

ASSISTANT PRINCIPAL FOR STUDENT SERVICES (APSS) DISCIPLINE CODE

All students represent Bishop Shanahan High School 24 hours a day. Any student whose behavior causes disgrace to themselves and Bishop Shanahan whether on or off campus is subject to sanctions imposed on him/her by the school administration.

The system of discipline in a Catholic school has as its basic purpose the teaching of responsibility to God, to self, and to others. An effective discipline code contributes toward establishing a proper educational atmosphere in school. While the Assistant Principal for Student Services is directly responsible for overseeing and coordinating all discipline efforts, discipline is the responsibility of everyone - students, parents, administration, faculty, and staff.

ABSENCE

State law requires each student to be present each day school is in session. If a student is absent, a parent or guardian must call the Attendance Office at **610-343-6205 before** 10:00 a.m. on the day of absence, stating the student's name, student's I.D. number, homeroom section, reason for absence, and the name and telephone number of the caller.

Students must submit an absent note from a parent or guardian only if a phone call has not been received on the day of absence. If neither a phone call nor a note is submitted on the day of the student's return, the student will be considered truant.

PLEASE NOTE THAT A DOCTOR'S CERTIFICATE MUST BE SUBMITTED FOR AN ABSENCE OF MORE THAN THREE DAYS.

Students absent and/or late for twenty two or more days without a doctor's certificate will be required to attend Behavior Modification Summer School in their local school. A reminder is ordinarily sent to the parents when a student has accumulated an excessive number of absences. Doctors' notes for absence or lates must document the reason, and must be handed in on the same day that the student returns to school. If a student fails to hand in a doctor's certificate within two weeks of return to school that certificate will not be accepted as a means to excuse the absence.

The student is responsible for any school work missed during any absence or missed class time with-in a time period deemed appropriate by the subject teacher. Students who are absent for more than three days, should contact their Guidance Counselor for assignments (610-343-6242) or refer to the

teachers' web sites. (Guidance Counselor Assignments: Mrs. Saggars –all **Seniors**, & Gr 9,10,11 **A & B**; Ms. Wood- Gr. 9,10,11 **C to L**; Sr Maureen Peter Gr. 9,10,11 **M to Z**.)

Athletic and Activity **eligibility requires a student to attend a minimum of 4 periods during the school day**. Any student who is absent from school on any given day may not participate that same day in any activity or sport sponsored by Bishop Shanahan High School.

BACCALAUREATE MASS AND COMMENCEMENT CEREMONIES

Any senior who has accumulated four quarter failures or an equal number of demerits (124) by June 1st, 2013, will not attend Baccalaureate Mass or the Commencement ceremonies. Additionally, if a senior commits any serious infraction up to and including the Graduation day, that senior will not be permitted to attend the Baccalaureate Mass or the Commencement Exercises.

BACK PACKS

Traditional size back packs are not permitted during the school day. Students may only use small string bags to assist with the transporting of books and materials. Additionally, students may visit their locker at the change of class.

BEHAVIOR MODIFICATION PROGRAM

Any student who has accumulated 3 quarter failures in conduct, or an equal number of demerits (93), will be liable for dismissal. After being reviewed by the administration, if the student is welcomed back for the following academic year, he/she will be required to attend Behavior Modification summer school. The program is held at Bishop Shanahan. Students who successfully complete the summer program may be invited back to Bishop Shanahan for the following academic year. A fee of \$150 is charged for this service. Also, any student who is suspended during the course of the year automatically becomes a candidate for Behavior Modification summer school. A discipline contract must be signed upon returning to Bishop Shanahan High School

BEHAVIOR MODIFICATION SUMMER SCHOOL / ABSENCE

Any student who misses 22 or more days without a Medical Note, must attend Behavior Modification Summer School at their local school. Any student who fails to attend this two week component may not return to any Archdiocesan school in the Fall.

BOOKS AND MATERIALS

All school books with the exception of religious textbooks and certain materials are furnished by Acts 195 and 90 from the State of Pennsylvania's Program of Aid to Non-Public Schools. The books and supplies are issued with the understanding that proper care and use by the student is maintained. Each student must sign his or her name in each textbook that is issued. If a student loses, destroys, or defaces a new book, netbook, or tablet, or a book that is less than two years old, that student will be required to pay the complete cost of replacement. If a student loses, destroys or defaces a book, notebook, or tablet that is older than two years, that student will be responsible for half the cost of replacement.

BULLYING

Bishop Shanahan High School is committed to creating a safe, caring, respectful learning environment for all members of the school community. Bullying in school is strictly prohibited and will not be tolerated. For the purpose of clarity, "school" includes school buildings, school grounds, and school-sponsored social events, trips, sporting events, buses, and bus stops. Bullying also includes cyber-bullying through social media and/or use of the internet, and this will also not be tolerated. Reported incidents of bullying will be investigated promptly and thoroughly by school administration.

Bullying is a pattern of aggressive, intentional or deliberately hostile behavior that occurs repeatedly and over time. Bullying behaviors normally fall into three categories, physical, emotional, and verbal, and may include, but are not limited to, intimidation, assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks; gestures, or actions; rumors; false accusations; hazing, social isolation, and cyber-bullying.

Complaint/Investigative Procedure

All members of the Shanahan Community have the right to protection against bullying behaviors and the right to file a complaint if they believe they have been the victim of bullying behavior. School administrators are responsible for investigating each complaint, determining if the complaint is legitimate in accordance with the above definition, and taking appropriate corrective action. Any student (victim or bystander, parent or another adult) may initiate a complaint by completing a confidential reporting form and returning it to the Assistant Principal of Student Services.

Intervention/Consequences:

Reports of bullying are taken seriously and shall be dealt with quickly and effectively. If a student is found guilty of bullying behavior the consequences shall depend on both the results of the investigation and the severity of the incident. Consequences may include but are not limited to mediation, a parent conference, counseling, suspension, expulsion, or referral to local law enforcement agency.

Cyber bullying

Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the AP of Student Services who shall fully investigate all reports of cyber bullying.

In situations in which the cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of a school.

Disciplinary action may include: the loss of computer privileges, detention, suspension, or expulsion for verified perpetrators of cyber bullying. In addition, when any kind of threat is communicated, the administration will report such crimes to local law enforcement officials.

BUS REGULATIONS

Misconduct on school buses will not be tolerated since it involves the safety and lives of others. Absolute attention and compliance must be given to evacuation drills and any other instructions from the school district, or from the driver. Any infraction involving bus misconduct will result in loss of conduct points, and possible loss of riding privileges. In the event of a move from one district to another, the parent must notify the school districts involved, two weeks prior to the move. Each public school district sets its own schedules and regulations. Bishop Shanahan does not have the authority and may not give permission for a student from one district to ride another district's bus or to change bus assignments within the same district, since bus transportation is under the jurisdiction of the public school district and is assigned by student residence. These regulations will be upheld by Bishop Shanahan High School.

CHANGE OF ADDRESS

In the event of a change of address or telephone number at any time during the school year, **the student must notify the main office (610-518-6250)** so that the records can be kept up to date. This notification should also be placed in writing, and be signed by the parent or guardian. The School must be notified two weeks before a move takes place, if a student requires a change in bus transportation.

CLASSROOM

If no teacher reports to a class within five minutes of the beginning of that class, one student from the class is to report the teacher's absence to the Main Office.

CORRIDOR PASSES

Students are not permitted in corridors without a hall pass except during the change of class and before or after school. A student requesting a corridor pass from a teacher must give the teacher his or her ID card in exchange for the pass. The ID card will be returned when the student returns the corridor pass to the teacher.

CONDUCT GRADE

A student begins each quarter with a perfect conduct grade recorded as 100 on the report card. For each demerit issued, points will be deducted according to the severity and/or frequency of the infraction. Demerits continue to accumulate from quarter to quarter. Failures in two or more quarters or an equal number of demerits (62) will result in the loss of the class dance. Failure in three or more quarters or an equal number of demerits (93) must attend behavior modification Summer school. Failure in 4 quarters or an equal number of demerits (124) will result in dismissal.

Major disciplinary infractions that incur suspension, conduct failure and possible dismissal include:

- Gross Insubordination
- Truancy
- Fighting
- Theft
- Vandalism
- Alcohol
- Drugs
- Immorality
- Forgery
- Smoking - \$25 fine (Any student in possession of tobacco products, including pipes, papers and lighters, can be charged with violating the law.)
- Possession of and/or use of weapons and/or contraband including cigarettes.
- Actions detrimental to BSHS
- Harassment (Refer to Harassment, Bullying Policy)
- Distribution of contraband will result in immediate dismissal

N.B. Three quarter failures in conduct or an equal number of demerits (93 or more) will cause the student to be placed in behavior modification summer school and may make the student liable for dismissal.

Conduct Failures (One Failure = 31 demerits)

One Failure	Parental Contact
Two Failures or 62 demerits	Probation, Parental Interview, Discipline Contract, Loss of Class Dance
Three Failures or 93 demerits.....	Behavior Modification Summer School, Disciplinary Probation, liable for dismissal
Four Failures or 124 demerits.....	Seniors are ineligible for all Graduation Activities

The following offenses are subject to the assigned number of demerits:

AUP Policy Violation	10-31
Sharing log in information	10
Bus Violation	5-10
Cafeteria Violation	2-10
Cell Phone Violation/First Offense	10
Cell Phone Violation/Second Offense and Parent Interview	15
Cell Phone Violation/Third Offense	20

Cheating	10-31
Corridor Violations	2
Cutting Class	20
Defiance	10
Disorder/Disruption	3-10
Disrespect	5-10
Dress Code Violation	5-10
Failure to Report to Detention	5
Food or drink outside of Cafeteria	5
Forms Not Returned	2
Graffiti (Fine = Discretion of APSS)	10-20
Gum	2
I.D. Defacement	5
Improper Language	5-10
Intimidation	20
Lateness for Class	2
Lateness for School	3-5
Leaving School Grounds	20
Littering	2
Locker Violation	3-10
Sharing locker or combination with another student	10
Locker Propped Open	5
Locker disorder	3
Jammed (more than once in a semester)	3
Lying	10
No I.D.	3
No Note for Absence	2
Out of Bounds	3-10
Parking or Driving Violation	10

Repeated incidents of the same or similar violation will result in an increase of demerits or possible suspension. The parent copy of **any** demerit should be signed and returned the next school day.

After accumulating:

1. 10 Demerits - Detention will be assigned (one day)
2. 20 Demerits - Letter to parents and detention (two days)
3. 31 Demerits/First Failure - Conduct failure, parental interview, possible ineligibility for activities and athletics for 20 calendar days.
4. Second Failure in Conduct - Parental interview, probation, ineligibility for activities and athletics for the remainder of the current quarter and the subsequent quarter, discipline contract.
5. Three Failures in Conduct - Behavior Modification Summer School, disciplinary probation, and liable for dismissal.

DETENTION POLICY AND DISCIPLINE FAILURES

Students will receive a written notice for general detentions, through the designated Student Services

bulletin board in the Cafeteria. These will be listed by student number. It is the responsibility of each student to check this board daily. Detention will be held Monday and Wednesday of each week from 2:50 to 3:45 or in the event of an early dismissal, for a 45 minute period. In the event that Monday is a holiday detention will be held on Tuesday. Detention precedes all other activities including games and practices, and begins within five minutes of the last school period. Latecomers will not be admitted and will receive additional detentions. Work or school activities do not excuse a student from detention. Failure to report to general detention will result in additional penalties. A detention must be served on the assigned day. Requests for a change in the day of detention must be submitted through a note written by a Parent or Guardian at least 24 hours before the assigned date.

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DRESS CODE

Attention to personal appearance is an important part of the maturation process for young Catholic men and women. The school uniform expresses not only traditional values of economy, neatness, and practicality, but also our unity as a community of believers and learners. A person's appearance is a reflection of self-image and is an indication of respect for oneself and others. The dress code promotes pride in personal appearance; pride in representing the student's school community, and pride in their being part of the Catholic School System. The dress code and uniform policy affirm the values of modesty and decency in keeping with the teachings of the Church and each local school community.

Students are expected to be clean, well groomed, and dressed appropriately at all times. Regulation school uniforms must be purchased through the official supplier of school uniforms for the Secondary School System, currently Flynn & O'Hara. The Office of Catholic Education sets the time for seasonal code changes to the dress policy. The Assistant Principal for Student Services at each local school is the final judge of adherence to, or violations of, the dress code and uniform policy.

GENERAL POLICIES OF THE ARCHDIOCESE OF PHILADELPHIA

1. Students are to come to school and leave school in full uniform unless they have been involved in after school activities. When there is a need to change clothes for school activities or work, students must use designated areas such as locker rooms or bathrooms.
2. Shirts must be tucked in, not worn outside the pants.
3. If a student has a serious reason for not wearing the full school uniform on a given day, he/she must bring a note from parent or doctor. If the situation is long term, a note must be on file from the doctor. The Assistant Principal for Student Services assigns the details of substitute dress.
4. **Sneakers (including Sperry Sneakers) or athletic shoes may not be worn.** If the student is unable to wear the school shoe, another dress shoe must be purchased and a note must be on file from the doctor (or parent/short term). Substitute footwear such as boots of any kind, sandals, flip-flops, shower shoes, moccasins, and other casual shoes are not acceptable. Sneakers for gym class are worn only in the Gym, and only for the gym class itself.
5. Students in Physical Education class must wear the gym uniform determined by the administration of the local school.
6. In the case of field trips, the Assistant Principal for Student Services will determine the dress of the day for students.
7. Extreme hair styles or hair dyes are not permitted for any student, male or female. Shaved heads are not permitted for either young men or young women. Gentlemen are not permitted to

- wear ponytails. For gentlemen, hair is to be no longer than the tip of the collar. Young ladies may not wear excessive jewelry or make-up.
8. No visible tattoos are permitted on any student. No visible body piercing is permitted on any student (except for one pair of earrings for the ladies). This includes piercing of the tongue, eyebrows, lips and/or nose.
 9. A student who violates the dress or hair code may receive demerits and remain out of school for a brief period until the situation has been corrected.
 10. Students representing the school at official functions must wear the regulation uniform.

LADIES' DRESS CODE

All clothing items which are part of the official school uniform must be purchased from Flynn & O'Hara. Regulation shoes will be purchased from suppliers determined by the local school administration

All female students must wear a regulation skort. **THESE CAN BE NO SHORTER THAN ONE INCH ABOVE THE KNEE.** Students may not place a pin or decoration in the skort which changes the appearance or length of the garment. If a pin is added to alter the skort, demerits will be issued.

In addition to the skort, ladies will wear an oxford cloth style blouse and a school sweater. Regulation shoes are to be worn with approved stockings, tights or knee highs. Only the top button of the blouse is to be unbuttoned. The only uniform worn during the school day is the BSHS uniform. Attire required by the Teacher Academy or Allied Health Program may not be worn at Shanahan.

Where and when permitted, in the Fall and Spring months, students may wear a short-sleeved oxford blouse or school approved polo. Knee highs may be worn instead of the stocking or tights. No sport socks of any kind are permitted. If a tee shirt is worn under the polo shirt or blouse, it is to be plain white with absolutely no printing, writing, or pictures on it.

The regulation shoe policy remains in effect during the entire school year. Sneakers, sandals,occasins, or flip-flops are never permitted.

GENTLEMENS' DRESS CODE

All clothing items which are a part of the official school or gym uniform must be purchased from Flynn & O'Hara. Regulation shoes will be purchased from suppliers determined by the local school administration.

All male students must wear regulation dress pants purchased at Flynn and O'Hara's; long or short sleeved dress shirt with all the buttons buttoned, a school tie properly tied at the top of the collar, a regulation school sweater, full socks, belt, and regulation school shoes.

Where and when permitted, in the Fall and Spring months, the school polo shirt or short sleeved oxford shirt (with tie) may be worn. If a tee shirt is worn under the shirt or polo shirt it must be white, with absolutely no printing, writing or pictures on it. The regulation shoe policy remains in effect during the entire school year. Sneakers, sandals, or flip-flops are never permitted.

BISHOP SHANAHAN DRESS CODE

Girls' Dress Code

- Skort Official Flynn & O'Hara Green Plaid Skort **not shorter than one inch above the knee. Students may not alter the skort, or put a pin or decoration in it which changes the appearance, fit, or length of the skort.**
- Sweater Official Green crew neck pullover or sweater vest
- Blouse White short or long sleeve banded bottom oxford blouse White turtlenecks with logo, may be worn under the blouse **No colored or lettered undershirts**
Summer: Shanahan Logo Golf Shirt with Banded Bottom
No colored or lettered undershirts.

- Stockings Solid green, white or black knee socks (summer) Solid (no patterns) dark green, opaque white or black leotards or tights (winter)
- Shoes Regulation school shoes (Bass nu Buc, Sebago Docksidlers Leather Sperry Topsider only) Only students with a doctor's note stating the official diagnosis and specifically listed dates of treatment may wear an alternative orthopedic shoe, approved by the Student Services Office. No Mules, canvas, animal print, brightly colored, open back, clog-style, or sneakers may be worn in place of the school shoe.
- Jewelry No visible body piercings with the exception of one pair of small earrings, (Stud-style, no loop or dangling style), in the ear lobe only. No Spacers as earrings are acceptable. No excessive jewelry or chokers.

Hair No extreme style, color, height or length is permitted

N.B. Absolutely no cardigan sweaters or colored blouses may be worn. Students who deface, permanently shorten, or restyle their uniform will receive 20 demerits.

Boys' Dress Code

- Slacks Regulation khaki trousers worn with a belt. Must have Flynn & O'Hara label. No cargo pants.
- Shirts Winter: White short sleeve or long sleeve button-down shirt, with a **Shanahan tie**, or white turtleneck with official logo. No colored or lettered undershirts.
Summer: Shanahan logo white golf shirt only. No colored or lettered undershirts.
- Sweater Regulation V-neck green school sweater or vest.
- Shoes Refer to Girls' shoe policy-Policy is the same for girls and boys.
Earrings, Spacers, and Chokers are prohibited for boys.
- Hats May not be worn in school.
- Hair Must be above the collar, and must be groomed and cut neatly. No faddish hair styles, colors, heights, or lengths or widths.

All gentlemen must be clean-shaven. Moustaches, beards, semi-beards, goatees, excessive sideburns and ponytails are prohibited. Extreme hairstyles or colors will not be tolerated. Shaved sides or backs of heads or similar excesses for both boys and girls will be considered violation of the dress code. **All trousers are to be worn at waist level.**

On occasions when the uniform is not required, students must wear attire representative of the standards of young Christian men and women. **Lanyards and school IDs must be worn around the neck and must be visible.**

* Uniform items must be purchased at:

Flynn & O'Hara
428 W. Lincoln Highway
Exton, PA 19341
610-594-1970

*Shoes may be purchased at

FLOCCO'S DISCOUNT &
100-114 Fayette Street
Conshohocken, PA 19428
or Flynn & O'Hara

NOTE:

Winter Dress Code Effective: October 28th to April 4th.

Summer Dress Code Effective: September 4th to October 27th and April 7th to June 13th

**FINAL JUDGEMENT IN DRESS CODE MATTERS IS RESERVED TO
THE ASSISTANT PRINCIPAL FOR STUDENT SERVICES.**

EARLY DISMISSALS

Regular school attendance supports student success. Therefore, parents are urged to schedule

doctor and dental appointments outside of the school day.

If a student must be excused from school for a very serious reason, the student must bring a note and a doctor's appointment card, if applicable, to the Attendance Office before 8:10 a.m. Each early dismissal request will be verified with a phone call from the discipline office to the parent. Early dismissals will not be honored for students on the day of the Junior or Senior Prom. The early dismissal protocol is as follows:

- Written note from Parent is required
- Parents must come into school and sign the student out of the Main Office.
- If a student is driving him or herself off the school property before regular dismissal, a parent note must be on file in the attendance office, and the student must sign out at the Main Office. Telephone messages cannot be honored.

ELECTRONIC DEVICES

Cell phones, may be used before the first bell and after the conclusion of 8th period, but must be kept in student lockers and **turned off during the school day.** (A student with an early dismissal may not use their cell phone until they have exited the building). Any phone, or electronic device found outside of the locker during that time will be confiscated. The student will receive 10 demerits and the device will be returned to the student at the end of 8th period on the third day after having been taken. Parents may come in during normal school hours to pick up a phone. Repeated infractions will incur additional demerits.

If an emergency exists at home, the Student Services Office is to be contacted and the student will be notified. For security and good order of the school, cell phones **must be kept in lockers during the regular school day.**

ELEVATOR

No student is permitted to use the elevator without permission.

FACULTY ROOMS

All faculty rooms, faculty resource areas, and faculty dining rooms are off-limits to all students. Students may not enter these areas for any reason.

FIRE DRILLS

Whenever fire drills are conducted, **everyone must leave the building.** Routes of exit are posted in each classroom. Students must maintain **silence** and move in single file. Should the staircase of the exit be blocked, nearest available staircase or exit is to be used. Classroom moderators are reminded that in case of a fire drill, all windows and doors must be closed, and lights turned off. Teachers must bring roll books or class lists to check attendance. Should a fire drill occur between the changes of classes, students are to leave by the nearest exit. **Silence must be maintained during the entire drill.**

GUM

Students are forbidden to chew gum at any time in the school building.

GYM CLASS

Students who are scheduled for gym classes must store all gym clothing in their school locker in the academic wing. On the days students are scheduled for gym they must bring their gym clothes to the locker room in the athletic wing, change into their gym uniform, and then **bring all personal belongings into the gym to be placed on the bleachers during class.** At the conclusion of the class, they will retrieve their belongings from the bleachers and return to the locker rooms to change back into uniform. No student may leave anything in the locker rooms before, during, or after gym class unless it is stored in an assigned locker.

HARASSMENT

Harassment in any form is unacceptable conduct and will not be tolerated. Any student who engages

in any inappropriate, aggressive physical contact toward any employee or volunteer of Bishop Shanahan High School will be dismissed. Any pervasive, unwelcome action, physical, verbal or written, which has the effect of disrupting the normal and appropriate activities of a teacher, student, staff member or anyone within the school community, is prohibited by this policy.

Harassment because of a person's sex, race, age, national origin or disability is particularly egregious. Accusations of such harassment will be thoroughly investigated and appropriate sanctions will be imposed on individuals found to have violated this policy.

Sexual harassment can result from unwanted sexual attention, sexual advances and comments, or requests for sexual favors.

Examples include:

1. Threatening adverse action if sexual favors are not granted
2. Promising preferential treatment in exchange for sexual favors
3. Unwanted physical contact
4. A pattern of offensive remarks such as unwelcome comments about appearance or clothing, obscene jokes, sexually explicit or offensive language
5. Display of sexually suggestive objects or pictures
6. Unwelcome notes, e-mails, and other communications that are sexually suggestive

Any student who feels he/she has been subjected to harassment should bring the matter personally to the immediate attention of the Assistant Principal for Student Services. If the student is uncomfortable for any reason discussing the matter with the Assistant Principal for Student Services, the student should report it to the Principal.

All allegations of harassment will be investigated promptly and in as confidential a manner as possible. When warranted, appropriate action will be taken up to and including dismissal. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action and possible dismissal.

A copy of the Harassment/Sexual Harassment policy is on file in the Principal's office.

HOMEROOM

The bell to begin homeroom period rings at 8:10 a.m. Any student who is not in homeroom at this time is considered late for school. Since the time for homeroom is limited, all students should remain in the homeroom for the entire period. No students may be assigned to an alternative homeroom site (Department Offices, Athletic Wing, Library, Computer Resource Rooms...). No student may leave the homeroom without a pass. Homeroom is for school business but may be used for study or discussion if time permits. Attendance is checked by the moderator at the beginning of homeroom period. Since it is absolutely necessary that the attendance record be accurate, every student must be in the assigned seat. If the name of a student who is present appears on the Daily Absentee Sheet, that student should report to the Attendance Office to have the record corrected.

IDENTIFICATION CARDS

Students must wear the official school lanyard and identification card in school at all times. This ID card is needed to enter school, obtain a corridor pass, to attend Shanahan social events, etc. If an ID card is lost, the student must obtain a replacement from the Student Service Office for \$5.00. Lanyards and school IDs must be worn around the neck and must be visible.

LATENESS FOR SCHOOL

The first bell rings at 8:00 a.m. At this time, all students must go directly to the homeroom. **Students must be seated in the homeroom by 8:10 a.m.** Anyone late for school should report directly to the Attendance Office for an admission slip. Only students arriving on late school buses will be admitted without penalty.

Homeroom period begins with the sound of the bell. Any student who is not in homeroom at that time

is late. Students late for homeroom will be issued three demerits. Students arriving after the beginning of first period will receive five demerits.

Only the following are considered excused circumstances for absence or lateness:

- death in the family
- quarantine
- mandated court appearance

Any student who misses 22 or more days without a medical note, must attend Behavior Modification Summer School at Shanahan. Any student who fails to attend Behavior Modification Summer School may not return to any Archdiocesan school in the Fall.

Under certain emergency circumstances, lateness will be excused at the discretion of the Assistant Principal for Student Services.

LOCK DOWN

In the event of perceived danger to the school community, an immediate lockdown will be initiated by the School Administration. Directives to the student body will be supplied depending upon the nature of the circumstance. Should lock down occur, no one would be permitted to enter or exit the building until the situation is resolved.

LOCK-UP

Each day at 4:00 p.m. the security gates will be lowered. **No student may be anywhere in the academic wing after 3:00pm without a moderator.** Students waiting for a ride must wait in the main hallway.

LOITERING

Students arriving early are to report to the cafeteria until the warning bell. Loitering in the corridors is not permitted. Corridors in the academic wing are off limits after 4:00p.m. Students are not to loiter in cars or on surrounding properties at any time. Students awaiting a ride must wait in the main lobby area. Students found in any other area will be considered out of bounds.

LOST AND FOUND

The school does not accept responsibility or liability for personal property or textbooks lost by students. The Lost & Found is located in the Attendance Office.

LUNCH PERIOD

At the beginning of the lunch period students may go to the lockers. They should then move **quickly** to the cafeteria. Lunch may be brought from home or purchased in the cafeteria. The following regulations must be observed:

- Arrive in the cafeteria within five minutes after the end of class. Lunch period begins with the saying of Grace before Meals. Remain in silence until announcements are read.
- Choose a table at the beginning of the year and remain at the table for the rest of the year.
- Students are to line up for the purchase of food in an orderly fashion when called by the moderator.
- Discard and recycle trash in the proper containers.
- Tables and floors must be cleaned and left in order.
- No food or drink is permitted outside the cafeteria **at any time, for any reason.**
- No student may leave the cafeteria without the permission of the moderator.
- Students are not permitted to go to their lockers once they have entered the school cafeteria for lunch.
- Permission to use the lavatory is obtained from the moderator. Students are to present the cafeteria moderator with his or her I.D. card. Only the lavatories on the first floor, nearest the gym, are to be used during the lunch period.

- Students may go to the Library during Lunch after they have received a pass from the lunch moderator. Students must present a pass to the Librarian for admittance. Students must remain in the library for the entire period.

Eating food in the service area before it is paid for, is deemed to be stealing. Stealing is an egregious infraction and warrants 31 demerits.

OFF LIMITS

These areas are never to be used by students:

- Kitchen
- Faculty Rooms, Faculty Dining Room, Department Offices, Faculty Rest Rooms, and Faculty Parking Areas
- School Maintenance Rooms
- Mechanical Rooms
- Network Room

A subdued, orderly atmosphere is essential to good work. Therefore, during class periods, no student is to be in the corridors without a hall pass.

During the school day, except for change of class, all stairwells will be considered out of bounds.

The following areas will also be off limits:

- any areas off school property
- Gymnasium or auditorium during lunch

Loitering on properties adjacent to the school or at automobiles before and after school is forbidden. Only those students with business to conduct are permitted in the office complex.

PARKING

There are a limited number of parking spaces in the Bishop Shanahan parking lot. Seniors are assigned parking spaces by the administration. Cars must be registered in the Main Office and student drivers must pay a non-refundable parking fee for the year. If for any reason a student loses their parking privilege, their parking fee will not be returned. Cars must have the official parking decal in full view (rear window on left). The student parking decal must correspond with the parking space number. The first offense wherein a student is in a parking space other than their own, may result in a parking suspension. Students are also liable for any contraband found in cars on school property. Probable suspicion of contraband in any student vehicle will result in a search of that vehicle.

Students reported for speeding, reckless driving, and driving on restricted streets will receive demerits, and may lose their parking privileges. Restricted streets include **Grant, Garfield, and Whiteland Avenues; Karen Drive; Mark Lane; Thomas Road; and Furlong Alley.**

The faculty parking lot is for faculty only and is off limits to student vehicles before, during, and after school, Monday through Friday from 7:00am to 7:00pm.

Please Note: Parents may not drop off or pick up students in the faculty parking lot.

PERFECT ATTENDANCE

Perfect attendance is defined as NO unexcused lates or absences. Only the following are considered circumstances for excused absence or lateness:

- a death in the family
- a required court appearance
- quarantine

Under certain emergency circumstances lateness will be excused at the discretion of the APSS. A student must be in attendance for at least 4 periods of the school day or he/she is considered absent.

PRIVATE DETENTION

Private detention is not permitted. No Teacher may assign a private detention. All student detentions

must be in accord with the school demerit/detention policy.

PROBATION

Students designated as having probationary status by the discipline office, **remain on probation for the entire school year.** While on probation the guidance department will maintain regular contact with the student and the student is referred to the Student Assistance Program. If a student is on probation from the previous year, the first conduct failure makes him or her liable for dismissal.

PROM AND DANCE ATTENDANCE

A failure in conduct during the marking period in which a prom or class dance occurs and during the previous marking period, or a total of 62 demerits, will make a freshman, sophomore, or junior student ineligible to attend the dance. Seniors who have accumulated three quarter failures or an equal number of demerits (93) prior to May 10th, will not be permitted to attend the senior prom.

Any student who does not attend the mandatory Senior Prom meeting with at least one parent is not permitted to attend the prom. During the week of the senior prom, any student who commits a serious violation (31 demerits) will not be permitted to attend the senior prom. **A Shanahan student may not attend a dance or prom as a date if they have failed conduct.** No student who has left Bishop Shanahan for discipline reasons may be invited as a guest to school dances. Early dismissals are not permitted for students attending the Junior Ring dance and/or Senior prom as a guest. No Junior student may attend the dance if they did not attend the Ring Mass.

Any student on disciplinary probation who fails conduct during the probationary year makes himself or herself ineligible for a class dance or Prom.

PROPERTY DEFACEMENT

It is the responsibility of all students to care for the building, its contents, and surrounding campus as they would their most valued possessions. ANY **DEFACEMENT OR DESTRUCTION** is serious and will result in demerits, and possible suspension. Students will be expected to clean the vandalized area or reimburse the school for necessary repairs or replacement.

CHEWING GUM IS PROHIBITED IN THE BUILDING AT ALL TIMES.

SCHOOL BAGS/BACK-PACKS

No cell phones/electronic devices, school bags or backpacks may be in the possession of the students during the course of the school day. To limit disturbances during class time students should come prepared for their school day and activities. Parents are discouraged from delivering forgotten items to school for students and asking to have them delivered. Traditional size back packs are not permitted during the school day. Students may use small string bags to assist with the transporting of books and materials. Additionally, students may visit their locker at the change of class.

SCHOOL CLOSINGS

When school must close, or open later than usual because of weather conditions, announcements will be made through a **“SCHOOL REACH”** simultaneous phone call to each family. It is critical that all parent phone numbers are as up to date as possible. Additionally announcements will be made through Channel 3, 6, & 10; FOX News; KYW 1060 Philadelphia; and www.shanahan.org

Most of the major Philadelphia radio and TV stations will make the announcements before 6:30 a.m. Bishop Shanahan's radio and TV code number is 877.

SHELTER IN PLACE

Should there be a need to implement Shelter in Place, Juniors and Seniors will report to the Auditorium and Freshmen and Sophomores will report to the Gym to sit in their designated areas.

STUDENT ACCIDENT INSURANCE PROTECTION

Bishop Shanahan High School provides school time accident coverage for all students. Insurance coverage is for injury during the hours and days when school is in session and while attending or participating in school sponsored and supervised activities on or off the campus. This insurance cov-

erage is included in the school fee.

STUDENT COUNCIL

The members of the Student Council hold a leadership position in the school community and as leaders are held to a higher level of accountability. A failure in conduct is cause for immediate dismissal from the Student Council.

As a leader among leaders, a student who wishes to run for the Student Council Executive Board must complete an application within the designated time period, and meet the school requirements of candidacy. The positions of President, Vice President, Secretary, and Treasurer shall be filled according to the greatest number of votes received, and in descending order.

SUBSTANCE ABUSE POLICY

Purpose:

Recognizing the physical and psychological dangers caused by drug and alcohol use, the substance abuse policy is a concerted effort to respond effectively to the potential and current uses of drugs, alcohol, and mood altering substances by the students of Bishop Shanahan High School. It is the intent of this policy to support the concept of drug free schools. Along with discipline, the policy outlines a process to help the student, mindful also of the school's commitment to protect the health, safety, and welfare of the entire student body.

Procedure:

All employees and persons responsible for the health and welfare of students while on school property or while involved in any school related activity shall follow these procedures and guidelines.

Violation of Policy:

The policy is violated when any student or visitor unlawfully uses, possesses, distributes or attempts to distribute drugs; drug paraphernalia; alcohol; or any mood altering substance or simulated medication; on school premises or at any school activity or while traveling to and from any school or school related activity. The school reserves the right to conduct a reasonable search under the circumstances of any individual whom the school suspects is in possession of drugs, alcohol, or mood altering substances while on school premises. A school administrator, in the presence of a school witness, may conduct such a search. Should the search result in information that the drug policy has been violated, the appropriate law enforcement agency (ies) will be notified of the results of the search. A mandatory drug test may be required if a student is found to be in possession or appears to be under the influence of a controlled substance.

Student Assistance Program:

In instances where, a student seeking help voluntarily and who is not under the immediate influence or in possession of an illegal substance, discipline is not applicable. Rather, in such instances, an intervention plan will be developed and implemented at the administrator's direction in conjunction with the intervention specialist and the Student Assistance Team.

Disciplinary Procedures:

- Any employee who suspects a student of being in violation of the drug and alcohol policy has the responsibility of immediately notifying, and or taking the student to a building administrator or their designee. When involved in a school-related activity off-campus the employee will ensure that the student is taken to the professional staff member supervising the activity and the Bishop Shanahan Administrator will be notified immediately. All personnel involved will keep knowledge of this investigation and its resulting procedures in confidence.
- The administrator may arrange for an examination by police and/or medical staff to determine whether the student is under the influence of an illegal drug or alcohol.
- After investigation of the situation concerning a student, the parent(s) will be notified if the investigation indicates substance abuse, and medical assistance will be obtained if necessary.
- Upon admission or confirmation of the policy violation local authorities will be notified and the following procedures will take place:

- a. The student will be referred to the building student intervention specialist and the Student Assistance Team. Students will be required to have an assessment completed by the school drug and alcohol consultant or a licensed substance abuse facility. The student will be required to complete the treatment program designated by the assessor and confirmation of that will be provided to the school. School based support group participation may be part of the intervention plan.
- b. An offense against the drug policy will result in a suspension. Should there be a second offense, the student will be expelled from the school. The school's decision is final and not subject to review or appeal.
- c. Suspension of school athletics and activities:
 - Any student who is observed to be in possession of or using drugs, alcohol or tobacco products by a Bishop Shanahan coach, faculty member, or administrator, or a coach, faculty member, or administrator from a competing school will be immediately dismissed from his or her respective team for the remainder of the season. The school's decision is final and not subject to review or appeal.
 - Any student who is observed to be in possession of or using drugs, alcohol or tobacco products while participating in a school related activity will be liable for dismissal from that activity for the remainder of the academic year. The school's decision is final and not subject to review or appeal.
 - Any student who is a member of the National Honor Society, an organization holding its members to a high standard of ethics, observed to be in possession or using drugs, alcohol or tobacco while participating in a school function will lose their privilege of membership. The school's decision is final and not subject to review or appeal.

Non-compliance:

Students failing to comply with the discipline policy regarding substance abuse will remain suspended from school and all school functions until such time that they comply with the support plan directed by the administrator and the intervention specialist. Failure to comply will result in eventual dismissal.

Distribution:

Students found to be involved in the distribution of any illegal substance, look-alike drugs or alcohol will be detained and referred immediately to the proper law enforcement agency. Parents will be notified of such action, and the student will be expelled from school. The school's decision is final and not subject to review or appeal.

SUSPENSION

Formal suspension is a serious disciplinary action taken by school officials against a student for major disciplinary infractions which are contrary to the good order of the school community. Suspension is a major step towards dismissal. Parents will be notified immediately of the suspension. Following the suspension parents will be interviewed in person by the APSS and are to sign an agreement in which they signify their understanding of the problem and the ramifications of further violations. The student cannot be readmitted to class until the suspension time has been completed and the interview has taken place. The student will be referred to the Guidance Office for counseling.

TECHNOLOGY

See Acceptable Use Policy under Special Policies

TRANSFERS

It is the policy of Bishop Shanahan High School to notify the school to which a student transfers if a student is expelled, or is withdrawn from school, and is involved with any of the following infractions:

1. An act of offense involving weapons.
2. Sale or possession of controlled substances.

3. Willful infliction of injury to another person, or act of violence committed on school property, or while in the custody of the school.

This policy reflects our commitment to the Safe Schools Act of 1997

VISITORS

All those entering Bishop Shanahan who are not members of the faculty, staff, or student body, are deemed as visitors. All visitors upon entering the building must report immediately to the main office, sign the guest book, show proper I.D., and receive a visitor's pass. They must remain in the main office until they receive directives from the receptionist. Students may not bring visitors to the school without permission of the Principal. Shanahan students should not visit or disturb other schools when Bishop Shanahan is not in session.

WEAPONS

Weapons may never be brought on campus or to any school sponsored event. Students found to be in possession of any article construed to be a weapon, whether on their person, in their bag or in locker will be subject to sanctions determined by the administration.