

# Bourgade Catholic High School

## Student Handbook



2017-2018

BOURGADE CATHOLIC HIGH SCHOOL  
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CEEB code 030264

## MISSION STATEMENT

We are a college preparatory high school that educates the hearts and minds of students in the Catholic tradition and in partnership with families to be servant leaders and stewards of the Gospel.

### ACADEMIC ADMINSTRATIVE TEAM

Principal	Ms. Kathryn Rother
Assistant Principal for Student Services	Ms. Lori Pieper
Assistant Principal for Academics	Mrs. Gail Hartman

## BOURGADE ALMA MATER

We shall strive to love and honor  
Bourgade within our hearts  
And we pray Mary our mother  
Be hope for all the wise

As the Golden Eagle rises  
When it flies across the sky  
May our minds be lifted upward  
Where truth and beauty lie

And embracing holy wisdom  
As leaders we shall leave  
To live a life of service  
Of faith and charity

## BOURGADE FIGHT SONG

**Onward Eagles, upward Eagles,**  
Fight to victory.

We shall hold our heads up high.  
Proud Eagles we shall be.

**Onward Eagles, upward Eagles**  
Fight to victory.

Cheer for the blue and gold  
And **VICTORY!**

**B-C-H-S**

**BCHS GO Fight Win!**

School Mascot – “Golden Eagles”

School Colors - Navy Blue & Maize

## I. BOURGADE CATHOLIC HIGH SCHOOL IS NAMED AFTER THE MOST REVEREND ARCHBISHOP PETER BOURGADE (1845 - 1908)

Peter Bourgade was born in Puy-de-Dome, France, on Oct. 18, 1845. As a French missionary priest he was sent overseas in 1869 for service in the New Mexico-Arizona Territories. On May 8, 1897, Pope Leo XIII created the new Diocese of Tucson and appointed Peter Bourgade its first bishop. His zeal in providing for strong religious education programs for the young resulted in the establishment of twelve schools and orphanages.

In 1899, Bishop Bourgade was appointed Archbishop of Santa Fe, New Mexico. He oversaw the activities of several dioceses, including Tucson, and supervised the continued growth of the Church in the Southwest.

On May 17, 1908, Archbishop Bourgade died of heart failure and was laid to rest under the high altar of the Cathedral of St. Francis of Assisi in Santa Fe, New Mexico.

### PHILOSOPHY

Education at Bourgade Catholic High School fosters the spiritual, intellectual, moral, social, creative, and physical development of the total person.

Informed by faith and the Catholic tradition, we are committed to providing a rigorous academic program that prepares students of all learning styles for college.

Supporting families as the primary educators of the student, we continue the development of spiritually centered lifelong learners, who are academically prepared, effective communicators, and citizens of a global world. As educators and ministers, we promote a vision of life that respects individuals, appreciates cultural differences, and gives witness to faith beyond the school setting.

Bourgade Catholic High School strives to be a student-centered learning community where each unique individual is welcomed and encouraged to grow in his or her relationship with God, others, and a constantly changing world.

### BOURGADE STUDENT HONOR CODE

- To conduct themselves in a manner at all school activities that will assure the well-being of other students and themselves.
- To become informed and adhere to the rules and regulations established and implemented by the school, while respecting the necessary exercise of authority by school administrators and staff in maintaining discipline in the school and at school sponsored activities.
- To maintain the highest possible level of academic achievement.
- To be punctual in attending school, classes, liturgies and extra-curricular activities.
- To act responsibly either on or off campus, at all times and in all places, in a manner that will reflect positively on themselves and Bourgade Catholic High School.
- To refrain from misconduct or behavior that disrupts the educational process and environment.

Inherent within the mission statement and goals is the belief that all students can learn and that Catholic education does make a difference in the lives of students. Parents/guardians and the administration, faculty and staff are partners in the education and discipline of students. At Bourgade Catholic High School, we expect students, faculty and staff to be *Courteous* to each other, take *Pride* in their work and their appearance, and show *Respect* for the school environment. (C.P.R.) At all school assemblies we recognize students who show the values of C.P.R.

## II. ACADEMIC INFORMATION

Classroom instruction is delivered in a block schedule. The normal class load is seven classes. The Assistant Principal for Academics, with final oversight from the Principal, approves all choices of texts for classroom instruction. Questions pertaining to textbook or supplemental materials used to enhance the curriculum should first be addressed to the subject instructor before contacting the Assistant Principal for Academics.

### A. Graduation Requirements:

Students must earn 26 credits in order to graduate.

Theology	4 Credits	World History	1 Credit	Christian Ministry Service	1 Credit
English	4 Credits	US / AZ History	1 Credit	Electives	3 Credits
Mathematics	4 Credits	Government	0.5 Credit	World Lang.	2 Credits
Science	3 Credits	Economics	0.5 Credit		
Phys. Ed.	1 Credit	Fine Arts	1 Credit		
<b>Total:</b>	<b>26 Credits</b>				

### B. Honors / AP / Dual Enrollment Classes

Placement in Honors/ AP/ Dual Enrollment classes is by recommendation of the department and standardized tests scores at or above the 85th percentile. Departments will offer testing in June to determine placement in a higher level class. Successful completion of all assigned summer work is required for final placement in an AP class. Additionally, a student must maintain at least a C- each semester to remain in an AP class. Students must maintain a B average each semester to remain in an Honors class. Final decision for placement in Honors/ AP/ Dual Enrollment classes is made by the Departments in consultation with the Assistant Principal for Academics.

### C. Academic Status

In order to earn the minimum credits necessary for graduation and re-enrollment to BCHS:

- 10th graders must begin the fall term with 6 credits, 4 in core classes (English, Math, Science, Theology and expected completion of 20 hours of service). The first World Language credit is typically earned during the Freshman Year.
- 11th graders with 12 credits, 9 in core classes (English, Math, Science, Social Studies, Theology, and expected completion of 40 cumulative hours of service). The second World Language credit is typically earned during the Sophomore Year.
- 12th graders with 18 credits, 14 in core classes (English, Math, Science, Theology, Social Studies, and expected completion of 60 cumulative hours of service). The Fine Arts credit is typically earned during the Junior Year.

Transfer students will begin required service hours upon enrollment.

### D. Homework Policy

Homework is an expectation in all courses of study at BCHS. Homework includes, but is not limited to, reading, written assignments, research and projects. Students are allowed the number of days absent to make up and turn in assignments missed during the absence. All assignments are available online through Canvas. For absences of three days or more, the student's counselor will assist each student to become current with assignments. This policy applies to absences due to illness and unforeseen absences.

Assignments due on the day of a field trip or athletic event must be turned in prior to leaving campus for the event. Assignments not turned in prior to leaving campus will be subject to the teacher's late assignment policy.

### E. Grading Scale

Numeric Score	Grade Equivalent	GPA	Honors Weighted GPA	AP Weighted GPA
93-100	A	4.0	4.5	5.0
90-92.99	A-	3.67	4.17	4.67
87-89.99	B+	3.33	3.83	4.33
83-86.99	B	3.0	3.5	4.0
80-82.99	B-	2.67	3.17	3.67
77-79.99	C+	2.33	2.83	3.33
73-76.99	C	2.0	2.5	3.0
70-72.99	C-	1.67	2.17	2.67
67-69.99	D+	1.33	1.83	2.33
63-66.99	D	1.0	1.5	2.0
60-62.99	D-	.67	1.17	1.67
0-59.99	F	0	0	0

## F. Grade Point Average Calculation

The GPA is a very important calculation for portraying student success in the academic curriculum at Bourgade Catholic. Therefore, it should justly and consistently represent the level and challenge the student has undertaken and achieved. In addition, a student should have an incentive for earning the highest grade possible when retaking a failed course semester or one in which the student earns a non-college recommending grade.

a. Students who undertake the demanding, college level work of Honors, Advanced Placement or College Dual Credit work will earn additional points toward their GPA as shown in the chart in section E above.

b. If a student retakes a course semester, s/he will receive credit for the highest grade earned for that course semester, and the highest grade earned will be used in the calculation of the GPA. The student will receive no credit for his/her lowest course semester grade when a course semester has been retaken. Therefore, credit will be given only once for each course semester.

## G. Semester Honor Roll

This is based on the weighted GPA for the Semester Grading Period.

First Honors: GPA of 3.75 or better

Second Honors: GPA of 3.25 through 3.749

A grade of D or F disqualifies a student from Honor Roll consideration.

## H. Grade Prerequisite for all College Prep and Support Level Courses

First, at Bourgade Catholic, a grade of D- or better in any course semester receives credit. Second, course semester assessments (grades), must be effectively aligned with the essential skills and competencies required for successfully completing a course semester. Therefore, a student who receives credit for a course semester must logically be considered to have successfully completed that course semester. A student's readiness for advancing through a sequence of coursework is rightly determined by the course semester grade. In our effort to be just to students of various ability levels and motivational intentions, and in keeping with consistent application of assessment results:

- Students who receive a passing grade (D- or better) in a college prep level or support level course at the end of any semester will be deemed as having successfully passed the course for that semester and therefore will be eligible for the next course semester in the sequential coursework. College prep and support level coursework excludes Honors, Advanced Placement, and College Dual Credit courses.
- Students who receive a failing grade (F) in any course at the end of any semester necessary for graduation, will be required to retake the course for that semester before being eligible to enroll in the next course semester in the sequential coursework. This does not apply to non-sequential coursework.
- Repeating a course semester may take place in an on-line format, an off-campus traditional classroom environment, or through summer school if the course is approved by the Academic Cabinet.
- The student will be responsible for additional tuition to retake a failing semester. Currently, this additional tuition is \$325 per course semester.
- Students who earn any form of D in a course semester may be strongly encouraged to repeat that course semester if it would strengthen the student's skills and competencies to perform successfully at a college recommended level (a grade of A, B, or C).
- The student will be responsible for additional tuition to retake a semester in which a grade of D was earned. Currently, this additional tuition is \$325 per course semester.

## I. Academic Dishonesty

Academic dishonesty is defined but is not limited to any of the following behaviors:

1. Copying another person's test/assignment answers.
2. Allowing someone else to copy your answers for a test/assignment.
3. Divulging test questions and answers to other students.
4. Copying another person's homework.
5. Allowing someone else to copy your homework.
6. Using, providing, or having in your possession "cheat sheets" of any kind.

7. Plagiarism, the act of intentionally or unintentionally treating work done by someone else as though it were your own, copying portions of reports (including reports in books, encyclopedias and magazines from those written by other students, or from Internet/on-line sources) without giving credit to the people who wrote these reports. It is unacceptable to borrow a report (or pay another person to do your paper) and then hand in that work as your own.
8. Verbal or nonverbal communication, for whatever reason, with another student while a test is in progress.
9. Looking at another student's desk, test, and papers.
10. Copying a teacher's assigned test.
11. Taking a teacher's assigned test without permission.
12. Lending or receiving materials via electronic instruments or equipment.
13. Copying from, using, having on the desk (or anywhere within possible view) any written answers, vocabulary, formulas, notes or other written/visual/electronic material, which are not specifically required or permitted by the teacher during the test.
14. Use of electronic translators for work in foreign language classes.
15. Sharing digital files with the intention of cheating.

Bourgade Catholic High School utilizes a plagiarism prevention system in the Canvas Learning Management System.

#### **Consequences of Academic Dishonesty:**

- **First Offense:**
  1. The teacher will notify parents and Assistant Principal for Academics of the offense and confiscate the assignment.
  2. The teacher assigns a zero for the assignment.
  3. The teacher gives the confiscated assignment to the Assistant Principal for Student Services for filing.
  4. The teacher meets with the Parent and student to sign a note of understanding.
  5. The Assistant Principal for Student Services, assigns an appropriate consequence (Saturday detention or ISS)
  6. The teacher files the note of understanding with the Assistant Principal for Student Services.
- **Second Offense:**  
**Repeat steps 1-4**
  5. The Assistant Principal for Academics meets with parent and student to set up an Academic Honesty Contract.
  6. The Assistant Principal for Academics files the Academic Honesty Contract with the Dean of Students.
- **Third Offense:**  
**Repeat steps 1-3**
  4. The Assistant Principal for Academics calls for an Academic Hearing.
  5. The Assistant Principal for Academics files the results of the Academic Hearing with the Dean of Students.

#### **J. Academic Hearing**

An academic hearing is called for serious academic issues at the discretion of the Administration. The committee is comprised of the Academic Administrative team, class counselor, and Educational Technology Coordinator (when needed).

#### **K. Graduation / Baccalaureate Participation**

No student will participate in commencement ceremonies unless he/she is completing the required program of studies. Students are required to adhere to specific graduation etiquette and guidelines which will be outlined by the school.

A student may be excluded from participation in the commencement exercises for reasonable cause but will not be denied a diploma. International students in a GAP year experience may participate in commencement and baccalaureate ceremonies and receive a certificate of program completion.

All students must meet all educational (credits), financial and disciplinary obligations prior to graduating from high school.

Students deficient in credits to graduate but who have met financial obligations may participate in baccalaureate exercises (Diocesan Handbook 3-1.4.40).

## L. Speakers for Graduation

Any student who has a 3.5 GPA may submit a speech for the graduation ceremony. Speakers will be selected on the basis of their writing and public speaking ability. The top six submissions will be presented to a panel of parents, students and faculty members. The panel will present their top choices to the Principal who makes the final decision.

## M. Class Changes

Parent/students:

- May request schedule changes for Fall semester courses before July 31, 2017 and for Spring semester courses before December 15, 2017. Students must complete a schedule change request form with an appropriate academic rationale approved by the Assistant Principal for Academics prior to the schedule change. No Parent or student initiated schedule changes will be made after these dates.
- It may not be possible always to make requested changes due to the impact on other classes.

Teachers may request schedule changes up to the second week of each semester. No student may leave a class or begin a new class until a corrected schedule is issued by the Assistant Principal for Academics.

## N. Semester Examinations

Students are required to take all final exams on the day and time assigned by the Assistant Principal for Academics. BCHS will provide a school owned device for semester exams.

Two late exams dates will be scheduled and posted. Students should contact their counselor to schedule a late exam if needed.

No exams will be administered to a student unless tuition is paid and all obligations, financial and otherwise are met, even if the students' failure to take that examination may result in an incomplete or failing grade. (Diocesan Handbook 3-1.4.40(A)).

Before exams can be taken, Learning Commons books must be returned, all fines paid, all detention hours served and all equipment and property of BCHS must be returned to the school.

## O. Senior Exam Exemptions

Seniors are eligible for second semester final exam exemption if currently holding a grade of 93.00% or higher in a course that requires a final exam. No exemption will be granted to a student unless tuition is paid and all obligations, financial and otherwise are met. Additionally, Learning Commons books must be returned, all fines paid, all detention hours served and all equipment and property of BCHS must be returned to the school.

## P. Summer School

Summer school at Bourgade Catholic High School is composed of three tracts:

- Reading and Math skill building
- Credit or Grade Recovery courses
- Enrichment courses

### Skill Building Courses

Incoming freshmen are required to take the High School Placement Test (HSPT) as part of the admissions process. Students who score below the 30<sup>th</sup> percentile and who have reading and/or math scores below grade level may be required to attend a summer school skill building course at Bourgade Catholic High School as a condition for acceptance.

The summer school skill building courses for incoming freshmen are non-credit courses. The objective of these courses is to work with students and strengthen their skills to help them be successful at Bourgade Catholic High School.

Students enrolled in skill building courses meet Monday through Friday of the summer school session from 8:00 AM – 12:30 PM.

### EXPECTATIONS

Students who attend summer school skill building courses are expected to attend class each day. A student may not be absent more than two days (or a total of 8 hours) in order to successfully complete the summer school skill building course. Students who are absent for more than two days (or a total of 8 hours) and have not met the summer school learning, behavior and self-advocacy expectations may lose their conditional acceptance.

While the course does not grant a student credit, grades are given for the course, but are not included in the overall GPA. Student progress will be evaluated throughout the course; the instructor will make a placement recommendation at the end of the course; and the administration will determine final enrollment status.

### **Credit or Grade Recovery Courses**

Credit or Grade Recovery courses are provided during the summer school session for students who did not receive a college recommending grade in a course that requires one. If a course is repeated due to an F or D, both grades for the course appear on the student's permanent record. Repeating a course does not remove the first grade. The highest grade is entered into the computation of the student's grade point average (GPA). Credit is awarded only one time.

Credit or Grade Recovery courses are full semester courses that are administered in an online. All courses will be administered on the Bourgade Catholic High School campus.

Students enrolled in Credit or Grade Recovery courses meet Monday through Friday of the summer school session from 8:00 AM – 12:30 PM. The class facilitator provides students with a pacing guide but students are allowed to work at a faster pace. Therefore, students may finish the course sooner than the allocated time.

The norm for summer school enrollment is for the student to be enrolled for a Credit or Grade Recovery course the summer immediately following the semester when they did not receive the necessary credit. In the event that a student did not receive the necessary credit in more than one semester and/or in more than one course, the student will be enrolled for one semester during the summer school session and enrolled for the other semester during the following academic year. With approval from the Assistant Principal for Academics, a student may take the needed Credit or Grade Recovery course the following summer as long as the student is current prior to the start of the student's Senior year. Approvals to take a needed Credit or Grade Recovery course the following summer instead of the second semester (in effect, avoiding "doubling up" during a school semester) must be documented by the counselor with an agreement signed by the student and the student's parents indicating that they understand the requirement to be current by the student's Senior year. Agreement will be stored in the student's academic file.

### **EXPECTATIONS**

Credit or Grade Recovery courses are reflected on the student transcript. Students enrolled in a Credit or Grade Recovery course must receive a college recommending grade in a course that lists a college recommending grade as a prerequisite for advancing to the next level. Students must receive a passing grade in all other Credit or Grade Recovery courses. The summer school Credit or Grade Recovery course must be 100% complete by the end of the summer school session for students to receive credit. No credit will be awarded for incomplete courses.

Students enrolled in a summer school Credit or Grade Recovery course are expected to attend class each day. A student may not be absent more than two days (or a total of 8 hours) in order to successfully complete the course. Students who are absent for more than two days (or a total of 8 hours) may lose credit. School uniform and dress code policy are to be followed for the summer school session.

### **Enrichment Courses**

Enrichment courses are provided during the summer school session for students to either get ahead in a particular discipline or take a class that is not normally offered during the summer school session.

The U.S. Government enrichment course meets in a blended learning environment composed of face-to-face class time and online work. Students meet with their instructor for approximately 3 hours each week as determined by the instructor. Coursework will be submitted online for rest of the week.

Other enrichment courses are offered through an online format. Particular course offerings are announced at the time of registration. Online enrichment courses meet Monday through Friday of the summer school session from 8:00 AM – 12:30 PM. The course moderator provides students with a pacing guide but students are allowed to work at a faster pace.



## EXPECTATIONS

Enrichment courses are for credit and the grade is reflected on the student transcript. Students enrolled in an enrichment course must pass the course to receive credit. The summer school Enrichment course must be 100% complete by the end of the summer school session for students to receive credit. No credit will be awarded for incomplete courses independently of the grade average received.

Students enrolled in a summer school Enrichment course offered through the online format are expected to attend class each day. A student may not be absent more than two days (or a total of 8 hours) in order to successfully complete the course. Students who are absent for more than two days (or a total of 8 hours) may lose credit. School uniform and dress code policy are to be followed for the summer school session.

### **Q. Transcripts**

Requests for transcripts of credits are directed to the Registrar via email. Students currently registered at BCHS may request a transcript at no charge. Financial obligations must be met before transcripts can be mailed.

### **R. Study Hall**

1. Bourgade Catholic High School Study Halls are proctored, structured study halls for quiet, individual study.
2. Students must obtain a pass from their intended destination to leave Study Hall.

### **S. Enrichment Trips**

BCHS recognizes the importance and value of trips for educational field study. Field trips are a privilege. Students attending a school field trip are required to complete an off-campus permission form (Diocesan handbook 3-1.2.06 B). This form must be turned in to the teacher in charge of the trip three days prior to the excursion. A faxed copy of this signed form may be accepted as permission. Phone calls will not be accepted as permission for students to attend off-campus trips.

### **T. Counseling Department**

Guidance counselors have information pertaining to students and their families that needs to be held in confidential files. Some circumstances may require counselors to share information obtained in guidance sessions, on a need to know basis, without parental consent.

Confidentiality cannot be guaranteed under the following circumstances:

- Threats of suicide or serious physical harm to self or others.
- Court order to release records or other information about the student's guidance, including test results, evaluations, attendance and progress.
- Suspected or known abuse, neglect, or exploitation of a minor.
- Referral to another professional, e.g., for the purpose of testing or evaluation.
- Consultation with or supervision by another counseling professional.
- Any situation where disclosure of information is required by applicable law.

### **U. Intervention**

As a college preparatory high school, it is our goal that all students graduate in good academic standing. By working together, we can help BCHS students achieve this goal. According to school policy, an F in any grading period makes a student ineligible to participate in extra-curricular activities sponsored by the school or sanctioned by the AIA. Furthermore, students who receive grades in the D range are also at-risk of not demonstrating mastery of skills and knowledge. The intervention period will provide a connection with at-risk students and proactively address student retention at BCHS. Intervention will also provide a consistent format to encourage students to build study skills and achieve the goal of graduation from BCHS.

Intervention occurs during the last two periods of the school day on Gold Schedules, the last period on Orange Schedules, and from 8:15am – 9:00am on Green Schedules. Intervention provides instructional time with the teacher and encourages the student to build skills and complete missing work. Students earning less than C- in any course are required to attend intervention. Missing intervention results in a Saturday detention.

## V. Technology Expectations

Increasingly, school resources are in a digital form, accessed via the internet. It is becoming more and more important that students have access to a computing device and internet connectivity to complete their schoolwork during class time.

Starting with the class of 2020, Bourgade Catholic High School will be issuing to each incoming student a new Chromebook device. It is expected that the student will utilize the Chromebook for the four years of attendance at Bourgade Catholic High School. The Chromebook is the property of the student, and the student is responsible for the care and condition of the Chromebook.

For the classes of 2018-2019, each student will bring to class each day a Chromebook provided by the school. The Chromebook must be returned if the student leaves for any reason.

Students may bring personal devices in addition to their school-issued Chromebook. Personal devices must be used in accordance with school policies and when in class, only at the direction of the teacher.

Bourgade Catholic High School does not service personal devices and *we accept no liability* for students bringing devices to school.

### **Expectations**

A protective case will be issued with the Chromebook. It is mandatory that a case is on the device at all times.

All devices must be charged and ready for use during every class. Forgetting to charge the device will not excuse the student from completing classwork. Limited charging stations will be available in each classroom. If the device requires charging during class time, it must be done in a way that does not inhibit the student or others from completing their work.

The Chromebook/device must be used as directed by the teacher.

If a Chromebook is broken or not working properly, it can be brought to the Learning Commons for evaluation. A student should not attempt repairs. Any damage or malfunction will be the responsibility of the family. There are loaner devices available (subject to availability).4.3

If a Chromebook is lost or stolen, it must be reported to the Learning Commons and the Dean's Office immediately. Bourgade Catholic High School is not responsible for lost, stolen or damaged Chromebooks.4.3

The serial number, barcode, and name labels must not be removed. These are used for identification.

The Chromebook must be stored and handled with care. Students should not drop or throw it (including when stored inside a backpack). Students should not eat or drink when using the Chromebook. Students should store the Chromebook and charger in a secure location.

The Chromebook must remain free of any defacing marks or labels.4.3

The Chromebook must not be removed from the school management console and filters while the student is enrolled at BCBS.

The Chromebook should be taken home overnight and on weekends. The Chromebook should not be left in lockers, cars or other harsh environments.

The Chromebook will be taken home for the summer by students who have enrolled for the next school year. (There is limited technology support during this period.)

Inappropriate media as background images, screensavers, profile pictures or Chromebook cases must not be used. Students are required to have personal earbuds or headphones

**Fines** (A student will be fined only once per day.)

- A \$5 fine will be imposed if the student does not bring the device to class.
- A \$5 fine will be imposed if the device is without its protective case at any time
- A \$5 fine will be imposed if the device needs charging, but the user does not have the charger.

### **Replacement Costs**

Class 2020 and later

Chromebook; either lost or stolen - \$200 for a new replacement

Or

\$100 for a BCHS used replacement (subject to availability)

Class 2018-2019

Chromebook; either lost or stolen - \$100 for a replacement

All Classes

- Chromebook: damaged – cost of repair
- Power cord; either damaged, lost, or stolen – \$25
- BCHS protective case; either damaged, lost or stolen– \$25

### III. APPEARANCE

**A. Philosophy.** The dress code of Bourgade Catholic High School has four purposes:

- To foster self-respect
- To reflect the united spirit of the student body
- To encourage students to dress for professional success
- To eliminate the competitive differences of economic or social backgrounds

Students are required to dress and be well-groomed at all Bourgade functions, including dances, in a manner which represents the school in a dignified and modest way. The school reserves the right to determine whether a student's dress/appearance satisfies the school policy. (Diocesan Handbook 3-1.4.20)

Students are expected to abide by all requirements of the dress code and be in uniform for the duration of the school day. Students serving after school detention are expected to remain in their uniforms.

**B. Uniforms**

**BCHS uniforms, tops and bottoms, are to be purchased through Dennis Uniform.** Dennis Uniform is located at 3645 E. Indian School #1. (602) 220-0302. Order online at [www.dennisuniform.com](http://www.dennisuniform.com) School code is Q00

**The Uniform consists of:**

1. **Uniform light blue oxford shirts**, short and long sleeve. Only the top button can be opened. Shirts must be tucked in at all times. The short sleeve oxford sleeves are not to be rolled.
2. **Uniform dark khaki or navy blue dress shorts and slacks.** Shorts must have an inseam of at least 8" and must not extend past the knee. All shorts and slacks must be properly fitted and neat. They are not to be faded, torn or have holes. Shorts and slacks are to be worn at the waist. Shorts may be cuffed or un-cuffed, but not rolled.
3. **Belt:** Black, brown or white leather or twill belts worn with shorts or slacks. The tongue of the belt must not exceed 3" beyond the buckle. No decorated buckles are allowed.
4. **Skirt:** Pleated -LL plaid skirt. Girls only may wear the uniform skirt. The skirt length should extend to the knee.
5. **ID:** School issued IDs.-IDs provided by the school must be worn throughout the school day. ID's will be worn and be visible around the neck or clipped to the collar of uniform shirt. Students who lose ID cards are expected to report the loss to the Assistant Principal for Student Services so that a new card can be issued. There is a \$5.00 replacement fee for the lost card. If a student is asked to relinquish a student ID for disciplinary reasons, it will be returned by the Dean of Students. All new students will be issued a BCHS lanyard. Additional lanyards can be purchased through the BCHS Booster Club.
6. **Socks:** Solid white, navy, khaki or black socks (with no logo) must be worn with all shoes. Holiday socks may be worn the week of the holiday or as approved by Administration.
7. **Tights:** Solid-colored footed tights or nylons in navy, black, gray, white or neutral. Girls only may wear tights or nylons (not Capri or ankle length)
8. **Shoes:** Dress shoes, athletic shoes, or sandals. Sandals must have permanently attached heel straps. Not allowed: ankle-high or higher boots, shoes with heels higher than 2 inches, skeletoes and slippers/moccasins. Walking barefoot is never permitted on campus.
9. Navy vest with school crest (optional).
10. A School tie may be purchased from Dennis Uniform and can be worn with the Oxford Shirts. (optional)

11. **Outerwear** Jackets may be worn indoors at the discretion of the teacher. A uniform shirt must be worn under the BCHS outerwear.

All school uniform approved outerwear must be solid navy blue in color, with minimal gold or white trim. (ie. the body, sleeves and hood must be solid blue - the trim is considered piping) (see Appendix of guidelines)

Outerwear of any color other than navy blue, or the gray Bourgade Catholic crest sweatshirt, or the official BCHS letterman jacket **may not be worn** during school hours. Non-uniform outerwear may be worn outside of school hours or on spirit days.

If personalizing your school uniform approved outerwear at the Spirit Shop, you must abide by the following guidelines:

- Legal last names may be the only names used on the back. First names, middle names or nicknames are prohibited.
- Approved numbers are one or two digit numbers (0-99) and must match your sports jersey number or the last two digits of your graduation year.

#### **GENERAL UNIFORM GUIDELINES:**

1. White undershirts are appropriate as long as logos are not seen through the outer shirt. Long sleeve undershirts are not to be worn with short sleeved oxfords.
2. Uniforms are to be kept in good repair. Faded pants, shorts, worn out shirts or skirts are inappropriate. For modesty reasons, girls may wear shorts/spandex under their skirt. The skirt length **MUST** be such that the shorts do not show.
3. The use of make-up by students must be done in modest taste.
4. Female Hair Guidelines – Hair is to be neat and well-groomed at all times. Ultra-short, shaved, unnatural and age appropriate colored hair or extremely contrasting streaking is not allowed. The excessive use of bleach or black hair dye is not permitted. Trendy (e.g., Ombre style) and/or unprofessional hair styles/accessories are not acceptable. Administration will have the final say on determining school appropriate hair styles.
5. Male Hair Guidelines – Hair is to be neat and well-groomed at all times. The length may not extend past the collar, to mid ear and to the top of the eyebrows. Side burns must not extend past the mid ear. Unnatural and age appropriate colored hair or extremely contrasting streaking is not allowed. Hair length must be blended, without a stark contrast to length. Trendy and/or unprofessional hair styles/accessories are not acceptable. Administration will have the final say on determining school appropriate hair styles. Males should be clean-shaven each day.
6. No hats, caps, visors, hairnets or sunglasses can be worn during the school day from the first bell at 8:15 a.m. to the last bell at 3:10 p.m.
7. Jewelry – If jewelry is worn at school, it should be simple, modest and inexpensive. Bracelets should not exceed 3 per wrist. Wallet chains and other chain like jewelry are not appropriate for school. Inappropriate jewelry is confiscated for the school day and can be picked up from the Assistant Principal for Student Services. BCHS is not responsible for confiscated jewelry.
8. Piercing - the only piercing that is acceptable is through the ears. Only ten and above gauged earrings are allowed. Students may wear two earrings per ear that are simple in style and modest in size. Earrings are to be worn in the lobe of the ear.
9. No tattoos are to be exposed or seen while on campus at any time, this would include temporary tattoos or writing on oneself or others.

**A \$5.00 fine will be assessed for dress code violations. Each subsequent violation will be increased by \$5.00. After three violations, detentions will be administered as well as the fine. Violations that are not correctable on the spot may result in the student being sent home. This will result in an unexcused absence.**

#### **C. Out of Uniform Days**

At times during the year, students are permitted out of uniform days. BCHS faculty and staff reserve the right to interpret what is modest and appropriate. Out of Uniform days include:

1. Buck – a – Jean Days

Students may wear their uniform top or BC spirit shirt with modest jeans in good repair.

2. Spirit Shirt Days

Students may wear their BCHS club or BCHS athletic team shirts as their uniform top with the regular uniform pant, short or skirt.

3. Spirit Days

Student Government may request special spirit days with specific guidelines for tops and accessories that have been approved by the Administration. Students may wear the approved Spirit Day attire with modest jeans in good repair or the regular uniform

pant, short or skirt.

4. Dress violations are subject to disciplinary actions.

## IV. ATTENDANCE

### A. Absences

Any absence, whether excused or unexcused, counts against perfect attendance.

#### Absence Procedures

##### Reporting an Absence

The parent/ legal guardian:

1. Calls the school's attendance line at 602-973-4000 (press 5 for the attendance line).
2. Provides a written explanation of the absence or tardy, in accordance with State law and Diocesan policy (Diocesan Handbook 3-1.4.06).
3. If parent does not notify school on day of absence, the student will be marked truant. (See Letter G)

##### Arranging an Early Dismissal

Because classroom instruction time is limited and irretrievable, every effort should be made to schedule appointments outside of the school day.

A written excuse or email documentation – from the parent/guardian must be presented to the Attendance office **before school** to obtain an early dismissal slip for a doctor, dentist, or other appointment.

##### Extended absences other than illness

The parent/ legal guardian presents a written notification to the Attendance office **prior to the absence**.

Guidelines:

- Student is responsible to check Canvas for assignments
- Work is due upon return to school
- Failure to turn in work will impact grade according to teacher course policies

##### Absence Guidelines

1. If a student is absent during the school day, s/he is not to be on campus before or after school.
2. If a student becomes ill during the school day, s/he should report to the teacher who will contact the front office. **Students may not leave the campus without parental permission.** A parent/guardian must sign out or authorize the sign out at the main office.
3. A student who is absent on test days assumes the responsibility for arranging a make-up test time. Making up a test may be denied if a student is repeatedly absent on scheduled test days.
4. Students are expected to follow their class schedules. A violation of this requirement renders the student truant and subject to all consequences for truancy. Post notification by a parent of a student leaving the school grounds does not negate the truancy.
5. When a post season athletic event (e.g., playoff game) occurs during the school day, students choosing to attend the event must meet the following criteria:
  - a) A's, B's, or C's on their prior grading report.
  - b) No more than 5 absences in the semester.
  - c) Parental permission form returned to school office prior to the start of the school day of the event or date indicated on the form.

If these criteria are not met and the student attends the game, it will be considered an unexcused absence and missed work may not be made up for credit. A Saturday detention will be issued.

### B. Readmission of Students after Illness

1. If a student contracts a communicable disease (e.g., pink eye, measles, ringworm, etc.), the Principal (or designee) must follow state guidelines regarding the re-admission of students.
2. If a student is absent or tardy due to an illness or injury, the school shall require that the student's parent or legal guardian provide a written explanation of such absence and tardiness. In such instances, the school shall have the right to require a doctor's note prior to readmitting the student. All such written explanations and/or doctor's notes shall be kept in the student's file for at least a year. (Diocesan Handbook 3-1.4.21 (C))

### **C. Excused Absences**

- Medical/Dentist appointment with written verification of the appointment (e.g. the appointment card or the signature of the receptionist on any form that shows letterhead and the phone number of the office) must be presented upon return to school.
- Required Court appearance (prior documentation required)
- College Interview (documentation required)
- Extended absence other than illness; family emergencies, death in immediate family

### **D. Consequences of five or more Absences**

Bourgade Catholic is an accredited college preparatory high school and abides by the Western Catholic Education Association standards for awarding credits. One credit is awarded for 120+ instructional hours in a course. When absences exceed 5 days per semester, students may be in danger of losing credit.

Therefore, at 5 absences, the student is placed on the ATTENDANCE ALERT LIST (AAL). Consequences may include denial of participation in field trips or club activities.

At 8 absences, the student's academic and attendance records are reviewed by the Academic Attendance Committee to determine if the student will be withdrawn from class and/or lose credit. Absences greater than 8 will require a medical note to excuse absence.

### **E. Tardy Student Procedures.**

1. Late to School (LTS)
  - A student who is late for school must report to the Attendance Office.
2. Late to School Consequences: (LTS)
  - No consequence for two or less LTS.
  - For the third and fourth LTS, the student receives an after school Detention Notice.
  - For the fifth and all subsequent LTS through the semester will result in Saturday Detentions.
3. Tardy to Class: A tardy to class is defined as being outside of the classroom without a pass when the bell rings. Passes are acceptable from Administration, Counseling, or Campus Ministry.
  - A student who is detained by a teacher must bring a note from that teacher to explain the delay.
  - Unexcused class tardiness will result in disciplinary action.
  - Classroom Teachers handle disciplinary consequences for tardies that occur during periods 2-7. Repeat offenders should be referred to the Dean of Students.

Tardy records for all class periods will be maintained by the teacher and the attendance clerk.

### **F. Unexcused Late to School-include, but are not limited to, the following:**

- Oversleeping
- Missing a ride to school
- Car trouble, heavy traffic
- Carpool late
- Socializing before school
- Printing materials in Learning Commons

### **G. Consequences for Unexcused absences**

- The student is considered truant and subject to all consequences for truancy. Post notification by a parent of a student's leaving the school grounds does not negate the truancy.

- Any homework and assessments missed during the unexcused absence will not be made up and will result in a zero.

## V. DISCIPLINE

Bourgade Catholic High School's mission is based on Gospel values of justice, love and peace. This presumes a respect for the authority of the school and a willingness to learn, grow and become young women and men of moral character and value. We require students to conduct themselves in a manner that reflects these values and helps to build a strong community of faith.

Students are expected to conduct themselves, on and off campus, in conformity with the Honor Code outlined in this handbook. If a student chooses to act in a manner contrary to these directives, that student must be prepared to accept the consequences for his/her actions; the Administration reserves the right to take appropriate action.

### A. Classroom Dismissal

Any student dismissed from a classroom reports to the Dean of Students. If a student leaves the classroom without permission for any reason, the Dean of Students will be notified immediately. A parent is called, and appropriate discipline will be determined. As a result, it is understood that the student is not in good standing with the school, so participation in all school activities is suspended until the student is reinstated in good standing.

### B. Food in classrooms

Candy/food or sodas are not allowed in the classrooms during class time. Violations will result in a \$5.00 fine. More than three violations will result in a Saturday detention.

### C. Gum

Chewing gum during school hours is prohibited. Violators will be fined \$5 for the first offense; each subsequent offense will be increased by \$5.00. Every gum chewing fine will also include a mandatory detention. Violators may be required to clean up gum from campus.

### D. Habitual Disruption of Classes

Willful disobedience, and/or open and persistent defiance of school authority will result in a Disciplinary Notice and Saturday Detention. Repeated offenses of this nature may result in the student being asked to withdraw from BCHS.

### E. Parking lot regulations

1. Cars parked on BCHS property must be registered with the Assistant Principal for Student Services.
2. A \$25 parking fee will be charged per semester.
3. Parking permit must be displayed at all times while parking on campus.
4. Registration begins during the first week of school, but a car may be registered at any time in the office of the Assistant Principal for Student Services.
5. All cars parked on school property during the school day must be insured and locked.
6. Carpooling students may park in designated carpool parking. Registration must show with whom they carpool.
7. Students may park only in the south student parking lot. Parking in any other area without authorization is off limits. Gates #4 and 5 are locked at 8:30 a.m. on Blue/Gold/Orange schedules, and at 9:00 a. m. on Green schedules. The gates will be unlocked at 3:00 p.m. on Blue/Green schedules and 1:30p.m. on Gold/Orange schedules.
8. Campus speed limit is 5 miles per hour at all times.
9. Infractions of parking regulations will lead to loss of parking privileges.
10. Loitering around vehicles or in the parking lot before, during, or after school is not permitted.
11. Parking lot is off limits during the school day without authorization from the Administration.
12. Vehicles parked on school property are subject to search by school authorities if reasonable suspicion exists to warrant such search.
13. Violations are subject to disciplinary action as outlined on the BCHS Registration form.
14. BCHS is not liable for articles lost or stolen from cars.
15. BCHS assumes no responsibility for vehicles parked on its property.

16. Drop off and Pick up is in the visitor parking lot located in front of the student services building and in the student parking lot.

17. Once a student has arrived on campus they may not leave without approval from administration and parent/guardian.

## F. Electronic Devices

Students may bring personal mobile technology on campus at their own risk. Personal mobile technology includes, but is not limited to, laptops, tablets, cell phones, media players, smart watches, smart glasses and other wearable technology which are **not required for educational purpose**.

Electronic devices for educational purposes are the school-issued devices.

These policies apply to all electronic devices, whether for personal use or educational use.

BCHS is not responsible for lost, stolen or broken items. BCBS is not responsible for any content brought to school on personal devices. All personal mobile technology is to be used in accordance with the school guidelines. In classrooms, personal mobile technology may only be used under the direction of the teacher. The cellular network should be switched off while on school property and the school wireless connection used exclusively. Personal wireless hotspots are not permitted. Any audio visual recording functionality of personal mobile technology is to be switched off while on campus, unless instructed otherwise by the teacher. It is school policy that students surrender all personal mobile technology including cell phones, wearable technology and internet ready devices during course exams. **There is no right of privacy or confidentiality for electronic devices. (Diocesan Handbook 3-1.4.24)**

International students may use a translator device for classroom purposes. The translator device cannot be an application on a smartphone.

Electronic devices which are not used in according with these policies during the school day will be subject to the following consequences. Parents will be notified in all cases.

**1st offense:** A \$5 fine and 45 minute Detention will be assigned. If the device is not required for educational purposes, it will be held in the Dean's office for one school day

**2nd offense:** A \$10 fine and a Saturday detention will be assigned. If the device is not required for educational purposes, it will be held in the Dean's office for two school days

**3rd offense:** A \$15 fine, and a Saturday detention will be assigned. If the device is not required for educational purposes, it will be held in the Dean's office for three school days

**4th offense:** A \$20 fine, and a Saturday detention will be assigned and a parent conference will be held. Personal mobile devices will be returned after four school day holding period

In all cases of confiscation, the Administration will check for any inappropriate information that may be stored, received or sent on any confiscated electronic device during the school day or at any school-sponsored activity. When deemed necessary, this information will be downloaded and/or printed. The consequences for these violations are at the discretion of the administration. The school reserves the right to expect parents and students to sign a Letter of Understanding. BCBS will contact law enforcement if the student's behavior warrants such a response.

## G. Respect for Property

Students are expected to respect the possessions of the school, of other students, and of their teachers; therefore, a teacher's or staff member's computer or other equipment is not to be used without permission. Students are not to tamper with a teacher or staff member's personal items. Classroom or office items should not be removed without the teacher or staff member's permission. Consequences include restitution for damaged property and a minimum Saturday Detention.

## H. Unbecoming Familiarity

Any behavior that extends beyond reasonable and respectful affection is not permitted. Kissing is not considered a reasonable and respectful sign of affection at school events. Repeated offenses will be referred to the Dean of Students and will necessitate communication between the school and parents.

- |             |   |  |
|-------------|---|--|
| 1st Warning | – | Parental notification                          |
| 2nd Warning | – | Detention Notice issued, parental notification |



- 3rd Warning – Saturday detention with parental conference
- 4th Warning – One-day in-school suspension with parental conference

## I. Serious Offenses

Committing a serious offense may result in a student's automatic placement on Disciplinary Probation. The consequence is determined by the severity of the offense and its effects. This will be at the discretion of the Administration. For example, BCHS will contact the police if the student's behavior warrants such a response.

BCHS endeavors to provide a sacred and safe environment free of alcohol, drugs, fighting, and any form of violence, whether in word or action. A student in violation of this policy may be subject to a required withdrawal. If a student is allowed to remain at BCHS, s/he will be on disciplinary probation and may be required to undergo professional assessment and counseling at a school approved agency. It is the parents' responsibility to discuss the severity and consequences with their child.

### 1. Dangerous Weapons/Explosives

The possession and/or use of explosives or weapons will result in disciplinary action and/or required withdrawal from BCHS. These items are not allowed to be in a student's locker or vehicle. (Diocesan Handbook 3-1.4.29) Any incident involving a weapon on school grounds must be reported to a school administrator who must report the incident to law enforcement. Any suspected crime that involves a deadly weapon or poses a threat of serious physical injury against a school employee, student or anyone on school property must be reported to law enforcement. A.R.S. 13-105 (13), A.R.S. 15-515, A.R.S. 13-3102 (A.12)

### 2. Destruction of Property

Students involved in the inappropriate destruction of their own property, another person's property, or school property will be liable for damage. The consequences for vandalism may include an in school suspension and community service. Ongoing violations may jeopardize the student's continued enrollment at BCHS. Seniors may be subject to exclusion from end of year celebrations.

### 3. Forgery

A student may not sign a parent/guardian's name to any school document that requires a parental signature. To do so (with or without the parent/guardian's permission) constitutes forgery. Consequences include, but are not limited to, a disciplinary notice sent home and a minimum Saturday detention.

### 4. Insubordination/Disrespect

Students will refrain from conduct determined to be disrespectful, disruptive, or defiant. Students will be prepared at all times to cooperate with the directives of staff members, chaperones, and faculty the first time a directive is given. Consequences include, but are not limited to, a disciplinary notice sent home and a minimum Saturday detention.

### 5. Lying

BCHS expects students to be honest in every respect. If an adult or minor lies on behalf of the student, in writing, in person, on the phone, or in digital format, then the student will be subject to a disciplinary notice sent home and a minimum Saturday detention. Ongoing violations may jeopardize the student's continued enrollment at BCHS.

### 6. Fighting/Physical Assault

Physical assault is the act of attacking or attempting to attack somebody physically or verbally in a violent way. The school makes no distinction between "play fighting" and actual assault. Consequences include a minimum of one day in school suspension and a discipline contract. Ongoing violations may jeopardize the student's continued enrollment at BCHS.

Any serious threat of physical injury against a school employee, student or anyone on school property must be reported to law enforcement.

### 7. Sexting

It is unlawful for a juvenile to use an electronic device to transmit or display a visual depiction of a minor that depicts explicit sexual material. It is unlawful for a minor to possess a visual depiction of a minor that depicts explicit sexual material and that was transmitted to the juvenile through the use of an electronic device. A.R.S. 13-3553

Sexting will result in a student's automatic placement on Disciplinary Probation. All evidence of sexting will be reported to law enforcement. A.R.S. 15-515

### 8. Stealing

Stealing is the act of taking another's possessions without their knowledge. Students should never leave belongings unattended on the BCHS campus. The school is not responsible for lost or stolen items. This includes both physical and digital information

stored on personal electronic devices.

The consequences for stealing may include an in school suspension, restitution for the stolen item, and community service. Ongoing violations may jeopardize the student's continued enrollment at BCHS. Seniors may be subject to exclusion from end of year celebrations.

#### 9. Threats

A death threat, a threat of violence, or any words which may be construed as a threat, whether spoken or written, in jest, anger, or frustration, will be dealt with as a serious offense. Any student who participates in any way (directly or indirectly as an instigator, perpetrator, accomplice, or willing observer) in the act of threatening will be subject to investigation and disciplinary action. A.R.S.15-341(A) (31)

A student should report any threat immediately to an Administrator, faculty or staff member. The alleged perpetrator will be suspended until an investigation is complete.

Consequences may include the following:

- Disciplinary notice
- Minimum three day out of school suspension
- Community service
- Disciplinary contract
- A psychological assessment
- Counseling at school approved agency
- Other consequences may be determined by the Administration
- A second offense results in immediate evaluation of the student's continued enrollment at BCHS
- Possible required withdrawal from BCHS

#### 10. Truancy

The State of Arizona places legal responsibility for school attendance upon parents or guardians. Students are truant when they are absent from class, or off school grounds without permission of the school or prior parental notification. Any student, who forges a permission slip and is given an off campus pass, will be considered truant. (A.R.S. 15-803)

A student found to be truant will incur the following consequences:

- Absence will be recorded on the student's attendance record as truant and unexcused absent
- A Disciplinary referral will be sent home
- A drug test will be completed in the time frame as requested by administration at the student's expense
- A zero will be assigned for tests, class work, and homework in each class missed
- A Saturday detention will be assigned for each class missed
- A student government officer will automatically relinquish his/her office
- A senior will be subject to exclusion from end of year celebrations
- A second offense will result in re-evaluation of the student's continuance at BCHS

BCHS does not condone a senior ditch day and students who participate in a ditch day will be considered truant.

#### 11. Unacceptable Language or Media

Vulgar, obscene, or inappropriate language or media will not be tolerated, whether, in gesture, writing, drawing, speech, or in digital format (downloaded or viewed). A minimum of a Saturday Detention will be served as a consequence.

#### 12. Harassment

The Diocese prohibits all forms of harassment (e.g. harassment based on an individual's race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, and disability), whether verbal, physical, visual or environmental. Any student who violations this policy will be subject to disciplinary action, up to and including required withdrawal.

Students should not engage in harassing behavior directed to any member of the school community. The school will treat reports of harassment seriously and will review and investigate such reports in a prompt, confidential, and thorough manner.

A report of harassment shall not create the presumption of wrongdoing. However, substantiated reports will result in disciplinary action, up to and including dismissal. Students who have filed false charges will also be subject to disciplinary action, up to and including dismissal.

Victims of harassing behavior or students aware of others being harassed on or off school grounds should contact the Dean of Students or other BCHS staff members in the following manner:

- The student should tell the individual causing the harassment that his/her conduct is offensive and must stop.
- Any student alleging harassment by an employee, volunteer, or other student, files a complaint on the Diocesan bully/harassment form which will be provided by the Dean of Students or the Assistant Principal, Student Services. The complaint should describe the perceived violation, name the perpetrator, and identify any potential witnesses to the incident.
- The complaint will be investigated, involving only the necessary parties. The right to confidentiality, for the complainant and the accused, will be respected consistent with the law and with the necessity to investigate.
- If warranted, the alleged harasser will be suspended during the course of the investigation.
- Once the facts have been gathered, the Dean of Students, in consultation with the Assistant Principal of Student Services, will decide what disciplinary action is warranted.
- Students should always be aware that suspension or required withdrawal may be the immediate consequence of Harassment. (Diocesan Handbook 3-1.4.30)

### 13. **Tobacco/Smoking: BCHS is a tobacco free campus.**

Any form of tobacco use (i.e. smoking, vapor or chewing) or possession by minors is illegal. Violations will result in a three day external (out of school) suspension (ESS). In addition, because nicotine and other drug use are often related, a drug test (urinalysis and/or hair-follicle test), is required within 2 hours at the student's expense.

**ARS 36-798.03 prohibits smoking on School campuses. ARS 13-3622**

### 14. **Drug and Alcohol Use**

Incidents involving drugs/alcohol on the BCHS campus or at school related activities will be reported to law enforcement. (A.R.S. 13-3411F)

BCHS prohibits the illegal use, possession, distribution, manufacture, or sale of any controlled substance, drugs, drug paraphernalia, or alcoholic beverages by individual students or by student organizations at any school event, on or off campus. Any violation of our drug and alcohol policy will be subject to appropriate school disciplinary procedures, up to and including required withdrawal.

Bourgade Catholic reserves the right while on campus or at a school related function to require drug screening tests, to search lockers, cars, and backpacks. Refusal of a drug test may result in required withdrawal from BCHS. This policy also applies to students who are in the presence of others who have or are using drugs or alcohol, or who are under the influence of drugs or alcohol.

These procedures will be followed when drugs or alcohol are in question:

- a) An attempt will be made to contact parent/guardian.
- b) A drug test, as determined by administration (urinalysis and/or hair-follicle test), is administered at a school approved facility at the student's expense.
- c) An official report from the testing agency must be given to the Dean of Students.
- d) A student who tests positive or is in possession of drugs/alcohol will:
  1. Serve a three day out of school suspension.
  2. Enroll in a school approved, licensed rehabilitation program,
  3. Provide documented evidence of participation in a rehabilitation program.
  4. Agree to share follow up information with the appropriate school counselor.
  5. Submit to random drug testing over the remainder of this/her school career at Bourgade Catholic High School at the student's expense.

Students trafficking or selling drugs on campus will be required to withdraw.

**Self-Referral**

It is important to encourage students who believe they need help with alcohol, tobacco, or other drug use to seek assistance from the school. A student who has developed a substance abuse problem needs professional help. A student who seeks help from a school counselor, administrator or teacher will not be disciplined as long as the referral occurs prior to a drug or alcohol violation.

Any student who takes the responsibility to seek help for his, her or another's use of alcohol, tobacco or other drugs will be supported by the administration, faculty and staff. Bourgade Catholic High School encourages all students and family members to seek appropriate help for the student's use, abuse and or dependence on alcohol, tobacco or other drugs. The school has in place names and numbers of several substance abuse professionals. Bourgade Catholic High School will observe strict confidentiality and do all that is possible to enable the student and families to get the help that they need and are seeking.

## 15. Off-Campus Activities

BCHS is not legally responsible or financially liable for the behavior of our students off campus. We expect our students to demonstrate responsible social behavior and to be good citizens in our local communities in accordance with the law, our Code of Conduct, and Catholic teaching. BCHS students are expected to conduct themselves as representatives of the school community at all times, whether on or off campus, and whether in or out of uniform.

Our Code of Conduct regulates behavior on school premises, at school-sponsored events, activities off-campus, and in locations where students represent BCHS in an official activity such as a field trips, athletic contests, club activities, dances, etc. In addition, the school reserves the right to review and discipline any off-campus student behavior if the behavior violates city or state law, our Code of Conduct, or negatively impacts the school's reputation.

If the school becomes aware of a charge alleging that a BCHS student has violated, a city, state, or federal law, while on or off campus, BCHS reserves the right to institute a school investigation of that conduct. The student may be subject to disciplinary proceedings, without regard to any pending civil or criminal litigation, and regardless of whether any criminal arrest or prosecution has taken place.

Upon receipt of a complaint alleging off-campus student misconduct, the Dean of Students will review the allegations to determine the school's jurisdiction over such conduct and determine the appropriate course of action to take against that student.

## J. Anonymous Tip Line

BCHS uses an anonymous tip on-line form to report serious breaches of the honor code, such as bullying, or other harassing or demeaning behavior. Signage throughout the school indicates the process to report incidents of inappropriate behavior.

## K. Detention/Referral Procedures

*Pending specific circumstances, the following is a guideline that is generally followed for most infractions. (Diocesan Handbook 3-1.4.17)*

### Teacher Issued Detention:

1. A student who receives a *pink* detention slip from a teacher must report to the teacher issuing that detention *at the teacher's convenience* and for the required amount of time as set by the teacher.
2. Failure to report to the teacher or continued misbehavior will result in a Detention Notice, which will be given to the Dean of Students.

### Detention Notices:

1. The Teacher will submit a Detention Notice to the Dean of Students who will issue the detention notice to the student. These notices will be signed by the parent/guardian.
2. Failure to report for this detention will result in a Saturday Detention.
3. Saturday Detentions may be assigned if previous consequences have not corrected the issue or if the violation is serious enough to warrant a Saturday Detention. Saturday detentions carry a \$10 fine. An unexcused absence from a Saturday detention will result in suspension.

### Disciplinary Referral:

Chronic misconduct will result in a disciplinary referral initiated by the Dean of Students. Parents are contacted; the referral is entered into the student's permanent discipline file and action appropriate to the infraction will result.

### Suspension:

1. **In School Suspension (ISS):** Students report to the Dean of Students office upon arriving to school. Students are expected to turn in homework from the previous day and complete assigned work during the suspension. Students may not attend or participate

in after school activities until reinstatement the next school day. Assigned class work done during ISS **receives academic credit**.

2. **External School Suspension (ESS):** Students are not permitted on campus for the length of the suspension. Students are responsible to complete and turn in work assigned during the ESS. All assignments must be submitted upon return to school. Students **will receive academic credit** for any assignments completed during the ESS.

#### L. Reasonable Contact

The School Administration is committed to maintaining a safe environment for all students and staff. In order to maintain the good order, safety and the welfare of the school community, situations may arise in which school administration or staff may restrain, redirect, or escort or otherwise use such physical contact as is reasonable and appropriate under the circumstances to prevent a student from doing, or continuing to do, any of the following:

- Committing a criminal offense;
- Causing personal injury to, or damage to the property of, any person (including the student him/herself);
- Significantly disrupting the maintenance of good order and discipline at the school or any school function, despite receiving reasonable instruction to cease such behavior.

## VI. APPEAL PROCESS

In all conflicts, efforts are made to resolve the issue in a spirit of fairness and justice by following the ordinary and regular communication channels between the people involved, i.e., parties in dispute attempt to resolve the conflict first.

If the conflict cannot be resolved to the satisfaction of the parties involved, recourse may be made at the next higher level of accountability such as:

- a. Counselors
- b. Dean of Students
- c. Assistant Principal for Student Services or Assistant Principal for Academics
- d. Principal

If the Principal requires, for whatever reason, that a student withdraw from a school, the student (if 18 years or older), or the parent or legal guardian of the student may appeal the Principal's decision to the Superintendent of Schools. When a parent or student (18 years or older) wishes to appeal the decision of the school Principal, the person will submit an appeal in writing to the Diocesan Superintendent with the following information: subject of the appeal, factual data appropriate to the issue, and any efforts that have been made to resolve the issue. The decision of the superintendent or designee is final and binding and concludes the appeal process. (Diocesan Handbook 3-1.1.16 (B))

#### Appeal of Other Serious Decisions

There shall be no right of appeal for a student, parent or legal guardian if the Principal takes some disciplinary action toward a student other than the required withdrawal from the School. There shall be no right of appeal, for example, for the suspension of a student, or for detention. There may be occasions, however, where a Principal's decision has serious consequences and the student (if 18 years of age or older) or the student's parent or legal guardian requests review by the Superintendent of Schools.

It shall be within the sole discretion of the Superintendent of Schools to determine whether to review the decision. (Diocesan Handbook 3-1.1.16 (C))

## VII. CAMPUS MINISTRY

Campus Ministry: In order to fulfill our Mission as a Catholic High School, Campus Ministry exists to provide our students and community with opportunities to grow in faith and encounter the person of Jesus Christ through prayer, sacraments and service.

#### A. Prayer

- **Monthly First Friday Adoration:** Every First Friday of the Month (unless it is a school holiday), Adoration of the Blessed Sacrament will be available in the Chapel for the school day. Parents, families, students, faculty, and administration are encouraged to spend some time in prayer in front of the Blessed Sacrament. Exposition would be available the length of the school day.

- **Class Day of Prayer** – Each year a Day of Prayer is provided for each grade level in place of a day on campus. Since the Day of Prayer occurs during a normal school day, participation is required. A permission slip must be turned in to participate. If a student is absent during one of these days, please refer to the attendance policy portion and the consequences therein (Attendance IV, Section A).
- Retreats – students are encouraged to participate in optional overnight retreat experiences, specifically our BCHS **\*Kairos Retreat** program which is available to Juniors and Seniors each year.
- Chapel is available for personal prayer daily from 7:30am – 3:30pm.

#### B. Sacraments

- Daily Mass is offered each day, refer to the BCHS calendar for specific times
- Confessions are available weekly, refer to the BCHS calendar for specific times
- Grade level Masses – students will attend Mass with their grade each month during a Tuesday Homeroom period.
- All School Liturgies – a Mass for the entire community will be held on Holy Days of Obligation as well as days of special importance, i.e., Ash Wednesday, End of the Semester, Catholic Schools Week, etc.
- Confession is made available to the entire school each Advent and Lent

#### C. Service

- **Christian Service Requirement** – Service is an integral part of the development of servant leadership. Students are asked to complete a minimum of 20 hours of service each year according to their grade level assignment:
  - Freshmen – Service to the BCHS community
  - Sophomore – Service completed with 1 or more peer partners
  - Junior – Service directly with the vulnerable of our society
  - Senior – Service to a parish or church affiliated organization
- **Christian Service Deadline**
  - Twenty hours must be completed by first day of finals. Students who do not meet this deadline will receive a letter of non-compliance and they will not be permitted to begin work on their next grade level's assignment. Students will earn an additional 1.0 credit upon completing their total 80 hours of Service during their High School career. This 1.0 credit is a requirement of graduation at Bourgade Catholic High School.
- **Mission - Service** opportunities exist throughout the year, including the annual BCHS Spring Break Mission. Students must apply to attend Mission in October. An additional Mission fee is required.

#### D. Chapel

The Chapel is located on the second floor of the student services building. It is available to the entire BCHS community daily for personal prayer from 7:30am-3:30pm

##### **\*Kairos**

The Kairos retreat is an important event in the life of a Bourgade student, and Bourgade Catholic High School wants all students to participate in this enriching retreat sometime during their high school experience. However, it is important that students are aware that these retreats occur over multiple school days and taking care of grades and other responsibilities are also of importance.

##### **Kairos Retreat Participants**

If a student is failing a course, the Campus Minister will notify the student's parents/guardians. The parents/guardians must give their written permission for the student to attend the retreat.

No academic, athletic or other punitive measures may be taken against a retreatant for any reason. Assignments and projects given to students prior to the start of Kairos must be submitted prior to attending the retreat, even if the due date occurs during the Kairos retreat. Assignments given while student is on retreat are due within three school days of returning from retreat.

##### **Kairos Retreat Leaders**

A student retreat leader candidate who is academically ineligible may not participate in the retreat. The Campus Minister will notify the student's parents/guardians of any retreat leader candidate's ineligibility status.

## VIII. ATHLETICS AND EXTRACURRICULAR ACTIVITIES

- A. Athletics/Activities Overview:** The purpose of the BCHS athletic/activity program is to develop individual character and athletic skills of each person. We encourage incoming students to get involved in an activity or sport.

## B. Athletic / Activities Participation

In order to participate in athletics or AIA sponsored activities, the student must complete the Athletic AIA activity packet. Athletic packets are available at the school's main office or at the Bourgade Catholic website. The student may not practice or be issued a uniform until all forms are completed and filed in the main office and cleared by the Director of Athletics.

## C. Expectations and Standards for Participation.

Students representing BCHS in extra-curricular activities have a personal responsibility to excel. When students volunteer for an extra-curricular activity in school:

- a) They are asking for the privilege to be chosen.
- b) They agree to conform to the requirements and rules adhered to by that activity.
- c) They agree to represent the school.

Directly and indirectly, the conduct of students reflects standards, attitudes and the philosophy of the school.

At the beginning of each extra-curricular activity season, students and their parents are given written guidelines concerning the expectations for that activity. Students and parents alike are required to sign this document showing their understanding and acceptance of these guidelines. These guidelines may differ due to the nature of the sport or the activity, and are effective for the duration of the sport or activity.

Since the student represents the school, the guidelines may extend beyond the school day and school grounds. Violation of the guidelines may be grounds for suspension or required withdrawal from the activity or the school.

## D. Academic Requirements for Participation in Extra-Curricular Activities.

Eligibility applies to all extra-curricular activities; AIA sanctioned events, BCHS club events, field trips that cause a student to miss another class or field trip in general, or retreats where the student is an aide or leader. An ineligible student may not miss class time for any extra-curricular event.

1. Two weeks following any grade report, the student will do a grade check with all teachers.
  - Student will return grade check to counselor by 3:25pm.
  - Passing grades in all subjects required for student to become eligible.
  - Student remains ineligible until the next grading report if not passing all classes.
2. Ineligible students must attend intervention before or after school.
3. Ineligible students may attend extracurricular activities after intervention but may not participate in competition or performances during these two weeks.
4. Ineligible students may try out for a new sport or activity during the ineligible period after intervention.

Ineligible students during the first two weeks of ineligibility:

- Must attend the intervention.
- May not miss class time to travel with the team/club/activity group.
- May not participate or suit up for a game.
- May not be issued a team uniform.

## E. Attendance Requirements for Participation in After-School Activities

Students must attend school on a regular basis in order to succeed. No student should use athletics as an excuse to miss a class, intervention, extra help session, detention, or any other school event. The attendance requirement for participation in after school activities is as follows: Students must be in attendance for at least 2 periods on a regular schedule. For special Mass schedules, a student must be in attendance for 4 periods (**no unexcused tardies**) if they are to participate in an after school activity (includes practices, games or interscholastic activities). ALSO, if a student-athlete is **put out of class by a teacher, the student-athlete MAY NOT participate** in an after school activity.

Exceptions to this policy:

- No tardy will be recorded for students who miss part of the day for a documented medical/dental appointment (*The student must bring a signed note from the medical office as he/she returns to school*)
- No absence will be recorded for students who miss due to participation in school, conference, or state sponsored extra-curricular activities
- The Assistant Principal may grant exceptions to this policy

**F. Student/Parent Spectators Responsibilities-Victory With Honor**

By purchasing a ticket to a BCHS school event and/or attending a school event, the spectator has assumed a responsibility for proper representation of Bourgade Catholic High School. These rules apply to all spectators, parents and students alike.

- Appreciate and give proper recognition to the good in others.
- Cheer positively and avoid “booing” and using abusive language and vulgarity.
- Do not engage in any kind of intentional display of rude behavior toward members of the opposing team, home team, coaches, or game officials.
- Respect and obey the officials’ decision as final.

**G. Athletic Fundraising**

Athletes are expected to participate in fundraising events with their team.

**H. Student Activities**

**HONOR SOCIETIES**

- Mu Alpha Theta
- National Art Honor Society
- National Honor Society
- International Thespian Society
- Quill and Scroll Journalism Society

**ARIZONA INTERSCHOLASTIC ACTIVITIES**

<b>FALL</b>	<b>WINTER</b>	<b>SPRING</b>
Spirit Line	Spirit Line	Baseball
Swimming	Basketball	Golf
Football	Wrestling	Softball
Volleyball	Soccer	Tennis
Chess		Track

**CLUBS**

- |                            |                    |
|----------------------------|--------------------|
| Active Bourgade Christians | Ambassadors        |
| Art Club                   | Letterman’s Club   |
| Red Cross Team             | Drama              |
| Earthwatch                 | Interact           |
| Robotics                   | Student Government |

**I. School Letter Jacket Policy**

An official Bourgade Catholic High School Letter Jacket must be navy blue with maize gold sleeves. The back of the jacket has the letters “Bourgade” at the top (curved), the official school mascot of the soaring eagle in the center, and the letters “Golden Eagles” at the bottom (curved). There are specific guidelines for the letter jacket. (see Athletic Director)

**IX. FINANCE POLICIES**

Tuition is always due in advance. Payments must be paid through FACTS, ACH, and credit cards are accepted.

**A. Tuition Schedule**

Arizona Resident- 2017/2018- School Year tuition is \$14,752.  
International Student Tuition- Please contact the Assistant Principal for Academics for tuition rate information.

**B. Catholic Parishioner Scholarship:**

Families who are registered, active and contributing members of their parish may apply for a Catholic Parishioner Scholarship, subject to the approval of the pastor of the parish. Those families verified as registered, active and contributing members of a Catholic parish in the Diocese of Phoenix by August 1<sup>st</sup> will be eligible to receive this \$2,900 scholarship.



### C. Payment Options

As a convenience to our families, Bourgade Catholic High School offers several tuition payment plans through FACTS. Families select a payment plan as part of the enrollment process. A student will not be allowed to attend class until the first payment for the school year has been received (regardless of the payment plan selected). The school reserves the right to require that semester tuition be paid in advance when the selected payment plan obligations are not met. If payment cannot be made as agreed, please contact the Finance office immediately to make alternative arrangements.

### D. Fees:

Optional activities will require payment of a participation fee. The listing below is not inclusive of all activities that may require fee payment.

Advancement Placement Test	\$62-\$92/test
Dual Enrollment Courses	\$220/course
Mission Trip and Mini Mission Trip	\$50-\$400
Disneyland Trip	\$100-\$200

#### Diocesan Policy

Students will not be permitted to take semester examinations, receive report cards, or register for the following semester until all financial obligations have been met. (Diocesan Handbook 3-1.5.02 (F))

#### School Policy

Student accounts that are two months delinquent on tuition payments, and payees who have not made suitable arrangements with the Director of Finance, will be informed that their child/children will not be allowed to attend school.

Student accounts that are two months delinquent on tuition payments, will not be allowed to participate in any school sponsored or related activity. This includes but is not limited to:

- A new sport season
- Club Conferences
- School Sponsored Trips
- Mission Trip
- Running for any student leadership position

This policy does not include activities that are required as part of a school class.

## X. MISCELLANEOUS (INFORMATION IN ALPHABETICAL ORDER)

### **ASBESTOS MANAGEMENT PLAN**

Bourgade Catholic High School has an active inspection and management plan regarding the condition of asbestos in the buildings. The plan meets the requirements of the United States Environmental Protection Agency. The school is also required to inform all employees, volunteers, and parents that the requirements regarding asbestos have been met. Inspections show that friable (easily crumbled) asbestos has been removed or encapsulated. This Management Plan is available for perusal by anyone who is interested. Please ask the Director of Finance and Facilities to provide the "Asbestos Inspection Report" to you.

### **ASSIGNED AREAS**

The Bourgade Catholic campus is bordered on the east by 31st Avenue, on the south by Granada School and Cielito Park, on the west by Cielito Park and on the north by the alleyway and the irrigation canal. The entire Bourgade Catholic property is enclosed by fence. The grass of the main quads and areas north and east of the school building are restricted from pedestrian traffic during academic time.

### **BIKE RACKS**

Bike racks are located south of Madonna hall. Students who ride bikes to school are encouraged to register them with the Assistant Principal for Student Services and should secure them at all times. Bikes, skateboards, scooters, etc. are never to be ridden on campus.

### **BOOKS AND MATERIALS**

Books are the property of the school and should be carefully maintained. Students will pay to replace damaged or lost books. BCHS is not responsible for unattended personal property. Book bags must be placed under the desk or chair in the classroom. Book bags may not have inappropriate writing, patches, or attachments.

## **BOSCO CENTER**

The Bosco Center, located in Hillmann Center, is open on a daily basis for students. This space provides opportunities for meetings, recreation, and socialization. A calendar with availability times is posted outside of the Bosco Center entry-way. Rules of the Bosco Center will be enforced.

## **CLOSED CAMPUS**

BCHS is a closed campus environment. Students are not permitted to leave campus during school hours without written authorization. The safety of our students and the security of our campus are concerns that require the awareness of all members of the Bourgade community. The Administration should be notified when "strangers" or suspicious people are observed on campus. Visitors/Vendors/Workers coming on campus during the school day must sign in at the office.

*Madonna Hall opens at 6:30am. The school provides parking lot supervision for 20 minutes after school. The school is not responsible for any accidents, injuries, and/or incidents that occur outside scheduled school activities or school-supervised hours.*

## **COMMUNICATION**

1. Parent/Teacher conferences: The Principal, staff, or parents may schedule conferences for individual needs. Conferences are held to discuss progress, accomplishments, and areas in need of improvement.
2. Telephone and Personal Contact - Teachers and students will not be called to the telephone during class time unless there is an emergency. Important messages will be relayed to the teacher or student. Parents should not expect the school to relay doctor, dentist or other appointments.

In justice to the students, it is important that the teacher is not called out of class. Parents may leave email messages for a teacher through the school provided email accounts. Parents are encouraged to contact a teacher to receive information regarding their son/daughter.

3. A parent bulletin is emailed once a week.
4. Email – Every staff member at Bourgade Catholic High School is equipped with email.
5. RenWeb – A password is given out through the Assistant Principal for Academics office.
6. School Website: [www.bourgadecatholic.org](http://www.bourgadecatholic.org)
7. Emergency notification system - Please keep telephone numbers and email current with the school in order to receive emergency information.
8. School learning management system - BCHS uses RenWeb and learning management systems determined by the school. Grade books and attendance records can be found through RenWeb.

## **COMPUTER AND INTERNET ACCEPTABLE USE POLICY**

Acknowledgements: By signing the Student Handbook acknowledgement, the parent/guardian and student acknowledge that

- parent/guardian and student have read, understand, and agree to the Computer and Internet Acceptable Use Policy
- this policy applies to all BCHS students
- all students will participate in the BCHS Chromebook 1:1 program; opting out is not an option.
- this policy covers all devices, peripherals, networks, and school-provided cloud based services including all Google services
- there is no right of privacy or confidentiality for electronic devices (Diocesan Handbook 3-1.4.24)

For the purposes of this section, Bourgade Catholic Technology includes school computers, iPads, tablets, computer peripherals, network, as well as school provided cloud based storage and services.

Students are expected to apply the Bourgade Catholic Student Honor Code to all school activities, including those involving the use of Bourgade Catholic Technology, whether accessing them while on campus or off campus.

## **COURTESY**

- Be cautious, dignified and respectful in all online communication. Cyberbullying, the use of electronic means to harass, threaten, or embarrass others, is unacceptable. Regardless of whether it takes place on campus or off, cyberbullying in the community will not be tolerated.
- Inform a trusted adult should you receive a message or inadvertently access material that is inappropriate or makes you feel uncomfortable.
- Respect the privacy of other computer accounts and do not use electronic devices belonging to others without their prior approval.

- Respect and protect your personal contact information and that of others. Personal communication and images should not be posted, tagged, or forwarded without permission of the subject or sender.
- Represent your own views, and not those of others, in any form of electronic communication.
- Acknowledge copyright and intellectual property rights to any materials gathered using information technology, abiding by creative commons licensing.
- Adhere to all Federal copyright laws.
- Seek permission to record or photograph classroom presentations or any school activity.

### **PRIDE IN WORK**

- Use technology to collaborate with students and faculty in academic and extracurricular school functions.
- Use Bourgade Catholic Technology to support learning, complete school assignments, and to gain a better understanding of information technologies and their applications.
- Use the Internet to perform research related to academic and extracurricular school functions, and to communicate with scholars, students, and specialists outside of campus to improve knowledge and advance academic work.

### **RESPECT FOR THE SCHOOL ENVIRONMENT**

- Support the integrity of security systems of Bourgade Catholic Technology.
- Protect Bourgade Catholic Technology from misuse, damage or theft.
- Respect that bandwidth, storage space, and printer paper and toner are shared and limited resources.
- Limit recreational use of Bourgade Catholic Technology and yield to others who need it for school work.
- Use Bourgade Catholic provided cloud storage and file servers to store school-related files.
- Respect the Bourgade Catholic community. Online and digitally formatted gossip, inappropriate or offensive remarks, texts, postings or images can be forwarded, replicated, and traced and have an unlimited lifespan and harmful effect on the Bourgade Catholic community. Any student who posts, on any website, materials (words, pictures, sketches, video, etc.) that disrespects or reflects poorly on the Bourgade Catholic community will be held accountable.

### **MONITORING**

- Bourgade Catholic High School reserves the right to access a user's mailbox and files stored through/by/in Bourgade Catholic Technology. Bourgade Catholic High School will make determinations on whether specific uses of the network are inappropriate. In reviewing and monitoring user's mailbox and files, user privacy is not guaranteed.
- Any and all data saved to Bourgade Catholic Technology, and all products created with school accounts for shared resources becomes the property of Bourgade Catholic High School and may be deleted as appropriate by system administrators. Anything, including use of the Internet, which creates a material disruption of the learning environment at Bourgade Catholic, is subject to censorship.

### **NO WARRANTIES**

- Bourgade Catholic High School makes no warranties of any kind, whether expressed or implied, for the service it is providing. There is no guarantee of network and internet availability at any time. Bourgade Catholic will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, no deliveries, mis-deliveries, or service interruptions caused by Bourgade Catholic or by the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The Diocese of Phoenix and Bourgade Catholic specifically deny any responsibility for the accuracy or quality of information obtained through its services. All users are responsible to consider the source of any information they obtain, and consider how valid that information may be.
- Students should account for inconveniences when planning for the completion of their required assignments by the deadlines given by their instructors. Printing problems, loss of data, inability to access data, or other network and internet problems are not considered acceptable excuses for late assignments, absence, or tardiness. It is recommended that students make backup copies of all assignments.
- Bourgade Catholic High School, along with the other organizations sponsoring the school network, will not be liable for the actions of anyone connecting to the internet through the campus network. All users shall assume full liability, legal, financial, or otherwise, for their actions. In addition, Bourgade Catholic High School takes no responsibility for any information or materials that are transferred through the internet.

## **PENALTIES FOR IMPROPER USE**

- Any user violating these rules, applicable state and federal laws or posted classroom and student handbook rules are subject to loss of network and internet privileges, use of mobile technology, and any other disciplinary procedures Bourgade Catholic High School may enforce. Consequences would include but are not limited to a Saturday detention, In-School Suspension or a Behavior Contract.
- In addition, pursuant to the State of Arizona law, any unauthorized access, attempted access, or use of any state computing and/or network system is a violation of the Arizona Penal Code and/or other applicable federal laws, and is subject to criminal prosecution.

## **DANCE POLICIES**

All dances are restricted to Bourgade students and their guests. Each student is limited to one guest. All guests must complete a dance contract in order to attend Bourgade Catholic High School dances. Contracts are due the Wednesday prior to the dance. Prom and Homecoming contracts must be turned in one week prior to the dance. Students are responsible for the behavior and condition of their guests.

Those attending the dances are expected to dress in good taste. This includes guests. Dresses, skirts, and tops should all conform to the BCHS guidelines as indicated on the BCHS website prior to events. Footwear is required. The school reserves the right to determine what is in good taste. Homecoming and Prom require students and parents to sign a dance agreement, which outlines dress and behavior guidelines.

Students attending the dance will be in the designated area. There is to be no loitering on campus. Failure to comply with school rules will result in dismissal from the dance, notification of parents, and a referral to the Assistant Principal for Student Services for appropriate action.

BCHS reserves the right to test every dance attendee for alcohol and drugs.

Dances are scheduled from 7:30pm until 10:30pm, with the exception of dances after football games, students will enter dances during the first hour with their student I.D.; no admission will be allowed after that time. Students may not leave the dance before 10:00 pm. Re-entry will not be allowed. Chaperones will contact parents of students who are not admitted. Parents are asked to pick up students by 10:45 p.m. Gates are locked at 11:15 p.m. Failure to comply with any or all guidelines may result in the denial of student to attend future dances.

## **DISCRIMINATION POLICY**

Bourgade Catholic High School does not discriminate on the basis of sex, sexual orientation, race, national origin, or disability in educational programs and activities and will not participate in any program or service project with an organization that practices discrimination.

## **EMERGENCY DRILLS**

State law requires emergency drills.

### **Evacuations**

At the sound of the alarm, students file out of the building in an orderly manner and follow the directions of the teachers. SILENCE WILL BE OBSERVED AT ALL TIMES! An "all clear" signal will indicate when students are to return to the classrooms.

When necessary, evacuation sites will be communicated.

### **Lockdowns**

If there is an intruder upon campus or law enforcement notification, an emergency signal will be given via the public address system, and procedures will be followed according to the school's crisis plan.

Emergency notification will be communicated through the school's emergency messaging system.

## **EMERGENCY INFORMATION**

At the beginning of each school year, parents will fill out an emergency record with the following information: Name, address, home phone, a minimum of two emergency phone numbers, name of doctor, dentist, and orthodontist, medical information regarding allergies, medication and contact lenses. Parents must notify the school when any of these phone number(s) change.

## **HEALTH CENTER**

### **1. Guidelines**

- The health center is open from 7:30am to 3:30PM

- Health center services will be available for basic first aid.
- There are four Automated External Defibrillators (AED) on campus.
- All serious medical issues will be referred to 911 responders.
- During passing periods, the student must first report to class to check in with his/her teacher and obtain a teacher signature in the agenda.

## 2. Medications

When it is necessary for a student to take medicine during school hours, Bourgade Catholic High School will cooperate with the family physician and the parents if the following requirements are met:

- Medication must be in prescription bottle or original container (A.R.S. 15-344)
- Written request, signed by legal guardian and by the student's doctor, specifically authorizing BCHS personnel to administer any medication. That request must contain the following information:
  - Dates and times when medication is to be administered
  - Instructions to proper dosage
  - Original signature of the student's parent or legal guardian
- Exception: School personnel may keep back-ups of inhalers or Epi-pens in the school office. If a student would be seriously at risk if they were not able to personally carry an epi-pen or inhaler, the parent or legal guardian may request an exception to this policy.

These requirements apply to over-the-counter drugs as well as prescription drugs (Diocesan Handbook 3-1.4.21 E). Tylenol, Midol, Mylanta, etc. must be sent from home. The school does NOT supply medications.

Bourgade Catholic High School reserves the right to disallow the use or administration of any medication on school premises if the threat of abuse or misuse of the medicine may pose a risk to a member or members of the student population.

## 3. Food Allergies

Diocesan schools do not have a legal obligation to accept a student with a food allergy. If your student has an allergy it is the family's responsibility to:

- Notify the school of the student's allergies
- Work with school to develop a plan to accommodate
- Provide medical documentation, instructions and medications as directed by student's physician
- Provide school with a minimum of 2 epi-pens

## 4. Immunizations

All students must have documented proof of immunizations on file at school. (A.R.S. 15-872)

## LEARNING COMMONS

The Learning Commons generally is open from 7:30 a.m. to 4:00 p.m. Monday through Fridays except when closed for meetings.

Book check out is for a period of two weeks and may be renewed. A fine of 5 cents per day is charged for overdue books. Students are responsible for books charged to them. A lost or damaged book must be paid for by the borrower. Magazines are not to be taken from the Learning Commons. (A copy machine is available, at 10 cents/copy.)

Payment is expected for damaged or lost materials before the end of the semester. All materials must be returned and outstanding Learning Commons accounts cleared before a student is eligible to take semester exams in December and May.

## LOCKERS

1. Assigned lockers should be kept clean, neat, and locked at all times. Lockers and locks may not be exchanged or shared with other students.
2. Bourgade Catholic High School is not responsible for items kept in the lockers that might be lost or stolen.
3. The school is co-tenant of all lockers and reserves the right to search them at any time.
4. Teachers and administrators will conduct locker inspections periodically.
5. A \$5.00 fine will be issued for excessive disorder, loss of locks, or failure to keep locker locked.
6. Alcohol, drugs, inappropriate pictures, tobacco or non-Christian signs and symbols are not to be displayed in lockers or anywhere

else on school property.

## **LOST AND FOUND ITEMS**

Personal articles lost or found on campus should be turned in to the attendance office. Periodically, items left in the lost and found will be auctioned at lunch through a student organization; items not purchased will be donated to charity.

## **LUNCH TIME AND AREA REGULATIONS**

BCHS does not offer a lunch menu. There will be limited vending services available. We do not allow individual lunch deliveries.

There should be no running in the lunchroom. Talking should be done in a quiet, moderate tone of voice. During the lunch period students may use Madonna Hall, the patio areas adjacent to Madonna Hall, or the center quad. Students are to clean up their eating area. Academic wings, including student's lockers, are off limits during lunch. The Learning Commons and the Bosco Center are open for use during the lunch period, but the Learning Commons is not an additional eating area.

## **PROPERTY**

Each student is expected to take the best possible care of school property. Students help keep classrooms and the campus areas free from paper and litter. Breakage or damage to school property should be reported to the classroom teacher or Dean of Students/Assistant Principal for Student Services. Any student charged with deliberate damage will be held financially responsible. (Diocesan Handbook 3-1.4.32)

## **RIGHTS OF NON-CUSTODIAL PARENTS**

If a court order is on file at BCHS, attendance records and grades will be shared with the non-custodial parent.

If a non-custodial parent wishes to see his/her student, it must be with the permission of the custodial parent unless the court decree states otherwise. It is the responsibility of the custodial parent to present legal documentation stating visitation rights.

## **SCHOOL TRANSPORTATION**

BCHS provides transportation to and from designated locations in the metropolitan Valley. Transportation fees will be for full months only.

BCHS provides transportation to some school activities and athletic competitions. All occupants of any school vehicle will be required to fasten their seatbelts when available. Failure to do so will result in the loss of privilege to ride in the vehicle.

## **STATUS OF STUDENTS REACHING MAJORITY**

Students who reach the age of eighteen (18) will continue to be subject to all school rules and regulations. Reports on academic performance, absences, and misbehavior will be sent to parents/guardians. To be enrolled at BCHS, the student must be living at home with a parent or legal guardian.

## **STUDENT ACCIDENT INSURANCE**

Any student enrolled in a Diocese of Phoenix Nursery, Pre-School, Kindergarten, Elementary, or Secondary School is provided accident insurance worldwide while on school grounds when school is in session, while taking part in a school sponsored and supervised activity, or while attending school sponsored and supervised religious services or instruction. If a student suffers a covered "accidental injury," he/she will be eligible for benefits by completing the proper claim documentation, which will be available in the school finance office. Please refer to the policy for actual coverage, conditions, and restrictions that may apply. (Diocesan Handbook 3-1.4.37)

## **TRIP REDUCTION**

In an effort to reduce the number of vehicles on our streets and to reduce air pollution in our valley, BCHS has implemented the following actions:

- Carpools - BCHS encourages students to carpool, preferred parking for carpools is available in the student parking lot. Those who wish to use the designated spots must have registered as a carpool with the Assistant Principal for Student Services.
- Shower and Locker Room Facilities - Showers and locker rooms for bicyclists and walkers are available to use when they arrive, before first hour.

## **VISITORS ON CAMPUS**

All campus visitors must report to the Main Office. Guests will be issued a visitor pass while on campus, which is to be returned at the end of the visit.

**FAMILY SERVICE HOURS**

Beginning with the 2017-2018 academic year, the School Advisory Board is requesting each BCHS family to perform 10 required hours of service to benefit the Bourgade Catholic Community. The school has agreed this commitment is per family and the service can be from any adult family member. As an alternative, the school will accept a payment of \$250 (or a prorated amount if a portion of the hours cannot be performed) in lieu of these required service hours.

**PARENTAL SUPPORT**

All parents are expected to provide cooperation in the implementation of the spirit as well as the letter of the Handbook’s guidelines and rules. The Diocesan Code of Discipline directs that “Parents or legal guardians are expected to support teachers and administrators and to recognize that disciplinary action entails the exercise of judgment, often under pressing circumstances.” (Diocesan Handbook 3-1.4.17 C)

Serious consideration is given to every disciplinary action taken. Parental failure to cooperate and comply with BCHS’s disciplinary policy, practice, and determined consequences may result in a school initiated student withdrawal from BCHS.

Pursuant to ARS 15-507, BCHS does not tolerate abusive, coarse, rude or foul language by parents/guardians or students toward the school, its faculty or staff associated with the school. Such verbal abuse may result in required withdrawal from Bourgade Catholic High School.

**IN CONCLUSION**

The Administration reserves the right to:

- impose restrictions and consequences deemed necessary for the welfare of the individual student and the entire BCHS community.
- interpret the regulations and guidelines and to take necessary action to see that they are observed.
- maintain directives to ensure a positive, healthy environment where educational growth can occur with freedom and order.
- search anything brought on the school property, including personal electronic devices and their content.
- use photos or videos of students on the school website and any school publications. Parents must notify the school in writing if they do not wish their son/daughter’s image to be used in school publications.

Students and parents/guardians are required to verify that they have read and will comply with the policies and rules of the BCHS handbook. Questions or clarifications of specific regulations should be addressed to the Administration.

**XI. CONTACTS....**

Academics..... Asst. Principal for Academics	Discipline ..... Dean of Students
Activities ..... Asst. Principal for Student Services	Facilities Rental ..... Director of Finance and Facilities
Alumni ..... Advancement Office	Financial Aid ..... Director of Finance and Facilities
International Students..... Asst. Principal for Academics	Guidance for College ..... College Counselor
Athletics..... Athletic Director	Parking ..... Asst. Principal for Student Services
Attendance ..... Attendance Clerk	Retreats ..... Campus Minister
Christian Service Requirement .....Asst. Principal for Academics	Class Schedules ..... Counseling Department
Curriculum ..... Asst. Principal for Academics	Technology ..... Educational Technology Director
Faculty Concerns ..... Asst. Principal for Academics	Transcripts.....Registrar