

STUDENT AND PARENT HANDBOOK

BISHOP KEOUGH REGIONAL HIGH SCHOOL
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HISTORY OF BISHOP FRANCES KEOUGH HIGH SCHOOL

Bishop Francis Keough Regional High School was first founded/incorporated September 2, 1971 by a group of laymen and lay women with Charles H. Deblois as its founder. It was established as an all girls, regional, Catholic high school servicing grades nine through twelve. Bishop Keough leases its building from St. Maria Goretti Church.

Bishop Keough was founded in response to a need for a regional Catholic high school for girls. In the late 1960's early 1970's many of Pawtucket's parochial schools were closing because of a lack of financial support. These were schools that were typically staffed and run by one specific order of religious and were under the authority of a particular parish. Although these schools accepted students from all parishes, only the connected parish offered financial support. The end result was that schools could not support themselves. The founders of Bishop Keough responded to the need for continued Catholic education in the city. They formed a board of both lay persons and clergy and they made it their mission to form an integrated school. The teaching staff came from several different orders of religious and from the lay community. Instead of one parish supporting Keough- several parishes supported the school – Keough became an integrated, regional high school.

In the mid 1970's another trend hit the Catholic schools. Due to financial woes many of the single-sex Catholic Schools became co-ed. Keough was able to resist this trend. Keough's intent was to remain single-sex because they believed that this type of environment had the ability to help women develop leadership skills and self-confidence. Keough has been able, since its inception, to "offer many opportunities to prepare young women for their future in a world that still stereotypes females in traditional roles, a world in which men are still considered leaders."

Bishop Keough still maintains its founders' intent to educate young women in a small, single-sex learning environment.

STATEMENT OF MISSION

The mission of Bishop Keough Regional High School is to promote academic achievement through a rigorous program of liberal arts in a nurturing, single-sex community of faith based on the ministry and teachings of Jesus Christ and the Catholic Church.

Our goals are as follows:

1. To create Christian experiences for students and staff.
2. To maintain small class sizes so that each individual student's potential may be realized and nurtured.
3. To empower leadership through academics, encouragement and school activities.
4. To create cultural, community and global awareness and understanding through education and service.
5. To encourage parental involvement in their child's education.

BELIEFS AND GOALS ABOUT EDUCATION

Thomas Groome wrote that the ultimate foundation to education is spiritual. Catholic Christian schools have an underlying belief system that directs the mission of the school, and these beliefs are central and intrinsic to the school community. The following is a statement of our beliefs concerning education:

- a. As a Catholic school we believe that Catholic ideals should permeate the entire program of the school – being fully integrated into academics, extra-curricular activities, athletics and the social life of the school. Through Catholic education we want our students to develop a character of integrity that they carry on to college, into the workforce and into family life.
- b. We believe that it is the responsibility of the school to meet the needs of the whole person—helping to stimulate the cognitive, social, emotional, physical and spiritual growth of each individual.
- c. We believe that as a single-sex school we offer young women unique opportunities for leadership roles and the chance to address gender issues in a comfortable forum.
- d. We believe that every student who is given the proper support, encouragement and guidance can achieve success. We believe in offering to our students a small, nurturing environment where they have every opportunity for success.
- e. We believe that a primary purpose of education is to prepare students for the future. It is our goal to prepare them for their future roles in the family, in education, in the workforce and in their communities.
- f. We believe that the school is a learning community where each member works to enhance the total environment through study, service and personal growth.
- g. We believe that student success is best achieved when a partnership exists between parents and the school.

PURPOSE

The purpose of this handbook is to provide every student and her parent/guardian(s) with vitally important information about the school. All students will receive a copy.

Parents and students **MUST SIGN** the contact page of the handbook to indicate that they understand and are willing to comply with all the regulations of the school as set forth in this handbook.

ADMISSIONS & FINANCIAL INFORMATION

Admissions:

Bishop Keough Regional High School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students of the school. No discrimination is made on the basis of race, color, national or ethnic origin in the administration of educational policies, admissions, and all school administered programs.

Tuition

Tuition is determined yearly and is non-refundable. Three tuition payment plans are available to families.

1. The total amount may be paid on or before August 15th;
2. One half of the amount may be paid on or before August 15th and the remaining half is paid on or before January 15th;
3. The total amount is paid in ten monthly installments on or before the 15th of each month with the first payment due by June 15th. With this method interest, at the rate of 1% per month, will be charged on the unpaid balance.

For questions regarding tuition please contact the school office at 726-0335.

Penalty Fee

A fee of \$15.00 will be charged for any check returned to Bishop Keough by the bank because of insufficient funds.

Examinations & Transcripts:

A student whose tuition is in arrears will not be permitted to take mid-term or final examinations. Final transcripts will not be released until tuition has been paid in full.

Text Books

Books are available and can be purchased at the school. All books must be paid for in advance. No books will be issued until payment is made. State books in the areas of math, English, science, social studies and foreign languages are loaned to the students. It is the students' responsibility to pick up and return borrowed books to their local school department. These books must be returned in good condition or the student will be accountable for payment.

Tuition Assistance

Tuition assistance is available to students on the basis of need. Bishop Keough maintains a tuition assistance program funded through the annual budget and the Diocesan Funding. The purpose of this program is to keep Catholic secondary education as accessible as possible. The Providence Catholic School Office makes available to all families a financial aid application. Any family requesting assistance should complete the form and send it to FACTS (an independent company that determines financial need). Based on FACTS report, the Diocese and/or Bishop Keough may grant financial assistance.

Refund Policy

If a student withdraws prior to the beginning of school, all but the non-refundable deposit will be returned. After the beginning of school refunds are made on a pro-rated basis.

ACADEMIC REQUIREMENTS

Courses run for either half or a full school year. Students receive one credit for successfully completing a full year course and half credit for successfully completing a half year course. No credit is awarded for courses that are not completed due to withdrawal, incomplete work or failing grades. A student needs twenty-two credits in order to graduate.

Students who fail a major subject must repeat the subject in an approved summer school. The student may not repeat the course the following year.

Dropping Classes

Ordinarily, students will not be permitted to drop courses. On the occasion, when withdrawal becomes necessary, it will be allowed only after parent consultation and with the permission of the principal. The withdrawal is recorded in the student's academic record.

Withdrawals

The school reserves the right to require the withdrawal of students who do not maintain satisfactory grade of scholarship and of those whose conduct or influence is deemed undesirable.

Curriculum

The school curriculum consists of a college preparatory program with electives in several subjects. Each student participates weekly in a physical education/health program. The school operates on a quarterly basis, and reports are issued four times a year: November, January, March and June

Progress Reports/Report Cards

For the first quarter all freshmen receive progress reports. Subsequent quarters, parents will receive a progress report mid-quarter if the student is in danger of failing for that marking period. Report cards are distributed at the close of each quarter. Parents are expected to pick up the first quarter report cards at Open House. Report cards for second, third and fourth quarters are mailed to the parents. A guidance counselor will meet with any student who is in danger of failing an academic subject.

Examinations

Quarterly exams are administered at the close of first and third quarters and are worth two test grades. Midterms are administered at the end of the second quarter and are worth 25% of the course grade. Finals are administered at the end of fourth quarter and are worth 25% of the final grade. Student who maintain an average of 90% or higher in a course for each of the four quarters will be exempted from the final examination.

Grading Policy

Bishop Keough uses a numerical marking system. The lowest passing grade is a 65.

Incompletes

Incompletes are rarely given. They must be approved by the principal and will be given only when a student cannot complete course requirements because of illness or other extraordinary circumstances. All incompletes must be converted to a grade within ten school days.

Course Requirements

Students will be enrolled in seven courses (includes physical education & health) each semester. Most colleges will accept a high school student who has graduated and earned the following credits:

English.....	4 credits
Fine Arts.....	1 credit
Foreign Language.....	2 credits (3 are recommended)
Health/Physical Education...	1 credit (.25 credit per year)

Mathematics.....	3 credits (4 are recommended)
Religion	4 credits
Science.....	3 credits
U.S. History.....	1 credit
Technology.....	1 credit
World History.....	1 credit
Electives.....	3 credits

Homework

Homework is assigned each day so that the student will be prepared for daily classes.
Homework may be in the form of written work, review of class notes, studying for a quiz or test.

School Schedule

It is expected that students be in attendance for the entire school day which begins with homeroom

8:00 – 8-10	homeroom	10:52 - 11:17	lunch
8:13 – 9:03	A Period	11:20 - 12:10	D Period
9:06 – 9:56	B Period	12:13 - 1:03	E Period
9:59 – 10:49	C Period	1:06 – 1:56	F Period

ACADEMIC HONORS

Bishop Keough Honor Roll

Bishop Keough honors its students who have excelled academics. The honor roll is published quarterly, after the distribution of report cards, and is determined each quarter as follows:

Highest Honors - Average is 90% or higher
No grade is lower than 85%

Honors - Average is 85% or higher
No grade is lower than 80%

Honorable Mention - Average is 80% or higher
No grade is lower than 75%

National Honor Society

Bishop Keough High School is known as the Kennedy Chapter of the National Honor Society. Eligibility is open to students in grades ten, eleven and twelve who have been enrolled in the school for a minimum period of one semester prior to being inducted into the society.

To qualify for membership the student must maintain a cumulative school average of 90% or better by the end of grades ten, eleven and the first semester of grade twelve. In addition to scholastic average, eligibility is also determined by a consultation vote of the Faculty Council on the basis of character, leadership and service as determined by the Council. A member may be dismissed from the society if she fails to maintain a cumulative final average of 90% or better or if she violates any of the standards for service, leadership, or character that were used as a basis for her election.

The above requirements follow the mandates set forth by the National headquarters of The National Honor Society.

Rhode Island Honor Society

Membership in The Rhode Island Honor Society is open to students in grade twelve. Candidates must have been in attendance at the school for the equivalent of one semester. They must have a cumulative average of 85% or better for grades ten, eleven and the first semester of grade twelve in all full time subjects. Full time subjects are those which meet for 200 minutes per week or otherwise approved as full time by the State Department of Education.

Selection for membership is by the Faculty Council and is based on outstanding character and scholarship.

SCHOOL POLICIES

Academic Integrity

As a Catholic institution it is our intent to instill in students Christian values such as honesty, fairness and achievement through hard work. Consequently cheating is not tolerated and carries with it very serious consequences.

The following are examples of what is considered cheating (This list is not comprehensive):

1. Copying or allowing someone to copy homework, answers to tests or quizzes.
2. Submitting the work of another student (either from Keough or elsewhere).
3. Hiding "cheat sheets" for quizzes, exams or other in class assignments.
4. Purchasing or copying a report from other sources such as the internet.
5. Informing a student who was absent of the content of a test, quiz or exam
6. Plagiarism – intentionally or unintentionally using someone else's words or thoughts without giving proper credit.
7. Misuse of technology such as on-line services

Students found cheating will receive an automatic zero on the assignment and the Dean of Students will be

notified. Parents/guardians will also be notified. Membership in National or Rhode Island Honor Societies may be jeopardized.

ATTENDANCE POLICY

Absences

Attendance is imperative for academic success. It is the responsibility of the parent/guardian to assure that students attend school daily. It is expected that **students will arrive on time to school and attend classes unless there is a valid reason**. The only valid reasons for absences are:

1. Illness
2. Death in the immediate family
3. Permission from the principal

Absence- Notification

1. On the day that the student is absent, the parent/guardian must call the school (726-0335) between 7:30 and 9:00 am to give the reason for the absence.
2. If no call is received from the parent, the school will contact the parents to verify the absence.
3. Students who are absent for more than five consecutive days for medical reasons will require a physician's note. This note must be submitted to the office prior to returning to class.

Absence- Participation in School Activities

A student who is absent may not participate in school activities or school functions on the day that she is absent from school. If a student misses more than half a school day due to tardiness or early dismissal she will not be allowed to participate in school activities or school functions for that day. Only the principal has the authority to waive this policy.

Missed Work

Each student is responsible for academic materials and assignments missed due to absence. Classroom materials which are missed can be obtained from the teacher or another student. Teaming up with another student to cover another during absences is in effective way of updating yourself.

In the event that an authorized absence results in missing tests, the student is responsible for making up the test the day that she returns unless otherwise stated by the teacher. Any assignments such as book reports, term

papers, projects, etc. that were due during the absence will be handed in upon the student's return to school unless otherwise stated by the teacher. No makeup tests will be administered for suspended students or unauthorized absences.

Extended Absences

Any student who is absent for ten or more classes of a course in one semester (five per quarter) will fail for the term. If a student is in danger of failing due to absenteeism, the parents will be contacted by the classroom teacher so that the situation may be corrected. All absences count toward the allowable class absences except those excused by a doctor's written note of illness, a death in the family or school sponsored trips. Only the principal can exempt a student from this policy and she will do so only under extraordinary circumstances.

Family Vacations

Parents are encouraged to schedule family trips and vacations during pre-scheduled school vacations as it creates academic problems for the student. If this situation is absolutely unavoidable the parents must notify the school in writing of the trip and the dates that the student will be absent. It is the responsibility of the student to approach each teacher for any assignments that will be missed.

Appointments

Dentist and doctor appointments, job interviews, driving tests, college interviews, etc. should not be scheduled during school hours. If it is necessary, because of special circumstances, a written request from the parent must be presented to the main office. The request should state the date, reason for the appointment and a phone number where the parent can be contacted for verification. The student is responsible for completing missed classwork, assignments, tests or quizzes.

Dismissal

Students are dismissed after the last class of the day. Students who remain in the school are subject to school rules and the authority of the school. No student may leave the school before the end of the school day unless she has permission from her parent/guardian and the principal.

Early Dismissal Due to Illness

If a student becomes ill during the school day she is to report to the main office to seek dismissal. Her parents will be contacted by the school office for permission to dismiss. This is to be done after obtaining permission from the principal. In her absence, permission may be granted by the Dean of Students. **The student is not allowed to use a cell phone to call home as this violates the *electronic equipment policy*.**

Truancy & Cutting Classes

If a student cuts a class or remains out of school without the expressed permission of her parent/guardian, she may be subject to suspension, parental conference and/or a week's detention. Continued violations of this rule could result in suspension or expulsion.

In accordance with Rhode Island's truancy law, all truancy cases are heard by the Family Court. This includes truancy cases against parents. If convicted, fines range from \$50.00 per day to six months imprisonment, or both.

Tardiness

The school day begins at 7:55 am with homeroom, during which school attendance is taken and announcements are made. It is expected that students arrive at school prior to 7:55 so that they may be on time to homeroom. Students who arrive late are required to receive a late pass from the office. A tardy will be considered excused if accompanied by a note or phone call from a parent/guardian. If a student receives more than three tardies in a semester she will be issued a detention.

Tardiness to class is also unacceptable. If a student is tardy to class three times she will be issued a detention by the classroom teacher.

Storm Days

Whenever severe weather conditions exist and there is question of whether or not to report to school, listen to radio station LITE 105 or watch Channel 10 from 6:30 am on.

Early Dismissal Procedure

The principal will announce to the student body the time of dismissal. Students who drive will be dismissed first and busses will be announced upon arrival. All other students will remain in their classes until their transportation arrives. Teachers will also remain in the classes until all of their students have been dismissed. Students who need to call home will be afforded that opportunity.

UNIFORM POLICY

Uniform Violations

Any student not properly attired will not be allowed into homeroom. She must report to the office for an "out of uniform pass" and will be subject to a school detention. Continued infractions will result in parental contact.

Skirt

The uniform skirt is navy/green kilt style and must be worn no shorter than two inches above the knee. Parents are urged to adhere to school policy in hemming uniform skirts. If the hem is cut, a new uniform skirt may have

to be purchased. Skirts must be worn until December 1st and after March 31st (exceptions to this policy may be made based on weather)

Pants

Khaki slacks purchased only from Donnelly's may be worn from December 1st through March 31st. The khaki slacks must have the Donnelly insignia.

Shirt

Students will be required to wear long or short sleeve white polo shirts with the school insignia. These must be purchased at Donnelly's. No other polo shirts will be allowed. The shirts must be worn neatly at all times. Colored and printed t-shirts are not permitted under the white polo shirts. Only white t-shirts will be permitted under the polo shirt.

Sweater/Sweatshirt/Fleece

A navy blue cardigan sweater or navy blue sweatshirt with the school logo must be purchased at Donnelly's as part of the school uniform. White, navy blue or dark green turtlenecks may be worn under the sweatshirt. SENIORS ONLY have the privilege of wearing the "senior sweatshirt" which may be purchased at the school. A uniform fleece jacket with the school insignia may be purchased at Donnelly's. School team jackets may be worn. No other jackets or sweatshirts are to be worn over or under the uniform.

Socks

Sock or nylons must be worn. Socks must be ankle length or higher. Solid white, dark green or navy blue socks may be worn. Neutral, white, green or navy opaque stockings may be worn. Printed opaque and fish net stockings are not acceptable uniform wear.

Footwear

Low-heeled flat, low-heeled tie shoes, dress shoes and sneakers are acceptable. High top sneakers, flip-flops, sandals, shoes without backs, work boots and army boots are not to be worn.

Uniform Regulations

1. Uniforms are to be free of adornments. This includes buttons, belts, neckwear and chains.
2. Sweatbands and hair bandannas are not permitted
3. Sunglasses and hats may not be worn in the building
4. From December 1st through March 31st Khaki slacks purchased from Donnelly's may be worn

5. The school does not accept body piercing of any sort. This includes, but is not limited to tongue, nose and eyebrow piercing. Tattoos and unusual hair coloring are not permitted. Only three earrings per ear are allowed.

Dress – Down Days

On occasion dress-down days will be granted. It is expected that clothing will be modest and respectful.

Medications

Students may not self-administer any controlled substance while on school property. Students are not allowed to take any medication at school without the written permission of the parent. This includes over the counter medications as well as prescribed medications. If it is necessary for a student to take medication during the school day, the parent must send written instructions to the school regarding the name of the medication, dosage and reason for the medication. Medications that require immediate use such as an epi-pen or an inhaler should be kept with the student, but the parent must notify the school in writing. This note should be accompanied by a doctor's note. Tylenol consent forms are sent home to parents at the beginning of the school year.

SCHOOL ENVIRONMENT

Courtesy

No disrespect will be tolerated at any time. We consider any disruption of class caused by a student to be in this category. Politeness to all and consideration for all is expected. During assemblies all students must show respect for presenters. Any form of disrespect, through conduct or spoken words will be considered an infraction. A detention will be issued on the first infraction. A second infraction will result in a parent conference and subsequent detention.

Vandalism/Theft

Desks, chairs, lavatories, cafeteria tables, walls, lockers etc must not be defaced in any way; this includes defacement of the exterior of the building also. Serious cases of vandalism and theft will be dealt will result in serious consequences. Parents and students are liable for any damage to school property.

Personal Property

The school cannot assume responsibility for theft or damage to books, pocket books, cell phones, ipods or other personal property left in classrooms, bathrooms, lockers, cafeteria etc. Valuables should not be brought to school. All personal items should be kept in the locker and the locker should be kept locked. The school is not liable for items lost or stolen.

Gum Chewing

The chewing of gum is not allowed in the school building at any time. Students who violate this rule may be subject to a teacher or school detention.

Eating

Eating and drinking are to be confined to the cafeteria. Eating in classrooms, hallways, the center and other areas of the school is not permitted before, during or after school. Permission may be granted by the principal for special occasions involving food.

Smoking

State law prohibits smoking by those under 18 years of age and it prohibits smoking on or near school property. It is not permitted on any part of the premises or in the vicinity of the school. Violations will be dealt with as follows:

1. For the first offense, the student will receive five hours of detention and the parents will be notified.
2. A second smoking offense will result in suspension.

Alcohol

The use and/or possession of alcohol beverages on school grounds, school buses or during school sponsored activities, including sporting events, is not permitted. Students in violation of this rule will be subject to severe consequences. Parents will be notified immediately.

Drugs

The buying, selling, possession of and/or use of illegal drugs is strictly forbidden while students are under the jurisdiction of the school; this includes on school grounds, school buses, or at any school sponsored activities including sporting events. Parents will be notified immediately. student will be subject to severe consequences.

Fighting and other Violence

The school community should be safe for all of its members. It is for this reason that any act of violence is unacceptable. Intimidation, threats, harassment or any kind of violence towards any member of the community or any visitor to the school will not be tolerated.

Students who have grievances may never resort to physical confrontations to settle their differences. Behavior of this type is considered a serious offense and subject to severe consequences. If mediation is needed, assistance is given by the Principal or Dean of Students.

Hazing and Harassment

Hazing is any conduct or method of initiation into an organization whether public or private which, willfully or recklessly endangers the physical and mental health of any other person. Those who initiate or actively support such conduct will be suspended, may be dropped from the activity or may be dismissed from school.

Harassment is defined as any verbal and/or physical behavior which intimidates, embarrasses, or offends another person. Examples of such behavior include, but are not exclusive to: sexual remarks or advances, racial or personal insults or comments, taunting or threats. Anyone engaging in such behavior is subject to immediate serious disciplinary action which could result in eventual dismissal.

Zero Tolerance

Zero tolerance will be practiced if knives or any other weapons are found in the possession of a student or a student's locker.

Messages and Notices

All messages and/or notices must be made through the main office. No student may go to any class to make an announcement or to put a message or announcement on the board in any classroom unless authorized by the principal or a faculty member.

Electronic Equipment

Students are not allowed to operate radios, CD players, walkmans, cellular phones, pagers, beepers or any other electronic devices of any type, size or adaptation during school hours (8:00 am to 2:00 pm). The use of cell phones for text messaging, instant messaging or talking is strictly forbidden. Any student found using any of the aforementioned devices will have them confiscated and sent to the office on the first offense where the student may retrieve the item from the principal at the end of the day. On the second offense parents will be required to pick up the device. Further offenses will be treated with severity.

Pregnancies

Bishop Keough High School supports the teachings of the Catholic Church regarding human sexuality and the sacredness of life. Abstinence before marriage is taught and emphasized throughout the curriculum. However we recognize that on occasion a student may become pregnant and it is for this reason that this policy exists.

If a student finds she is pregnant during the school year it is her responsibility to divulge this information to the guidance counselor or principal. She will continue to wear the school uniform as long as possible or until it is obvious that she is pregnant. The student will be encouraged to inform her parents.

For health and insurance reasons the student will be asked to continue her education at home after the sixth month of pregnancy, unless there is a serious reason why the student should start home study at an earlier date. The Guidance Department will provide information for home study.

The student will not be allowed to participate in physical education classes or any extra curricular activities without the written permission of her doctor.

Bus Policy

It is expected that students conduct themselves in an appropriate manner while waiting for the bus and while riding on the bus. This applies to both school buses and public transportation. A student who does not conduct herself appropriately and who interferes with the rights of others may be excluded from riding the bus by the owners of the bus company.

Leaving School Grounds

Due to the fact that the school assumes responsibility for the student during school hours, no student may leave the property at any time during the school day without permission from the parent and the principal.

Cars

Students' cars must be parked in the lower parking lot during school hours. Cars coming to pick up students should wait in the lower back parking lot. Students will be dismissed from the locker room entrance and from the back door on the lower level (Smithfield Avenue). Students taking school buses leave from the upper parking lot.

No student is allowed to go to a car during the day without permission from the principal or a faculty member.

The school assumes no responsibility for vehicles parked in the school parking lot. This includes vandalism, theft, automobile accidents or any other damage, etc.

Use of Building

Any group using the building is responsible for seeing that all windows are closed, lights are out, and doors are locked before leaving the building. No students are to be in the building without a faculty moderator present.

Library

Students are subject to the rules of the librarian or library monitor regarding conduct, library work and the lending of books. Books, which may be loaned out of the library, are always due back in two weeks, but may be renewed.

Lockers

Every student is assigned a locker in which she may keep personal property. At the opening of the school each student will be given a lock and it will be her responsibility to see to it that her locker is secured at all times. The school is not responsible for any books, valuables, or personal property that is stolen, lost or misplaced. No student may go into another student's locker without the permission of that student. This is a serious offense and will be handled by the office; parents will also be called in if this occurs.

All lockers should be kept clean and neat; nothing should be kept on top of the lockers. Open packages of food or drink are not allowed in or on top of lockers. Students who deface lockers any way will be fined for damages.

Students may go to their lockers before school, during lunch and after school. Students should not be at their lockers at other points during the day.

The school reserves the right to ask any student to remove any posters, pictures or anything else which is considered in poor taste, offensive, or contrary to the values taught in a Catholic school.

Searches

If there is a reasonable cause to search a school locker or private property in school or at a school function, the principal has the authority to do so. Periodic unannounced locker inspections may be held by the principal or a designated representative.

Telephone

The telephone in the office may be used for necessary emergency calls only. Students must receive permission from an administrator or the school secretary to use the phone.

Cafeteria

The cafeteria is to be kept clean at all times. All refuse is to be placed in the containers provided. All food must be eaten in the cafeteria and may not be taken to any part of the building. This includes candy, chips, soda etc.

Students are not permitted in the kitchen, on stage, or in the back stage area unless a faculty member is present. Students may not leave the cafeteria before the bell rings without the permission of a faculty member. If abuse of the cafeteria is apparent, privileges will be revoked.

DISCIPLINE

The Keough philosophy is that the regulation of students within the school facilities is necessary for the maintenance of an atmosphere of learning and the development of good citizenship. Self-discipline is the only real discipline. A teacher has the legitimate authority, and therefore, the right and responsibility to direct students in school matters.

Discipline Policy and Procedures

The classroom teacher handles the discipline in his/her own classroom. For serious infractions, the student will be referred to the principal or Dean of Students, who will exercise, in the full analysis, all authority and responsibility for the proper application of rules.

School detentions will be held Monday through Thursday from 2:00 pm to 2:45 pm. When a student receives a detention it is to be served the following day.

Disciplinary Probation

Continual infractions of school policies may result in a letter of probation, which is a strongly written warning that a student will be suspended or withdrawn if she is guilty of any further misconduct of a serious nature. This letter must be signed by the parents and the student involved.

Suspension

Suspension is a very stern disciplinary action reserved for serious breaches of behavior or conduct. It is also used when a student fails to respond to other corrective measures, and through her attitude and actions, has shown that she is seriously lacking the respect and concern which she should have for her fellow students, teachers and others in authority at the school.

Suspended students are not allowed to return to classes until the parents have met with the dean of students and/or the principal.

Expulsion

Expulsion is used only as a last resort, depending on the seriousness of the offense, and/or when it is deemed necessary for the common good of the Keough community.

SAFETY POLICIES

Fire Drills

During the course of the school year there will be periodic fire drills. These are conducted to assure that all members of the Keough community would know what to do in case of a real fire emergency.

During fire drills students should exit the building quietly and swiftly, but without running. Procedures for fire drills are posted in each classroom and will be reviewed by the teacher. If the student is separated from her class (i.e. bathroom, locker room etc) during a fire drill, she should exit through the closest door and report to her classroom teacher.

Any student who wrongfully pulls a fire alarm is in violation of the law and her enrollment will be immediately terminated.

Bomb Threats

The evacuation procedure is the same as for fire drills. Complicity in a bomb threat is a federal offense and immediately terminates a student's enrollment.

Emergency Plan

Current conditions in the world today have raised several questions and concerns about the safety of children during school hours. In order to prepare for the rare event that any situation would pose a threat to the well-being of our students, Bishop Keough has adopted the guidelines set forth by the Rhode Island Emergency Management Agency.

Two basic emergency procedures will be followed as is appropriate to the circumstances – one is to evacuate the building and one is to shelter students in the school.

1. An evacuation plan is simply the fire drill procedure which would allow for evacuation to another location (St. Maria Goretti Church) if needed.
2. A plan to shelter students on site would be followed in the case that hazards in the environment would make it dangerous for people to go outside. In this case public safety officials would instruct the community to “shelter in place” and students would be kept in school and taken to a location in the building (the basement), away from doors and windows. No one would be allowed to enter or exit the building until public safety officials inform that the danger has passed.

CLUBS AND ACTIVITIES

Keough recognizes that extracurricular activities are an important aspect in educating the entire person. As Christian educators we believe that high school should be a dynamic environment which stresses interaction among people; interaction which takes place both inside and outside the classroom. Bishop Keough's activities are designed to encourage the academic, spiritual and social growth of those who participate.

THE FOLLOWING ACTIVITIES ARE AVAILABLE TO KEOUGH STUDENTS:

Chorus

is open to all students who have an interest in music. Their talent enhances all liturgical celebrations.

Christian Community Action Program

The students in the senior religion program spend one afternoon each week participating in community service.

Drama Club

The Drama Club is responsible for providing the Keough community with an annual theatrical performance. It is open to any students who have an interest in any phase of drama, that's is acting, costumes, stage setting, prompting etc.

Photography Club

Students with an interest in photography are encouraged to join. Members go on photo shoots (after school hours) and offer various photography contests during the year

Students Against Destructive Decisions (SADD)

Membership is open to all students. Members create and participate in activities aimed at making other youth aware of the dangers of alcohol and other drugs. This organization is responsible for Red Ribbon Week activities.

The Bishop Keough Buzz

The Bishop Keough Buzz is the school newspaper. All news printed is by, about, and for members of the Keough community.

Yearbook

Editor and staff for the yearbook are drawn from members of the senior class. The staff design, edit and publish the yearbook.

Student Council

Membership is open to all students, with officers made up of representatives from all four classes. This organization is in charge of the social life of the Keough community.

Model Legislature

Model Legislature offers high school students an opportunity to study and participate in the workings of state government. Students compete with other high schools on a state level for leadership positions.

Go Green

Go Green is an environmental group that assumes responsibility for the school recycling program and is involved in community environmental efforts.

French for Fun

Membership is for all students who are interested in learning the French language

Mock Trial

Students gain first hand experience in the criminal justice system as they assume the roles of lawyers and judges in this state wide program.

ATHLETIC PROGRAM

Bishop Keough High School believes that a dynamic program of student activities is vital to the educational development of the student. Athletics should function as an integral part of the total curriculum. It should serve to promote the qualities of leadership, citizenship, goodwill, sportsmanship and Keough community spirit. The major objective of our athletic program is to provide wholesome opportunities for students to develop favorable habits and attitudes toward social and group living.

RULES FOR PARTICIPATION

1. The student must not fail more than two courses
2. The student must have a positive attitude in the classroom
3. The student must obey Interscholastic League and school rules
4. As representatives of the school, no fighting or behavior unbecoming the uniform will be tolerated
5. All student athletes must have an *assumption of risk form* on file in the office

LEADERSHIP POSITIONS

Captains and team leaders are an extension of the coach. They must exhibit the qualities of good sportsmanship and leadership, and must be prepared to accept the responsibilities of captain to the best of their ability. Students seeking leadership positions must maintain a grade point average of 70% or better.

Athletics is a privilege which must be kept in perspective. A sound athletic program fosters teamwork, sportsmanship and good grades. The Keough spirit must never be overshadowed by the simple desire to win.

SPORTS OFFERED

Fall	Tennis (Club) Soccer
Winter	Basketball
Spring	Softball

BISHOP KEOUGH REGIONAL HIGH SCHOOL

REASONABLE USE POLICY FOR TECHNOLOGY

TERMS AND CONDITIONS/GENERAL INFORMATION:

Bishop Keough Regional High School provides computer equipment, computer services and Internet access to its students and staff for educational purposes only. The purpose of providing technology resources is the improvement of learning and teaching through research, teacher training, collaboration, dissemination and the use of global communication resources. The technology instructor and the librarian reserve the right to monitor all activity and network facilities.

Because of the complex association between so many government agencies and networks, the end user of these networks must adhere to strict guidelines. They are provided here so that staff, community, student users and the parents/guardians of students are aware of their responsibilities. The school may modify these rules at any time by publishing modified rules. The signature at the end of this document are legally binding and indicate that the parties have read the terms and conditions carefully, understand their significance, and abide by established rules.

INFORMATION CONTENT AND USE OF THE SYSTEM:

The user agrees not to publish on or over the system any information which violates or infringes upon the rights of any other person or any information which would be libelous, abusive, profane or sexually offensive. The user further agrees, unless with permission of the principal, to not advertise or solicit to use goods or services. The user agrees not to use the facilities and the capabilities of the system to conduct any business or solicit the performance of any activity, which is prohibited by law.

Bishop Keough, through connection to the Internet, provides access to other computer systems around the world. Students and their parents/guardians understand that the school and staff have no control over content. While most of the content available on the Internet is of educational value, some objectionable material exists. The school will provide student access to Internet resources only in supervised environments, but potential dangers remain. Students and their parents/guardians are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive illegal material. Another risk is that a student may receive messages that are belligerent, demeaning or suggestive. Bishop Keough High School does not condone the use of such materials and does not permit use of such materials in the school environment. Parents of minors having accounts on the system should be aware of the existence of such materials. Students knowingly or negligently, bringing such material into the school environment will be dealt with according to the policies outlined in this document.

ON-LINE CONTENT

Any action by a member that is determined by the technology instructor, librarian or principal to constitute an inappropriate use of network resources or to improperly restrict or inhibit other members from using or enjoying those resources is strictly prohibited. These actions may result in termination of an offending member's use of the network and other action as outlined in this document. The user specifically agrees not to submit, publish or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or otherwise illegal material; nor shall a user encourage the use, sale or distribution of controlled substance. Transmission of material, and information or software in violation of any local, state or federal law is also prohibited and is a breach of Terms and Conditions.

The use of real-time conference features (talk/chat/internet relay chat), is not permitted. The technology instructor, librarian or principal, at his/her sole discretion, reserves the right to immediately terminate network use of a student who uses real-time conference features (talk/chat/internet relay chat).

Users and their parents/guardians specifically agree to indemnify Bishop Keough and its employ and agents and the technology instructor for any losses, costs, or damages, including reasonable attorneys' fees incurred by the school relating to, or arising out of any breach of this section (On-line conduct) by the user.

Network resources are to be used by the user for his/her personal use only; commercial uses are strictly prohibited.

SOFTWARE LIBRARIES

Software is provided to students as a curricular resource. No student may install, upload, or download software without the expressed consent of the technology instructor, librarian or principal. Any software having the purpose of damaging other members' accounts or the school network (e.g. computer viruses) is specifically prohibited. The technology instructor, librarian or principal, at his/her sole discretion, reserves the right to immediately terminate a student's access to the network or take other action consistent with the policies outlined in this document of a member who misuses the software libraries.

COPYRIGHTED MATERIALS

Copyrighted materials must not be placed on any system connected to the network without the author's permission. Only the owner(s) or persons they specifically authorize may upload copyrighted program(s) with the expressed permission of the owner or authorized person. Permission must be specified in the document, on the system or must be obtained directly from the author.

REAL-TIME INTERACTIVE COMMUNICATIONS AREAS

The use of real-times conference features (talk/chat/Internet relay chat) is not permitted. The technology instructor, librarian or principal, at his/her sole discretion, reserves the right to immediately terminate network use of a student who uses real-time conference features (talk/chat/Internet relay chat)

SECURITY:

Security on any computer system is a high priority, especially when the system involves many users. If a member feels that she can identify a security problem on the system, the member must notify the technology instructor. The member should not demonstrate the problem to others. Professional staff may allow students

who are not members to access the system through the staff person's account as long as the staff person does not disclose the password of the account to the students and understands that the staff person assume responsibility for the actions of students using his/her account. Attempts to log into the system using either another member's account or as the technology instructor will result in termination of the account. Members should immediately notify the technology instructor, librarian or principal if they have reason to believe that someone has obtained unauthorized access to their account. Any member identified as a security risk will have her network use terminated and is subject to other disciplinary action as outlined in this policy.

VANDALISM

Vandalism will result in cancellation of system privileges and other disciplinary measures in compliance with the school's handbook. Vandalism is defined as any malicious attempt to harm, interfere with or destroy data of another user, the system or any of the agencies or networks that are connected to the internet backbone or of doing intentional damage to hardware or software resident on the system. This includes, but not limited to, the uploading or creation of computer viruses.

GAME PLAYING AND PAINTING

Game Playing is not permitted on the Bishop Keough system. Drawing and painting are permitted only when instructed to do so in the technology lab. These activities are prohibited in the library and in the classrooms.

PRINTING

The printing facilities of Bishop Keough network should be used judiciously. Unnecessary printing is a drain on the capacity of the network, adds expense, and shortens the life of equipment. By developing on-screen proofreading skills and practicing proper use of cut and paste techniques, users can and should conserve printing resources and help the system run more efficiently.

CONSEQUENCES OF VIOLATIONS

Consequences of violations may include but are not limited to:

- ❖ Suspension of information network access;
- ❖ Revocation of information network access;
- ❖ Suspension of network privileges;
- ❖ Suspension of computer access, which may result in withdraw/fail;
- ❖ Revocation of computer access, which may result in withdraw/fail;
- ❖ Legal action and/or prosecution or authorities.

