

220 Woodbine Road
Downingtown, PA 19335
610-518-1300

STUDENT HANDBOOK 2024-2025

SCHOOL MOTTO

Seek the things that are found above
Quae sursum sunt Quaerite.

School Colors	School Patron	School Mascot
Green and White	St. Francis Xavier	Eagle

SCHOOL SEAL

Dominant on the central shield are the symbols representing
Faith (the Cross), Hope (the Anchor), and Love (the Heart).

N.B. The Archdiocesan Secondary School System and Bishop Shanahan High School reserve the right at any time to amend or add to the policies, rules, and regulations contained in this handbook, and to make such changes applicable to current and new students when the situation arises. *These changes may be due to changing guidelines, recommendations, or restrictions from the Centers for Disease Control, the state of Pennsylvania, local authorities, or the Archdiocese of Philadelphia related to Covid-19.*

ADMINISTRATION

DR. ROBERT W. MORAN
Principal

ACCREDITATION

Bishop Shanahan is accredited by the Commonwealth of Pennsylvania, the Archdiocese of Philadelphia, and the Middle States Association of Colleges and Secondary Schools.

MISSION STATEMENT

Bishop Shanahan High School, a Catholic co-educational secondary school of the Archdiocese of Philadelphia, committed to sustaining excellence, provides a strong spiritual life, along with challenging academic and rich extracurricular programs. A strong witness to Christian values and commitment to academic rigor and integrity prepare all students to be critical thinkers and moral stewards in a rapidly evolving global environment.

BELIEF STATEMENT

WE BELIEVE THAT

- The heart of Catholic education is the life and teachings of Jesus Christ
- Respect for the unique worth and dignity of each person is essential
- Each individual is called by God to place his/her talents at the service of others
- Academic offerings and student life opportunities foster the development of the whole person

- The entire Shanahan experience prepares the students to become contributing members of a global society
- Parents, guardians, teachers, staff, and students form a collaborative community striving for excellence in all aspects of learning
- All members of the Shanahan community should feel safe and secure in their school environment

GRADUATE PROFILE

As recipients of a distinguished Catholic education offered by Bishop Shanahan High School, graduates will be:

SHARERS IN THE CATHOLIC IDENTITY

Our graduates will be socially responsive, ethical and accepting Christian people, who embrace a commitment to serving others as a result of their formation as "People of God; People for Others."

RESPONSIBLE AND CONTRIBUTING MEMBERS OF A GLOBAL SOCIETY

Our graduates will be moral stewards who accept their responsibility to create a social and cultural atmosphere which promotes the common good.

MOTIVATED YOUNG ADULTS WHO ARE ACADEMICALLY PREPARED, EMOTIONALLY MATURE, AND SPIRITUALLY DEVELOPED TO MEET THE CHALLENGES OF THE FUTURE

Our graduates will be lifelong learners who have the necessary foundation to be productive members of the Church and society.

CRITICAL THINKERS, WHOSE DECISION-MAKING IS DIRECTED BY CHRISTIAN PRINCIPLES

Our graduates will be persons of character who are guided by Christian ethics in meeting the moral, scientific, and technological challenges that will confront them.

ADMINISTRATION

PRESIDENT

The President is appointed by the Archbishop of Philadelphia and reports to the Office of Catholic Education. The President works with a Board of Directors which is consultative to the President. The President is the Chief Executive Officer of the school.

PRINCIPAL

The Principal is appointed by the Archbishop of Philadelphia upon the recommendation of the Superintendent of Secondary Schools. The Principal reports directly to the President and to the Superintendent of Secondary Schools. In the absence of the President, the Principal is the presiding Executive Officer of the school.

ASSISTANT PRINCIPAL FOR ACADEMIC AFFAIRS (APAA)

The Assistant Principal for Academic Affairs is directly responsible to the Principal and assists in the daily supervision of the school's academic programs, its development and supervision of faculty, and its student academic placement and progress.

ASSISTANT PRINCIPAL FOR STUDENT SERVICES (APSS)

The Assistant Principal for Student Services is directly responsible to the Principal and assists in

the daily operation of the school's code of behavior, its guidance and health services, and its counseling services with government or private agencies, and student transportation.

ASSISTANT PRINCIPAL FOR STUDENT AFFAIRS (APSA)

The Assistant Principal for Student Affairs is directly responsible to the Principal and oversees all student activities and athletics. Duties may vary according to the needs of the local school.

ASSISTANTS TO ADMINISTRATION

SCHOOL MINISTER

The School Minister has the responsibility of overseeing all religious activities in the school. The School Minister works closely with administrators, faculty, students, parents, and community to heighten the awareness that Catholic formation is based both on knowledge of the Faith and the experience of the Living God.

DEPARTMENT CHAIRPERSONS

Each of the major academic areas is coordinated by a Department Chairperson. Chairpersons assist the Assistant Principal for Academic Affairs with the placement of students and preparation of teaching rosters, development of the academic program and evaluation of department members.

DIRECTOR OF GUIDANCE

The Director of Guidance supervises the counseling and guidance program including the programs for college and career guidance, assists with the standardized testing programs, coordinates the auxiliary services, and assists the Administration in related services.

DIRECTOR OF ATHLETICS

The Director of Athletics coordinates all aspects of the extra-curricular and co-curricular athletic programs and supervises the coaching staff to implement the school philosophy and Code of Conduct.

RELIGIOUS PROGRAM

Catholic education emphasizes prayer and moral living. The Office of School Ministry provides opportunities through which students may grow in their relationship with God, develop a holy respect for themselves, and grow in caring for and serving others. Each day and each class period begin with prayer, thus enabling everyone in the school community to dedicate his/her efforts to the greater glory of God.

CHAPEL

The Chapel is located in the center of the school on the first floor. It is a place of reverence. The Blessed Sacrament is reserved there throughout the school year. The Chapel is open for prayer during the day. Each morning the celebration of the Eucharist takes place before the school day begins. Each Friday is set aside for Eucharistic Adoration from 8:45 to 2:45. Daily prayer services are held at the beginning of each lunch period.

LITURGIES

Bishop Shanahan is a worshipping community. All members of the Shanahan community gather for the celebration of the Eucharist several times in the course of the school year. All students are expected to attend and participate in the Masses that are celebrated in community. Additionally, other forms of worship are celebrated to build up the holiness of the community.

SACRAMENT OF RECONCILIATION

All members of the Shanahan community are invited to celebrate the Sacrament of Reconciliation during the school-wide penance services which are offered three times during the school year. The School Minister is also available during select lunch periods on Fridays and at times which are more convenient for the individual throughout the year.

ANNUAL RETREATS

It is an Archdiocesan policy that each student enrolled in a diocesan high school attends an annual retreat as a requirement for promotion and/or graduation. Retreats will be scheduled for the students by grade throughout the school year. Additionally, Kairos weekend retreats are offered to seniors several times during the school year which fulfills the requirement for the senior retreat. If a student misses a class retreat, he/she must coordinate with the School Minister to find an alternative date.

VOCATIONS

A vocation is the call to serve God in a particular way. The School Minister, working with the Sisters of IHM, serves as vocation coordinator for the students. Special attention is given to vocation awareness in cooperation with the Archdiocesan Office for Vocations. The School Minister is also available to the students for personal discernment.

RESPECT LIFE ACTIVITIES

Respect life activities are coordinated by the Respect Life Club moderator. Working in close relationship with the Theology Department, the School Minister, and the Assistant Principal for Student Affairs, speakers and presentations are arranged to address the many aspects and issues involved in respect life activities. It is the responsibility of the Respect Life Club moderator to acquire approval for club activities both inside and outside of school, from the School Minister and the Assistant Principal for Student Affairs.

ASSISTANT PRINCIPAL FOR ACADEMIC AFFAIRS (APAA) ACADEMIC PROGRAM

The Assistant Principal for Academic Affairs coordinates academic offerings consistent with policies determined by the Department of Education of the Commonwealth of Pennsylvania, the directives of the Office of Catholic Education of the Archdiocese of Philadelphia, and the philosophy and objectives of the school. Ongoing assessments are made to update course offerings as student needs indicate, as college requirements demand, and as the school's resources permit.

The Assistant Principal for Academic Affairs, in cooperation with guidance counselors, department chairpersons, and teachers, assists students in their selection of courses. A course description catalog is posted on the school website. The catalog provides information on all courses and programs of study along with an update of academic policies and procedures.

ACADEMIC INFORMATION

Each student is required to carry a course load resulting in seven credits in Grades 9 and 10. For Grades 11 and 12, each student is required to carry a course load resulting in at least six credits. Archdiocesan policy requires that a student successfully complete 26 credits for graduation.

However, in order that he/she may reap the maximum benefits of his/her high school education, each student should strive to take seven (7) courses each year.

The following courses are required in each year. The remaining number of courses may be selected from the courses offered in the various departments.

Freshman Year

Theology I

ELA I

World History

Mathematics

Science

World Language or Academic Strategies

Related Arts / Information Technology

Sophomore Year

Theology II

ELA II

U.S. Government & Politics

Mathematics

Science

World Language or Academic Strategies

Physical Education / Health or

Eagle Business Academy

Junior Year

Theology III

ELA III

U.S. History or American Studies

Mathematics

Science

1 or 2 Electives

Senior Year

Theology IV

ELA IV

At least one core subject, Math, Science or

Social studies

3-4 Electives

ACADEMIC HONORS

The following are the honors designations used by the Archdiocese of Philadelphia Secondary School System.

First Honors: Quarterly Average of 93; no single grade below 90

Second Honors: Quarterly Average of 88; no single grade below 85

Honors will be calculated on a quarterly basis and will not include semester assessments or the semester average.

ACADEMIC PROBATION AND DISMISSAL

The following is the Archdiocesan policy on dismissal and probation:

- Students who receive THREE academic failures at the end of the school year are liable for dismissal.
- Any student with TWO failures at the end of the school year is placed on probation. If a student has two failures at the end of the following year then he/she is liable for dismissal. If he/she has one failure at the end of the following year then he/she remains on probation. If he/she should have two failures for the next year while still on probation, he/she is liable for dismissal.
- Students with four (4) academic failures at the end of the first semester are liable for dismissal.
- Students on probation who have three (3) academic failures at the mid-term are liable for dismissal.

It should be noted that the Academic Affairs Office, aside from the regulations cited above, has the right to place any student on academic probation if such action is deemed necessary.

ACADEMIC REQUIREMENTS FOR GRADUATION

The state of Pennsylvania requires a minimum of 4 credits in English, 2 credits in Western and non-Western Cultures, 1 credit in American Studies, 3 credits in Mathematics, 3 credits in Science and 7 credits in electives. Courses in Physical Education, Health, Related Arts, and Technology are also required. The Archdiocese of Philadelphia requires 4 credits in Theology in order to receive a diploma from an Archdiocesan High School. A total of 26 credits is needed.

ADMISSIONS

Bishop Shanahan High School admits students of any race, color, religion, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Similar policies apply to the school staff. Bishop Shanahan does not discriminate on the basis of race, color, religion, national and ethnic origin in the administration of its educational policies, or in any school-administered program. Non-Catholic students must attend all Theology classes and religious activities required of all students.

ADVANCED PLACEMENT TESTS

Any student who scores a 1 on an A.P. test is liable to be removed from A.P. classes for the following year. Those failing to meet the financial and / or academic commitment(s) will be re-rostered for an alternative class.

AFTER SCHOOL ACADEMIC SUCCESS PROGRAM

Some students struggle in school because organization and time management are a challenge for them; the result can be a failure to submit assignments on time. The Office for Academic Affairs, in conjunction with the National Honor Society, wishes to provide these students with additional support so that they can work together to avoid failing grades for the year. The program is designed to help students who are struggling in a course because of missed or late assignments. Failure to attend required after school academic support will result in demerits / detention and may result in a possible academic failure.

How will it work?

STEP 1: A student is referred to the After School Academic Success Program for missing or late assignments.

STEP 2: The Office for Academic Affairs contacts the student and his/her or parent/guardian with a date for the student to report to the IHM Center for After School Academic Success. Students will be given at least two days' notice for an After School Academic Success appointment. If there is a conflict, the Office for Academic Affairs will work with the student to identify an appropriate day.

STEP 3: The student reports to the IHM Center at 2:50 PM on their assigned date for After School Academic Success. The student completes assignment(s). Members of the National Honor Society will be present to assist students in completing the assignment(s) designated by the referring teacher.

STEP 4: The student submits the completed assignment(s) on Schoology, learns the value of hard work, and enjoys the fruits of academic success.

DUAL ENROLMENT / COLLEGE PARTNERSHIPS

Bishop Shanahan High School has the privilege of college partnerships and dual enrollment with Immaculata and Neumann Universities and the University of Delaware. Students who are rostered for partnership classes must meet the financial commitment for each course before the first day of

class. Students who do not meet the financial commitment will be re-rostered for an alternative class. Parents must complete the online registration and submit payment directly to the partnering institution. Once registered and committed to the dual enrollment course, students may not drop the course. If a student does not successfully complete a dual enrollment course, (i.e. fails the course), they may not take any more dual enrollment courses at Bishop Shanahan. Grades entered for Dual Enrollment courses will follow the National Collegiate grading scale. The highest grade a student can earn is a 96 for an A.

CYCLES AND TEST DAYS

The 6-day cycle promotes continuity in class preparation and instruction. Whenever a holiday or longer vacation interrupts the cycle, classes resume with the next day of the cycle. Test Days are arranged to limit the number of tests on one day. Teachers may administer a test according to the following test day cycle.

Theology 1,4

English 2,5

Social Studies 3,6

Math 3,6

Science 1,4

World Language 2,5

BCIT 1,4

Fine Arts 3,6

Health/ PE 2,5

DIOCESAN SCHOLARS

The top 30 juniors, based on the first semester cumulative rank, are given the opportunity to apply for admission to the Diocesan Scholar Program. Selection into this program provides the Diocesan Scholar an opportunity to take four college courses at a nearby Catholic College or University during his/her senior year. Advanced Placement quality points will be applied to the grades earned in these courses. Grades entered for Diocesan Scholar courses will follow the National Collegiate grading scale. The highest grade a student can earn is a 96 for an A.

ACADEMIC INTEGRITY

Academic Integrity Policy published by the Office of Catholic Education

Rationale

The Archdiocese of Philadelphia is committed to the academic, social, ethical and spiritual development of the entire learning community. The Office of Catholic Education endeavors to foster an environment that supports the mission and values of a Catholic education.

This Academic Integrity Policy of the Archdiocese of Philadelphia is an essential element to its philosophy and practice of promoting academic excellence. It is a policy which defines the expected standards of conduct in all academic affairs.

The Archdiocese of Philadelphia's mission is to foster a community of trust that will enhance student achievement. It is in this spirit of mutual trust that the highest ethical academic standards are upheld.

Academic integrity or honesty includes but is not limited to:

- Producing one's own work
- Attributing others' work according to the Modern Language Association (MLA) guidelines
- Abiding by the rules and regulations set forth by individual school policies
- Maintaining honor and trust in all academic affairs

Possible Academic Integrity Policy Violations

According to Dictionary.com (<http://dictionary.reference.com/>) to cheat is "To act dishonestly; practice fraud."

Cheating includes but is not limited to:

- Copying or allowing others to copy from someone else's work (tests, assignments, etc.)
- Unauthorized use of electronic devices, i.e. calculators, cell phones, smart watches, computers, etc.
- Sabotaging the projects or experiments of other students
- Seeking unauthorized assistance on take-home or make-up assignments or assessments
- The use of AI technology

According to Dictionary.com (<http://dictionary.reference.com/>) to plagiarize is "to take and use ideas, passages, etc., from (another's work)..."

Plagiarism includes but is not limited to:

- Using another person's words, ideas or expressions (written or spoken) without appropriate documentation
- Copying and pasting any material from any source without giving credit (attribution) to that source
- Changing or substituting the words or order of words from another source and submitting them as one's own
- Quoting another's words, sentences, etc. without acknowledgement of the sources
- Failing to cite the words, pictures, music or other forms of communication in any assessment
- Falsely creating data for an experiment or citing non-existent sources in any research

Responsibilities

Students are responsible for:

- Reading and abiding by the Academic Integrity Policy
- Understanding the Academic Integrity Policy and all teacher assignments and testing guidelines
- Summarizing, paraphrasing or quoting without proper documentation
- Avoiding the copying of homework or letting others copy one's own homework
- Working with others (parents, tutors, etc.) only with a teacher's permission
- Clarifying with the teacher any ambiguities about Academic Integrity Policy violations

Teachers are responsible for:

- Maintaining and supporting the Academic Integrity Policy
- Clearly stating the expectations of students in the Academic Integrity Policy
- Addressing the use of unauthorized study aids
- Clearly presenting the individual teacher assignment guidelines in the syllabus
- Helping students to understand how to summarize and quote from sources
- Nurturing students as they grapple ethically with challenging ideas and concepts

- Maintaining the integrity of the testing process
- Reviewing student work regularly for Academic Integrity Policy violations
- Clearly specifying when collaboration with others is permitted on any assessment
- Reporting Academic Integrity Policy violations to the appropriate school personnel

Parents / Guardians are responsible for:

- Reading, understanding, and supporting the Academic Integrity Policy
- Aiding the student in understanding and valuing academic integrity and expecting the student to comply with the Academic Integrity Policy
- Requiring students to do their own work
- Supporting the imposition of any consequences when and if the Academic Integrity Policy is violated

Administrators are responsible for:

- Creating a school-wide environment that encourages adherence to the Academic Integrity Policy
- Making available a copy of the Academic Integrity Policy to all students, teachers and parents
- Assuring that the entire school community knows and understands the Academic Integrity Policy
- Facilitating on-going discussions about the Academic Integrity Policy
- Administering fair and consistent consequences for Academic Integrity Policy violations
- Maintaining cumulative records of reported Academic Integrity Policy violations

Procedures and Consequences for Academic Integrity Policy Violations

The following are possible procedures and consequences for violations of the Academic Integrity Policy:

- Meeting of the teacher and student
- Documenting in writing of the violation by the teacher
- Reporting the violation to an Administrator
- Meeting with the school counselor and/or parent/ guardian
- Recording the violation on the student's permanent disciplinary record
- Imposing an appropriate penalty for the violation

First Violation:

- Detention and/or demerits
- Points deducted from assignment or assessment
- Failure on assignment or assessment
- Notification of parent and/or school counselor
- Student assignment for community service hours
- Notification of violation to moderators of extracurricular activities
- Re-do assignment or assessment approved by the teacher
- Possible probation

Subsequent Violations: (in addition to the 1st violation consequences)

- Failure on a quarter and/or semester grade
- Meeting with the student, teacher, parent / guardian, school counselor, and an administrator
- Suspension and/or exclusion from extra-curricular activities

- Expulsion

The procedures followed and consequences imposed will be determined at the discretion of each individual school:

Student appeals may be determined on a case-by-case basis. Procedures to be followed for student appeals will be determined at the discretion of each individual school. These procedures should include a fair hearing by an honor board set up by the Administration which includes teachers, administrators and selected students.

Definitions

Attribution – the act of giving recognition for someone’s work.

Citation – a statement crediting a source that is being used.

Copyright – the exclusive right of an owner to copy, publish, license or sell a literary, musical or artistic work.

Ethical – that which is considered to be morally right or wrong.

Fair Use – the conditions under which others may use copyrighted materials without specific permissions.

Forgery –falsely making or altering writing or other materials, such as a forged signature.

Fraud – any deception, trickery, or the gaining of an unfair advantage.

Intellectual Property – property that results from original creative thought, as patents, copyright material, and trademarks.

License – permission to use, as stated in the agreement.

Public Domain – material that is available to everyone who wants it, which can be used freely.

Supplemental resources are available online at shanahan.org under Academics.

HONOR CODE

Each September, at the inception of the new school year, the students are asked to sign the following school honor code:

I, _____, a student in the _____ Class of Bishop Shanahan High School for the 2024-2025 school year, understand that personal integrity is my baptismal calling. I realize that dishonesty in any form injures my relationship with God, with my teachers, and with my fellow students. Furthermore, it damages the level of trust that others place in me, as well as the respect I have for myself. Therefore, during this school year, I promise to actively promote a climate of justice within the Shanahan school community by refraining from dishonesty of any kind: including cheating, plagiarism, and stealing. I recognize the serious nature of signing this honor code, and will make every effort to act in accordance with what I have promised.

Also, on every test and major assignment, all students will be expected to write the following **signed** statement: **“This is my work and I have not cheated in any way.”**

FAILURE AND SUMMER SCHOOL POLICY

Bishop Shanahan High School follows the Archdiocesan policy regarding Summer School which states that “All students in Archdiocesan High Schools with final failures in major subjects, both required and electives, **must complete a repair credit of 30 hours for each failed subject. This is accomplished by participating in an on-line program hosted by the Archdiocese of Philadelphia.**”

A senior who fails any subject, elective or required course, must attend Summer School, may not participate in the graduation exercises, and will not receive a diploma until the successful completion of the repair credit.

Archdiocesan directives state that students with excessive absences (22), not excused by medical certification, do not successfully complete the school year until they make up the time missed in Conduct Summer School. This applies even though the student may have no academic failures.

Failure in three or more quarters for discipline or an equal number of demerits (93) will require that the student attend Conduct Summer School. Any student who has accumulated 3 quarter failures in conduct, or an equal number of demerits (93), will be liable for dismissal. Failure in 4 quarters or an equal number of demerits (124) will result in dismissal. The student's **conduct grade can be viewed on PowerSchool**; it can take up to 48 hours for demerits to be updated. Major disciplinary infractions may result in loss of all activities or athletics at the discretion of the administration.

FAILURE WARNINGS

When a student is not performing at a satisfactory level or is in danger of failing **for the semester or the entire school year**, notification will be sent to the parents/guardians at least twenty school days before the close of the marking period. Approximate dates are noted on the school calendar. A notice of unsatisfactory work may be issued later in the marking period if the student's academic performance changes dramatically.

Teachers are not required to issue a failure warning for a quarter failure.

FINAL ASSESSMENT

At the end of the second semester, students are required to complete a final assessment for successful completion of each subject area. The final grade is calculated by adding 45% of each semester, and 10% of the assessment.

GRADING

Report cards are distributed quarterly. The highest report card grade that may be given is 100; the lowest passing grade is 70. The lowest failing grade to appear on the report card is 60; however, the actual calculated grade can be used for determining the semester or yearly grade. This calculation, therefore, could lower the semester and final grades.

90-100	Excellent	70 - 72	Passing
80-89	Superior	Below 70	Failing
73-79	Average		

The quarter grade reflects the progress that a student has made during that period. This grade reflects achievement on major tests and quizzes, major projects and term papers, completion of homework assignments, and classroom participation. These are major components in determining the quarter grade.

At any time, parents are able to view their student's academic progress by visiting **PowerSchool**. (<https://aopcatholicschools.powerschool.com/public/home.html>).

HOMEWORK

The administration and faculty view homework as a vital part of the complete educational process. Homework includes reading assignments, written assignments, and long-term projects. It is considered an integral part of the subject grade.

GUIDELINES FOR OBTAINING ASSIGNMENTS DUE TO LONG-TERM ABSENCE

- The Guidance Department will work with the student to request assignments when the absence is expected to last a **week or longer**.
- For absences of less than a week, students are encouraged to check PowerSchool and Schoology, or to contact a fellow student to ask about missed assignments.
- When the absence is long-term, the guidance counselor will notify the teachers and request work within 48 hours.
- The parents should call the child's guidance counselor before coming to pick up work.
- If the assignments require textbooks that are in a student locker, **the parents should** call the Student Affairs Office so that arrangements can be made to have the locker opened for the parent.
- If students miss class time due to clubs, activities, or athletics, they are responsible for making up missed assignments in a timely fashion.

NATIONAL HONOR SOCIETY SELECTION PROCESS

- Any Junior or Senior who has a cumulative quality point quotient (QPQ) of 41.0 or above is notified that he/she is eligible scholastically and is invited to complete and submit the **Student Activity Information Form**.
- All faculty members are invited to evaluate the scholastically eligible students on the basis of **Leadership, Service, and Character**.
- A **Faculty Council** of five voting faculty members appointed annually by the Principal (the Chapter Adviser is an ex-officio non-voting sixth member) meets and reviews the Student Activity Information Forms, the faculty evaluations, and any other verifiable information about each candidate.
- Candidates receiving a **majority vote** of the selection committee should be inducted into the chapter, but the final decision rests with the Administration.
- As such, the Faculty Council shall reserve the right to award honorary membership to students who warrant special consideration—including those who receive accommodations for a disability, or foreign exchange students—in recognition of achievement and/or outstanding service rendered to the school in keeping with the purposes of the National Honor Society. Honorary membership grants to the recipient all of the privileges of membership without the obligations associated with active member status.

While the academic criteria are important and should be considered first, membership should never be considered on the basis of grades alone...Schools that select membership solely on the basis of scholarship are violating the Constitutions and placing their Chapter in jeopardy. (National Honor Society Handbook)

NATIONAL HONOR SOCIETY MEMBERSHIP REQUIREMENTS

A student inducted into the Monsignor Schuyler Chapter of the National Honor Society must:

- Maintain his/her academic standing (at least 250 quality points per semester / 39 QPQ).
- Any semester that the QPQ drops below 39, the student is liable for dismissal from the National Honor Society.
- Present a verified service sheet indicating at least 10 hours of service per quarter (neither participation in a sport or activity, nor an after-school job qualifies as service)

- Attend all NHS meetings.
- Participate in all activities sponsored by and all responsibilities assigned to the Monsignor Schuyler Chapter of the NHS.
- Conduct himself/herself in a manner befitting an outstanding member of the student body (any discipline issue will be reviewed by the committee and the student will be liable for probation or dismissal from NHS).

PARENTAL REGISTRATION STATEMENT

When a student is enrolled or transfers from another high school, parents are to give a written statement that the student has not been expelled from their current school for any defined offense of any type including violence, weapons offense, threats, possession/sale of controlled substances or any action/offense which might pose a danger to others.

In case of expulsion or voluntary transfer to another school, Bishop Shanahan will send an advisement of these situations, should they exist.

PARENT-TEACHER CONFERENCES

Parents have the opportunity to meet with teachers on the Parent/Teacher Conference night which is scheduled after the first report card is issued. These meetings afford parents an opportunity to discuss with the teachers the student's academic progress. Parents are encouraged to contact teachers through school email, found on the school website. For immediate assistance, parents may contact the main office by calling 610-518-1300.

The parents of a students with a failing grade are urged to meet with the teacher to discuss the failure at the end of the 1st quarter or the 1st semester.

POLICY ON FAILURES AND ACTIVITIES/SPORTS

- Any student with a grade below a 70 on their quarter progress report (issued half way through the quarter) in two or more subjects will be put on a week-to-week evaluation period. During that period, they may not participate in activities or sports until he/she is rated satisfactory by the teacher.
- Any student who has two failing grades (including discipline) at the end of the quarter may not participate in activities or sports for twenty (20) academic school days. After this period, week-to-week evaluation by the teacher will determine eligibility. If the student improves beyond a passing grade in one failing subject, the teacher may recommend eligibility but weekly evaluation remains effective for the other failing subject. Students with two or more failures will be permitted to participate in a team tryout.
- Students with three (3) failing grades (including discipline) at the end of the quarter will be ineligible for a period of thirty (30) academic school days. At the end of this period he/she may then participate provided that he/she is not failing more than one subject or discipline. At the end of the period of ineligibility, any student who still has two or more failures will not be permitted to participate for the remainder of the marking period.
- Students with four (4) failing grades (including discipline) at the end of the quarter will not be permitted to participate in athletics/activities for the following marking period.

The Assistant Principal for Student Affairs will review failure warning lists and advise the activity moderators of the eligibility determination of their students, taking care that eligibility regulations are consistently followed.

RANK IN CLASS

A student's rank in class is determined by the quality points earned according to the grades achieved at the first semester and final marking periods. The rank in class is computed for each current year and also cumulatively for all four high school years. Rank is calculated at the end of the first semester and at the end of the school year. The course catalog contains a detailed explanation of the quality point system.

ROSTER CHANGES

No subject will be dropped or changed after the second full week of school. Any student who requests a roster change to a roster where they received the courses they selected during the course selection process will be charged a \$30 fee. Requests for change in roster because of a serious problem during the school year must be presented to the Assistant Principal for Academic Affairs, who will consult with the department chairperson and the teacher involved. A solution will be developed at the discretion of the Administration.

TECHNICAL COLLEGE HIGH SCHOOL

Students in eleventh and twelfth grades may participate in programs offered at the Chester County Technical College High School, Brandywine Campus, in Downingtown. Students who are accepted will attend TCHS for their specific study area, but are additionally scheduled at Bishop Shanahan for required academic courses. They attend the morning session at TCHS that runs from 7:50 a.m. to 10:30 a.m. Bus transportation is provided by the local school district.

Students receive two credits per school year towards graduation if courses are completed with a passing grade of 70, consistent with the Archdiocesan standard.

The course catalog contains detailed information on academic offerings provided by both Bishop Shanahan and the Technical College High School, Brandywine Campus.

The Chester County Technical High School offers courses in the following areas:

Animal Science & Technology	Criminal Justice and Police Sciences
Automotive Collision Technology	Culinary Arts
Automotive Service Technology	Early Childhood Care & Education
Banking and Financial Services	Electrical Occupations
Biomedical Science	Electronic Systems Technology
Business Management and Administration	Engineering Technology Systems (Mechatronics)
Carpentry	Engineer Technology & Recreation Vehicles
Commercial & Graphic Arts	Health Occupations
Computer Information Systems	Health Information Management
Cosmetology	HVAC/Refrigeration Technology

For a complete list of offerings, refer to the CCIU website: <https://www.cciu.org/tchsbrandywine>

Allied Health Science Technology Program: This prestigious program is for seniors who plan on pursuing post-secondary education in a health-related career. Students are given an opportunity to explore many health-care occupations as they participate in 7.5 hours per week of clinical and classroom education in a local hospital facility.

Teacher Academy: This highly regarded program gives seniors who are interested in pursuing a teaching career the opportunity to study practical theories regarding teaching and to intern at local schools with professional teachers. The Teacher Academy is an intensive training program

designed to give students in-depth teaching experiences alongside teacher mentors.

Students interested in courses at TCHS, Allied Health, or Teacher Academy programs should report to the Guidance Office for information or log onto www.technicalcollegehighschool.org

ASSISTANT PRINCIPAL FOR STUDENT AFFAIRS (APSA) ACTIVITIES

The Student Activities Program provides an extensive mix of extra-curricular activities and athletic programs to meet the needs and interests of a diversified student body.

Only students registered in the current school year may participate in Shanahan sports and activities programs. All activities sponsored by the school must follow these guidelines:

- All clubs must be recognized by the Principal.
- Membership is open to all students, unless the club is an honor society with specific requirements or has a purpose which requires qualifications.
- The club or activity must have an administration-approved faculty sponsor who directs and guides the students and attends all meetings and functions.
- The club will have one representative present for all Leadership Council meetings. That member will keep the club up-to-date on activities and special events occurring within the Shanahan community.
- Students may not be in the academic wing or fine arts wing without the supervision of their moderator.
- Students may not participate in activities or sports without the supervision of a staff member.
- The club or group may use the school's name in public, social or commercial activities or relations only if it has the permission of the principal.
- The club may use social media such as, but not limited, to Twitter, Facebook, Instagram, but must follow the Responsible Use Policy and the Social Media Policy posted on the website.
- If the club or group collects funds for a special and approved purpose, those funds must be deposited in the school account on the day they are collected, following school financial procedures.
- Funds should be raised and expended only for worthy purposes approved by the school President.
- Fundraising or soliciting may not occur without the permission of the President.
- All activities must be supervised. Good and appropriate behavior is expected of students during all student activities both on and off campus.
- Students are required to wear the school uniform when participating in school sponsored activities off-campus unless special permission has been granted by the Assistant Principal for Student Affairs.
- All activities, practices, and meetings on a school night must end no later than 9:00 p.m.

***Students may not participate in the activities of schools outside the Archdiocesan Secondary School System during the school day.**

The following is a list of currently available clubs:

General Activities/Clubs:

Academic Bowl	Mathletes
Ambassador's Club	Mindset Matchup (Mental Health)
Aquila (Yearbook)	Ministry Club
Art Club	Mock Trial
Bowling Club	National Honor Society
Channel 2 TV Studio	Photography Club
Community Service Corps	Respect Life Club
DECA (Business Club)	Science Club
Environment Stewardship Club	Shanaviews (Newspaper)
eSports Club	Student Council
Forensics (Speech & Debate)	Tri-M Music Honor Society
Game Club	Ultimate Frisbee Club
Kindness and Culture Club	Unshaken Bible Study
Leadership Council	World Language Club

Fine Arts Program:

Mixed Chorus	Marching Band
Choral Ensemble	Orchestra
Select Chorus	String Ensemble
A Cappella Choir	Stage Crew
Concert Band	Fall Musical
Jazz Band	Art Crew
Liturgical Ensemble	Spring Show

Athletics Program

PIAA District 1 Ches-Mont League:

Baseball - 9th Grade, JV, Varsity	Lacrosse/Girls - J.V., Varsity
Basketball/Boys - 9th Gr., J.V., Varsity	Soccer/Boys - J.V., Varsity
Basketball/Girls - J.V., Varsity	Soccer/Girls - J.V., Varsity
Cheerleading - J.V., Varsity	Softball - J.V., Varsity
Cross Country/Boys	Swimming - Boys/Girls
Cross Country/Girls	Tennis/Boys (Spring)
Field Hockey - J.V., Varsity	Tennis/Girls (Fall)
Football - 9th Grade, J.V., Varsity	Track & Field/ Boys
Golf – Boys and Girls	Track & Field/ Girls
Lacrosse/Boys - J.V., Varsity	Volleyball - J.V., Varsity
Rugby – Boys and Girls (Non-funded)	

Club Sports:

Ice Hockey - J.V., Varsity A, Varsity AAA
Winter Track

ANNOUNCEMENTS

Daily written announcements must be sent to the main office no later than 2:00 p.m. of the day preceding the bulletin. Announcements will be made in the 8th period for club and sports

cancellations or emergencies only. Announcements are posted on the website daily and in the attendance office, main office and activities office. It is the students' responsibility to check the daily announcements if they are not in homeroom for any reason.

BULLETIN BOARDS

The bulletin boards in the hallways **may not be used without the permission of the Assistant Principal for Student Affairs**. The "Club Information" digital display in the Cafeteria is to be kept current by the Leadership Council member from each club. Nothing may be hung on hallway walls. All notices must be approved and signed by the Assistant Principal for Student Affairs.

COLLECTIONS

No student may sell articles or collect articles for any purpose without the written permission of the Assistant Principal for Student Affairs. School clubs and organizations must deposit their funds in the school account on the day they are collected through the Assistant Principal for Student Affairs following the school accounting procedures.

DANCES

General

Bishop Shanahan High School sponsors dances throughout the school year. These dances are offered as a social opportunity for Shanahan students.

Attending any school dance is a privilege, not a right. A Shanahan student may only attend a class dance or prom if all tuition and fees are up-to-date and the student is approved by the Office for Student Services. Any student who is absent from school on the day of the dance may not attend the dance, even as a guest.

In keeping with the mission statement of Bishop Shanahan High School, all dancing by students, as well as their guests, must be of an appropriate Christian and moral nature. Inappropriate dancing will result in removal from the dance floor, issued demerits, and may lead to exclusion from future dances.

Students from other high schools are permitted to attend Shanahan dances when a dance is designated as such and the Student Affairs Office has given permission. **All guests must be in at least 9th grade and no older than 19 years old. Both students and their guests are expected to adhere to all regulations and to the instructions of chaperones.** Any student who disobeys the rules will face disciplinary action.

Guests for dances are subject to approval by the Assistant Principal for Student Services and must adhere to school policy. Students who have been dismissed or transferred because they are not in good standing with BSHS, or because of violations of the discipline code or the drug/alcohol policy, are not permitted to attend. Likewise, students who leave Bishop Shanahan with outstanding tuition and fees are not permitted to attend. The Assistant Principal for Student Affairs has the right to refuse admission at the door to guests who have not been granted prior approval.

Students and their guests must arrive at dances within thirty minutes of the scheduled starting time. A student who has a legitimate reason for arriving late for a dance must contact the Assistant Principal for Student Affairs at least one day **before** the dance, and provide a written note from the parent/guardian. **No one may leave the dance for any reason without the permission of the Administrator in charge.** Students must make arrangements beforehand for transportation home from dances.

The school is not responsible for any lost or stolen articles at a school dance. Students are to leave all valuables at home. Students **may not** bring duffel bags, backpacks, or overnight bags into the school on the night of a dance.

The use or possession of any controlled substance is against PA Law. Any student suspected of drug or alcohol use is subject to investigation. Students found to be in violation of the school's Drug and Alcohol Policy will be subject to the sanctions of the policy.

UNLESS OTHERWISE INDICATED, THE DRESS CODE FOR A SHANAHAN DANCE IS:

Boys: Dress shirt and tie, dress pants (no jeans, etc.), dress shoes (no sneakers) and socks.

Girls: Dress, skirt and blouse, dress shoes (no sneakers). **With health and personal hygiene always in mind, no bare feet are permitted. Students must bring tennis socks or flip flops if they choose to remove their shoes for dancing.**

Modest attire is expected at all Shanahan dances. Any student whose attire is deemed inappropriate will not be admitted to the dance.

Shanahan students and guests are required to present their school I.D. at all dances and may be subject to a breathalyzer test.

FIELD TRIPS AND STUDY/TRAVEL OPPORTUNITIES

The same rules of conduct that are in effect at the school will apply on school sponsored trips. Neat and appropriate dress is a must for field trips. School uniforms will be worn on all field trips unless permission has been given by the APSA. Students must have a "parental permission slip" signed three days prior to any trip, using the online platform Permission Click. Failure to submit the Permission Click makes a student ineligible to attend. The teacher organizing a field trip will need to publish a list of the students attending at least three days prior to the field trip. Teachers have the right to voice concern if a student in their class is failing, or has excessive absences, and may express that concern to the Assistant Principal for Student Affairs. **With the exception of DECA, Forensics, Physics, Junior Retreats, or Kairos Retreats, no Junior or Senior field trips may be taken during the months of April or May. All curriculum related trips will need to be approved by the school administration.**

No parent may accompany students on any field trip unless the necessary clearances are current and on file at Bishop Shanahan. These include The Child Abuse Clearance, The Criminal Police Check, and the Safe Environment Document. Information about acquiring any of these certificates can be found on the Bishop Shanahan website. If any of these are current, but on file elsewhere, a clear copy must be sent by fax or mail from the original holder to the safe environment coordinator. The forms must be hand delivered by the parent.

TRAVEL: Group Travel and Study for Students and Teachers

The school system takes no official position of encouraging or discouraging programs for student travel outside the school year, nor does it evaluate the various agencies offering travel and study opportunities.

The following regulations are in effect in **all archdiocesan high schools** in relation to travel and study programs.

A. No archdiocesan high school and no department or extra-curricular activity of an archdiocesan

- high school, or school related organization, may sponsor, organize, or conduct a travel and study program for students or for teachers on its own, or in conjunction with another sponsoring school or group, during the school year or during the summer.
- B. The archdiocesan high schools will assume no responsibility or liability of any kind for any students or faculty members who participate in such programs.
 - C. No faculty member or student may be excused from school to participate in such programs, regardless of sponsorship.
 - D. Any faculty member who wishes to organize a travel or study program apart from regular school time must do so as a private individual and not in a capacity as an archdiocesan high school faculty member. Parents and students must be made aware that such programs are not sponsored by the school.
 - E. School sponsored trips **outside the mainland United States are not permitted under any circumstances.**
 - F. No trip organizational meetings will be held at Bishop Shanahan High School.

GRADUATION POLICIES

Participation in Commencement Exercises (Baccalaureate Liturgy and Graduation) is a **privilege**, not a right. Students who have completed all requirements for a diploma and are in good standing may participate in Commencement Exercises. Students may be excluded from participation in these exercises for: **a scholastic failure in any subject; a discipline failure; excessive demerits; any serious violation of the discipline code; a failure to fulfill financial requirements** (tuition, school fees, graduation fees, etc.); **a failure to fulfill all obligations to the Student Affairs and Student Services offices and excessive absences.**

Tickets for Commencement Exercises are distributed to graduating seniors with their graduation materials on the day of the first graduation practice. **It is not within the jurisdiction of the school to decide how those tickets are to be distributed and used.**

Both the Baccalaureate Liturgy and Graduation constitute the Commencement Exercises for Bishop Shanahan. Students must attend all commencement practices. **No student will be excused to attend a college orientation or counselor meeting. Colleges provide a number of options for new student meetings; the students should not select dates that coincide with graduation week activities.**

Any student who is absent from the Baccalaureate Liturgy without obtaining prior permission from the APSA will not be permitted to participate in the Graduation Exercises.

LOCKERS

Students are assigned new lockers at the beginning of each school year. Over the summer all locker combinations are changed so that no student will have access to a previously used locker. No locker combination or locker is to be shared with any other student. To make use of any locker other than the one assigned by the Student Affairs Office is a serious transgression of school safety.

A student may go to his/her locker before and after school, as well as during the change of class. If a student arrives late he/she must obtain a late pass and then report directly to homeroom. The student may go to his/her locker following announcements, and then return directly to homeroom.

Lockers are the property of Bishop Shanahan and are loaned to the students for the school year.

Lockers must be kept in good order. Regular locker inspections and clean-out days are scheduled periodically during each semester.

Bishop Shanahan reserves the right to conduct periodic locker inspections. Suspicion of the presence of contraband materials will result in a locker inspection.

Each student is responsible for the locker he/she uses, and must report any damage as soon as possible after it occurs. Failure to do so will result in the user of the locker being held responsible.

Locker doors are not bulletin boards. Pictures, cards, mirrors, etc. may not be posted on the outside of locker doors.

No juice, water bottles, or food may be kept in the locker overnight unless a documented medical condition requires it and permission from the Assistant Principal for Students Affairs has been given.

If a student's locker is jammed, he/she must report to the Activities Office or the Office for Student Affairs. The locker will be opened as soon as possible.

The school is not responsible for personal belongings or valuables that are left in lockers in either the Academic or Athletic Wing of the school.

Students who are scheduled for gym classes must store all gym clothing in their school locker in the academic wing during the day. On the days students are scheduled for gym, they must bring gym clothes to the locker room and change into the gym uniform. All other personal belongings should be left in the school locker in the academic wing. At the conclusion of gym class, students will retrieve their belongings and change back into their school uniform. Students will be dismissed from class early to put their gym uniform back into the school locker and retrieve their belongings required for the rest of the academic day. **No electronic devices should be brought to the locker room.**

Students who play a varsity sport are assigned a locker for the season; therefore, **nothing may be left in the locker room unless it is stowed and locked in the assigned locker.** Lockers for the storage of sports clothing and equipment are in the athletic wing. At the beginning of each sports season, a locker will be assigned and a school lock issued to the student athletes. Those students must use the **lock provided by the school** when they are using lockers in the athletic wing. No unsecured student belongings may be left on the benches or on the floor in the locker rooms at any time. In order to safeguard the security of personal belongings, students may not share a locker combination with any student that has not been assigned to that locker.

PROMS AND CLASS DANCES

School dances and proms have specific procedures and regulations which are shared at class meetings and through protocol documents. Students are ineligible to attend school dances if they have failures in discipline for two or more quarters or an equal number of demerits (62). Seniors who have accumulated three quarter failures or an equal number of demerits (93) prior to May 10, will not be permitted to attend the Senior Prom. Seniors must attend the mandatory Senior Prom meeting with at least one parent to be eligible to attend the Senior 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. **Please note that tuition and all fees must be paid-to-date in order for a student to purchase a ticket to the prom or any school dance. A Shanahan student may not attend a dance or prom as a date if all tuition and fees are not**

paid-to-date or if they have failed conduct. Any student who has left Bishop Shanahan not in good standing or any student who still has an outstanding balance will not be approved to attend any school dance.

Students who are absent the day of a dance may not attend the dance, even as a guest. Any student on disciplinary probation who fails conduct during the probationary year makes himself/herself ineligible for a class dance or prom.

For the Senior Prom, students may bring a date (of the opposite sex) if they wish. Students who wish to invite a date from outside of Bishop Shanahan must obtain and return a dance guest form before buying their prom tickets. The Senior Prom Dress Code is: Ladies are to wear gowns of modest taste. Prom gowns may not be two-piece or corset top dresses, may not have cut-outs or excessive slits, and may not be low cut in the front or backless. Gentlemen are to wear tuxedos. Appropriate dress is reviewed at the class meeting and the mandatory Senior Prom meeting. If a Bishop Shanahan student is bringing a date from another high school, it is his/her responsibility to communicate the dress code and behavioral expectations to his/her date.

SCHOOL RINGS

The school ring design and the name "Bishop Shanahan High School" or any of its forms are protected by copyright laws and may not be used without explicit permission of the Principal. The official Bishop Shanahan High School ring may only be ordered through the school's partnership with Jostens. Only the official school ring will be presented during the Junior Ring Mass. Those students who did not order a ring will receive a blessed keepsake at the Mass. **Participation in Ring Mass is mandatory for all members of the Junior class, whether they have or have not purchased a ring. No student may attend the Ring Dance if they have not been present at the Ring Mass.**

ATHLETICS

For athletic schedules & athletic department updates check
<http://www.shanahan.org> & www.digitalsports.com

ELIGIBILITY

Bishop Shanahan High School abides by all of the rules and regulations of the PIAA and the Ches-Mont League regarding eligibility and all other areas of governance. Additionally, a student's eligibility for sports must meet school guidelines for academic performance and for adherence to the conduct code. (see *Policy on Failure and Activities/Sports*) **Athletic and Activity eligibility requires a student to attend a minimum of 4 academic periods during the school day.**

SCHOOL POLICIES REGARDING ATHLETICS

CODE OF CONDUCT

Athletes and spectators are required to conduct themselves in a manner consistent with the philosophy and conduct code of Bishop Shanahan High School and the PIAA.

DETENTION POLICY

Detention will be held Monday and Thursday of each week from 2:50 to 3:45, or in the event of an early dismissal, for a 45-minute period. **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 5 additional demerits in addition to making up the missed detention. Work or school activities do not excuse a student from detention. Failure to report to general detention

will result in additional penalties.

Saturday Detention: Any student who accumulates twenty or more demerits within a quarter will serve a Saturday Detention from 9 am to 11 am on an assigned Saturday. Students must report on time and in complete uniform. Students will be assessed a \$10 fee for each Saturday Detention served. Saturday Detention precedes all other activities including games and practices.

EARLY DISMISSAL

If for any reason class is dismissed early, or if there is wait time from the end of the school day until the beginning of practice, athletes must report to the Commons where there is supervision.

No student may loiter in the locker rooms, weight room, or anywhere in the athletic wing unsupervised. Students may not enter the gym or weight room to play or practice without the presence of their coach or a supervising adult.

FEES AND UNIFORMS

The athletic fee must be paid in full in order for a uniform to be issued. Bishop Shanahan athletic uniforms are the school colors, green and white. All athletic gear is also green and white. Any inappropriate lettering or images are prohibited.

PHYSICALS

All student athletes must present completed physical forms prior to the first day of tryouts. Students will not be permitted to try out for a team unless the physical is on file in the Athletic Office. PIAA physical forms can be found on the PIAA Website or on the Athletics page of the school web site.

TRANSFER STUDENTS

Any student who transfers to Bishop Shanahan and wishes to participate in Athletics must receive the required approval from the PIAA prior to tryouts.

ATHLETIC PRINCIPLES OF CONDUCT AND SPORTSMANSHIP

1. Coaches should continually stress the principles of good sportsmanship, as consistent with the mission of Bishop Shanahan, at all practices and games. Bishop Shanahan High School will not tolerate any conduct or actions, etc. **by athletes or spectators** that fail to demonstrate good sportsmanship or that are embarrassing to Bishop Shanahan High School or prove detrimental to the athletic program.
2. Policy relating to ejections:

Spectators:

Bishop Shanahan High School reserves the right to eject from the school premises any spectator (adult or student) whose conduct, speech, or actions violate the rules of good sportsmanship or who harass coaches, players, or referees. Any disruptive behavior will not be tolerated. Former students who have left Bishop Shanahan and who are not in good standing will not be admitted.

Athletes Violating the Code of Conduct and Sportsmanship for the

1st time - one game suspension

2nd time - three game suspension

3rd time - immediate dismissal from team

3. Policy relating to fighting:

Any athlete who:

- a) throws the first punch or initiates an altercation will be immediately dismissed from the team for the remainder of the season.
* Retaliatory action by BSHS athletes will be dealt with on an individual basis.
- b) enters an existing altercation with the intent to harm an opponent will be immediately dismissed from the team. Any athlete who attempts to stop an on-going altercation by grasping his/her **own** teammate will not be disciplined.
- c) leaves the bench on his/her respective team area will be dismissed immediately from the team for the season. His/her athletic status for the remainder of that academic year will also be evaluated by the Athletic Director, Principal, members of the administration, and the coaching staff.

PLAYOFFS AND STATE CHAMPIONSHIPS

Whenever a team has merited an opportunity to attend a PIAA Playoff or State Championship of any kind, the school will assume financial responsibility for ground transportation and all entry and officiating fees, as well as half the cost of lodging for each player. If it is necessary for the students to travel by air, the school will assume financial responsibility for half the cost of air transportation, half the cost of lodging, and the full cost of entry and officiating fees. The family of the student will assume financial responsibility for the cost of food, half the cost of lodging, and half the cost of air transportation for their student.

ATHLETIC DEPARTMENT POLICY ON SUBSTANCE ABUSE

Any student athlete who is observed to be in possession of or using drugs, alcohol, or tobacco products by a Bishop Shanahan High School coach, administrator, or faculty member, or a coach, faculty member or administrator from a competing school will be liable for immediate dismissal from his/her respective team for the remainder of the season. The Bishop Shanahan High School substance abuse policy will be enforced. There will be no appealing of the final decision under any circumstances.

REGULATIONS FOR HOME BASKETBALL/VOLLEYBALL GAMES

1. Once students are in the building, they may not leave and re-enter.
2. No persons will be admitted into the game after the end of the third quarter.
3. **No food or drinks are permitted in the gym at any time.**
4. During the game, spectators are asked to refrain from blocking the gym entrance.
5. Students and spectators are reminded that at all athletic contests, they are representatives of Bishop Shanahan High School and are expected to show respect for all participating athletes and visitors from other schools.
6. Any student involved in an altercation inside or outside of the building during an athletic contest will be subject to disciplinary action.
7. The same rules of conduct that are in effect during the school day will apply at school sponsored events, both home and away, inside or outside the building.
8. Former students who have left Bishop Shanahan and are not in good standing will not be admitted for home games.

SUMMER CAMPS (ATHLETICS)

Listed below is the Bishop Shanahan High School Athletic Department's policy concerning student participation in summer camps, and/or leagues:

- While the Athletic Department encourages student athletes to improve their basic skills by

participation in summer camps, it must be understood that all such activities are voluntary.

- Members of the coaching staff at Bishop Shanahan are expressly forbidden from placing any pressure on any student to attend any summer camp or to play in any summer league.
- Parents and student athletes should be aware that participation in summer camp and leagues does not in any way guarantee the player a position on any school team in the years following his or her participation in the camp or league.
- No coach may receive direct payment from students or from parents of students that take part in summer camps or play in summer leagues.
- Non-participation in summer camps and/or leagues shall not jeopardize the opportunity of any student athlete to participate in tryouts for his/ her respective school teams the following year.
- The Diocesan insurance policy, which covers student athletes during the school year, does not cover injuries incurred during summer camps, or leagues.

ASSISTANT PRINCIPAL FOR STUDENT SERVICES (APSS) CODE OF CONDUCT

The Code of Conduct in a Catholic school has as its basic purpose the teaching of responsibility to God, to self, and to others. A school-wide expectation of appropriate behavior contributes toward establishing a proper educational atmosphere in school. While the Assistant Principal for Student Services is directly responsible for all policies related to student behavior, appropriate behavior is the responsibility of everyone - students, parents / guardians, administration, faculty, and staff.

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.

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 or email the Attendance Office at **610-343-6205** before 9:30 AM the day of absence, stating the student's name, reason for absence, and the name and telephone number of the caller.

Students must submit an absence 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.

A DOCTOR'S NOTE MUST BE SUBMITTED FOR AN ABSENCE OF THREE OR MORE DAYS. Families are strongly encouraged not to schedule vacations during school time.

Students absent for **22** or more days without a doctor's note will be required to attend Conduct Summer School. Any student who fails to attend Conduct Summer School may not return to any Archdiocesan school in the Fall. A reminder is ordinarily sent to the parents when a student has accumulated an excessive number of absences. Doctors' notes for absences, early dismissals or lateness 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 note within two weeks of return, it will not be accepted.

The student is responsible for any school work missed during any absence or missed class time within 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 or refer to Learning Management System and Power School.

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

Perfect attendance is awarded to those students who are neither absent, nor have an early dismissal (unexcused), nor late (unexcused), for the entire school year. Only a court appearance, death in the family, or mandatory quarantine are valid reasons to be absent and still qualify for perfect attendance.

BACCALAUREATE MASS AND COMMENCEMENT CEREMONIES

Any senior who has accumulated four quarter failures or an equal number of demerits (124) by May 30 will not be permitted to attend Baccalaureate Mass or the Commencement ceremonies. Additionally, if a senior commits any serious infraction up to and including Graduation, they will not be permitted to attend the Baccalaureate Mass or the Commencement Exercises and the diploma will be held until discipline consequences have been served.

BACKPACKS

Traditional size backpacks are not permitted during the school day. Students may only use small (no larger than 15" x 20") string bags to assist with the transporting of books and materials. Additionally, students may visit their locker at the change of class.

WATER BOTTLES

Students are permitted to carry transparent plastic water bottles that are no larger than 24 oz.

CONDUCT SUMMER SCHOOL

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 Conduct 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 \$100 is charged for this service. Also, any student who is suspended during the course of the year automatically becomes a candidate for Conduct Summer School. A discipline contract must be signed upon returning to Bishop Shanahan High School.

CONDUCT SUMMER SCHOOL FOR ABSENCE

Any student who is absent 22 or more days without a medical note must attend Conduct Summer School. Any student who fails to attend this one-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, Chromebook, 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, Chromebook, or tablet that is older than two years, that student will be responsible for half the cost of replacement.

BULLYING

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, actions, rumors, false accusations, hazing, social isolation, and cyber-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.** Reported incidents of bullying during school hours, during school functions, or outside of the school day will be investigated promptly and thoroughly by school administration.

Complaint/Investigative Procedure /Reporting Concerns / Safe2Say

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 for 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 agencies.

Cyberbullying

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate or hurtful e-mail messages, instant messages, text messages, digital images, website postings, and blogs. It is also recognized that the author (poster, sender, or re-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 Assistant Principal for Student Services who shall fully investigate all reports of cyberbullying.

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

Safe2Say Something

In January 2019, the state of Pennsylvania initiated a mandatory anonymous reporting system called "Safe2Say Something" (S2SS). The S2SS program was implemented by the Sandy Hook Promise in conjunction with the PA Attorney General's Office. The S2SS Program teaches students, teachers, and administrators how to recognize warning signs and signals of individuals who may be a threat to themselves or others and "Say Something" to a trusted adult or use its anonymous reporting system. All Bishop Shanahan students and faculty will receive annual training on the S2SS Program. Additional information about Safe2Say Something can be found at www.safe2saypa.org.

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, telephone number, or email address at any time during the school year, **the parent/guardian must notify the main office (610-518-1300)** 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

No student may be in a classroom, lab, or office without a teacher or moderator. If a teacher does not report 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.

HALL PASSES

Students are not permitted in the hallways without first requesting permission using Smart Pass. The student must use the Smart Pass to record the time they left and the time they returned to the classroom.

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. See section on proms and class dances for further information. Failure in three or more quarters or an equal number of demerits (93) will require that the student attend Conduct Summer School. Any student who has accumulated 3 quarter failures in conduct, or an equal number of demerits (93), will be liable for dismissal. Failure in 4 quarters or an equal number of demerits (124) will result in dismissal. The student's conduct grade can be viewed on PowerSchool, it can take up to 48

hours for demerits to be updated. Major disciplinary infractions may result in loss of all activities or athletics at the discretion of the administration.

Major disciplinary infractions that may incur suspension, student assistance program evaluation, conduct failure and possible dismissal include

- Gross Insubordination
- Truancy
- Fighting
- Theft
- Vandalism
- Alcohol
- Drugs
- Immorality
- Forgery
- Tobacco Use/Possession - \$25 fine (Any student using or in possession of tobacco products, including vaping devices, pipes, papers and lighters, can be charged with violating the law.)
- Actions detrimental to Bishop Shanahan High School
- Harassment (Refer to Harassment, Bullying Policy)
- Distribution of contraband will result in immediate dismissal
- Possession of and/or use of weapons 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 Conduct Summer School and may make the student liable for dismissal.

Conduct Failures (One Failure = 31 demerits)

One Failure	Parental interview, possible ineligibility for activities and athletics for 20 academic school days, possible discipline contract
Two Failures or 62 demerits	Parental interview, probation, ineligibility for activities and athletics for the remainder of the current quarter and the subsequent quarter, discipline contract
Three Failures or 93 demerits	Conduct Summer School, disciplinary probation; liable for dismissal
Four Failures or 124 demerits	Seniors are ineligible for all Graduation activities; underclassmen will be dismissed.

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

Alcohol	31
RUP (Technology) Policy Violation	5-31
Sharing login information	5
Inappropriate use of social media	10-31
Bus Violation	5-10
Cafeteria Violation	2-10
Cell Phone Violation	5-10
Cheating (first offense)	5-10
Cheating (subsequent offense)	10 - 31
Hallway Violations	5-10
Cutting Class	20
Defiance	10

Disorder/Disruption	3-10
Disrespect	10
Dress Code Violation	5-10
Drugs	31
Failure to Report to Detention	5
Fighting	31
Food or drink outside of Cafeteria	5
Forgery	31
Forms Not Returned	2
Graffiti (Fine = Discretion of APSS)	10-31
Gross Insubordination	31
Gum	2
Harassment	31
I.D. Defacement	5
Immorality	31
Improper Language	5-10
Intimidation	31
Lateness for Class	2
Late to School (8:30 – 10:00 AM)	5
Late to School (after 10:00 AM)	10
Excessive Lateness for School	10
Leaving School Grounds	20
Littering	2
Locker Violation	3-10
Sharing locker or combination with another student	10
Locker Propped Open	5
Locker disorder	5
Lying	10
No I.D.	1-3
No Note for Absence	2
Out of Bounds	10
Other / Office Use	5-31
Parking or Driving Violation	10
Possession/Use of Contraband	31
Tobacco Use	31
Theft	31
Truancy	31
Vandalism	31
Vaping	31

Repeated incidents of the same or similar violation will result in an increase of demerits or possible suspension. All demerits can be viewed on PowerSchool.

After accumulating:

1. 10 Demerits - Detention will be assigned (one day).
2. 20 Demerits - Letter to parent/guardian and detention (two days) and Saturday Detention if accumulated in a single quarter
3. 31 Demerits/First Failure - Conduct failure, parental interview, possible ineligibility for activities and athletics for 20 academic school 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 - Conduct Summer School, disciplinary probation, and liable for dismissal.
6. Four Failures in Conduct - Seniors are ineligible for all Graduation activities; underclassmen will be dismissed.

DETENTION POLICY AND DISCIPLINE FAILURES

Detentions are issued for every ten (10) demerits received by a student, regardless of when the demerits were issued. Students will receive a written notice for general detentions through the Student Services Office. Detention will be held on Tuesday and Thursday of each week from 2:50 to 3:45 for a 55-minute period. In the event of an early dismissal, detention begins within five minutes of the last school period. Latecomers will not be admitted and will receive 5 demerits in addition to making up the missed detention. Detention precedes all other activities, including games and practices. Work or school activities do not excuse a student from detention. Failure to report to detention will result in an additional detention. 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. Students may only reschedule a detention one time per detention.

Saturday Detention: Any student who accumulates twenty or more demerits within a quarter will serve a Saturday Detention from 9 am to 11 am on an assigned Saturday. Students must report on time and in complete uniform. Students will be assessed a \$10 fee for each Saturday Detention served.

DRESS CODE

Attention to personal appearance is an important part of the maturation process for young Catholic men and women. The school uniform is a symbol of membership. It expresses not only traditional values of economy, neatness, and practicality, but also unity as a community of 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 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 a 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/guardian for 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 Affairs 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 above the collar.
8. Young ladies may not wear excessive jewelry or make-up. Gentlemen may not wear any makeup or nail polish.
9. No visible tattoos are permitted on any student. No visible body piercing is permitted on any student (except for one pair of small earrings worn in the earlobe for the ladies). This includes piercing of the tongue, eyebrows, lips and/or nose.
10. 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.
11. 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 or gym uniform must be purchased from Flynn & O'Hara.

All female students must wear a regulation skort worn at a modest length, **no more than three inches above the knee**. Students may not roll, pin, decorate, or otherwise modify the skort in a way that changes the appearance or length of the garment. In addition to the skort, ladies will wear an oxford cloth style blouse and a school sweater. Only the top button of the blouse is to be unbuttoned. Regulation shoes are to be worn with approved tights. 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 polo shirt and approved knee socks. If a tee shirt is worn under the polo shirt or blouse, it must be plain white with no printing, writing, or pictures on it and it must be short sleeves. No long sleeve shirts may be worn under the polo shirts.

The regulation shoe policy remains in effect during the entire school year. Sneakers, sandals, moccasins, or flip-flops are not permitted. Canvas shoes are not permitted.

Ladies' Dress Code

- Skort Official Flynn & O'Hara Green Plaid Skort **worn at a modest length, no more than three inches above the knee. Students may not alter or roll the skort in a way that it changes the appearance, fit, or length of the skort.**
- Sweater Official Green crew neck pullover or sweater vest, sleeves may not be rolled up. Optional ¼ zip pullover with logo (white collar must be showing)
- Blouse White short or long-sleeve banded-bottom oxford blouse. White turtlenecks with BSHS logo may be worn under the sweater. No colored or lettered undershirts
Spring/Fall: Shanahan logo golf shirt with banded bottom
No colored or lettered undershirts, No long sleeve shirts under the uniform shirt.
- Stockings Solid (no patterns), dark green, opaque white, gray or black tights.
Knee-high socks - white, green, grey, or black may be worn during approved Spring/Fall Uniforms months, and must be pulled up to the knees.
- Shoes Regulation school shoes include the following brands: Bass Nubuck, Sebago Docksiders, Leather Sperry Topsider only. **Must be tan in color and may not be canvas or slip-ons.** 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 in the ear lobe only. No excessive jewelry including but limited to necklaces and bracelets.
No spacers as earrings are acceptable. No excessive jewelry or chokers.
- Hair No extreme style, color, height or length is permitted (including shaved or buzzed hair styles).
- 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.***

GENTLEMENS' DRESS CODE

All clothing items which are a part of the official school or gym uniform must be purchased from Flynn & O'Hara.

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, brown or black belt, and regulation school shoes. Canvas shoes are not permitted.

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 polo shirt or oxford shirt, it is to be plain white with no printing, writing, or pictures on it and it must be short sleeves. No long sleeve shirts may be worn under the polo shirts. The regulation shoe policy remains in effect during the entire school year. Sneakers, sandals, or flip-flops are not permitted.

Gentlemen's Dress Code

- Slacks Regulation khaki pants worn with a brown or black belt. Pants must be purchased from

Flynn & O'Hara label. No cargo pants. All pants are to be worn at waist level.

Shirts Winter: White short-sleeve or long-sleeve button-down shirt, with a **Shanahan tie**, or white turtleneck with official BSHS logo. No colored or lettered undershirts, No long sleeve shirts under the school uniform shirt.

Spring / Fall: Shanahan logo white golf shirt only. No colored or lettered undershirts. No long sleeve shirts under the school uniform shirt.

Sweater Regulation V-neck green school sweater, vest, or ¼ zip pullover (collar or turtleneck must be shown)

Shoes Regulation school shoes include the following brands: Bass Nubuck, Sebago Docksidiers, Leather Sperry Topsider only. **Must be tan in color and may not be canvas or slip-ons.** 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 **Earrings, spacers, and chokers are prohibited for boys. No excessive bracelets.**

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, lengths or widths. (no mullets, or shaved heads)

All gentlemen must be clean-shaven. Moustaches, beards, semi-beards, goatees, excessive sideburns, buns 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.

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 Shoes
100-114 Fayette Street
Conshohocken, PA 19428
or Flynn & O'Hara**

NOTE:

Winter Dress Code Effective: October 8 - April 16

Spring/Fall Dress Code Effective: September 4 - October 7 and April 22- June 11.

DRESS CODE FOR "DRESS DOWN DAYS"

On days designated as "Dress Down Days," students may wear appropriate and modest attire to school with these restrictions: No pajama bottoms, yoga pants, leggings or jeggings, no shorts; no midriff tops, tank tops, tops with low necklines, or tops that are too tight; no holes in clothing or ripped clothing; and no clothing that has insulting, obscene, suggestive or political images or messages. Appropriate shoes must be worn, no flip flops or slippers.

Students must wear their school IDs on the lanyard around the neck and visible at all times.

FINAL JUDGEMENT IN DRESS CODE MATTERS IS RESERVED TO THE ADMINISTRATION

EARLY DISMISSALS

Regular school attendance supports student success. Therefore, parents/guardians 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 Attendance Office to the parent/guardian. The early dismissal protocol is as follows:

- Parent communication is required.
- At the requested time of dismissal, students must report to the Attendance Office to sign out.
- If a student is driving him/herself off the school property before regular dismissal, parental communication must be on file in the Attendance Office, and the student must sign out at the Main Office.
- **Students must bring in a doctor's note the following day to be excused from their early dismissal. If the student has 5 unexcused early dismissals, they will serve a detention.**
- Only the following are considered **excused** circumstances for absence or lateness:
 - death in the family
 - quarantine
 - mandated court appearance
 - doctor's appointment with a note provided

ELECTRONIC DEVICES

For security and good order of the school, cell phones **must be kept in lockers during the regular school day**. Cell phones may be used before the first bell and after the conclusion of 8th period, but must be **turned off during the school day**. (A student with an early dismissal may not use his/her cell phone until they have exited the building). Any cell phone found outside of the locker during that time will be confiscated. The student will receive 10 demerits and the device will be returned at the conclusion of the day. Repeated infractions will incur additional demerits.

If an emergency exists at home, parents should contact the Student Services Office who will in turn notify the student.

Ear buds or headphones are not permitted to be worn during the school day. Smart watches or other wearable smart devices are not permitted during testing. If a student uses a device to text or message, they will receive same demerits as cell phone usage.

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. If the staircase of an exit is blocked, the nearest available staircase or exit should be used. In the case of a fire drill,

classroom moderators should close all windows and doors and turn off the lights. Teachers must bring roll books or class lists to check attendance. If a fire drill occurs 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

The school is not responsible for personal belongings or valuables that are left in lockers in either the academic or athletic wing of the school.

Students who are scheduled for gym classes must store all gym clothing in their school locker in the academic wing during the day. On days students are scheduled for gym, they must bring gym clothes to the locker room and change into the gym uniform. All other personal belongings should be left in the school locker in the academic wing. At the conclusion of gym class, students will retrieve their belongings and change back into their school uniform. Students will be dismissed from class early to put their gym uniform back into the school locker and retrieve their belongings required for the rest of the academic day. **No electronic devices should be brought to the locker room.** No unsecured student belongings may be left on the benches or on the floor in the locker rooms at any time.

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 at any time during or after school hours is prohibited by this policy.

Harassment because of a person's sex, race, religion, 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, text messages, and other communications which are sexually suggestive.

A 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 or to the guidance department.

All allegations of harassment will be investigated promptly and in a confidential manner following the procedures of the Office of Catholic Education. 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.

HOMEROOM

The bell to begin homeroom 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, Media Center, Computer Resource Rooms, etc.). 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 alphabetical order in an assigned seat.

IDENTIFICATION CARDS

Students must wear the official school identification card on the official school lanyard around the neck and visible at all times. This ID card is needed to enter school, obtain a hall pass, to attend Shanahan social events, etc. The school identification card will be assigned each year. The card will be collected at the end of each year and will be distributed at the beginning of the following year. If a student loses his/her ID card or lanyard, the student must come to the Student Services Office to pay for a replacement card. Any defacement of the ID card will result in demerits and the student will be charged to purchase a new one. There is a \$12/card replacement fee for access cards, \$5/card replacement fee for photo ID cards, \$1/card replacement fee for plastic badge covers and a \$3 replacement fee for lost or damaged lanyards.

LATENESS FOR SCHOOL

The first bell rings at 8:00 a.m. At this time, all students report 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.

Students who are on time for school but late for homeroom will be issued two demerits, **regardless if a parent or guardian contacts the attendance office.**

If the student arrives after 8:30 they will receive 5 demerits. In the event that a lateness is the result of a doctor's appointment and a doctor's note is provided for the day that a student is late, that lateness will not receive demerits. In addition, a **student who is late without an excused circumstance twelve (12) times will be issued an additional ten (10) demerits for excessive lateness each time they reach an additional twelve (12) likenesses.**

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

- death in the family
- quarantine
- mandated court appearance

- doctor's appointment with a note provided

A student who has an unexcused late for school does not qualify for perfect attendance.

Any student who is absent for twenty-two (22) or more days without a medical note, must attend Conduct Summer School at Bishop Shanahan. Any student who fails to attend Conduct 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.

LOCKDOWN

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 lockdown occur, no one would be permitted to enter or exit the building until the situation is resolved.

LOCK-UP

The security gates are lowered at 4:00 p.m. each day. **No student may be anywhere in the academic wing after 3:00 p.m. without a moderator.** Students waiting for a ride must wait in the Commons or the Media Center.

LOITERING

Students arriving early are to report to the cafeteria until the warning bell. Loitering in the hallways is not permitted. Hallways in the academic wing are off limits after 3:00 p.m. Students are not to loiter in cars or on surrounding properties at any time. Students awaiting a ride must wait in the Commons. Students found in any other area will be considered out of bounds. Unless participating in an after-school function, all students must leave the building no later than 5:00 p.m.

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 their 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.** The lunch period begins with Grace before Meals. Students will remain in respectful silence until announcements are read.
- Students choose a table at the beginning of the year and remain at that 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 other than water 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 cafeteria for lunch.
- Permission to use the lavatory is obtained from the moderator. Students are to present the

cafeteria moderator with his or her ID card. Only the lavatories on the first floor, nearest the gym, are to be used during the lunch period.

- Each lunch period will have a Media Center sign-out sheet. Once everyone has had the chance to purchase and eat their lunches, the moderator will call for the Media Center students to exit. If a student did not sign up on the Media Center pass, they may not go to the Media Center that day.
- Choosing seats and purchasing candy from the school store are both privileges of the lunch room. If the moderator observes that a student is acting inappropriately, or not cleaning up, these privileges may be revoked.
- 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.
- Eating outdoors is a SENIOR privilege. Once the administration decides that students may eat outside, seniors only may use the outside porch area to eat lunch. The faculty moderator may revoke the privilege if it is abused or if there is misconduct in the lunchroom. Seniors may use the outside during the Fall and Spring months as announced by the administration.

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

During the school day, except for during the 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 vehicles before and after school is forbidden. Only those students with business to conduct are permitted in the office complex.

Respecting individual privacy is expected in the restrooms. Any student found in the same stall with another student in the restrooms is subject to 31 demerits.

PARKING

There are a limited number of parking spaces in the Bishop Shanahan parking lot. Only cars and SUVs may be registered. Motorcycles, bicycles, or vehicles other than a car or SUV are not permitted on school grounds. Students are assigned parking spaces by the administration. Vehicles must be registered in the Main Office and student drivers must pay a non-refundable parking fee for the year. If a student loses their parking privilege for any reason, 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 his/her 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 may not leave trash or debris of any kind in the parking lot. This behavior may result in demerits or possible suspension or loss of parking privileges.

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 or in the bus loop.

PERFECT ATTENDANCE

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

- a death in the family
- a mandated 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.** Students designated as having probationary status in the 4th quarter will remain on probation for the 1st semester of the following year. While on probation the guidance department will maintain regular contact with the student and the student may be 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 him/herself ineligible for a class dance or Prom.

PROPERTY DEFAACEMENT

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 **DEFAACEMENT 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/BACKPACKS

No cell phones, 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 classes.

SCHOOL CLOSINGS

When school must close or open later than usual because of weather conditions, announcements will be made through a **"SCHOOL MESSENGER"** simultaneous phone call to each family. It is critical that all parent phone numbers and email addresses 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 major Philadelphia radio and TV stations will make the announcements before 6:30 a.m.

SHELTER IN PLACE

Should there be a need to implement Shelter in Place, all students are to report to the auditorium as directed through the PA announcements.

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 coverage 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 / Public Relations, Secretary, Treasurer and Senior Class Officer, will 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. 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 agencies 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 discretion 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 in response to the first or second offense 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.
 - Students who are members of the National Honor Society or Student Council are by virtue of their position held to a high standard of ethics, and if observed to be in possession of 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 Responsible 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 current 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 ID, 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.

SPECIAL POLICIES

ARCHDIOCESAN AIDS POLICY

The Archdiocese of Philadelphia's Office of Catholic Education has a specific policy relating to students/staff who are HIV positive or who have AIDS. A copy of this policy is available in the Principal's Office.

ABORTION

Upon receipt of information that a student has procured, or assisted another in procuring an abortion, the school principal will promptly arrange to meet with the student and his/her parent(s).

If the school principal determines that the student procured, or assisted another in procuring an abortion, the student shall be referred for counseling to an appropriate support service, e.g., Archdiocese of Philadelphia Project Rachel, Catholic Social Services, School Ministry Office, etc.

The school principal will attempt to handle each matter in a spirit of Christian compassion and forgiveness, but when public scandal, the student's refusal or failure to participate in counseling, or other circumstance warrants, the school principal may dismiss or take other appropriate action.

The school principal and other individuals who learn of any such matter will handle such information in a confidential manner to the extent possible, and communicate it only to those individuals at the school, at counseling services and at the Office of Catholic Education who have reason to know.

CONFIDENTIALITY STATEMENT

There is confidentiality in the counseling relationship between Guidance Counselor and student. However, students should be aware that, as with all school personnel, there is a **duty for care** under the following circumstances:

- Harm to self or others, including thoughts of suicide
- Physical Abuse, Sexual Abuse, and Child Neglect

Under these circumstances, proper notifications will be made.

CRIMINAL CASE

If a student is presently attending or applying to Bishop Shanahan High School and is found guilty of a juvenile or adult crime, and it is reported to the school administration, the student is liable for dismissal from Bishop Shanahan or may be refused admission to Bishop Shanahan.

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

1. An act or 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.)

All Secondary Schools should notify the local law enforcement authorities and the Office of Catholic Education whenever a weapon is discovered on school grounds, or in the possession of a student under our care (i.e. school bus, etc.)

INTERNET ACCESS POLICY

In order for a student to use Shanahan's Internet resources, parents and students must read the **Responsible Use Policy** published by the school and given to the student. **Both parents and students must sign the current Responsible Use Policy and student internet access contract and return it to the school.**

PREGNANCY POLICY

If a student becomes pregnant, a letter from her physician must be on file indicating the length of time she may remain in school. Under no circumstances should the student remain in school longer than the time specified by her physician. Each case must be evaluated individually, however, and the principal may decide that it is in the student's best interest to leave the school on a date earlier than that suggested by her physician.

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Preamble

Catholic Schools of the Archdiocese of Philadelphia

The heart of our curriculum is timeless ~ love, truth, beauty, mercy. We teach about creation as well as the Creator. We educate on being in solidarity with those who suffer and how to cultivate a prayerful life. In his message for the 48th World Communications Day, Pope Francis said that technology is a "gift from God." The Pope challenged the Church to use this tool to promote the faith, asking how communication can "be at the service of an authentic culture of encounter?" Because of these things we are committed to participating in society. And to be committed to such participation requires using technology in appropriate ways. We are interested in technology because of our faith. We expect our students to utilize technology to think more critically, to communicate effectively, to express their creativity, and to conduct research. Our teachers have access to updated technology in their classrooms to engage our students and challenge them to learn in ways not previously imaginable. We empower students with the technical skills necessary to participate in a culture that is increasingly dependent upon technology, while also challenging them to be digital ambassadors spreading the Good News. But it is our faith that guides how we use technology. We teach our students about the ethics of technology and train them to be savvy

about things like Internet privacy and safety. We teach the unfortunate reality of technology addiction. We remind students and parents that technology is aggressively marketed and to be careful about getting caught up in the hype. We also acknowledge that we sometimes need to “unplug” from technology as it can cause us to become isolated from one another. We encourage family meals without screen time and the importance of communicating face to face. We greatly value technology in our schools. And what makes technology most powerful, is when it serves to make our students better people!

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia

PURPOSE

Technology is a valuable and real-world educational tool. **All Archdiocese of Philadelphia schools will educate all students about appropriate online behavior, including: interacting with other individuals on social networking websites and in chat rooms, cyber bullying awareness and response to ensure an appropriate use of technology, including video conferencing platforms.** The policy outlined below applies to all technology use including but not limited to Internet use. The Responsible Use Policy for Technology (RUP) applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources. In some cases, outside or personal uses of technology may be applicable under this policy.

SCOPE OF USE

We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to **inside** school use and may in certain instances apply to personal technology use and/or uses **outside of school**. Where personal and/or non-educational use of technology creates substantial disruption in school, including but not limited to harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, these activities may be viewed as a violation of the Responsible Use Policy and may be subject to the disciplinary measure found herein.

N.B. The types of electronic and digital communications referenced in this RUP include, but are not limited to, social networking sites, cell phones, mobile computers and devices, digital cameras, video conferencing platforms, text messaging, email, voice over IP, chat rooms, instant messaging, cloud, and web-based tools.

GOAL

The school's goal is to prepare its members for a responsible life in a digital global community. To this end, the school will:

- Integrate technology with curriculum to enhance teaching and learning.
- Encourage critical thinking, communication, collaboration, creativity, and problem-solving skills.
- Facilitate evaluation and synthesis of information.
- Encourage ethical practices and provide education for Internet safety, digital citizenship and the creation of a positive digital identity.
- Provide a variety of technology-based tools and related technology skills.

RESPONSIBILITIES OF USER

Our schools will make every effort to provide a safe environment for learning with technology

including Internet filtering and safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use.

In the Archdiocese of Philadelphia, we use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.

- **Respect One's Self:** Responsible users will select online names that are appropriate and will consider the information and images that are posted online.
- **Respect Others:** Responsible users will refrain from using technologies to bully, tease or harass other people.
- **Protect One's Self and Others:** Responsible users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- **Respect Intellectual Property:** Responsible users will suitably cite any and all use of websites, books, images, media, or other sources relied upon or used in work created.
- **Protect Intellectual Property:** Responsible users will request permission to use the software and media others produce and abide by license agreements for all software and resources.

TECHNOLOGY USE GUIDELINES

Educational Purpose/ Responsible Use: Technology is to be used to enhance student learning. Students are able to access social networking and gaming sites only under the guidance and supervision of the teacher for the educational outcomes identified within the lesson and given appropriate age.

Copyright/Intellectual Property and Identity: All sources obtained for teacher and student work should be properly cited. Users are to respect the rights and intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without express permission of the owner is a violation of Federal Law and could result in copyright infringement claims.

Communications: Electronic and/or Digital communications with students should be conducted for educationally appropriate purposes and employ only school-sanctioned means of communication. The school-sanctioned communications methods include:

- Teacher school web page, school-issued email and/or phone number
- Teacher created, educationally focused networking sites
- Student Information System and Learning Management System
- Remind Communication app – or similar i.e. Class Dojo, Seesaw

Teachers, administrators or staff members in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher, administrator or staff member is free to contact parents or guardians using a home phone or a personal cell phone. However, they should not distribute a home phone number or a personal cell phone number to students. If a student contacts a teacher or administrator using a teacher or administrator's personal numbers, email or social networking sites, the teacher or administrator should immediately report this to the administrator or appropriate authorities.

Electronic and Mobile Devices, Cell phone/Wearable technology: Users must adhere to local

school policy that may further define uses of mobile devices. The administrator of the local school will determine permissible use. If a particular mobile device is to be used for an educational purpose, the school administration and/or teacher will provide parameters for this use.

Smart Speakers: Primarily intended for at-home consumer use, these always-listening devices are not directly intended for the classroom. Therefore, smart speakers (Echo, Google Nest, etc..) are not to be used in the classroom nor connected to the network on a permanent basis during the academic year.

Remote/Distance Learning: Remote or distance learning may be used to supplement face-to-face instruction, or where appropriate, may be the primary modality of instruction. To effectively engage in remote or distance learning, users are expected to:

- Participate from an appropriate location in the home.
- To the user's best ability, be in a well-lit and quiet area. Avoid having windows or strong sources of light directly behind an individual when engaging in teaching/learning on camera.
- Wear appropriate and respectful attire. (This may be more specifically defined by the local school administration.)
- Where able, only use first name and last initial to identify yourself via video conferencing software.
- Students are not to use or preserve a photograph, image, video, including-live streaming, or likeness of any student, or employee without express permission of that individual and of the principal.
- Prior to recording any portion of a live classroom session, instructors are to notify the students who are in the same session, face-to-face or online.
- Live class recordings are meant for internal school use only. Recordings are to be saved locally on a network drive or the school's G-Suite for Education Google Drive. Recordings are to be deleted at the end of the academic year in which they were recorded. Recordings are not for promotional use, rather solely for educational purposes.
- This Responsible Use Policy applies to students using personal devices for remote instruction.
- Maintaining hardware/devices provided by the local school is the responsibility of the student/family. (Local school policy may define further students' responsibilities and expectations.)

Examples of Unacceptable Uses –

Users are not to:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, annoy or otherwise negatively impact any individual.
- Post, publish, disseminate or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post or disseminate false information about any persons, students, staff or any other organization.
- Use a photograph, image, video, including-live streaming, or likeness of any student, administrator, employee or volunteer without express permission of that individual and of the principal.
- Create any site, post any photo, image or video of another individual except with express

permission of that individual and the principal.

- Attempt to circumvent system security, blocked sites or to bypass software protections.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, copy disks, CD-ROMs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school or school employees
- Harm the goodwill and reputation of the school or system in the community
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.
- Attempt to modify software and/or hardware configurations on a school issued device without proper permission and direction.
- Load personal software onto a school device or school issued device without proper permission or direction.
- Attempt to remove covers or protective shells to make repairs to hardware.

Reporting: Users must immediately report any damage or change to the school's hardware/software that is noticed by the user.

Administrative Rights: The school has the right to monitor both student and employee use of school computers and computer accessed content. Due to the evolving nature of technology, the Archdiocese of Philadelphia, Office of Catholic Education reserves the right to amend or supplement this policy at any time without notice.

Personal Use of Social Media

This section of the policy refers to the personal use of social media sites such as, but not limited to: Facebook, Twitter, YouTube, Instagram, Tumbler, Ask.fm, Snapchat, Vine, and TikTok.

Teachers and students may not mention members of the school community on social media without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections.

"Friending" or "Following" of current students by teachers is forbidden on a teacher's personal social media site. Teachers should also not 'friend' former students unless and until such student has attained the age of majority. Personal and professional posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications. Teachers are encouraged to have professional social media accounts and parents are encouraged to follow those for announcements and resources. Teachers are to inform local administrators as to any class utilizing social media, which should be for educational purposes only.

Policy Violations

Inappropriate use in contradiction to the above rules will be addressed by the administration of the school. Violation of these rules may result in any or all of the following:

- Loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system.
- Issuance of demerits/detentions, if applicable.

- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia Student Internet Access Contract

I understand that when I am using the Internet or any other computer/telecommunications device, I must adhere to all rules of courtesy, etiquette, and laws regarding the copying of information as prescribed by either Federal, State, or local laws, and the Archdiocese of Philadelphia and Bishop Shanahan.

My signature below and that of my parents(s) or guardian(s) signature means that I agree to follow the guidelines of this *Responsible Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia*.

Students and Parents will sign with the beginning of the school year paperwork

Parent or Guardian: We ask that you review this policy with your child and sign below:

Student Access Contract

I hereby release Bishop Shanahan High School and the Archdiocese of Philadelphia, its personnel and any other institution with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Internet, including but not limited to claims that may arise from the unauthorized use of the system

to purchase products or services.

I will instruct my child regarding any restrictions against accessing materials that are outlined by the Responsible Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia. I will emphasize to my child the importance of following rules for personal safety.

As the parent or guardian of this student, I have read the Responsible Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia for Bishop Shanahan High School. I hereby give my permission for my child to use the Internet and will not hold Bishop Shanahan High School or the Archdiocese of Philadelphia liable as a result of my daughter's/son's use of the Internet on school premises. I understand that my child has agreed not to access inappropriate material on the Internet.

Parent/Guardian Signature _____ Date _____/_____/_____

**ARCHDIOCESE OF PHILADELPHIA
VIRTUAL CLASSROOM VIDEO/AUDIO
RECORDING**

PARENT/GUARDIAN ACKNOWLEDGMENT FORM

In order to provide continuity of instruction during flexible instruction days, the Catholic schools in the Archdiocese of Philadelphia will use a variety of teaching methods, including virtual classroom activities. Participation in virtual classroom activities is subject to school policies and regulations, including, but not limited to: student conduct/behavior and acceptable use of technology.

I understand that my child's instructor may conduct virtual classroom activities. Be aware that

video, including audio, will be used for teaching purposes, and at times, teachers may record classroom activities for educational use/purposes. The recordings will only be shared within the school setting for students unable to attend the virtual classroom activity in real-time. Video recordings will be available for download so that School students may access said recordings during remote learning, but such use will be limited to School students only. School students can view them online or offline in coordination with their daily instruction. Any use of said virtual academic content outside of School's instructor or administrator approved use, such as uploading or sharing of said video content to a third-party website, personal website, or a social media account is strictly prohibited. This prohibition also extends to sharing such recordings to non-School students.

The recordings will be stored, accessed, and disposed of in accordance with the guidelines established by the Office of Catholic Education for the Archdiocese of Philadelphia.

The instructor will provide advance notice of recording a classroom activity. If you have questions or need assistance with virtual classroom activities, please contact your child's instructor or ----.

I hereby consent to the School's collection, use, and/or disclosure of information about my child through video conferencing and recording applications and other manual and/or electronic procedures utilized within course instruction. I understand that my child is participating in a virtual academic setting, and that the information collected is a part of the remote classroom experience currently being utilized. This consent form covers all forms of remote learning courses. The information supplied to the instructor and/or School is meant solely for educational and class related use.

By signing below, I acknowledge that my child's name, image, likeness, speech, their typed or written content, as well as their grade and course information may be transmitted during video portions of remote learning and online instruction.

Signatures will be collected with beginning of the year paperwork

SCHOOL SAFETY / SECURITY

1. In the interest of safety and security the Archdiocese has installed a security system. All faculty, staff, and students will be issued a proximity card for access into the building. This card will also serve as the faculty/student ID card. The card must be visible at all times.
2. Visitors may gain access to the school by ringing the bell and receiving admittance by the receptionist. Visitors must report upon arrival to the Main Office.
3. Bishop Shanahan also has in place a strategic plan of operation in the event of a security risk or crisis situation. This plan was developed through the Archdiocese and with consultation of local emergency and safety specialists and is on file in the Student Services Office. The administration, faculty and staff are in-serviced annually concerning the plan.

GUIDANCE DEPARTMENT

The Guidance program at Bishop Shanahan High School is concerned with the spiritual, educational, emotional and social development of all students. A basic assumption of this program is that all individuals, from time to time, may require guidance assistance.

The guidance department offers the following services:

- academic and career/vocation counseling
- personal counseling

- support groups
- parental consultation
- referral to outside specialists when appropriate

In addition to the regular counseling services available to the students, the Guidance Department also provides the services of a Student Assistance Program (S.A.P.). Bishop Shanahan's S.A.P. Team is an outgrowth of the state-wide Student Assistance Program. The S.A.P. Team includes faculty members, guidance counselors, and administration. The S.A.P. Team seeks to identify students who may be at risk and provides those students and their families appropriate sources of assistance.

Safety concerns and plan:

Should a student disclose self-harm or threat to others, a parent or guardian will be notified immediately by the school counselor or administrator. The student will need to be evaluated as soon as possible by a licensed psychologist or psychiatrist. The school must receive written documentation that the evaluation was completed and a plan is in place, if need be, before the student may return to school.

COLLEGE APPLICATIONS

Students should submit transcript requests to the Guidance Office at least three weeks prior to the application deadline. Students should also be sensitive to the time constraints of persons writing letters of recommendation and should submit these requests a minimum of four weeks prior to the application deadline.

COLLEGE BOARD

Bishop Shanahan High School is a test center for the SAT and the Achievement Tests. (School Code: 395-162)

COLLEGE-CAREER GUIDANCE

College-career guidance involves individual and small group counseling sessions. With the help of guidance computer programs and reference books, students can begin an initial investigation into college and career opportunities.

The following college and career resources are available:

- Career Interest Inventories
- Computer Programs:
 - Internet Directory for College, Scholarship, and Career Sites (Naviance)
 - College View
- Visitation by College Representatives
- Visitation by Armed Forces
- Catholic Consortium College Fair

HEALTH SERVICES

A school nurse is on duty during the students' school day. The office opens after morning announcements and the nurse has a 45-minute lunch period. The school nurse provides emergency first aid care for accidents and/or illnesses that occur at school. The medical office is located on the first floor near the guidance office. The health room can be extremely busy. Understanding is asked of students and parents/guardians.

CALLING HOME FOR SICKNESS

UNDER NO CIRCUMSTANCES IS A STUDENT TO CALL HOME FOR TRANSPORTATION

BECAUSE OF ILLNESS. Students need permission to contact a parent during the school day because of illness. If the school nurse or administrator decides that it is necessary for the student to call a parent, a school phone will be used. The school nurse will evaluate the health of the student and make the decision concerning the care needed. If a student needs to go home, with the approval of the Assistant Principal for Student Services, the school nurse will contact the parent/guardian and request that they come for the student.

CHANGES IN HEALTH STATUS

Please inform the health room of any changes to a student's health status. This is important to maintain a safe environment for all students.

CONCUSSIONS

Bishop Shanahan High School utilizes a concussion team to track and evaluate students reported to have a concussion by a doctor during the school year. This program is utilized by the educational team to help the student return to full academic status as quickly and safely as possible. A health care provider's note is required prior to the student returning to school, after each health care provider visit, and a final note to clear the student for full academics and sports. Once the student is cleared by their health care provider to play a sport, they must then complete the "return to play" protocol under the supervision of the athletic trainer. Student safety is the goal.

Maximum rest is required for the healing process. Therefore, any student who requires academic accommodations for acute conditions such as concussions or mononucleosis will not be permitted to come early or stay after school to participate in nor watch extracurricular activities until fully recovered and cleared by a Health Care Provider.

HALL PASS

If a student needs to go to the health room during the school day, the students **must** secure a hall pass from a teacher or moderator using the Smart Pass system. Any student who claims illness and misses class or leaves school without reporting to the school nurse is subject to disciplinary action.

EMERGENCY CARDS

Emergency cards are completed each year for each student and signed by the parent/guardian. The school nurse must have an emergency card on file to medically assess and treat a student. Emergency cards are sent home during the first days of school and must be returned promptly.

IMMUNIZATIONS

Immunization mandates changed in March, 2017. Newly enrolled students must provide a copy of their immunizations and the School Information Form (located under Health Resources on Shanahan website) to the health room as soon as possible and prior to the start of the first day of school.

The following immunizations are required for all students entering Shanahan:

4 doses of Tetanus, Diphtheria, and Acellular Pertussis (1 dose on or after 4th birthday)

4 doses of Polio (1 dose on or after 4th birthday and six months after the last dose)

2 doses of Measles, Mumps and Rubella

2 doses of Varicella

2 doses of Menactra

1 dose of Tdap (Adacel)

By the first day of school, all seniors need to have received a 2nd dose of meningitis

Students without all of the state mandated immunizations have only five (5) days from the start of the school year to obtain these immunizations. After this timeframe, the state mandates that these students be excluded from school. These absences are considered illegal absences by the state. The Archdiocese of Philadelphia does not recognize Religious exemptions in regards to immunizations.

MANDATED SERVICES

As directed by Pennsylvania School Health code, all mandated services are performed, including yearly vision and height/weight screenings for all students. Hearing screening is conducted in 11th grade.

MEDICATION POLICY

According to State law and Bishop Shanahan High School policy, school personnel **may not** administer any medications except for the emergency medication of auto-injector epinephrine or inhaler if appropriately trained by the state guidelines. Students **may not** self-administer any prescription and/or nonprescription medications. However, there are three (3) exceptions. Auto-injector epinephrine, inhalers, and insulin may be carried if all the appropriate paperwork is within the health room, the physician has authorized the ability to self-administer, the parent(s) have put into writing the request to self-administer, and the school nurse has completed the appropriate checkoff sheet. The school may revoke or restrict privileges for noncompliance or unwillingness or inability to self-manage, safeguard medication, or monitoring equipment. Parents have the right to request an Epi-pen not be administered; they need to call the school nurse for the appropriate form.

ALL PRESCRIPTION MEDICATIONS AND ANY OTC NOT LISTED ABOVE MUST HAVE THE HEALTH CARE PROVIDER'S AUTHORIZATION (M.D., D.O., N.P., P.A., DENTIST, EYE DOCTOR.) No medical authorizations can be accepted by a homeopathic physician, chiropractor, etc. No non-FDA approved medication can be given. Health care provider authorizations must include:

1. Name of student
2. Diagnosis or condition for which medication is prescribed
3. Medication prescribed
4. Amount to be given
5. Route of delivery (no IV medications will be administered)
6. Date to start the medication
7. Date to stop the medication
8. Health care provider signature (no stamped signatures can be accepted. Electronic signatures will be accepted.
9. Parent/guardian signature

NO MEDICATION CAN BE ADMINISTERED UNLESS THESE REQUIREMENTS ARE MET! This is for the safety of the students. Medications given less than four (4) times a day should be administered at home.

If a student visits the nurse's office excessively, the nurse may require a physician's note or medical diagnosis from the parents/guardians and/or a follow up meeting to best care for the student.

NEW STUDENTS

Regardless of the grade of entry to Bishop Shanahan High School, it is imperative that the health room receive the most current record of immunizations and completion of the School Information Form. The form which is found under Health Resources on the Shanahan website is to be submitted to the health room as soon as possible and prior to the start of the first day of school.

PHYSICAL EXAMINATIONS REQUIRED FOR ALL 11TH GRADE STUDENTS BY THE FIRST DAY OF JUNIOR YEAR

All 11th grade students must have a physical examination completed by their Health Care Provider and a copy of the results must be on file in the Health Room by the first day of school of their Junior year. It is imperative that a current immunization record is attached to this physical to ensure that all state mandated immunizations have been administered or that there is a medical exemption on file.

IHM CENTER FOR INNOVATION AND CREATIVITY

The IHM Center is located on the first floor of the building and is open from 7:00 a.m. to 5:00 p.m. Monday through Thursday, and until 2:45 p.m. on Friday. No student may enter school through the IHM Center after 7:45 AM. Students are responsible for and must pay for lost or damaged books, Chromebook, and other IHM Center materials.

A student wishing to use the IHM Center must follow these procedures:

- No student may enter the IHM Center without a signed pass
- No student may use the IHM Center during homeroom.
- No student may use the IHM Center during lunch without reporting to the lunchroom first and signing out on the lunch room media center pass

Students in academic labs assigned to the IHM Center must check in with their moderator. Students in academic lab not assigned to the IHM Center must check in with the moderator and receive a pass to go to the IHM Center if moderator permits.

FINANCIAL INFORMATION

School programs and daily operation are funded through fees, fund-raising, and donations. Tuition is established and announced on a yearly basis by the Archdiocese of Philadelphia. **While the school collects tuition through Facts Tuition Management, it is remitted directly to the Archdiocese to pay the operational expenses of staff salaries, benefits, utilities, and fixed contracts.** All other school expenses must be funded by the school from fees, fund raising, and donations. These expenses include: supplies, agenda books, team transportation, snow removal, grounds keeping, waste management, maintenance, building improvements, activities/club expenses, mailings, moderator and coaches' salaries, and the like. The tuition payment schedule and fees are publicized through the student handbook and on the school website. Parents are asked to make tuition/fees payments in a timely fashion in accordance with the published tuition and fees due dates.

Note: All tuition accounts are reviewed quarterly. Students whose tuition is in arrears face suspension from continued school attendance for the start of the new semester. **Semester school fees and tuition must be up to date by the start of the semester to permit continued class attendance.**

Payment of the school fee is mandatory.

Family Rate Discount. Families with two or more students in Archdiocesan high schools pay full tuition for two students, thus when three or more students in the same family are in high school at the same time, each receives a discount. If the tuition account does not reflect this discount, the parent/guardian is asked to provide the Tuition Officer with a list of the students' names, their grade and high school. The family rate discount does not apply to students in parish schools or in private high schools. Eligibility for family discounts shall be determined solely by the Archdiocese.

Shared Time Discount. A shared-time discount is applied when a student attends Chester County Technical College High School a public Vo-Tech school in addition to attending an Archdiocesan high school. The Academic Affairs Office coordinates the student's roster and will notify the Tuition Office of students eligible for this discount.

Tuition Assistance and Scholarships

Through the generosity of alumni, BLOCS, foundations and other benefactors, the Archdiocesan Office of Catholic Education and individual schools provide millions of dollars of financial support to parents through scholarships and tuition assistance.

Information on scholarships may be found on school websites.

Parents seeking financial aid must complete a tuition assistance application by the deadline set in the previous school year, submitting the required forms to verify income, and the required fee. A link to the Facts Tuition Management Assistance Application may be found on the school's website. Families currently receiving tuition assistance must reapply each year for the next school year.

If a student receives scholarships or tuition assistance from multiple sources, the school reserves the right to reduce awards so that these funds can be allocated to other needy students.

All scholarships and grants received will be allocated to the student's account based on the number of payments billed during the year. Parents / Guardians are responsible for paying the net amount due each month to keep the tuition account current. If the student withdraws during the year, the full amount of the grant or scholarship will not be credited to the student account; the amount will be prorated based on the time the student has been enrolled.

Facts Tuition Management Payment Schedule

Facts Tuition Management provides tuition management services for all Archdiocesan high schools. Services for parents include online account access, tuition and fees invoicing, payment processing and 24-hour customer service.

New and returning families will receive information from Facts Tuition Management regarding enrolling in Facts Tuition Management for the year.

The first billing for the new school year will occur in May, 2024. All billing is processed through FACTS Tuition Management as the tuition processing company. There is an annual FACTS fee of \$42 for a monthly payment plan; \$15 for a semi-annual plan; and, no charge if the payment is made in full for the year with the first billing. If a family signs up for automatic electronic payments (automatic electronic payment debited by FACTS), the family will receive a \$125 rebate at the end of the 2024-2025 school year.

For families selecting to spread their payments throughout the year, the tuition and the main school fee will be billed in eleven installments beginning in June and ending in April. Families have the option of having their payments due on the 1st of each month or the 15th of each month.

If a family registers their child after payments have begun for the year, the tuition charges will be spread over the remaining payments. A returning family must have paid their tuition balance from the previous school year in order to be billed for the new school year.

Facts Tuition Management Payments

All tuition and fee payments should be made through Facts Tuition Management.

Families who pay tuition under the installment plan are encouraged to set up automatic payments in Facts Tuition Management. Under the automatic payment plan, the amount will be deducted from the linked bank account on the due date each month. As a special incentive, if a family makes these payments electronically each month throughout the year, the Office of Catholic Education will credit the family with \$125.

Facts Tuition Management is able to take payments in a variety of ways:

- Check or Money Order by Mail
- Automatic Bank Debit from Checking or Savings
- Bank Online Bill Payment Service from Checking or Savings
- Phone Payments from Checking, Savings or Credit Card with automated service or live agent, 24 hours per day, seven days per week.
- Online Web Payment from Checking, Savings or Credit Card
- Credit Cards—*Visa, MasterCard, American Express or Discover*

If a parent / guardian signs up for automatic payments, they will receive an email reminder 7 to 10 days in advance of the payment. If a parent / guardian signs up to be invoiced, an invoice will be created 20 days before the due date. **Payments are due on or before the due date.** If the payment is not made by the due date or if there is an outstanding balance, a late fee will be applied to the account.

Additional fees will be applied by Facts for failed payments process via auto-debit, phone, web or failed check payments. The family's bank may also impose additional fees for these transactions. Changes to banking information must be made at least three business days before the next scheduled debit. Banking or recurring credit/debit card information can be updated by logging into the facts account at <https://factsmgt.com/> or contacting (866) 441-4637.

Facts Tuition Management Login and Customer Service

Once enrolled in Facts, parents/guardians are able to do the following:

- Make a payment
- Review payment history
- Change/edit your payment information
- Update personal information
- View and print invoices (if account is not on automatic debit)
- See an itemized breakdown of tuition, fees and discounts billed to the account
- Parents can call Facts Tuition's customer service center at (866) – 441- 4637 and a Facts Tuition Representative will be happy to assist in answering questions. The service center is available 24 hours a day, 7 days a week, 365 days a year! The team of specialists is able to:
- Provide balance & account information
- Take a payment
- Review payment history
- Update payment information
- Update personal & contact information

- Provide or change online username and password
- Address concerns regarding the account

Each school has a tuition officer that can answer any questions. Facts Tuition is not able to address.

Pro-Rated Tuition and Tuition Refunds

Once a student is registered the family is liable for the registration fee. Even though the school fee is paid in installments, the pro-rated amount is due regardless of whether the student actually attends class or withdraws during the year. All other fees billed to the family at the time of withdrawal are also due in full. See the Pro-Rated Tuition schedule below.

Students who enroll late or withdraw during the year pay a prorated tuition and school fee according to the refund schedule published annually with the tuition rates.

Students who leave school prior to April 1st, either voluntarily or because of a violation of school policies, receive a pro-rated refund if they have paid tuition in advance of the transfer. No refunds will be given after April 1st of the school year, since the resources have been allocated for the student's education. In the event of a withdrawal, scholarships and grants are prorated in the same manner as tuition.

DELINQUENT TUITION

According to Archdiocesan policy, if a student's family is not current in its payment of tuition and fees, the following results:

- No student will be permitted to start a new school year with any outstanding balance from a previous year.
- Rosters for a new school year will not be released unless all tuition and fees for the previous school year have been paid.
- Families may not be more than 90 days in arrears on tuition payments at any time. Failure to cooperate may result in dismissal for non-payment of tuition.
- Seniors who have not fully met their financial obligations will not be able to participate in graduation ceremonies and will not be granted a diploma.
- Students may not attend a class dance (Senior Prom, Junior Prom, Sophomore/Freshmen dance) unless they are current in their tuition payments.
- Students may not purchase a class ring or participate in any ring functions.
- Transcripts may not be released for students who are not current in their payments.
- Final reports may not be released if there is an outstanding balance.

TUITION PAYMENT SCHEDULE 2024-2025

*Listed below are the tuition and school fee rates for the 2024-2025 school year. The applicable tuition charges and the school fee will be billed over **11 months** from June through April. Any grants or scholarships will be applied to those charges. Payments will continue to be made to Facts Tuition Management and there is a \$42 per family charge due in June 2024 for families choosing the monthly plan; \$15 for a semi-annual plan, and no charge if the account is paid in full with the first billing. Families that sign up to make all payments electronically will receive a \$125 credit at the end of the school year. The monthly late fee if tuition is not paid on time will be \$30. In Facts Tuition families have the option to have the payment due the 1st of each month or the 15th of each month.*

During the year, additional fees will appear on the monthly statement for registration, athletics and other school charge

	Tuition	School Fee	Total Due
Catholic student rate for one student	\$10,200.00	\$1,700.00	\$11,900.00
Vo-Tech Student (70% Tuition Rate)	\$7,140.00	\$1,700.00	\$8,840.00

STUDENT CHARGES PER CHILD FOR ONE OR TWO STUDENTS

Payment Plan	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.
Full (in \$)	\$11,900.00										
Sem. (in \$)	\$5,950.00						\$5,950.00				
Quarter (in \$)	\$2,975.00			\$2,975.00			\$2,975.00			\$2,900	
Monthly (in \$)	\$1,081.82	\$1,081.82	\$1,081.82	\$1,081.82	\$1,081.82	\$1,081.82	\$1,081.82	\$1,081.82	\$1,054.55	\$1,054.55	\$1,054.55

STUDENT CHARGES PER CHILD FOR VO-TECH SKILLS CENTER STUDENTS (70% OF PARENTAL TUITION, 100% OF SCHOOL FEES)

Payment Plan	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.
Full (in \$)	\$8,840.00										
Sem. (in \$)	\$4,420.00						\$4,420.00				
Quarter (in \$)	\$2,210.00			\$2,210.00			\$2,210.00	\$2,210.00	\$2,210.00	\$2,210.00	\$2,210.00
Monthly (in \$)	\$803.64	\$803.64	\$803.64	\$803.64	\$803.64	\$803.64	\$803.64	\$803.64	\$783.18	\$783.18	\$783.18

STUDENT CHARGES PER CHILD FOR THREE STUDENTS (SCHOOL FEE IS CHARGED PER STUDENT)

Payment Plan	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.
Full (in \$)	\$8,500.00										
Sem. (in \$)	\$4,250.00						\$4,250.00				
Quarter (in \$)	\$2,125.00			\$2,125.00			\$2,125.00			\$2,070.83	
Monthly (in\$)	\$772.73	\$772.73	\$772.73	\$772.73	\$772.73	\$772.73	\$772.73	\$772.73	\$772.73	\$753.03	\$753.03

STUDENT CHARGES PER CHILD FOR FOUR STUDENTS (SCHOOL FEE IS CHARGED PER STUDENT)

Payment Plan	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.
Full (in \$)	\$6,800.00										
Sem. (in \$)	\$3,400.00						\$3,400.00				
Quarter (in \$)	\$1,700.00			\$1,700.00			\$1,700.00			\$1,656.25	
Monthly (in\$)	\$618.18	\$618.18	\$618.18	\$618.18	\$618.18	\$618.18	\$618.18	\$618.18	\$602.27	\$602.27	\$602.27

* This tuition rate schedule applies to U.S. students only. There is a separate rate schedule for International students.

Tuition Refund Policy for the 2024-2025 School Year

Students who leave school prior to April 1, either voluntarily or because of school policies, receive a pro-rated refund if they have fully paid tuition in advance of the transfer. Scholarship and grant awards are also prorated upon withdrawal. If there is a balance due after adjusting the charges, there is no refund and the balance must be paid before official transcripts can be released.

Only Tuition and the School Fee are prorated. Registration fees and other various school fees are non-refundable.

Tuition refunds are not provided for withdrawals after March 31.

The following schedules show the tuition due for students who withdrew during the year. Upon withdrawal, the prorated tuition charge for the month will apply. The amount of the refund will also depend upon other fees due and the amount paid to date. Families who decide not to have their child/ guardian in school in September must notify the school as soon as possible, but no later than August 27 to avoid any tuition charge.

Withdrawal Date	Prorated Regular Tuition	Prorated School Fees
Prior to August 31	-	
September 1 – September 30	1,275.00	212.50
October 1 – October 31	2,550.00	425.00
November 1 – November 30	3,825.00	637.50
December 1 – December 31	5,100.00	850.00
January 1 – January 31	6,375.00	1,062.50
February 1 – February 28	7,650.00	1,275.00
March 1 – March 31	8,925.00	1,487.50
After April 1	10,200.00	1,700.00

SCHOOL FEES SCHEDULE 2024-2025

FEES 2024-2025

PAID THROUGH FACTS TUITION

FEE	AMOUNT	STUDENTS	DUE
School Fee –	\$1,700.00	All Students	Over 11 months billed with Tuition
Drama Fee	\$140	Students in Cast	September 15
Art Fee	\$140	Students in Art Class (10th, 11th, 12th)	October 15
Choral Fee	\$150	Students in Chorus	October 15
Band Fee	\$150	Students in Band	October 15
DECA Fee	\$135	Club Members	November 15
Forensics Fee	\$150	Club Members	November 15
Music Fee	\$675	Private Lessons (Instrumental)	November 15
Graduation Fee	\$250	All Seniors	January 15
Athletic Fee	\$290	Each Sport except below	When Season Begins
Athletic Fee	\$320	Baseball, Softball, Field Hockey, Golf, Lacrosse, Volleyball	
Basketball Fee	\$385	Basketball Players	December 15
Football Fee	\$525	Football Players	October 15
Swimming Fee	\$390	Swimmers	December 15
Registration Fee	\$235	Students (10,11,12)	February 15
Parking	\$140		With application

All students' fees must be up-to-date in order to attend any class dance, special dances, proms, to

BELL 7	REVERSE PM ASSEMBLY	Bell 8	Senior Exam Schedule
<i>Homeroom</i>	8:10 - 8:28	<i>Homeroom</i>	8:10 - 8:27
<i>Period One</i>	8:31 - 9:01	<i>Period One</i>	8:30 - 9:25
<i>Period Two</i>	9:04 - 9:34	<i>Period Two</i>	9:30 - 10:25
<i>Period Three</i>	9:37 - 10:14	<i>Period Three</i>	10:28 - 11:08
<i>Period Four</i>	10:17 - 10:54	<i>Period Four</i>	11:11 - 11:51
<i>Period Five</i>	10:57 - 11:34	<i>Period Five</i>	11:54 - 12:34
<i>Period Six</i>	11:37 - 12:14	<i>Period Six</i>	12:37 - 1:17
<i>Period Seven</i>	12:17 - 12:54	<i>Period Seven</i>	1:20 - 2:00
<i>Period Eight</i>	12:57 - 1:27	<i>Period Eight</i>	2:03 - 2:45

BELL 9	EXTENDED HOMEROOM 1 HOUR	ENRICHMENT PERIOD BELL SCHEDULE
<i>Homeroom Announcements</i>	8:10 - 8:20	<i>Homeroom</i>
<i>Meeting</i>	8:20 - 9:16	<i>Period One</i>
<i>Period One</i>	9:20 - 9:57	<i>Period Two</i>
<i>Period Two</i>	10:01 - 10:38	<i>Period Three</i>
<i>Period Three</i>	10:42 - 11:19	<i>Period Four</i>
<i>Period Four</i>	11:23 - 12:00	<i>Period Five</i>
<i>Period Five</i>	12:04 - 12:41	<i>Period Six</i>
<i>Period Six</i>	12:45 - 1:22	<i>Period Seven</i>
<i>Period Seven</i>	1:26 - 2:03	<i>Period Eight</i>
<i>Period Eight</i>	2:07 - 2:45	<i>Period Nine</i>

ALMA MATER

Verse 1

Let every voice upraise
 A song of loudest praise;
 With pride let us sing
 And tribute bring
 Honor to Shanahan ways!

Verse 2

High may our banner wave,
 And on our hearts engrave
 A pride that is just,
 A loyal trust,
 True spirits, faithful and brave!

Refrain

Our motto "Seek the things that are found above."
 Will be our soaring eagle's cry,
 For God and country, school and home,
 The white and the green will fly;
 For loyal sons and daughters true
 Of Shanahan Catholic High.

BISHOP SHANAHAN HIGH SCHOOL

St. Agnes High School was established in 1909 through the efforts of Monsignor Henry C. Schuyler. From 1909 until 1956, the Sisters, Servants of the Immaculate Heart of Mary (I.H.M.) administered and staffed the high school until it became necessary to enlarge their elementary

school building at St. Agnes. A new piece of land for the high school, at Gay and Everhart Streets was donated by the West Chester Council of the Knights of Columbus. With the approval of His eminence, John Cardinal O'Hara, C.S.S., ground was broken in the Fall of 1956.

Bishop Shanahan High School opened on September 4, 1957 and John Cardinal O'Hara dedicated the school five days later on September ninth. The school is named for Bishop John W. Shanahan, the former pastor of Our Mother of Sorrows Church in Philadelphia. Bishop Shanahan also served as the Superintendent of Schools in the Archdiocese of Philadelphia until his appointment as Bishop of the Harrisburg Diocese in 1899. The founding principal was Reverend J. Daniel Kehoe, who served from 1957 to 1962. Reverend Kehoe has been succeeded by eight others, including Reverend Arthur Nugent (1962-64), Reverend Thomas F. Walsh (1964-70), Reverend John E. Fitzgerald (1970-76), Dr. Ronald J. Valenti (1976-83), Reverend Eugene G. Cusick (1983-91), Sister Helen Rapine (1991-94), Sister Nancy McFadden (1994 - 01), Sister Maureen Lawrence McDermott (2001 - 16), Mr. Michael J. McArdle (2016 – 2021), Reverend John E. Donia (2021 – 2022), Dr. Robert W. Moran (2022 – current).

The continuing growth of the Catholic community in Chester County called for new and expanded facilities. His Eminence, Anthony Cardinal Bevilacqua presided at the ground-breaking ceremonies on October 27, 1996.

The 215,000 square foot educational facility opened in Downingtown in September, 1998. The facility includes a 1,200-seat auditorium, a spacious media center, and state-of-the-art computer and science labs. It also comprises modern athletic facilities including a 1,000-seat gymnasium with auxiliary gym, a 400-meter track, all-purpose field suited for football, soccer, rugby, field hockey and more. In 2005, stadium seating for 1200 was constructed adjacent to the football field. In 2016 an all Turf field and new track was installed. Eighty acres of land ensures ample parking for all, and room for future expansion.

BISHOP SHANAHAN WRITING HANDBOOK

I. Writing assignment for each grade level.

Freshmen

Required writing assignments

- *Compare and Contrast (Informative)*
- *Research--using at least 1-2 sources*
- *Argument*
- *Narrative*

General guidelines:

- *Students will practice all stages of the writing process.*
- *Students will create a works cited page and use parenthetical citations.*
 - * *Students will continue to paraphrase and quote directly.*
- *Students will assert a claim, acknowledge a counterclaim, and provide reasons and evidence for that claim from their knowledge, experience, and outside reading.*
- *Students will “use words, phrases, and clauses to link major sections of the text, create cohesion, and clarify the relationships between claim(s) and reasons, between reasons and evidence, and between claim(s) and counterclaims.”*
- *Students will demonstrate an awareness of audience and use and maintain an objective and formal tone.*

- Students will demonstrate consistent attention to the conventions of standard English.
- * **Students will use turnitin.com to check for plagiarism.**

Sophomores

Required writing assignments

- Cause and Effect OR Problem/ Solution (Informative) NOT Compare and Contrast
- Argument
- Argument with research--2-3 sources; approximately 3 pages in length
- Narrative

General guidelines

- Students will practice all stages of the writing process.
- Students will create a works cited page and use parenthetical citations.
- Students will continue to paraphrase and quote directly.
- Students will demonstrate an ability to embed quotations seamlessly.
- Students will assert a claim, acknowledge a counterclaim, and provide reasons and evidence for that claim from their knowledge, experience, and outside reading.
- Students will “use words, phrases, and clauses to link major sections of the text, create cohesion, and clarify the relationships between claim(s) and reasons, between reasons and evidence, and between claim(s) and counterclaims” (CCSS ELA).
- Students will demonstrate an awareness of audience and use and maintain an objective and formal tone.
- Students will demonstrate consistent attention to the conventions of standard English.
- * **Students will use turnitin.com to check for plagiarism.**

Juniors

Required writing assignments

- Analysis: Rhetorical, Literary, or Documentary
- Argument
- Argument with research--3-5 sources (at least two digital); approximately 3 pages in length
- Narrative - College Essay Part I *required fourth quarter

General Guidelines

- Students will practice all stages of the writing process.
- Students will create a works cited page and use parenthetical citations.
- * Students will continue to paraphrase and quote directly.
- Students will demonstrate an ability to embed quotations seamlessly.
- Students will assert a claim, acknowledge a counterclaim, and provide reasons and evidence for that claim from their knowledge, experience, and outside reading.
- Students will demonstrate an ability to develop claims and counterclaims thoroughly, “supplying the most relevant evidence for each while pointing out the strengths and limitations of both in a manner that anticipates the audience’s knowledge level, concerns, values, and possible biases” (CCSS ELA).
- Students will “use words, phrases, and clauses to link major sections of the text, create cohesion, and clarify the relationships between claim(s) and reasons, between reasons and evidence, and between claim(s) and counterclaims” (CCSS ELA).
- Students will demonstrate an ability to maintain an objective and formal tone.

- Students will demonstrate consistent attention to the conventions of standard English.
- * **Students will use [turnitin.com](https://www.turnitin.com) to check for plagiarism.**

Seniors

- Narrative - College Essay Part II *required first quarter
- Analysis--Rhetorical, Literary, or Documentary
- Argument
- Researched Argument--using 5-7 outside sources (at least three digital); approximately 5-7 pages in length

General Guidelines

- Students will practice all stages of the writing process.
- Students will create a works cited page and use parenthetical citations.
 - * Students will continue to paraphrase and quote directly.
- Students will demonstrate an ability to embed quotations seamlessly.
- Students will demonstrate an ability to develop claims and counterclaims thoroughly, “supplying the most relevant evidence for each while pointing out the strengths and limitations of both in a manner that anticipates the audience’s knowledge level, concerns, values, and possible biases” (CCSS ELA).
- Students will assert a claim, acknowledge a counterclaim, and provide reasons and evidence for that claim from their knowledge, experience, and outside reading.
- Students will “use words, phrases, and clauses to link major sections of the text, create cohesion, and clarify the relationships between claim(s) and reasons, between reasons and evidence, and between claim(s) and counterclaims” (CCSS ELA).
- Students will demonstrate an awareness of audience and use and maintain an objective and formal tone.
- Students will demonstrate consistent attention to the conventions of standard English.
 - * **Students will use [turnitin.com](https://www.turnitin.com) to check for plagiarism.**

ALL GRADES

Review the Writing Process

- Prewriting
- Drafting
- Revising
- Proofreading
- Publishing

General information

- Stress recursive nature of writing
- Practice peer and self-evaluation techniques
- Refine proofreading skills

Grammar/ Usage (including but not limited to)

- Run-ons and fragments
- Pronoun/antecedent agreement
- Subject/verb agreement

- *Tense shift*
- *Point of view shift*
- *Spelling*
- *Punctuation and capitalization*
- *Contractions*
- *No use of I/ you*

Style (including but not limited to)

- *Development of voice*
- *Use of parallel structure*
- *Precise word choice/ diction*
- *Avoidance of repetition of words, phrases, and ideas*
- *Varying of sentence beginnings*
 - *Prepositional phrase*
 - *Gerund phrase*
 - *Participial Phrase*
 - * *Infinitive Phrase*

Avoiding repetition of words and ideas and phrases

Logic

- *Fallacies*
- *Appeals*
- *Rhetoric*

FINAL DRAFT - MLA FORMAT

- Proper Heading - on left side of the first page - double spaced-

Name

Teacher's Name

English __

Day month year

Title

Centered on page

- For a research paper make sure your last name and page number appear on the right side of each page

Name 1

- **MLA Format In-text Citations**

- (author's last name page ____).
- Ex. (Smith 5).
- If no author "first major word of the title of the article" page ____).
- Ex. ("Civil" 20).

- Work Cited
 - Alphabetized by last name of author
 - If no author by the first major word of the title of the article

SAMPLE OUTLINE

I. Introduction

II. Body Paragraph

A.

1.

a.

b.

2.

a.

b.

B.

1.

a.

b.

2.

a.

b.

III. Body Paragraph

A.

1.

a.

b.

2.

a.

b.

B.

1.

a.

b.

2.

a.

b.

IV. Body Paragraph

A.

1.

- a.
- b.
- 2.
- a.
- b.
- B.
- 1.
- a.
- b.
- 2.
- a.
- b.

V. Conclusion

TRANSITIONS

Transitions connect or link ideas from sentence to sentence or paragraph to paragraph. They provide you with a smoother reading to your paper and help create a flow.

Below is a list of transitions that you can use:

above	finally	next to
accordingly	first	on my left
across from	for example	on my right
adjacent to	for instance	on the contrary
again	further	on the other hand
also	furthermore	opposite to
although	hence	otherwise
another	in addition	second
as a result	in fact	similarly
at last	in short	such
at the same time	in the distance	then
before	likewise	then too
below	moreover	therefore
beside	nearby	thus
besides	nevertheless	to the left
beyond	next	to the right
consequently	equally important	whereas

Some information given came from the following sources; Simon & Schuster Handbook for Writers, Minimum Essentials of English & Bar Charts, Inc. Eng. Comp & Style.

Description of the Terms for the Rubric

Focus

In order for students to achieve focus in their writing, they must do the following:

- a) they must address the specific topic presented by the assignment and/or test question, and
- b) they must present a main point or clear purpose for communicating

Clearly, students who do not write an answer to the questions or assignments have no chance of scoring well on the essay. However, even students who address topics will write poorly if they do not limit their main idea to something they can adequately discuss in the time allotted. This limiting of the topic is often called “focusing” because both the writer’s attention and the reader’s attention are zeroed in on a particular aspect of a broad subject.

This “focusing” often takes the form of a thesis statement, a sentence that states the main idea of an essay. Generally, the thesis statement occurs in the introductory paragraph. When writers open their essays with anecdotes, statistics, or other attention-getting material, the thesis is often placed at the end of that paragraph or the beginning of the next paragraph.

Organization

Once writers settle on a main idea, they must think about the most effective way to organize their materials in order to convince their readers that the main idea is a reasonable one. Thus, the supporting information must be presented in some sort of logical progression. Obviously, if readers cannot follow the discussion, they will have no reason to accept the main idea.

Planned essays are usually divided into three parts: a beginning (introduction), a middle (body), and an end (conclusion). What goes into each of these three parts depends on the main idea to be developed, the evidence available, and the writer’s strategy. Whatever plan of organization is used, the materials must be logically ordered and presented, and each step in the plan must be clearly signaled by the appropriate transition words or phrases.

Development

When the body of writing is only one paragraph long, the writing is not an essay. Instead, it is one paragraph with its beginning and ending improperly separated from the middle. The middle of an essay will have at least two to three paragraphs, and each of these paragraphs will present one major step in a logical plan.

These middle paragraphs usually open with the main idea to be discussed in the paragraph. (This sentence is usually called the topic sentence.) Without stating their main ideas, these paragraphs are likely to lack organization, and more often than not, they become simply a collection of unsupported major ideas that lead nowhere.

The supporting material in these paragraphs must be specific or concrete details that support the writer’s point of view or main idea. This material, which illustrates or explains the broader topic sentence, must be presented in a logical order.

Style

Sentence coherence, diction, and tone combine to compose the element of style. Coherence is a result of sentence patterns, pronoun reference, and transitional connectives. In non-technical terms, coherence refers to the impression that the writing “flows.” Diction signifies the appropriate choice of words; the words used must be accurate, appropriate, and effective in conveying the writer’s intended meaning. Tone is the emotional attitude of writers toward their subject and audience. Whatever the writer’s approach to the subject, the tone must be consistent and appropriate to the writer’s overall purpose.

Correctness

Correctness covers the areas of grammar, spelling, and punctuation. Correctness is important because, without it, the reader may get the wrong information. Because they create the most

confusion, the most serious errors are flaws in sentence structure, such as fragments, comma slices and fused sentences, and errors in agreement, such as subject-verb agreement and pronoun-antecedent agreement problems.

Correctness is no substitute for a thoughtful paper, it is better to have clearly stated generalizations that are supported by convincing specific details than to have a perfectly correct paper that makes no point or that does not support the point with concrete details. Proofreading is an indispensable, but last, step in writing.