplinary action, and a referral to law enforcement agencies when appropriate. The parents of students damaging technology equipment are liable for monetary restitution and/or necessary repair or replacement.
**Termination**
Bishop Stang High School has the right at any time or for any reason to terminate or limit any user’s access to or use of the network.

Bishop Stang students are required to follow the Acceptable Use Policy of the Diocese of Fall River signed at the start of each school year.

**TELEPHONES**
For emergency phone use during the school day, students must obtain a pass from a teacher and report to the Assistant Principal of Students’ office.

**TRESPASSING**
School property is not to be used for student gatherings after school, in the evenings, on weekends, or whenever school is not in session. Skateboarding and rollerblading are not permitted on school grounds. Any activities on school property must be supervised by school personnel.

**TUITION POLICY**
As a part of the enrollment process, each family must indicate the Guarantor who will be responsible for tuition payments by establishing a FACTS Payment Plan. The FACTS payment plan allows families to pay in full, or choose a 10 or 11-month payment plan. The guarantor is required to notify the school if there are any missed payments. All outstanding fees will be added to the FACTS agreement if left unpaid. If an account becomes delinquent, and no attempt is made to bring the account into good standing with the school, the following actions may be taken: students may not be allowed to take exams; students may not be allowed to register, or return for the following year; students may not be allowed to participate in extended school, club, or organized trips; and students may not be allowed to participate in athletic extracurricular activities. Senior tuition must be paid in full prior to graduation. A diploma and transcripts will not be issued until all outstanding balances with Bishop Stang are settled. A delinquent account may also be sent to a collection agency.

**Refund Policy**
Both the registration and re-registration fees are non-refundable. The Guarantor is responsible for 1/10 of the total tuition for any month or any part of a month that a student attends Bishop Stang High School. For transfers during the school year prior to April 1, a refund will be processed for any overpayments made. After April 1, no refund will be processed.

**Financial Aid and Scholarships**
Financial aid applications are required each year by March 1 and completed through FACTS Grant & Aid. In addition to financial aid, several scholarships are available each year. Scholarship awards are based on need, academic achievement and involvement. Working at the school's Bingo night and/or the school's Gillette Stadium concession booth is required of families receiving more than $1000 in financial aid.
UNAUTHORIZED USE OF SCHOOL NAME
No student, or student’s parent or guardian, without the express prior written authorization of the school’s President, may utilize the school’s name, or identifying logo, for any purpose.

Any unauthorized use of the school’s name or identifying logo may subject the student to disciplinary action, up to and including expulsion and/or legal action.

UPPERCLASSMEN PRIVILEGES
Seniors choose their own parking space. Seniors, weather permitting, will be allowed to eat lunch in the Senior Garden at the discretion of the administration. Senior boys may wear a neatly trimmed beard.

Juniors and seniors may be dismissed from school (at 1:20 p.m.) on days when they have no Period 5 class. (Exceptions – Liturgy or Penance Services) These students must sign out in the Business Office before leaving and remain in complete uniform until they exit the building. Students leaving school may not return until the end of the school day (2:15 p.m.). Students who remain in school must be in complete uniform and in a supervised area. Violations may result in loss of these privileges. Upperclassmen who cut classes may lose these privileges.

VIDEO SURVEILLANCE CAMERAS
Video surveillance cameras are used at Bishop Stang High School to promote a safe school environment for students, staff and visitors and diminish the potential for personal and school loss or destruction of property.

VISITORS
All visitors to the school must report to the Business Office to obtain visitor identification passes, which must be worn while in the school.

Any student wishing to visit as part of our Spartan-for-a-Day Program, must contact the Admissions Office. Any presently enrolled student wishing to bring a student visitor needs the permission of the Assistant Principal of Students.

VISITORS - STUDENT SAFETY AND HEALTH
A registered sex offender who is the parent/guardian of a student may come onto his/her child’s diocesan school campus in order to transport his/her own child to and/or from school; attend Open House Nights/Back to School Nights; attend Parent-Teacher Conferences; attend school sporting events; attend school performances (i.e., school drama or musical performances) or any other school events that are listed specifically on the school’s calendar of events. If a registered sex offender who is the parent/guardian of a student receives a notification from a school teacher or school administrator to attend a meeting regarding his or her child, he/she must follow the protocol set forth in the next paragraph concerning, in general, the presence of registered sex offenders on a diocesan school campus.
In general, a registered sex offender who is the parent/guardian of a student is not allowed to come to campus for any other reason unless they have scheduled a specific appointment directly with the school’s administrator/head of school. When an appointment is scheduled with and confirmed by the school’s administrator, the parent/guardian must report directly to the Main Office of the school for that appointment and will be escorted by the administrator or his/her designee to the location of the meeting. The parent will be escorted back to the Main Office at the conclusion of the scheduled meeting and must leave the school premises immediately after the scheduled meeting.


STUDENT POLICIES

*Bishop Stang High School attempts to create a community based on mutual respect, concern and sense of purpose. These shared responsibilities are reflected in all of the following policies.*

ATTENDANCE

Good attendance is a necessary component of a student’s education. For this reason, excessive absences from school are not acceptable. All student absences must be verified with a telephone call from a parent or guardian by 10:00 a.m. on the day of the student’s absence. The Attendance Office is staffed from 7:15 a.m. to 3:15 p.m., Monday through Friday. For the convenience of parents and guardians who must call earlier, the Attendance Office voice mail accepts messages 24 hours each day, seven days a week. The student is required to bring a written absence note to the Assistant Principal of Students upon returning to school. Students should email teachers for assignments when absent from school.

Any foreseen extended absence should be reported by letter to the Assistant Principal of Students at least one week in advance. Only with parent or guardian written permission will a student receive a homework assignment sheet, which must be presented to the student’s teachers one week prior to the first day of the extended absence. Assignments given to students must be satisfactorily completed. A student who is absent from school without authorization is considered truant. Any student who cuts class(es) will receive a grade of “0” for work missed. The first offense will result in a Saturday detention and the administration reserves the right to suspend the student. The school reserves the final right to determine the legitimacy of absences, tardies, or dismissals.

Students and parents are advised that extended weekend pleasure trips can only hinder a student’s academic progress. Such trips should be avoided. Upon returning to school after unforeseen, legitimate absences, students are responsible for contacting their teachers immediately regarding all schoolwork missed. This work is to be completed as soon as possible but no later than 5 days after the student returns. *When students are absent, they are not permitted to attend or participate in any co-curricular activities, including athletics.* This policy also applies to students tardy after the beginning of Period 3 (10:49 a.m.) unless previously approved by the administration.

Students who are absent for five consecutive school days due to illness must present a doctor’s note to the Assistant Principal of Students on the day they return. Excessive absenteeism may result in a student’s transfer.

EXCESSIVE ABSENCE

Should a student miss class on more than six occasions in a given course during the same marking period, the Assistant Principal of Academics will direct that a “failure for lack of sufficient attendance” be recorded for that quarter. In the *fourth quarter* this policy applies when a senior misses class on more than four occasions. A review of the quarter failure may be requested if extraordinary circumstances exist. Vacations or trips are not reasons for review. The Administration reserves the right to limit co-curricular/athletic participation
for students with excessive absences.

**TARDINESS**

Students are considered tardy after the 7:45 a.m. bell. Students who arrive after 7:45 a.m. must report to the Assistant Principal of Students to obtain late slips and must present their student ID at this time. No students tardy for Homeroom are allowed into Homeroom without late slips from the office of the Assistant Principal of Students. **Going out to breakfast and missing homeroom, first-period class or quiet study is also considered a class cut.** A class cut results in a Saturday detention and zero for all work missed. Once students arrive on school property, they must remain until normal dismissal time.

The Assistant Principal of Students records all tardiness. To accommodate emergency situations which may result in tardiness, all students are allowed three tardies per semester. Students who exceed this limit receive an administrative detention for each additional instance of tardiness. Students may be placed on an attendance contract for excessive tardiness. The Administration reserves the right to limit co-curricular/athletic participation for students with excessive tardiness.

**CLASS PRANKS**

Bishop Stang does not condone class pranks and reserves the right to impose sanctions if, in the opinion of the Administration, damage occurs, safety is compromised or the school climate is disrupted.

**CLASS TRUANCY**

Students must be present for all assigned classes or activities. Students should never leave classrooms or activity areas without permission; all such actions will be considered a class cut. "Skip" days are not approved by the administration.

**DISMISSAL**

Once students arrive on school property, they must remain until normal dismissal time. Before school hours, students may not arrive and leave the school grounds. Students should not schedule personal appointments during the school day. If such appointments are absolutely necessary, students must have notes signed by their parents or guardians indicating the **date, time, and reason for the appointment.** The notes should be submitted to the Assistant Principal of Students before 7:45 a.m. Students who fail to bring notes must have their parents or guardians call the Assistant Principal of Students. If the Assistant Principal of Students approves the dismissal, students are responsible for contacting those teachers whose classes they will miss in order to obtain all assignments and homework. **There should be no early dismissal on class Penance Service Days.** We request that parents schedule appointments at another time. All students must adhere to this policy, regardless of age. School personnel confirm all dismissals with students’ parents or guardians.

Students who miss classes because of school-related dismissals, such as field trips, retreats, athletic events or other co-curricular activities, must seek the prior approval from all teachers whose classes they will miss. Students are responsible for all assignments and
Students with approved early dismissal must sign-out in the designated three ring binder in the business office. Any parent/guardian picking up a student for early dismissal must sign the student out in the binder provided in the business office. (This excludes students who are dismissed by the school nurse.)

**DRESS CODE POLICY**

The purpose of the dress code at Bishop Stang High School is to enhance the appearance of the student body and promote self-esteem and pride in performance. The School Administration retains the right to send home any student whose appearance is deemed unacceptable. This includes excessive use of makeup or jewelry, nose rings, nose studs, body piercing, gauges, chokers, or earrings worn by male students. Uniforms should be kept tidy and worn with pride. No buttons, pins or other extraneous objects may be worn on students’ uniforms unless prior approval is obtained from school administrators. **Uniforms may not be altered in any way and skirt pleats may not be stitched. Short skirts are not appropriate and are not allowed. Uniforms must be kept clean and in good repair without holes or alterations.**

**GIRL’S UNIFORM – YEAR ROUND**

**Tops: (Choose one of the following options)**
- Lands’ End button-down blouse with logo (white or blue, long or short sleeve). Note: Blouse must be tucked in.
- Plain white T-shirts (no writing or pictures) are allowed undershirts.
- Optional: Lands’ End uniform sweater with logo (v-neck, ¼ zip pullover or fleece).

**Bottoms: (Choose one of the following options)**
- Lands’ End uniform plaid skirt (hemmed no shorter than the top of the knee). Note: Black uniform tights are required under skirt.
- Lands’ End uniform khaki slacks. Note: Belt must be worn properly.

**Accessories:**
- Required: Dress shoes with a closed toe and closed back (no type of athletic shoes, slip-ons, sandals, ballet slippers, clogs or boots).

**GIRL’S UNIFORM – SUMMER (Opening of school – End of First Quarter/After spring vacation – end of school year)**

**Tops: (Choose one of the following options)**
- Lands’ End polo shirts with school logo (maroon or white, short sleeve).

**Bottoms: (Choose one of the following options)**
- Lands’ End khaki shorts or uniform plaid skirt. Black uniform tights are required under skirt; solid color socks must be worn with shorts or skorts
- Lands’ End uniform skort.
Accessories:
- **Required**: Dress shoes with a closed toe and closed back (no type of athletic shoes, slip-ons, sandals, ballet slippers, clogs or boots).

**BOY’S UNIFORM – YEAR ROUND**

**Tops:**
- Lands’ End button-down shirt with logo (white or blue, long sleeve or short sleeve).
  Note: Shirt must be tucked in.
- Lands’ End uniform Maroon/Grey tie or bow tie is **required** with button down shirt.
- Plain white T-shirts (no writing or pictures) are allowed undershirts.
- **Optional**: Lands’ End uniform sweater with logo (v-neck, ¼ zip pullover or fleece).

**Bottoms:**
- Lands’ End uniform khaki pants.

Accessories:
- **Required**: Belt must be worn.
- **Required**: Solid color socks must be worn.
- **Required**: Dress shoes (no type of athletic shoes, turf shoes, sandals, western boots, work boots, work shoes or clogs).

**BOY’S UNIFORM – SUMMER (Opening of school – End of First Quarter/After spring vacation – end of school year)**

**Tops**: **Choose one of the following options:**
- Lands’ End polo shirts with school logo (maroon or white, short sleeve).

**Bottoms:**
- Lands’ End khaki shorts

Accessories:
- **Required**: Belt must be worn.
- **Required**: Solid color socks must be worn.
- **Required**: Dress shoes (no type of athletic shoes, turf shoes, sandals, western boots, work boots, work shoes or clogs).

No hats may be worn in the school building at any time.

**Only due to medical emergency** would a student be exempt from complying with the uniform code. The exact nature of the emergency should be communicated to the Assistant Principal of Students. The Administration will determine the proper dress code for the student in question. Parents will be notified of the decision.

All teachers should assign administrative detentions to students who, during the school day, violate the school dress code. **Uniform infractions, which are not immediately correctable, may result in the student being sent home. (This includes short skirts.)**
EVICTION FROM CLASS
It is a very serious matter when students are asked to leave class due to disruptive behavior. Students must report to the office of the Assistant Principal of Students. Students who are asked to leave class will receive a Saturday detention and parents/guardians will be notified.

NON-UNIFORM DAYS
When students are not required to wear uniforms in school, they are to be appropriately attired. All tops worn by both males and females must have sleeves. No halter or tank tops, short shorts, or short skirts are allowed. Shorts must not be shorter than just above the knee. Tops or pants that expose midriff areas are not permitted. Clothing that is offensive or immodest will not be tolerated. Torn clothing (especially jeans with holes) may not be worn to school on non-uniform days. Hats are not to be worn in the school building at any time. Boys may not wear earrings. Other than earrings, girls may not have visible piercings. Students must conform to the hairstyle policy. Students with more than three (3) or more administrative detentions for uniform violations forfeit their non-uniform day privilege.

UNUSUAL HAIRSTYLES
The Administration reserves the right to take appropriate action whenever it deems a hairstyle to be unusual. An unusual/extreme hairstyle is constituted by, but not limited to: mohawks, faux-hawks, shaved lines/designs, unusual/unnatural colors, hair that covers the eyes, excessively long hair (touching the shirt collar or longer), or pony tails on males. Unusual accessories including but not limited to bows, flowers, bandanas, etc. may not be worn. Boys must be clean-shaven at all times. Senior boys may wear a neatly trimmed beard.

PUBLIC DISPLAYS OF AFFECTION
Inappropriate public displays of affection are not permitted within the school, on school grounds, on school buses/vans, and at school-sponsored events.

RACISM
All forms of racist language, and/or symbolism, implied or direct, is completely contrary to the mission of Bishop Stang High School. This includes, but is not limited to, speech, written word, and all forms of media in or out of school.

SAFETY BELT POLICY
All operators and passengers of motor vehicles are required to properly fasten seat belts while on school property.

Students/Faculty/Staff may report a violation of the policy to the Assistant Principal of Students.

SAFETY MEASURES
Measures taken to ensure some degree of personal safety include requiring all visitors, lecturers, and sales people to obtain and to wear visitors’ identification passes while on school property. All exterior doors are secured. Students should not open exterior doors for anyone or for any reason during the school day.
Student ID’s must be carried on the person in school, on school grounds, on school buses, and at all school-sponsored events. Students arriving late must produce their ID when signing in at the Assistant Principal of Students’ office. Students who cannot provide ID’s when requested will receive an administrative detention. Any lost student ID must be reported to the Assistant Principal of Students’ Office. The student ID replacement cost is $5.00.

SEXTING
Sexting is defined by the State of Massachusetts as “sending, receiving, or forwarding sexually explicit messages, photos, or images via cell phone, computer, or other digital devices.” This can include sending intimate pictures or video via text message or through apps such as Snapchat and Instagram.

The electronic transmission or receipt from one minor to another of any photograph or video that depicts nudity may constitute illegal sexting. Students engaged in sexting will be subject to serious disciplinary consequences which may include expulsion from school. In addition, the school administration may report instances of sexting to the Massachusetts Department of Children and Families (DCF) or local law enforcement for appropriate investigation as to violations of the law.

SMOKING/VAPING
Massachusetts State Law prohibits smoking or vaping in a school building and on school property. Smoking or vaping is prohibited at all times in the school building, in its parking lot, playing fields and other property. This prohibition applies to faculty, staff, parents, and all visitors to the school. Smoking or vaping on the sidewalk in front of the school building is not allowed. This policy includes cigarettes, cigars, pipe or any other matter or substance containing tobacco, as well as the use of electronic cigarettes (e cigarettes), personal vaporizers, vape pens, e-cigars, e-hookah, vaping devices, mod systems, pod systems or any similar systems.

It is a violation of Massachusetts law for any minor to knowingly possess any tobacco product, nicotine product, or nicotine dispensing device. In addition, the use of tobacco products, electronic cigarettes, and vaping carry known health risks that can be very serious. The use of any tobacco products, electronic cigarettes, and/or vaping in any form is prohibited on school property and at any school events. Any type of electronic nicotine delivery system (ENDS), including but not limited to, e-cigarettes, “vaping”, “Juuling”, or “dabbing” devices, will be considered drug paraphernalia and a violation of our school and athletic department Drug & Alcohol policies. Violation of this policy will result in disciplinary consequences which may include expulsion from school.

THREATS (implied or direct)
Any threats made regarding oneself, others, or school are always taken very seriously. The minimal disciplinary action is out-of-school suspension. The student may not return to school without documentation from an out-of-school professional who is not a member of the student’s family. This documentation must indicate that the student is of no danger to
self or others. (Please refer to the Language section on page 18.)

WEAPONS
Students in possession of any weapons, including all types of, but not limited to, knives, chains, guns, mace, pepper spray, toy and water guns, whether on their persons, in their lockers or vehicles, are subject to administrative action which may result in a student’s suspension or withdrawal from the school.

HARASSMENT POLICY
Bishop Stang High School is a community in which all members have the right to feel both safe and respected, and to live, work, and learn in an environment that is free from harassment. (Bullying and/or cyber bullying is a common form of harassment.) Behavior that undermines these rights will not be tolerated. It is this school’s policy that no member of the school community may harass another member. In all cases of harassment, the school will maintain confidentiality to the extent possible.

Some examples of harassment include, but are not limited to, the following:

<table>
<thead>
<tr>
<th>Physical</th>
<th>Verbal</th>
<th>Non-Verbal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bumping into someone</td>
<td>Unwelcome or unnecessary touching, patting or hugging</td>
<td>Obscene gestures</td>
</tr>
<tr>
<td>Pushing or shoving</td>
<td>Pinching, grabbing</td>
<td>Picture or drawings</td>
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<tr>
<td>Standing in someone’s way</td>
<td>Hitting or punching</td>
<td>Gestures or looks (winking, licking lips, suggestive body movements)</td>
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<tr>
<td>Standing too close</td>
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<td>Hazing</td>
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<td>Intimidation (bullying)</td>
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<tr>
<td></td>
<td></td>
<td>Procedure</td>
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A list of harassment includes, but is not limited to:

**Physical**
- Bumping into someone
- Pushing or shoving
- Standing in someone’s way
- Standing too close

**Verbal**
- Threats
- Sexual stories, jokes or rumors
- Inappropriate e-mail or instant messaging, blogging
- Insults

**Non-Verbal**
- Obscene gestures
- Picture or drawings
- Gestures or looks (winking, licking lips, suggestive body movements)
- Hazing

**Procedure**
- Any harassment complaint should be reported to:
  - School Administrator
  - School counselor
  - Teacher
  - Coach
  - School Nurse
  - Campus Minister
Complaints can be filed informally or formally.

**Informal Complaint:**
- Student verbally (or in writing) files a harassment complaint.
- The complaint is investigated by the administration.
- Administration may suggest peer mediation or some other form of appropriate, effective, or corrective action.
- Administration will continue to monitor the situation, encouraging continued communication between the accused and the administration, as well as between the complainant and the administration, in order to prevent the reoccurrence of the conduct and minimizing the burden on the student who has been harassed.
- A student has the right, at any time, to end the informal process and go forward with a formal complaint.

**Formal Complaint:**
- The student and parents complete the “Bullying Prevention and Intervention Incident Reporting Form”.
- The alleged harasser and his/her parents/guardians are notified of the formal complaint.
- Administration conducts a thorough investigation.
- Administration will take appropriate, effective, and corrective action.
- Administration will continue to monitor the situation, encouraging continued communication between the accused and the administration, as well as between the complainant and the administration, in order to prevent the reoccurrence of the conduct and minimizing the burden on the student who has been harassed.
- Both parties are notified of administrative decisions made to ensure the safety of all students.

**BULLYING PREVENTION AND INTERVENTION PLAN FOR THE DIOCESE OF FALL RIVER**

“Every human being is created in the image of God and redeemed by Jesus Christ, and therefore is invaluable and worthy of respect as a member of the human family.”

The body of Catholic social teaching opens with the human person, but it does not close there. Individuals have dignity; individualism has no place in Catholic social thought. The principle of human dignity gives the human person a claim on membership in a community, the human family.” (Taken from Byron, William J. S.J., *Ten Building Blocks of Catholic Social Teaching.* (2010). America: The National Catholic Weekly. American Press Inc.)

This plan is to be an addendum to the parent/student handbook, and it will immediately become part of the policy book of the Diocese of Fall River. The plan will be available on the diocesan website as well as each school’s website.

1. **Definitions**

   The Diocese of Fall River and Bishop Stang High School prohibit bullying, cyber-bullying, and retaliation as defined below. Bullying, cyber-bullying, and retaliation
can occur on or off school property, and during or outside of school hours.

“Bullying” is the repeated use by one or more students or by a member of a school staff including, but not limited to, and educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: causes physical or emotional harm to the victim or damage to the victim's property; places the victim in reasonable fear of harm to himself or of damage to his property; creates a hostile environment at school for the victim; infringes on the rights of the victim at school; or materially and substantially disrupts the educational process or the orderly operation of the school. For the purposes of this section, bullying shall include cyber-bullying. (Massachusetts General Laws c. 71 § 37O)

“Cyber-bullying” is bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications. Cyber-bullying shall also include: the creation of a web page or blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions included in the definition of bullying. (Massachusetts General Laws c. 71 § 37O)

“Retaliation” against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited. (Massachusetts General Laws c. 71 § 37O)

“Hostile Environment” is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student’s education. (Massachusetts General Laws c. 71 § 37O)

“Aggressor” is a student or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, who engages in bullying, cyber-bulling, or retaliation.

“Target” is a student against whom bullying, cyber-bullying, or retaliation has been perpetrated.
“Staff” includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals. (Massachusetts General Laws c. 71 § 37O)

Bullying shall be prohibited: (i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school and (ii) at a location, activity, function or program that is not school related, or through the use of technology or an electronic device that is not owned, leased or used by a school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school. Nothing contained herein shall require schools to staff any non-school related activities, functions or programs. (Massachusetts General Laws c. 71 § 37O)

II. Formal Procedure for Reporting

Students are to report any and all bullying, cyber-bullying, and retaliation to teachers or staff.

Staff and teachers are to report any and all bullying, cyber-bullying, and retaliation to the principal or his or her designee.

Parents, guardians, and others are to report all bullying, cyber-bullying, and retaliation to the principal or his or her designee.

This reporting may be done verbally or in writing. This reporting of bullying, cyber-bullying, or retaliation may be made anonymously; however, no disciplinary action shall be taken against a student solely on the basis of an anonymous report. The principal and his or her designee will respond to and investigate all credible reports of bullying, and ensure proper documentation. This investigation will provide for the following:

- **Safety of the target**

  The principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidences. Responses to promote safety may include but are not limited to: predetermining seating arrangements in the classroom, at lunch, or on the bus; identifying a staff member who will act as a “safe person” for the target; and altering the classroom schedule to reduce that aggressor’s access to the target. The principal or designee will take additional steps to promote safety during or after the investigation, as necessary.
• **Protection of the reporter, witness, or provider of information during the investigation**

The principal or designee will implement appropriate strategies for protecting a student who has reported/witnessed or provided information during an investigation of a bullying situation. These responses may include but are not limited to the same responses noted for the safety of the target.

• **Notification, including the parents of both the target and the aggressor, as well as notification of law enforcement**

  a. **Parents/Guardians:** Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.

  b. **Notice to another school:** If the incident involves students from more than one school, the principal or designee will notify by phone any and all schools so that each may take appropriate action.

  c. **Notice to Catholic Education Center:** After determining that bullying has taken place, notice should be given immediately to the superintendent or his or her designee.

  d. **Notice to law enforcement:** At any point after receiving a report of bullying or retaliation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal or designee will notify the local law enforcement agency. Notice will be consistent with the law and locally established agreements with the local law enforcement agency.

**III. Investigation**

The principal or designee will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation the principal or designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school
counselor, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation.

IV. Determinations

The principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The principal or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the principal or designee may choose to consult with the students’ teacher(s) and/or school counselor, and the target’s or aggressor’s parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The principal or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target’s parent or guardian about the disciplinary action taken unless it involves a “stay away” order or other directive that the target must be aware of in order to report violations.

V. Range of disciplinary actions that may be taken against an aggressor for bullying, cyber-bullying, or retaliation

Each school in the Diocese of Fall River will include bullying, cyber-bullying and retaliation into the age appropriate disciplinary code that is included in the student/parent handbook. These disciplinary codes may include, but are not limited to, suspension and expulsion.

VI. Any student who knowingly makes a false accusation of bullying, cyber-bullying, or retaliation shall be subject to disciplinary action up to and including suspension or expulsion.

VII. At the discretion of the principal or his or her designee, counseling or referrals to Catholic Social Services will be made available to targets, aggressors, and/or family members.
**Nothing in this policy is intended to prevent the school administration from taking disciplinary action against a student for conduct that does not meet the definition of bullying, as defined above, but nevertheless is inappropriate for the school environment.**

HAZING

Hazing is not tolerated. Chapter 269, sections 17-19 of Massachusetts General Law is reproduced below and being provided in this handbook to you as required by law.

**MASS. GENERAL LAWS CH. 269 CRIMES AGAINST PUBLIC PEACE CH. 269, S.17-19**

**CRIME OF HAZING**

269:17. HAZING; ORGANIZING OR PARTICIPATING; HAZING DEFINED

Section 17: Whoever is a principal organizer or participant in crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

269:18. FAILURE TO REPORT HAZING

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

269:19. Copy of secs. 17-19; issuance to students and student groups, teams and organizations; report

Section 19. Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted
by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization a copy of this section and sections seventeen and eighteen; provided however, that an institution’s compliance with this section’s requirements that an institution issue copies of this section and sections seventeen and eighteen to an unaffiliated student groups, teams or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team, or organization acting through it designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group team, or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibilities to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution’s policies to its students. The board of higher education and, in the case of secondary institutions, the board of educations shall promulgate regulations governing the content and frequency of such reports, and shall forth with report to the attorney general any such institution which fails to make such report.

**DRUG AND ALCOHOL POLICY**

As educators, the staff of Bishop Stang High School is committed to providing a learning environment that is free from drugs and alcohol.

Bishop Stang High School’s drug and alcohol policy and ongoing wellness program are intended to create a drug-free school and reflect the drug and alcohol policies in the other diocesan high schools.

Students possessing, using or under the influence of drugs or alcohol in school, on school property or at school activities is considered a very serious offense. Possession of drug paraphernalia with or without residue, including all vaping devices, is a violation of the school’s drug and alcohol policy. A meeting with parents, student and school administrators
must occur before the student can return to school. Once heard, the administration will
determine actions to be taken which may include transfer, suspension, mandatory drug
testing, mandatory counseling, and placement on a disciplinary contract.

If a student violates the drug and alcohol policy a second time, (while at Bishop Stang High
School) the second violation may lead to an immediate transfer. Parents will be notified of a
second violation and will have the opportunity to be heard.

Students who are selling or distributing any illegal substance to others are subject to
immediate expulsion and appropriate law enforcement officials will be notified by the
administration.

**MASSACHUSETTS “DRUG-FREE ZONE” BILL**
The state’s 1989 legislation created a drug-free zone around public and private schools. Dealers convicted of selling drugs or drug paraphernalia in Massachusetts within 1,000 feet of school property are given a mandatory two-year sentence and could face up to 14 years in jail and fines up to $10,000.

In order to keep Bishop Stang High School a drug-free school, the school reserves the right to invite law enforcement officials to the school property for random and unannounced searches.
DISCIPLINE POLICY

TEACHER DETENTIONS
Teachers are required to assign detentions for classroom infractions, tardiness, missing homework, disruptive behavior, and other behavior inconsistent with the school's academic and personal conduct policies. Students who receive detentions must arrange transportation accordingly. Students are subject to administrative detention if they fail to report for teacher detention.

ADMINISTRATIVE DETENTIONS
School administrators and teachers may assign administrative detentions for chronic/serious violations of the school's disciplinary code or repeated failure to complete assignments.

Administrative detentions are held after school from 2:20-3:00 p.m. Students must be in complete uniform. Students will present detention slips, which have been signed by their parents or guardians, to detention proctors. Failure to return signed slips will result in an administrative detention the following scheduled detention day. Failure to report for administrative detention will result in Saturday detention. Detentions for failure to complete assignments are held on Monday and Wednesday; detentions for violation of the school's disciplinary code are held on Tuesday and Thursday.

SATURDAY DETENTION
Saturday detention is scheduled from 9 a.m. to noon and may be assigned by an administrator for failure to report for administrative detention, flagrant disruption of classes, missing classes or assigned activities without permission, defiance or disrespect, profanity or inappropriate language, inappropriate use of automobiles, leaving the school building or property without permission of school administrators, insubordination or in conjunction with suspensions.

SUSPENSION
Students are suspended for failure to report for Saturday detention, use or possession of tobacco products, possession of drug paraphernalia with or without residue, including all vaping devices on school property or school activities, stealing, forgery, computer tampering, vandalism, defiance or disrespect, skipping school, fighting, gambling, weapons, threats, chronic disruptions, flagrant insubordination, the inappropriate use of electronic devices, and any other warranted infraction of school rules.

The length of the suspension is determined by the Administration. On the day of the in-house suspension, students are required to attend school in complete uniform. It is the responsibility of the suspended students to complete the day's schoolwork. Any tests scheduled for the day of suspension must be taken on that day or no credit is given. Any homework or projects due on the day of suspension are to be submitted on that day or no credit is given. Parents/guardians are notified personally of all cases involving suspension.
Suspended students are required to attend a Saturday detention for each day of suspension. Students on suspension must leave campus at 2:15 and are not eligible to participate in any after school activities. Students on out-of-school suspension will receive zero for all missed work. The length of the out-of-school suspension will be determined by Administration.

SEARCH AND SEIZURE
When the administration has a reasonable suspicion to believe that a student possesses or is concealing any illegal or harmful item, or any item in violation of school policy, a search may be conducted. Parents shall be notified of all student searches. If any illegal or harmful material, or any item in violation of school policy, is found as a result of the search, it may be given to the police.

The school hereby notifies parents/guardians and students that lockers, backpacks, and cars on school property can be searched at any time by an administrator in the school. Police searches of student lockers and cars on school property may be permitted with an administrator present.

DISCIPLINARY CONTRACT
Students who exhibit a continuous disregard for the rules and regulations of Bishop Stang High School, including those with an excessive number of administrative detentions or suspensions, are placed on Disciplinary Probation. At that time, a contract is drawn up by the Assistant Principal of Students and signed by the student and parents. The contract states the requirements by which the student may remain at Bishop Stang High School. Violation of the terms of the contract may result in transfer/expulsion. Students who are on disciplinary contracts are ineligible for any leadership positions (elected or appointed) within the school. Any student who is placed on contract during the school year will forfeit their leadership position. This includes sports captains. Contracts are confidential.

TRANSFER/EXPULSION
Students may be asked to transfer for the following reasons:
- any threat regarding individual or school safety
- the use, sale and/or possession of drugs/alcohol/vaping devices
- possession of a dangerous weapon, facsimile of a weapon, or inappropriate social media postings that contain weapons
- conviction of a criminal offense
- assault
- infraction of the tobacco products rule for the second time during the same school year
- refusal to permit a search
- violation of Disciplinary Probation Contract
- poor academic performance
- excessive absenteeism or tardiness
- third infraction of Academic Dishonesty
- fourth violation of the electronic equipment policy
- inappropriate use of any video/picture equipment or social networking sites
- chronic disregard for the rules and regulations of Bishop Stang High School
- an infraction which is against school philosophy or Catholic tradition
- tampering with or vandalizing any school safety or security devices in or out of the school building
EXPULSION

Expulsion is mandatory for students who are found to be selling or distributing any illegal substance. Expulsion is also mandatory for students who refuse to transfer when asked to do so by the administration. An expulsion becomes part of the student’s permanent record.

The education of a student is a partnership between the parents and the school. The school administration reserves the right to require the withdrawal of a student if the administration determines the partnership is irretrievably broken.

The policies stated here are not considered all inclusive. The administration of Bishop Stang High School acts on any situation which is deemed detrimental to any individual or to Bishop Stang High School as a whole. The President/Principal is the final recourse in all disciplinary situations and for just causes may waive any and all regulations at his discretion.

“All Schools in the Diocese of Fall River are subject to the policies of the Diocese of Fall River. The **policy manuals of the Diocese of Fall River replace and supersede any contrary statement of policy, procedures, programs, or practices, including but not limited to, any such statement contained in any handbook or manual prepared by any school in the Diocese of Fall River”

**These manuals are available to be read at the Catholic Education Center, 423 Highland Avenue, Fall River, MA 02720.
ATHLETICS
AND CO-CURRICULAR ACTIVITIES

All students have the opportunity to participate in the clubs, organizations, and athletic programs available at Bishop Stang High School. Students are strongly encouraged to involve themselves in such activities.

CO-CURRICULAR ACTIVITIES

The following clubs and organizations are sponsored at Bishop Stang High School:

- A Capella Choir
- Art & Photography Club
- Astronomy Club
- Business Club
- Campus Ministry
- Captain’s Club
- Coding Club
- Dance Team
- Diversity Council
- E-Sports
- Expedition Club
- The Fellowship

- Forensics & Debate Team
- Improv Group
- Knitting Club
- Literary Magazine (Ethos)
- Math Team
- Media Production Club
- Mock Trial Team
- National Honor Society
- Newspaper
- Open Mic Committee
- Peer Mentors

- Poetry Club
- Pro-Life Committee
- Robotics Team
- S.A.D.D.
- Soul Sistahs
- Stang String Club
- Student Ambassadors
- Student Council
- Theatre Company
- Trivia Club
- Yearbook

ATHLETICS

Interscholastic athletics are a part of the curriculum at Bishop Stang High School. The entire coaching staff embraces the philosophy of the school and desires to teach students and athletes to live out Christian values in all aspects of their lives. The detailed athletics policy, including attendance requirements, academic eligibility, and school policies regarding drug/alcohol/ tobacco, are published in the following pages of this handbook which is distributed to all Bishop Stang High School students.
The following interscholastic athletic activities are sponsored at Bishop Stang High School:

<table>
<thead>
<tr>
<th>Baseball</th>
<th>Golf</th>
<th>Spring Track</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball</td>
<td>Lacrosse</td>
<td>Tennis</td>
</tr>
<tr>
<td>Cheerleading</td>
<td>Sailing</td>
<td>Volleyball</td>
</tr>
<tr>
<td>Cross Country</td>
<td>Soccer</td>
<td>Weight Training</td>
</tr>
<tr>
<td>Field Hockey</td>
<td>Softball</td>
<td>Winter Track</td>
</tr>
<tr>
<td>Football</td>
<td>Swimming and Diving</td>
<td></td>
</tr>
</tbody>
</table>
ATHLETIC DEPARTMENT POLICIES

Athletics is a part of the curriculum at Bishop Stang High School. All student athletes and their parents/guardians must attend the sportsmanship meeting sponsored by the school.

ATHLETIC PARTICIPATION REQUIREMENTS

All students participating in a sport must register online through FAMILY ID each season and have an up-to-date IMPACT test. Family ID registration includes the following requirements for participation:

- Complete registration, including all permissions, medical history, and concussion training (required annually)
- A valid student physical (required annually)
- Concussion information (required each athletic season)
- Selection of the sport of the student’s choice (required each athletic season)

ACADEMIC

As required by the Massachusetts Interscholastic Athletic Association, a student must attain a passing grade of 65 in the equivalent of four major subjects during the marking period preceding the contest or sport in which he/she wishes to participate. Students who do not meet these academic criteria are not allowed to remain on the team.

ATTENDANCE

A student who chooses to participate in athletics at Bishop Stang High School makes a commitment to his/her team and, therefore, must attend all practices and games. Events such as funerals, medical emergencies, and conflicts due to a school-sanctioned religious or academic event (e.g., Debate Tournaments, Drama Production, Math Meets, not practices) will be considered excused absences. The student athlete or a parent/guardian must inform the Head Coach prior to the absence. To request an exemption for any other reason, the parent or guardian must request a waiver from the Athletic Director one week prior to the absence. Athletes who fail to comply with this rule will be subject to suspension or dismissal from the team. If a waiver is granted, the student athlete may still be subject to a suspension and his/her position on the team is not guaranteed upon return. During vacations and holidays, all team members must be at all practice sessions and at all games. During the April vacation period (beginning on the Saturday, and ending on the following Sunday), no mandatory practices or games will be scheduled. No practices or games that are under the school’s control will be scheduled on Sundays. On the day of an absence, (excused and unexcused) no student will be allowed to participate in any athletic practice or game. This is also in effect for any student who is tardy beyond the beginning of period 3 (10:29 a.m.). Excused absences for specific school reasons are determined by the Assistant Principal of Students.
**AWARD CRITERIA**

Every athlete who completes a season of participation will receive a letter or certificate of participation. Athletes who are suspended from participation in athletic contests are not eligible for a letter or certificate.

To earn a letter in a varsity sport, the athlete must participate in varsity competition in 25% of the periods normally played during the season. A period means quarters in sports such as football, basketball, and soccer. It means innings in sports like baseball and softball. All seniors who participate for two consecutive years automatically earn a letter. Coaches have the right to award letters to anyone they feel has met individual team requirements.

The following are the normal standards. If a season is shortened, the standards will be adjusted:

<table>
<thead>
<tr>
<th>Sport</th>
<th>Season</th>
<th>Periods/Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cross Country</td>
<td>7 meets</td>
<td>10 points</td>
</tr>
<tr>
<td>Field Hockey</td>
<td>16 games</td>
<td>8 halves</td>
</tr>
<tr>
<td>Football</td>
<td>10 games</td>
<td>10 quarters</td>
</tr>
<tr>
<td>Soccer</td>
<td>17 games</td>
<td>9 halves</td>
</tr>
<tr>
<td>Volleyball</td>
<td>20 games</td>
<td>10 sets</td>
</tr>
<tr>
<td>Basketball</td>
<td>20 games</td>
<td>10 halves</td>
</tr>
<tr>
<td>Track</td>
<td>6 meets</td>
<td>10 points</td>
</tr>
<tr>
<td>Ice Hockey</td>
<td>17 games</td>
<td>13 periods</td>
</tr>
<tr>
<td>Sailing Team</td>
<td>9 meets</td>
<td>3 meets</td>
</tr>
<tr>
<td>Swimming and Diving</td>
<td>8 meets</td>
<td>10 points</td>
</tr>
<tr>
<td>Baseball</td>
<td>20 games</td>
<td>35 innings</td>
</tr>
<tr>
<td>Golf</td>
<td>16 matches</td>
<td>4 matches</td>
</tr>
<tr>
<td>Softball</td>
<td>17 games</td>
<td>20 innings</td>
</tr>
<tr>
<td>Tennis</td>
<td>16 matches</td>
<td>4 matches</td>
</tr>
<tr>
<td>Lacrosse</td>
<td>16 games</td>
<td>16 quarters</td>
</tr>
</tbody>
</table>

Cheering - Junior varsity cheerleaders receive a certificate of participation. Varsity cheerleaders, who cheer in their first season, receive a certificate of participation. Varsity cheerleaders, who cheer for a second season, receive their letter award. Subsequent varsity seasons receive a varsity award and a bar to indicate an additional season of varsity cheering.

All athletes who letter for the first time receive the chenille 'S'. They also receive an appropriate insert for each sport in which they first letter. Athletes who letter again in the same sport receive bars to indicate additional years as a letter winner.
CAPTAINS
A captain is a special athlete. This athlete has been selected from among his/her peers because he/she has special qualities.

A captain is a leader. As a captain one must be ready to stand head-and-shoulders above his/her teammates. One accepts and follows the athletic training rules. One is a captain at all times. One not only represents himself/herself, but also one’s teammates, school, and coaches.

Captains are loyal. Team issues are not discussed with outsiders. If a teammate needs encouragement, a captain provides it. If there is a problem, the captain works with the teammate and the coaches to resolve it.

**Captains who fail to live up to these standards will resign their captaincy. A student who is on disciplinary contract is not eligible for captaincy.**

DRESS CODE
Each team has its own dress code for traveling to away games. Athletes are expected to dress neatly and appropriately while traveling to contests.

DRUGS/ALCOHOL/TOBACCO
A student who chooses to participate in athletics at Bishop Stang High School also chooses to be drug, alcohol, and tobacco-free in and out of season.

Athletes must refrain from the use of, possession of, being in the presence of, or in being in pictures/video of drugs, alcohol, vaping devices or tobacco products of any type.

The Bishop Stang Athlete must be in good standing as a citizen of the Bishop Stang community and the community at large.

Consequences for violation of the Drug, Alcohol, and Tobacco rules when not in school, on school grounds, or school buses, vans, or at school-sponsored events:

- **First time in a four-year span**
  Parents will be notified by the Principal of any violations.

**MINIMUM PENALTIES:**
The student shall lose eligibility for the number of regular season events equaling 25% of the entire season. These events must be consecutive and immediately following the violation. The athlete shall remain at practice for the purpose of rehabilitation.

- **Subsequent violation in a four-year span**
  A meeting will be held with all involved parties (see above). **MINIMUM PENALTIES:**
  The athlete must participate in mandatory counseling as directed by the Principal. The athlete will be suspended from participation in athletic contests for the equivalent of one full season (this may carry over to a second sport). A third offense will result in a full year suspension from athletic participation.

**Note:** Diocesan and School policies supersede Athletic Department rules.
EQUIPMENT
Each athlete is issued equipment appropriate for the sport. This equipment is loaned to the athlete who is responsible for its return within one week at the end of the season. Equipment not returned must be paid for by the individual athlete. Bills for unreturned uniforms/equipment will be issued one week after the final game/contest.

HAZING
Hazing is prohibited. Hazing means any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Refer to specific hazing policy on page 39.

INJURIES
Injuries must be reported to the coach and the trainer. An insurance claim form must be completed for all injuries that require medical treatment. Our athletic insurance coverage is set up to pay medical bills that are not covered by the individual’s insurance. The claim form must be filled out at the time of the injury, even though the individual’s insurance is supposed to cover the individual's bills. There is a 90-day limit for filing claims.

The choice of physicians, hospitals, medical walk-in centers, therapy centers, etc. is up to the parent and athlete. Neither Bishop Stang High School nor the trainer will make recommendations concerning these choices.

Bishop Stang student-athletes are required to use the ImPACT Concussion Management Program in order to participate in athletics. Administered by the Athletic Trainer, ImPACT is a state-of-the-art computer-based program developed to help clinicians evaluate recovery during a concussion. Our goal is to create a safer environment for our student-athletes through education, awareness, and clinical care.

LOCKER ROOM
Locker room use is for in-season athletes only. Lockers will be assigned by coaches when applicable. All valuables must be locked in a locker or given to the coach to be secured. Any students stealing may be subject to transfer/expulsion.

The locker rooms should be kept clean and orderly. No food or drink (other than that supplied by the trainer or coaches) should be brought into the locker room. Students may not take pictures or video in the locker rooms at any time.

PRACTICE
The department policy on attendance is already stated. Athletes who are legitimately absent should inform their coach. Athletes are responsible to know the practice schedule. Each individual team has its own manner of handling canceled practices or games. Make certain
you are aware of your team’s policies. No practices or games (that are under the school’s control) will be scheduled on Sundays.

**ROLE MODELS**
Whether the athlete chooses to or not, he/she is looked upon as a role model by the other teammates, students, opponents, and adults. When with his/her team or when attending other sporting events in support of classmates, the Bishop Stang athlete is expected to exhibit good sportsmanship and not get involved in crowd rowdiness or inappropriate behavior, including fighting. The school reserves the right to take disciplinary action in all these situations.

**SPARTAN SPORTSMANSHIP PLEDGE**
All persons participating in Bishop Stang Athletics, at home or away, must adhere to the Spartan Sportsmanship Pledge. This pledge is rooted in the school’s mission to be people of integrity who are called to “make known the goodness of God.” School officials reserve the right to enforce these standards at all times.

As a coach, student-athlete, parent/guardian or fan/attendee, I promise the following:

- to engage in and encourage sportsmanlike conduct at all times;
- to act in a respectful and cooperative manner to all coaches, parents, student-athletes, participants, officials, and attendees;
- to engage in and encourage behavior which supports the health, safety, and well-being of all others;
- to maintain a positive attitude, and to be a role model for students, fans, and community members;
- to engage in and encourage behavior which supports fair play;
- to refrain from the use of drugs, tobacco, and alcohol prior to or during participation in a school athletic event;
- to refrain from the use of profanity;
- to treat all others with respect, regardless of race, creed, color, national origin, gender, or ability
- to refrain from verbal or physical threats of abuse aimed at others;
- to treat all facilities used by Bishop Stang with respect.

I understand that failure to abide by this policy may result in being removed from athletic/school events and/or suspension from school/events. I understand and agree to the Bishop Stang Spartan Sportsmanship Pledge.

**TRANSPORTATION**
Athletes are to display proper behavior at all times when being transported to and from games. Misconduct could lead to dismissal from a team, or further disciplinary action.
BISHOP STANG CONCUSSION POLICY

Bishop Stang High School is committed to ensuring the health and safety of our students. The following concussion policy utilizes the latest in medical research to prevent and treat head injuries and is in compliance with MIAA policy and with the Commonwealth of Massachusetts Law Chapter 166: An Act Relative to the Safety Regulations for School Athletic Programs:

Documentation

In addition to an annual physical and all medical history and permissions located in Family ID, all head, face or neck injuries sustained prior to each season must be reported by parents/guardians in the Concussion Reporting section of the Family ID registration and will be reviewed and documented by the Athletic Trainer. Coaches will be informed prior to the beginning of each season of all students within their program who have previously experienced concussions. Parents/Guardians and students must report any head, face or neck injury immediately to the school Athletic Trainer and/or the Athletic Director. ImPact testing must be completed prior to grade 9 and 11.

The school may use a student’s history of head injury or concussion as a factor to determine whether to allow the student to participate in an extracurricular athletic activity or whether to allow such a participant under specific conditions or modifications.

In the event of a head injury or suspected concussion sustained during extracurricular activities, the school Athletic Trainer will obtain a Department of Public Health Report of a Head Injury During Sports Season Form from the student’s coach or parent if the injury occurred outside of the school’s extracurricular activity. The school Athletic Trainer will keep record of the forms to report to the Department of Public Health at the end of each school year.

Each student who is removed from practice or competition for a head injury or suspected concussion, or loses consciousness, even briefly, or exhibits any signs and symptoms of a concussion shall obtain and present to the Athletic Trainer a Department of Public Health Post Sports-Related Head Injury Medical Clearance and Authorization Form. The form must be completed by a physician, licensed Athletic Trainer in consultation with a physician, licensed nurse practitioner in consultation with a physician, licensed physician assistant under the supervision of a physician, or licensed neuropsychologist in coordination with the physician managing the student’s recovery.

Exclusion from Play

Any student, who during a practice or competition, sustains a head injury or suspected concussion, or exhibits signs and symptoms of a concussion, or loses consciousness, even briefly, shall be removed from the practice or competition immediately and may not return to the practice or competition that day.

If a head injury or concussion is suspected by a coach, teacher, volunteer, or parent/guardian, the student should be removed from athletic participation immediately and the school Athletic Trainer or school nurse must be notified. The Athletic Trainer or nurse will evaluate the student for a possible concussion and refer to a medical provider as necessary.
In the event of a possible head injury or concussion in extracurricular athletics, the coach or volunteer will communicate the nature of the injury directly to the parent in person or by phone immediately after the practice or competition in which a student has been removed from play for a possible head injury. The coach must also notify the Athletic Director, Athletic Trainer or school nurse within the next business day after removing the student from participation. The Athletic Trainer or school nurse will then evaluate the student, if possible, and notify the student’s parent/guardian of the incident via email. If a concussion is suspected, the student will be referred for further evaluation by a medical provider. The student may only begin the return-to-play once the Athletic Trainer has obtained written medical clearance from a medical provider and has also been cleared by the Athletic Trainer.

**Return to Play:**

Athletes should complete the following step-wise process prior to return to play following concussion:

- Removal from contest following signs and symptoms of concussion.
- No return to play in current game or practice.
- Medical evaluation following injury.

Criteria for return after a concussion/brain injury/ head injury (must complete all steps below):

1. Clearance from a medical professional in writing as defined above.
2. Bishop Stang’s Athletic Trainer has the final decision regarding return to play.
3. Completely asymptomatic – no symptoms at all.
4. Normal ImPACT testing.
5. Completed supervised graduated return to play protocol. Each step should take 24 hours. The steps must be completed without return of any symptoms. If any symptoms occur, the athlete returns to the previous asymptomatic step, after 24 hours has passed.
   1. No activity – complete rest until all symptoms subside
   2. Light aerobic activity (no lifting)– less than 70% max heart rate (Examples include: walking)
   3. Sports Specific exercise – no activities that include head hitting (Examples include: skating, running drills for basketball or soccer.)
   4. Non contact drills – more complex than step 3. May start lifting at this step (Examples: passing drills for football, shooting drills for soccer, hockey, basketball.)
   5. Full Contact Practice- must have a medical professional’s clearance and a normal ImPACT test to progress to this step.
   6. Return to game play.

**Return to Academics**

In the event that a student suffers a concussion, the school will implement a graduated school reentry plan based on accommodations prescribed by the student’s medical provider and facilitated by the school staff, including the concussed student’s teachers, guidance counselor, school nurse, Athletic Trainer, and parent(s)/caregivers. This plan supports the student’s return to academic activities, and provides a framework for a return to full academics.
written accommodation plan for the student and communicate what temporary accommodations and supports are necessary for the student to use in the classroom to the student’s teachers. Any student who is utilizing academic modifications or accommodations for symptoms related to a concussion are ineligible to begin a return to play in athletics. The concussed student may only begin the return to play protocol in athletics once the physician has cleared them for a full return to academics AND cleared them to begin the protocol.

**Education**

All coaches, athletic trainers, volunteers, school nurses, athletic director, student-athlete parent(s)/guardian(s), and student-athletes involved in Bishop Stang Athletics are required to complete the Concussion Education Course offered by the National Federation of State High Associations (NFHS) on an annual basis.

Link to parent/coach course - [https://nfhslearn.com/courses/61151/concussion-in-sports](https://nfhslearn.com/courses/61151/concussion-in-sports)

Link to student course - [https://nfhslearn.com/courses/61059/concussion-for-students](https://nfhslearn.com/courses/61059/concussion-for-students)

In order to minimize sports related-head injury, the Athletic Trainer, coaches, and volunteers will teach form, techniques, skills, and promote equipment use to minimize sports-related head injuries. Coaches may also prohibit athletes from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of an athlete, such as using a helmet or any other sports equipment as a weapon.

**ImPACT Concussion Management Program**

Bishop Stang student-athletes are required to use the ImPACT Concussion Management Program in order to participate in athletics. Administered by the Athletic Trainer, ImPACT is a state-of-the-art computer-based program developed to help clinicians evaluate recovery during a concussion. Our goal is to create a safer environment for our student-athletes through education, awareness, and clinical care. ImPact testing will be completed prior to grade 9 and 11, and is a requirement for return to play.

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**A Parent’s / Guardian’s Guide To Concussion**

**National Federation of State High School Associations (NFHS)**

**Sports Medicine Advisory Committee (SMAC)**

**What is a concussion?**

- A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently moved within the skull, typically from a blow to the head or body. An athlete does not need to lose consciousness (be “knocked-out”) to suffer a concussion. In fact, less than ten percent of concussed athletes suffer loss of consciousness.

**Concussion Facts**

- A concussion is a type of traumatic brain injury. The result is a functional problem rather than a clear structural injury, causing it to be invisible to standard medical imaging (CT, or “CAT” scans, and MRI scans).
• It is estimated that over 300,000 high school athletes across the United States suffer a concussion each year. (Data from the NFHS Injury Surveillance System, “High School RIOTM”)
• Concussions occur most frequently in football, but ice hockey, lacrosse, soccer, and basketball follow closely behind. All athletes are at risk, in all activities, regardless of gender.
• A concussion may cause multiple symptoms that can be categorized as physical, behavioral, and cognitive. Physical symptoms include headaches, dizziness, and sleep changes, among others. Some behavioral changes include irritability, anxiety, and depression. Cognitive symptoms, or thinking changes, include trouble with focus, memory, and word finding. Many symptoms appear immediately after the injury, while others may develop over the next several days. Concussions can result in symptoms that interfere with normal daily life in addition to difficulty with school, work, and social life.
• Concussion symptoms may last from a few days to several months. It is important to remember that each student athlete responds and recovers differently.
• Athletes should not return to sports or activities that will put them at risk for another head injury until the concussion has completely resolved. To do so puts them at risk for prolonged symptoms and a more severe injury. Participation in physical education classes or exercise should be discussed with a qualified appropriate health-care professional.

What should I do if I think my child has had a concussion?

If an athlete is suspected of having a concussion, the athlete must be immediately removed from that activity and be evaluated by a qualified appropriate health-care professional. Continuing to exercise, practice, or play when experiencing concussion symptoms can lead to worsening of symptoms, increased risk for further injury and rarely death. Parents and coaches are not expected to make the diagnosis of a concussion. A medical professional trained in the diagnosis and management of concussions will do so. However, you must be aware of the signs and symptoms of a concussion. If you are suspicious that your child has suffered a concussion, your child must stop activity right away and be evaluated.

When in doubt, sit them out!

All student-athletes who sustain a concussion need to be evaluated by a health care professional who is experienced in concussion management. If your child’s school has an athletic trainer (AT), please inform the AT of your concerns. You should call your child’s physician and explain what has happened and follow your physician's instructions. If your child is vomiting, has a severe headache, is having difficulty staying awake or difficulty answering simple questions, you should take your child for immediate emergency medical attention.

What are the signs and symptoms of a concussion?

SIGNS OBSERVED BY PARENTS, ATHLETIC TRAINERS, FRIENDS, TEACHERS OR COACHES

• Appears dazed or stunned
• Is confused about what to do
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness
- Shows behavior or personality changes
- Can’t recall events prior to hit
- Can’t recall events after hit

**SYMPTOMS REPORTED BY ATHLETE**

- Headache
- Nausea
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish
- Feeling foggy or groggy
- Concentration or memory problems
- Confusion

**When can an athlete return to play following a concussion?**

After suffering a concussion, no athlete should EVER return to play or practice on that same day. Studies have shown that the young brain does not recover quickly enough for an athlete to safely return to activity in such a short time.

Concerns over athletes returning to play too quickly have led lawmakers in all 50 states and the District of Columbia to pass laws stating that no player shall return to play the day of a concussion, and the athlete must be cleared by an appropriate health-care professional before being allowed to return to play in games or practices. The laws typically also mandate that players, parents and coaches receive education on the dangers and recognizing the signs and symptoms of concussion. Click here to see what your state law requires: [http://usafootball.com/blog/health-and-safety/see-whereyour-state-stands-concussion-law](http://usafootball.com/blog/health-and-safety/see-whereyour-state-stands-concussion-law).

Once an athlete no longer has symptoms of a concussion AND is cleared for return to play, the athlete should proceed with activity in a step-wise fashion in a carefully controlled and monitored environment to allow the brain to re-adjust to exertion. On average, the athlete will complete a new step every 24 hours. Please be aware that some states mandate for a longer duration before return to play. An example of a typical return-to-play schedule is shown below:

**Step 1:** Light exercise, including walking or riding an exercise bike. No weightlifting.
**Step 2:** Running in the gym or on the field. No helmet or other equipment.
**Step 3:** Non-contact training drills in full equipment. Weight training can begin.
**Step 4:** Full contact practice or training.
**Step 5:** Game play.

If symptoms occur at any step, the athlete should immediately stop activity and consult with a qualified appropriate health-care professional before moving on.
How can a concussion affect schoolwork?

Following a concussion, many student-athletes have difficulty in school. These problems may last from days to months and often involve difficulties with short-term memory, concentration and organization.

In many cases after the injury, it is best to decrease the athlete’s class load early in the recovery phase. This may include staying home from school for a few days, followed by academic adjustments (such as a reduced class schedule), until the athlete has fully recovered. Decreasing the stress on the brain and not allowing the athlete to push through symptoms will hasten the recovery time and ensure total resolution of symptoms.

What can I do?

- Both you and your child should learn to recognize the “Signs and Symptoms” of concussion as listed above.
- Encourage your child to tell the medical and/or coaching staff if any of these signs and symptoms appear after a blow to the head or body.
- Emphasize to administrators, coaches, physicians, athletic trainers, teachers and other parents your concerns and expectations about concussion and safe play.
- Encourage your child to tell the medical and coaching staff if there is suspicion that a teammate has suffered a concussion.
- Ask teachers to monitor any decrease in grades or changes in behavior in students that could indicate a concussion.
- Report concussions that occurred during the school year to appropriate school staff. This will help in monitoring injured athletes as they move to the next season’s sports.

Click here for more information about returning to school after a concussion: http://www.cdc.gov/headsup/basics/return_to_school.html

Resources


http://aappolicy.aappublications.org/cgi/content/full/pediatrics;126/3/597.


<table>
<thead>
<tr>
<th>Resource</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Al-Anon/Alateen</td>
<td>508-366-0556</td>
</tr>
<tr>
<td>Birthright (New Bedford)</td>
<td>508-996-6744</td>
</tr>
<tr>
<td>Catholic Social Services (Pregnancy and Adoption)</td>
<td>508-997-7337</td>
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<tr>
<td>New Bedford Crisis Center</td>
<td>508-996-3154</td>
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<tr>
<td>Rape Center</td>
<td>508-996-6636</td>
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<tr>
<td>Project Rachel</td>
<td>508-997-3330</td>
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<tr>
<td>Samaritans</td>
<td>508-673-3777</td>
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<tr>
<td>Smokers Quit Line</td>
<td>1-800-QUIT-NOW</td>
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