



ST. MARY ACADEMY
BAY VIEW

UPPER SCHOOL
PARENT/STUDENT HANDBOOK

2018-2019

Revised: December, 2018

Mission Statement

St. Mary Academy - Bay View is an independent, Catholic school serving a diverse population of girls from preschool through grade twelve.

In the tradition of the Sisters of Mercy, we foster academic excellence in an innovative and creative learning environment.

We are committed to empowering each student to be a confident, independent, compassionate and socially conscious young woman who fully lives her faith.

Values

We support and actively implement the following Mercy Core Values:

- Compassion and service
- Educational excellence
- Concern for women and women's issues
- Global vision and responsibility
- Spiritual growth and development
- Collaboration

Accreditation

St. Mary Academy - Bay View has been recognized as a school of excellence by the United States Department of Education and is accredited by the New England Association of Schools and Colleges, the Diocese of Providence and the State of RI Department of Education. The school is a member of the Mercy Secondary Education Association, The College Board, NCEA and Rhode Island Interscholastic League.

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In order that parents and students are fully aware of the policies established for the successful functioning of St. Mary Academy - Bay View, we ask that parents review the handbook with their daughter(s) before signing and returning the acknowledgement sheet.

CAMPUS DIRECTORY

MAIN TELEPHONE NUMBER: 401-434-0113

MAIN FAX: 401-438-5936

Note: all email addresses for the Academy are in the following format:

(first initial)(last name)@bayviewacademy.org

Example: Colleen Gribbin = cgribbin@bayviewacademy.org

ADMINISTRATION

PRESIDENT – Sister Marybeth Beretta, RSM	Ext. 155
ADMINISTRATIVE ASSISTANT TO THE PRESIDENT – Rhonda Perry	Ext. 156
UPPER/MIDDLE SCHOOL PRINCIPAL: Colleen Gribbin	Ext. 165
UPPER/MIDDLE SCHOOL ASSOCIATE PRINCIPAL: Cecilia Pate	Ext. 123
ADMINISTRATIVE ASSISTANT TO US/MS PRINCIPAL: Mindy Johnstone	Ext. 165
RECEPTIONIST US/MS SCHOOL ATTENDANCE: Carolyn Donahue	Ext. 100
LOWER SCHOOL PRINCIPAL: Margaret Cummings	Ext. 141
ADMINISTRATIVE ASSISTANT TO LS PRINCIPAL: Kimberly Thompson	Ext. 141
DIRECTOR OF ADMISSIONS: Monica Rangel	Ext. 150
ADMISSIONS COORDINATOR: Victoria Milhomens	Ext. 189
ATHLETIC DIRECTOR: Jennifer Wasson	Ext. 130
ATHLETIC TRAINER: Josselyn Delemos	Ext. 115
DIRECTOR OF TECHNOLOGY: Eric Laffey	Ext. 127

DEPARTMENT OF STUDENT SERVICES

School Counseling Fax: 401-438-0122

COORDINATOR OF ACADEMIC PROGRAMS AND ONLINE COURSES, SCHOOL-TO-CAREER AND RAMP UP: Barbara Bachand	Ext. 169
DIRECTOR OF STUDENT SERVICES/US COUNSELOR - Karen Richards	Ext. 140
ADMINISTRATIVE ASSISTANT OF SCHOOL COUNSELING/SCHOOL- SERVICES - Sally Collins	Ext. 118
MS COUNSELOR: Grace Mills	Ext. 167
US COUNSELOR - Drea Harms	Ext. 132
US COLLEGE COUNSELOR: Amanda Juriansz	Ext. 136
CAMPUS MINISTRY: Elizabeth Hathaway, RSM	Ext. 129
CAMPUS NURSE: Samantha Burns	Ext. 134
CAMPUS NURSE: Marie Warren	Ext. 105

FINANCE OFFICE

Finance Fax: 401-438-5475

DIRECTOR OF FINANCE: Peter Costa	Ext. 122
FINANCE OFFICE/TUITION: Pat Messore	Ext. 163
FINANCE OFFICE/ACCOUNTS PAYABLE: Joyce Monaco	Ext. 161

ADVANCEMENT & COMMUNICATIONS

DIRECTOR OF ADVANCEMENT Erin Hanna	Ext. 104
DIRECTOR OF COMMUNICATIONS: Sara Del Signore	Ext. 162
ALUMNAE/PARENT ENGAGEMENT COORDINATOR: Francesca Mardenli	Ext. 137
ADVANCEMENT ASSISTANT: Alex Goldberg	Ext. 124

DEPARTMENT CHAIRS:

ENGLISH: S. Carol Jussaume, RSM	Ext. 180
MATH: Antonelia Lombardi	Ext. 181
WORLD LANGUAGES: Vera Keller	Ext. 184
THEOLOGY: S. Elizabeth Hathaway, RSM	Ext. 129
SCIENCE AND TECHNOLOGY: Sheila Rolland	Ext. 186
HISTORY AND SOCIAL SCIENCES: Lee Haines	Ext. 187
LIBRARY: Laura Laurence	Ext. 102
PHYSICAL EDUCATION: Carol Beaudette	Ext. 166
PERFORMING ARTS: Christine Kavanagh	Ext. 146
FINE ARTS: Mary Jane Andreozzi	Ext. 165

Admissions Policy

St. Mary Academy - Bay View admits girls and young women without regard to their race, color, national or ethnic origin, religion, sexual orientation, or genetic information to all rights, privileges, programs and activities generally accorded or made available to students at the school. Bay View Academy does not discriminate in the administration of its admission policies, educational programs, scholarship awards, athletic activities, or any other Academy-sponsored events.

In the case of a person with a disability, the School will provide a reasonable accommodation to a student's disability unless such an accommodation would fundamentally alter the nature or purpose of the School's program.

The Academy has a rolling admissions policy, which allows us to accept applications at any time provided there is space available. To be eligible for Kindergarten a child must be five years old by September 1. Students entering Blossoms must be four years old by September. A birth certificate must be presented with the application for admissions. All new students must present a current immunization record compliant with state requirements before entry to school.

Parent/Guardian Responsibilities

St. Mary Academy – Bay View seeks to form a community based on mutual care and respect for all members of the community. In order to provide for the needs of the young women attending Bay View, certain responsibilities must be shared by the adults responsible for their welfare. Therefore, this policy book identifies those responsibilities the parent/guardian needs to accept in order to help the faculty and administration of Bay View continue to serve the students. The specific purpose of rules and regulations is to secure the most favorable conditions for learning and to promote the fullest development of students as free and responsible persons.

Parents/guardians are expected to express their supportive attitude for the school by participating in fundraising and other activities, volunteering at the school and by being punctual in their payment of tuition. Discussions of a negative nature on the internet or otherwise are not effective means to build a community. Parents are expected to contact the teacher, staff member or appropriate administrator first concerning any problem that may arise. The education of a student is a partnership between the parents and the school. A positive and constructive working relationship between the School and the parents/guardians is essential to the fulfillment of the School's educational purpose.

Parents/guardians are expected to behave in a manner that is ethical, considerate, and civilized, and not to engage in any conduct or activities which may be disruptive or detrimental to the reputation of the School or to the administrative, educational or extracurricular environment of the School. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student, if the administration determines that partnership is irretrievably broken.

Parents Guild

Every parent is a member Bay View's Parents Guild simply by choosing the Academy for his or her daughter. Strong and dedicated participation allows parents, faculty and administrators to work together to build community and bring resources to the Academy, all to benefit our girls and young women.

The Parents Guild supports the Academy in two different roles: implementing and executing events and activities for students and families, as well as fundraising in support of the entire Academy from Sprouts to Seniors.

Institutional Advancement

Creating an environment in which philanthropy is valued requires the support of each member of the Academy's community. Philanthropy reflects people's passion for things they care deeply about. The maintained generosity of many donors, Bay View's Annual Fund, special events, endowments, corporate and foundation support, and planned giving, provide much needed restricted and unrestricted dollars to the Academy's operating budget.

School Fundraiser Drive:

Each student agrees to participate in our mandatory School Fundraiser, details to be announced, for a total contribution of \$125.00. Any unmet portion of the contribution will be added to the student's FACTS account.

Tuition

The main source of financial support for the Academy is that of student tuition. Tuition must be paid according to the contracted agreement for the current school year. Tuition must be current in order for a student to be eligible for exams, field trips and/or world travel. Please contact the Finance Office at 401.434.0113, ext. 122, with any questions regarding tuition payments. Transcripts will not be released unless tuition is current or the student withdraws.

Bay View will release transcripts and grades only when the student's account has been paid in full to date. Only certified bank checks, money orders or cash will be accepted as payment beyond November 16, 2018. Parents whose obligations have not been satisfied by December 3rd, 2018 will be notified that their daughter will not be allowed to start the second semester if payments are in arrears.

Tuition Assistance and/or Scholarship

Tuition Assistance and/or Scholarship monies are credited to the tuition due. Bay View may withdraw the Tuition Assistance awarded if payments are not being made in a timely manner. Bay View Tuition Assistance applications are available online in December and must be submitted directly to FACTS Management Company by mid-February. A copy of the most recent Federal Tax return must accompany the application.

Penalty Fee

A fee of \$20.00 will be charged for any check returned to Bay View from the bank.

Exams

In order for a student to be eligible to take her mid-term and/or final exams, all tuition (according to the payment plan selected), fees and personal responsibilities, such as detentions and library fines must be current.

Mid-Term & Final Exams

Parents whose obligations have not been satisfied two weeks prior to exams will be notified that their daughter will not be allowed to take her exams. No student will be allowed to start the second semester if payments are in arrears.

Final Exams Grades 9-12

Administration will be provided with a list of students who have not been cleared to take exams one week prior to the beginning of either Midterms or Final Exam. When the balance is paid in full arrangements will be made for the student to sit for exams.

Please be advised that the makeup schedule for exams is as follows:

- **Mid-term** exams must be made up within two weeks after school vacation in order to receive full credit for the exam. **Final exams** must be made up within two weeks of the day of their scheduled exam in order to receive full credit for the exam.

- Exams taken after the two week period will not be eligible for full credit and will begin at an 85. Please note that this means that the highest score a student can receive on the exam is an 85.
- The exam grade will decrease another 10 points to 75 and continue to decrease each week until the exam is taken.

Therefore, in order for your daughter to receive full credit on her exam, please be sure your tuition payments are current prior to their scheduled exam.

ACADEMICS

School Schedules

Bay View Academy follows a block schedule. Each of the four daily classes is 85 minutes. Students are required to be present in school on every official school day. Regular attendance at all classes, exams and scheduled activities is required. Absence from class must have the approval of the administration.

SCHOOL SCHEDULE

<p style="text-align: center;"><u>Regular Schedule</u></p> <p>8:00- 8:17 Homeroom 8:20 - 9:45 Class 9:48 - 11:13 Class 11:16 - 1:04 Class 11:13 - 11:55 MS Lunch 11:55- 12:25 Grade 9/10 Lunch 12:30 - 1:04 Grade 11/12 Lunch 1:08 - 2:33 Class</p>	<p style="text-align: center;"><u>"X" Day: AM Assembly</u></p> <p>8:00- 8:10 Homeroom 8:12 - 9:22 Class 9:23 - 9:29 Return to Homeroom 9:30- 10:30 Assembly/Liturgy 10:33 - 11:43 Class 11:45 -1:19 Class 11:45 – 12:15 MS Lunch 12:17- 12:47 Grade 9/10 Lunch 12:49 - 1:19 Grade 11/12 Lunch 1:21- 2:33 Class</p>	<p style="text-align: center;"><u>"X" Day: PM Assembly</u></p> <p>8:00- 8:15 Homeroom 8:17-9:21 Class 9:23 - 10:27 Class 10:29 - 11:33 Class 11:35 - 1:09 Class 11:35 – 12:05 MS Lunch 12:07 - 12:37 Grade 9/10 Lunch 12:39 - 1:09 Grade 11/12 Lunch 1:10 -1:14 Return to Homeroom 1:15 - 2:33 Assembly</p>
<p style="text-align: center;"><u>Advisory Schedule</u></p> <p>8:00- 8:10 Homeroom 8:15 - 9:15 Advisory Period 9:18 -10:28 Class 10:31-11:41 Class 11:44 - 1:20 Class 11:44 – 12:09 MS Lunch 12:17 -12:47 Grade 9/10 Lunch 12:50 -1:20 Grade 11/12 Lunch 1:23 - 2:33 Class</p>	<p style="text-align: center;"><u>Early Dismissal</u></p> <p>8:00- 8:17 Homeroom 8:20 - 9:20 Class 9:24- 10:24 Class 10:27 - 11:27 Class 11:30 - 12:40 Class 11:30 – 11:50 MS Lunch 11:55- 12:15 Grades 9/10 Lunch 12:20 -12:40 Grades 11/12 Lunch 12:45 Dismissal</p>	

Eight Day Rotation

<u>Day 1</u>	<u>Day 2</u>	<u>Day 3</u>	<u>Day 4</u>	<u>Day 5</u>	<u>Day 6</u>	<u>Day 7</u>	<u>Day 8</u>
A	E	B	F	C	G	D	H
B	F	C	G	D	H	A	E
C	G	D	H	A	E	B	F
D	H	A	E	B	F	C	G

Noon Dismissal Schedule

Homeroom	8:00 AM - 8:10 AM
First Period	8:13 AM - 9:07 AM
Second Period	9:10 AM - 10:05 AM
Third Period	10:08 AM - 11:02 AM
Fourth Period	11:05 AM - 12:00 PM

Requirements for Graduation

Each student must earn a total of 26 credits, complete Community Outreach and a School-to-Career Internship in order to graduate. Required credits are as follows; however, it is highly recommended that students complete four credits in all core academic areas (English, Mathematics, Science, Social Studies and World Languages).

Theology	4 credits
English	4 credits
Mathematics	3 credits
Science	3 credits (<i>Biology, Chemistry and Physics</i>)
World Language	3 credits (same language)
Social Studies	3 credits
Electives	3.5 credits
Physical Education	1 credit
Health	1 credit
Fine Arts	.5 credit
Computer Literacy	.5 credit
Community Outreach	.25 credit
School to Career Internship	.25 credit

All courses are included in the calculation of GPA except: Health, Physical Education, Community Outreach and School-to-Career Internship.

Physical Education

All students must participate in and successfully pass the requirements of the physical education program according to the state laws of Rhode Island. If, for any reason a student cannot participate, a note must be

brought from home stating the reason. If this disability extends for more than one week, a doctor's note must be submitted indicating the length of time the student is to be excused. This medical excuse will be kept on file in the Physical Education Office. However, the student is to report to her gym period and remain there for the entire period.

Community Outreach Program

Grades 9 – 11 participate in the Community Outreach Program. The student is required to complete thirty hours of service meeting identified needs within her community. The thirty hours are broken down as follows: grade 9- ten hours, grade 10- fifteen hours, grade 11- five hours by the end of the first semester.

The distribution of service hours through two and a half years is to allow the student to demonstrate the expansion of her awareness of the needs of her community, as well as her maturing ability to meet those needs. A Community Service Portfolio is maintained for each student as she progresses through the program. This portfolio will contain her theological reflections relevant to the human's call to justice, reflections on the insights that she gained through her service and documentation of her service hours.

School to Career Internship

This career-oriented program is required during senior year. The purpose is to link the academic with the practical, introduce students to the world of work, add new dimensions to book learning, provide the opportunity to know more about themselves, challenge them to make decisions, discover talent(s), develop

self-confidence, arouse interest in emerging as well as existing careers, become acquainted with women and men dedicated to their respective careers and become aware of resources available in their own community.

This requirement must be completed during the second semester of the student's senior year. Beginning in March, seniors are to report to their School-to-Career assignment on Wednesdays.

Course Credits

Course selection for the next academic year is done in March. Students will meet with her school counselor within the determined time frame to select her courses for the following academic year.

Courses run for a half or full school year. Completion of the course with a passing grade provides credit toward graduation. Students receive one credit for the successful completion of a full-year course, and a half-credit for a half-year course. No credit is given for courses that are not completed for reasons of withdrawal, incompleteness or failing work.

Students who fail a major subject must repeat this subject in an approved summer course. A student may not repeat this subject the following year. Upon successful completion of said subject, the new grade will be recorded on the transcript and the failing grade will be adjusted to a "D."

Required Course Load

Every student will be enrolled in courses equivalent to six and one half (6.5) credits for each academic year in addition to Physical/Health Education. Students are expected to be present for class in order to receive course credit. Absences due to school-related activities (Close-Up, participation in school sports, retreats, etc.) will not affect course credit. A student must have 26 credits for graduation.

A student must have earned a total of 6.5 credits before being promoted to her sophomore year. She must have acquired a total of 13 credits before entering her junior year, and a total of 19.5 credits before entering senior year.

It is assumed that when a student enrolls at St. Mary Academy - Bay View it is with the intention of remaining and participating in the complete academic program. Request for early graduation will be handled by the administration on an individual basis. No decision will be made until a student's parents have been consulted.

Course Levels

THE ADVANCED PLACEMENT PROGRAM is a cooperative educational endeavor of the College Board, participating colleges/universities, and St. Mary Academy – Bay View. The Advanced Placement (AP) Program is provided as part of the curriculum to encourage the student who has demonstrated superior achievement. This program challenges and stimulates students, accelerates learning, individualized education and indicates to the public that this school values intellectual achievement and academic excellence. Students are presented with college-level work and are evaluated according to college standards by The College Board.

THE HONORS PROGRAM is designed to challenge students to pursue their course material from a broader perspective and in greater depth. It also introduces students to the research and seminar technique at an early stage in their high school years and instills in them the habit of creative and critical thinking. Independent assignments are a characteristic feature of the Honors Program.

LEVEL 1 is designed to challenge students to pursue their studies in greater depth than required at a level 2 placement. The courses at this level are designed to allow students to realize their potential and to perform accordingly. Instruction at this level includes the development of critical and creative thinking and some additional independent assignments.

LEVEL 2 is designed to challenge college-bound students to pursue their studies. Instruction at this level emphasizes required coursework that includes the successful completion of reading/writing assignments. Level 2 is a standard college preparatory curriculum which is designed to engage the student in a challenging program of studies that advances her academic accomplishments and preparedness.

AP Course Procedures

St. Mary Academy - Bay View adheres to the mission of the College Board to prepare, inspire and connect students to college success and opportunity.

When registering for AP courses a student must be mindful of her overall course load and involvement in co-curricular activities. Official enrollment to the AP course is contingent upon a contract signed by both student and parent. A copy of the contract will be kept on file with the AP coordinator. A separate agreement must be submitted for each AP course taken by a student.

Students are required to take the AP exam and are responsible for the costs of the exam. The AP exam is only one requirement towards the completion of the course.

Virtual High School (VHS)

VHS courses are available to students at an additional cost as determined by the VHS Collaborative. Payment for the class is made to St. Mary Academy - Bay View. The VHS Collaborative does not provide a refund if a student chooses to drop the course.

Level Changes

In order for a student to be considered for a more challenging level she must earn an average of a 90 or better. If a student does not meet this criteria and still wishes to be considered for a more challenging level, she may request a review of her level placement with her current teacher and school counselor. If the student is not recommended to move up but still wishes to, then she and her parents may sign a waiver into the requested course. The maximum number of permitted waivers is two.

In the rare instance that a student is recommended to move down a level by her teacher, the parents/guardians, school counselor and the Director of Student Services will be notified. A discussion will be had with all parties before a change is made.

Course Changes

A record of withdrawal from a course after the add/drop period is indicated on a student's transcript as W/F (withdrawal/failure).

The add/drop period for courses is in effect for the first three class meetings. No changes in schedule will be honored after the third class meeting. If a course change is necessitated outside of the add/drop period, it shall be subject to administrative review. All requested course changes must be discussed with the student's school counselor. Students who drop a class and as a result have two free periods will be assigned to a study for one of the periods. No student is allowed to have two on-campus periods. Any upper class woman who has a free period in addition to on campus will be placed in an assigned study. The assigned study will fall under the guidelines of an academic course, meaning that the student may not sign out of the study other than to use the restroom or go to the nurse. She must remain in the study room.

Marking System

Bay View uses a letter grade marking system ranging from A to F. The lowest passing grade is D. The school year is divided into four quarters. A formal report card is emailed to parents/guardians at the end of each quarter. The average of the two semester grades constitutes the final grade for a year-long course. Mid-term and Final Exam count 20% of the semester grade. In a one semester course, the average of the two quarters and exam constitutes the final grade.

Policy on Grading

No student is to receive a grade below a 60 in any subject area for the first marking period. This applies to semester courses as well as full year courses.

Grade Point Average

GPA is computed using a weighted scale. The scale consists of a 4 point grading system for the Level 2 courses. To that scale is added .45 of a point for Level 1, .90 for Honors courses, and 1.35 points for Advanced Placement courses as follows:

Grade	Equiv.	Level 2	Level 1	Honors	AP
A+	97-100	4.33	4.78	5.23	5.68
A	93-96	4.00	4.45	4.90	5.35
A-	90-92	3.67	4.12	4.57	5.02
B+	87-89	3.33	3.78	4.23	4.68
B	83-86	3.00	3.45	3.90	4.35
B-	80-82	2.67	3.12	3.57	4.02
C+	77-79	2.33	2.78	3.23	3.68
C	73-76	2.00	2.45	2.90	3.35
C-	70-72	1.67	2.12	2.57	3.02
D+	67-69	1.33	1.78	2.23	2.68
D	65-66	1.00	1.45	1.90	2.35
F	Below 65	0	0	0	0

Exams

Mid-year exams are mandatory for all students in all courses.

All students of English, History, Science and World Languages who have a final average for the year of 90 or better on the last day of formal classes will be exempt from the final exam.

All students will take a final exam in all Mathematics classes.

All AP courses require that the student take the AP exam given by the College Board in May, which shall serve as the final exam.

Students enrolled in fall semester courses are required to take the final exam for that course in December. Students enrolled in spring semester courses are required to take the final exam for that course in June.

Transfer students are required to take all final exams. Students who change course level during the school year are required to take the final exam in that course.

In order for a student to be eligible to take her mid-year and/or final exams, all tuition (according to the payment plan selected), fees and personal responsibilities, such as detentions and library fines must be current.

Assignment and Grade Reports

The ParentPlus portal is an online posting program used by all teachers. Parents and students can access the portal and obtain homework assignments and upcoming test dates for all subject classes on a daily basis. In addition, parents and students will be provided with the student's current grade, missed assignments and tests. This information is connected to the teacher's grade book and is updated in real time.

Parent/Guardian Teacher Conferences

Parent/Guardian Teacher Conferences will be held at the beginning of the second quarter. Parents/guardians will have the opportunity to meet with teachers to discuss their daughter's first quarter work. Additional conferences can be scheduled at any time during the school year at the request of parents/guardians, teachers or school counselors.

Incompletes

Incompletes are given in cases where students have not been able to complete course requirements because of illness or other extraordinary circumstances.

Incompletes cannot be given without the expressed permission of the principal and director of student services. All incompletes must be converted to letter grades within ten school days after the end of the marking period. Failure to comply with this regulation will result in the conversion of the incomplete to a failing grade.

Academic Assistance Program

The demands made on students' time by academics, athletics, performing arts and other activities create pressure and challenge time management skills. The Academic Assistance Program is intended to assist our students in meeting these demands.

Grade 9 and 10

Any student who receives a grade of D or F in any quarter will immediately be placed in the Academic Assistance Program for the following quarter. Students entering junior year will be placed in an assigned study, losing on/off campus privileges. With the guidance of the teacher, the student must develop an individualized academic plan for success.

For students who do not meet this criterion, a recommendation can be made to place her in the Academic Assistance Program. Parents will be notified of the recommendation to place their daughter in the program and any other recommendations the school counselors may suggest to assist their daughter.

Grade 11 and 12

Any student who receives a grade of D or F in any quarter will immediately be placed in an assigned study, losing on/off campus privileges for the entirety of the following quarter. With the guidance of the teacher, the student must develop an individualized academic plan for success.

The student will regain her on/off campus privileges contingent upon the following quarter's report card that indicates improvement in the subject matter and demonstrates that the student is succeeding in all other courses.

Any student who fails to bring her grades up after spending a quarter in the Academic Assistance Program will be placed on Academic Probation. Please refer to the section on Academic Probation.

A student who receives an unsatisfactory grade due to absences caused by extenuating circumstances will be subject to administrative review when the student's work is completed and her class average calculated. Based on the results of the review, the student's privileges may be reinstated before the end of the quarter.

Academic Probation

Any student who receives two or more Fs and/or one or more incompletes in a marking period or who has not brought her grades up after being in the Academic Assistance Program will be placed on Academic Probation until the end of the following quarter. Probation begins the day report cards are distributed. The student's school counselor will notify parents of their daughter's placement on probation and a meeting with administration and the school counselor is required.

A student who is placed on Academic Probation is not eligible to participate in any co-curricular activities including all athletic events and performing arts.

An upper class student on Academic Probation forfeits on/off campus privileges and will be placed in an assigned study.

The student will be removed from probation contingent upon the following quarter's report card that indicates makeup of the missing work and/or improvement in the subject matter and demonstrates that the student is succeeding in all other courses.

A student who is on Academic Probation for more than one quarter during the school year will be subject to administrative review. After this review, parents will be asked to meet with the administration and their daughter's school counselor to discuss the future of their daughter at the Academy.

Any student who fails more than two major subjects must repeat the grade at another school. This policy is subject to administrative review.

Students who fail a major subject must repeat this subject in an approved summer course. A student may not repeat this subject the following year. Upon successful completion of said subject, the new grade will be recorded on the transcript and the failing grade will be adjusted to a D.

Transcripts

At the beginning of senior year students will sign the FERPA release form on the Common Application. This serves as the request and permission to release the student's transcripts for college applications. Transcripts will be provided to the institutions indicated by the student on Naviance at the end of the first quarter, the end of the first semester and the final transcript to the school at which the student is enrolling.

The transcript request form on Bay View's web page must be used for all other transcript requests. Transcript requests will be granted for third parties only, for example scholarship organizations, college coaches, internships, etc. Transcripts will not be provided to students or parents.

Transfers

School counselors conduct an exit interview with those students who are transferring from Bay View. If the decision to transfer is made over the summer, the exit interview will be conducted by the Associate Principal or the Director of Student Services. During the exit interview, the student will obtain a Parent Release form to be signed by parents/guardians and returned to the school counseling secretary. Before records are released, including transcript, health records, psychological/educational testing and standardized testing, clearance must be granted by the school counseling department, the finance office, the technology department and library personnel.

USE OF iPads/TECHNOLOGY

Requirements for iPad use

- Students must have their iPads with them at school every day.
- Students are responsible for keeping their iPads' batteries charged for school each day.
- Students may not use their iPads for photography or video/audio recording on campus without the permission of a teacher. Teachers will grant permission only for academic purposes or in support of a school program.

Rules for iPad Use

- Bay View makes no guarantee that the network will be up and running 100% of the time. In the rare case that the network is down, Bay View will not be responsible for lost or missing data. Students are responsible for backing up their own files.
- Students are responsible for backing up their own files. It is recommended that students upload documents to Google Drive, Dropbox, or iCloud. Storage space will be available on the iPad – but it will not be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work.

Social Media

St. Mary Academy – Bay View respects the right of its students to use social media. For the purposes of these guidelines, "social media" refers to any websites or mobile device applications that allow users to create, post, upload, comment on, interact with, or share content with other users (including the user's own network, networks of other users, or members of the public). Examples of social media include: social and professional networking websites (Facebook, LinkedIn), blogs (Twitter, industry blogs), video and image sharing websites (YouTube, Flickr, Instagram, Snap Chat), location-sharing websites (foursquare), consumer review websites (Yelp), virtual worlds (Second Life), and social bookmarking websites (Reddit).

It is important for Bay View students to understand that it is difficult to set boundaries between private and public life online. What may seem or be set to private in social media can easily become public, without

knowledge or consent. Anything (pictures or words) that is posted on the internet becomes property of that site. Bay View students who use social media must remember that any information posted reflects on the entire Bay View community and, as such, is subject to the same behavioral standards set forth in this handbook.

Guidelines for Social Media Use

These guidelines are intended to provide a framework for Bay View students to conduct themselves safely and responsibly online.

Be Aware that Privacy Settings Do- Not Guarantee Privacy

Bay View students are encouraged to use available privacy settings on social media sites to restrict access to their personal information and content. However, even though most social media sites provide their users with privacy settings, anything you post may become public.

Bay View Teachers or Staff

Current Bay View students must not “connect to” or “follow” in social media any current Bay View teachers’ or staff’s personal accounts. This includes becoming Facebook friends, Twitter or Instagram followers, or making any other connection in social media with teachers or staff (including athletic coaches). Accounts used strictly for professional use are permissible.

Private or Confidential Information

Be wary of sharing or posting private, personal or confidential information to social media sites. Posting information such as your date of birth, address, phone number, class schedule, social security number, bank account number, medical or financial information, etc. is not recommended. Once such information is posted, it becomes public and the property of the social media site.

Unprofessional Public Profiles

Any information you put on social media sites is considered public information and may be viewed by members of the public. Be mindful of the image you create for yourself online. Potential, current, and future employers—as well as college admissions officers and recruiters—may be able to access the information you put on social media sites, regardless of your privacy settings.

Posts that Violate Policies

Bay View students should avoid posting images or content depicting or endorsing violence, hazing, sexual harassment, overly sexual behavior, vandalism, stalking, underage drinking, sexual activities, selling, possessing, or using illegal drugs, or any other inappropriate or unlawful behavior. Images or content posted to social media become the property of the social media site. Even if you have deleted the image or content from your profile, the image or content may remain on the social media site’s server or in a cached/archived version of the site. Internet search engines such as Google or Yahoo may still find that image or content. Even if your profile is set to private, a social media connection can easily capture and disseminate images or content from your profile, such that third parties—including law enforcement, employers, and admissions officers—can see or access private or deleted content.

Bullying \Threatening Violence

While Bay View students have a right to free speech, that right is not unlimited. Bullying is a serious problem and is not limited to student-on-student interactions. Vicious treatment and hateful words often lead to violence, suicide, depression and discrimination. Bay View students should avoid the following:

- Derogatory language or remarks about Bay View students, teammates, coaches, staff members, athletic administrators, and analogous representatives of other schools
- Demeaning statements about and/or threats to any third party
- Creating serious danger to the safety of another person or making a threat of physical or emotional harm to another person.
- Bay View students should be aware that if their conduct is deemed to be bullying, violates school guidelines, or is otherwise unlawful, such conduct may be subject to discipline, not only by the school, but also by law enforcement agencies. Note that bullying can include tweeting or any other activity meant to demean another without calling them by name or online identity, if that activity can be associated with or linked to a specific victim or individual.

Plagiarism and/or Cheating

Plagiarism and cheating via social media are prohibited.

Additional Considerations

- When a student uses personal devices, the administrators, teachers and librarians have the right to validate the use.
- Students must respect and protect the privacy of others.
- Students may only use assigned accounts.
- Students may not view, use, or copy passwords, data or networks to which they are not authorized.
- Students must observe all network security practices, as posted.
- Students must report security risks or violations to a teacher or network administrator.
- Students must not destroy or damage data, networks or other resources that do not belong to them, without clear permission of the owner.
- Students should respect and protect the intellectual property of others.
- Students must not infringe copyrights (no making illegal copies of music, games or movies).
- Students should report threatening or discomfoting materials to a teacher.
- Students may not buy, sell, advertise nor otherwise conduct business, unless approved as a school project.
- Students are not allowed to use nor possess hacking software.

Bay View students should be aware that their online actions have consequences. While Bay View does not monitor student social media accounts, it has the right to review and act on information in the public domain or provided by third parties (i.e. students, parents, community members). Bay View also has the right to investigate students' social media activity or content in the event of allegations of inappropriate online conduct or a violation of school guidelines.

Bay View may discipline (up to and including expulsion) students for online conduct which is: a violation of school guidelines, including this policy, substantially or foreseeably disruptive to the Bay View environment, lewd, vulgar, or offensive, advocating or depicting violence, bullying, or illegal activity. Note that, in certain circumstances, your knowledge or support of these activities committed by another can result in discipline to you. This includes "Liking," "Retweeting," "Favoriting," commenting favorably, or otherwise endorsing these activities committed by another.

In addition, students should be aware that, in certain circumstances, their online conduct may be subject to criminal prosecution.

Liability

St. Mary Academy - Bay View has taken reasonable precautions to limit the inappropriate use and restrict access to offensive and questionable material and uses. However, due to the nature of technology and the internet, control of all online activities is impossible. Any student who overrides these restrictions by any means, including use of a virtual personal network (vpn), software, or any other method, will be required to submit to random iPad checks. She will also serve a detention on the first offense and an in-school suspension on the second offense. Further violations of this policy will be handled on a case-by-case basis by administration.

Supervision and Monitoring

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use and disclose any data found on the school's information networks in order to further the health, safety, discipline or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement.

STUDENT SERVICES**Student Services**

The Student Services Department is comprised of the members of the School Counseling Department, Campus Ministry and Health Services. Within the framework of the Academy's mission, the main objective of the department is to foster the development of a value centered belief system together with the confidence to think and work independently. Integrity, social responsibility and the ability to make ethical and critical judgments are key values to which all students are invited to aspire.

School Counseling

Students are assigned to school counselor by grade level and will transition to the assigned school counselor each academic year.

- The freshman counselor assists with the spiritual, academic and personal/social transition to our Academy. Freshmen are also assigned an advisor to help with the transition, who meets with them during advisory period. Advisors are overseen by the freshman counselor.
- The sophomore counselor will continue to focus on the spiritual, academic and personal/social needs, with an emphasis on exploring college goals and career interests.
- The junior counselor will work closely with students to begin navigating the college application process, including developing a timeline, establishing a resume and creating a list of potential colleges.
- The senior/college counselor will work closely with students and their families in the process of selecting best-fit colleges and presenting a competitive college application packet.

PROGRAMS AND HONOR SOCIETIES**Advisory**

Throughout the year, time is set aside to disseminate information on important topics, such as PSAT results, safe driving, college and career planning, etc. Students are expected to be present during all scheduled advisories as indicated on the school calendar.

Student Exchange Program

The Student Exchange Program is for students in grades 11 and 12 only. The student must have a minimum cumulative GPA of 2.67 and no more than three absences in each quarter of the school year.

The student and her family shall initiate the discussion regarding study abroad with the student's school counselor. The student shall provide the counselor with program information from the sponsoring organization.

If the initial review by the counselor determines that an exchange program is viable for the student, the next step is for the student and her family to work with the counselor to prepare a course of studies for her remaining time at Bay View and for her time at the host school.

After a course of study has been designed, the request for approval of the plan is presented to a committee consisting of the principal, the associate principal, the student's counselor and the director of student services. St. Mary Academy - Bay View reserves the right to determine if the student has met the requirements for promotion to the next grade level and/or graduation. Contracts between the school and the student will be tailored to each specific case.

The financial component to this agreement will be determined by the Finance Office.

Campus Ministry Program

The Campus Ministry Program encourages and supports the faith-life of Bay View faculty and students by ministering to the sacramental and spiritual needs of the school.

Peer Ministry is an integral aspect of our Campus Ministry Program. Peer Ministry is an organized effort of students to act as role models/leaders in collaboration with the administration/faculty to continue the legacy of Catherine McAuley. Peer Ministers are a group of upper class women who serve the school community by creating opportunities for spiritual growth through prayer services, retreats, liturgies and community outreach.

St. Mary Academy – Bay View Honor Roll

The Bay View community recognizes those students with above average scholastic achievement. Students who achieve all A's for the quarter grading period will receive high honors. Those who achieve A's and B's for the quarter grading period will be recognized as honors. The Honor Roll is published at the end of each quarter.

Rhode Island Honor Society

Students must earn a cumulative grade point average of 3.33 through the first semester of senior year. Conditions for dismissal are stipulated in the Bay View Chapter Bylaws of the Rhode Island Honor Society.

National Honor Society

The Bay View chapter of NHS follows the mandates of the National Organization which recognizes the academic achievement of students. The honor is not automatic.

Through the class of 2019: In order to be considered for membership, students must earn a cumulative 4.0 grade point average through the first semester of eleventh grade. Those who qualify academically are invited to submit an application which shows evidence of leadership, volunteer service to school and community, as well as good character. Students will be notified of their acceptance by the NHS advisor.

Beginning with the class of 2020: In order to be considered for membership, students must earn a cumulative 4.5 grade point average through the first semester of eleventh grade. Those who qualify academically and are in good standing with the academy are invited to submit an application which shows evidence of leadership, volunteer service to school and community, as well as good character. Students will be notified of their acceptance by the NHS advisor.

Conditions for dismissal are stipulated in the Bay View Chapter Bylaws of the National Honor Society. In order to properly service their constituency, a student may not hold major offices in multiple organizations or societies.

The National English Honor Society

NEHS, an organization sponsored by Sigma Tau Delta (the International English Honor Society for four-year colleges), recognizes the academic accomplishments of America's high school students and promotes their continuing interest in the English language arts. NEHS is the only high school honor society exclusively for students of English. As such it provides a unique opportunity to engage students, teachers and local schools in the valuable experience of discipline-related national honor society participation. NEHS is the organization for students who have experienced the power of literature, the pleasures of good writing and the excitement of language studies.

Qualifications and criteria for membership:

- Candidates must be a senior
- Have a final average of A in both her sophomore and junior English classes, with the exception of AP English Language which has a criteria of A-
- Demonstrate a passion for reading as well as an enthusiastic engagement with literature
- A high level of skill in writing

Mu Alpha Theta National Mathematics Honor Society

Mu Alpha Theta is dedicated to "inspiring keen interest in mathematics, developing strong scholarship and promoting the enjoyment of mathematics in High Schools." It is co-sponsored by the Mathematical Association of America, the National Council of Teachers of Mathematics, the Society for Industrial and Applied Mathematics and the American Mathematical Association of Two-Year Colleges.

The mathematics department will review the list of eligible students. Only those students who have demonstrated their commitment to the study of mathematics and who meet the criteria are accepted for membership. Members are expected to attend monthly meetings and participate in activities designed to promote the study and understanding of mathematics here at Bay View.

Qualifications and criteria for membership:

- Students must have completed two years of mathematics at the honors level with a minimum average of 90.
- Students must maintain a minimum average of 90. This will be recalculated each semester.
- Students must have the recommendation of the Math Department.
- Students must not have a grade below 75 in any subject.
- Students must participate in at least one competition sponsored by the Math League.
- Students must participate in at least one of the following each year:
- Tutor individual students (for at least two quarters)

- Assist in the Math Lab (for at least two quarters)
- Maintain the Math Bulletin Board
- Assist in math classes

Excalibur National Honor Society

Membership is open to students who have demonstrated excellence in their commitment to the continued study of science. A fundamental commitment of Excalibur is to motivate students in the further study of biology, chemistry, physics, anatomy and physiology, environmental science and forensic science.

Qualifications and criteria for membership:

- Students must be in grade 10, 11 or 12.
- Students must be currently enrolled in at least one full year science course and must have been enrolled in at least one full year science course during each of her previous Upper School years.
- Students must maintain a minimum average of 90 in all science courses. Failure to maintain a 90 for one semester will place a member on probation. Failure to maintain a 90 for two consecutive semesters will result in removal from Excalibur.
- Students must have successfully completed an independent science project at the Upper School level prior to being accepted for membership.
- Members are expected to attend chapter meetings and to participate in chapter activities.
- Members are expected to pay annual dues.

Rho Kappa Social Studies Honor Society

The History and Social Sciences Department sponsors the St. Mary Academy-Bay View Rho Kappa Social Studies Honor Society. Rho Kappa recognizes excellence in the disciplines within the field of Social Studies and is the only national organization for high school juniors and seniors. Members of the Rho Kappa Honors Society are provided with opportunities for exploring the many areas in the field of Social Studies. Through its sponsorship of the St. Mary Academy-Bay View Chapter of Rho Kappa, the National Council for the Social Studies “hopes to encourage an interest in, understanding of, and appreciation for the social studies”.

Member Selection

Each candidate for membership shall be selected to the St. Mary Academy-Bay View Chapter of Rho Kappa based on the following criteria:

- Candidate must be a senior
- Have final grades in both sophomore and junior History classes of B+ (AP level), A- (honors level) and A (Level 1 courses.)
- Have no grades in any courses lower than a C during her sophomore and junior years.
- Conduct that is unbecoming a Bay View student, whether inside or outside of school, may be subject to disciplinary action and dismissal from the Rho Kappa Honor Society.

Candidates achieving the above mentioned requirements may be invited to apply for membership into Rho Kappa. Final selection of eligible students and their election to the chapter shall be determined by members of the History and Social Sciences Department.

Co-curricular Activities and Programs

To participate in extracurricular activities (including sports and performing arts), a student must be in good academic standing in each of her classes. Any student who is on academic probation will not be eligible to participate in any extracurricular activities.

Student Council

The Student Council provides the school with spirit building activities and strengthens student influence on the campus. This council has an impact on the environment of the school and exerts leadership by organizing and implementing various educational and social activities. Members of the executive board are elected by the members of the student council. Membership on the council is comprised of the student executive board, class officers of each class and delegates. In order to properly service their constituency, students may not hold major offices in multiple organizations or societies.

Athletics

The sports program is designed to give the students opportunities to strengthen their athletic abilities and broaden their interests. Bay View Academy, a member of the Rhode Island Interscholastic League, abides by the eligibility rules of this organization. A student who is placed on Academic Probation is not eligible to participate in any athletic events. Students must attend school for a minimum of two class periods on a day they have practice or play in any contest. No athlete may start in any contest if absent from practice the day before the event.

Participation in the Bay View Interscholastic Program is a privilege available to all students. Physical skills and demonstrated ability are primary considerations in determining team membership. It is also important to realize that the school must be represented by students who are responsible school citizens, satisfactory scholars, and trained and determined participants who are willing to abide by prescribed regulations and standards. Please refer to the Athletic Policy Handbook for more information.

STUDENT RESPONSIBILITIES

Bay View has a responsibility to oversee not only students' academic progress, but also to help them navigate through adolescence, learning right and wrong, what is acceptable behavior and what is not, under increasingly difficult circumstances. We hold our students to a higher standard and challenge them at times to not go along with the culture that is surrounding them, but rather hold true to the values of the Academy. Students will make developmentally appropriate mistakes. This is part of the maturing and learning process of a high school student.

Students are expected to behave in a manner that is ethical, considerate, and civilized, and further agrees not to engage in any conduct or activities which may be disruptive or detrimental to the reputation of the School or to the administrative, educational or extracurricular environment of the School. Students are expected to abide by the directives contained herein as representatives of the Academy whenever and wherever they are. Conduct that is unbecoming of a Bay View student, whether inside or outside of school, will be subject to disciplinary action. The conduct of any student that can be described as disrespectful self-deprecating, destructive to other people, property or to our community environment, or in any way is at odds with Christian behavior and values, federal, state or local laws, will not be tolerated. Therefore, if the administration determines that the student's continued presence at the Academy will have a detrimental effect on the general welfare of the school, she will be dismissed or asked to withdraw.

Developing self-discipline, maturity and a sense of responsibility is an important component of a Bay View education. We attempt to plant the seeds of professionalism and self-confidence in preparation for adulthood. It is expected that students attending Bay View will contribute to an atmosphere based on respect for each other and for the school and its tradition. Respect must be shown to all members of the Bay View community. All of the expectations and regulations expressed herein are based on these principles.

GENERAL SCHOOL LIFE AND POLICIES

School Environment

In keeping with the philosophy of our school, the faculty and administration will make an effort to relate to each student as an individual. Developing self-discipline, maturity and a sense of responsibility is an important component of a Bay View education. It is expected that students attending Bay View will contribute to an atmosphere based on respect for each other and for the school and its tradition. Respect must be shown to all members of the Bay View Community. All of the expectations and regulations expressed herein are based on these principles.

Attendance

Both parents/guardians and the student should understand the importance of the attendance record, which appears on the student's transcript. Consistent attendance is an important element in the educational process.

Students who are absent from school may not take part in school activities or social functions on the same day they are absent. If a student is absent for more than half of the academic day, she will be considered ineligible to participate in school or social activities that day. No athlete may start in any contest if absent from the practice the day before the event. Students must be present in school to practice or play in any contest.

Vacations

Parents/guardians and students are strongly urged not to plan trips or vacations during the school year except at those times designated on the school calendar. If it is absolutely necessary and unavoidable that a student misses school, prior to booking she must complete a general travel request form found in the student handbook indicating the dates she will be absent to the associate principal for approval. It is the responsibility of the student to keep current on assignments while absent. Make-up tests are graded with a maximum credit of 85. Missed assessments will be made up upon return. Accommodations will not be made for students to take assessments prior to traveling.

Appointments

Appointments, job interviews, driving tests, college interviews, medical/dental visits, etc., should not be scheduled during school hours. If it is necessary due to special circumstances to schedule an appointment during the school day, a written request from the parent/guardian must be presented to the attendance secretary stating the date, time, reason for the appointment and phone number where the parent/guardian can be reached for verification. This written request must be brought to the attendance secretary before homeroom begins. A notice from the doctor, college, DMV, etc. indicating the date and time of the appointment must be presented to the attendance secretary by the student upon her return to school. The student's absence will be considered unexcused if documentation is not provided. Repeated unexcused absences are subject to disciplinary action.

In every instance of leaving early, including illness, students are responsible for completing any missed class work, homework and/or tests. Make-up tests are graded with a maximum credit of 85.

Students or parents/guardians must sign the student out at the reception desk when leaving for an appointment.

No early dismissals will be honored if the written request from the parent/guardian is not received before homeroom. No early dismissals later than 2:00 PM will be honored.

No early dismissals will be honored on the day of an afternoon school assembly, even if this time period coincides with a student's free period. School assemblies take priority over all personal appointments. Be advised to consult the school calendar before making an appointment. If a student does leave early on the day of an afternoon assembly she is required to bring in documentation confirming the appointment from the third party. If documentation is not provided, then the student will serve a detention.

Homework Policy

Students are expected to take responsibility for all missed work. It is the responsibility of the student to keep current on assignments and to contact the teacher. Homework assignments must be completed in accordance with teacher's individual classroom policies.

Make-Up Tests

Ordinarily, tests are announced two days in advance to give the student maximum opportunity for preparation. Testing policies will be announced at the beginning of each course, along with other class requirements. To receive full credit for a test, the student must take it on the day that is scheduled for the entire class. Missed tests may be made up on a day agreed upon by the teacher. Make-up tests are graded with a maximum credit of 85. Students are given the latitude of no penalty on the occasion of the first absence on a quiz/test day. An

exception to the maximum of an 85 policy is granted in special circumstances that have been previously documented by the school counselor. The school counselor and the teacher will coordinate on a case-by-case basis depending on the individual student's situation.

Exams must be taken on the scheduled day and time. If a student has an excused absence on an exam day she must follow an exam schedule beginning on the day of return to school until all exams are completed. In the event of an unexcused absence on an exam day the student must follow an exam schedule beginning on the day of return to school until all exams are completed and will be graded at a maximum of 85.

Absence Notification Verification

On the day a student is absent, it is the responsibility of a parent/guardian to telephone or email the school at attendance@bayviewacademy.org between 7:00 AM and 8:30 AM to give the valid reason for the absence.

When a student returns to school, she must bring a note written by her parent/guardian stating the reason for her absence. This note is to be given to the attendance secretary the morning of the student's return. If a student is absent for five consecutive class days for medical reasons, that student will be permitted to return to class only upon presentation of a physician's clearance. This note should be given to the attendance secretary the morning of the student's return.

Tardiness

The first school bell rings at 7:55 AM. This bell is a signal reminding students that homeroom period will begin at 8:00 AM. Students who are not in homeroom at the 8:00 AM bell will be marked tardy. If a student arrives

late during the homeroom period, she should report immediately to homeroom. Students arriving to school after homeroom must report to the reception desk for a late slip.

It is the parent/guardian's and student's responsibility to anticipate possible traffic delays and to leave home early enough to reach school on time.

Early Dismissal

All students will be dismissed after their last scheduled class of the day. Students who remain in the building after their last scheduled class are subject to school authority. No student may leave the school before the end of scheduled classes for any reason without the express permission of her parents and a school official. If a student needs to leave school due to illness she must have the permission of the school nurse. Notes requesting early dismissal must be given to the attendance secretary prior to homeroom. A phone call will be made to the parent or guardian confirming the request. Dismissal requests received after 8:00 AM will be for emergencies only. No early dismissals later than 2:00 PM will be honored.

No early dismissals will be honored on the day of an afternoon school assembly, even if this time period coincides with a student's free period. School assemblies take priority over all personal appointments. Be advised to consult the school calendar before making an appointment. If a student does leave early on the day of an afternoon assembly she is required to bring in documentation confirming the appointment from the third party. If documentation is not provided, then the student will serve a detention.

Students or parents/guardians must sign the student out at the reception desk. An early dismissal slip received from the attendance secretary must be shown to the teacher when leaving the classroom and must be turned into the attendance secretary upon leaving the school.

Inclement Weather

During inclement weather, a "no school" or a "delay" announcement will be made through local media and a phone call and email message will be made to all parents using Rediker. The name of the school will be announced as St. Mary Academy - Bay View. Any time East Providence cancels school due to weather, Bay View will also be closed to accommodate bus transportation. If school is cancelled due to inclement weather, we will resume the schedule as stated on the school calendar on the day we return to school.

At a time when various school districts are delayed and/or when Bay View announces a delay, the school building will be open at the regular time. This will accommodate those students coming from school districts not having a delay or for those students who travel to school by car. If a town has a delay then the bus for that town will also be delayed. Administration and staff will be available and classes will begin as announced.

On a "no-school" day due to inclement weather, students are expected to check the portal for class assignments for that letter day. Students are responsible for handing in all assignments on the day they return to school.

Please note that if a student has a sibling in the Lower or Middle School, she should not be dropped off at the school before the delayed start time as the Lower and Middle School cannot guarantee that personnel will be available to provide the supervision necessary for younger students.

Weather/Emergency Early Dismissal

The principal will announce an impending dismissal to the student body and a Rediker call will be made to all parents notifying them of the early dismissal.

Students who drive will be dismissed first. Students are only allowed to take passengers home who normally ride with them.

A school wide announcement will be made when town busses arrive. Students are to gather their belongings and go immediately to their bus.

All remaining students are to be in class. At no time are students allowed to leave class. It is very important to follow this directive.

All teachers are to remain in their present class until all students have left and disregard bells for the changing of classes. If it is lunch time teachers should follow the scheduled lunch and remain in the cafeteria with their class, returning to the classroom at the completion of the lunch period.

Please note that all students should return home by the same method in which they arrived to school.

Bus Policy

Proper conduct on school buses and public transportation is expected of all students at all times. Misbehavior on school buses and public transportation is dangerous to the welfare of others and will not be tolerated. Students are expected to comply with the rules and regulations set forth by the bus driver. The bus driver is ultimately in charge of the bus and should be given respect at all times. Bus drivers can issue bus conduct reports to students who misbehave. In cases where the behavior of a student jeopardizes the safety of others, the student will immediately be excluded from riding the bus by the owners of the bus companies. Transportation officials will receive the full cooperation of the school in dealing with any student whose conduct is deemed out of order by the bus driver.

Student Driving and Parking Lot

The safety of all students and drivers is a priority. All drivers must adhere strictly to the following regulations to ensure safe and efficient traffic flow. Please refer to the parking lot policies on the Plus Portal.

Students who will be driving cars to school must register and complete forms in the main office during the first week of school. If later in the year a student begins to drive a car to school, she must register and complete forms in the office at that time. Failure to comply with this regulation will result in the forfeit of the privilege of driving a car to school.

Students who drive cars to school are expected to park cars in Bay View's parking lot. No student is to use the area set aside for faculty or visitor parking.

Students who bring cars to school may not go to their cars during the school day without permission, nor may they remain in their cars before school in the morning. Students who abuse this policy will not be allowed to bring cars to school and further disciplinary action may be taken.

Upon dismissal, all students will be dismissed to the parking area. No student will be allowed to go to the front of the building to meet drivers until one half hour after the close of the school day.

Anyone coming to school at dismissal time must use the parking lot to wait for students. Cars must be parked within the yellow lines.

In order to ensure the safety of all students, no buses or cars may leave the parking lot until all students have boarded buses or are at cars. Cars will follow the buses row by row, under the direction of the staff members supervising the parking lot.

2018-2019 Dress Code

A student's attire reflects not only the image of the student herself but also the image of St. Mary Academy - Bay View. The following uniform policy is in effect and will be strictly enforced.

UNIFORMS MUST BE NEAT, CLEAN AND IN GOOD CONDITION AT ALL TIMES.

School apparel listed below must be purchased from Donnelly's, DonnellysClothing.com.

- **Skirt** - plaid kilt or navy poly/wool. **The skirt length should be no shorter than three inches above the knee. Skirts may not be rolled at the waist.**
- **Slacks** - Bay View slacks may be worn anytime. **Slacks must have the BVA logo.**
- **White Short Sleeve** Oxford Button Down w/Logo
- **White Long Sleeve** Oxford Button Down w/logo
- **Bay View Vest** – navy blue V-neck vest with logo
- **Bay View Pullover** – navy blue ¼ zip Cotton Blend w/logo
- **Socks, tights** – From the beginning of school to October 1st and from the first Monday after spring vacation Navy blue knee socks are to be worn. From October 1st to the Friday before spring break, students are to wear tights (with no designs) with the skirt. Tights must be navy blue and in good condition. If socks are worn over the tights they must be navy blue. From the beginning of and during the remaining school year, navy blue knee socks must be worn.
- **Footwear** – Black, Brown or Navy shoes.

Personal Grooming

- Undergarments are not to be visible.
- Hair color must be within the range of natural shades. Shaved heads are not allowed.
- Makeup – must be tasteful and not excessive
- Jewelry – must be minimal and in good taste. Neck collars, chains, etc. are not acceptable.
- Body Piercing is unacceptable, including the nose, eyebrow, and tongue piercings. Earrings should number no more than two per ear. Students will be required to remove inappropriate piercings during school.
- Tattoos must not be noticeable.

Students who attend school-sponsored activities must be dressed in a manner proper to the occasion. Any deviation from the acceptable standard of dress, appearance or cleanliness on the part of a student, and in the opinion of school personnel, is a cause for disciplinary action. When permission is given to students not to wear uniforms, good taste, self-respect, and consideration of others are the guidelines.

Dress Down Day and Field Trip Attire Guidelines

Students may wear jeans but they cannot have any rips or cuts. Inappropriate items for non-uniform dress-down days and field trips include: hats, T-shirts with logos or slogans, tank tops, mini-tops, shorts, mini-skirts, flip-flops or sandals.

The administration reserves the right to determine if the student is in compliance.

Gym Uniforms

Students must wear Bay View athletic clothing purchased from the Bay View website located under “Spirit Wear.”

Spirit Tuesday

In an effort to allow our students to demonstrate their school spirit in school, on the first Tuesday of each month, students are allowed to wear a shirt, sweatshirt, sweater, or T-shirt that was purchased from our website. Athletes and members of the performing arts may wear their team shirts or jackets. They must wear their uniform pants or skirt and either knee socks or tights on Spirit Tuesday.

Study Periods

All study periods will be held in the Gribbin Library, Students will sign in upon arrival and must receive a pass to leave for any reason.

There will be teachers from various disciplines in the library during each study. Their role will be to support the students and be a resource in assisting the students in their academics. Rooms 20 and 21 will be extensions to the library. They will be open for group work and or test taking. Food and beverages will not be permitted.

Junior and Senior On/Off Campus

The On/Off Campus privilege allows juniors and seniors to determine where on campus they will study during their scheduled study period. The purpose of this privilege is to give upper class women an opportunity to exercise personal freedom, responsibility and dependability. This privilege provides juniors and seniors with the option to leave the school campus during their free period only when it is the last period of the day, provided there is no scheduled assembly for that time.

To be eligible for this privilege, juniors and seniors must observe school policies and the following guidelines:

- Students must have passing grades in all subjects during each marking period. Eligibility will be evaluated at the end of every quarter.
- Sign out at the reception desk before leaving.

Students are expected to adhere to these campus regulations:

- No access to cars
- No food or drink outside
- No smoking on campus or within the area defined as school grounds or adjacent properties

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- Lunch should be eaten in the cafeteria during the assigned period

The on/off campus privilege will be revoked as a result of:

- Failure to adhere to on/off campus guidelines
- Three unexcused tardies

If, in the opinion of the administration, a student is determined ineligible for this privilege, that student will be assigned to a study.

All seniors will be placed in an assigned study until college and school-to-career items assigned and posted on Naviance are completed. Seniors are to report to the study until they have been notified by the Associate Principal that they will have their on/off campus privilege reinstated, at which point they will be subject to the guidelines above.

Cell Phones/Smart Devices/Apple Watch

The use of these devices is not acceptable and is absolutely forbidden during school hours. It is the school's responsibility to provide the best possible education in the best possible learning environment, which can be compromised by ringing phones or text messaging. These devices must be turned off at 8:00 AM and must not be turned on until 2:33 PM. devices must be kept in purses, lockers or in school bags. Bay View allows students to have the use of cellphones during the school day in cases of emergency only, when permission is given by the administration.

Messages

Parents/guardians should not contact students directly. A message should be left with reception to be delivered to the student. Only in an emergency situation will a message be delivered to a student during class. Non-emergency messages will be delivered in between class periods.

Assemblies

Every seat must be used when filing into the auditorium. Students must sit with their homeroom or specified class. Students should behave in a dignified manner at all assemblies. Respect and self-control should be in evidence during each and every assembly. No books or book bags should be taken into the auditorium.

Corridors

Students are not to loiter in the corridors. Corridors should be cleared as soon as possible after the change of classes. Noise in the corridor should be kept to a minimum.

Lockers

Lockers are the property of the school and under the direct control and supervision of the administration. The administration reserves the right to inspect lockers at any time for the following reasons: to look for lost or stolen library books, textbooks, school equipment and supplies or other missing items, to remove health hazards, to check for necessary repairs and to confiscate illegal items.

To provide protection and security for students' possessions the following policy concerning lockers and locks is to be observed:

- Students may go to their lockers before and after school and before lunch period.

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- Students must purchase a lock from the receptionist and only this lock may be used. Students who do not comply will be asked to remove the lock from the locker or it will be removed by the maintenance staff.
- Lockers must be kept locked at all times.
- A student may use the same lock each year and may sell her lock to another student when it is no longer needed.
- Students are entirely responsible for the safekeeping of their books and clothing.
- In conjunction with the fire code, students may not decorate the outside of the lockers at any time.

Lavatories

Students are not to loiter in lavatories. Students must have the teacher's permission to use the lavatories during class time.

Elevator

Students are not permitted to use the elevator without medical reasons. Please refer to the section on physical disability.

Science Labs

Students are not allowed in any science lab or storage area unless a supervising science teacher is present. Eating in science labs is absolutely forbidden.

Library

In the fall of 2017, Mrs. Laurence, our librarian, was asked to form a committee to assess the use of the Gribbin Library, Math Lab, and Angell Writing Center. Members of the committee visited other schools and attended workshops to see how libraries and resource centers are being used to support student learning. As a result of this research, a pilot program was instituted in the fourth quarter of the 2017-2018 school year whereby all studies were reassigned to the library. The teachers who had study periods or duties in the Math Lab and Writing Center also were reassigned to the library so that they could be available as resource persons to the students. The goal was to create an atmosphere in which students felt more comfortable seeking academic assistance and would not feel stigmatized because they needed help in any academic area. The faculty acknowledged that interaction with students had increased and the assistance provided varied from explaining lessons to helping with organization of notes to reviewing for a test to editing and revising essays. After consultation with parents, students, and teachers, the administration approved the new use of the library and resource centers.

The library has taken on a more open and relaxed look with more soft seating, creating an inviting atmosphere. In addition, Rooms 20 and 29 will be extensions of the library. Room 20 is designated as a space for students to work together on group projects, while Room 29 will be used for test taking and silent study. The library is a valuable resource for both faculty and students, and its new format will transform it into a learning center where faculty can interact with students on an informal basis while providing academic support and building a healthy community atmosphere.

Library hours are Monday through Friday, 7:30 – 5:30.

In order to assure continued access to print and non-print materials, the following rules are observed.

- All materials must be checked out at the circulation desk.

- Books and other library materials are checked out for three week periods and can be renewed unless there is a waiting list. Selected reference books may be checked out overnight. There is no limit to the number of books which may be checked out as long as the student is in good standing in the library.
- A number of e-books and online databases are accessible on the library webpage, www.ricat.net.
- As part of a consortium of school libraries, students may borrow material from a number of other schools, including public and college libraries in the state, and have them delivered to the school three times a week at no cost.
- A fine of five cents per item, per school day, is charged for overdue materials.
- A student who loses library material must pay the replacement cost of the material.
- Food and beverages are not allowed in the library.
- Students are asked to sign in and out at the circulation desk.
- Computers in the library are for school-related work only.

Cafeteria

The cafeteria is available for students from 7:00 AM – 8:00 AM and 8:30 AM to 3:00 PM daily. Students are to leave the chairs and tables in order after using them. Debris should be placed in trash containers.

The cafeteria kitchen is off limits to students. Refrigerators may not be used by the students. Cafeteria facilities may be used after school hours with permission of the office. Moderators in charge of groups must sign out for the use of the cafeteria on the calendar provided for this purpose. If furniture is moved it must be replaced as it was found. If kitchen equipment is used, it must be left as it was found.

Food and beverages may not be taken out of the cafeteria during school hours. Exceptions are made if lunch is eaten in class for purposes of a video or speaker. This should be done only with permission of the

administration. Weather permitting, students are allowed to eat outside. Food is not to be consumed during class or during study. Lunch periods are assigned according to the daily schedule.

Students who have on campus privileges may have lunch only during their assigned period. Students are not to leave the classrooms for lunch until the bell rings. The cafeteria coordinator will dismiss students at the end of the lunch period.

Nurse's Office

The nurse's office is located on the ground level in Mercy Hall. A registered nurse is in attendance during regular school hours to meet the health needs of students and staff. In addition to providing first aid the nurse is available to evaluate physical illness which may require early dismissal from school.

While Bay View Academy adheres to all HIPAA rules and regulations, for the health and safety of the students it may be beneficial for faculty/staff to be informed of certain conditions. We encourage parents/guardians to inform the school nurse of any disease/illness or chronic health conditions that their daughter may have.

Depending on the condition it may also be in the student's interest to inform her teachers and school counselor. Frequent, unnecessary visits to the nurse's office will not be tolerated.

Nurse's Room Visit Procedure:

- No student is allowed to visit the nurse's room without a pass from a faculty/staff member.
- If there is a long waiting time the student is to return to class after ten minutes, emergency cases being the exception.
- No more than two students from the same class are allowed to go to the nurse's room at the same time.
- Students requesting a pass should do so at the beginning of class so that class is not interrupted, emergency cases being the exception.
- Upon dismissal from the nurse's room the student is expected to return immediately to class.

Dismissal for Health Reasons

- The school nurse will contact the parent/guardian of the ill student in order to obtain permission for dismissal. Students are not allowed to bypass this policy by calling parents directly for permission to be dismissed.
- Student will bring the pass to reception desk and wait for transportation.
- Students are not allowed to drive when excused for medical reasons unless parental consent is given. The pass must be delivered to the reception desk in this case as well.

Accidents

Accidents occurring during school hours and on school property are to be reported to the school nurse and administration as soon as possible for evaluation and treatment. An accident form is completed by the school nurse. One copy of the report is kept on file with the school nurse and an additional copy is given to the main office. Parents/guardians will be notified of the incident by administration.

Medication Procedures

In compliance with Rhode Island State Laws, the following procedures will dictate medication administration:

- No unlicensed person, other than a parent/guardian, may administer prescription and non-prescription medications in the school setting. Exceptions to this are students previously identified as requiring the use of an EpiPen.
- Other than inhalers and EpiPens, students are not allowed to self-medicate.
- Students are prohibited from carrying (other than inhalers and EpiPens), storing or sharing any prescription or non-prescription medications.
- Medications, both prescription and non-prescription, may only be administered when provided in the original, labeled container and accompanied by a signed and dated note from the parent/guardian that identifies the medication, dose to be given and the time(s)/condition to be administered to the student. Prescription medications must also be accompanied by a physician's order.
- Medication consent forms must be renewed each school year.

Medications brought/sent to school that do not meet the above requirements cannot and will not be administered.

Lice Policy

BayView Academy follows the East Providence School Department's Head Lice Procedure and the Rhode Island Department of Health's General Control Measures for Schools.

In the event that a live head louse is found on a student:

- The child will be allowed to finish the present day in school, with the exception of pre-k, K and grade 1.
*
- Parent/Guardian shall be notified by phone that a live louse has been detected and requires treatment before being allowed to return to school.
- Educational materials about treating the child and the child's environment will be offered to the parent or guardian
- Upon returning to school the child shall be cleared by the school nurse teacher before returning to the classroom. Nits (eggs) still present will be removed by parents on a daily basis.
- The school nurse will recheck the student in 7-10 days to check for evidence of live lice from hatching nits.
- Classroom head checks will be conducted only in the youngest classes (Blossoms, Sprouts, K only when a case has been identified). This is where the possible transmission at school may be highest due to head to head contact.
- A head lice notification will be sent home in the event of 2 or more active cases in the same classroom.

COMMON FACTS ABOUT HEADLICE:

- Head Lice are a fairly common problem in school age children (Due to close proximity while playing and head to head contact).
- Head lice can be acquired anywhere in the community (Buses, planes, department stores while trying on clothes).
- Head lice are not infectious.
- Head lice cannot fly.
- Head lice require a blood source to live, therefore cannot live for greater than 24-48 hours on clothing, rugs, helmets etc.
- Periodically we have a known case of head lice in the classrooms. Parents and teachers request all kinds of measures depending on who they have spoken to and what type of treatment they sought.
- Bay View Academy will follow the Rhode Island Department of Health and East Providence School System guidelines. We cannot follow any individual requests for treatment. We are mandated to follow the regulations.
- We request in advance that parents remember children are easily stigmatized if they feel singled out or overhear parents speaking negatively.
- Please remember that while a nuisance, head lice do not cause infection.

**The CDC and Rhode Island Department of Health discourages routine classroom or school-wide screenings for head lice. It is recommended for parents to check your child periodically for live louse and nits(eggs).*

Resources:

- <https://www.cdc.gov/parasites/lice/head/prevent.html>
- <http://www.health.ri.gov/publications/protocols/HeadLice.pdf>
- <http://www.mass.gov/eohhs/docs/doh/cdc/factsheets/g-i/head-lice.pdf>
- *There are many head lice youtube videos. We like KenoshaKidsDoctor.com as an example of how to identify live lice and their eggs.*

Physical Disability

The elevator is available for any student who is not able to use the stairs due to health reasons. A student using the elevator must be accompanied by another student or staff person.

An elevator pass may be obtained from administration or the nurse. Handicapped bathrooms are located in both hallways on the ground level of Mercy Hall, as well as in the Athletic Wellness Center and in the Walsh Dining Room in St. Joseph Hall.

Child Abuse and or Neglect

Call the Hotline at 1-800-RI-CHILD (1-800-742-4453) to report child abuse and/or neglect.

All persons in Rhode Island are required by law (RIGL 40-11-3) to report known or suspected cases of child abuse and/ or neglect to the Department of Children, Youth, and Families within 24 hours of becoming aware of such abuse/neglect.

Child abuse and neglect means the physical or mental injury, sexual abuse or exploitation, negligent treatment, or maltreatments of a child under the age of eighteen (18) by a person, including any employee of a residential facility or any staff person providing out of home care, who is responsible for the child's welfare under circumstances indicating harm or threatened harm to the child's health or welfare. The term encompasses both acts of omissions on the part of a responsible person.

A person responsible for a child's welfare includes the child's parent, guardian, foster parent, an employee of a public or private residential home or facility or other person legally responsible under State law for the child's welfare in a residential setting, or any staff person providing out of home care. Out of home care means child day care, i.e. family child care, group child care, and center-based child care.

Students in Crisis

Should a student demonstrate signs of extreme stress or upset, she will be sent to the nurse accompanied by another student. The nurse will inform the student's school counselor. The counselor will then meet with the student to determine the appropriate course of action.

Pregnancy

Under all circumstances, St. Mary Academy - Bay View supports unequivocally the teaching of the Catholic Church regarding human sexuality and respect for sacredness of human life. Sexual abstinence before marriage is taught and emphasized through both the theological and health courses offered in the school curriculum.

However, to address the psychological, emotional and spiritual needs of any student who becomes pregnant, the following policies have been established.

If a student approaches a faculty or staff member regarding a pregnancy, he/she will encourage the student to address the issue with the school nurse and her school counselor. The director of student services and the principal will be informed.

All efforts will be made to have her complete her education. For the health and safety of mother and child, participation in school activities will be granted permission on a case by case basis.

The student will be counseled to inform her parents. If she refuses or is unable to do so, the counselor will assist her.

The student and her parents/guardians will meet with her school counselor and a member of administration to determine the best possible educational plan for the student.

During pregnancy, the student is expected to comply with all school policies including attendance, make-up of missed work, behavior and uniform. Exceptions to any school policy will require express written permission from the administration.

When returning to school after her child is delivered (which should not extend beyond four to six weeks determined by the obstetrician), the student will be governed by the regular school absence policy.

The student is responsible for coordinating make-up work through her school counselor and teachers in an agreed upon time frame. She will notify the counselor of any difficulties or challenging circumstances as they occur.

If it becomes necessary, it is the responsibility of the student and her family to seek out tutorial services. The student will not be permitted to bring the baby into the school during the school day.

***Confidentiality will be maintained with the exception of those staff members mentioned in this policy.**

Social Events

The basic framework of all social events, including time, place, dress and nature of social affairs, is determined by the administration and the respective activity moderator.

The regulations here stated are not to be considered inclusive. The administration, the moderator and/or chaperones at any social or co-curricular activity or event shall retain the right to bar or terminate the attendance of any student(s), without specific reason, whose appearance, behavior or attitude suggests that his/ her attendance or continued presence would be detrimental to himself/herself or others present. Any action so taken will be reported to the student's parent/guardian.

Students are required to attend school on the day of a social event. Students who do not come to school on the day of an event will not be permitted to attend the event.

Formal/Semi-formal Dance Regulations

Students attending school dances must adhere to the following:

- All tickets are pre-sold and ID may be requested prior to admittance.
- Students are expected to dress and behave in an appropriate manner.
- Students are responsible for the behavior of their guests.
- Arrive within thirty minutes of the start of the dance unless prior arrangements have been made with the administration.

Students are to stay until the end of the dance. A student who wants to leave the dance must follow this procedure:

- The student should inform a chaperone that she/he needs to leave and to call her/his parents.

- Once the call has been made, the student will remain in the company of a chaperone until her/his parents arrive and sign the student out.
- Once a student decides to leave the dance she/he will not be allowed to reenter.
- At Prom and Crystal Ball students will be allowed to leave thirty minutes prior to the end of the dance.
- Only upper class women will be allowed to attend prom. Invited guests to prom must be upper class students.

Early dismissal from school will not be granted to students on the day of a school dance. Appointments for that day must be scheduled after the end of the school day. Students are required to attend school on the day of a dance. Students who do not come to school on the day of a dance will not be permitted to attend the dance.

Any student who violates the rules will be asked to leave and the parents will be called. Disciplinary action will be taken.

Media Information

During the course of the school year photographs are taken of our students, faculty and staff at events or on campus that may be used for press releases, yearbook, website or put on display at various locations on campus. When pictures are sent with press releases the name of the student/faculty/staff is also provided. If you do not want your photograph used in publications/press releases, please email the Director of Communications and Marketing, Sara Del Signore at sdelsignore@bayviewacademy.org. You will be sent a form that must be returned to Sara acknowledging, by your signature, your request not to be photographed.

Field Trips

A field trip is a privilege, not a right. All grades do not always have the same number of field trips. Administration reserves the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance, poor conduct, more than three unexcused tardies/absences and/or unpaid tuition.

A written official Field Trip Permission Form, signed by the parent, is required before a student will be permitted to attend a field trip activity. A telephone call will not be accepted in lieu of the field trip permission slip.

World Travel

World travel is a privilege, not a right. Administration reserves the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance, poor conduct, more than three unexcused tardies/absences and/or unpaid tuition. Bay View recognizes travel of any kind requires advance expenses and booking. It is strongly recommended that you purchase travel insurance to avoid financial loss.

World travel will require the use of the same Field Trip Permission Form, which is provided as a sample at the end of this handbook. Rules for each individual trip will be provided.

ACADEMIC INTEGRITY POLICY

Academic integrity is an essential value for the global community as a whole. Bay View expects that all students will display honesty in every aspect of their academic career. Academic dishonesty, in any form, will not be tolerated.

Cheating

Cheating is defined as using dishonest methods to gain an advantage. This includes, but is not limited to:

- Using any means of gaining information for use on quizzes, tests, exams, lab reports, homework, etc. that is not approved by the teacher
- Copying another's answers on quizzes, tests and/or exams, lab reports, etc.
- Intentionally allowing one's essay, assignment, or test answers to be copied by another
- Concealing notes for a quiz, test or exam, lab report, etc.
- Giving, borrowing and/or copying all or part of another's report, essay, term paper, etc.
- Coaching/advising a student to copy all or part of a quiz, test, exam, lab report, homework, etc.
- Coaching/advising a student who has to make up an exam, test, quiz, etc. as to the contents of the same
- Plagiarism

Plagiarism

Plagiarism is defined as using and presenting the ideas or words of another as one's own, using a created production without crediting the source, or committing literary theft. This includes, but is not limited to:

- Turning in a paper retrieved from any internet source (either free or for a fee)
- Intentionally or unintentionally paraphrasing ideas from any outside source without proper citation
- Copying word for word from any outside source without proper citation. This applies to the use of an entire paper, to the use of an entire section or paragraph, or to the use of a few words, phrases, and/or structure, including non-textual material (music, artistic or theatrical compositions, dance choreography, etc.)
- Submitting in whole, or in part, the work of another student
- Submitting in whole, or in part, an assignment written for another course by someone else
- Intentionally allowing one's essay, assignment, or test answers to be copied by another
- Use of a translator without permission of the teacher

The academic integrity policy is designed to create a constructive learning environment for students, faculty and staff. Failure to adhere to this policy will result in disciplinary action. Infractions may be dealt with by faculty, staff and/or administration. Infractions and disciplinary action may include, but are not limited to, any or all of the following.

Level 1 Infraction

- Unintentional Plagiarism
- Copying Homework

Level 1 Consequence

- Teachers will notify the department chair, the associate principal, school counselor and parents.
- Students will receive a warning and must re-submit the assignment in question.

Level 2 Infraction

- Cheating

Level 2 Consequences

- The teacher will notify the student of the alleged violation, and they shall discuss the matter within seven days of the notice of the infraction.
- The teacher shall notify the department chair, the associate principal, school counselor.
- Parents will be informed in writing of the nature of the alleged violation, outcome of the meeting and penalty.
- Students guilty of cheating or copying will receive a zero on the suspect quizzes, tests, papers, lab reports, graded homework.

Level 3 Infraction

- Intentional Plagiarism

Level 3 Consequences

- Sanction should reflect the gravity of the infraction and the teacher's assessment of the student's intent. Students will receive a zero for the assignment.
- Level 3 occurrences are considered severe and will be dealt with by the teacher, Department Chairperson, School Counselor and the Associate Principal and/or the Review Board.
- If plagiarism occurs, the student must still meet the minimum requirement of the course by rewriting the assignment according to teacher specifications. The assignment must be submitted within the time frame and specifications set by teacher. The highest grade for the resubmitted paper will be a 65. Failure to rewrite the paper will result in a zero grade for that paper.

Repeated Infractions

If another Level 1 infraction occurs at any point during a student's Bay View career, the case will automatically be handled as a Level 3 infraction. If it is determined that the student already has a Level 2 or Level 3 infraction, the case will automatically be handled by a review board.

The review board will be comprised of:

- Two faculty members
- School Counselor
- Administrator

The procedure for the review board is as follows:

- The teacher and the student will submit a statement regarding the infraction
- The review board will discuss the case
- The teacher and/or the student may be requested to appear before the review board
- A disciplinary decision will be made based on all policies/consequences in this handbook
- Decision rendered by the review board is final

BEHAVIORAL POLICIES

Disrespect

It is expected that students attending Bay View will contribute to an atmosphere based on respect for each other and for the school and its tradition. Respect must be shown to all members of the Bay View community. Students are to act and speak in a respectful manner at all times. Disrespect towards administrators, teachers, staff or other students will not be tolerated.

Truancy

Any absence that is not considered validated by proper documentation will be deemed truancy.

Smoking

Bay View is a SMOKE FREE facility. Smoking is not permitted anywhere on school premises. This includes the smoking of e-cigarettes.

Drinking and Drugs

Bay View recognizes that alcohol and drug abuse is a major issue in society. Every effort will be made to provide assistance to an individual who has a substance abuse problem. Drinking and/or possession of alcoholic beverages, abuse and/or possession of drugs or drug paraphernalia, and the selling of such items are forbidden at all times on the school premises.

The school maintains the right to search any personal property when there is a suspicion of a violation of this policy. Conduct on school property or school functions that indicates that students have been drinking or that they have been involved with drugs will warrant disciplinary action.

At off-campus functions, responsibility for the student will be immediately referred to the parent/guardian. Students exhibiting this behavior stand to jeopardize participation in graduation and other school activities.

Violence/Fighting

Students who have grievances may never resort to physical confrontation to settle their differences. Intimidation, harassment, threats of violence and actual violence of any kind in any form, including use of email, social media or any means of technology by any member of the school community to any other person, is strictly prohibited. All threats of violence, regardless of intent, will be taken seriously. Threats of violence and acts of violence will be reported to the police when appropriate.

Vandalism/Personal Property

The school cannot be responsible for books or personal property left in classrooms, the cafeteria or elsewhere. Valuables should not be brought to school; the school will not assume liability. When preparing for gym class, students should use gym lockers for clothes, etc. When it is absolutely necessary for students to bring large amounts of money to school, this money should be brought to the finance office at the beginning of the school day for safe keeping.

Vandalism or deliberate abuse of school property is a serious offense. Students are reminded of their responsibility to care for school property and to report any cases of vandalism to the proper authority. Students found vandalizing school property or the property of others will be held responsible for repair cost of the

vandalized property. The School reserves the right to inspect a student’s property or motor vehicle that is on school property.

Weapons

Weapons may be defined as any instrument which may be used to intimidate or cause physical harm. Any student who has a weapon in her possession or brings a weapon onto school property or to school related functions is subject to immediate serious disciplinary action.

Violation of Policies and Procedures

The policies and procedures in this handbook are designed to create a constructive learning environment for students, faculty and staff. Failure to adhere to these policies and procedures will result in disciplinary action. Infractions may be dealt with by faculty, staff and/or administration. Infractions and disciplinary action may include, but are not limited to, any or all of the following:

Level 1 Infractions

- Tardy for class
- Unprepared for class
- Inattention/disruption in class

Level 1 Consequences

- Detention(s)*

Level 2 Infractions

- Dress code violations
- Disrespect
- Tardy for homeroom
- Repeated level 1 infractions
- Use of cell phones or Apple Watch in school (vacation weeks)

Level 2 Consequences

- Detention(s)
- Parent Conference
- Loss of on/off campus privilege
- Probation**
- Surrender device for 4 weeks (excluding vacation weeks)

Level 3 Infractions

- Misuse of technology***
- Use of cell phones or Apple Watch in school
- Use of ipad for non-educational purposes in classes, the library, on-campus and studies (vacation weeks)
- Not reporting to class
- Unexcused absences from school
- Truancy
- Repeated level 2 infractions

Level 3 Consequences

- Parent Conference
- Loss of on/of campus privilege
- Probation**
- Surrender device for 8 weeks (excluding vacation weeks)
- Community Service
- Loss of network use
- Student will not be allowed to attend classes until her parents/guardians are notified and arrive with the proper uniform.
- Absences from classes will be considered unexcused.
- In house suspension
- Suspension****

Level 4 Infractions

- Smoking
- Drugs
- Alcohol

Level 4 Consequences

- Parent Conference
- Probation**
- Surrender device during school hours

Fighting/Violence

Vandalism

Weapons

Bullying

Repeated level 3 infractions

Community Service

Loss of iPad on the day of infraction

In house suspension

Suspension ****

Expulsion *****

Depending on the nature of the infraction and its negative influence on the school community some level 1 and 2 infractions or first and second offenses may result in greater consequences.

*Detention is an additional one hour period of time at the end of the school day. Detention takes place on Tuesdays and Thursdays. Detention must be served on the first or second scheduled detention day after the infraction occurs. Detention has priority over all school responsibilities and/or extracurricular activities, including driver education. Detention also has priority over after-school employment.

Detention slips are made out in duplicate with one copy given to the student; the other is submitted to the associate principal. The associate principal has discretion over all of the conditions of the detention.

**Probation is a period of time during which the student demonstrates willingness to comply with school policy. Students must be exceptionally conscious of behavior. Student activities are curtailed at the discretion of the associate principal. Length of probation is determined in each individual case. A student who violates probation will serve an in-school suspension and her parents must meet with the administration. If a student violates probation a second time, she will be subject to further discipline and possible dismissal from the Academy. Parents must meet with the administration to discuss the severity of the behavior and their daughter's future at the Academy.

***Misuse of technology includes violation of any policies outlined in this handbook as well as using the iPad during class for any purpose not authorized by the teacher.

****Suspension is used for a serious disciplinary breach. It is also used when a student fails to respond to other correctional measures. Suspension may be in school or out of school. In all cases, the reasons for suspension will be carefully delineated and terms of suspension will be determined by the administration. Students will receive a zero for all work, tests, and assignments occurring on the days of suspension.

***** Expulsion is a permanent exclusion from school following serious or repeated deviation from school policy.

TEEN DATING VIOLENCE AND SEXUAL VIOLENCE

St. Mary Academy - Bay View will not tolerate teen dating violence and/or sexual violence.

The purpose of this policy is to:

- Raise school-wide awareness about teen dating violence and sexual violence;
- Provide direction in responding to incidents;
- Prevent new incidents of dating violence, and sexual violence.

Definitions

Dating Violence is a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control his or her dating partner.

Sexual Assault includes behaviors that are attempted or perpetrated against a victim's will or when a victim cannot consent because of age, disability, or the influence of alcohol or drugs. Sexual assault may involve actual or threatened physical force, use of weapons, coercion, intimidation, or pressure and may include:

- Intentional touching of someone in ways that are unwanted
- Voyeurism
- Exposure to exhibitionism
- Undesired exposure to pornography
- Public display of images that were taken in a private context or when the victim was unaware

Sexual Harassment includes degrading remarks, gestures, and jokes, notes, graffiti, and spreading rumors to indecent exposure, being touched, grabbed, pinched, or brushed against in a sexual way.

By An Employee: Romantic or sexual relationships between employees and students are strictly forbidden. Sexual harassment of a student by an employee includes sexual advances; requests for sexual favors; sexually-motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature at any time, regardless of whether the student welcomes the conduct, including when:

- An employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
- The conduct is severe, persistent, or pervasive such that it:
 - Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities;
 - Creates an intimidating, threatening, hostile, or abusive educational environment.

By Others: Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is severe, persistent, or pervasive.

Sexual Violence includes sexual harassment, sexual assault, and rape. In cases of sexual violence, the perpetrator may be a stranger, acquaintance, friend, family member, or partner.

Stalking is the willful, malicious, and repeated following of another person with the intent to place that person in reasonable fear of bodily injury.

Reporting Responsibilities

Anyone with information regarding dating violence or sexual violence shall report it to a member of the administration with whom they feel comfortable. Any such report must be brought to the Principal or President. The School will ask that a report be put in writing, and include as much information as possible, including times, dates, places and any witnesses.

Investigation

The Principal or President, or designee, shall investigate any reports of dating violence and sexual violence. The School cannot guarantee confidentiality, but will strive to maintain confidentiality to the extent possible. If the allegation is found to be credible, appropriate action, including imposition of disciplinary sanctions, shall be taken. Whenever teen dating violence or sexual violence involves conduct that may violate criminal law, the police shall be notified.

Disciplinary Sanctions

Disciplinary sanctions for dating violence or sexual violence may include exclusion from the School campus, loss of privilege to participate in extracurricular activities including athletics and school social events; loss of school bus transportation; assignment of additional school work or community service; and—depending on the extent of involvement in the prohibited activity—suspension or expulsion from school.

Victim Rights and Protection

The School is committed to creating a campus environment that promotes timely and fair adjudication of teen dating violence, and sexual violence cases.

Prevention

The President or Principal or designee shall ensure that students and staff are instructed on how to identify, prevent, and report teen dating violence, and sexual violence. The President shall also ensure that the school health program and counseling services include the appropriate social skills training to help students avoid isolation and help them interact in a healthy manner.

School staff shall model correct and courteous behavior to each other, to students, parents and to visitors. Abusive or humiliating language or demeanor shall not be accepted. The staff shall ensure that each student is known by a teacher that the student can turn to if abuse develops. To the extent possible, the influence of cliques and other exclusive student grouping shall be diminished by the creation of inclusive school activities in which all students are encouraged to participate.

Responsibility

Investigation of all Teen Dating Violence and Sexual Violence Reports

The Principal or President, or her designee, shall investigate all allegations of dating violence, and sexual violence and the parties involved. If the allegation is supported by the investigation, appropriate disciplinary sanctions will be imposed. The investigation will include an assessment of what effect the dating violence, and/or sexual violence has had on the victim.

Creation of Individualized School Safety Plan

When a student discloses dating violence, and/or sexual violence, the Principal or President, or her designee, shall work with the victim, alleged perpetrator, their respective parents, appropriate staff, and possibly a domestic violence advocate to create an individualized safety plan.

Whenever possible, face-to-face contact between the victim and alleged perpetrator should be avoided. If changes need to be made, attention should be given to the victim's preference.

Responsibility of School Staff: School staff shall take all reasonable measures to prevent teen dating violence or sexual violence. All school staff who witness, hear of, or have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents according to this policy. In this context, the staff includes volunteers working in the school. Failure of any school staff member to follow these procedures will result in disciplinary action.

Responsibility of Students: Students who observe an act of teen dating violence or sexual violence, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to school authorities. The victim shall, however, not be subject to discipline for failing to report dating violence or sexual violence.

**Department of Elementary and Secondary Education
SAFE SCHOOL ACT STATEWIDE BULLYING POLICY
Effective: June 30, 2012**

**RHODE ISLAND STATEWIDE BULLYING POLICY
INTRODUCTION**

This Statewide Bullying Policy is promulgated pursuant to the authority set forth in §16- 21- 34 of the General Laws of Rhode Island. Known as the Safe School Act, the statute recognizes that the bullying of a student creates a climate of fear and disrespect that can seriously impair the student's health and negatively affect learning. Bullying undermines the safe learning environment that students need to achieve their full potential. The purpose of the Policy is to ensure a consistent and unified statewide approach to the prohibition of bullying at school.

1. DEFINITIONS

BULLYING means the 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 student that:

- a. Causes physical or emotional harm to the student or damage to the student's property;
- b. Places the student in reasonable fear of harm to himself/herself or of damage to his/her property;
- c. Creates an intimidating, threatening, hostile, or abusive educational environment for the student;
- d. Infringes on the rights of the student to participate in school activities; or
- e. Materially and substantially disrupts the education process or the orderly operation of a school.

The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as:

Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristic. Bullying most often occurs as repeated behavior and often is not a single incident between the bullying/cyber- bullying offender(s) and the bullying victim(s).

2. CYBER- BULLYING means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting 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.

Forms of cyber- bullying may include but are not limited to:

- a. The creation of a web page or blog in which the creator assumes the identity of another person;
- b. The knowing impersonation of another person as the author of posted content or messages; or
- c. The distribution by electronic means of a communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more persons, if the creation, impersonation, or distribution results in any of the conditions enumerated in clauses (a) to (e) of the definition of bullying.

AT SCHOOL means:

- a. on school premises,
- b. at any school- sponsored activity or event whether or not it is held on school premises,
- c. on a school transportation vehicle,
- d. at an official school bus stop,
- e. using property or equipment provided by the school, or
- f. acts which create a material and substantial disruption of the education process or the orderly operation of the school.

3. SCHOOL CLIMATE

Bullying, cyber- bullying, and retaliation against any person associated with a report of bullying or the investigation thereof is prohibited in all schools that are approved for the purpose of the compulsory attendance statute (§§16- 19- 1 and 16- 19- 2). School staff shall take all reasonable measures to prevent bullying at school. Such measures may include professional development and prevention activities, parental workshops, and student assemblies among other strategies. School faculty, administration and staff, at all times, will model courteous behavior to each other, to students, and to school visitors. Abusive or humiliating language or demeanor will not be accepted. Additionally, students and their families are expected to exhibit courteous behavior to all members of the learning community in school and at school sponsored events.

4. POLICY OVERSIGHT and RESPONSIBILITY

The school principal, director, or head of school shall be responsible for the implementation and oversight of this bullying policy. The school principal, director, or head of school shall provide the superintendent, school committee and/or school governing board with a summary report of incidents, responses, and any other bullying- related issues at least twice annually.

For public schools, the prevention of bullying shall be part of the school district strategic plan (§ 16- 7.1- 2(e)) and school safety plan (§16- 21- 24).

5. INFORMATION DISSEMINATION

The school principal, director or head of school shall ensure that students, staff, volunteers, and parents/legal guardians are provided information regarding this Policy.

This information shall include methods of discouraging and preventing this type of behavior, the procedure to file a complaint, and the disciplinary action that may be taken against those who commit acts in violation of this policy.

This policy shall be:

- a. Distributed annually to students, staff, volunteers, and parents/legal guardians

- b. Included in student codes of conduct, disciplinary policies, and student handbooks
- c. A prominently posted link on the homepage of the school /district website

6. REPORTING

The school principal, director or head of school shall establish, and prominently publicize to students, staff, volunteers, and parents/guardians, how a report of bullying may be filed and how this report will be acted upon.

The victim of bullying, anyone who witnesses an incidence of bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying.

Any student or staff member who believes he/she is being bullied should immediately report such circumstances to an appropriate staff member, teacher or administrator.

Parents/Guardians of the victim of bullying and parents/ guardians of the alleged perpetrator of the bullying shall be notified within twenty- four (24) hours of the incident report. When there is a reasonable suspicion that a child is either a bully or a victim of bullying, the parents/guardians of the child will be notified immediately by the principal, director or head of school.

Responsibility of Staff: School staff, including volunteers, who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action.

Responsibility of Students: Students who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action. The victim of bullying, however, shall not be subject to discipline for failing to report the bullying. Student reports of bullying or retaliation may be made anonymously, provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report.

Prohibition against Retaliation: Retaliation or threats of retaliation in any form designed to intimidate the victim of bullying, those who are witnesses to bullying, or those investigating an incident of bullying, shall not be tolerated. Retaliation or threat of retaliation will result in the imposition of discipline in accordance with the school behavior code.

False Reporting/Accusations: A school employee, school volunteer or student who knowingly makes a false accusation of bullying or retaliation shall be disciplined in accordance with the school behavior code.

Reports in Good Faith: A school employee, school volunteer, student, parent/ legal guardian, or caregiver who promptly reports, in good faith, an act of bullying to the appropriate school official designated in the school's policy shall be immune from a cause of action for damages arising from reporting bullying.

7. INVESTIGATION/RESPONSE

The school principal, director or head of school shall promptly investigate all allegations of bullying, harassment, or intimidation. If the allegation is found to be credible, appropriate disciplinary actions, subject to applicable due process requirements, will be imposed. The School Resource Officer or other qualified staff may be utilized to mediate bullying situations. The investigation will include an assessment by the school

psychologist and/or social worker of what effect the bullying, harassment or intimidation has had on the victim. A student who engages in continuous and/or serious acts of bullying will also be referred to the school psychologist and/or social worker.

Police Notification: Immediate notification of the local law enforcement agency will be made when circumstances warrant the pursuit of criminal charges against the perpetrator.

Protection: If a student is the victim of serious or persistent bullying:

- a. The school principal, director or head of school will intervene immediately to provide the student with a safe educational environment.
- b. The interventions will be developed, if possible, with input from the student, his or her parent/guardian, and staff.
- c. The parents/guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation.

8. DISCIPLINARY ACTION

The disciplinary actions for violations of the bullying policy shall be determined by the school/district appropriate authority. Disciplinary actions for violations of the bullying policy shall balance the need for accountability with the need to teach appropriate behavior. The severity of the disciplinary action shall be aligned to the severity of the bullying behavior.

The range of disciplinary actions that may be taken against a perpetrator for bullying, cyberbullying or retaliation shall include, but not be limited to:

- a. Admonitions and warnings
- b. Parental/Guardian notification and meetings
- c. Detention
- d. In- school suspension
- e. Loss of school- provided transportation or loss of student parking pass
- f. Loss of the opportunity to participate in extracurricular activities
- g. Loss of the opportunity to participate in school social activities
- h. Loss of the opportunity to participate in graduation exercises or middle school promotional activities
- i. Police contact
- j. School suspension: No student shall be suspended from school unless it is deemed to be a necessary consequence of the violation of this Policy.

9. SOCIAL SERVICES/COUNSELING

Referral to appropriate counseling and/or social services currently being offered by schools or communities shall be provided for bullying victims, perpetrators and appropriate family members of said students.

10. SOCIAL NETWORKING

Students shall be prohibited from accessing social networking sites in school, except for educational or instructional purposes and with the prior approval from school administration.

11. OTHER REDRESS

This section does not prevent a victim of bullying, cyberbullying or retaliation from seeking redress under any other available law, either civil or criminal. This section does not create or alter any tort liability.

12. ADOPTION OF POLICY

The governing bodies of all schools approved for the purpose of §§16-19-1 and 16-19-2 shall adopt this Policy by June 30, 2012.

CRISIS MANAGEMENT PLAN/SECURITY

The following are preventive measures to ensure the safety of our students:

- Outside doors are locked during the school day and those wanting to enter must be given access from the reception desk.
- Visitors are required to provide photo identification before being granted access to the building.
- All visitors must sign in upon entrance and sign out upon departure.
- The reception desk is monitored by surveillance cameras.
- Students are not allowed to leave school prior to dismissal without the consent of a parent/guardian. Students must have a pass in order to go to the nurse, library, student services, etc.
- Fire drills are conducted so all students, faculty and staff will know what to do to evacuate the building.
- Lockdown drills are conducted so all students, faculty and staff will know what to do in the case of an emergency.

Fire Drills

Directions for leaving the building are posted in each room. Upon hearing the alarm, students should file out quickly in an orderly fashion. All windows in the classroom should be closed, lights turned off and doors closed. Absolute silence is to be maintained during the entire duration of the drill.

Physically Disabled Students

Upon hearing a fire alarm, physically disabled students proceed to the “Area of Rescue Assistance” on each floor across from the elevator. In the event of an actual fire or emergency, a school official would alert firemen to the presence of these students. Students in St. Joseph Hall must report to the nearest stairway and wait for assistance.

Lockdown Drills

When the school is placed in a lockdown, students and teachers are to remain in the classroom and barricade the doors to prevent an intruder from entering. Students and teachers will discuss the plan for barricading at the beginning of the school year. When a lockdown is announced over the intercom, students are to remain in the classrooms and doors are locked, lights turned off and shades pulled down. Students are to be positioned away from the view of doors and are to remain quiet. Lockdown conditions cease when the “all clear” statement is announced on the intercom.

Evacuation Plan

If an emergency requires evacuation of the school grounds, students will be directed to predetermined locations. Parents will be informed of the situation and where they can be reunited with their daughter through Rediker’s Notify.

AMENDMENT

Statements in this handbook are subject to amendment with or without notice. The school will announce all changes as soon as possible. However, some changes might be made immediately due to unforeseen circumstances.