

Bourgade Catholic High School

Student Handbook

2011/2012

BOURGADE CATHOLIC HIGH SCHOOL
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PHOENIX, AZ 85017-3499
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www.bourgade.org
CEEB code 030264

MISSION STATEMENT

Together with families, Bourgade Catholic High School empowers diverse young women and men to become Christian leaders who demonstrate academic achievement while building a global society founded on the gospel values of justice, love and peace.

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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ADMINISTRATIVE TEAM

Principal
Vice Principal, Director of Studies
Vice Principal, Director of Students
Athletic Director

Ms. Kathryn Rother
Mrs. Vicki Kilgarriff
Ms. Lori Pieper
Mr. Shawn Gatson

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. SCHOOL SCHEDULES

REGULAR SCHEDULE

Period 1 7:55 - 8:45
Period 2 8:50 - 9:40
Period 3 9:50 - 10:40
Period 4 10:45 - 11:35
Announc. 11:35
Lunch 11:41 - 12:15
Period 5 12:20 - 1:10
Period 6 1:15 - 2:05
Period 7 2:10 - 3:00

FRIDAY SCHEDULE

Period 1 7:55 - 8:30
Period 2 8:35 - 9:10
Period 3 9:15 - 9:50
Period 4 9:55 - 10:30
Announc. 10:30
Lunch 10:36 - 11:00
Period 5 11:05 - 11:40
Period 6 11:45 - 12:20
Period 7 12:25 - 1:00

FRIDAY WITH RALLY

Period 1 7:55 - 8:25
Period 2 8:30 - 9:00
Period 3 9:05 - 9:35
Period 4 9:40 - 10:10
Announc. 10:10
Lunch 10:16 - 10:40
Period 5 10:45 - 11:15
Period 6 11:20 - 11:50
Period 7 11:55 - 12:25
Rally 12:30 - 12:50

MASS/ASSEMBLY

Period 1 7:55 - 8:35
Period 2 8:40 - 9:20
Period 3 9:30 - 10:10
Mass 10:15 - 11:20
Period 4 11:25 - 12:05
Announc. 12:05
Lunch 12:11 - 12:45
Period 5 12:50 - 1:30
Period 6 1:35 - 2:15
Period 7 2:20 - 3:00

Classes meet on a rotating schedule.

Monday	Tuesday	Wednesday	Thursday	Friday
A	G	F	E	D
B	B	B	B	B
C	C	C	C	C
D	A	G	F	E
Lunch	Lunch	Lunch	Lunch	Lunch
E	D	A	G	F
F	E	D	A	G
G	F	E	D	A

II. 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 Christian tradition, we are committed to providing a rigorous academic program that prepares students of all learning styles for college.

Supporting family as the primary educators of the student, we continue the development of spiritually centered lifelong learners, effective communicators, and citizens of a global world. As educators and ministers, we promote a Christian 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 of 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. **CPR**. At all school liturgies we recognize students that show the traits of C.P.R.

To maintain a safe and successful learning environment for all students, faculty and staff, BCHS expects parents/guardians, students and staff to know and agree to be governed by the school policies and regulations in this handbook.

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 the student being asked to withdraw from Bourgade Catholic High School. Pursuant to ARS 15-507.

The Administration reserves the right to:

- impose restrictions and consequences deemed necessary for the welfare of the individual student and 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.
- Use photos of students on the school website unless notified in writing by the parent.

Each student and parent or guardian is 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

III. ACADEMIC INFORMATION

Bourgade offers seven (7) periods a day. The Director of Studies, 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 Director of Studies.

A. Class Load

All students must take seven classes, one of which may be a study period.

B. Graduation Requirements

Students must earn 24 credits in order to graduate.

Religion	4 Credits	World History	1 Credit
English	4 Credits	US / AZ History	1 Credit
Mathematics	4 Credits	Government	1/2 Credit
Science	3 Credits*	Economics	1/2 Credit
Phys. Ed.	1 Credit	Fine Arts	1 Credit
Electives	5 Credits		
Total:	24 Credits		

- A student must complete ten hours of service in order to receive credit for their semester theology course.
- The Junior English research requirement must be passed with a 60% minimum in order to receive credit for the second semester of English.

C. Honors Classes

Placement in Honors classes is by recommendation of the department, standardized tests scores at or above the 85% tile. Departments will offer testing in June to determine placement in a higher level class. Students must maintain a B average each semester to remain in honors sections.

D. Academic Status

In order to earn the minimum (24) credits necessary for graduation, a 10th grader must begin the fall term with 5 credits, an 11th grader with 11 credits, and a 12th grader with 17 credits.

E. Academic / Disciplinary Hearing

An academic/disciplinary hearing is called for serious academic and disciplinary issues at the discretion of the Administration. A committee comprised of two parents and two faculty members will hear the case and make recommendations to the principal.

F. 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. For absences of three days or more, the request for assignments **not on Edline** should be made to the student's counselor.

Class work/assignments missed due to an absence from field trips and athletic events must be turned in prior to the absence.

G. Grading Scale

93-100	A	73-76	C
90-92	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
77-79	C+	0-59	F

H. Honor Roll

This is based on the GPA for the Quarter Grading Period.

First Honors: GPA of 3.75 or better

Second Honors: GPA of 3.25 thru 3.749

A grade of "D" or "F" in any course excludes students from the Honor Roll.

I. Repeating a Course

- Freshmen must pass with a C or above to earn credit in English 1.
- Students in any prerequisite Math or Foreign Language course must pass the first semester and earn at least a C- for the second semester to continue to the next appropriate level without retaking the class.
- Students may retake classes during the summer at Bourgade Catholic High School or another approved summer school if not available at BCHS.
- If a course is repeated due to failure, both grades for the course appear on the student's permanent record. Repeating a course does not remove the first grade. Both grades are entered into the computation of the student's grade point average (GPA). Credit is awarded only one time.

J. 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 communicating, for whatever reason, with another student while a test is in progress.
9. Copying a teacher's assigned test.
10. Taking a teacher's assigned test without permission.
11. Looking around the room (including looking at another student's desk, test, papers).
12. Lending or receiving materials via electronic instruments or equipment, sharing of electronic files via e-mail, floppy disc, jump drive, or cd's.
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.

Consequences of Academic Dishonesty:

- **First Offense:** The student receives a zero for the assignment. The assignment is confiscated and filed in Director of Students office. The teacher will notify parents of the offender. A Saturday detention with option to change due to severity will be served; a note of understanding will be signed by the student, parent and Director of Students.

- **Second Offense:** The student will receive a zero for the assignment and the letter grade for the quarter will be lowered 10% in the class where the offense was committed. The assignment is confiscated and filed in the Director of Students office. The teacher will notify the parents of the offender. The student will serve a one day in-school suspension and a conference with the parents and the Director of Students is held prior to the student being admitted back into classes. **The note of understanding will be re-signed.**
- **Third Offense:** The student will receive a zero on the assignment and will receive a maximum grade of 59% for the current quarter in the class where the offense was committed. The paper is confiscated and filed in the Director of Students office. The teacher will notify parents of the offender. The student will serve a two day in-school suspension and an academic hearing will be called by the Principal.

Bourgade Catholic High School subscribes to www.turnitin.com, a plagiarism prevention system.

K. Graduation / Baccalaureate Participation

No student will participate in graduation ceremonies unless he/she is receiving a diploma. Students are required to adhere to specific graduation etiquette and guidelines which will be outlined at a mandatory student and parent meeting normally held in April. Failure to attend this meeting will result in non-participation in graduation ceremonies.

A student may be excluded from participation in the graduation exercises for reasonable cause but will not be denied a diploma.

Credit requirements and financial obligations must be met to participate in graduation. Students deficient in credits to graduate but who have met financial obligations may participate in Baccalaureate exercises (Diocesan Handbook 4.30).

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 during the first week of each semester. The transcript will show an "F" for any class dropped after the first week of each semester. It may not always be possible to make requested changes due to the impact on other classes.

Teachers may request schedule changes up to the third week of each semester. No student may leave a class or begin a new class until a corrected schedule is issued by the Director of Studies.

No Schedule changes after the third week of any semester.

N. Semester Examinations

Students are required to take all final exams on the day and time assigned by the Director of Studies. Two late exams dates will be scheduled and posted. Students should contact the Director of Studies if a late make up exam is needed.

No exams will be administered to a student unless tuition is paid and all obligations, financial and otherwise are met. Before exams can be taken, library 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 Exemption

Student will be eligible for exemption from the first or second semester exam in any subject: *in which the student has earned a grade of 93% or more *if the course teacher allows the exemption (e.g.) performance classes may require student participation in the performance *if all financial obligations are met (see below)

1. All financial obligations include but are not limited to tuition, course or athletic fees and work study hours, if applicable. These must be met and cleared through the finance office at least three days prior to the first final exam.
 - Students may verify financial status with the Finance Office any time (but not later than three days) prior to the start of the first final exam.
2. Finance Director will provide a list of ineligible names to Director of Studies to disseminate to faculty.
3. Course teachers will notify the student of exam exemption status at least three days before the administration of the first final exam.

P. Missing Credit

Students who fail the first semester of a two-semester course will be allowed to continue with the second semester of that course at the discretion of the Administration and teachers. No credit is earned if the semester grade is an "F."

Q. Summer School

Students may earn some elective credits during the summer session with approval of the Principal or Vice Principal. Summer electives offered at BCHS must be taken on our campus.

Students repeating a course to makeup credit due to any failure may take the course at an accredited institution if the course is not offered at BCHS.

R. Transcripts

Requests for transcripts of credits are directed to the Registrar. Students currently registered at BCHS may request a transcript at no charge. Financial obligations must be met before transcripts can be mailed. A \$5.00 transcript fee is charged for graduates and non-active students. A release form or letter must accompany the request before a transcript will be mailed.

S. After - School Jobs

A student's primary responsibility at Bourgade Catholic High School is to his/her academic "work." All obligations at school must be fulfilled before proceeding to after-school jobs. If an after school job interferes with school responsibilities, the Director of Studies will contact the parents (and possibly the employer) to recommend an adjustment in the employment schedule. Bourgade Catholic High School recommends students limit work hours to 15 per week. **No student should plan to be at an after school job before 4:30 p.m. Monday-Thursday or before 2:30 on Fridays.**

T. Study Hall

1. Bourgade Catholic High School Study Halls are proctored, structured study halls for quiet, individual study.
2. Bourgade Catholic High School students will need to have a written pass to leave Study Hall for legitimate school related work (i.e. library, art, etc.) One name per pass.
3. Mandatory Study Hall – freshman, sophomore and junior students are required to attend a proctored study hall from 3:15 until 4 p.m. if they are failing a class at any grading period, including progress report time. If a student is unable to attend, a parent/guardian must contact Sr. Mary or Mrs. Kilgarriff by 2:45 p.m.

U. 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 2.06). 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 will be accepted as permission. Phone calls will not be accepted as permission for students to attend off-campus trips.

V. Counseling Department

All information regarding your student and family at Bourgade Catholic is kept strictly confidential. Information that becomes known regarding sexual behavior, the use, possession or distribution of drugs/alcohol will be shared with the student's parent/guardian. Some circumstances may require information obtained in counseling sessions to be shared without parent's prior consent. Confidentiality cannot be guaranteed for the following circumstances: threats of suicide or serious physical harm to self or others; court order to release records or other information about your child's school guidance, including test results, evaluations, attendance and progress; referral to another professional, e.g., for the purpose of testing and evaluation, consultation with or supervision by another counseling professional; any behavior or situation where disclosure of information is required by applicable law (i.e. abuse, bullying, sexting, child pornography, use of illegal substance).

W. Christian Ministry Requirement

Bourgade Catholic High School requires Christian Service as an integral part of the theology program. "Stewardship involves sharing the gifts of time, talent, and treasure that God has placed in our care" (CYB) for the benefit of others. Students may fulfill this annual 20 hour volunteer service requirement after school hours, in the evenings, on weekends, and during the summer preceding the school year.

Freshman Program

- Twenty hours of service to the BCHS community

Sophomore Program

- Twenty hours of service to the greater community (off-campus)
- Students should complete their service in groups of two or more as Christ sent his disciples “two by two.”

Junior Program

- Twenty hours of service at one off-campus non-profit organization.
- Ministry must be direct service with vulnerable people in our society.

Senior Program

- Twenty hours of service to a parish or a church affiliated organization
- Service hours and service verification forms must be completed by May 1st in order to participate in graduation.

Timeline for all Grade Levels

- Ten hours must be completed by December 1.
- Ten hours must be completed by May 1st.
- The completed service verification form must be on file with the Theology teacher by the due date.
- The student will receive an ‘F’ for the semester theology course if service is incomplete by the due date.

X. Retreats

Students not attending their class retreat must minister to the underprivileged by completing six hours of service at a place approved of by the Campus Minister. The student will not be given a passing grade for their current religion class until this requirement is met.

IV. APPEARANCE

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

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

Students are required to dress and be groomed at all Bourgade functions, including dances, in a manner which reflects that BCHS is a place of Catholic learning. The school reserves the right to determine whether a student’s dress / appearance satisfy the school policy. (Diocesan Handbook 4.13)

Students are to be in uniform and remain in uniform from the first five minute bell at 7:50 a.m. throughout the school day and to abide by all aspects of the dress code. This includes mandatory study hall and after school detentions.

B. Uniforms

BCHS uniforms, tops and bottoms, are to be purchased through Dennis Uniforms. Dennis Uniform is located at 4920 E. McDowell Rd, #103, Phoenix. (602)220-0302.

The Uniform consists of:

1. Uniform polo shirts (royal, navy, gold). Bottom button must be buttoned. Uniform light blue oxford shirts, short and long sleeve, Only the top button can be opened. Long sleeve polos may not be rolled past the elbow. (In June 2012 the royal polo shirt will be phased out.)
2. Dress shorts and slacks with a pleated front in dark khaki or navy blue. Shorts must have an inseam of at least 8” and must not extend past the knee. *Flat front pant/shorts are not acceptable.*
3. 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. Girls may also wear a Mayfair plaid knife pleat skirt that is not rolled at the waist and is an appropriate length not above 3” from the center back of the knee. Skirts purchased after 2009 from Dennis must have the logo displayed at the hem line.
5. Navy vest with school crest (optional).
6. A School Tie may be purchased from Dennis Uniform and can be worn with the Oxford Shirts.

GENERAL UNIFORM GUIDELINES:

1. All shorts and slacks need to be properly fitted and neat. They are not to be faded, torn or to have holes. Shorts and slacks are to be worn at the waist. Shorts may be cuffed or un-cuffed, but not rolled.
2. Shirts are to be tucked in at all times, *with a minimum of blousing*. Sleeves are not to be rolled.
3. White or the same color undershirts are appropriate as long as logos are not seen through the polo shirt. Long sleeve undershirts must be the same color as the polo.
4. 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.
5. White, navy, khaki or black socks (solid in color with no logo) or footed tights or nylons must be worn with all shoes. April thru October, students may wear sandals without socks or hosiery. Girls may wear solid-colored tights or nylons in navy, black, white or neutral. Tights must be the full foot length, not Capri or ankle length.
6. Dress shoes, athletic shoes and sandals. Sandals must have permanently attached heel straps. Not allowed: ankle-high or higher boots, shoes with heels higher than 2 inches, and slippers/moccasins. Walking barefoot is never permitted on campus.
7. All students are to be in official Bourgade outerwear, which includes the gray Bourgade Catholic crest sweatshirt, the navy blue with plaid BC lettered sweatshirt, an official BCHS letter jacket, the navy fleece crested jacket or the crested windbreaker jacket. Hooded sweatshirts, purchased thru the athletic department (generic – no team sweatshirts) and drama club which display the approved BCHS logo. Jackets may be worn indoors at the discretion of the teacher. Outerwear is bought through the Dennis Uniform, with the exception of the letter jacket and the hooded sweatshirts. A uniform shirt must be worn under the BCHS outerwear.
8. The use of make-up by students must be done in modest taste.
9. Female Hair Guidelines – Hair is to be neat and well-groomed at all times. Ultra-short, shaved, unnatural-colored hair or extremely contrasting streaking is not allowed. The excessive use of bleach or black hair dye is not permitted.
10. 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. Dyed hair must be in natural colors only. Males should be clean-shaven each day. Side burns must not extend past the mid ear. If a student is sent to the office to shave, he will be required to pay a \$5 fine. Continued violations will result in further disciplinary action.
11. No hats, caps, visors, hairnets or sunglasses can be worn during the school day from the first bell at 7:50 a.m. to the last bell at 3:00 p.m.
12. Jewelry – If jewelry is to be worn at school, it should be simple and inexpensive. Only one necklace or bracelet may be worn. 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 Director of Students. BCHS is not responsible for confiscated jewelry.
13. Piercing-the only piercing that is acceptable is 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.
14. 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.
15. **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 be sent home.**

C. Out of Uniform Days

At times during the year, students are permitted out of uniform days. **BCHS faculty and staff reserves the right to interpret what is modest and appropriate.**

1. Garments shall be sufficient to conceal undergarments at all times.
2. No garment may be worn that is cut-off, ragged, sliced, or torn.
3. All female shirts are to have at least a 4 inch shoulder strap and will be long enough the shirt could be tucked in. Shirts must have a neckline no lower than a four finger-width below the collarbone.
4. At all times skirts and shorts must be the length described under uniform guidelines.
5. Boys may not wear “muscle shirts” or tank tops and must wear a shirt at all times on campus.
6. Logos, language or advertisement inappropriate for a Catholic High School are unacceptable.
7. Overalls and bib overalls are not allowed (exception dances).

8. Dress Up Day

BCHS faculty and staff reserves the right to interpret what is modest and appropriate

- Dress shoes (no tennis shoes)
 - Dress slacks/skirts/dresses (no denim)
 - Dress blouses or shirts (no T-shirts), all shirts/blouses must have sleeves and collars
 - All BCHS uniform guidelines must be followed from the prior pages
9. Student Government may set up special spirit days with specific guidelines that have been approved by the Administration.
10. The first Friday of every month is Club T-Shirt Day. Students may wear their club t-shirts with the regular uniform pant, short or skirt. Shirts must be tucked in.
11. **Dress violations are subject to disciplinary actions** (Diocesan Handbook 4.13).

V. ATTENDANCE

A. Absences

The following procedures apply in regard to absences and tardies:

1. **To report an absence or tardiness parents must call the school's attendance line at 602-973-4000, press 5 for the attendance line.**
Upon returning to school, the student must bring a signed and dated note from the parent/guardian to excuse the absence. Failure to bring the note results in an unexcused absence. The note is to be turned into the Attendance Secretary and will be kept on file for one year (Diocesan School Handbook 4.03)
2. A written excuse from the parent is presented in the office **before school** to obtain an early dismissal slip for a doctor, dentist, or other appointment. If at all possible, these appointments should be made outside of the school day.
3. Extended absences other than illness
 - Notification in writing prior to absence to attendance office
 - Student is responsible to check Edline for assignments
 - Work is due upon return to school
 - Failure to turn in work will impact grade according to teacher course policies
4. If a student is absent during the school day they are not to be on campus before or after school.
5. If students become ill during the school day, they are to 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.
6. A student who is absent on test days assumes the responsibility for arranging a make-up test time. Making up a test can be denied if a student is repeatedly absent on scheduled test days.
7. 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 students' leaving the school grounds does not negate the truancy.
8. When a post season event occurs during the school day students choosing to attend 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 guidelines 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. 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 on return to school.
- Required Court appearance (prior documentation required)
- College Interview (documentation required)
- Extended absence other than illness (see page 11 #3)



C. Tardy Student Procedures.

1. Late to School (LTS)
 - A student who is late for school must report to the Office.
 - Students more than 10 minutes late will be marked absent for the first period, receive no credit for missed work and sent to the Library for the remainder of that period.
2. Late to School Consequences:
 - No consequence for two or less LTS.
 - The third and fourth LTS the student receives a Detention Notice.
 - The fifth and all subsequent LTS thru the semester will result in Saturday Detentions.
3. Tardy to Class
 - If a student arrives late to class during the day, the student explains to the teacher the reason for the tardiness. Unexcused class tardiness will result in disciplinary action.
 - A student who is detained by a teacher must bring a note from that teacher to explain the delay.
 - Classroom Teachers handle discipline periods 2-7. Repeat offenders should be referred to the Director of Students.

Tardy records for all class periods will be maintained by the teacher and in the office.

D. Unexcused Late to School-include but not limited to the following

1. Oversleeping
2. Missing a ride to school
3. Car trouble, heavy traffic
4. Car Pool late
5. Socializing before school
6. Printing materials in library

E. Consequences of five or more Absences

Bourgade Catholic is accredited and abides by North Central and Western Catholic Association standards for awarding credits. One credit is awarded for 120+ instructional hours in a course. When absences exceed 10 days per semester, students may be in danger of losing credit. Each teacher keeps a record of individual student attendance. At 5 absences the student is placed on the ATTENDANCE ALERT LIST (AAL). Parents are notified by mail that the student has been placed on the AAL. Consequences may include the following: unable to attend field trip or club activities, withdrawal from class or failure to earn credit.

VI. 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 of 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 their actions; the Administration reserves the right to take appropriate action.

A. Classroom Dismissal

Any student dismissed from a classroom reports to the Director of Students' Office. If a student leaves the classroom without permission for any reason, the Director of Students will be notified immediately. A parent is called, and appropriate discipline will be determined. It is understood that the student is not in good standing with the school, so participation in activities or a presence on campus other than the Director of Students' office is not permitted until the student is reinstated in good standing.

B. Habitual Disruption of Classes

Willful disobedience, and/or open and persistent defiance of school authority will result in a Disciplinary Notice and Saturday Detention. If necessary the student could be asked to withdraw from BCHS.

C. Unbecoming Familiarity

BCHS has determined that *HOLDING OF HANDS* will constitute the limits of familiarity between students at school functions. Any behavior that extends beyond this limit will be referred to the Director of Students and will necessitate communication between the school and parents.

- 1st Offense – Warning, parental notification
- 2nd Offense – Detention Notice issued, parental notification
- 3rd Offense – Saturday detention with parental conference
- 4th Offense – One-day in-school suspension with parental conference

D. Tobacco/Smoking

Tobacco use by minors is illegal. Violations will result in the following:

- 1st Time \$10.00 fine, Saturday detention
- 2nd Time \$25.00 fine, One day ISS
- 3rd Time Asked to withdraw from BCHS.

ALL TOBACCO FINES MUST BE PAID WITHIN ONE DAY OF THE VIOLATION.

ARS 36-798.03 prohibits smoking on School campuses.

E. 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.

F. Food in classrooms

Candy/food or sodas are not allowed in the classrooms. Violations will result in a \$5.00 fine. Violations in excess of three will result in a Saturday detention.

G. Electronics

Students may bring electronic equipment on campus at their own risk. BCHS is not responsible for lost, stolen or broken items. All electronic equipment should be in the off mode during the school day. If a student is in Mandatory Study Hall or in detention, their school day is not over until that specified time.

Electronic equipment confiscated during the school day will be subject to the following consequences:

- 1st offense: held in the Dean's office for 1 school day and a 45 minute Detention
- 2nd offense: held in the Dean's office for 2 school days, \$15 fine, Saturday detention
- 3rd offense: held in the Dean's office for 3 school days, \$20 fine, Saturday detention
- 4th offense: Parent conference held after 96 hour holding period, \$25 fine, and Saturday detention

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.

H. Parking lot regulations

1. Cars parked on BCHS property must be registered with the Director of Students
2. A \$10 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 can be registered at any time in the office of the Director of Students.
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. Student lot is locked at 8:15 a.m. every morning and unlocked at 2:45 p.m. Monday-Thursday and 12:45 p.m. on Fridays.
8. Campus speed limit is 5 miles per hour at all times.
9. Infractions of parking regulations will lead to loss of 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 Registration.
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.
17. **Alternate Modes of Transportation:** For students that ride their bicycles to school, shower and locker room facilities are available before school at 7:30AM.

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 and the discretion of the Administration. 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, physical fighting/violence, whether in word or action. A student in violation of this policy may be subject to immediate dismissal. If a student is allowed to remain at BCHS, they will be on disciplinary probation and may be required to undergo professional assessment and counseling at a school approved agency. It is the parent's responsibility to discuss the severity and consequences with their child.

Dangerous Weapons/Explosives

The possession and/or use of explosives or weapons will result in disciplinary action and/or termination from BCHS. These items are not allowed to be in a student's locker or vehicle. (Diocesan Handbook 4.20) Any incident involving a weapon on school grounds must be reported to a school administrator who must report the incident to a police officer. Any suspected crime that involves a deadly weapon or poses a threat of serious physical injury against a school employee, students or anyone on school property must be reported to law enforcement. A.R.S. 13-105, A.R.S. 15-515

Forgery

A student may not sign a parent/guardian's name to any school document that requires 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.

Unacceptable language

Vulgar, obscene or use of inappropriate language, whether written, spoken or in gesture will not be tolerated. A minimum of a Saturday Detention will be served.

Sexting

It is unlawful for a juvenile to use an electronic device to transmit or display 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. 8-309

Sexting may result in a student's automatic placement on Disciplinary Probation. The consequence is at the discretion of the Administration. BCHS will contact the police if the student's behavior warrants such a response.

Lying

BCHS expects students to be honest in every respect. Consequences include, but are not limited to, a disciplinary notice sent home and a minimum Saturday detention. Ongoing violations may result in re-evaluation of the students remaining at BCHS. Any adult or minor, who lies in writing, in person or on the phone, on behalf of the student, results in the above consequences for the BCHS student.

Stealing

Never leave possessions unattended on the BCHS campus. The school is not responsible for lost or stolen items.

The consequences for stealing can include an in school suspension, restitution for the stolen item, and community service. Seniors may be subject to exclusion from graduation ceremony.

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, 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, locations where students represent BCHS in an official activity such as a field trip, athletic contest, club activity, dance, etc. In addition we reserve 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 we become aware of a charge alleging that a BCHS student has violated, while on or off campus, a city, state or federal law, we may institute a school investigation into 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 Principal and/or Dean of Students will, in their sole discretion, review the allegations to determine the school's jurisdiction over such conduct and determine the appropriate course of action to take against that student.

Tuancy

The State of Arizona places legal responsibility for school attendance upon parents or guardians. A student is truant when they are absent from class, or not on the school grounds without the permission of the school or prior parental notification of the absence which has been accepted by the school. Any student who forges an excuse note and is, therefore given an off campus pass will be considered truant. (A.R.S. 15-803)

Consequences of truancy are:

- Absence is recorded on the student's attendance record as truant
- A Disciplinary referral is sent home
- A zero is assigned for tests, class work and homework in each class missed.
- A Saturday detention is assigned for each class missed.
- Drug test will be completed within two hours of returning to school.
- A student government officer will automatically relinquish their office
- A second offense results in re-evaluation of the student's continuance at BCHS.
- A senior is subject to being denied participation in graduation ceremonies.

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

Threats

A death threat, a threat of violence, or any kind of threat, or any words which can be construed as a threat, whether spoken or written or made 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) (33)

A student should report any threat immediately, to an Administrator, faculty or staff member. A threat to "kill," either spoken or written, must be reported to an Administrator, faculty or staff member. The individual will be suspended until an investigation is complete.

Consequences may include any of the following:

- Disciplinary notice
- Minimum three day out of school suspension
- Possible dismissal from BCHS
- 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 re-evaluation of the student remaining at BCHS.

Harassment

Harassment occurs when an individual is subjected to a school environment or treatment which is hostile, intimidating because of race, creed, color, national origin, physical features, gender, sexual orientation, disability, or speech. Any unwelcome behavior including profiling, victimizing, bullying violates civil law and the polices of the Diocese of Phoenix. Harassment will not be tolerated at any time during or after school, or at school-related activities. Harassment includes but is not limited to sexual, physical or verbal behavior.

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 Director 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 in writing directly to the teacher, counselors or Director of Students. 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, both of 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 Director of Students, in consultation with the Principal, will decide what disciplinary action is warranted. **Students should always be aware that suspension or expulsion might be the immediate consequence of Harassment.** (Diocesan Handbook 4.21)

Drug and Alcohol Abuse

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

BCHS prohibits the illegal use, possession, distribution, manufacture or sale of any controlled substance, drugs, 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 dismissal.

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. Parents who refuse to allow their student to be tested immediately (within 2 hours) may be required to remove their student from the school. This policy also applies to students who possess contraband, 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) Attempt will be made to contact parent/guardian.
- b) A drug test (urinalysis and/or hair-follicle test), is required within 2 hours at the student's expense.
- c) An official report from the testing agency must be given to the Director of Students prior to returning to school.
- d) A student who tests positive will
 - Serve a three day out of school suspension. No credit is given for missed class work.
 - Enroll in a licensed rehabilitation program, provide documented evidence to the school, and agree to share follow up information with the school.
 - Submit to random drug testing over the remainder of their school career at Bourgade Catholic High School at the student's expense.
 - Be reinstated upon completion.
- e) Students trafficking or selling drugs on campus will be required to withdraw.

Students in our Diocesan Schools must understand the importance of their decision as it relates to sexual behavior or drug/alcohol use, possession or distribution. When any information regarding sexual behavior or the use, possession, or distribution of drugs/alcohol by a Diocesan student becomes known by any Diocesan staff member, that information will be shared with the parents/guardians of the student.

I. Detention/Referral Procedures

The following is a guideline that is generally followed for most infractions. The circumstances surrounding the infraction may deem it necessary to skip a step in the discipline guideline.

Teacher Detention: (Diocesan Handbook 4.10)

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 Director of Students.

Detention Notices:

1. The Teacher will write up a Detention Notice and give it to the Director 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. Unexcused absence from a Saturday detention will result in suspension.

Disciplinary Referral:

1. Chronic misconduct results in a disciplinary referral handled by the Director of Students'. Parents are contacted; the referral is entered into the student's permanent discipline file; and action appropriate to the infraction will result.
2. A disciplinary hearing may be called to address student's conduct. The hearing committee recommends various options to the Principal, which may include academic or behavioral contract or withdrawal from Bourgade.
3. The hearing committee is comprised of two faculty members and two parents chosen by the Principal. The student and parent/guardian attend the hearing. The Director of Students and Director of Studies give input to the committee regarding behavioral and academic status.

Suspension:

1. In School Suspension: students report to the Director of Students office upon arriving to school. Students are expected to turn in homework from 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. Out of School Suspension: students are not permitted on campus for the length of the suspension. Students will not receive credit for any assignments missed during the OSS. However, students are responsible to complete and turn in assignments given to stay abreast of class work.

VII. 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, e.g. 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. Directors of Studies or Director of Students
- c. Principal

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, 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.**

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 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 which may differ due to the nature of the sports 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. Students choosing to participate in extra-curricular activities need to be aware that violation of the guidelines may be grounds for suspension or expulsion from the activity, and in some instances, the school.

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

Eligibility applies to all extra-curricular activities, AIA sanctioned events, Bourgade club events, field trips that cause a student to miss another class, or retreats where the student is an aide or leader.

Students become ineligible for extra-curricular activities for failing a course at any grading period.

Two weeks after the grading period, students complete a grade check form with teachers and turn in to counselors by 1:15PM. If students are passing with a "D" or above, the student becomes eligible for participation.

During the first two weeks of ineligibility, students may practice after mandatory study hall. If a student has been on the ineligibility list two consecutive times they may no longer practice with their team.

If a student has been on the ineligibility list for three consecutive times they will be dropped from their extra-curricular activity. If a try-out period for a new sport or activity occurs during the ineligible period for a student, the student may try out after mandatory study hall.

Ineligible students:

- Must attend the mandatory study hall.
- May not miss class time to travel with the team/club/activity group.
- May not participate in athletic contest or school theatrical productions.
- May not be excused from a credited class for any campus activities.

E. Attendance Requirements

Attendance Requirements for Participation in After-School Activities: Students must be in attendance for the entire day (no tardies) if they are to participate in an after-school activity (includes practices, games, performances or interscholastic activities). The Principal may grant exceptions to this policy.

Exceptions to this policy include the following with documentation:

- Medical/Dentist appointment (from doctor's office)
- Required Court appearance (prior documentation required)
- College Interview (documentation required)
- Extended absence other than illness (see page 11 #3)

F. Student/Parent Spectators Responsibilities-Victory With Honor

Purchasing a ticket to a BCHS school event and/or attending a school event means that 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 are to 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 Participation Fee

Each sport and A.I.A. activity that BCHS offers requires a participation fee. **NOTE:** *The participation fee will not be refunded after the first two weeks of practice for any reason.*

H. Student Activities

HONOR SOCIETIES

Mu Alpha Theta	Mrs. Donna Stossel
National Art Honor Society	Mr. Matthew Gish
National Honor Society	Mr. Richard Runyon
International Thespian Society	Mrs. JinHee Huff
National Hispanic Honor Society	Mr. Javier Bravo
Quill and Scroll Journalism Society	

ARIZONA INTERSCHOLASTIC ACTIVITIES

FALL	WINTER	SPRING
Cheer Line	Cheer Line	Baseball
Dance Squad	Basketball	Golf
Football	Dance Squad	Softball
Volleyball	Soccer	Tennis
Chess	Wrestling	Track
Swimming		

CLUBS

Active Bourgade Christians	Mr. Richard Browner
Ambassadors	Mrs. Angela Rohde
Blood Drive	Ms. Jenna Adsit
Drama Club	Mrs. Jinhee Huff
Earthwatch	Mrs. Colleen Gish
Key Club	Mr. Javier Bravo
S.A.D.D.	Mr. Michael Evans
Peer Counseling	Ms. Carol Caruso
	Mr. Greg Henke
Student Government	Ms. Carol Caruso
Tech Club	Mr. Tom Welsh
Journalism	
Athletic Leadership	Mr. Chris Andreadis
	Ms. Robin Ferguson

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). Nothing else is to be on the back of the jacket. There are specific guidelines for the letter jacket. (see Athletic Director)

IX. FINANCE POLICIES

Tuition is always due in advance. Payments may be made in person, by mail or ACH withdrawal from a checking or savings account. The school accepts cash, check or money order. Payments by credit card will be accepted in special situations. The finance office reserves the right to request that payment be made by cashier check, money order or cash.

TUITION AND FEE SCHEDULE

Tuition:

Full Rate	\$10,764.00 per student
With Catholic Parish Reduction (Participation must be verified)	\$ 8,570.00 per student

CATHOLIC PARISH TUITION REDUCTION:

Each parent is asked to pay the full rate of tuition for each student. However, for those families who are registered, active and contributing members of their parish and are unable to pay the full rate of tuition, Bourgade Catholic High School offers a reduced tuition rate. **Those families not verified as registered, active and contributing members of a Catholic parish in the Diocese of Phoenix by July 1st, will be required to pay the full rate of tuition for each student. The parish reduction discount will not be applied retroactively.**



As a convenience to our families, Bourgade Catholic High School offers several tuition payment plans. Families select a payment plan as part of the registration 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.

CLASS FEES:

Certain courses require fees to cover consumable materials, workbooks and uniforms. Each semester, these fees will be billed in October and February.

OTHER FEES:

Returned check fee	\$25.00 per check
Late Payment fee	\$25.00 per occurrence
Incoming New Student Book Fee	\$300.00
Registration Fee	\$250.00
Athletic Fee	\$150.00-\$225.00 per sport

DIOCESAN POLICY REGARDING FINANCIAL OBLIGATIONS:

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. (Section No. 5.01 (G), 2.10 (B), & 4.20(A) of the Diocesan School Policy)

BOURGADE CATHOLIC HIGH SCHOOL POLICY REGARDING FINANCIAL OBLIGATIONS:

Student accounts that are two months delinquent on their tuition payments, and 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 their tuition payments, and have not made suitable arrangements with the Director of Finance, will not be allowed to participate in any school sponsored or related activity. This includes but is not limited to:

A new sport season	Student Council Conference	Thespians Conference
Key Club Conference	SADD Conference	Disneyland Trip
Running for Student Council or Class Office		

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 receptionist 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 Cielto Park, on the west by Cielto 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.**

BIKE RACKS

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

BOOKS AND MATERIALS

Books are the property of the school and should be carefully maintained. Student 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.

Textbooks left unattended will be picked up and given to the Registrar. The return fee is \$5.00

BUS TICKETS

Bus tickets are available for sale at the Finance Office.

COMMUNICATION

1. Parent/Teacher conferences are held for all high school students and parents. The Principal, staff, or parents may schedule additional conferences for individual needs. Conferences are held to discuss progress, accomplishments, and areas in need of improvement. Students are encouraged to attend the conferences with their parents.
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 messages for a teacher in the teacher's voice mail. When leaving a message, parents should specify the best time to return the call. Parents are encouraged to call a teacher to receive information regarding their son/daughter. Please call the main school number at 602-973-4000.
3. A school newsletter with a calendar of the school events is mailed or emailed monthly.
4. Email – Every staff member at Bourgade Catholic High School is equipped with email.
5. Edline – A password is given out through the Director of Studies' office.
6. School Website www.bourgadecatholic.org
7. Log on to www.eventlink.com to receive daily event reminders and for official communication from the school.

COMPUTER AND INTERNET

Conditions And Rules For Use

Acceptable Use

- a) The purpose of the Internet is to facilitate communication in support of research and education. The Internet provides access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of one's account must be in support of and consistent with the educational objectives of the Diocese of Phoenix and Bourgade Catholic High School. The Diocese of Phoenix and all users of the Internet must comply with existing rules and Acceptable Use Policies. These are incorporated in this document and are available from Bourgade Catholic High School.

- b) Transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighting material, threatening or obscene material, or material protected by trade secret. The breaking of copyright laws such as plagiarism, unlicensed use of software, and unauthorized use of audio files is also prohibited.
- c) Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is prohibited. One cannot advertise products or political candidates on the Internet.
- d) The use of school computer accounts is for school purposes only. This includes users of the LogMeIn interface.

Privilege

- a) The use of the Internet is a privilege, not a right. Inappropriate use, including violation of the conditions and rules, will result in cancellation of the privilege. Bourgade Catholic High School, under this agreement, is delegated the authority to determine appropriate use and may deny, evoke, suspend or close any user account at any time based upon its determination of inappropriate use by account holder or user.

Monitoring

- a) The Diocese of Phoenix and Bourgade Catholic High School reserve the right to review any material on user accounts and to monitor fileserver space. Bourgade Catholic High School will make determinations on whether specific uses of the network are inappropriate. In reviewing and monitoring user accounts and fileserver space, user privacy is not guaranteed.
- b) Any and all data saved to the school computers and/or network 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 BCHS, is subject to censorship.

Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- a) Be polite. Do not send or display offensive messages or pictures.
- b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Do not engage in activities which are prohibited under state or federal law. All unlawful communication and any activity that is obscene, pornographic, sexually explicit, abusive, vulgar, rude, inflammatory, disrespectful, discriminatory, knowingly false, prejudicial, harassing or related to threats of violence is prohibited. Note: if a user inadvertently accesses unacceptable materials, the user shall immediately notify a staff member so that the material or site may be removed or filtered.
- c) Do not reveal personal information such as last name, personal address, or phone number or that of students or staff.
- d) Note that electronic mail (E-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities and endangerment to one's self will be reported to authorities and result in the loss of user privileges.

No Warranties

- a) The Diocese of Phoenix and Bourgade Catholic High School make no warranties of any kind, whether expressed or implied, for the service it is providing. There is no guarantee of network availability at any time. The Diocese of Phoenix and Bourgade 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 or by the user's errors or emissions. Use of any information obtained via the Internet is at the user's own risk. The Diocese of Phoenix and Bourgade specifically deny any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they obtain, and consider how valid that information may be.
- b) 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 problems are not considered acceptable excuses for late assignments, absence, or tardiness. It is recommended that students make backup copies of all assignments in print and electronic form.
- c) 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.

Security

- a) Security on many computer systems is a high priority, especially when the system involves many users. A user must never allow others to use his/her password or user account. Users should also protect their passwords to ensure system security and their own privileges and ability to continue to use the system.

- b) Users must have permission to connect personal computing devices to the BCHS network. This includes wireless access.
- c) If a user can identify a security problem on Internet, the user must notify a system administrator. Do not demonstrate the problem to other users.
- d) Attempts to log on the Internet as a system administrator will result in cancellation of user privileges. Students should not use a teacher or administrator computer without expressed permission.
- e) Any user identified as a security risk for having a history of problems with other computer systems may be denied access to Internet by the Diocese of Phoenix or Bourgade Catholic High School.

Vandalism and Harassment

- a) Vandalism and harassment will result in cancellation of user privileges.
- b) Vandalism is defined as any attempt to harm, modify, and destroy data of another user, equipment, Internet, or other networks that are connected to the Internet backbone. This includes, but is not limited to, the sending of unwanted mail, damaging computers, computer systems, or computer networks as well as removing mouse balls, moving keyboard keys, disconnecting cables, and writing on equipment.
- c) Users shall not engage in the propagation of computer “worms” and viruses” and the “broadcasting” of messages to large numbers of individuals or hosts. Activities that stray beyond the bounds of instruction and academic use are prohibited. These include the installation of hardware, the changing of network configurations, installation or downloading of commercial software, shareware, or freeware onto computers, network drives, or disks.
- d) Alteration of computer settings, including screen savers, background pictures, adding or removing shortcuts, changing the size or resolution of the screen, adding or deleting mapped network drives, and adding or deleting other mapped network resources such as printers is forbidden.
- e) Harassment is defined as the persistent annoyance of another user, or the interference of another user’s work. Harassment includes, but is not limited to, the sending of unwanted mail. Electronic harassment of any kind, while on or off campus, is prohibited, and, if engaged in, will result in the consequences for harassment as listed in the Bourgade Catholic handbook.

Procedure for Use

- a) During class hours student users must always get permission from their instructors before using the network or accessing any specific file or application.
- b) Student users must sign in legibly on the appropriate log or register in the classroom each time they use the network.
- c) All users have the same right to use the equipment. Therefore, users shall not play games or use the computer resources for other non-academic activities during school hours. In addition, users shall not waste, nor take supplies, such as paper and diskettes that are provided by the school. All users agree to talk softly and work in ways that will not disturb other users.
- d) Personal e-mail may be checked before or after school. Students need to be aware that appropriate use and encountering of controversial material applies to e-mail also.
- e) All users should keep in mind that when they use the internet, on or off campus, they are entering a global community and any actions taken by them will reflect upon the school as a whole. As such, all users must behave in a manner that is ethical, legal, and in compliance with the rules and spirit of Bourgade Catholic High School. 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 to the school’s standards and discipline.

Encounter of Controversial Material

- a) Users may encounter material which is controversial and which users, parents, teachers, or administrators may consider inappropriate or offensive. However, on the global network it is impossible to control effectively the content of data, and an industrious user may discover controversial material. It is the user’s responsibility not to initiate access to such material. The Diocese of Phoenix or Bourgade Catholic High School shall not be held liable for any decision to restrict or regulate access to Internet materials.

Penalties for Improper Use

- a) Any user violating these rules, applicable state and federal laws or posted classroom and student handbook rules are subject to loss of network privileges and any other disciplinary procedures Bourgade Catholic High School may enforce.
- b) 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.

COUNSELING DEPARTMENT

With certain exceptions information regarding a student's and family's guidance at BCHS is kept strictly confidential. 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.

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 two weeks prior to the dance. Bourgade Catholic High School reserves the right to refuse any student admission. 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 B.C.H.S. guidelines. Footwear is required. Students inappropriately dressed will not be permitted to attend. The school reserves the right to determine what is in good taste. 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, parents will be notified, and a referral will be made to the Director of Students for appropriate action.

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

DISCRIMINATION POLICY

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

EMERGENCY DRILLS

State law requires fire drills. When the fire alarm rings, students are to file out of the building in an orderly manner and follow the directions of the teachers. **SILENCE WILL BE OBSERVED AT ALL TIMES!** A bell for "all clear" will be rung when students are to return to the classrooms. Students are timed leaving from and returning to the buildings.

* In case of a site evacuation, students will be taken to either one of two places:

1. Granada East located at 31st Avenue and Campbell
2. Grand Canyon University-Antelope Gymnasium at 3300 W. Camelback Road

Please listen to local radio and TV Stations, and check Edline or eventlink.com for up to date information.

EMERGENCY INFORMATION

At the beginning of each year, parents need to fill out an emergency record with the following information: Name, address, home phone, and 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 if any of these phone number(s) change.

HEALTH CENTER

1. Guidelines

- **the health center is open from 7:30am till 3:30PM for basic first aid**
- **the athletic trainer is on site from 10:30am till 2:30pm**
- **all serious medical issues will be referred to 911 responders**
- **students must have a signed pass from their teacher to visit the health center**
- **during passing periods the student must first go to class to check in with their teacher and get a signed pass**

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:

- written order from the physician stating the name of the medicine, the dosage, and the time it is to be given.
- Written permission from the parent to allow the school or the student to administer the medicine. Appropriate forms are located at the front office.
- Medicine must be in the prescription container or, if over-the-counter, in the original container with all the warnings and directions intact.

These requirements apply to over-the-counter drugs as well as prescription drugs (Diocesan Handbook 4.14). Tylenol, Midol, Mylanta, etc. need to be sent from home. The school does NOT supply medications.

Bourgade Catholic High School reserves the right to circumscribe or 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.

LIBRARY

The library is open from 7:30 a.m. to 4:00 p.m. Monday thru Thursday and from 7:30 a.m. to 1:00 p.m. on Fridays. 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. Encyclopedias and magazines are not to be taken from the library. A copy machine is available. The cost is 10 cents per copy. The library is a quiet study area.

Payment is expected for damaged or lost materials before the end of the semester. All materials must be returned and outstanding library accounts cleared before 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 between 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. (Diocesan Handbook 4.16).

LOITERING - BOURGADE IS A CLOSED CAMPUS

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 as soon as possible 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. Students who wish to invite friends on campus must first receive permission from the Director of Students.

*Faculty provides supervision from 7:30 A.M. to 4:00 P.M. No school supervision outside of those hours is provided for students. If students are dropped off early to school they are encouraged to go to Madonna Hall. The school urges parents to pick up their students as soon as possible after the end of school. **The school is not responsible for any accidents, injuries, and/or incidents that occur outside scheduled school activities or faculty-supervised school hours.***

Any individual who does not regularly pick up Bourgade students after school will need to notify the Office when this is going to happen. If individuals who come to pick up students are inappropriately dressed or acting inappropriately for the educational setting, they will be asked to leave the campus.

LOST AND FOUND ITEMS

Personal articles lost or found on campus should be turned in to the front desk. All clothing and personal property should be labeled with the owner's name. Periodically, items left in the lost and found will be auctioned off at lunch thru Student Council; items not purchased will go to charity.

LUNCH TIME AND AREA REGULATIONS

There should be no running in the lunchroom. Talking should be done in a quiet, moderate tone of voice. During the lunch period students are to be in Madonna Hall or the patio areas adjacent to Madonna Hall. All of the academic wings are off limits during lunch with the exception of the library, this includes student's lockers. Students are to clean up their eating area. Parents are welcome to bring and share lunch with their student; all other outside sources of lunch are prohibited.

PROPERTY

Each student is expected to take the best possible care of the school-walls, desks, tables, books and equipment. Students need to 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 Director of Students. Any student charged with deliberate damage will be held financially responsible. (Diocesan Handbook 4.22)



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. To protect everyone in the family, it is up to the custodial parents to present to the school a copy of that portion of the decree stating visitation rights.

SCHOOL TRANSPORTATION

All occupants of any school vehicle will be required to fasten their seatbelts. 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 IDENTIFICATION CARD

The students should carry their ID at all times. Students who lose ID cards are expected to report the loss to the Director of Students so that a new card can be issued. There is a \$5.00 replacement fee for the lost card. If you are asked to relinquish your student ID for disciplinary reasons, it will be returned to you by the Director of Students.

STUDENT ACCIDENT INSURANCE

Beginning 7/1/97, 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 office. The program pays the first \$100 of claim expenses and expenses in excess of the primary carrier's responsibility. This description is for information purposes only; please refer to the policy for actual coverage, conditions, and restrictions that may apply. (Diocesan Handbook 4.27)

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
- Bus Tickets-are available for sale to students, faculty, staff and guaranteed Ride Home users in the finance office.
- Shower and Locker Room Facilities-Showers and locker rooms for bicyclists and walkers are available to use when they arrive, before first hour.
- Preferred Parking-Preferred parking for carpools is available in the student parking lot. Those that wish to use the designated spots need to have registered as a carpool with the Director of Students.

VISITING SCHOOL

All campus visitors must report to the Main Office. Guests will be issued a guest pass while on campus which is to be returned at the end of the visit. Any student who wishes to bring a student visitor to campus must submit to the Director of Students a request in writing at least one week prior to the visitation time. This request should state the reason for the visit.

PARENTAL SUPPORT

From parents we need, expect and require honest and consistent cooperation to implement the spirit as well as the letter of the Handbook's guidelines and rules. The Diocesan Code of Discipline directs that "Parents or 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 4.10, D.4)

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 the student's disenrollment from BCHS.

"Students clearly unable to profit from the school by reason of academic problems, emotional difficulties, or the uncooperative or disruptive behavior of the student or the parent, may be required to transfer." (Diocesan Handbook 4.07)

IN CONCLUSION

The Administration reserves the right to impose restrictions and consequences deemed necessary for good order and for the welfare of the individual student and entire BCHS community.

Handbook directives ensure a positive, healthy environment where educational growth can occur with freedom and order. For this reason each student and their parent/guardian are required to read and verify in writing that they have read and will comply with the policies and rules of the BCHS handbook.

XI. OPERATION HOURS COMPUTER LAB

COMPUTER LAB (NORMAL HOURS)

Monday – Thursday	7:00 a.m. – 4:00 p.m.
Friday	7:00 a.m. – 1:00 p.m.

XII. WHO TO SEE....

Academics.....	<i>Counseling Department</i>	Faculty Concerns.....	<i>Kathryn Rother</i>
Activities.....	<i>Lori Pieper</i>	Financial Aid.....	<i>Sue Rounds</i>
Alumni.....	<i>Casey Murphy</i>	Guidance for College.....	<i>Carol Caruso</i>
Athletics.....	<i>Shawn Gatson</i>	Parking.....	<i>Lori Pieper</i>
Attendance.....	<i>Kathie Staff</i>	Retreats.....	<i>Rich Browner</i>
Bookstore.....	<i>Sue Rounds</i>	Schedules.....	<i>Vicki Kilgarriff</i>
Cafeteria.....	<i>Sue Laidlaw</i>	Student Government.....	<i>Carol Caruso</i>
Christian Ministry.....	<i>Mary Abeyta</i>	Technology.....	<i>Sue Rounds</i>
Curriculum.....	<i>Vicki Kilgarriff</i>	Transcripts.....	<i>Charlene Atkinson</i>
Discipline.....	<i>Lori Pieper</i>	Volunteers.....	<i>Pat Rohde</i>
Dress Code.....	<i>Lori Pieper</i>	Yearbook.....	<i>Teri Huntert</i>



August

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	1 New Staff Orientation 8:30-11:30am	2 Teacher In Service School Board Mtg 6PM	3 New teacher Diocesan Orientation S.E.T. training Rtn staff	4	5 Staff Retreat	6 Freshman Family Picnic 6-8PM Ambassador Trn 9AM
7	8 Fresh/Transfer Student Orient. 8am Handbook Orientation 2:30pm Dept Mtgs	9 Returning Students Book/Schedule P/LP 2-5pm Teachers in classrooms Curriculum Mtg 3:30	10 First Day of Classes All Students 1PM Dismissal NHHS-Lunch Marketing Mtg 5:30pm	11 SADD-Lunch	12 ID/Y earbook Photos Blood Drive-break	13 Peer Helper 9-4pm
14	15 Assumption All School Mass StuCo Mtg-Lunch Tech club-Lunch Mainstage Audi. 4pm	16 ABC Mtg-Lunch Earthwatch 3-3PM Mainstage Audi. 4pm	17 MATE-Lunch Meet the Teacher 6pm Bake Sale/H2O (AMB)	18 Journalism-Lunch FB-CSA (Scrims)	19 Drama -Break	20
21	22 StuCo Exec Mtg-Lunch Tech club-Lunch ABC-SV dp	23 NAHS-Lunch AMB-Lunch	24 Blood Drive-lunch Bishop Bourgade Fund Kick Off 6PM	25 Summer Reading Test NHHS-Lunch	26 ALT-Lunch FB-Tempe Prep (A)	27 Freshman Experience
28	29 StuCo Mtg-Lunch Tech club-Lunch JVFB-PC (H)	30 Blood Drive Buck a Jean (NHHS) SWM-(H) VB-Moon Valley (A)	31 Mass Yearbook/ID Retakes Key Club-Lunch			

2011

June 1, 2011

September

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				AL-T-Lunch SADD Exec. 3:15PM VB-PCDS (H)	Club T-Shirt Day Pep Rally (FB) Frosty Friday (FR) FB-PC (A)	3
4	5	6	7	8	9	10
	Labor Day No School	Drama – Lunch School Board Mtg 6PM SWM-(H) VB-South Pt (H) JVFB-VY (A)	Assignments Deadline NJHS-Lunch VB-NWC (A)	Progress Reports Grades Due 8AM SADD-Lunch SWM-CSA (A) VB-ALA (H)	Frosty Friday (FR) FBAVC (H) Hall of Fame Banquet Back to School dance	ACT Test
Grandparents Day	11	12	13	14	15	16
	StuCo Mtg-Lunch Tech club-Lunch ABC-SV/dP	Key Club-Lunch StuCo Spirit Conf. Earthwatch-3PM Curriculum Mtg 3:30 VB-Alhambra (A) JVFB-Seton (H)	Mass NHHS-Lunch USB Lunch VB-North PT (H) Marketing Mtg 5:30pm	Journalism-Lunch JVFB-Westwind (A) VB-PCDS (A)	Pep Rally (VB) Elem. Leadership Day Frosty Friday (FR) FB-Westwind (H) VB-Estrella Tour.	VB-Estrella Tour. Golf Tournament
18	19	20	21	22	23	24
	StuCo Exec Mtg-Lunch Tech club-Lunch JVFB-Tonopah (H)	ABC Mtg-Lunch VB-SCA (A)	MAT-Lunch Club Rush VB-SCA (H)	Back a Lean (SN) SWM-(H)	Frosty Friday (FR) FB-Tonopah (A)	Diocesan Sch Bld InService Car Wash (JR) Homecoming Kickoff Mass and Dinner
25	26	27	28	29	30	
	Spirit Week New Pajama Drive StuCo Mtg-Lunch Tech club-Lunch ABC-SV/dP JVFB-SCA (A)	Spirit Week New Pajama Drive NAHS-Lunch VB-South Pt. (A)	Mass Spirit Week New Pajama Drive Blood Drive-lunch Print/Mtg IntroCollege 7PM	Spirit Week New Pajama Drive AMB-Lunch VB-ALA (A)	Spirit Week New Pajama Drive Pep Rally (cheer/dance) Frosty Friday (FR) FB-SCA (H) Homecoming	Homecoming Eagle's Nest-MHHall

2011

June 1, 2011

October

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
National College Fair Phx. Civic Plaza 11AM-3:30PM	2 StuCo Exec Mig-Lunch Tech club-Lunch College Fair @BCP Walk-A-Thon Kickoff1	3 Drama –Lunch School Board Mig 6PM FFB-Cortez (A) VB-Westwind (A)	4 NHS-Lunch Scholarship Dessert Reception 7PM	5 ALT-Lunch SADD Exec 3:15PM JVFB-Cortez (H) SWM-PCDS (A) VB-Altambra (H)	6 Diocesan In-Service No School FFB-Cortez (A)	7 SAT Test Chess (H) SWM-PCDS (A) Homecoming Dance
Disneyland Trip	9 Columbus Day No School JVFB-ALA (A)	10 Key Club-Lunch AMB-Lunch Earthwatch-3PM Curriculum Mig. 3:30 VB-North PT (A)	11 End of 1 st Quarter Assignments Deadline Standardized Test Day 11:30am dismissal Marketing Mig 5:30pm	12 Mass Fresh Elections Begin SADD-Lunch Grades Dues 8AM VB-PC (H)	13 8 th Grade Day Pep Rally (SWM) FB-ALA (H)	14 Car Wash (FR) Scholarship Saturday 12-5pm
	16 Canned Food Drive StuCo Mig-Lunch Tech club-Lunch JVFB-NWC (A)	17 Early Dismissal 1pm Parent Teacher Conf 2:30-6:30PM ABC Mig-Break Canned Food Drive SWM-PCDS (A)	18 College 101 FT CCU MAT-Lunch Parent Mig College Search 7PM Canned Food Drive Back a Jeun (Soph)	19 Sophomore Retreat Canned Food Drive Journalism-Lunch	20 Canned Food Drive FB-NWC (H)	21 ACT test
Red Ribbon Week	23 Red Ribbon Week Fresh Speech/Elect StuCo Exec Mig-Lunch Tech club-Lunch Walk-A-thon Kickoff2 ABC-SVdP	24 Red Ribbon Week AMB-Lunch NAHS-Lunch VB-Westwind (H)	25 Mass Red Ribbon Week Blood Drive-lunch	26 Red Ribbon Week NHHS-Lunch	27 Red Ribbon Week FB-Seton (A) SWM-State	28 "Night of Hope" SWM-State
Application Sunday 12-5PM	30 StuCo Mig-Lunch Tech club-Lunch S.E.1 9th Grade	31				

2011

June 1, 2011

November

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1 All Saints Day Mass S.E.T 9th Grade Drama - Lunch School Board Mtg 6PM VB-State	2 NHS-Lunch AMB-Lunch S.E.T All Grades	3 HS Leadership Day ALT-Lunch	4 Club T-Shirt Day VB-State Walk-A-Thon Assembly	5 SAT Test NCAA Mtg 9AM VB-State
Open House 12-3PM	7 Late Start 10AM StuCo ExeMtg-Lunch Tech club-Lunch	8 Blood Drive Assignments/Deadling Key Club-Lunch StuCo President Lunch Earthwatch-3PM Curriculum Mtg 3:30	9 Progress Reports Grades Due 8AM NHHS-Lunch Marketing Mtg 5:30pm	10 Walk-A-Thon Noon Dismissal Dodgeball Tour. -Soph Drama Production 7pm	11 Veterans Day No School Drama Production 7pm	12 Drama Production 7pm
13 Drama Production 2pm	14 Turkey Grams (FR) StuCo Mtg-Lunch Tech club-Lunch ABC-SVdP	15 Turkey Grams (FR) ABC Mtg-Lunch SNR Class Photo Activity Schedule	16 Mass Turkey Grams (FR) MAT-Lunch Pmt.mtg Schtrships 7pm	17 JR Retreat Turkey Grams (FR) Journalism-Lunch	18 Thespian Conference Turkey Grams (FR) Pep Rally (WR)	19 Thespian Conference
20	21 Toy drive Begins StuCo ExeMtg-Lunch Tech club-Lunch	22 Back/Jean(StuCo Exe) College 101 FT. ASU NAHS-Lunch SADD Exe: 3:15PM GB/BB-PC (H) FBB-PC (A) SCR-South Pt. (A)	23 Early Dismissal 1PM Blood Drive-lunch Turkey Gram Delivery	24 Thanksgiving No School	25 No School	26
27	28 Advent Prayer Service StuCo Mtg-Lunch Tech club-Lunch ABC-SVdP	29 SADD-Lunch GB-ALA (H)	30			

2011

January

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
Solemnity of Mary	1 Christmas Break No School	2 Christmas Break No School School Board Mtg 6PM	3 School Resumes Late Start 10AM Make Up Exams 8AM Schedule Pick UP 9AM NHS-Break	4 AL-T-Lunch AMB-Lunch SADD Exec. 3:15PM SCR-ALA (A)	5 Club T-Shirt Day Drama -Break	6 Placement exam
National Vocation Wk	8 StuCo Mtgs-Lunch Tech club-Lunch ABC-SVIP	9 Key Clubs-Lunch Earthwatch-3PM Curriculum Mtg. 3:30 SCR-North Pt. (A)	10 Mass NHHS-Lunch Marketing Mtg. 5:30pm	11 SADD-Lunch	12 Pep Rally (SCR) GB-South Pt. (A) BB/FBB-South Pt. (H) Blood Drive-lunch	13 5K Run (Drama)
	15 Martin Luther King, JK Day No School	16 PRC(JRS) Making College Search Count ABC Mtg-Lunch GB/FBB-VL (H) BB-VL (A) SCR-Seton (H)	17 MAT-Lunch Club/Class Photos	18 Journalism-Lunch SCR-North Pt.(H) Drama FT	19 GB-Washington (A) BB-PCDS (A)	20 Placement exam
	22 StuCo Mtgs-Lunch Tech club-Lunch ABC-SVIP	23 NAHS-Lunch GB-NWC (H) BB/FBB-NWC (A) SCR-SouthPt (H)	24 Blood Drive-lunch FAFSA Mtg 7PM	25 JR Ring Cer. 7PM	26 Pep Rally (GB) GB/BB-VC (H) FB-VC (A)	27 SAT test
29 Catholic Schools Week Faith-Academic-Service	30 Catholic Schools Week Community Mass Cinderella Afrt. Bgns StuCo ExecMtg-Lunch Tech club-Lunch	31 Catholic Schools Week Blood Drive Back at Jean (Staff) GB-PCDS (A) BB-ALA (H) FBB-ALA (A)				

2012

February

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			<p>1</p> <p>Catholic Schools Week Assignments Deadline Diocesan Mass NHS-Lunch SpringMusical/Audi 4pm GB-Cortez (H) BB/FBB-Cortez (A)</p>	<p>2</p> <p>Catholic Schools Week Progress Reports Grades Due 8AM ALT-Lunch SADD Exec 3:15PM SpringMusical/Audi 4pm Catholic Schls Concert</p>	<p>3</p> <p>Catholic Schools Week Club T-Shirt Day Drama—Lunch GB/FBB-SCA (H) BB-SCA (A) SCR-State</p>	<p>4</p> <p>SCR-State</p>
<p>5</p> <p>National SchoolsCounselors WK</p>	<p>6</p> <p>StuCo Mig-Lunch Tech club-Lunch Valentine Grams (JR)</p>	<p>7</p> <p>Faculty Professional Growth Day No School School Board Mtg 6PM</p>	<p>8</p> <p>Mass NHS-Lunch Valentine Grams (JR) Marketing Mtg 5:30pm</p>	<p>9</p> <p>Parent teacher Conferences 4-6:30PM SADD-Lunch Valentine Grams (JR) GB/BB-State State StuCo Conv.</p>	<p>10</p> <p>Valentine Grams (JR) State StuCo Conv.</p>	<p>11</p> <p>ACT Test SB/BB JR High Clinic GB-State State StuCo Conv.</p>
<p>12</p> <p>StuCo ExecMtg-Lunch Tech club-Lunch ABC-SV/dp Valentine Grams (JR)</p>	<p>13</p> <p>StuCo ExecMtg-Lunch Tech club-Lunch ABC-SV/dp Valentine Grams (JR)</p>	<p>14</p> <p>Cinderella Affr Ends Buck a Jean (FR) Key Club-Lunch Earthwatch-3PM Curriculum Mtg 3:30 Valentine Deliveries</p>	<p>15</p> <p>MAT-Lunch All School Photo Activity Schedule</p>	<p>16</p> <p>Freshman Retreat Journalism-Lunch</p>	<p>17</p> <p>Marketing Info Night 6-8PM</p>	<p>18</p>
<p>19</p> <p>President's Day No School</p>	<p>20</p> <p>ABC Mtg-Lunch</p>	<p>21</p> <p>ABC Mtg-Lunch</p>	<p>22</p> <p>Ash Wednesday Mass Blood Drive-lunch</p>	<p>23</p> <p>AMB-Lunch Band-ABODA</p>	<p>24</p> <p>Pep Rally (SB/BB)</p>	<p>25</p>
<p>26</p> <p>1st Sunday in Lent</p>	<p>27</p> <p>StuCo Mig-Lunch Tech club-Lunch ABC-SV/dp</p>	<p>28</p> <p>NAHS-Lunch</p>	<p>29</p> <p>End of 3rd Quarter Assignments deadline</p>			

2012

June 1, 2011

March

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				1 Grades due 8AM GRN Eggs Hamm-SADD AL-T Lunch SADD Exec 3:15PM	2 No School Auction Set Up	3 Quest for Excellence Auction
2nd Sunday in Lent	4 StuCo Exec Mig-Lunch Tech club-Lunch	6 Drama-Lunch Earthwatch-3PM Curriculum Mtg. 3:30 School Board Mtg. 6PM	7 Mass NHHS-Lunch	8 Mission Packing SADD-Lunch	9 Mission Leave at 10AM	10 Mission Trip SAT Test
3rd Sunday in Lent Mission Trip	11 Mission Trip No School	13 Mission Trip No School	14 School Resumes NHHS-Lunch Marketing Mtg. 5:30pm	15 Journalism-Lunch	16 Pep Rally (GI/FTN) PT Day (MAT) Blood Drive-lunch	17 Fruit Pickling (SBall)
4th Sunday in Lent	18 StuCo Mig-Lunch Tech club-Lunch StuCo Exec Elections	20 ABC Mig-Lunch AMB-Lunch	21 Mass MAT-Lunch	22 Buck-A-Jean (AMB)	23 Cold Stone (Drama)	24 BCHS 50 th Anniversary Mass and Reception
5th Sunday in Lent	25 Spring Fling Week StuCo Exec Mig-Lunch Tech club-Lunch ABC-SVdP	27 Spring Fling Week NAHS-Lunch Tech club-Lunch Freshman Reg. 4-8pm	28 Spring Fling Week Blood Drive-lunch	29 Spring Fling Week Key Club-Lunch Town Hall 3:15pm	30 Pep Rally (Trk) Spring Fling Week	31

2012

June 1, 2011

April

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
Palm Sunday	1 StuCo Mig-Lunch Tech club-Lunch StuCo Exec Elections	2 Blood Drive Drama-Lunch Earthwatch-3PM Curriculum Mig 3:30 School Board Mig 6PM Talent Show 7PM	3 Reconciliation NHHS-Lunch	4 Holy Thursday Early Dismissal 1pm ALT-Break Prom Contracts Due	5 Good Friday No School	6
Easter	8 Easter Easter Break No School	9 Easter Break No School NCEA Conference	10 Easter Break No School NCEA Conference	11 Easter Break No School NCEA Conference Marketing Mig 5:30pm	12 Easter Break No School NCEA Conference	13 Easter Break No School
	15 ABC FveMig-Lunch Tech club-Lunch Class Elec Begin	16 ABC Mig-Lunch NHHS Seminar 7PM	17 Assignments Deadline Mass MATJ Lunch Pmt Mig (JR) 7PM	18 Progress Reports Grades Due 8AM Back a Year (StuEx) Juniata-Lunch SADD Exce 3:15PM	19 NIHHS-Break Cold Stone (Drama)	20 SNR Grad Info9AM PROM
	22 StuCo Mig-Lunch Tech club-Lunch ABC-SVdp	23 NAHS-Lunch	24 Blood Drive-lunch SNR Grad Info7PM	25 SADD-Lunch Class Elections Spring Musical 7PM	26 Key Club-Break Spring Musical 7PM Frosty Friday (FR)	27 Spring Musical 7PM
Spring Musical 2PM	29 Senior Week StuCo ExecMig-Lunch Tech club-Lunch Senator Applications	30				

2012

June 1, 2011

May

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1 Senior Week PR (SR) Making College Count Drama-Lunch Service HR Deadline School Board Mtg 6PM	2 Senior Week Mass SN Retreat NHS-Lunch	3 Senior Week Dance Recital 7PM SN Retreat ALT-Lunch SAADD Exce 3:15PM	4 Senior Week Senior Rally JR High Dance 7PM Club T-Shirt Day Frosty Friday (FR)	5 SAT Test
Senior Dinner	6 StuCoPotluck Luncheon Tech club-Lunch	7 Key Club-Lunch Spring Concert 7PM Earthwatch-3PM Curriculum Mtg 3:30	8 NHS-Lunch Yearbook Distribution	9 Award Ceremony 8AM Awards Ceremony 7PM SAADD-Lunch	10 Frosty Friday (FR) Senior Final Exam	11
Mother's Day	13 StuCo Exe/Mtg-Lunch Senior Final Exams Tech club-Lunch ABC-SV/JP	14 Senior Final Exams ABC Mtg-Lunch	15 MAT-Lunch Mass	16 Ascension Baccalaureate 7PM Journalism-Lunch Blood Drive-lunch	17 Frosty Friday (FR) Graduation 4PM	18
	20 StuCo Mtg-Lunch Tech club-Lunch	21 One Exam NAHS-Lunch	22 Three Exams Early Dismissal	23 End of 4th Quarter Assignments Deadline Three Exams Early Dismissal	24 Grades Dues 10AM Make up exams 8AM	25
	27 Memorial Day	28 Staff Retreat	29	30	31	26

2012

June 1, 2011