

BISHOP SULLIVAN CATHOLIC HIGH SCHOOL
STUDENT/PARENT HANDBOOK 2009-10

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School Profile

MISSION:

The Mission of Bishop Sullivan Catholic High School is to provide a college preparatory education which nurtures the intellect, shapes character, and forms Christian values. Bishop Sullivan Catholic High School is a community which reveals God's presence in the world by affirming the Gospel message and challenging, when necessary, the views of a secular society.

PURPOSE:

The purpose of Bishop Sullivan Catholic High School is to

1. Prepare students academically for success in post-secondary education and life;
2. Prepare students morally and ethically to uphold Christian values, even in the face of societal opposition;
3. Prepare students for service to the community consistent with the Gospel message;
4. And instill in students a profound sense of respect for truth and honesty.

Bishop Sullivan Catholic High School was originally established under the auspices of the Catholic Diocese of Richmond as Norfolk Catholic High School in 1949. In 1993, the school relocated to Virginia Beach and opened as Catholic High School. In the fall of 2003, the school was renamed to honor the Most Reverend Walter F. Sullivan, D.D., Bishop of Richmond. Based firmly on Catholic tradition, Bishop Sullivan Catholic High School is dedicated to nurturing the intellect, shaping character, and forming Christian values.

The student body is composed of young men and women from varied socioeconomic and ethnic backgrounds. Students represent the major cities of southside Hampton Roads: Norfolk, Virginia Beach, Chesapeake, Portsmouth and Suffolk.

Address: 4552 Princess Anne Road
Virginia Beach, VA 23462
All Offices: (757) 467-2881
After Hours: Athletics – (757) 467-2768
Development – (757) 467-2679
Fax: (757) 467-0284
Website: <http://www.chsvb.org>

Hours of Operation:

Main Office.....	7:30 a.m. to 4:00 p.m.
School Day.....	8:00 a.m. to 2:55 p.m.*
Library.....	7:00 a.m. to 3:55 p.m.**
Bookstore	7:45 a.m. to 8:15 a.m.
Sage Food Services...	7:30 a.m. to 8:00 a.m.; 2:55 p.m. to 3:30 p.m.**

*Fourth quarter dismissal is 2:25 p.m.

**Fourth quarter library closing is 3:25 p.m.; Sage Food Service closing is 3:00 p.m.

Administration

Principal	Mr. Dennis Price
Assistant Principal	Ms. Susan Skoczynski
Dean of Students	Mr. Vann Sutton
Athletic Director	Mr. Thomas Kilpatrick
Development Director	Mrs. Lisa Hamlet
Guidance and Admission	Mr. Martin Campbell and Mrs. Anne Maloney
Business Manager	Mrs. Gayle Coxford
Business Assistant	Mrs. Rosa McElroy
Registrar	Mrs. Robyn Monger
Campus Minister	Ms. Elaine Lyons

Accreditation

- Southern Association of Colleges and Schools (SACS)
- Virginia Catholic Education Association (VCEA)

Membership

- Virginia Catholic Education Association (VCEA)
- National Catholic Education Association (NCEA)
- Southern Association of Independent Schools (SAIS)
- Council for Advancement and Support of Education (CASE)

Academic Information and Policies

Graduation Credit Requirements

Advanced Studies Diploma

4 Religion

4 English

4 Social Studies

3 Math (through Algebra II)

3 Laboratory Science (including Biology and Chemistry)

2 Health/Physical Education

3 Foreign Language (or 2+2)

½ Business/Fine Arts Elective

½ Elective

Total: 24 credits (in grades 9–12)

100 hours of community service

Participation in all aspects of the Bishop Sullivan CHS
retreat program

Regular Diploma

4 Religion

4 English

3 Social Studies

2 Math

2 Laboratory Science

1 Additional Math/Science

2 Health/Physical Education

1 Foreign Language

½ Business/Fine Arts Elective

4 ½ Electives

Total: 24 credits (in grades 9–12)

100 hours of community service

Participation in all aspects of the Bishop Sullivan CHS
retreat program

Grade Point Average

Current semester grade point average is calculated using the following point system:

A+	4.3	B+	3.3	C+	2.3	D+	1.3
A	4.0	B	3.0	C	2.0	D	1.0
A-	3.7	B-	2.7	C-	1.7	D-	0.7
						F	0

A cumulative Grade Point Average (GPA) provides the average for all semester grades completed in grades 9-12. A weight factor is added to the cumulative GPA for each semester of Advanced Placement (AP), Honors, or accelerated upper level courses as listed in the Course Catalog.

Grading Scale

Bishop Sullivan CHS follows this diocesan-mandated grading scale for determining course grades:

A+	98-100	C+	82-84
A	95-97	C	79-81
A-	93-94	C-	77-78
B+	90-92	D+	75-76
B	87-89	D	72-74
B-	85-86	D-	70-71
		F	69 and below

Class Rank

Like most other college preparatory private schools, Bishop Sullivan Catholic High School does not provide class rank for purposes of college admission.

AP/Honors/Accelerated Courses

Because of the level of difficulty of their subject matter, all Advanced Placement classes, Algebra II, Advanced Algebra, Trigonometry, Pre-Calculus, Oceanography, Physics and the third level or higher in French, German, Latin and Spanish are considered weighted courses. Weighted honors courses are offered for English II, English III, World History II, Biology and Chemistry.

Report Cards

Report cards are issued every nine weeks.

Honor Roll

The Honor Roll recognizes academic accomplishment at the end of each marking period.

Principal's List: Students with A's in all courses.

First Honors: Students with no more than two (2) B's and all other grades of A.

Second Honors: Students with a B average, no grade below C, and with an A for every C.

(Students with a grade of Incomplete do not qualify for honors until the grade is established.)

Privileges for Honor Students:

1. Principal's List: Use of lunch and study hall time as desired. This does not include leaving campus.
2. A nine-week library and guidance pass.
3. A congratulatory letter is sent to parents of students on the Principal's List.

Honor Graduates

Any graduating senior with a cumulative weighted GPA of 3.5 or better after the seventh semester in January of the senior year is considered an honor graduate and is awarded a gold tassel to be worn with the cap at graduation.

Notices of Unsatisfactory Progress

Notices of Unsatisfactory Progress are mailed home during the third through the seventh week of the marking period. Throughout the school year, parents are encouraged to communicate with teachers concerning their child's progress.

Credit Policy

In order to return to Bishop Sullivan Catholic High School each year, each student must successfully complete six full credits from the preceding year. These credits must keep the student on track to graduation with the diploma of choice. Summer school credits will be used to make up any failures in the required courses. Students are allowed to make up only one credit in summer school.

Students who fail the second nine weeks in a semester and the semester exam will fail the course for the entire semester regardless of the first nine weeks grade. Students who fail both nine weeks will fail for the semester, regardless of the exam grade.

Incomplete Grades

Students who do not complete all requirements for a course are sometimes given the grade of Incomplete. Missing assignments must be handed in by the end of the next grading period or the Incomplete will be changed to an "F." In the last quarter, Incompletes must be converted to grades by June 30. On July 1, the Registrar automatically translates any remaining Incompletes to an "F."

Credit Clarification

In certain year-long courses, students accumulate knowledge. Therefore, it is possible for a student to fail first semester but still receive a full credit for the year's course. To do so, the student must maintain a minimum of a "C" average for each of the last two quarters and the final second semester average must be at least a "C." The courses involved in this policy are ninth grade English, Algebra I, Geometry, Algebra II, and all year-long foreign language courses except those at the AP level.

Repeating Classes

Students who do not meet requirements for advancement in certain courses may repeat a class in summer school, or if space allows, at Bishop Sullivan CHS. Both the original grade(s) and the grade(s) from the repeated class will appear on the transcript and both sets of grades will be included in GPA calculations.

Drop/Add Policy

Students have through the end of the third week of a semester to initiate a drop/add request. Between the fourth week and the end of the ninth week of a semester, students may drop a seventh course for a study hall with the recommendation of the teacher and the permission of the parent. There is no academic penalty for dropping during this time. At all times, students must be enrolled in six courses for credit. Students desiring to drop a seventh course after the ninth week of a semester may do so with a WF (Withdrawal F) recorded as the final semester grade. Students are allowed to be in only 1 study hall per semester.

Examination Policy

The Bishop Sullivan Catholic High School faculty believes that it is important for college preparatory students to experience cumulative semester exams in a proctored setting.

1. Semester exams will be given in each subject.
2. Exams will be a minimum of 1 ½ hours and a maximum of 2 hours. Students may be dismissed to the gymnasium or dining room after 90 minutes, but may not remain in the hall or go to lockers except between exam times or after the last exam of the day.
3. In all non-weighted courses, the semester exam counts 20% of the semester average. In all weighted courses, the semester exam represents 25% of the semester average. The only exceptions to this policy are second semester AP courses in which students are exempted from final exams. In all courses, students should be clearly informed as to how nine-week and semester averages are derived.
4. If a student is ill and unable to attend school during exams, a doctor's note or written parental notification is necessary before students will be allowed to take any missed exams. Completion of exams is a requirement for all courses. (This remains a requirement even for students who are experiencing extended absences.) Failure to take or make up an exam results in a grade of "F" for the semester. Unauthorized absence during exams also results in disciplinary action. In the case of absence from an exam, the teacher will enter an exam grade and a final grade of Incomplete.

Any exception to the above policies must be approved by the administration.

Exam Exemption for Seniors and AP Students

Exam exemptions are granted in only two cases:

- Second semester AP courses for all students who take the AP exam in May.
- Second semester seniors who are taking the highest level course in a particular discipline. To be eligible for this option, seniors must earn A's in that class for the first semester and third and fourth quarters.

Exemption is to be exercised at the teacher's discretion.

Bishop Sullivan CHS Writing Policy

Maintaining the clarity and vigor of language is fundamental to maintaining healthy thinking. With the following writing policy, Bishop Sullivan CHS hopes to raise the consciousness of students concerning the fundamental importance of clear and effective communication. In order to succeed, all teachers will consistently demand good writing.

It is the express policy of the school to accept no written work marred by excessive and egregious errors in spelling, punctuation, or grammar. Illegible work will not be accepted.

The student's responsibility on written assignments includes the following:

1. Use of correct spelling.
2. Use of standard grammar and punctuation.
3. Legible writing.
4. All essays will be structured with a clear beginning, middle, and end.

Both teachers and students must understand the necessity of proofreading and revision for clear and effective communication.

Records and Transcripts

A permanent academic record for current and former students is kept in the Registrar's Office. Unofficial transcripts for current students are free and available upon request. For college admission purposes, requests for official transcripts must be made in writing at least 10 days prior to the college deadline. There is a \$3.00 charge for transcripts for graduates and former students.

Transfers and Withdrawals

Students who wish to transfer to another school should notify the Registrar. Completion of the Withdrawal Form including parent signature is required. Before withdrawal, all school property including library books and athletic equipment must be returned. All financial accounts must be settled before transcripts are released.

National Honor Society

The National Honor Society is an organization that was founded in 1921 “to recognize and encourage academic achievement while developing other characteristics essential to citizens in a democracy.”* Students in the 10th, 11th or 12th grades who meet eligibility requirements are invited to submit credentials. Selection of new members occurs each spring.

Eligibility Criteria:

- Sophomores must have a cumulative grade point average of 3.5 or higher through the first semester of tenth grade. Juniors must have a cumulative grade point average of 3.4 or higher through the first semester of the eleventh grade. Seniors must have a cumulative grade point average of 3.3 or higher through the first semester of twelfth grade.
- Students must complete volunteer service hours — a minimum of 100 hours for Grade 12, 75 for Grade 11 and 50 for Grade 10. Hours must be completed and recorded by the last day of classes for the first semester.
- Students must not have an out-of-school suspension or more than eight demerits during the year of application.
- Students must be present and on time for school with no more than eight tardies per quarter during year of application.
- Students must submit credentials on or before the deadline. See school calendar for specific dates.

Students are evaluated by faculty members on the following character and leadership criteria:

- Takes criticism willingly and accepts recommendations gracefully.
- Constantly exemplifies desirable qualities of personality, cheerfulness, friendliness, poise, stability.
- Demonstrates the highest standards of honesty and reliability.
- Shows courtesy, concern and respect for others.
- Faithfully observes instructions and rules.
- Is present on time for class/activity with no more than nine tardies per semester and no unexcused class absences.
- Enhances rather than detracts from the lesson being presented in class.
- Is resourceful in identifying problems and, more importantly, proposing solutions to those problems.
- Exemplifies positive attitudes.
- Inspires positive behavior in others.

- Is a leader in the classroom.
- Demonstrates academic initiative.
- Is thoroughly dependable in any responsibility accepted.
- Exercises influence on peers in upholding classroom ideals.

To remain in the National Honor Society, current members are expected to maintain their grade point average at the time of induction and to attend the monthly meetings. Members are also expected to maintain the standards of Leadership, Service, and Character. Cheating and other major disciplinary infractions will result in immediate dismissal from the Society. A member who does not meet the requirements after the end of a semester will be placed on probation. If minimum standards are not met after the probationary period, students may be removed from the Society.

*National Honor Society Handbook, NASSP, p. vii.

Attendance Policies

Attendance

The school day starts promptly at 8:00 a.m. with homeroom. Students arriving after 8:00 a.m. are considered tardy. It is important to be on time since high academic achievement and prompt attendance are closely related.

When students arrive late to school, but before the homeroom period concludes at 8:13 a.m., they should report directly to homeroom, where the homeroom teacher records attendance. When students arrive after 8:13 a.m., they must report directly to the main office for an admission slip. Students who fail to check in are recorded as absent for the day.

Attendance is taken at the beginning of each class period. Consistent lateness can negatively affect grades, as class participation is an integral part of course grading. Students should consult each teacher's course syllabus to understand the full impact of tardiness in every course.

Students who arrive after 9:00 a.m. may not participate in athletic practices and games that day. Medical appointments and other excused tardies may allow athletic participation.

Absences

If a student will be absent for the day, a parent should call the school at 467-2881 before 9 a.m. Upon returning to school, a student should bring a note from a parent or physician to the main office. When absent, students are encouraged to contact instructors early in the day via email for assignments. It is the student's responsibility to complete all make up work in a timely manner.

A student who accumulates more than 15 absences in a class in one semester will not receive credit for that class. Students suffering from prolonged illness or serious injury may request a waiver of the absence policy by providing medical documentation. It is important to notify the student’s guidance counselor and teachers of any extended absences. In order to keep up with assignments, parents should be in frequent contact with teachers.

Early Dismissal

Students desiring to leave school during the day for a medical appointment or other urgent reason must present a note with parent signature to the receptionist in the main office before school begins. The request should include the destination and time of appointment. If at all possible, medical and dental appointments should be scheduled outside of school hours. If students return before the end of the school day, they must check into the main office before returning to class.

Students who become ill at school will be allowed to leave only with parental permission.

Inclement Weather

In the event of threatening weather conditions, Bishop Sullivan CHS will communicate its status through the three local TV stations (Channel 3, www.wtkr.com; Channel 10, www.wavy.com; and Channel 13, www.wvec.com) and four radio stations (WTAR-AM, WHRO-FM, 2WD-FM, WPYA-FM).

Class Schedules

Regular Schedule (#1)

Period	Time
HR	8:00–8:13
A	8:17–9:06
B	9:10–9:59
C	10:03–10:52

First Lunch

<i>D</i>	<i>10:52–11:23</i>
EF	11:27–12:16
GH	12:20–1:09

Second Lunch

DE	10:56–11:45
<i>F</i>	<i>11:45–12:16</i>
GH	12:20–1:09

Third Lunch

DE	10:56–11:45
FG	11:49–12:38
<i>H</i>	<i>12:38–1:09</i>

I	1:13–2:02
J	2:06–2:55

Four (4) minutes are allowed for change of class. Students are requested to move quickly and quietly in the hallways. Special schedules will be published as needed. I-J periods will rotate every other week.

Activity Schedule (#2)

Period	Time
HR	8:00–8:13
Activity	8:17–9:12
A	9:16–9:57
B	10:01–10:42
C	10:46–11:27

First Lunch

<i>D</i>	<i>11:27–11:55</i>
EF	11:59–12:40
GH	12:44–1:25

Second Lunch

DE	11:31–12:12
<i>F</i>	<i>12:12–12:40</i>
GH	12:44–1:25

Third Lunch

DE	11:31–12:12
FG	12:16–12:57
<i>H</i>	<i>12:57–1:25</i>

I	1:29–2:10
J	2:14–2:55

Activity Schedule (#3)

Period	Time
HR	8:00–8:13
A	8:17–8:58
B	9:02–9:43
C	9:47–10:28
Activity	10:32–11:27

First Lunch

<i>D</i>	<i>11:27–11:55</i>
EF	11:59–12:40
GH	12:44–1:25

Second Lunch

DE	11:31–12:12
<i>F</i>	<i>12:12–12:40</i>
GH	12:44–1:25

Third Lunch

DE	11:31–12:12
FG	12:16–12:57
<i>H</i>	<i>12:57–1:25</i>

I	1:29–2:10
J	2:14–2:55

Half-Day Schedule (#4)

Period	Time
HR	8:00–8:13
A	8:17–8:47
B	8:51–9:21
C	9:25–9:55

First Lunch

<i>D</i>	<i>9:55–10:19</i>
EF	10:23–10:53
GH	10:57–11:27

Second Lunch

DE	9:59–10:29
<i>F</i>	<i>10:29–10:53</i>
GH	10:57–11:27

Third Lunch

DE	9:59–10:29
FG	10:33–11:03
<i>H</i>	<i>11:03–11:27</i>

I	11:31–12:01
J	12:05–12:35

Late Arrival Schedule (#5)

Period	Time
HR	10:00–10:07
A	10:11–10:44
B	10:48–11:21
C	11:25–11:58

First Lunch

<i>D</i>	<i>11:58–12:27</i>
EF	12:31–1:04
GH	1:08–1:41

Second Lunch

DE	12:02–12:35
<i>F</i>	<i>12:35–1:04</i>
GH	1:08–1:41

Third Lunch

DE	12:02–12:35
FG	12:39–1:12
<i>H</i>	<i>1:12–1:41</i>

I	1:45–2:18
J	2:22–2:55

4th Quarter Schedule (#6)

Period	Time
HR	8:00–8:13
A	8:17–9:02
B	9:06–9:51
C	9:55–10:40

First Lunch

<i>D</i>	<i>10:40–11:09</i>
EF	11:13–11:58
GH	12:02–12:47

Second Lunch

DE	10:44–11:29
<i>F</i>	<i>11:29–11:58</i>
GH	12:02–12:47

Third Lunch

DE	10:44–11:29
FG	11:33–12:18
<i>H</i>	<i>12:18–12:47</i>

I	12:51–1:36
J	1:40–2:25

4th Qtr. Activity Schedule (#7)

Period	Time
HR	8:00–8:13
A	8:17–8:52
B	8:56–9:31
C	9:35–10:10
Activity	10:14–11:14

First Lunch

<i>D</i>	<i>11:14–11:49</i>
EF	11:53–12:28
GH	12:32–1:07

Second Lunch

DE	11:18–11:53
<i>F</i>	<i>11:53–12:28</i>
GH	12:32–1:07

Third Lunch

DE	11:18–11:53
FG	11:57–12:32
<i>H</i>	<i>12:32 - 1:07</i>

I	1:11–1:46
J	1:50–2:25

Student Life

Clubs and Organizations

Through a broad range of clubs and activities, Bishop Sullivan CHS provides rich opportunities for students to explore other cultures, learn new skills, develop leadership, form new friendships, and simply have fun. Dates, times, and locations of meetings will be announced in the Daily Bulletin which is read and posted in homerooms and on the school website, www.chsvb.org. Any student who wishes to participate should attend a meeting or contact the moderator of the activity.

Athletics

Bishop Sullivan Catholic High School offers its students a wide range of opportunities to compete in interscholastic athletics. Bishop Sullivan CHS is a member of the Tidewater Conference of Independent Schools (TCIS), the Virginia State Catholic League (VSCL), and the Virginia Independent Schools Athletic Association (VISAA).

Students desiring to participate in the athletic program at Bishop Sullivan Catholic High School must have a written copy of their current athletic physical on file in the Athletic Director's office before attending any tryouts, practices, or conditioning drills. In order for a physical to be current, the date of the examination must be on or after May 1 for the next school year. For example, for the 2009-2010 school year, the physical must be dated May 1, 2009 or later.

Fall Sports: Varsity and JV Football, Boys' Varsity and JV Soccer, Boys' Varsity and JV Cross Country, Girls' Varsity and JV Cross Country, Girls' Varsity and JV Volleyball, Boys' Varsity Volleyball, Girls' Varsity and JV Field Hockey, Girls' Varsity Tennis, Varsity Cheerleading.

Winter Sports: Boys' Varsity and JV Basketball, Girls' Varsity and JV Basketball, Boys' Varsity Swimming and Diving, Girls' Varsity Swimming and Diving, Varsity and JV Wrestling, Varsity and JV Cheerleading.

Spring Sports: Girls' Varsity and JV Soccer, Boys' Varsity and JV Baseball, Girls' Varsity and JV Softball, Boys' Varsity Tennis, Boys' Varsity and JV Lacrosse, Girls' Varsity and JV Lacrosse, Boys' Varsity and JV Track and Field, Girls' Varsity and JV Track and Field, Boys' and Girls' Varsity and JV Golf, Boys' Varsity Crew, Girls' Varsity Crew.

In order to maintain athletic eligibility, Bishop Sullivan CHS students must pass five classes per marking period. A grade of Incomplete does not count as a passing

grade. Students who do meet requirements are not allowed to compete in athletics until the conclusion of the next marking period.

Student Publications

Under faculty supervision, students produce three publications. The yearbook, *Crusader*, and the literary magazine, *Paladin*, are published annually. The school newspaper, *Defensor*, is published regularly during the school year.

Shepherd Library Media Center

The library is equipped with both print and electronic media. The following is the circulation policy:

1. Up to five books may be checked out for a period of three weeks and may be renewed once.
2. Lost books should be reported to the librarian. Payment for lost books is due one week after notification has been received. Charges for lost materials will be based on replacement and re-processing costs, or the price of a comparable volume if the work is no longer in print.
3. Damage costs are assessed at the discretion of the librarian.
4. Letters to a student's parents regarding overdue notices, lost books, or abuse of library privileges will be mailed home as necessary.
5. Report cards will be held until overdue books are returned or replaced.

Computers

The use of Bishop Sullivan Catholic High School's network and Internet access is a privilege, not a right. The use of computer systems and the Internet at school must be in support of the educational mission and objectives of the Diocese of Richmond and of the school. Inappropriate use may result in cancellation of those privileges.

Ultimately, the Principal will deem what is inappropriate use and has the right to close an account at any time. School authorities may take other disciplinary actions for any unacceptable behaviors. Additionally, the cost of any repairs caused by inappropriate behavior will be the responsibility of the student and his/her family.

Students must sign the Technology and Internet Acceptable Use Contract prior to using the school computer systems; parents are encouraged to read this carefully. System users at school have no right to privacy and should have no expectation of privacy in materials sent, received, or stored in school-owned computers or on the school network. Messages relating to or in support of illegal activities may be reported to authorities. Users are expected to abide by the generally accepted rules of network etiquette.

Unacceptable behaviors that must be promptly reported to the Principal or his/her designee include, but are not limited to the following:

1. Refusing to abide by the generally accepted rules of network etiquette as mentioned above.
2. Attempting to log on to the school network or the Internet using a user ID/password other than his/her own. Sharing passwords or trespassing in other's folders, work or files.
3. Sending any written comment or picture that is malicious regarding another student or individual.
All forms of e-communication harassment of any kind, unfounded accusations, derogatory remarks, confidential information or promotion of illegal or immoral behavior.
4. Sending and receiving of any material in violation of any national, state or local regulation. This includes, but is not limited to, copyrighted, threatening or obscene material.
5. Using school name or logo on personal websites. The school discourages revealing personal information on the Internet and can make no guarantees of privacy or security when the user shares personal information on non-secure web sites.
6. Publishing information on the Internet, such as posting photographs or blogging, that brings discredit to the school (whether on or off school premises).
7. Non-school related social contacts between faculty/staff and students.
8. Any access to inappropriate materials that are graphically offensive, illegal, obscene, discriminatory, harassing, or threatening; downloading/installing of unapproved software is prohibited.
9. Damaging/vandalizing computers (including the uploading or creation of viruses), systems, networks or any peripherals, attempting to gain access to unauthorized sources, attempting to harm or destroy data of another user, or attempting to circumvent protective security software.
10. Using network in any way that will limit or disrupt network use or attempting to alter school system settings or data.
11. Using the network for political or commercial purposes such as endorsing political candidates or selling items or services.
12. Assisting others in violating any of these policies.
13. Abuse or fraudulent use of the computer system, network or Internet not specifically mentioned

Access to personal email, chatting, instant messaging, or discussion boards are prohibited unless authorized by the administration. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the computers and Internet.

Bookstore

The bookstore is located opposite the chapel on the first floor. Textbooks and school supplies are available. The bookstore does not purchase used books. A used book collection is conducted by the Executive Council after final exams. Orders for new and used books are taken online beginning in early July.

Daily Bulletin

The Daily Bulletin is the major means of communication within the building. It is read and posted daily in homerooms and on the website, www.chsvb.org. Sports practices, club meetings, community service and employment opportunities, college acceptances, and scholarship postings are among the announcements to be found in the Daily Bulletin.

Dress Code

The Bishop Sullivan Catholic High School community believes that a student's appearance influences academic performance, personal behavior, and self-image. Students are expected to maintain a neat, clean, and well-groomed appearance and to dress according to the guidelines presented in the dress code. The dress code will be in effect from a student's arrival until 3:30 p.m. Our school welcomes parents, grandparents, and visitors throughout the day, and we want our students to make a positive impression by dressing appropriately, particularly when in front of the school building. Students are allowed to change into sports practice gear immediately after school, but must stay in the rear of the school building (dining room, gymnasium) or recreation areas until 3:30 p.m.

Students will not be allowed to attend class or to participate in school activities unless they are properly dressed. One demerit will be issued for each dress code violation. The administration reserves the right to determine what is appropriate attire for school.

Appropriate Dress for Boys

1. Collared shirts must be worn at all times including under sweaters and Bishop Sullivan CHS sweatshirts. Small logos in good taste on sleeve and pocket area are permitted.
2. Only Bishop Sullivan CHS sweatshirts are acceptable.
3. Pants should be belted, worn at the waist, and of appropriate size, fit, and length.
4. Hems must be neat.
5. All shirttails must be tucked in.
6. Shorts may be worn in accordance with the following guidelines:
 - Shorts must end within two inches of the knee;
 - Shorts must be worn at the waist;

- Shorts must be worn with a belt and with shirts tucked in;
 - Shorts may not be frayed, tattered or torn;
 - No athletic or denim shorts are allowed; and
 - Shorts may be worn August through September and May through June.
7. Young men are encouraged to be clean shaven. If students have facial hair, it should be neatly trimmed.
 8. Hats and head coverings must be removed while in the school building.
 9. Hairstyles should not be distracting.
 10. Shoes must be clean, safe and appropriate for school. Athletic footwear is permissible if the shoes are worn primarily indoors and at school, not for outdoor and athletic activities. Socks must be worn when wearing long pants.

Appropriate Dress for Girls

1. Slacks, skirts, or dresses may be worn. Skirt and dress lengths must be no shorter than 4 inches above the top of the kneecap. If leggings are worn, skirts must be worn with them and must meet length requirements stated above. All pants, including capris, must be mid-calf or longer and must be of relaxed fit.
2. Shirts and blouses must come below the waistband of slacks, skirts and capris at all times. Sleeves should be at least two inches in length; cap sleeves are not acceptable. T-shirts may not be worn as blouses. At no time are bare shoulders, bare backs, bare midriffs, or low-cut necklines acceptable. Tank tops, spaghetti straps, and halter tops are not permitted, even if worn under jackets or blouses.
3. Only Bishop Sullivan CHS sweatshirts are acceptable.
4. Shorts may be worn in accordance with the following guidelines:
 - Shorts must end within two inches of the knee;
 - Shorts may not be frayed, tattered or torn;
 - No athletic or denim shorts are allowed; and
 - Shorts may be worn August through September and May through June.
5. Hems should be neat.
6. Shoes must be clean, safe and appropriate for school. Flip-flops, shower shoes, or sandals designed with a divider between the toes are not acceptable during the academic day.
7. Hats and head coverings must be removed while students are in the school building.
8. No body piercings, other than earrings, are allowed.

Prohibited Attire: Jeans, overalls, t-shirts, athletic jerseys, clothing with logos or slogans written across the chest or back, lycra/spandex/nylon athletic pants, sweatpants, military fatigues, camouflage, skin-tight clothing, work clothes, flip-flops/shower shoes/sandals with toe dividers, backless and/or strapless dresses or tops, sheer or transparent clothing, halter tops, tank tops, and spaghetti straps. Coats and jackets designed for outside wear may not be worn in the school building during the school day.

Student Parking

Students are allowed to drive to school and park in the parking area designated for students. For safety reasons, students are required to provide license numbers of any vehicle that will be parked on school property. Students are not to park in faculty or staff designated areas, and parking privileges will be revoked for failure to obey traffic and safety rules.

Bishop Sullivan CHS and Sage Dining Service

The Sage Dining meal plan offers a variety of breakfast, lunch, and after-school snacks. These items are easily purchased each day using a personal identification number (PIN) each time students visit the register. An account is established in the computer system using a declining balance system. There is no need for cash as there is no option for cash transactions. Purchases can only be made if an account has been set up and there are sufficient funds on record. The student's picture is shown at each visit for security reasons. When an account reaches the minimum of \$25 required balance, a notice is sent home to the parent. Balances may be refreshed by a check sent to school or by visiting the Bishop Sullivan CHS website with a Visa or MasterCard. In addition to the benefit of nutritious food and varied selections, students spend less time in line and more time enjoying lunch.

Field Trip Policy

Field trips are an extension of the learning process and are consistent with the educational mission of Bishop Sullivan Catholic High School. The following policy was established by the Diocesan School Board:

Field trips are to be educational in nature and the objective should be related to the Diocesan curriculum. All field trips must be approved by the principal.

A permission form signed by a student's parent(s) must be obtained prior to the field trip. Schools must use the field trip permission slip found in the Diocesan policy manual.

Each field trip must be adequately chaperoned and must be in compliance with Diocesan safe environment policy guidelines.

Student Responsibilities During the Trip

1. Students on field trips represent Bishop Sullivan CHS. All school rules pertaining to behavior remain in effect.
2. Students may not leave the designated location for any reason without obtaining permission from a chaperone.
3. Damage to property, whether accidental or not, is unacceptable and compensation must be made.
4. Students are expected to participate in all planned group activities. Anyone who is too sick to participate in a scheduled activity may not take part in free time or evening plans that same day.
5. Students may not enter or ride any motorized vehicle except those provided by the teacher or chaperone.

School Dances

Dances are usually held several times a year in the dining room or gymnasium. Students are expected to behave appropriately; misconduct will be dealt with as it would for any school function.

1. Dances must have six adult chaperones and two police officers in attendance.
2. No one will be admitted 45 minutes after the dance begins.
3. Students may not be readmitted once they have left the dance. Students are not allowed to linger on school property after leaving the dance.

Student Activity Fee

The Student Activity Fee provides for a yearbook, a student I.D., all membership in clubs, admission to dances (except Homecoming and Prom), student plays, most on-campus athletic events (except tournaments), all on-campus class activities, and the compulsory diocesan student insurance. A family pass is also issued which admits immediate family members to the activities listed above.

Lockers

Lockers are assigned at the beginning of each school year by the homeroom teacher. They should be kept in good order and locked. The school is not responsible for articles left in lockers. The administration reserves the right to conduct locker inspections and police searches at any time.

Insurance

All students are insured by a required diocesan policy against injury in the school building and at school-sponsored events. Parents are reminded that this insurance is secondary, covering only those expenses not covered by the family's primary insurance carrier.

Health

In the event of an illness, students are sent to the main office. They can either call their parents or go to an area in the Guidance Office until they are picked up or released by their parents. Emergency contact information is required on the application for admission in the event that the parents cannot be reached. In the event of an injury, a First Aid Kit is available in the Main Office and in the Physical Education Office. There is also a teacher of First Aid at the school full time.

Medication

In order for medication to be dispensed at school, an authorization/parental consent for administering medication must be filled out by the parent or guardian and the licensed prescriber. The form is available at the main office; medication is also dispensed at the main office.

Visitors

Parents and visitors are required to check in at the main office. Students are not allowed to bring guests to school.

Cell Phones/Telephones

Students with emergencies may use cell phones in the main office or the guidance office. Cell phones and all electronic devices must be turned off during the school day. If students fail to abide by this rule, these disciplinary measures will be enforced:

- First offense - phones will be confiscated and given back to the student the next day.
- Second offense - a parent or guardian will be required to pick up the cell phone at the main office the next school day.
- Third offense - an Out-of-School Suspension will be followed by a required reinstatement conference at which time the phone will be returned.

Photography

The taking of photographs and video on school grounds and posting to the internet without permission is expressly prohibited.

After Hours

Students are allowed to remain in the school building under the direct supervision of a teacher or staff member. The dining room is supervised until 6 p.m. for students waiting for rides.

Driver Education

There are two components of Driver Education: classroom and in-car. The purpose of classroom driver education is to teach the rules of the road, techniques used in vehicle control, and the importance of proper vehicle operation. Classroom driver

education also teaches the importance of courtesy to and cooperation with other drivers. The class is offered each semester of the sophomore, junior, and senior years. The Commonwealth of Virginia requires a driver education student to complete 36 hours of classroom instruction. Virginia law requires that all persons successfully complete a state approved driver education program to be eligible to apply for a Virginia operator's license at age 16 and three months or prior to his/her 18th birthday.

Students may take in-car driver education when they have held their permit for at least eight months and are 16 years and 3 months of age. It is offered before school from 6:30 to 8:00 a.m. and after school from 3:30 to 5:00 p.m., and by appointment during the summer. Before taking in-car driver education, students must complete a driving log of 40 hours, including some night driving. There is a fee for this instruction.

Code of Conduct/Discipline

In order to protect the well-being of all community members, a school-wide disciplinary plan has been developed.

Demerit System

Demerits are issued for a variety of rule violations including, but not limited to:

- gum chewing
- second tardiness to school within one week
- dress code violations
- improper display of affection
- misbehavior or disruption in classrooms, dining room, or library
- disrespectful language/profanity
- harassment of teachers or fellow students
- fighting
- vulgar behavior

Demerit notices will be retained in the main office and a copy will be issued to the student. Parental notification letters are sent home after the third and fifth demerit. After the seventh demerit, the student will receive an Out-of-School Suspension (OSS) to be served the next school day. Accumulated demerits are erased at the beginning of each quarter.

Immediate OSS

An immediate OSS is merited for certain offenses including:

- leaving the building during the school day without permission
- skipping class or any portion of class

- truancy
- use of tobacco products
- extremely abusive or disrespectful language to teachers or fellow students
- habitual lewd or vulgar behavior
- behavior that brings discredit to Bishop Sullivan CHS on or off the premises

An administrative conference with a parent and the student will be required after the second OSS.

Expulsion

Unlike demerits, Out-of-School Suspensions accumulate during the entire year. A third OSS will result in automatic expulsion. Students may be expelled for the following infractions:

- the use of alcohol or drugs on school grounds and/or at any school related function
- the use or possession of weapons on school grounds or at any school activity
- physical or psychological harassment of others
- stealing
- vandalism, including graffiti
- violation of probationary status
- other behavior that brings discredit to Bishop Sullivan CHS

The administration reserves the right to determine what behavior or action warrants expulsion.

Student Government

Executive Council

The Executive Council is composed of six school-wide elected officers: President, Vice-President, Secretary, Treasurer, Events Coordinator, and Volunteer Coordinator. The Executive Council plans and coordinates many activities such as orientation for freshmen and transfer students, the homecoming dance, and the arts festival. Elections are held in May.

Class Councils

Class Councils are composed of three class-elected officers. They are President, Vice President, and Events Coordinator. Participation in class government provides opportunity for leadership roles. Class Councils assist with Executive Council events and coordinate their own activities. Elections are held in May for upperclassmen and at the end of September for freshmen.

Spiritual Life and Community Service Program

Spiritual Life

In keeping with the Bishop Sullivan Catholic High School mission statement, Bishop Sullivan CHS is “a Catholic community which reveals God’s presence in the world by affirming the Gospel message.” Opportunities are provided frequently during the school year to celebrate our Catholic faith. Students participate fully in all aspects of religious life at Bishop Sullivan CHS. Liturgical celebrations, Reconciliation, daily religion class, morning prayer, and class retreats including a required overnight retreat for juniors and seniors are among the planned opportunities for spiritual growth.

Community Service Program

Definition:

Community service is volunteer service within the school, parish or community. Bishop Sullivan Catholic High students are required to complete a total of 100 hours or 25 hours for each year they are enrolled as a requirement for graduation. At least 25 of the required hours must be done at the same place. The other hours may be accumulated at various acceptable places. If the service opportunity is not on the approved list, Ms. Lyons must approve the hours prior to beginning the service or the hours will not be accepted. Students may complete up to 50% of their hours at the school.

Rarely will service to an unrelated individual apply. Babysitting for friends or working in a family business does not fulfill the service requirement. While good and important work, it is our intention to provide students with opportunities beyond normal family obligations. Additionally, tutoring is only acceptable when it is part of a supervised program such as through the CHS Guidance Department.

Please note that students may receive no more than half of their hours for projects required for another purpose such as, but not limited to, Confirmation hours or Eagle Scout projects. Court appointed hours do not count towards fulfillment of Bishop Sullivan CHS requirements.

Timeline:

- Students may accumulate hours from June 15 of the year of matriculation until May 15 of their year of graduation. Students who matriculate after freshman year are responsible for twenty-five (25) hours for every year they attend Bishop Sullivan CHS.
- **The verification for hours must be turned in within a month of completion and by October 1 for summer hours or they will not be accepted.**

- Students will not typically be excused from school to complete service hours.

Methods of verification:

NOTE: It is wise for students to turn in copies of their verification letters or certificates and to keep their own community service log with the originals.

- Students should request the verification letter within a month after completion of service. The letter should include the student's name date(s) of service, number of hours and a brief description of what the student did. Most agencies/organizations have a Director of Volunteers who is willing to submit a letter on letterhead stationery to the school's Community Service Coordinator.
- A certificate from the agency will also suffice as long as it includes the above information.
- Alternatively, students may obtain a form from the school's web page and have it signed by the volunteer supervisor, with a date and a phone number given.
- Parents should verify the student's hours only if they are the organization's representatives for the activity.

Questions about student community service should be directed to Elaine Lyons, the Community Service Coordinator (lyonse@chsvb.org).

Parent Service

Parental involvement is an essential part of the overall educational environment at Bishop Sullivan Catholic High School. In accordance with the admission contract, every family is responsible for completing 35 hours of service to the school. In single parent families, the parent with whom the student resides must complete 17.5 hours of service. Parent service hours are separate from the student community service hours that are required of each student. Parents whose responsibilities preclude completion of the service requirement are billed at the rate of \$5.00 per remaining service hour.

During the course of the year, Bishop Sullivan Catholic High School sponsors many events and activities that call for enthusiastic participation of parents. Parents who give of their time and talent know what a difference their involvement makes. Some of the many different opportunities include: the Annual Auction, Golf Tournament, Post Prom Party, Virginia Diner, Alumni/Senior Breakfast, Food Brigade, luncheon coordinators, monthly birthday cake, Farm Fresh receipt

captain, bulk/monthly mailing committee member, library worker, beautification/landscaping, Blood Drive, Telephone Tree, and field trip/dance/retreat chaperones. Parent Service Opportunity forms, letting the Development Office know of your interests, are available in the Development Office and on the Bishop Sullivan CHS website.

Questions about the Parent Service Program should be directed to Mrs. Debbie Davis, Development Assistant at davidd@chsvb.org or 467-2679.

Tuition Policies and Registration

Tuition may be paid by monthly check, twice yearly payments, or full payment. Tuition is an additional \$1000 for non-Catholic students and \$1500 for international students.

Contracts for newly admitted students are mailed out in the spring/summer, and must be signed and returned before the school year begins. Returning students receive contracts after Registration Forms are completed each year. A properly executed contract must be on file in the Business Office prior to the student's admission to class.

Report cards and/or transcripts will not be released until all financial obligations are paid in full. Diplomas are also withheld until all financial obligations including parent service hours and graduation fees are met.

Tuition Assistance Criteria:

Financial assistance is available on a limited basis to Catholic families who are registered in a local Catholic parish. Financial aid will be distributed according to family financial circumstances as determined by a private firm, FACTS. In order to qualify for financial aid, the following criteria must be met:

1. Parent(s) financial statement must be filed online at www.factstuitionaid.com by February 15th each year. Forms may also be obtained in the business office.
2. Students must maintain a "C" average for each semester and have no failures for either semester.
3. Students receiving two out-of-school suspensions in a single year will not be eligible for financial aid the following year.
4. All current Bishop Sullivan Catholic High School bills must be paid in full, including tuition and fees.
5. The parent service hour requirement must be fulfilled by May 30 of each year.

Honor Code

The Pledge

“On my honor, I will not lie, cheat, or steal, nor will I give or receive unauthorized assistance on any work. I will expect the same of my peers.”

The Constitution

Statement of Philosophy on Honor

As a Catholic community which reveals God’s presence in the world through our affirmation of the gospel and which is guided by the spirit of truth, we strive for honor in all our endeavors. Honor is living a life of virtuous character that remains loyal to faith-based ideals and promotes respect, integrity, and trust which in turn leads to a responsible community.

I. Honor Council Composition

- A. The Honor Council will consist of one non-voting faculty member (the Advisor) and 11 student members: two freshmen, two sophomores, three juniors and four seniors.
- B. Student members will be elected by a vote of the student body.
- C. Nine members must be present in order for a hearing to take place. During the first quarter of the school year, a quorum of seven is required for a hearing, as freshmen have not yet joined the Honor Council.
- D. The Advisor: One (1) faculty member will serve as a regular, non-voting member of the Council. The Principal will select the faculty member.
- E. The student members will elect a Chairman from the seniors on the Honor Council.
 - 1. The Chairman must be approved by the administration.
 - 2. The Chairman is the spokesperson of the Council.
 - 3. The Chairman casts a tie-breaking vote, if needed.
- F. A Vice-Chairman and Recording Secretary are elected by the Honor Council from current members.
 - 1. The Vice Chairman serves in the capacity of Chairman in the event he/she is unavailable or unable to serve.
 - 2. The Recording Secretary will take notes of Honor Council proceedings.

II. Elections

- A. Elections will be held in the fourth quarter during the week following AP examinations.
- B. Students wishing to serve on the Honor Council will nominate themselves by submitting their names to the Honor Council advisor.
 - 1. The Principal will approve the final list of the Honor Council nominees.
 - 2. Students who wish to serve on the Honor Council may not have any Honor-Code-related violations, nor any suspensions in the present school year.
- C. Each member of the rising sophomore, junior, and senior classes will receive the list of students from which to choose their representatives for the Honor Council for the following school year.
- D. Rising sophomores will each vote for two students. Rising juniors will each vote for three students. Rising seniors will each vote for four students. The top vote getters will be the Honor Council representatives.
- E. Election Process:
 - 1. Nominations: Monday and Tuesday
 - 2. Approval of Slate: Wednesday
 - 3. Elections: Friday
 - 4. Announcements: The following week
- F. Elections for the freshmen class will take place at the end of the first quarter of the school year using the procedure outlined above. The chosen representatives will take their positions immediately.

III. Honor Council Procedures

- A. Reporting a Violation
 - 1. Students may report possible honor violations to any member of the faculty, administration or staff. The faculty, administration, or staff member is obligated to notify the advisor.
 - 2. If a faculty or staff member has reason to believe a student has committed an honor violation, he or she is obligated to notify the advisor.
 - 3. The advisor will meet with the person reporting the alleged violation within one school day.
 - 4. Reports of violations must be made to the advisor within three school days after discovery of a suspected violation. All reports of honor violations will remain confidential.

B. Evaluating Reports

1. Upon receipt of the report of a possible honor violation, the advisor will gather information and make a decision whether or not the Honor Council will convene.
 - a. In a case where there is no merit, the case proceeds no further. However, records of such allegations will be kept.
 - b. If the allegation is found to have merit, the case proceeds to the Honor Council.
 - c. If the student admits to the charge, he or she will still appear before the Honor Council.

C. Hearings

1. Notification:
 - a. The advisor informs the student and the Honor Council of the hearing date.
 - b. The Dean of Students informs the following people of the situation and the date of the hearing:
 - i. Parent(s)/ Guardian(s)
 - ii. Principal
2. Proceedings:
 - a. Honor Council proceedings are confidential
 - b. A Quorum is required.
 - c. Attendance at Honor Council proceedings is restricted to Honor Council members, the advisor, the student and his/her faculty/staff advocate
 - d. The Honor Council reviews the results of the advisor's investigation.
 - e. The student must be present at the hearing.
 - f. The student must speak for him/herself and answer questions as required.
 - g. The student may have one faculty/staff advocate to assist and provide support.
 - h. The student and advocate will leave the room while the Honor Council deliberates and votes.
 - i. The Honor Council will deliberate and vote.
 - i. Decisions will require a simple majority.
 - ii. If needed, the Honor Council will recommend appropriate sanctions.
 - j. The chairman will present the Honor Council's decision to the Dean of Students.
 - k. The Dean of Students will determine the actual consequences, based on the recommendations of the Council.

1. The Dean of Students informs the advisor, the principal, the parents, and the student of the decision.
3. Honor Council findings, determinations and consequences cannot be changed (altered/modified) by classroom teachers.
4. The Honor Council will meet weekly, and more frequently if required. The day will be determined annually by the Honor Council at the first meeting of the school year.
5. The Honor Council proceedings, process and activity are subject to annual review by the Honor Council, the advisor and the administration.

D. Appeals

A student may appeal any Honor Council decision to the Principal. The Principal's decision is final.

IV. Violations and Sanctions

A. Violations:

1. Lying: A false statement made with the conscious intent to mislead others.
2. Cheating: Giving or receiving unauthorized assistance on assignments or activities.
 - a. Plagiarism: Claiming ownership of work that is not one's own.
3. Stealing: Taking an item that is not rightfully one's own.

(These definitions are meant to inform the community of a broad understanding of these violations, not to define all specific instances or possible infractions.)

B. Sanctions

1. If the Honor Council decides that the student did not violate the code, there are no consequences.
2. If the Honor Council decides that the student has committed a violation of the Honor Code, the Honor Council will make a recommendation of consequences, which may include, but is not limited to the following:
 - Educational project or activity
 - Verbal warning
 - Written warning
 - Exclusion from running for SCA office for a specified period of time
 - Removal from SCA office
 - Ineligibility for extracurricular activities for a length of time
 - Additional service hours
 - Grades of zero (0)

- Grade of double F
 - Financial restitution
 - OSS (varying length of time, from one to ten days)
 - Recommendation of permanent withdrawal
3. In a situation where the student admits to violating the code, the consequences may be mitigated. Sanctions will be appropriate to the offense.

Conclusion:

The purpose of this Honor Code is to serve the community by fostering honesty and integrity amongst its members.

Bishop Sullivan CHS Contact List

Academic Records	Mrs. Robyn Monger
Accreditation	Ms. Susan Skoczynski
Admission to Bishop Sullivan CHS	Mr. Martin Campbell and Mrs. Anne Maloney
Alumni Relations	Mr. Marc Zafra
Athletic Games and Practices	Mr. Thomas Kilpatrick
Attendance	Mr. Vann Sutton
Barry Robinson Fine Arts Center	Mr. Trey Clarkson
Bishop Sullivan CHS Board	Mr. Lee Murphy
Bookstore	Mrs. LJ Schrader
Business Office	Mrs. Gayle Coxford and Mrs. Rosa McElroy
Campus Ministry	Ms. Elaine Lyons
Clubs and Activities	Ms. Susan Skoczynski
Coaches	Mr. Thomas Kilpatrick
College Admission/Applications	Mr. Martin Campbell and Mrs. Anne Maloney
Community Service/Students	Ms. Elaine Lyons
Crusader Club	Mrs. Heather Tudor
Daily Bulletin	Ms. Beth Gillis
Development	Mrs. Lisa Hamlet
Discipline	Mr. Vann Sutton
Emergency	Ms. Beth Gillis
Financial Aid	Mrs. Gayle Coxford and Mrs. Rosa McElroy
Forensics	Mrs. Holly Smith
Homeroom Teachers	Mr. Vann Sutton

Honor Council

Instruction/Curriculum

Learning Resource Program

Library

Literary Magazine

Maintenance

Marketing

Medical Records

National Ocean Science Bowl

Newspaper

Parent Service Program

Public Relations and Publications

Religious Life/Retreats/Liturgies

Sage Dining Program

Schedule Changes

School Finances

Special Events and Fundraising

Student Assistance Counselor

Student Government

Technology

Testing Conflicts

Webmaster

Yearbook

Mr. William Dunn, Mrs. Sara Hornick,
and Mr. Trey Clarkson

Ms. Susan Skoczynski

Mrs. Barbrea Mathewson

Mrs. Eileen Hodermarsky

Mrs. Noreen Baker

Mr. Ed Keyes

Mr. Michael Blount

Mr. Gary Coxford

Mr. William Dunn

Mrs. Dana St. John

Mrs. Debbie Davis

Mr. Brendan Hoyle

Ms. Elaine Lyons

Mrs. Rosa McElroy

Mr. Vann Sutton

Mr. Dennis Price

Mrs. Phyllis Duvall

Mrs. Claudia Bourgeois

Mrs. Cate Harmeyer

Mr. Thomas Emerson

and Mrs. Maureen Aylward

Ms. Susan Skoczynski

Mr. John Blandin

Mrs. Sarah Hornick

and Mrs. Barbara Green

Department Heads

Development

English

Fine Arts

Foreign Language

Guidance

Health/PE

Learning Resource Program

Library/Media Center

Mathematics

Religion

Science

Social Studies

Mrs. Lisa Hamlet

Mrs. Noreen Baker

Ms. Robbin Malbon

Mrs. Nicole Laroussi

Mr. Martin Campbell

Mrs. Barbara Green

Mrs. Barbrea Mathewson

Mrs. Eileen Hodermarsky

Mr. Joseph Bousquet

Mr. Richard Campbell

Mr. William Dunn

Mrs. Patricia Wilgus

Bishop Sullivan CHS Boards and Organizations

Bishop Sullivan Catholic High School Board of Directors

The Board of Directors is organized to formulate policy and provide guidance for the operation of Bishop Sullivan Catholic High School in a manner consistent with the Superintendent of Schools in the Diocese of Richmond, the Bishop of Richmond, and the Southern Association of Colleges and Schools.

Mr. Lee Murphy	Chairman
Mr. Stanely Kozub	Vice-Chairman
Mr. Michael Borza	Treasurer
*Mr. William Dunn	Rev. Joseph Metzger, III
Mr. Michael Durkin	Mr. Dennis Price
Mr. Patrick Dwyer	Mr. George Schaefer
Mrs. Jacqueline Feagin	Mr. Martin Thomas
Mr. Thomas Fraim, Jr.	Mrs. Heather Tudor
Dr. Paul Griffey	Mr. Ken Turner
*Mrs. Lisa Hamlet	Mr. Stephen Whitfield
Mrs. Mary Kelly	Mr. Gilbert Wirth
Mr. Mark Maynard	*Mr. Mark Zafra

*Non-voting members

Bishop Sullivan Catholic High School Foundation

The Bishop Sullivan Catholic High School Foundation manages the endowed funds for Bishop Sullivan Catholic High School. The Foundation exists to help donors achieve their desired goals in providing permanent support to Bishop Sullivan Catholic High School in an efficient manner.

Mr. Thomas Love	President
Mrs. Lisa Hamlet	Executive Director
Mr. Richard Carlson	Mr. Charles McPhillips
Mr. Barry Ewald	Mr. Lee Murphy
Mr. Robert Loftus	Mr. Dennis Price
Mr. Charles McFadden	Mr. William Thumel, Jr.

Office of Development

The Office of Development works with alumni, parents, and friends of Bishop Sullivan Catholic High School to coordinate many projects and events. These include: capital campaigns, annual giving campaigns, Lenten Appeal campaign, planned giving and other gifts to Bishop Sullivan CHS, donations of goods and services, Crusader Shoppe, Grand Auction, Golf Tournament, Virginia Diner sale, parent service program, Farm Fresh/Kroger receipt program, dining program/food service, Campbell's Soup label program, blood drives, Alumni Association events such as Senior/Alumni breakfast and the Green and Gold games, and the Christmas Wreath fundraiser.

Mrs. Lisa Hamlet	Director of Development
Mr. Michael Blount	Director of Marketing
Mr. Brendan Hoyle	Director of Public Relations
Mr. Mark Zafra	Director of Alumni Relations
Mrs. Phyllis Duvall	Special Events and Fundraising
Mrs. Debbie Davis	Development Assistant
Mr. L.J. Schrader	Development Assistant/Bookstore Manager

Crusader Club

The mission of the Crusader Club is to support all extracurricular activities at Bishop Sullivan Catholic High School and to enhance school spirit. Selling concessions at various school events is the primary source of income. The board meets the second Wednesday of every month. Any Bishop Sullivan CHS club or organization that has financial need outside its budget is encouraged to contact the Crusader Club.

The Crusader Club shares information about its meetings, goals, upcoming events and accomplishments of Bishop Sullivan CHS sports teams through the Crusader Connection and the club's webpage in the For Parents section of the school website. Submission of information about teams or clubs is encouraged, but the Crusader Club requests coordination through the coach or moderator to avoid duplication.

Mrs. Heather Tudor	President
Mrs. Mary Gutermuth	Vice-President
Mrs. Maureen Aylward	Secretary
Mrs. Jeannie Chaplain	Treasurer

Catholic Elementary Schools

Norfolk

Christ the King School
3401 Tidewater Drive
Norfolk, VA 23509
(757) 625-4951
Mrs. Rachael Chatham,
Principal

Holy Trinity School
154 W. Government Avenue
Norfolk, VA 23503
(757) 583-1876
Mrs. Deneane Norfplot,
Principal

St Patrick Catholic School
1000 Bolling Avenue
Norfolk, VA 23508
(757) 440-5500
Mr. Stephen Hammond,
Principal

St. Pius X School
7813 Halprin Drive
Norfolk, VA 23518
(757) 588-6171
Sr. Linda Taber, IHM,
Principal

Portsmouth

Portsmouth Catholic Elementary School
2301 Oregon Avenue
Portsmouth, VA 23701
(757) 488-6744
Mrs. Mary Ellen Paul,
Principal

Virginia Beach

Star of the Sea Regional School
309 15th Street
Virginia Beach, VA 23451
(757) 428-8400
Dr. Cathy Whisman,
Principal

St. Gregory the Great School
5345 Virginia Beach Boulevard
Virginia Beach, VA 23462
(757) 497-1811
Sr. Mary Chapman, IHM,
Principal

St. John the Apostle Catholic School
1968 Sandbridge Road
Virginia Beach, VA 23456
(757) 821-1100
Mr. Joseph Badali,
Principal

St. Matthew's School
3316 Sandra Lane
Virginia Beach, VA 23464
(757) 420-2455
Mrs. Barbara White,
Principal