

COYLE AND CASSIDY STUDENT HANDBOOK

2011-2012

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Website: www.coylecassidy.com

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This Handbook Belongs To:

Name _____ **Homeroom** _____

Address _____

City _____

Phone _____

**ACCREDITED BY
NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES**

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ADMINISTRATION

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President

Robert J. Gay
Principal

Marie A. Angeley
Vice Principal of Student Life

Kathleen St. Laurent
Vice Principal of Academic Affairs

Mary Haynes
Director of Guidance

Thomas Pileski
Director of Athletics

FOREWORD

The purpose of the PARENT/STUDENT HANDBOOK is twofold: to provide every student and parent with vital information about school; and to delineate the school regulations and guidelines, which are contracted by the school, the students and their parents.

The regulations and guidelines in the PARENT/STUDENT HANDBOOK are the result of a concerted effort on the part of the administration, faculty and staff. The regulations and guidelines exist to promote the effective functioning of the entire Coyle and Cassidy Community. They work --- even when they do not please everyone.

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

** These manuals are available to be read at the Catholic Education Center, 423 Highland Avenue, Fall River, MA 02720.

CONDITION FOR ATTENDING COYLE AND CASSIDY - It is understood by both the student and his/her parent that Coyle and Cassidy High School is a private institution. *As such, Coyle and Cassidy High School retains the right to terminate a student's*

attendance at any time when, in the opinion of the school, his/ her academic performance is seriously deficient, or his/her conduct becomes disruptive to the maintenance of good order and proper academic atmosphere, and/or safety of the community.

Please note the "Contract" on page 35, which the student and parent must sign and date as an indication they understand and are willing to comply with the regulations and guidelines set forth in this handbook.

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

Coyle and Cassidy reserves the right to change/amend the handbook for just cause and parents will be notified of such immediately. Changes will be published in monthly mailings and/or posted at www.coylecassidy.com. Please be aware that it is your responsibility to monitor these forms of communication.

Coyle and Cassidy High School admits students of any religion, race, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate in the administration of our educational policies, admissions policies, and scholarship or financial aid programs.

STATEMENT OF PHILOSOPHY

Coyle and Cassidy High School is a Catholic secondary school dedicated to the search for truth, academic excellence, and social justice as embodied in the teachings of Christ and in the principles of the Catholic Church. The educational atmosphere fosters intellectual, emotional, and spiritual growth.

The challenging academic program develops critical-thinking and problem-solving skills and promotes intellectual curiosity, which nurtures a lifelong commitment to learning. We believe that preparing students of varying ability levels to compete in the twenty-first century requires that students utilize modern technology to access information, to solve problems, and to understand the proper relationship of science and technology and its impact on their personal lives.

The school climate, welcoming and supportive, fosters friendship, emotional development, and a celebration of the joy of life. Students learn to recognize their individual talents, their giftedness, and their leadership abilities through a variety of learning activities in community service, peer ministry, the arts, and athletics. Knowing that respect for self engenders respect for others, the faculty seeks to nurture in students a desire to develop a positive self-image, and a commitment to use their talents for the benefit of others.

Recognizing that we are created in Christ's image, the emphasis on spiritual growth, sound values, and high moral character underlies all of our teaching. This foundation gives the students the understanding necessary to develop a social conscience and to make responsible ethical decisions as contributing members of the community.

As a Catholic school, Coyle and Cassidy values personal integrity, academic achievement, emotional development, and spiritual fulfillment. Truth, trust, respect, and commitment govern our pursuit of excellence.

MISSION STATEMENT

Coyle and Cassidy High School is a diocesan, Catholic, college-preparatory, co-educational high school committed to our motto **“Enter to Learn, Leave to Serve”**. We are a community dedicated to excellence in the pursuit of the academic, emotional, physical, and spiritual development of our students. We foster social justice, service to others, and the recognition of the dignity of all people, as embodied in the teaching of Christ.

RATIONALE FOR DISCIPLINE

As a Catholic school, Coyle and Cassidy is committed to developing the full potential of each student: intellectually, emotionally, spiritually, physically, ethically, and socially. The rules of the school are designed to provide a safe environment for the community and to support the development of each student. Self-respect and respect for others is the foundation for such an environment. All members of the Coyle and Cassidy community must respect the needs and rights of the individual. We must all realize that the school is a small society; consequently, there can be no respect for individual needs and rights when the needs and rights of others are not equally secure and protected.

Coyle and Cassidy affirms that an orderly atmosphere is essential for both learning and living. The school, through its program of studies and extra-curricular activities, expects each student to contribute to this orderliness

by the development of self-discipline. Refusal to comply with the guidelines set forth in this handbook is a serious threat to the atmosphere of the school and a violation of the rights of the other members of the community. Therefore, students who do not comply with the regulations are subject to disciplinary action ranging from detention to dismissal.

Furthermore, it is understood that these regulations and rules are not all encompassing and that situations may arise that require the imposition of disciplinary sanctions as determined by the school administration.

Under no circumstances may a parent excuse a student from complying with the rules and policies of Coyle and Cassidy High School.

GENERAL REGULATIONS
GOVERNING STUDENT LIFE

One of the most important lessons education should teach is self-discipline. Self-discipline promotes the development of self-control and character; it also fosters orderliness and efficiency within the school and it supports a productive learning environment.

Students should fully realize that all school personnel-administration, teachers, and staff (secretarial, custodial, cafeteria, etc.) have the authority to correct student misconduct at any time. A deliberate refusal on the part of a student to obey a reasonable request made by school personnel (insubordination) or disrespectful argumentation (insolence) calls for disciplinary action by the Vice Principal of Student Life.

If a teacher finds it necessary to send a student from the classroom, the student will

report immediately to the Vice Principal's Office. The teacher or Vice Principal will contact the parent (depending on the severity of the incident). Upon evaluation of the situation, the Vice Principal will determine consequences.

As responsible citizens and good Christians, a healthy respect for property must be maintained at all times, and every student has the responsibility and obligation to cooperate in maintaining the cleanliness and order of the classrooms, desks, lockers, corridors, gym, cafeteria, stairways, drinking fountains, lavatories and locker rooms. School equipment is for student use, not abuse; and proper care of school property helps keep maintenance costs (and therefore, tuition) down.

Destruction of the building and or property (vandalism) will lead to serious disciplinary action including but not limited to suspension or expulsion. Parents may be held liable for acts of student vandalism. A report to the police may be made depending on the severity of the infraction. Accidental damage should be reported immediately to the classroom teacher, homeroom teacher, coach or a member of the administration.

Students are to speak and act in a respectful manner at all times. Disrespect shown to a teacher, a staff member, or a fellow student will not be tolerated and will be subject to serious disciplinary action.

In the case of a serious disciplinary infraction, a student may be placed on a home study program pending the outcome of an investigation.

Coyle and Cassidy students should be aware that they represent the school at all times-

whether on or off school grounds, or whether or not they are at a school-sponsored activity. Therefore, proper conduct and decorum are an expectation of the entire school community. The school officials will hold students responsible for any conduct that violates school rules, common decency, or civil laws and therefore reflects negatively on the Coyle and Cassidy community. The school administration will be the final judge as to the acceptability of a student's conduct.

CORRIDOR COURTESY

To assist in maintaining good order and safety in halls, students must comply with the following guidelines:

- *Keep corridors open to traffic by staying to the right.
- *Do not block traffic by standing in groups, thereby making it difficult to pass.
- *Pass through the corridors as quietly as possible.
- *Always be courteous and considerate of others in the halls and classrooms.
- *Take pride in our school by keeping it clean and picking up papers on the floor.
- *Comply with directives for passage routes between classes in order to facilitate the orderly flow of traffic.

Students are expected to sustain the educational atmosphere set by the school. Therefore, **no** backpacks, pocketbooks or carry bags are allowed to transport materials during the school day. (Only a wristlet or personal item holder no larger than 5" by 8" is allowed.) Also, all radios, walkman, CD players, MP3 players, ipods, cameras, video or recording devices, paging devices, cell phones, and any other similar devices are not to be used during regular school hours and must be **turned off and kept in lockers**. Laser pens are prohibited from use. Any student in possession of any of the

aforementioned items will have the item taken away and is subject to disciplinary action. Repeat offenses will receive more serious consequences. *[In the fall of 2011, the administration will be testing a new cell phone and MP3 player policy. Cell phones may be kept on the person in the off/silenced mode. Cell phones may be used during a student's lunch time (in the lunchroom only). If a cell phone is out, used, rings/signals or is seen at any other time, the phone will be taken and the consequences will be more severe. MP3 players may be used during a student's learning center. The MP3 player may not be a phone or have internet capabilities (no iphones, ipod touch, or other similar devices). If, in the opinion of the administration, this policy is not working, the test will be re-evaluated and the original policy will be in effect.]*

Running, pushing others, knocking books out of others hands, shouting or other forms of inappropriate behavior and language are not allowed in the corridors, stairs, cafeteria or on school grounds. Such behavior calls for disciplinary action.

CAFETERIA COURTESY

During lunch and break, students must comply with the following guidelines:

- *Keep the cafeteria lines orderly.
- *Respect the cafeteria staff and proctors as well as each other.
- *Remain in the cafeteria for the entire lunch period.
- *After lunch and break, pick up trash and leave the table and the surrounding floor area clean out of respect and consideration for others. Put all trash in trash containers.
- *Push chairs back to their original position.

No food or drink is to be taken out of the cafeteria. Unsealed bottled water and

beverage containers are not allowed outside of the cafeteria.

USE OF THE BUILDING

Parents are to make arrangements to have their child picked up from school no later than 4:00 p.m. unless the student is in a teacher/coach supervised activity. We cannot provide supervision beyond that time. Students may not return into the main building during or after games, practices, meetings or rehearsals. No student may ever remain in any part of the building unless he/she is under the direct supervision of a teacher, administrator, coach or security person. Parents understand and agree that should a student reenter or remain on school grounds or in the building in a non-supervised situation outside the extracurricular/athletic activities schedule of the school, the student and parent/guardian waive all rights of legal action for "non-supervision" on the part of Coyle and Cassidy High School or its agents.

DRESS CODE

Coyle and Cassidy High School is a Catholic diocesan school and as such maintains the right to establish a POLICY OF DRESS FOR ITS STUDENTS. School is considered a formal situation and the dress code regulations reflect this attitude. Personal grooming stresses neatness, cleanliness and moderation in fashion, style and practice. Determination of what is acceptable or unacceptable will be made by the administration. Parents have the obligation to see that their son/daughter is properly dressed and in compliance with the Dress Code before he/she comes to school. Permission to be out of the required dress code is given only by the Vice Principal of Student Life or designee. Students not observing the dress code are subject to disciplinary action

including, but not limited to, school detention(s) and parental notification. As a school community, we take pride in the appearance of our students and believe that a student's dress reflects the quality of the school and his/her conduct.

BOYS

Boys must be clean-shaven (no beards or moustaches), neatly groomed hair (eyebrows visible and only 3/4 of the ear may be covered, to the top of the collar in the back), moderate sideburns (no longer than middle of ear); solid-colored khaki pants (fastened at the waist with a belt), white, blue, yellow or pink OXFORD shirt (tucked in), **ALL** of which **MAY** be purchased from Donnelly's Uniform Co. (or must be Donnelly's look alike items) or royal blue OXFORD (same style as Donnelly's oxfords); navy monogrammed uniform sweater, vest, cardigan, blazer or fleece, which **MUST** be purchased from Donnelly's Uniform Co. or monogrammed fleece vest/jacket purchased from C-C; a tie (knotted at the neck); tie or slip on shoe or sneaker (properly laced and tied) and socks. Optional wear includes a navy monogrammed polo shirt (short or long-sleeved) purchased from C-C which may be worn during the months of September, October, and after April vacation. The uniform sweater, cardigan, vest, blazer or fleece must be worn from Nov. 1 thru April vacation. However, whenever a student is cold, the uniform sweater/blazer must be worn. When not wearing a sweater, the student may wear only a short-sleeved solid colored tee shirt under his oxford shirt or polo shirt.

Unacceptable: sandals, boots (of any style), unbuttoned cuffs, ripped pant bottoms, untucked oxfords (no shirttails out), undergarments hanging below polo sleeves or

bottom, sweatshirts, shorts, earrings or plugs, ear gauges, body piercing jewelry or plugs or any of the aforementioned covered with a bandage or kept open with a clear space holder, tattoos, hats, chains, excessive jewelry, dog collars, chokers, wide wrist bands, hair tucked behind the ears, unusual or countercultural hairstyles, or dyed hair. (Undue attention)

It is the student's responsibility to anticipate the need for a haircut. Extensions will not be given for hair appointments.

Please note the stipulations for look alike items listed on page 8.

GIRLS

Girls must wear a blue plaid skort** (no shorter than two and one half inches above the knee – measured from the top of the knee cap), navy monogrammed uniform sweater, cardigan, vest, blazer or fleece, **ALL** of which must be purchased from Donnelly's Uniform Co. or monogrammed fleece vest/jacket purchased from C-C; white, blue, yellow or pink OXFORD blouse (tucked in and only the collar button may be unbuttoned) which **MAY** be purchased from Donnelly's Uniform Co. (or must be Donnelly's look alike items) or royal blue OXFORD (same style as Donnelly's oxfords), solid-colored knee socks (may be textured), tights or colored nylons (Sept. to Nov. 1 and after April vacation); only opaque solid-colored tights (may be sweater or cable sweater tights) in navy, black, white, off-white, gray, dark brown or burgundy from Nov.1 through April vacation; loafers or similar low heeled footwear (full backed slip-on or tie, properly laced and tied with a regular heel no higher than two inches). Optional wear includes: a khaki-colored pant (belted) which **MUST** be purchased from

Donnelly's Uniform Co.; navy monogrammed polo shirt (short or long-sleeved) purchased from C-C that may be worn during the months of September, October, and after April vacation. The uniform sweater, cardigan, vest, blazer or fleece must be worn from Nov. 1 thru April vacation. However, whenever a student is cold the uniform sweater/blazer must be worn. When not wearing a uniform sweater, the student may wear only a short-sleeved solid colored tee shirt under the oxford blouse or polo shirt.

Unacceptable: open-toed, open-backed, clog or platform shoes, pump style heels, slippers or slipper style shoes, fur-lined footwear, sandals, high top sneakers, boots, ankle socks or peds, flesh toned nylons, fishnet stockings, thigh high tights, unbuttoned cuffs, ripped pant bottoms, untucked blouses (no shirttails out), undergarments hanging below polo sleeves or bottom, scarves, excessive make-up (dark shades of blush, lipstick and eye make-up) or excessive jewelry (more than two earrings per ear at any time, more than two necklaces or bracelets at any time), dog collars, chokers, wide wrist bands, body piercing jewelry or plugs (other than earrings), ear gauges or any of the aforementioned covered with a bandage or kept open with a clear space holder, tattoos, sweatshirts, shorts, spandex or long thermal underwear, pocketbooks or carry bags, unusual or countercultural hairstyles and dyed hair. (Undue attention)

** The skort **may not** be altered to remove or shorten the inside (short portion) of the skort.

During the school day only a wristlet or a small flat personal item holder, no larger than 5" by 8", is allowed.

Please note the stipulations for look alike items listed below.

LOOK ALIKE ITEMS

Blouses and Shirts- The button-down collar oxford or blouse must be of the same pastel shades and fashion cut as the Donnelly's shirts and blouses (no tapering or seams to cause it to be tight fitting).

Boys' Pants- Pants must be of the same shade and fashion cut as the Donnelly's pant. No external seams, zippers, pockets, bell-bottoms, low rise, or tapered legs are allowed. The pants must be made of a cotton/polyester blend chino style material (no heavy weave or dungaree style material).

ALL STUDENTS

In all cases and at all times, any garment acceptable under the dress code must be neat, clean and in good repair. Students may not display any symbol on their person or property deemed by the administration to be offensive to any member of the community. The school administration will be the final judge as to the acceptability of a student's appearance and reserves the right to judge new styles as they come in to fashion to determine if they are in conformity with the Coyle and Cassidy Dress Code.

A dress code violation may result in detention and/or a student having to modify his/her dress. In the case of a serious violation, the student will be required to phone a parent and make arrangements to rectify the situation. If unable to do so, the student will be placed on in-house suspension for the remainder of day. A student who is not clean-shaven will be required to shave (in school) or be sent home. Repeat offenders will be subject to disciplinary action.

If for some extraordinary reason a student is unable to observe the dress code, he/she must present a note from parent/guardian (before school) explaining why the dress code cannot be observed. **Parent and student must realize however, that jeans, tee shirt, casual/sport clothing are not considered appropriate school dress in these extraordinary circumstances. Therefore, boys must wear dress pants, shirt and tie. Girls must wear a modest length dress or an appropriate skirt and blouse.** An appointment is not an acceptable reason to be out of dress code. The student may bring clothes to change prior to dismissal. Also, a student who is injured must follow the dress code as closely as possible. When a person is out of dress code for these extraordinary reasons, other aspects of the dress code apply.

In winter, on icy and snowy days, students are encouraged to wear boots to school but the boots are not allowed in the classrooms. (Due to wear and tear on the building from dirt and ice melt being spread by boots.) Students are to change into a pair of shoes when they enter the building.

JEANS DAYS/NO UNIFORM DAYS:

On these days, jeans may be worn; however, students are expected to demonstrate good taste and common sense out of respect and consideration for members of the entire community. Students **must comply** with all regulations announced and/or posted on the C-C website for these special days. Students, who in the opinion of the school administration are inappropriately dressed, will be subject to modification and/or disciplinary action. If necessary, parents will be called and arrangements made to correct the inappropriateness of the dress. On these days, grooming for males and jewelry

exclusions for males and females are in effect. Unacceptable clothing on a jeans day includes:

- *Overly tight clothing
- *Girls' top smaller than a regular cut tee shirt
- *Inappropriate messages or symbols
- *Jeggings or leggings
- *Shorts
- *Sandals
- *Clothing with chains
- *Ripped, torn or patched jeans or clothing
- *Sweat pants with writing on the back end

DRESS CODE FOR FIELD TRIPS

In general, the dress code for field trips will be the school uniform. In rare cases, where the setting for the field trip requires special consideration for dress, specific requirements will be given on the parent information form.

DETENTION

A teacher has the right to ask a student to remain after school because of an in-class infraction. A student who does not comply is subject to school detention. The student may request 24-hour notice to stay for the teacher.

Students who do not adhere to the regulations set forth in this handbook are subject to school detention. Detention may be assigned to any student whose action or failure to act violates the rights of others, interferes with the educational process, puts person or property at risk, or exhibits a lack of respect for authority. The determination as to the severity of an offense is the responsibility of the administration.

School detentions are held Monday through Thursday afternoons for one hour beginning at 2:05 p.m. The student must serve the detention on the next scheduled detention day following the infraction. Detention for more serious violations or repeat offenses will be

assigned multiple days of detention. These will be assigned Monday to Thursday afternoons beginning at 2:05 p.m. and will last for one hour for each date assigned.

For infractions or repeat offenses that may result in a significant number of hours of detention, the administration reserves the right to assign some of this time to mornings, days off and vacations. Time may be assigned to be served as consecutive hours.

Detention must be served as assigned by the Vice Principal of Student Life. Detentions **are not** rescheduled for practices, games, extracurricular activities, outside work, etc. **Detention takes priority over all other commitments.** Detention is meant to be an inconvenience in order to teach importance of choices, responsibility and accountability. The student has the responsibility to ensure that his/her behavior is such that other commitments are not jeopardized. Detention(s) is/are served on the weekday (Monday, Tuesday, Wednesday or Thursday) immediately following the infraction. **The only exceptions are to be handled as follows:** At the end of the day the detention is delivered, the student may request to move the detention to that day. On the day the detention is scheduled, the student reports to the Vice Principal of Student Life's office during break. The student may request to reschedule the detention from that day to the next school morning at 6:30 a.m. **This may be allowed (only once per quarter) at the discretion of the V. P. of Student Life.**

Failure to report for a school detention is a serious infraction and will incur multiple day assignment of detention. A second missed school detention will require a conversation between the student's parents and the Vice Principal of Student Life.

Issued school detention slips are mailed home. (Please note: The detention is served the next scheduled detention day following the infraction and therefore the detention slip may arrive home after the detention has been served.) It is the student's responsibility to arrange for transportation home on the days when he/she is detained.

ALL DETENTIONS

All students are expected to be on time for detention and in full uniform. Detention is a silent setting. Students must remain alert and may not do school work or engage in any disruptive or distracting behaviors. Occasionally students serving detention may be required to perform simple maintenance tasks around the school. Such tasks may include but are not limited to: picking up trash, raking leaves, setting up tables and chairs, washing windows, etc. Students may not refuse assigned tasks and must complete these tasks to the satisfaction of the detention supervisor. It is an intrinsic part of the philosophy of Coyle and Cassidy that all work has dignity and the work itself is not a punishment. This work is deemed to be a valuable service provided to the school community in atonement for the infraction.

SERIOUS OFFENSES

Occasionally, serious offenses may arise that are so detrimental to the school community that they warrant severe and immediate redress including disciplinary probation, student transfer or exclusion.

PROBATION (DISCIPLINARY)

A student may be placed on disciplinary probation by the administration for violation of the code of conduct and other school rules of behavior as contained in this handbook, chronic disregard for rules, or for a serious inappropriate behavior as determined by the

administration. When a student is placed on disciplinary probation, the duration and terms of the probationary period are decided by the administration. The status of any student on probation is reviewed by the administration at the end of the probationary period.

Violation of the conditions of disciplinary probation, or the commission of any other serious offense or series of lesser offenses by the student on probation, may result in a request to transfer or expulsion from the school.

OUT-OF-SCHOOL SUSPENSION

In extreme circumstances, the school may employ out-of-school suspension, which prohibits the suspended student's presence on school grounds and involvement in school activities, whether they occur on or off grounds, for five school days or fewer and until certain conditions are met. The student will **only** be allowed to make up missed tests and quizzes for competence (maximum grade of 65). At the discretion of the teacher, but not to exceed 5 days, the missed tests and quizzes must be completed. Do not expect teachers to assist students with missed work.

EXPULSION

Expulsion is the permanent termination of a student's enrollment. The decision to expel a student is made by the Principal. Expulsion is a rare decision and will be taken with reluctance as a last resort for serious cause.

The process for expulsion involves parent notification and a hearing. Attendance at expulsion hearings is limited to the student and the student's parents or legal guardian. Students or parents do not have the right to have an attorney or other types of representation at the hearing. If the decision

is for the student to be expelled, the parents will be notified in writing.

The Principal may expel a student involved in any incident or circumstance that is deemed harmful or detrimental to any individual or the school especially when the incident or circumstance occurs on school property or at any school-sponsored or school-related event. Examples of incidents or circumstances that may subject a student to expulsion, include, but are not limited to, the following:

1. use, possession, giving or selling of illegal drugs or alcohol
2. possession of a dangerous weapon on school premises or at a school-sponsored or school-related event
3. a physical assault on a faculty, staff member, or a student
4. student involvement with a threat to school safety
5. chronic disregard for rules/policies

If a student is expelled or asked to leave the school for disciplinary reasons, he or she may not appear on school property nor may they participate in or attend school-sponsored activities (on or off school grounds) without the Principal/designee's permission.

NO SCHOOL ANNOUNCEMENTS

The announcement of "No School" will be given over the School Reach Phone Contact system (be sure phone numbers for contact are accurate). It will also be announced via area television, radio stations and posted on the school's website. Please listen to "No School" announcements over local radio and television stations (WBZ radio, Channels 4, 5, 6, 7, 10 and Fox 25).

ATTENDANCE POLICY

Regular attendance is an absolute necessity for success in high school. Excessive absence indicates a lack of interest and application. It is also a hindrance to the teaching/learning process and will not be tolerated. A student must be present at least 3 periods to be marked present for that day (*Refer to Academic Policy pg. 15). In the case of an absence, parents/guardians are to call the school (823-6164) to report the absence prior to 7:45. In order for the student to be readmitted to school following the absence(s), he/she must present a note signed by the parent or guardian stating the student's name, the reason for the absence(s) and the date(s) of the absence(s). Notes are kept on file in the attendance office. Failure to present an absence note after verbal notification/reminder results in a school detention. Even if detention is assigned, the student is required to present an absence note. If parents are going to be away, send a note to the school designating the person responsible for the student during this time.

The expected last day of school (if there are no snow days) for academic year 2011-2012 is June 14, 2012. Families should expect the last week to involve final exams. Students who are not here for final exams risk losing credit for the entire year.

ABSENTEEISM POLICIES

Students are expected to be in school every scheduled school day. Because the school recognizes there are situations that may require a child to be absent from school without being ill, the school will allow (at the discretion of the administration) up to two "*pre-approved*" excused absences for non-medical reasons (request should be made in writing one week in advance of the date(s)). Notification "in writing" will be sent if this

limit is reached. Any absence beyond this for non-medical reasons will be unexcused. When a student is absent from school for illness and returns with a medical note, the absence will be recorded as a medical absence. Medical notes will not be accepted retroactively. A student will be allowed a maximum of 5 absences for minor illness (without medical documentation). After five non-medically documented sick absences, a medical note will be required for each subsequent absence in order for the absence to be excused (must be received within two days of the student's return to school). Notification "in writing" will be sent if this limit is reached. If the absence is unexcused, teachers will be notified and work missed can be made up for competence only (maximum grade of 65). [Consecutive absences due to long-term illness or injury will be evaluated with regard to this policy.] Any student who exceeds 12 school absences for a given quarter will not receive letter grades. Instead the courses will be graded as Pass/Fail. The maximum numerical passing grade that could be achieved is a 75. Any student who exceeds 15 absences during the school year puts his/her academic status in jeopardy. Administrators will discuss the academic future of the student. Sporadic, but excessive absenteeism, regardless of cause, minimizes the student's ability to fully participate in the communal as well as the personal benefits and requirements of a course offering. Parents whose children exceed the maximum number of allotted absences should expect an appropriate reduction in course grade or a reduction in applied credit. Absences for documented bereavement days, documented court dates and pre-approved, documented college visits are excused.

The purpose of the "5 sick days" is to accommodate for minor medical concerns

and not for absences due to non-medical reasons. They will only be excused for illness.

SERIOUS ILLNESS

If a student is absent for five or more consecutive days due to illness, a doctor's certificate is required for re-admission to school. It is the student's responsibility to make arrangements with respective teachers for work missed during a serious illness of five or more consecutive days. The amount of time in which to complete work missed due to serious illness will be decided by the teacher and the V.P. for Academic Affairs.

ABSENTEEISM/PARTICIPATION

If a student is absent from school (excused or unexcused), the student may not participate in any school-sponsored performance, activity, event, contest or practice that day. To be considered present for school, the student must arrive by 10:50 a.m. This rule may be waived by the Principal/designee for good cause (e.g. school sponsored trip, pre-approved scheduled college interview, etc.).

ABSENTEEISM ON TEST DAYS

If a student is present the day before a test, but is absent the day of a test and returns to school the day following the test, he/she should be prepared to take the test the day he/she returns to school. In all cases, the test will be taken at the discretion of the classroom teacher. The teacher may allow up to but not exceeding five (5) school days.

UNEXCUSED/EXCUSED ABSENCE

In the event that a student is absent, the school must determine if the absence is necessary and beneficial to the student or unnecessary, and of no real educational value. The administration will be the final judge as to the legitimacy of such an absence,

and whether the work missed may be made up (competence only – maximum grade of 65). Any unexcused absence will result in the student having to make up the 'time' missed in detention.

The parent in all cases is obliged to notify the office in advance of any intention to miss school for a period of time due to medical concerns. This will be an excused absence providing proper medical documentation is received. All course content may be made up. A school-sponsored event or activity is considered an excused absence.

Any student who misses school for an extended period of time for non-medical reasons risks the possibility of losing credit. Please pay close attention to the "Absenteeism Policies" pgs. 11-12.

TRUANCY

A student is considered truant if he/she is absent from school without the knowledge of parents/guardian, leaves the school without permission, leaves school and goes to someplace other than the designated place such as a Community Service agency, or cuts a class.* If a student is truant, the parent will be notified and disciplinary action will be explained. The student may be placed on disciplinary probation. Further offenses may result in dismissal from Coyle and Cassidy. Work missed must be made up for the student to remain current in the respective class(es). However, tests/quizzes/class work missed may not be made up for credit.** It is the responsibility of the student to contact his/her teachers for the work.

* 3 hours (cutting class) or 6 hours (full day) of detention

** The grade(s) will be recorded as zero.

VACATIONS

The school strongly discourages alternative vacation periods for students. Students should not begin regular vacation periods early, nor extend such vacations beyond the date of resumption of classes. **Families who choose to take vacation outside of school scheduled vacation times understand that it will have a negative impact on student grades.** Class work missed cannot be made up. Tests and quizzes can be made up for competence only (maximum grade of 65). Do not expect teachers to provide assistance on missed material. Work may not be completed in advance of the days absent for vacation. Refer to policies for "Absenteeism" and "Absenteeism on Test Days" pg.12 .

CLASS ABSENTEEISM

In the event that a student misses a class of any course for any reason, it is the responsibility of the student to make-up the necessary work at the discretion of the teacher, but not exceeding 5 school days. Failure to do so may place the student in academic jeopardy. The classroom teacher will maintain a record of class absenteeism. Excessive class absenteeism could result in loss of credit for the course. The classroom teacher will notify the parent if a pattern of class absenteeism becomes a problem.

APPOINTMENTS

All appointments (medical, dental, driving tests, etc.) should be made after school hours or on days when school is not in session.

EARLY DISMISSAL

Early dismissal is reserved for emergencies only and requires a written signed note from the parent/guardian stating the reason for the dismissal, a phone number where the parent can be contacted, and whether or not the student will be returning. The parent must sign the student out (ID may be required) in

the main office. In the event that the student is driving him/herself, please indicate that in the permission note and a number where you may be reached to verify the dismissal. Before leaving, the student will return the pass to the attendance office.

SCHOOL TARDINESS

The school day begins at 7:45 a.m. each morning. Students are to be in first period class or study by the 7:45 bell. Students entering class or study after the 7:45 bell are to sign in with the V.P. of Student Life. Morning tardiness constitutes a school tardy and is subject to a school detention. The administration reserves the right to determine a tardy as unnecessary and therefore unexcused. Excessive/chronic tardiness will not be tolerated. To accommodate for minor emergencies such as unexpected traffic issues, car problems, etc., students will be allowed a maximum of 10 excused tardies for the school year, with no more than 3 excused tardies per quarter. After the third tardy for school in the same quarter (parents will be notified in writing), each additional tardy will be considered unexcused and will result in a school detention. After the tenth tardy for the school year (parents will be notified in writing), each additional tardy for the remainder of the school year will be considered unexcused and will result in a school detention. Whenever a student arrives to school late, the student must report to the attendance office.

CLASS TARDINESS

Ample time is given between classes; therefore, students should not be late for class. A student detained by a staff member for a legitimate reason must present a pass from that staff member explaining the tardiness. Failure to produce this pass may result in disciplinary action by the Vice

Principal of Student Life. Repeated offenses will not be tolerated and may result in detention. Excessive class tardiness may require a parent conference.

TARDINESS AFTER BREAK

On most school days, students receive a 'break' after first period. Tardiness after break is unacceptable and will result in detention. Break is a privilege and not a right. The privilege will be removed if it is abused.

SENIOR PRIVILEGE

There has been a long-standing tradition at Coyle and Cassidy of allowing seniors in good standing (see reasons for privilege not being granted below in loss of privilege section of this paragraph) to sign out the last period of the day when they have a study. This practice is known as "Senior Privilege". In addition, seniors with first period study may report to school for 9:00 a.m. (must sign in at the attendance office). Any student who arrives late will have the first period privilege revoked for a period of time. Students are notified when the application process begins. Once granted, the privilege continues throughout the year provided that nothing of a disciplinary and/or academic nature causes the privilege to be revoked. For example: a student who receives an F on his/her report card automatically loses the privilege for the next quarter; a student who has not turned in a major assessment may also lose their privilege until their assessment is completed; a student on probation: academic or disciplinary could result in losing the privilege indefinitely; a student with chronic attendance or discipline issues, or a serious discipline issue, etc.

We believe that allowing seniors to sign out should contribute in a positive way to the total educational experience at Coyle and

Cassidy. Students learn to manage time wisely and become more responsible and accountable by such an experience.

As a parent, you have the right to deny your son/daughter Senior Privilege. This request must be in writing and sent to the V.P. of Student Life by the end of September.

Arriving after first period is considered the official beginning of the day for a senior with senior privilege. Signing out is considered the official dismissal for seniors. The school will not be responsible prior to the arrival of seniors or after they sign out.

ACADEMIC POLICY

The school respects the responsibility of the parent to exercise the obligations of being the primary educator. However, what happens in the classroom is necessary for the complete education of the child. Group activities and cooperative learning done within the context of the classroom, once missed, are extremely difficult to make up. Any long-term assignment, home study or individual tests may be made up if a student is absent from a class. Grades are based not only on what happens in a given 'pencil and paper' quiz or test, but also on the child's ability to apply the information and communicate it to others. For complete mastery of the material, large group interaction is necessary. The schedule maximizes learning by having longer periods (focusing on literacy: reading, writing, numeracy, technology and spirituality) thus, methodology used in classroom activities are an integral part of the learning experiences. Also, due to the rotating nature of the schedule, not every class meets everyday. As a result of this type of schedule, absenteeism and/or tardiness jeopardize a student's performance in the classroom. (See Absenteeism Policy pgs. 11-12).

Students must have earned a minimum total of 20 credits to graduate (21 credits beginning with the class of 2014). However, every senior must pass every course taken in the senior year in order to graduate (6 credits). In order to be eligible for a Coyle and Cassidy diploma and thus to participate in graduation exercises, all students must successfully complete these requirements.

REQUIREMENTS FOR GRADUATION

Religion	4 credits 4 years
English	4 credits 4 years
Foreign Language	3 credits 3 years (Same Language)
Math	3 credits 3 years 4 credits 4 years (beg. with the class of 2014)
Social Studies	3 credits (2 years of U.S. History)
Science	3 credits 3 years (Lab)
Computer Literacy	- (integrated into the curriculum)
Fine Arts	- (integrated into the curriculum)
Community Service	- (integrated into the curriculum)

Every student must take a minimum of six credits each academic year. Students wishing to take seven academic courses must receive permission from the Guidance Department and the Vice Principal for Academic Affairs.

RETREAT PROGRAM

All freshmen are expected to attend a school-sponsored retreat by the end of their freshman year. This provides opportunities for prayer and reflection which are essential to a balanced Religious Education program. The schedule for sophomore, junior and senior retreats will be announced in September of each academic year.

HOMEWORK POLICY

Education is a developing process and the Coyle and Cassidy homework policy reflects this principle. Homework could encompass one or more of the following: enrichment, review, reinforcement, reflection, and research. Because homework is an integral part of the learning process, homework is used as part of the student's total evaluation. In order to help freshmen and transfer students acclimate to Coyle and Cassidy, and in an effort to develop a work ethic necessary for educational success, the following policy is in effect. For a minimum of one marking period (the first quarter), any freshmen or transfer student who fails to complete a homework assignment may be required to stay that day, the next school day, or at the discretion of the teacher in order to complete the assignment. It is the responsibility of the student to make the necessary travel arrangements. Homework policies are set by individual departments in accordance with departmental philosophies.

ACADEMIC PROBATION

Any student with a GPA of 1.67 or below for a given academic year or a 1.67 or below for two consecutive marking periods will be placed on Academic Probation. Students on Academic Probation must report for help from the Student Support Counselor. The Academic Board will review their status at the mid and end of each quarter. Students who do not show significant improvement put their status at Coyle and Cassidy High School in jeopardy.

At the end of the Academic year, a student will be required to repeat classes failed unless permission (a rare case such as graduation is in jeopardy) by the V. P. for Academic Affairs is granted for Coyle and Cassidy approved summer opportunity. In

order to receive credit, the student must complete the pre-approved agreement and pass the Coyle and Cassidy final for the course.

Any student receiving 3 F's, in order to continue his/her education at Coyle and Cassidy, will be required to repeat the academic year in entirety. In some cases, after a careful review of the student's total interaction within the community, the student may be asked to repeat the year at another school.

GRADE REPORTS

Grade reports are issued at the end of each quarter in November, January, April and June. Each marking period represents 20% of the final average - totaling 80%. The additional 20% represents the mid-term (10%) and final exam (10%) averages.

Students who fail either the mid-term or final exam must show competency in order to receive credit for the course. The grade of (F) will be recorded, however, credit for the course will be given if the final year average is 65 or above.

Students who fail both 3rd and 4th quarter in any course will be reviewed by the Academic Board in order to determine if they are eligible to receive credit for the course.

FINAL EXAM EXEMPTION

Any junior or senior student who receives a grade of A- or above for **each** of the four quarters of a course will be exempt from the final exam for that course. Students will be notified of their exemption by the teacher prior to the scheduled exam. This exemption applies to junior and senior students only. Underclassmen in upper class courses are not exempt from the final exam.

ACADEMIC INELIGIBILITY

A student who fails two or more subjects will be ineligible to participate in any extra-curricular activities or athletics. Students will be notified of ineligibility. For the fall, the final average in courses for the preceding year will determine eligibility. (See Academic Probation pg.16 and K. Eligibility-under Athletics pg.32). Eligibility rules apply to all extra-curricular activities.

EXTRA HELP

Teachers are available for extra help sessions on a regular basis. Students need only make arrangements with the respective teacher(s).

SCHOLASTIC AWARDS

Scholastic Awards will be given according to the rules set forth by the Academic Board. Any academic awards or honors that are determined by class rank will be determined after the 3rd quarter. However, the final grade is calculated including the fourth quarter and the final assessments.

HONORS NIGHT

At the end of the school year, students who have earned the highest average in each course are honored. Any student who earns a GPA of 3.5 or better for **each** academic quarter will earn an academic letter.

HONOR ROLL

All subjects are included in the honor roll. The level of the course does not have any bearing on honor roll. Levels of courses are used to determine class rank and adjusted GPA. Honor roll recognizes academic achievement within any given course. It is a tribute to a student's personal best. Honor roll is achieved by excelling in the course requirements of all the courses in which the student is enrolled.

PRINCIPAL'S LIST - GPA Average of 4.00
HIGHEST HONORS -GPA Average of 3.67-3.99
HIGH HONORS - GPA Average of 3.33-3.66
with no grade lower than 1.67
HONORS - GPA Average of 3.00-3.32
with no grade lower than 1.67

GPA GRADE EQUIVALENTS:

A+= 4.33 C+ = 2.33
A = 4.00 C = 2.00
A- = 3.67 C- = 1.67
B+ = 3.33 D+ = 1.33
B = 3.00 D = 1.00
B- = 2.67 F = 0.00

REPORT CARDS/GRADE EQUIVALENTS:

A+ 97 and above C+ 77 to 79
A 93 to 96 C 73 to 76
A- 90 to 92 C- 70 to 72
B+ 87 to 89 D+ 68 to 69
B 83 to 86 D 65 to 67
B- 80 to 82 F 0 to 64

CLASS RANK

Rank is cumulative from the freshman year but archived until the end of the junior year. Rank is weighted and determined by adding the weight of each course to its quality point grade equivalent. Total quality points are then divided by the total number of courses. The student is then ranked into deciles for reporting purposes. A student must attend Coyle and Cassidy for a minimum of three academic years in order to be ranked. All other students will receive an estimated rank indicating the percentile into which he/she falls. In order to be eligible to be valedictorian or salutatorian, a student must attend Coyle and Cassidy for four years.

PARENT/TEACHER CONFERENCES

Conferences are scheduled for all parents three times during the school year. We urge parents not to wait for an officially scheduled

conference date, but to contact the teacher(s) and/or counselor as soon as any concern arises about their son's/daughter's progress.

ACADEMIC INTEGRITY

Issues of academic integrity touch at the core of our mission to help foster personal responsibility and sound moral judgment among our students. All violations of the principle of academic integrity will be handled firmly. Violations of academic integrity include cheating, plagiarism, and forgery. Cheating is defined as the giving or receiving of unauthorized assistance from any verbal, written, or electronic source. Plagiarism occurs when a student fails to acknowledge all materials quoted, paraphrased, or summarized from any published or unpublished work. Forgery is imitating or counterfeiting documents, signatures, etc. to deceive. These definitions encompass, but are not limited to the following infractions:

- *Possession of unauthorized materials during a test
- *Unauthorized communication of information about the contents of a quiz, lab report, test, or any other graded assignment
- *Copying of assignments
- *Forgery
- *Copying of magnetic or electronic media
- *Unauthorized use of the internet
- *Inaccuracies in citing sources for a research assignment (e.g. giving an incorrect page number or not making clear what information or words came from a specific source) that are intended to deceive
- *Misquoting a source used in a research assignment for the purpose of giving false support to student's thesis
- *Other unauthorized procedures as determined by the classroom teacher (particularly those spelled out in the limits of collaboration)

PROCEDURES:

- *The teacher will refer the incident in question to the V.P. of Academic Affairs who will help determine the student's level of responsibility/complicity in the incident.
- *If the incident is confirmed as a serious breach of academic integrity, the teacher will report the confirmed incident of plagiarism/cheating to the parents and file a written report of the incident with the Vice Principal for Academic Affairs.
- *The VP for Academic Affairs will send a follow-up letter to the parents.
- *NHS advisor will be notified of the incident and will follow the procedure for removal of the student from NHS.
- *A record of the incident will be kept in a separate file and destroyed after the student graduates.
- *Periodic reports will be made to the Principal.

Consequences - for cheating/plagiarism (minimum):

1st offense of career:

- *Grade on assignment = 0
- * Student will write a 3-4 page report on the importance of academic integrity
- *Student is ineligible for that quarter's honor roll and Renaissance recognition

2nd offense of career:

- *Quarter grade in subject = 55
- *Student is sent home and a conference with parent is scheduled (up to two day's suspension is possible depending on seriousness of incident)
- *Although student receives a grade of 55, competency must be shown in order for student to receive course credit

3rd offense of career:

- *Quarter grade = 0
- *Student is suspended
- *Mandated Academic Dismissal
Hearing is scheduled

GUIDANCE

Students who wish to make an appointment to see their respective Guidance Counselor should go to the Guidance Office before school, during break or after school. Students may never leave class, study, or homeroom to make a guidance appointment. These appointments may be made with the individual counselor or the Guidance secretary. Except in cases of emergency, students are not allowed in Guidance or the Academic Support Center without passes. In the event of an emergency, the classroom or study teacher is to be notified. Students with guidance appointments MUST report to class/study and check in with the teacher/proctor before going to the Guidance Office.

COLLEGE MINI-FAIRS

Each September, the Guidance Office invites numerous colleges and universities to participate in a series of mini-fairs. These programs take place during the school day and are designed to allow juniors and seniors the opportunity to interact with college representatives, collect valuable information about specific schools and programs and learn about various admission criteria. Every April, a large regional evening college fair hosted by CCHS, is held for area juniors.

PROCEDURE FOR VISITING COLLEGES

Seniors seeking college admission are encouraged to visit colleges to which they are applying. Seniors are discouraged from visiting colleges on official school days. Most colleges provide tours outside of school

hours and on weekends. Any senior visiting an out of state school, an official open house, or has a scheduled interview must receive permission, prior to the visit. Seniors must present a note from their parents requesting an excused absence for a college visit at least two days in advance. The note is signed by the Director of Guidance and presented to the Vice Principal. Parents should call the attendance office on the day of the visit to report the absence. Documentation of the visit (from host school) must be presented to the attendance office when the student returns. Senior college visits will only be approved for the months of October, November and April. Exceptional circumstances must be approved by the Vice Principal.

On a case by case basis, junior requests for spring college visits will be considered. Please contact the Director of Guidance.

AT RISK STUDENTS

After careful review by the administration, any student who is considered to be at risk to themselves or others may be required to seek a complete psychological/educational evaluation from a licensed school psychologist and a medical evaluation performed by a psychologist/physician to remain a member of the Coyle and Cassidy community (depending upon the nature of the risk). A student may not return to school until adequate follow-up with the school has been received. (In some instances, depending on the severity of the circumstances, reapplication for admittance may be required.)

SERVICES

If a family is in need of a referral to agencies to help deal with a crisis or a difficult

situation, please contact your son/daughter's guidance counselor.

NURSE

A nurse is available to the students whenever school is in session. The health room is located in the athletic wing. Students requesting to see the nurse during class time must obtain the appropriate pass from the teacher. Students in study or lunch must obtain permission from the respective proctor. Students returning to class will present a dated, signed admission slip from the nurse. Students are encouraged to see the nurse for minor discomforts during their free time whenever possible. If a student is not able to return to class due to illness, after consultation with the Vice Principal of Student Life, arrangements will be made to send the student home with the permission of a parent or guardian. A student may not call home to be dismissed for illness unless directed to do so by the school nurse. Under no circumstance should a student take it upon him/herself to leave the building due to illness without permission from the nurse. In the event that a student drives him/herself home after being dismissed due to illness, the parent/guardian must call the school to confirm the student's arrival at home.

MEDICATION POLICY

With the written request from a parent/guardian, students may be given Tylenol when the situation warrants. Tylenol permission forms should be submitted to the nurse at the beginning of the school year.

LONG TERM PRESCRIPTION MEDICATION

In the event that a student needs to take prescription medications during the school day, the parent/guardian should contact the nurse as soon as possible so that the proper

medical forms can be processed. Parental permission and a Doctor's order are needed for the dispensing of prescription medications.

SHORT TERM MEDICATION

Medication in the amount needed for a school week should be given to the nurse in a labeled pharmacy bottle. When having your prescription filled, request a second container to be used for school purposes. Parent/Guardian must send a note stating reason for medication, name of medication, dosage and time to be given. **Please do not put medication in a baggie. No medication will be given if it is not in its original container.**

ALL MEDICATIONS

All medication will be stored in the health office. Under no circumstances should a student take medication without the supervision of the school nurse (prescription or non-prescription). Under no circumstance should any student be in possession of prescription or non-prescription medication during the school day or at any school sponsored events or on school premises. Violations will be handled according to the school drug and alcohol policy. Certain inhalers are an exception and must be approved and registered with the school nurse.

IMMUNIZATION/HEALTH RECORD

Parents will be notified if immunizations are not up to date or if the health record is incomplete. Failure to provide proof of immunization will result in exclusion from school. Each fall (or at any point during the year that there is a change), parents must provide current information regarding their child's health report and medication intake. This is to assist us in the case of emergency.

BLOOD SPILL CLEANUP POLICY

PHILOSOPHY: Coyle and Cassidy High School has adopted the Universal Precautions concept that considers all individuals potential carriers of infectious disease and therefore all body substances or materials contaminated with body substances must be handled in a uniform and safe manner as defined in this policy.

PURPOSE: To provide adequate protection for students, faculty, staff, and visitors from becoming exposed to a potential source of infection.

EQUIPMENT: Each classroom shall contain a blood spill cleanup kit consisting of the following: two pair of non-sterile gloves, paper towels, two plastic bags.

PROCEDURE: In the event a student experiences a bleeding nose or minor cut that does not result in a blood spill to the floor, desk, etc., the following steps shall be taken:

1. The student shall be sent to the school nurse (if necessary).
2. The student shall be instructed to place all tissues that have been used to stop bleeding in a plastic bag.
3. The plastic bag shall be brought to the nurse's office to be disposed of with other hazardous waste.
4. In the event that the teacher assists the student in anyway, i.e. holding tissues to nose, he/she **MUST** wear gloves. Gloves should then be disposed of in the plastic bag.

In the event that the blood loss is such that it results in a spill to the floor, desk, etc., the following steps shall be taken:

1. Follow all of the previous steps **AND**
2. The teacher shall leave gloves on at all times during the clean up.

3. The teacher shall place a paper towel over the blood spill and then notify the janitor immediately.

4. The janitor shall don gloves and then wipe up the blood spill with the paper towels. The paper towels shall be disposed of in the plastic bag. The entire area shall then be mopped or cleaned with bleach.

REPORTING MECHANISM: All incidents involving exposure to blood by students, faculty, staff or visitors shall be reported by the supervising faculty or staff person. The blood spill cleanup report form shall be completed and sent to the nurse's office immediately after the incident has occurred.

MEDIA RESOURCE CENTER

The media resource center includes the library and computer labs. The media resource center is usually open from 7:30 a.m. until 3:00 p.m. daily. Students wishing to use the media resource center during the school day should report directly to the library (on time) for attendance and then will be assigned to the library or computer lab. Students will be allowed to use the resources based on availability. Students will not be admitted late without a pass (exceptional reason only). Students who choose the library must remain in the library/computer lab for the entire period.

Due to the nature of the library, a research oriented facility; any student choosing to use the facility must be quiet and engage in individualized study. An atmosphere of quiet must be respected and maintained. Students who do not keep the proper silence or who disturb others will be asked to leave and will be in danger of losing their library privilege. Library resources such as encyclopedia and reference books may be used only in the library. Books and periodicals must be

signed out using Student ID cards. Periodicals may be signed out overnight if they are being used for research. All other books may be signed out for a period of two weeks. Any books not renewed will be charged an overdue fee for each day they are late. Lost books will be charged at the replacement value. Students with overdue books or book fines will not be allowed to sign out library materials until all obligations are satisfied. No student is to transfer a book to another student. Each student will be held responsible for the book charged to his/her name. Seniors who have lost or have overdue books must satisfy these obligations before graduation.

Supervisors in the media resource areas may assign computers. Students who wish to use computers must have an educational objective requiring the use of the computer. Two students may not use the same computer unless the directions on the assignment sheet provided by the classroom teacher so indicates. Teachers allow ample time for mandatory assignments that require the use of computers, however, there may be limited access to programs. Students should plan accordingly.

Security on the computer network is a high priority. The user must not use another individual's account and not share his or her personal password with anyone. If the user identifies a security problem, notify the technology coordinator at once.

ACCEPTABLE USE POLICY

ALL STUDENTS AND PARENTS MUST READ AND SIGN THE AGREEMENT TO THE TERMS-CONDITIONS FOR USE OF THE MEDIA RESOURCES AT COYLE AND CASSIDY-INCLUDING NETWORK AND INTERNET. This form will be sent

home at the beginning of the school year and use of any of the school computers is denied until the signed permission slip is returned.

CLASS MEETINGS REGARDING SERIOUS INFRACTIONS

In the fall of each school year, administrators conduct class meetings to discuss serious disciplinary issues with students. During the meeting, students are given examples of poor choices and explained the serious consequences to behaviors such as threats, violence, weapons, harassment, bullying/cyber-bullying, etc. The importance of reporting serious infractions of this nature is stressed.

HARASSMENT/BULLYING

Harassment of any kind (sexual, racial, ethnic, etc.) is not acceptable and will not be tolerated at Coyle and Cassidy High School. Incidents of harassment should be reported immediately to a faculty member or a member of the administration. All individuals in the school community have the right to be free from actions and communications that cause physical, emotional, or psychological distress. Any such intentional or careless action or communication that is unwelcome, uninvited, or unwanted will not be tolerated. The person or persons inflicting such distress shall be subject to disciplinary action, including but not limited to, suspension or expulsion. Harassment involves conduct that is of a severe and repetitive nature. Harassment is considered a major offense and will be dealt with by the administration as such.

“Bullying” is the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed

at a victim that: causes physical or emotional harm to the victim or damage to the victim's property; places the victim in reasonable fear of harm to himself or of damage to his property; creates a hostile environment at school for the victim; infringes on the rights of the victim at school; or materially and substantially disrupts the educational process or the orderly operation of the school.

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

Bullying is prohibited: 1. On school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned,

leased or used by the school district or school, or through the use of technology or an electronic device owned, leased or used by a school and 2. at a location, activity, function or program that is not school related, or through the use of technology or an electronic device that is not owned, leased or used by a school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of the school.

Bullying and/or cyber-bullying are intolerable. The person or persons inflicting such distress will be subject to disciplinary action ranging from warnings and detentions to, but not limited to, suspension or expulsion. Coyle and Cassidy will distribute, for student and parent signatures, *The Bullying Prevention and Intervention Plan for the Diocese of Fall River*, that will be considered part of this Handbook. The plan is also posted on the school website.

WEAPONS OR DANGEROUS OBJECTS

A weapon or dangerous object is any instrument or device, as determined by the administration, which is used, or may be used, to inflict harm or serious injury. The term weapon or dangerous object includes a facsimile of a weapon. Weapons of any kind are not allowed. Any student(s) who is found to have possessed, bought, sold, passed, or to have been in the process of receiving a dangerous or illegal weapon, device or materials, or the simulation of the same, will be subject to serious disciplinary action that may result in suspension or expulsion. Anyone knowingly in the presence of the same who fails to immediately remove themselves from such presence and alert a school staff member shall be considered in

violation of this policy. A report to the police may be made depending on the severity of the infraction.

DRUGS AND ALCOHOL

Coyle and Cassidy High School is preparing young men and women to better use their inquisitive minds, creative talents and dedicated hearts to cure the pressing problems of the human family. Any student using drugs or alcohol can weaken, immobilize, or make psychologically dependent the very faculties used in serious academic pursuit and spiritual development. As Catholic educators, we cannot stand idly by while students gamble with their minds and wills.

A student's choice of action is often affected by the student's interaction with his/her peers, teachers and parents. Thus the following directives have been formulated with these influences in mind:

1. We sincerely hope that any student who may be involved in drug or alcohol use will consult the counselors, chaplain, or teachers for professional help in overcoming his/her problem and its causes.

A STUDENT SEEKING HELP AND INITIATING SUCH CONSULTATIONS NEED NOT FEAR PUNITIVE ACTION BY SCHOOL AUTHORITIES.

2. As Christians, we recognize the importance of loving one another as Christ loves us. This includes the idea of helping a fellow student with a personal drug or alcohol problem. One way to help a friend or fellow student in this case is to let someone in the school community know of the problem. This person could be an administrator, a counselor, teacher or other staff member.

Coyle and Cassidy High School does not support the use of drugs or alcohol at any level or in any form. Any student in the presence of, possessing, consuming (regardless of amount), passing, distributing; buying or selling any substances deemed to be harmful and/or covered by law as being illegal in the school building, on school grounds, prior to attending school or at any school sponsored activity, or at any time when the student is accountable to and/or is a representative of Coyle and Cassidy High School will be subject to the most severe penalties including, but not limited to, suspension or expulsion. Any infraction of these policies can end in dismissal from Coyle and Cassidy High School. A report to police may be made depending on the severity of the infraction.

In all cases, parents will be asked to confer with the Principal and/or V.P. of Student Life. Whenever necessary, referral to a rehabilitation program will be suggested. In some cases, students may be required to participate in an approved counseling program and/or submit to regular drug testing. Driving to school and social privileges may be removed or restricted. Each individual case of a student's use of drugs or alcohol will be considered in light of the extent of the student's involvement, the harm done to others, and to the school's reputation.

MINIMUM PENALTIES FOR VIOLATION OF DRUGS AND ALCOHOL POLICY

A conference with parents, student, Principal and/or V.P. of Student Life and Guidance Counselor will be held. Suspension from school for five days. No extra curricular activities for the remainder of the season/activity including athletics. The minimum is never less than 30 days and

therefore could extend into another event/season. Eighteen hours of detention as assigned by the V.P. of Student Life and a minimum of one month's disciplinary probation.

Students will be advised prior to prom that any substance abuse incident during "end of year" activities will result in a student's not being able to walk during graduation activities and will jeopardize their ability to participate in other senior activities.

SMOKING AND USE OF TOBACCO

Smoking is injurious to your health; hence, smoking or the use of tobacco in any form is not allowed in the school building, on school property or within a thousand feet of school property. Smoking is a major offense and will necessitate a discussion with the Vice Principal of Student Life regarding the problem and may result in a student being sent home or suspended for one day. Detentions will be assigned. For a second offense, penalties will be more severe and may require enrollment in a cessation program. Smoking is not allowed at any school-sponsored event such as athletic events, proms, etc.

GUM CHEWING

Gum is *not* allowed at Coyle and Cassidy High School. Students asked to dispose of gum must do so properly to prevent sanitation/cleaning problems and costly repairs. Any violation of this rule may result in detention.

BUSES

Coyle and Cassidy students have the privilege of being allowed to ride the buses from many of the area communities. This privilege is not to be taken lightly. They are at all times to honor all rules and regulations

governing conduct and safety. The student is not only responsible to the Bus Company, but also to Coyle and Cassidy. The student is a representative of the school prior to, during, and immediately following the use of this public transportation. Violations will result in disciplinary action being taken by the school. Loss of the privilege to ride is a possibility if the administration deems it appropriate.

CARS/PARKING

All students who drive to school must park on school property. All cars driven by students must have a C-C parking tag clearly displayed. Vehicle registration forms will be distributed the first week of school. Students are cautioned to drive carefully and lock their vehicles to protect their property. Coyle and Cassidy High School is not liable for any loss or damage. Students who do not park on school grounds will be considered insubordinate and will receive consequences accordingly.

Students are to drive with caution and observe speed limits and exit directives. They are to obey all parking regulations. The rights of the property owners in the area of the school should always be respected. Students are subject to all traffic rules and regulations; and will be held responsible by the local police.

Students may park only in designated areas and may not block egress for other drivers and their vehicles. Students are not to loiter in parking lots or cars before or after school. Students are responsible for monitoring the use of their car so as not to be in violation of the school drug and alcohol policy. The school reserves the right to search any car parked in the school parking lot. In our ongoing efforts to keep students safe, police dog searches of lockers and vehicles are

scheduled at unannounced times during the school year.

Students may not return to their cars during the day. The only exception would be with permission from the Vice Principal of Student Life or designee.

Students who fail to observe these regulations will be subject to disciplinary action. Disciplinary action may include: written/oral warning, school detention, towing of vehicle at owner's expense and/or loss of "driving to school" privilege, (See Drug/ Alcohol Policy pgs. 24-25)

LOCKER USE/PERSONAL PROPERTY

Students are assigned lockers for storage and protection of their personal property. The school is co-tenant of all lockers (including athletic lockers) and reserves the right to search them at any time without notice. For reasons of security, students may not change lockers with another student. Students are allowed to go to their lockers between designated periods. Students may not go to their lockers DURING lunch period. Responsibility for arriving in class on time rests with the student. Students will not be allowed to go to their lockers after the bell, which signals the beginning of class.

Unfortunately, Coyle and Cassidy students are impacted by the same problems facing the rest of society. Therefore, it is imperative that students assume the responsibility of taking precautions with regard to their personal property. At all times, book bags/backpacks (when not in lockers) should remain in sight, lockers secured, and cars locked. With the high cost of textbooks, students should be particularly cognizant in this area. Should it be necessary for students to bring a large amount of cash or other

valuables to school, students may leave these items in the attendance office for safekeeping.

In our ongoing efforts to keep students safe, police dog searches of lockers and vehicles are scheduled at unannounced times during the school year.

PHONES

Telephone use during the school day is for emergency purposes only and **must** be made from the attendance office. Students are not allowed to make calls by cell phone or carry cell phones during the day. Cell phones must be turned off and kept in lockers. Any student in possession of a phone will have the phone taken away and is subject to disciplinary action. Repeat offenses will receive more serious consequences and will require that individual to turn in his/her cell phone to the Vice Principal of Student Life's office at the beginning of each day. Once a student is required to turn in his/her phone, another phone offense would require the parent to pick up the phone (will not be returned to the student) and more serious consequences will be assigned. *[In the fall of 2011, the administration will be testing a new cell phone policy. Cell phones may be kept on the person in the off/silenced mode. Cell phones may be used during a student's lunch time (in the lunchroom only). If a cell phone is out, used, rings/signals or is seen at any other time, the phone will be taken and the consequences will be more severe. If, in the opinion of the administration, this policy is not working, the test will be re-evaluated and the original policy will be in effect.]*

VISITORS/GUESTS

Any student who wishes to sponsor a visitor to Coyle and Cassidy High School must make arrangements through the Director of

Admissions. Visitors are only allowed if they are seriously interested in attending Coyle and Cassidy High School. Visitors and sponsors will report directly to the main office and request to see the Director of Admissions. No Coyle and Cassidy student may bring a student to school unannounced. Any exception to this will be at the discretion of the Vice Principal of Student Life. Visitors not granted permission to attend a particular class must report to the Vice Principal of Student Life's Office.

EVENTS

Coyle and Cassidy reserves the right to deny admission of any outside guest to any school sponsored function or activity on or off school property. Certain events may be designated as "Coyle Cassidy students only."

DANCE RULES

1. Doors open at 6:45 pm and no one is allowed to leave before 9:45 pm; once you leave you cannot reenter. (Semi-formal and prom times differ and are published in the monthly newsletter.)
2. Some dances are open to "Coyle and Cassidy students only". Some dances allow approved signed-up guests. At sign up, name, address and telephone number of guest must be submitted for approval. There is a deadline set up for approval. If the guest is approved, he/she must present identification at the door. The Coyle and Cassidy student must have his/her ID card to gain admittance. The guest must arrive with the Coyle and Cassidy student. Coyle and Cassidy reserves the right to deny access to a non-Coyle and Cassidy student.
3. No one will be admitted to the dance after 7:30 pm unless prior arrangements have been made. (Leadership Moderators)
4. The C-C student is responsible for his/her guest at all times. Should any problems arise

with a guest, the C-C student is responsible and will be held accountable.

5. Proper dress is required. Jeans are acceptable (with the exception of semi-formals and proms). However, the Leadership Moderators will make the decision as to what is or what is not considered acceptable. Students inappropriately dressed will be denied admission.
6. No smoking is allowed (by C-C students or guests).
7. No slam dancing, moshing or grinding.
8. All coats, jackets, carry bags, purses, etc., must be checked. Jackets and the like will not be allowed in the gym.
9. Students causing a disturbance will be removed. Parents will be called and the student will be subject to disciplinary action when he/she returns to school.
10. In our ongoing efforts to keep students safe, a Breathalyzer is used at dances. (Students are selected at random.)
11. Any student who is found to be under the influence of alcohol or drugs will be removed from the gym/dance location; parents will be called and told to pick up their son/daughter. Upon returning to school, disciplinary action will follow. (Read Handbook under Drugs and Alcohol pgs. 24-25)

NATIONAL HONOR SOCIETY

Coyle and Cassidy High School holds a charter for membership in the National Honor Society (NHS), an official organization sponsored by the National Association of Secondary School Principals. The main purpose of the Coyle and Cassidy chapter of the NHS is to engender enthusiasm for academic excellence, and to promote a commitment to service, responsible leadership, and the formation of good character.

Students must be enrolled in Coyle and Cassidy for one semester prior to being eligible for induction into the society in their sophomore, junior or senior year. Students are deemed eligible by the NHS Advisor, Vice Principal for Academic Affairs, and the Principal based on the eligibility requirements that follow, and then invited to complete an NHS application for induction. A transferred student's record from his/her previous school will be examined to help determine eligibility and a recommendation from the previous school's Principal may be required.

NHS Eligibility Requirements

Scholarship

*Current students must have attained a cumulative simple GPA (unweighted) of 3.2.

*Furthermore, to be considered for eligibility, students must be enrolled in a minimum of three courses with a Quality Point Value (QPV) of 3 or higher in their sophomore year.

*Students may also be considered eligible with six Level 3 or higher courses by the end of the junior year, or a total of nine Level 3 or higher courses by the end of the senior year (with no more than **four** senior courses with a QPV of 3 or better being applied towards eligibility).

*Any student not achieving the proper GPA, or any student not enrolled in the proper number of Level 3 or higher courses, will not be considered eligible.

*NOTE: Level 3 or higher courses taken in the freshman year do not count towards the minimum requirements. Questions about the QPV of a course should be directed to the NHS advisor.

Service

*Students must document their voluntary contributions to the school or community. This service is to be performed without

compensation and in a positive, courteous, and enthusiastic manner.

*The program coordinator, Campus Minister or the current Theology teacher must sign this documentation.

Leadership

*Student leaders demonstrate and document that they are resourceful, dependable, and good problem solvers. Leadership can be demonstrated through involvement with school or community activities.

*This documentation must be *signed-off* by the appropriate program coordinator.

Character

*Students who exemplify good character uphold principles of morality and ethics; demonstrate high standards of honesty, reliability, courtesy, concern and respect for others. They maintain a good and clean lifestyle.

*An appropriate program coordinator, Campus Minister or the current Theology teacher must sign this documentation.

Students in violation of the school's disciplinary or academic honor code are not eligible for membership in the NHS.

Maintaining NHS Membership

In order to remain a member of the National Honor Society, students must:

*Be enrolled in a minimum of three Level 3 or higher courses per academic year beginning in the sophomore year.

*Maintain a cumulative simple GPA of 3.2

*Attend regular meetings of the NHS

*Complete the required service projects and submit the appropriate documentation at the end of the year.

*Be in good disciplinary standing

Dismissal from the National Honor Society

A member is liable for dismissal if he/she does not maintain the standards of scholarship, service, leadership and character that were used as the basis for selection. The advisor will inform the student in writing as to the nature of the violation, the time period for improvement, and the possible consequences of non-compliance. If the advisor and Principal decide that dismissal is warranted, the student is allowed a hearing in which he/she may present his/her case to the advisor and the Principal. If a member is dismissed, written notice will be sent to the student and his/her parents and the Principal. A student who is dismissed is not eligible for induction again. In the case of a flagrant violation of school rules or civil laws, a warning is not required for dismissal.

LANGUAGE HONOR SOCIETIES

Requirements for Membership:

French, Spanish and Portuguese National Honor Societies: The student must be in grade 10 or higher and be enrolled in the honors level of the respective language with an A- average in the language. The average will be determined by the previous year's final grade and the first two terms of the current year. Grades will be reviewed at the end of the first semester for a spring induction ceremony. Annual renewal of membership requires that a student maintain a B+ average in succeeding quarters. If, at review time, a member of the society does not have the required average, a letter of probation will be sent to the student and parents stating that the student must bring up the average to a B+ by the date of that year's induction ceremony. Failure to maintain the B+ average will result in removal from membership. Students who are members of these respective Honor Societies, but whose schedules do not allow for another year of

world language study, become Associate Members of the Society.

LEADERSHIP ASSEMBLY

The purpose of the Leadership Assembly is to act as the official elected representatives of the student body in order to provide a forum for student expression and a means for greater student cooperation and participation in the execution of school affairs. It also promotes the spiritual and social welfare of the school by:

- 1) Serving the school in any capacity within the scope of the above that may be requested by the administration, the faculty, the advisor, and/or the students
- 2) Improving student/teacher relations
- 3) Improving school spirit and morale
- 4) Helping to solve problems which arise in the school that affect students
- 5) Cooperate with school clubs and other organizations that offer student activities

EXTRACURRICULAR ELIGIBILITY

The administration reserves the right to remove a student from participation in any or all student activities (athletic and non-athletic) if the student is not demonstrating sincere and adequate effort in studies and/or is in violation of school rules and regulations. Behavior out of school that is inconsistent with the requirements of membership or leadership in school activities may result in loss of membership or leadership. The administration will be the final judge in such matters.

GYMNASIUM/LOCKER ROOM USE

Students are only permitted to use the gym if they are under the direct supervision of a coach/teacher. Only in-season athletes or students using the weight room (that day) may have access to the locker rooms.

ATHLETICS

We believe that participation in sports provides a wealth of opportunities and experiences that will help our students develop to their full potential, academically, spiritually, emotionally, socially, and physically in preparation for the challenges they will encounter during and after their high school years.

We, who are concerned with the educational development of boys and girls through athletics, feel that a properly controlled, well-organized sports program meets the students' needs for self expression, mental alertness, spiritual, and physical growth. It is our hope to maintain a program that is sound in purpose and will further each student's educational and spiritual maturity.

A student who elects to participate in athletics is VOLUNTARILY making a choice of SELF-DISCIPLINE and SELF-DENIAL. These are the reasons we place such stress on good training habits. Failure to comply with the rules of training and conduct could mean exclusion from the squad. This concept of self-discipline and self-denial is tempered by our responsibility to recognize the rights of the individual within the objectives of the team. There is no place in high school athletics for students who will not discipline their minds and bodies for rigorous competition. We are striving for excellence and do not want our athletes to be content with mediocrity.

By agreeing to the participation of your son or daughter in athletics, you have committed yourself to certain responsibilities and obligations. We would like to take this opportunity to acquaint you with specific policies that are necessary for a well-organized program of athletics.

ATHLETIC CODES OF CONDUCT

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the athletic department. The community, school administrators, and the coaching staff feel strongly that high school standards of conduct and citizenship are essential in maintaining a sound program of athletics. The welfare of the student is our major consideration and transcends any other consideration.

All athletes will abide by a code of ethics, which will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the athlete, the team, or the school will not be tolerated. Acts of unacceptable conduct, such as, but not limited to, theft, vandalism, disrespect, immorality, or violations of the law, tarnish the reputation of everyone associated with the athletic program and will not be tolerated.

Due to the serious nature of this rule, the Athletic Director, the Principal, and the Vice Principal of Student Life will meet to determine the penalty according to the degree of the infraction. The penalty will range from a minimum of 25% of the season or succeeding season to a maximum of permanent denial of participation.

BASIC ATHLETIC DEPT. POLICIES:

Parents are required, by MIAA regulations, to attend a sports information session in order for their child to participate in athletics.

A. **PARTICIPATION:** An athlete may participate in only one sport per season.

B. **PRACTICE:** A student who chooses to participate in athletics at Coyle and Cassidy High School makes a commitment to his/her

team and therefore, must attend all practices and games. Only in extreme emergencies may a student miss practice. Athletes who fail to comply with this rule will be subject to the following penalties:

- 1) First unexcused absence: athlete will sit out of the next contest dressed in uniform.
- 2) Second unexcused absence: athlete will sit out of additional contests dressed in uniform at the discretion of the coach.
- 3) Third offense may result in dismissal from the team.
- 4) Please note an unexcused absence from a contest may result in removal from the team.

C. VACATION: During vacation periods and holidays, all team members must be at all practice sessions and at all games. The above rule on practice (B.) will be in effect. This applies to all levels: freshman, junior varsity, and varsity.

D. DROPPING OR TRANSFERRING SPORTS: Quitting is an intolerable habit. A quitter may lose the privilege of participating in that sport in the future. On occasion however, an athlete may find it necessary to drop a sport for a good reason. If this is the case, the following procedure must be followed:

- 1) Consult with your immediate coach, then the head coach.
- 2) Report the situation to the Athletic Director.
- 3) Check in all equipment issued to you.

E. EQUIPMENT: Each athlete is issued equipment appropriate for the sport. This equipment is loaned to the athlete who is responsible for its return (cleaned) at the end of the season. The individual athlete must pay for equipment not returned.

F. INJURIES: Injuries must be reported to the coach and school Athletic Trainer. All injuries that require medical treatment should have an insurance claim form filled out. Our athletic insurance is set up to cover any medical bills not covered by your individual insurance. The claim form should be filled out at the time of injury, even though your insurance is supposed to cover your bills. There is a 60-day limit for filing claims.

G. RISK OF PARTICIPATION: All athletes and their parents must recognize the fact that there is always a risk of serious injury as result of athletic participation. Students may not participate in athletics until parental consent, release from liability, and indemnity agreement has been signed

H. CONCUSSION POLICY: Coyle and Cassidy High School has a concussion policy posted on the Coyle and Cassidy website. Parents and athletes are to review the policy and are expected to take the MIAA designated training program (information regarding the program is with the concussion policy on the school website). Parent and student will be required to print and sign the form confirming that they have reviewed the policy and training program in order to participate in athletics.

I. TRANSPORTATION: We provide bus transportation to and from all out-of-town away games. All team members are to travel with the team to and from the contest. If the contest is in or near a student's hometown he/she may leave with a parent provided that previous notification (in writing) is given to the Athletic Director. Athletes are to display proper behavior at all times when being transported to and from games. Misconduct on a bus could lead to dismissal from a team.

J. ROLE MODELS: Whether the athlete chooses to or not he/she is looked upon as a role model by other teammates, students, opponents, and adults. Athletes are expected to exhibit good sportsmanship.

K. PHYSICAL: Every athlete must have a current physical and a Coyle and Cassidy physical form on file before participating (trying out, practicing, and contests) in any sport. Physicals are good for 13 months.

L. SPORTSMANSHIP:

1. Always exhibit respect for your opponent.
2. Show respect for officials.
3. Know and observe the rules of the contest.
4. Maintain self control at all times.
5. Recognize and appreciate skill in performance by opponent.

M. ELIGIBILITY:

Academic: Academic and Athletic excellence go hand in hand. In order to be eligible to participate in any athletic season, the student must be academically eligible on the first official day of that season. Any student who receives 2 or more failing grades during the last marking period preceding the contest or sport in which he or she wishes to participate will be rendered ineligible. If a marking period ends during an athletic season and a student receives two or more F's, ineligibility begins the day report cards are issued. For the fall season the final average in courses for the preceding year will determine eligibility. (See Academic Probation pg. 16)

N. CAPTAINS: All team captains will be members of the Captain's Council and will meet regularly with the Director of Athletics. Captains are to be seen as role models and leaders both within and outside of school. Captains are expected to maintain good grades and set a positive example for other

students to follow. A captain may be removed, by the Athletic Director, for any violation of the rules or spirit of the conditions set forth in this handbook.

O. STUDENT PICK-UP: (Following games and practices) Parents should make every effort to pick-up their children or arrange for transportation home within fifteen minutes following a game or practice. Coaches should not be expected to wait with your child beyond this time. Remember, coaches cannot leave until the last child in their care has left the building. If this becomes a problem, it may be cause for dismissal of your child from athletic participation. Parents should pick their child up behind the building at the athletic doors. No student should be picked-up in front of the building.

P. ATHLETIC LOCKERS: Lockers are available for in-season athletes in both the boys and girls locker room from the Athletic Director. Only locks issued by the school may be placed on these lockers, other locks will be cut off. At the end of each athletic season, the athlete must return the school issued lock to the Athletic Director and the contents of the locker must be removed. Failure to vacate the locker will result in disposal of the locker's contents. Students should have no expectation of security if their belongings remain in the lockers before or after the athletic seasons. Security cannot be provided for items not locked in a school locker or if the locker is left open. At no time should a student leave valuables unsecured. If a locker and/or a lock are unavailable, a student should ask the Athletic Director to secure valuables in a locked room or ask the coach to secure the valuables in a security bag. The school is cotenant of all lockers and reserves the right to search them at any time without notice.

SMOKING/TOBACCO PRODUCT USE

When the administration confirms that a violation has occurred, the student will lose eligibility for the upcoming 25% of the interscholastic events in which the student is a participant. When the administration confirms that second or subsequent violations have occurred, the student will lose eligibility for the upcoming 50% of the interscholastic events in which the student is a participant. If the student desires to participate on any athletic team, in a subsequent season, he/she must have completed or be enrolled in a cessation program. Evidence of program participation must be provided. (See **violations for Tobacco pg. 25**)

DRUGS/ALCOHOL

Athletes must refrain from the use or possession of drugs or alcohol. Any student athlete found in violation of this rule is subject to the school Drug and Alcohol Policy (pgs. 24-25). If the violation occurs during a season involving alcohol or drugs, the athlete will be removed from participation for the remainder of the season. (The minimum time penalty is 30 days, therefore if an infraction occurs late in the season, the penalty will extend into the next season and will affect eligibility. See M. Eligibility pg. 32). If the violation occurs prior to the season in which the athlete participates, he/she may be ineligible for up to 25% of the season.

A subsequent violation of the drug and alcohol policy would result in more serious consequences ranging from loss of 50% of the season to permanent loss of participation. The student would be required to participate in a cessation program.

TOBACCO/DRUGS/ALCOHOL

Penalties will be cumulative each year, but a penalty period will extend into the next academic year. (e.g. if the penalty period is not completed during the season of violation, the penalty will carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year).

WEIGHT LIFTING

Students who wish to use the weight room must have an updated physical and MIAA physical form on file with the school nurse. Each student must sign in and out of the weight room, which should be signed by the weight room moderator. Students must follow all rules of the weight room.

WAIVERS/FIELD TRIPS:

SCHOOL PUBLICATIONS

Coyle and Cassidy frequently publishes student pictures in many ways to promote school spirit and highlight student achievement. If you do not want your son/daughter's photo taken or included in any media form used for school promotion or publication, please contact the office of the President.

OFF CAMPUS CLASSES

Our schedule allows teachers to incorporate a variety of methodologies into student's learning experiences. This may require students (on foot) to go to local parks, libraries, etc. The classroom teacher will supervise students. If you do not want your child involved in off campus activities, call the attendance office by **September 16th** or we will allow your child to participate when these opportunities arise.

FIELD TRIP POLICY/PERMISSION FORMS

Field trips are privileges and students can be denied participation if they fail to meet academic or behavioral requirements. Prior to a school-sponsored field trip, an official permission slip will be given to students. Students who fail to submit the proper permission form filled out and signed will not be allowed to participate in the field trip.

Parents and students must understand that telephone calls will not be accepted in lieu of the proper permission form.

THE COYLE AND CASSIDY STUDENT

As members of the Coyle and Cassidy community, we as students aspire to be exemplars of the Christian concept of life. Primarily concerned with the soul's welfare, we are people of prayer. We receive the sacraments regularly and practice virtue daily. Catholic action is prominent in our lives; this achieves its greatest good through example, for the Coyle and Cassidy student is clean in mind, speech, and action.

Intellectual honesty is practiced by the Coyle and Cassidy student, for our lives will be guided by this principle. We strive to penetrate the truth that is God, for we recognize the fact that love of God comes with knowledge of Him. All our study is devoted to this seeking after truth and to the preparation for the niche we are to occupy in life according to the Eternal Plan.

Since humanity is composed of soul and body, we take care of our bodies, for they are gifts from God. We keep them clean and engage in sports or exercise to maintain good health and training in the qualities of good sportsmanship.

Socially, the Coyle and Cassidy student is always thoughtful and kind. We cultivate genuine friendships with good companions. We are worthwhile citizens who strive to promote the common good by serving our God, our country, and our community.

In summary, Coyle and Cassidy students are persons of faith and honesty, of strength and character through self-discipline, of respect for the Christian family, and of obedience to lawful authority, of leadership in the pursuit of God...We are people of God.

COYLE AND CASSIDY SCHOOL SONG

CHORUS

Charge on you Warriors!
Fight Men of Coyle!
Fight for the blue and gold,
Of your patron true – CCHS

On to the battle,
With courage strong,
For hearts so loyal
Cannot lose the fray,
So, win Coyle, win

Onward to Victory
Men brave and bold
Carry your honor high,
Keep it shining bright - CCHS

MASSACHUSETTS GENERAL LAWS
CHAPTER 269
CRIMES AGAINST PUBLIC PEACE
CH. 269, S.17-19 CRIME OF HAZING;

DEFINITION: PENALTY

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

S.17 -The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. Added by St. 1985, c.536; amended by St. 1987, c.665.

S.18 Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others,

report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars. Added by St. 1985, c. 536; amended by St. 1987, c. 665.

S.19 (Revised) Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution a copy of this section and sections seventeen and eighteen.

We have read Chapter 269, Sections 17-19 - An Act of Prohibiting the Practice of Hazing.

Signature (Parent or Guardian) Date

Signature (Student) Date

We have read the Student Handbook of policies and regulations for Coyle and Cassidy High School and agree to be governed by them. We are aware that compliance with them is part of the prerequisite for any student to be a member of the student body.

Signature (Parent or Guardian) Date

Signature (Student) Date

