

**Bourgade Catholic High School**  
**2021-2022 Student-Parent Handbook**



4602 NORTH 31ST AVENUE  
PHOENIX, AZ 85017-3499  
PHONE (602) 973-4000  
FAX (602) 973-5854  
[bourgadecatholic.org](http://bourgadecatholic.org)  
CEEB code 030264

ADMINISTRATIVE TEAM

School Chaplain  
Principal  
Assistant Principal  
Dean of Students

Fr. David Loeffler  
Mr. Javier Bravo  
Mrs. Esmeralda Murphy  
Mr. Ryan Costello

BOURGADE ALMA MATER

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

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

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

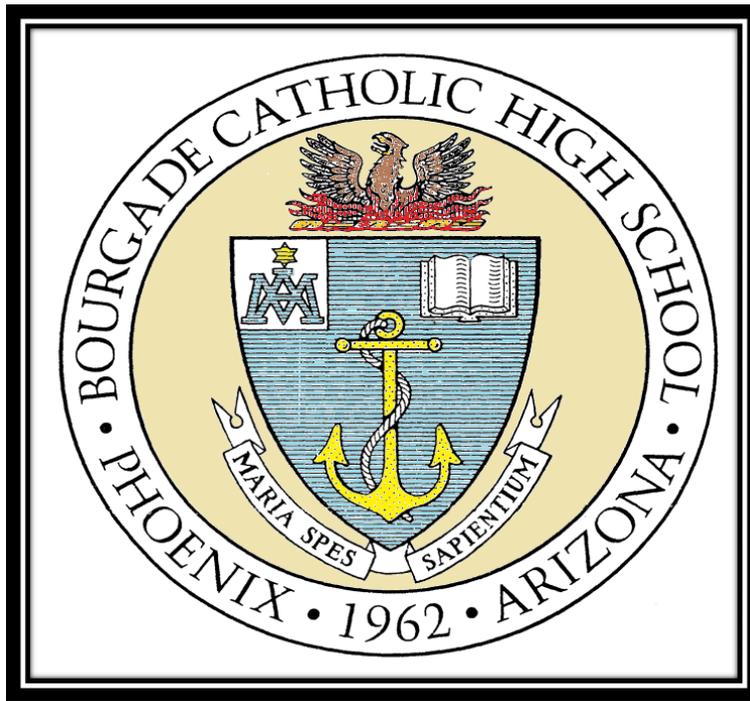
BOURGADE FIGHT SONG

Onward Eagles, upward Eagles,  
Fight to victory.  
We shall hold our heads up high.  
Proud Eagles we shall be.  
Onward Eagles, upward Eagles  
Fight to victory.  
Cheer for the blue and gold  
And VICTORY!

**B-C-H-S**

**BCHS GO Fight Win!**

**School Mascot** – “Golden Eagles”    **School Colors** - Navy Blue & Maize



#### THE CREST OF BOURGADE CATHOLIC HIGH SCHOOL

The Crest of Bourgade Catholic High School is a historical Bourgade Catholic High School symbol. It encompasses several aspects unique to the school. The Academic Crest displays our primary title, our founding year, and our city and state locations in the outer portion of the logo.

**The phoenix rising from the flames** is a traditional symbol of the resurrection.

**The AM monogram** is a symbol located on the upper left hand corner of the shield in the interior of the crest. It consists of the intertwined letters A and M. This symbol is called **Auspice Maria**. It is a monogram associated with the Blessed Virgin Mary. Auspice Maria is Latin for "Under the protection of Mary" and is commonly found in religious art, in churches, and inscribed in jewelry.

**The star and the symbol for Auspice Maria** is the logo on the crest of the Marist priests who were the founding order.

**An open book** is found on the upper right hand corner of the shield in the interior of the crest. The open book is a traditional symbol of knowledge and intellectual development.

**The anchor** located in the center of the lower part of the shield is a symbol of religious steadfastness. It is also a traditional symbol for hope. *Note: The anchor with a rope is also a traditional symbol of the Navy. The original mascot for Bourgade Catholic High School was the Blue Angels who are the United States Navy's flight demonstration squadron. The use of this symbol in the school crest incorporates both meanings.*

**Maria spes sapientium** is the Latin text at the bottom of the shield. The translation of this text, Mary hope of the wise, has become the intercessory ending to each prayer at school.

***Mary, hope of the wise. Pray for us!***

## I. INTRODUCTION

Welcome to Bourgade Catholic High School, Home of the Golden Eagles! We are proud of our school and we invite students and parents to become interested and active members of the school community. For purposes of consistency and fairness, the philosophy, policies, and procedures stated in the Handbook are adhered to in academic and disciplinary situations throughout the year. A careful reading and understanding of the Handbook, therefore, is a valuable and necessary benefit to students and their parents.

### A. THE WORK OF THE CATHOLIC SCHOOL

“What a noble vocation it is to be a Catholic educator, to assist young people in discovering who they are and for what they are made. St. Catherine of Siena once remarked, “Be who God meant you to be and you will set the world on fire.” When Catholic Education is what it is called to be, it too has the power to set the world on fire. May the parents, teachers and school children of our local Catholic schools — through their constant contact with Jesus the Word made Flesh — be inspired missionary disciples of His Kingdom.” -

***Bishop Thomas J. Olmsted, Apostolic Letter “Evangelizing Through Catholic Schools.***

The mission of Bourgade Catholic High School is to assist students in discovering and developing who God intends them to be. It is at its core, formational. All aspects, from academics, social, disciplinary, athletics, etc, are aligned to ensure they serve the same mission. The Catholic School is challenged “to offer young people the means to acquire the knowledge they need in order to find a place in society which is strongly characterized by technical and scientific skill, but at the same time, it should be, above all, to impact a solid Christian formation.” - ***The Declaration of Christian Education - Vatican II***

Catholic Schools:

- Are to be a place of encounter with the living Jesus Christ;
- Are to be a places of spirit-filled community;
- Are to impart a Catholic worldview through curriculum;
- Are to assist students in becoming free;
- Are to send students out as missionary disciples to transform culture;
- Offer a comprehensive and rigorous academic curriculum based on the latest research, with faculty using 21st century teaching methods
- Emphasize servant leadership
- Encourage students to think critically and creatively
- Prepare students to be effective communicators and numeric problem solvers
- Provide opportunities for worship and prayer

**B. ROOT BELIEFS:** Animated by the tradition of Catholic education as schools dedicated to assisting parents in the formation of their children into the men and women God calls them to be, Bourgade Catholic High School believes that:

- God is revealed through truth, goodness, and beauty.
- We are created for community in the image and likeness of God.
- Our Savior Jesus Christ calls us each by name to a mission.
- We are always learning.
- Excellence happens intentionally.
- All are welcome.

**C. MISSION STATEMENT:** The school lives these beliefs through the following mission:

Bourgade Catholic High School assists students in discovering and developing their God-given potential through a college preparatory curriculum and the teachings of Jesus Christ

**D. INTEGRATED STUDENT OUTCOMES:** Through its mission, Bourgade Catholic High School seeks to educate students to be integrated individuals as:

- Spiritually Centered Christians
  - Develop knowledge of Roman Catholic faith and practice personal and communal prayer
  - Provide service to church, family and community
  - Exemplify moral and ethical behaviors reflective of the core gospel values
  - Participate in liturgical celebrations
- Academically Prepared Students
  - Exceed the Diocesan Curriculum Standards
  - Demonstrate knowledge and skills through formal and informal assessments and benchmarks
  - Demonstrate the application of knowledge from various disciplines
  - Apply knowledge and skills to current problems, issues and ideas
- Lifelong Learners
  - Utilize resources in the application of technology, research and organizational methods
  - Exhibit organizational and time management skills
  - Develop self-respect for body and mind
  - Exercise effective health practices
- Effective Communicators
  - Demonstrate good listening skills
  - Express ideas clearly in writing and speech
  - Use technology responsibly and competently
  - Display social grace in all interactions
- Globally Aware Citizens
  - Respect and celebrate the cultural, political and spiritual diversity of society
  - Practice stewardship of the church, school, community and environment
  - Evaluate decisions based on an obligation to the common good
  - Recognize and respond to current global events

## II. ACADEMIC INFORMATION

Classroom instruction is delivered in a block schedule. The normal class load is seven classes. The Assistant Principal, 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 classroom instructor before contacting the Assistant Principal.

Because we are always learning, BCHS encourages student self-advocacy in their academic growth. To achieve this end and aligned with our mission of assisting students in discovering and developing their God-given potential, the following protocol should be adhered to when bringing an academic grievance to the school:

1. The student speaks to the teacher.
2. The student and her/his parent(s)/guardian(s) have a conference with the teacher.
3. A Parent/Student Conference involving the student, parent(s), teacher(s), and the Dean of Students/Assistant Principal (as is appropriate) is held.
4. The matter is presented to the principal.

### A. Graduation Requirements:

Students must earn 25 credits in order to graduate					
Theology	4 credits	World History	1 credit	Electives	3 credits
English	4 credits	US/AZ History	1 credit	World Lang.	2 credits
Mathematics	4 credits	Government	0.5 credit	<b>Total Credits 25</b>	
Science	3 credits	Economics	0.5 credit		
Phys. Ed.	1 credit	Fine Arts/CTE	1 credit		

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

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

Bourgade Catholic High School does not grant credit for Concurrent Enrollment classes. Concurrent Enrollment classes are courses offered on an in-person or virtual college campus. If a student chooses to take a Concurrent Enrollment class, the class will not be reflected on the BCHS transcript. A student is welcome to submit the college transcript along with the BCHS transcript on future applications. BCHS can grant credit in Dual Enrollment courses. Dual Enrollment courses are college-credit granting courses taken through an agreement between BCHS and a partnering college or university. These courses are taken at and approved by BCHS; therefore, they are reflected on the student's official BCHS transcript.

### C. Academic Status

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

- 10th graders must begin the fall term with 6 credits, 4 in core classes (English, Math, Science, and Theology). The first World

Language credit is typically earned during the Freshman Year.

- 11th graders with 12 credits, 9 in core classes (English, Math, Science, Social Studies, and Theology). The second World Language credit is typically earned during the Sophomore Year.
- 12th graders with 18 credits, 14 in core classes (English, Math, Science, Theology, and Social Studies). The Fine Arts credit is typically earned during the Junior Year.

Transfer students are not expected to make up the Theology credit to be considered for enrollment.

#### D. Assignment Policy

Assignments are an expectation in all courses at BCHS. Assignments include, but are not limited to, practice, reading, written work, research and projects, and they are posted in the Learning Management System (Canvas).

***Assignments due on the day of a field trip or athletic event must be turned in prior to leaving campus for the event.***

#### Late Assignment Policy

Because BCHS is always teaching and assessing its ISOs which state that students will exhibit organizational and time management skills, each department has articulated a late work policy reflected in each course syllabus. Students are required to submit late materials as soon as possible to receive appropriate teacher feedback on performance, particularly in content areas where curriculum content is sequential (for example Math and Science classes). Students are allowed the number of days absent to make up and turn in assignments missed during the absence. Students are expected to check their courses on Canvas for upcoming assignments and communicate any questions or needs with their teacher. This policy applies to absences due to illness as well as unforeseen absences.

#### E. Grading Scale

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

#### F. Grade Point Average Calculation

The GPA is a very important calculation for portraying student success in the academic curriculum at Bourgade Catholic. Therefore, it should justly and consistently represent the level and challenge the student has undertaken and achieved. In addition, a student

should have an incentive for earning the highest grade possible when retaking a failed course semester or one in which the student earns a non-college recommending grade.

1. Students who undertake the demanding, college level work of Honors, Advanced Placement or College Dual Credit work will earn additional points toward their GPA as shown in the above chart in section E.
2. If a student retakes a course semester, s/he will receive credit for the highest grade earned for that course semester, and the highest grade earned will be used in the calculation of the GPA. The student will receive no credit for her/his lowest course semester grade when a course semester has been retaken. Therefore, credit will be given only once for each course semester. If a course is repeated due to grade or credit recovery, both grades for the course appear on the student's permanent record. Repeating a course does not remove the first grade.

## G. Semester Honor Roll

Honor Roll is based on the weighted GPA for the Semester Grading Period.

- **First Honors:** GPA of 3.75 or better
- **Second Honors:** GPA of 3.25 through 3.749

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

## H. Grade Prerequisite for Advancement to Next Course Level

At Bourgade Catholic, a grade of D- or better in any semester course receives credit. Honors, Advanced Placement, and College Dual Credit courses require a college recommending grade of a C- or better to remain in the course track. A student's readiness for advancing through a sequence of coursework is rightly determined by the semester course grade.

- Students who receive a passing grade (D- or better) in a college prep level or support level course at the end of any semester will be deemed as having successfully passed the course for that semester. Honors, Advanced Placement, and College Dual Credit courses require a college recommending grade of a C- or better to remain in the course track.
- Students who receive a failing grade (F) in any course necessary for graduation at the end of any semester, will be required to retake the course for that semester before being enrolled in the sequential coursework.
- The student will be responsible for additional tuition to retake a semester in which a grade of F was earned. Currently, this additional tuition is determined by the curriculum content provider of the online course.
- Repeating a semester course may take place in an on-line format, an off-campus traditional classroom environment, or through summer school if the course is approved by the Academic Council.
- Students who earn a D +/- in a semester course may be strongly encouraged to repeat that semester course if it would strengthen the student's skills and competencies to perform successfully at a college recommended level (a grade of A, B, or C).
- The student will be responsible for additional tuition to retake a semester in which a grade of D +/- was earned. Currently, this additional tuition is determined by the curriculum content provider of the online course.

## I. Academic Dishonesty

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

1. Copying work from another source (eg. another student, internet, etc.)
2. Allowing someone else to copy or use your work for a test/assignment.
3. Divulging test questions and answers to other students.
4. Using, providing, or having in your possession "cheat sheets" of any kind.
5. 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.

6. Verbal or nonverbal communication, for whatever reason, with another student while a test is in progress.
7. Looking at another student's desk, test, and papers.
8. Copying a teacher's assigned test.
9. Taking a teacher's assigned test without permission.
10. Lending or receiving materials via electronic instruments or equipment.
11. 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.
12. Use of electronic translators for work in foreign language classes.
13. Sharing digital files with the intention of cheating.
14. Using a technological/communication tool and/or resource during an assessment
15. Having anyone else complete any part of your coursework for you
16. Using online searches to find answers to your assessment questions
17. Posting answers to assessment questions online

Bourgade Catholic High School utilizes plagiarism prevention systems.

**Consequences of Academic Dishonesty:**

**First Offense:**

1. The teacher will notify the Dean of Students of the offense and confiscate the assignment.
2. The teacher will notify the parents and document in Renweb.

Plagiarism from an Outside Source (online material, lack of citation, etc.)	Other forms of Academic Dishonesty (using another students' work, copying most/all of an online source, providing work to another student, "cheat sheets," cheating on a test, etc.)
3. The student attends a mandatory intervention period to review plagiarism/assignment expectations.	3. The teacher assigns a zero for the assignment. At the teacher's discretion, credit may be assigned to a student whose work is used by another student.
4. The student completes the assignment based on instruction during intervention for partial credit based on department late work policy.	4. The teacher provides the assignment to the Dean of Students.
5. The student completes and signs a <b>Note of Understanding</b> with her/his parents. The Note is turned into the Dean of Students.	5. The student completes and signs a <b>Note of Understanding</b> with her/his parents. The Note is turned into the Dean of Students.
6. The Den of Students assigns an appropriate consequence if applicable.	6. The Dean of Students assigns an appropriate consequence which is communicated to the parents.

## Second Offense:

### Repeat steps 1-2

Plagiarism from an Outside Source (online material, lack of citation, etc.)	Other forms of Academic Dishonesty (using another students' work, copying most/all of an online source, providing work to another student, "cheat sheets," cheating on a test, etc.)
3. The teacher assigns a zero for the assignment. The student attends a mandatory intervention period to review plagiarism/assignment expectations.	3. The Assistant Principal meets with the parent and student to set up an <b>Academic Honesty Contract</b> .
4. The teacher provides the assignment to the Dean of Students.	4. The Assistant Principal files the Academic Honesty Contract.
5. The Dean of Students assigns an appropriate consequence which is communicated to the parents.	5. The Dean of Students assigns an appropriate consequence which is communicated to the parents.

## Third Offense:

### Repeat steps 1-2

Plagiarism from an Outside Source (online material, lack of citation, etc.)	Other forms of Academic Dishonesty (using another students' work, copying most/all of an online source, providing work to another student, "cheat sheets," cheating on a test, etc.)
3. The Assistant Principal meets with the parent and student to set up an <b>Academic Honesty Contract</b> .	3. The Assistant Principal calls for an Academic Hearing.
4. The Assistant Principal files the Academic Honesty Contract to include an Academic Hearing .	

## J. Academic Hearing

An academic hearing is called for serious academic issues at the discretion of the Administration. The committee is composed of the student's counselor, the administrative team and invitees of the administrative team (ie Academic Council, appropriate directors, teachers, etc.). The Academic Hearing will adhere to the following procedures:

1. Members of the Administration will discuss the issue with the student and her/his parents/guardians.
2. The Principal or Assistant Principal will call for an Academic Hearing by inviting the student, her/his parents/guardians, and other members of the committee as enumerated above.
3. An agenda will be provided for the hearing. A sample agenda is provided below:
  - a. Prayer
    - i. Principal
  - b. Introduction of Attendees
    - i. Assistant Principal
  - c. Review of Procedures
    - i. Assistant Principal
  - d. Presentation of Information

- i. Administration and invitees
  - e. Short Break
    - i. Student may meet with family and/or counselor
  - f. Response to Information
    - i. Student and parents/guardians
  - g. Closing Comments
    - i. Principal
  - h. Final Decision
    - i. (Date Provided)
4. A final decision (or a new decision date) will be provided to the student and her/his parents/guardians. Decisions are final. An expulsion or required withdrawal may be appealed through the Diocese of Phoenix Superintendent of Catholic Schools.

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

1. Students must meet all educational credits, financial and disciplinary obligations prior to graduating from high school. Students deficient in credits to graduate but who have met financial obligations may participate in baccalaureate exercises (Diocesan Handbook 3-1.4.40).
2. Students may participate in commencement ceremonies once she/he has completed the required program of studies. Students are required to adhere to specific graduation etiquette and guidelines which will be outlined by the school.
3. A student may be excluded from participation in the commencement exercises for reasonable cause but will not be denied a diploma.
4. International students in a GAP year experience may participate in commencement and baccalaureate ceremonies and receive a certificate of program completion.

#### **L. Valedictorian, and Salutatorian**

BCHS does not publish or calculate class rank except for the express purpose of determining the valedictorian and salutatorian at the end of students' senior year. To initially qualify for valedictorian or salutatorian, a student must meet the following criteria:

- Have attended Bourgade Catholic High School for at least three years
- Have successfully completed AP, Honors, or Dual Credit level courses (when available)
- Have taken either the SAT or ACT.

Having met the criteria listed above, the next qualification to determine the honor of valedictorian is attaining one of the top 10 highest Weighted Cumulative Grade Point Average (WCGPA). The school will then invite the students with the top 10 highest WCGPAs to apply for the honor of being named the school valedictorian and salutatorian. Other factors taken into account include exhibiting the root beliefs, mission, and ISOs of Bourgade Catholic High School.

#### **M. Speakers for Graduation**

BCHS holds the speakers at commencement to be the valedictorian and the President of the Student Council Executive Board. In the event the students who have earned that honor are unable to speak at commencement, they may defer the honor of speaking at commencement to another student. Upon hearing from the valedictorian or president that they are unable to speak at graduation, the school will offer the opportunity to speak at commencement to the salutatorian. If the salutatorian is unable to speak or is already speaking as the President of the Executive Board, any student who has a 3.5 GPA will be invited to submit a speech draft by a given deadline. Speakers will be selected on the basis of their writing and public speaking ability. The top six submissions will be presented to the Academic Council who will present their top choices to the Principal who makes the final decision.

## **N. Bourgade Scholars**

Bourgade Scholar is a recognition of excellence in academics bestowed on students who have demonstrated academic excellence over the four years of study at BCHS. Bourgade Scholars have maintained a cumulative unweighted GPA of 4.0 or higher *per semester*. Students who earn the honor of being named a Bourgade Scholar are recognized at the school's academic awards ceremony and receive a medallion to be worn at commencement.

## **O. Class Changes**

Parent/students:

- May request schedule changes in the two weeks prior to the first day of the semester. Students must complete a schedule change request form with an appropriate academic rationale approved by the Assistant Principal prior to the schedule change. No parent or student initiated schedule changes will be made after these dates.
- 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 second week of each semester. No student may leave a class or begin a new class until a corrected schedule is provided by their counselor.

## **P. Semester Examinations**

Students are required to take all final exams on the day and time assigned by the Assistant Principal.

Late exams date(s) will be scheduled and posted. Students should contact their counselor to schedule a late exam if needed.

Exams may not be administered unless tuition is paid and all obligations, financial and otherwise are met, even if the students' failure to take that examination may result in an incomplete or failing grade. (Diocesan Handbook 3-1.4.40(A)). This includes returning all school property, textbooks and athletic equipment, paying all fines, and serving all community service and/or detention hours.

## **Q. Senior Exam Exemptions**

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

## **R. Summer School**

Summer school at Bourgade Catholic High School is composed of:

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

### **Skill Building Courses**

1. Incoming freshmen are required to take the High School Placement Test (HSPT) as part of the admissions process. Students who score below the 30<sup>th</sup> percentile, or who have reading and/or math scores below grade level may be required to attend summer school skill building courses at Bourgade Catholic High School as a condition for acceptance.
2. The summer school skill building courses for incoming freshmen are non-credit courses. The objective of these courses is to work with students and strengthen their skills to help them be successful at Bourgade Catholic High School.
3. Students enrolled in skill building courses meet Monday through Thursday of the summer school session from 8:00 AM – 12:00 PM.

## EXPECTATIONS

4. Students who attend summer school skill building courses are expected to attend class each day. A student may not be absent more than two days (or a total of 8 hours) in order to successfully complete the summer school skill building course. Students who are absent for more than two days (or a total of 8 hours) and have not met the summer school learning, behavior and self-advocacy expectations may lose their conditional acceptance.
5. While the course does not grant a student credit, grades are given for the course, but are not included in the overall GPA. Student progress will be evaluated throughout the course; the instructor will make a placement recommendation at the end of the course; and the administration will determine final enrollment status.

## **Credit or Grade Recovery Courses**

1. Credit or Grade Recovery courses are provided during the summer school session for students who did not receive a college recommending grade in a course that requires one. If a course is repeated due to an F or D, both grades for the course appear on the student's transcript. Repeating a course does not remove the first grade. The highest grade is entered into the computation of the student's grade point average (GPA). Credit is awarded only one time.
2. Credit or Grade Recovery courses are full semester courses that are administered online. All courses will be administered on the Bourgade Catholic High School campus.
3. Students enrolled in Credit or Grade Recovery courses meet Monday through Thursday of the summer school session from 8:00 AM – 12:00 PM. The class facilitator provides students with a pacing guide but students are allowed to work at a faster pace. Therefore, students may finish the course sooner than the allocated time.
4. The norm for summer school enrollment is for the student to be enrolled for a Credit or Grade Recovery course the summer immediately following the semester when they did not receive the necessary credit. In the event that a student did not receive the necessary credit in more than one semester and/or in more than one course, the student will be enrolled for one semester during the summer school session and enrolled for the other semester during the following academic year. With approval from the Assistant Principal, a student may take the needed Credit or Grade Recovery course the following summer as long as the student is current prior to the start of the student's Senior year. Approvals to take a needed Credit or Grade Recovery course the following summer instead of the second semester (in effect, avoiding "doubling up" during a school semester) must be documented by the counselor with an agreement signed by the student and the student's parents indicating that they understand the requirement to be current by the student's Senior year. Agreement will be stored in the student's academic file.

## EXPECTATIONS

5. Credit or Grade Recovery courses are reflected on the student transcript. Students enrolled in a Credit or Grade Recovery course must receive a college recommending grade in a course that lists a college recommending grade as a prerequisite for advancing to the next level. Students must receive a passing grade in all other Credit or Grade Recovery courses. The summer school Credit or Grade Recovery course must be 100% complete by the end of the summer school session for students to receive credit. No credit will be awarded for incomplete courses.
6. Students enrolled in a summer school Credit or Grade Recovery course are expected to attend class each day. A student may not be absent more than two days (or a total of 8 hours) in order to successfully complete the course. Students who are absent for more than two days (or a total of 8 hours) may lose credit. School uniform and dress code policy are to be followed for the summer school session.

## **Enrichment Courses**

1. Enrichment courses are provided during the summer school session for students to either get ahead in a particular discipline or take a class that is not normally offered during the summer school session.
2. Enrichment courses meet Monday through Thursday of the summer school session from 8:00 AM – 12:00 PM. The course moderator provides students with a pacing guide but students are allowed to work at a faster pace. Enrichment courses are

offered based on demand and the school's ability to provide the course. A summer school bulletin goes out in April indicating the Enrichment courses that will be available to students.

### EXPECTATIONS

3. Enrichment courses are for credit and the grade is reflected on the student transcript. Students enrolled in an enrichment course must pass the course to receive credit. The summer school Enrichment course must be 100% complete by the end of the summer school session for students to receive credit. No credit will be awarded for incomplete courses independently of the grade average received.
4. Students enrolled in a summer school Enrichment course offered through the online format are expected to attend class each day. A student may not be absent more than two days (or a total of 8 hours) in order to successfully complete the course. Students who are absent for more than two days (or a total of 8 hours) may lose credit. School uniform and dress code policy are to be followed for the summer school session.

### **S. Transcripts**

Requests for transcripts of credits are made via the BCHS website. Financial obligations must be met before transcripts can be mailed.

### **T. Independent Study**

Independent study is a designated, proctored period for a student working on an online course.

### **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 3-1.2.06 B). This form must be turned in to the teacher in charge of the trip three days prior. A faxed or emailed copy of this signed form may be accepted as permission. Phone calls will not be accepted as permission for students to attend off-campus trips.

### **V. Counseling Department**

1. Guidance counselors have information pertaining to students and their families that needs to be held in confidential files. Some circumstances may require counselors to share information obtained in guidance sessions, on a need to know basis, ***without parental consent.***
2. 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.

### **W. Intervention**

1. Because we are always learning, Bourgade Catholic seeks to ensure each student receives the support to be successful in their learning. By working together, we can help BCHS students achieve this goal. Furthermore, students who receive grades in the D range are also at-risk of not demonstrating mastery of skills and knowledge. The intervention period will provide a connection between teachers and students in need of support as well as proactively address student retention at BCHS. Intervention will also provide a consistent format to encourage students to build study skills and achieve the goal of graduation from BCHS.
2. Intervention occurs during the last two periods of the school day on Gold Schedules, the last period on Orange Schedules. Intervention provides instructional time with the teacher and encourages the student to build skills and complete missing work.

Students earning less than C- in any course are required to attend intervention. **Missing intervention results in a Saturday detention.**

## **X. Technology Expectations**

1. Increasingly, school resources are in a digital form, accessed via the internet. It is becoming more and more important that students have access to a computing device and internet connectivity to complete their schoolwork during class time.
2. Bourgade Catholic High School issues to each incoming student a new Chromebook device. It is expected that the student will utilize the Chromebook for the four years of attendance at Bourgade Catholic High School. The Chromebook is the property of the student, and the student is responsible for the care and condition of the Chromebook. Students will bring to class each day the Chromebook provided by the school
3. Students may bring personal devices in addition to their school-issued Chromebook. Personal devices must be used in accordance with school policies and when in class, only at the direction of the teacher.
4. Bourgade Catholic High School does not service personal devices, and *we accept no liability* for students bringing personal devices to school.

### **Expectations**

5. A protective case will be issued with the Chromebook. It is mandatory that a case is on the device at all times.
6. All devices must be charged and ready for use during every class. Forgetting to charge the device will not excuse the student from completing classwork. Limited charging stations will be available in each classroom. If the device requires charging during class time, it must be done in a way that does not inhibit the student or others from completing their work.
7. The Chromebook/device must be used as directed by the teacher.
8. If a Chromebook is broken or not working properly, it can be brought to the Learning Commons for evaluation. A student should not attempt repairs. Any damage or malfunction will be the responsibility of the family. There are loaner devices available (subject to availability).
9. If a Chromebook is lost or stolen, it must be reported to the Learning Commons and the Dean of Students' Office immediately. Bourgade Catholic High School is not responsible for lost, stolen or damaged Chromebooks.
10. The serial number, barcode, and name labels must not be removed. These are used for identification.
11. The Chromebook must be stored and handled with care. Students should not drop or throw it (including when stored inside a backpack). Students should not eat or drink when using the Chromebook. Students should store the Chromebook and charger in a secure location.
12. The Chromebook must not be removed from the school management console and filters while the student is enrolled at BCBS.
13. The Chromebook should be taken home overnight, weekends and school holidays. The Chromebook should not be left in lockers, cars or other harsh environments.
14. Inappropriate media as background images, screensavers, profile pictures or Chromebook cases and stickers must not be used.
15. Students are required to have personal earbuds or headphones

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

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

### **Replacement Costs**

Chromebook; either lost or stolen - \$295 for a new replacement  
(Seniors only have the option of borrowing a Bourgade Catholic touchscreen Chromebook for the 2020-21 school year.)

1. Chromebook: damaged – cost of repair
2. Power cord; either damaged, lost, or stolen – \$25
3. BCBS protective case; either damaged, lost or stolen– \$25

### III. APPEARANCE

**A. Philosophy.** *Excellence happens intentionally. All are welcome.* The dress code of Bourgade Catholic High School has four purposes:

1. Because we are created in the image and likeness of God, we foster self-respect.
2. Because we are created for community, we are a symbol of our Triune God.
3. Because excellence happens intentionally, we encourage students to dress for professional success.
4. Because all are welcome we seek to eliminate the competitive differences of economic or social backgrounds.

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

Students are expected to abide by all requirements of the dress code and be in uniform for the duration of the school day to include before and after school (7:30am-3:30pm). Students serving after school detention are expected to remain in their uniforms.

### B. Uniforms

**BCHS uniforms, tops and bottoms, are to be purchased through Dennis Uniform.** Dennis Uniform is located at:

3645 E. Indian School #1.

(602) 220-0302.

Order online at [www.dennisuniform.com](http://www.dennisuniform.com)

School code is Q00

#### The Uniform consists of:

1. **Uniform light blue oxford shirts**, short and long sleeve. Only the top button can be opened. Shirts must be tucked in at all times. The short sleeve oxford sleeves are not to be rolled.
2. **ALL SCHOOL MASS UNIFORM:** To be worn on All School Mass days, Mondays, and other days assigned by the school.

Men	Ladies
<ul style="list-style-type: none"> <li>● Oxford, light blue uniform shirt (short or long sleeved)</li> <li>● Matching solid colored or patterned tie                             <ul style="list-style-type: none"> <li>○ A BCCHS tie is available for purchase through Dennis Uniform.</li> </ul> </li> <li>● Khaki or Navy Blue Dennis Uniform Slacks</li> <li>● Uniform Shoes</li> </ul>	<ul style="list-style-type: none"> <li>● Oxford, light blue uniform shirt (short or long sleeved)</li> <li>● Uniform Skirt OR Khaki or Navy Blue Dennis Uniform Slacks</li> <li>● Uniform Shoes</li> </ul>

3. **Uniform dark khaki or navy blue dress shorts and slacks. Shorts must have an inseam of at least 8" and must not extend past the knee.** All shorts and slacks must be properly fitted and neat. They are not to be faded, torn or have holes. Shorts and slacks are to be worn at the waist. Shorts and pants may be cuffed or un-cuffed, but not rolled.
4. **Belt:** Black or brown 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.
5. **Skirt:** Pleated -LL plaid skirt. Only ladies may wear the uniform skirt. Skirts must be worn at the waist within an inch of the knee.
6. **ID:** School issued IDs.-IDs provided by the school must be in students' possession throughout the school day and at other school events. Students who lose ID cards are expected to report to the front desk to be issued a temporary ID. If the ID has been lost, a \$5.00 replacement fee will be charged.

7. **Socks:** Solid white, navy, khaki or black socks must be worn with all shoes. A single, small clothing brand logo is permissible.
8. **Tights/Leggings:** Solid-colored ankle length or footed tights, nylons, or leggings in navy or black. Only girls may wear tights, nylons, or leggings (not Capri length) under uniform skirts. Leggings should not have mesh, cut-outs, logos, or patterns  
Leggings may not be worn on non uniform days.
9. **Shoes:** Dress shoes or athletic shoes. Due to safety regulations, all shoes must be closed toed and have a back strap. Not allowed: ankle-high or higher boots with skirts or shorts, shoes with heels higher than 2 inches, skeletoes, crocs and slippers/moccasins. Walking barefoot is never permitted on campus. The administration will determine whether a shoe meets the “dress or athletic” requirement.
10. Navy vest with school crest (optional).
11. **Outerwear:** It is acceptable for any student to wear official and school approved Bourgade Catholic themed outerwear (quarter zip, letter jackets, sweatshirts, sweaters). Hooded shirts may only be worn on Spirit Days (eg. Fridays). Bourgade reserves the right to ask students to remove outerwear when outside due to excessive heat warnings.
  - Non-Bourgade themed outerwear may only be worn before and after school hours (before 7:30am and after 3:30pm). **Please note: The student will be asked to take off any non-Bourgade themed outerwear worn during the school day.**
  - Please note that if a student is wearing non-Bourgade themed outerwear during the school day it will count as a dress code violation.
  - An official uniform oxford or polo shirt must be worn at all times under a student's outerwear. Please note that shirts must be tucked in at all times.

### C. Student Polo Spirit Shirt

Students will have a Polo Spirit Shirt available for purchase at Bourgade Catholic High School. The Student Polo Spirit Shirt may be worn daily with approved uniform bottoms as listed above. The Student Polo Spirit Shirt must be tucked in at all times.

### D. GENERAL UNIFORM GUIDELINES:

1. White undershirts are appropriate as long as logos are not seen through the outer shirt. Long sleeve undershirts are not to be worn with short sleeved shirts.
2. Uniforms are to be kept in good repair. Faded pants, shorts, worn out shirts or skirts are inappropriate. For modesty reasons, girls may wear shorts/spandex under their skirts. The skirt length **MUST** be such that the shorts do not show.
3. Uniform shirts and pants should be presentable.
4. The use of make-up by students must be done in modest taste. Only ladies may wear make-up.
5. Female Hair Guidelines – Hair is to be neat and well-groomed at all times. Shaved, unnaturally colored hair or extremely contrasted streaking is not allowed. The excessive use of bleach or black hair dye is not permitted. Trendy and/or unprofessional hair styles/accessories are not acceptable. Administration will have the final say on determining school appropriate hairstyles.
6. Male Hair Guidelines – Hair is to be neat and well-groomed at all times. While there is no specific length requirement or limit for hair, students are expected to keep hair neat and groomed at all times. Students may be asked to comb their hair if it is not neat or groomed. Persistent issues with neatness could lead to the student being required to cut his hair. Sideburns must not extend past the mid ear. Unnaturally colored hair or extremely contrasted streaking is not allowed. Hair length must be blended, without a stark contrast in length. Trendy and/or unprofessional hair styles/accessories are not acceptable. Administration will have the final say on determining school appropriate hairstyles.
7. Males should be clean-shaven each day. In the event that a male student presents himself at school unshaved, the student will be made to shave on campus.
8. No hats, caps, visors, hairnets or sunglasses can be worn during the school day from 7:30 a.m. to 3:30 p.m.

9. Jewelry – If jewelry is worn at school, it should be simple and modest. Bracelets should not exceed 3 per wrist. Wallet chains and other chain-like jewelry are not appropriate for school. Inappropriate jewelry is confiscated for the school day and can be picked up from the Dean of Students. BCHS is not responsible for lost or stolen jewelry.
10. Piercing - the only piercing that is acceptable is through the ears. Only ten and above gauged earrings are allowed. Students may wear two earrings per ear that are simple in style and modest in size.
11. Nails may be no longer than one inch from the base of the nail. Only ladies may wear false or painted nails.
12. No inappropriate tattoos are to be exposed or seen while on campus at any time. The administration reserves the right to determine the appropriateness of tattoos.
13. Students should not wear temporary tattoos or write on oneself or others.
14. Students may not wear/carry blankets from class to class.
15. Small ear buds may only be used, but not worn when not in use during class or breaks/lunch.
16. Between 7:30am-3:30pm students should wear a uniform/dress code appropriate shirt for the given day. Even before and after these times, all students should wear a shirt that covers their entire torso.
17. Athletic teams may choose to wear team apparel on gamedays. If teams choose to do so, every player should wear the same top with uniform bottoms.

**A record will be kept of student dress code violations on the student's RenWeb file. Upon a third dress code violation, a 45 minute, Dean of Students, proctored community service will be assigned. The fourth and each subsequent violation will result in a Saturday detention and a \$10.00 fine (for each occasion).**

#### **E. Out of Uniform Days/School Events**

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

##### **Dollar Dress Down Day**

Students may wear Catholic school appropriate shirts and bottoms. Dress down attire must be clean and modest. The following may not be worn on Dollar Dress Down Days:

1. Short shorts or athletic shorts
2. Frayed or torn clothing
3. Sandals
4. Low cut dresses or tops
5. Strapless, halter, tank, or tube tops
6. Bare midriff style tops
7. Oversized shorts/pants worn low on hips
8. Hats
9. T-shirts with advertising and/or inappropriate language/pictures
10. Leggings
11. Sweats/Pajamas

Grooming and jewelry regulations still apply on Dollar Dress Down Days. We ask the cooperation of parents in ensuring compliance with these guidelines **before** a student arrives at school on a Dollar Dress Down day or for a school event.

1. Spirit Shirt Days
  - Students may wear their BCHS club or BCHS athletic team shirts as their uniform top with the regular uniform pants, shorts or skirts.
2. Spirit Days

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

Dress violations are subject to disciplinary actions.

**F. Consequences for non-compliance with dress code on out of uniform days**

1. Student will receive a verbal warning and asked to change into the school uniform
  - *Parents will be called so that a change of clothes may be brought to school.*
  - Students may not return to the classroom until they are in compliance with the dress code.
2. Students will receive a second warning and sent to the Dean of Students and taken through the school disciplinary process.
3. Students may lose the privilege of dressing down.

## IV. ATTENDANCE

### A. Absences

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

#### Absence Procedures

##### Reporting an Absence

The parent/ legal guardian:

1. **Will write an email from the parent's/guardian's email address or send a written note to the school where they provide a written explanation of the absence or tardy. This is required for proper documentation of the absence and to be in adherence of State Law and Diocesan Policy (Diocesan Handbook 3-1.4.06).**
2. **In addition to the email/note, the parent/ guardian may call the school's office at 602-973-4000.**

If a parent/guardian does not notify school on the day of absence, the student will be marked truant. (See Letter G)

##### Arranging an Early Dismissal

1. Because classroom instruction time is limited and irretrievable, every effort should be made to schedule appointments outside of the school day.
2. A written excuse or email documentation from the parent/guardian must be presented to the Attendance clerk **before school** to obtain an early dismissal slip for a doctor, dentist, or other appointment.

##### Extended absences other than illness

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

Guidelines:

- The student is responsible to check Canvas for assignments.
- The work is due upon return to school.
- Failure to turn in work will impact the student's grade according to teacher course policies.
- Intervention may be required by the teacher when a student is absent.

##### Absence Guidelines

1. If a student is absent during the school day, s/he is not to be on campus before or after school.
2. If a student becomes ill during the school day, s/he should report to the teacher who will contact the front office. **Students may not leave the campus without parental permission.** A parent/guardian must sign out or authorize the sign out at the main office.
3. A student who is absent on test days assumes the responsibility for arranging a make-up test time. Making up a test may be denied if a student is repeatedly absent on scheduled test days.
4. Students are expected to follow their class schedules. A violation of this requirement renders the student truant and subject to all consequences for truancy. Post notification by a parent of a student leaving the school grounds does not negate the truancy.
5. Intervention may be required by the teacher when a student is absent.

### B. Readmission of Students after Illness

If a student contracts a communicable disease (e.g., pink eye, measles, ringworm, etc.), the Principal (or designee) must follow state guidelines regarding the readmission of students. For the safety and general welfare of the Bourgade Catholic School community, parents/guardians are asked to abide by the following regulations regarding student illness:

1. **Fevers** – When the student has a fever or is sent home with a fever, the student will not be accepted back on campus until the student is fever free on their own for 24 hours. “On their own” means fever free without the use of medications which may subside the symptoms for a few hours but not eliminate the infection.
2. **Pinkeye** – In cases of bacterial conjunctivitis, the student may return 24 hours after the student started on eye drops or ointment. If it’s viral, then there isn’t much that can be done and they can be sent back the same day. It is recommended that a student who exhibits symptoms of pink eye seek medical attention and a note granting the student permission to return to school
3. **Vomiting** – A student who has been vomiting may be sent back to school 24 hours after the student has stopped vomiting.
4. **Strep Throat** – A student who has been diagnosed with strep throat may return to school after the student has been on antibiotics for 24 hours. If the student must continue to take antibiotics while at school the regulations for medications at school must be followed.
5. If a student is absent or tardy due to an illness or injury, the school shall require that the student’s parent or legal guardian provide a written explanation of such absence and tardiness. In such instances, the school shall have the right to require a doctor’s note prior to readmitting the student. All such written explanations and/or doctor’s notes shall be kept in the student’s file for at least a year. (Diocesan Handbook 3-1.4.21 (C))

### C. Excused Absences -

1. Medical/Dentist appointments 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 to the attendance clerk upon return to school.
2. Illness requires a follow-up note/email from the parent/guardian to be submitted to the attendance clerk upon return to school.
3. Required Court appearance (prior documentation required)
4. College Interview or Visits (documentation required)
5. Extended absence due to illness; family emergencies, death in the immediate family - documentation is required upon return

### D. Consequences of five or more Absences

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

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

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

### E. Tardy Student Procedures.

1. Late to School (LTS)
  - A student who is late for school must report to the Front Office.
2. Late to School Consequences per semester: (LTS)
  - No consequence for two or less LTS.
  - For the third LTS, the student receives assigned community service by the Dean of students.
  - For the fourth LTS through the semester will result in Saturday Detention.
  - For the fifth LTS, a meeting with administration and the family will be conducted to determine further action.
3. Tardy to Class: A tardy to class is defined as being outside of the classroom without a pass when the bell rings. Passes are acceptable from Administration, Counseling, or Campus Ministry.
  - A student who is detained by a teacher or staff member must bring a note from that teacher to explain the delay.

- Unexcused class tardiness will result in disciplinary action.
  - Classroom Teachers address disciplinary consequences for tardies that occur during periods 2-7. Students will be referred to the Dean of Students for repeat offenses.
4. Tardy to Intervention Period
    - A 1<sup>st</sup> offense will result in a teacher assigned detention.
    - A 2<sup>nd</sup> offense will result in an automatic referral to the Dean of Students who will assign an appropriate consequence.
    - 3<sup>rd</sup> and subsequent offenses will result in an automatic referral to the Dean of Students, and a Saturday Detention will be assigned.
  5. Tardy records for all class periods will be maintained by the teacher and the attendance clerk.
  6. **Students who are tardy to class will not be allowed to participate in extracurricular activities on the day of the tardy.**

**F. Late to School (LTS) include instance of, but are not limited to, the following:**

1. Oversleeping
2. Missing a ride to school
3. Car trouble, heavy traffic
4. Carpool late
5. Socializing before school
6. Printing materials in Learning Commons
7. Student who are LTS will not be allowed to participate in extracurricular activities on the day of her/his 3rd (and subsequent) LTS

**G. Consequences for Unexcused absences**

- The student is considered 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.
- The student is responsible to obtain homework and take assessments missed during the unexcused absence.

## V. DISCIPLINE

Discipline shares similar roots to the word disciple which comes from the Latin word for “learn(er).” Blessed Basil Moreau, founder of the Congregation of Holy Cross which previously served as Bourgade Catholic High School’s spiritual leaders, believed that Christian education should prepare students to be strong citizens of this world and the next--Heaven. To accomplish this goal, Moreau explains that teachers “*do everything with strength and with gentleness: with strength because they are courageous and unshakable in the midst of any difficulties they face; with gentleness because they are tender and compassionate like Jesus Christ, the model for all teachers, who loved to be bothered by young people* (Blessed Basil Moreau, CSC, *On Christian Education*, 1856).” BCHS grounds its discipline in the living of its root beliefs; beliefs that, properly exhibited, will lead students to success in their communities as well as toward the universal call to sainthood. The Honor Code enumerated in this handbook guides students towards actions in line with these beliefs.

### **BOURGADE CATHOLIC HIGH SCHOOL STUDENT HONOR CODE**

- Because we are created in the image and likeness of God, students continuously grow spiritually in their identity as a child of God.
- Because we are created for community, students conduct themselves in a manner at all school activities that will assure the well-being of other students and themselves.
- Because excellence happens intentionally, students become informed and adhere to the rules and regulations established and implemented by the school, while respecting the necessary exercise of authority by school administrators and staff in maintaining discipline in the school and at school sponsored activities.
- Because we are always learning, students maintain the highest possible level of academic achievement.
- Because excellence happens intentionally, students are punctual in attending school, classes, liturgies and extra-curricular activities.
- Because we are each called by name to a mission, students 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.
- Because God is revealed through truth, goodness, and beauty, students refrain from misconduct or behavior that disrupts the educational process and environment.
- Because we are created for community in the image and likeness of God, students restore relationships when they are offended through contrition and reconciliation.

### **DISCIPLINE PHILOSOPHY - RESTORATIVE PRACTICES**

Because we are created for community in the image and likeness of God, Bourgade Catholic High School is particularly attentive to times when relationships are offended or wounded. In situations when student actions cause injury to relationships, Bourgade seeks to use discipline practices that prompt students to reflect on the effects of their actions on relationships as well as ways to restore the relationship. This will often present itself in a two step process, first the student reflecting on which relationship needs to be restored, and then the actions needed to do the work of restoration. Students may be prompted to mend relationships with teachers, other students, parents, visiting schools or individuals, or the school as an institution.

## **Rules and Procedures**

### **A. Classroom Dismissal**

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

### **B. Food in classrooms**

In any food or drink in the classroom should align to the expectations laid out by the teacher.

### **C. Gum**

Chewing gum on the school campus is prohibited.

### **D. Habitual Disruption of Classes**

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

### **E. Parking lot regulations**

1. Cars parked on BCHS property must be registered with the Dean of Students.
2. A \$25 parking fee will be charged per semester.
3. Students must park in the designated parking space and display their parking permit on the rear-view mirror.
4. Registration begins during the first week of school, but a car may be registered at any time in the Dean of Students office.
5. All cars parked on school property during the school day must be insured and locked.
6. Students may park only in the south student parking lot. Parking in any other area without authorization is off limits. Gates #4 and 5 are locked at 8:30 a.m.
7. Campus speed limit is 5 miles per hour at all times.
8. Infractions of parking regulations will lead to:
  - First offense \$5.00
  - Second offense \$10.00
  - Third offense permit revoked.
9. Loitering around vehicles or in the parking lot before, during, or after school is not permitted.
10. The parking lot is off limits during the school day without authorization from the Administration.
11. Vehicles parked on school property are subject to search by school authorities.
12. Neither Bourgade Catholic High School nor the Diocese of Phoenix are responsible for theft or damage to a vehicle or its contents.
13. BCHS assumes no responsibility for vehicles parked on its property.
14. Drop off and Pick up is in the student parking lot.
15. Once a student has arrived on campus, Students must have their parents call the school to excuse them for an off-campus appointment during the school day through the front office/administration.

## F. Electronic Devices

1. Students may bring personal mobile technology on campus at their own risk. Personal mobile technology includes, but is not limited to, laptops, tablets, cell phones, media players, smart watches, smart glasses and other wearable technology which are not required for educational purposes.
2. **Personal mobile technology may not be used during passing or lunch periods as well as during school assemblies. Personal mobile technology should be put away during these times.**
  - **Permission to use any personal mobile technology should be approved through the school's administration prior to use.**
3. These policies apply to all electronic devices, whether for personal use or educational use.
4. **BCHS is not responsible for lost, stolen or broken items.** BCHS is not responsible for any content brought to school on personal devices. All personal mobile technology is to be used in accordance with the school guidelines. In classrooms, personal mobile technology may only be used under the direction of the teacher. **The cellular network should be switched off while on school property and the school wireless connection used exclusively.** Personal wireless hotspots are not permitted. Any audio visual recording functionality of personal mobile technology is to be switched off while on campus, unless instructed otherwise by the teacher. It is school policy that students surrender all personal mobile technology including cell phones, wearable technology and internet ready devices during course exams. **There is no right of privacy or confidentiality for electronic devices. (Diocesan Handbook 3-1.4.24)**
5. International students may use a translator device for classroom purposes. The translator device cannot be an application on a smartphone.
6. Electronic devices which are not used in accordance with these policies during the school day constitutes a violation of the Electronic Device policy. Teachers will post and implement classroom specific expectations for devices, especially phones. Should these expectations lead to a referral to the Dean of Students, the following procedures will be followed:
  - 1st Referral - Dean of Students keeps the device for the day
  - 2nd Referral - Dean of Students keeps the device until picked up by a parent or guardian
  - 3rd Referral - \$10 fine and the Dean of Students keeps the device until picked up by a parent or guardian. The student checks her/his device at the beginning of day to the office for a specified period of time. (Retrieved at lunch or End of Day).
  - 4th Referral - An appropriate consequence and plan determined by the Dean of Students.
7. The school reserves the right to confiscate any electronic device that a student is not using in an appropriate manner. In all cases of confiscation, the Administration will check for any inappropriate information that may be stored, received or sent on any confiscated electronic device during the school day or at any school-sponsored activity. When deemed necessary, this information will be downloaded and/or printed. The consequences for these violations are at the discretion of the administration. The school reserves the right to expect parents and students to sign a Letter of Understanding. BCHS will contact law enforcement if the student's behavior warrants such a response.

## G. Respect for Property

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

## H. Unbecoming Familiarity

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

1st Warning – Parental notification

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

## I. Serious Offenses

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

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

### 1. Dangerous Weapons/Explosives

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

### 2. Destruction of Property

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

### 3. Forgery

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

### 4. Insubordination and Disrespect

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

### 5. Lying

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

### 6. Fighting/Physical Assault

Physical assault is the act of attacking or attempting to attack somebody physically or verbally in a violent way. The school makes no distinction between “play fighting” and actual assault. Consequences include a minimum of one day in school

suspension and a discipline contract. Ongoing violations may jeopardize the student's continued enrollment at BCHS.

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

#### 7. **Sexting**

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

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

#### 8. **Stealing**

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

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

#### 9. **Threats**

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

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

Consequences may include the following:

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

#### 10. **Truancy**

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

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

- An absence will be recorded on the student's attendance record as truant and unexcused absent.
- A Disciplinary Notice produced via Renweb will be sent home.
- A drug test will be completed in the time frame as requested by administration at the student's expense.
- A zero will be assigned for tests, class work, and homework in each class missed.
- A Saturday detention will be assigned for each class missed.
- A student government officer will automatically relinquish his/her office.
- A senior will be subject to exclusion from end of year celebrations.
- A second offense will result in re-evaluation of the student's continuance at BCHS.
- BCHS does not condone a senior ditch day and students who participate in a ditch day will be considered truant.

#### 11. **Unacceptable Language or Media**

Vulgar, obscene, or inappropriate language or media will not be tolerated, whether, in gesture, writing, drawing, speech, or in digital format (downloaded or viewed). Students will be given at least a disciplinary notice and receive a consequence assigned by the Dean of Students.

#### 12. **Harassment**

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

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

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

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

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

#### 13. **Bullying**

##### **Bullying policy:**

- (policy 3.1.4.30, diocesan handbook of policies, procedures and norms for catholic schools) the diocese strongly opposes and prohibits all forms of bullying. Any violations of this policy will be subject to disciplinary action, up to and including termination or required withdrawal.
- It is the policy of the educational programs of the Diocese to maintain a learning environment that is free from any

type of bullying (as defined in Section 2 below). The educational programs of the Diocese shall take reasonable steps to ensure that no student associated with these programs is subjected to any type of bullying.

- It shall be a violation of this policy for any student to commit an act of bullying against another student.

#### **Definition of Bullying:**

"Bullying" is any aggressive and unwanted behavior by a student or group of students that:

- is intended to harm, intimidate, or humiliate the victim;
- involves a real or perceived power imbalance between aggressor and victim;
- and is repeated over time, or causes severe emotional trauma.
- "Bullying" includes cyberbullying.
- "Bullying" does not include ordinary teasing, horseplay, argument, or peer conflict.

#### **Procedures:**

- Any person who alleges bullying by student shall file a complaint in writing by providing a completed "Bullying/Harassment/Hazing Prevention and Intervention Incident Form" (See Appendix A.6) directly to his or her teacher, immediate supervisor, or Principal/Preschool Director. The complaint shall describe the perceived violation, name the perpetrator, identify any potential witnesses, and provide such information as set forth in such form.
- Allegations of hazing reported in accordance with this policy are taken seriously and will be appropriately investigated in a timely and professional manner.
- The educational programs of the Diocese prohibit and will not tolerate retaliation against an individual for making a good faith complaint of hazing, or for cooperating with the investigation of such a complaint.
- Anonymous reports or complaints generally will not be accepted or investigated due to concerns about reliability and the inability to effectively, thoroughly and impartially investigate.
- Information will be treated with discretion and with due regard for confidentiality, both of the complainant and of the accused, with the understanding that information will be disclosed as necessary or appropriate to investigate allegations of misconduct and to take corrective action when this conduct has occurred. The standard for determining whether conduct constitutes a violation of this policy shall be made by the school administration in its reasonable judgment. It is not necessary to make a showing that the victim was psychologically harmed.

#### **14. Hazing**

**Hazing policy:** (policy 3.1.4.30, Diocesan handbook of policies, procedures and norms for catholic schools) the diocese strongly opposes and prohibits all forms of hazing. Any violations of this policy will be subject to disciplinary action, up to and including termination or required withdrawal.

- It is the policy of the educational programs of the Diocese to maintain a learning environment that is free from hazing (as defined in Section 2 below). The educational programs of the Diocese shall take reasonable steps to ensure that no student associated with these programs is subjected to any type of hazing.
- It shall be a violation of this policy for any student to commit an act of hazing against another student.

**Definition of Hazing:** Hazing is defined as any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student or students, and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an educational institution; and
- The act creates or contributes to a substantial risk of potential physical injury, mental harm or degradation, or actually causes physical injury, mental harm or personal degradation.

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

Any form of tobacco use (i.e. smoking, vapor, or chewing) or possession by minors is illegal. Violations will result in a three day external (out of school) suspension (ESS). In addition, because nicotine and other drug use are often related, a drug test (urinalysis and/or hair-follicle test), is required within 2 hours at the student's expense. **ARS 36-798.03 prohibits smoking on School campuses. ARS 13-3622**

## 16. Drug and Alcohol Use

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

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

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

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

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

### **Self-Referral**

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

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

## 17. **Off-Campus Activities**

- BCHS is not legally responsible or financially liable for the behavior of our students off campus. We expect our

students to demonstrate responsible social behavior and to be good citizens in our local communities in accordance with the law, our Honor Code, 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 Honor Code regulates behavior on school premises, at school-sponsored events, activities off-campus, and in locations where students represent BCHS in an official activity such as a field trips, athletic contests, club activities, dances, etc. In addition, the school reserves the right to review and discipline any off-campus student behavior if the behavior violates city or state law, our Honor Code, or negatively impacts the school's reputation.
- If the school becomes aware of a charge alleging that a BCHS student has violated a city, state, or federal law, while on or off campus, BCHS reserves the right to institute a school investigation of that conduct. The student may be subject to disciplinary proceedings, without regard to any pending civil or criminal litigation, and regardless of whether any criminal arrest or prosecution has taken place.
- Upon receipt of a complaint alleging off-campus student misconduct, the Dean of Students will review the allegations to determine the school's jurisdiction over such conduct and determine the appropriate course of action to take against that student.

### **J. Student Confidential Report Form**

BCHS uses a Student Confidential Report Form to report serious breaches of the honor code, such as bullying, or other harassing or demeaning behavior. Signage throughout the school indicates the process to report incidents of inappropriate behavior.

### **K. Discipline/Referral Procedures**

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

### **Leveled Behavior and Consequences**

The actions above and any activity, incident or progression of incidents, occurring on or off campus, which, in the judgment of the administration is a danger to the safety, the good moral order, and/or is incompatible with the philosophy and mission of the school, will be grounds for disciplinary action by the school. Student disciplinary items are grouped into, but are not limited to, the following three Levels:

#### **1. Level 1**

The students' actions and behavior outlined in this level are generally those that are deemed non-supportive of the development of good personal & social practices and skills necessary in the school environment. These include, but are not limited to:

- Persistent dress code violation
- Eating/Drinking outside of permitted areas
- Improper use of technology (eg. texting in class)
- Inappropriate language or gestures.
- Repeated infractions of school or teachers' rules.
- Persistent tardiness.
- Violation of parking guidelines.

As determined by the teacher or the Dean of Students, students could be assigned to detention for a prescribed number of days.

#### **2. Level 2**

The student actions and behaviors outlined in this level are those deemed to disrupt in some way an ordered and peaceful class and/or school environment; or reflect the seriousness of a progression in a student's inappropriate behavior.

Examples of such conduct include, but are not limited to:

- Repeated Tier 1 offenses
- Improper use of technology (eg. using personal hotspots or other networks)
- Honor Code violation
- Chronic tardiness to school
- Disrespectful and/or defiant to a teacher/staff
- Disruptive behavior in the classroom/cafeteria/hallways
- Driving recklessly
- Fabricating excused notes with parent's/teacher's signatures
- No show to a teacher's detention.

As determined by the Dean of Students, a Saturday detention or in-school suspension could be assigned and a parent conference will be scheduled. During an in-school suspension, students may be assigned to serve the BCHS as the Dean of Students and custodial staff see fit and/or have the opportunity for reflection on an assigned root belief or ISO.

### 3. Level 3

The student actions and behaviors outlined in this level are considered to be a serious risk to either the physical safety or general well-being of the student, other students, adults or the school as a community; or they reflect the seriousness of a progression in a student's inappropriate behavior. Infractions in this level include, but are not limited to:

- Repeated Tier 2 offenses
- All forms of intimidation, hazing, and bullying, including "cyber" bullying, or being a bystander to these incidents.
- Any incident involving drugs, alcohol, and/or banned/illegal substances.
- Fighting/Physical assault on or off campus.
- Severe misuses of technology (eg. pornography, sexting)
- Flagrant act of disrespect towards a teacher, administrator, staff, and all school-community members – this extends to all extracurricular activities.
- Publishing on paper, websites, social networking sites, text or instant messages or publicly voicing defamatory or slanderous statements naming or implicating any member of the school community.
- Theft/unexplained possession of stolen property.

As determined by the administration; behavioral hearing, suspension, probation through a behavioral contract and/or referral for possible withdrawal or expulsion could be assigned to these infractions. The appeal is to the Principal whose decision is final. As each situation on a campus is unique, this handbook will be used as a guide for decision-making. But the finality of all decisions as they relate to the discipline of students and the consequences are at the discretion of the Dean of Students, Assistant Principal, and Principal.

## L. Disciplinary Progression and Documentation

For documentation of both positive and negative, teachers and administration will record the behavior on FACTS/Renweb using the “Merit” and “Demerit” functions, respectively. Teachers and Administrators will follow the following steps if a student does not meet the set expectations for a BCHS student:

**Because we are created for community in the image and likeness of God, students will work to restore the relationship that has been affected. Therefore, the “Actions to be Taken” below will be leveraged as opportunities for restoration rather than simply punishment.**

<b>Step</b>	<b>Those Involved</b>	<b>Action to be Taken</b>
Step 1	Teacher and Student	The teacher will prompt the student, either verbally or non verbally, to self correct the behavior.
Step 2	Teacher, Students, Parent/Guardian	The teacher will contact the parent/guardian to describe the incident and the change that needs to occur. Documentation of the parent notification will be made in Renweb.
Step 3	Teacher, Student, Parent, Demerit 1	The student receives her/his first Demerit in Renweb, parental contact, and teacher assigned consequence.
Step 4	Teacher, Student, Dean of Students, Demerit 2	After receiving a second demerit from a teacher/administrator/staff member, the student is referred to the Dean of Students for a meeting regarding the student’s actions and expectations for a Bourgade student. Parents are notified and the student is assigned a consequence by the Dean of Students.
Step 5	Teacher, Student, Parent/Guardian, Dean of Students, Demerit 3	After receiving a third demerit from a teacher/administrator/staff member, the student is referred to the Dean of Students. A meeting between the Dean of Students, the parents/guardians, the students, and teachers (if deemed necessary by the school) will take place. The student will receive a consequence to include a Saturday Detention or in school suspension.
Step 6	Teacher, Student, Parent/Guardian, Counselors, Dean of Students, Principal, Demerit 5	The student, parents/guardians, Dean of Students, Counselor, and teachers/principal (if deemed necessary by the school) meet to develop a Student Behavior Plan/Contract. The student may serve and in/out of school suspension. A disciplinary hearing may be called at this stage.
Step 7	Teacher, Student, Parent/Guardian, Counselors, Dean of Students, Principal, Demerit 6	A disciplinary hearing may be called at this stage. The Dean of Students/Principal may recommend withdrawal or expulsion. Reasons for this recommendation will be given in writing. Appeals may be called for as outlined in this Student Handbook.

**NOTE:** Teachers and Administrators maintain the right to skip to a certain step of this progression given the severity of the situation (see level 2 and 3 offenses above).

#### **M. Teacher Issued Detention:**

1. A student who receives a 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 referral to the Dean of Students.

#### **N. Behavior Notices:**

1. The Teacher will refer the student to the Dean of Students who will issue the discipline notice from Renweb to the student. These notices will be signed by the parent/guardian.
2. Failure to complete the assigned consequence will result in a Saturday Detention.
3. Saturday detentions carry a \$10 fine. An unexcused absence from a Saturday detention will result in suspension.

#### **O. Dean of Students Detention**

1. The student will report to the Dean of Students at the conclusion of the school day.
2. The student will write a reflection based on a reading related to Root Beliefs or ISOs and the reason the student is serving a detention  
**OR**
3. The students will serve the BCHS community as assigned by the Dean of Students.

#### **P. Suspension:**

1. **In School Suspension (ISS):** Students report to the Dean of Students' office upon arriving at school. Students are expected to turn in homework from the previous day and complete assigned work during the suspension. Students may not attend or participate in after school activities until reinstatement the next school day.
2. **External School Suspension (ESS):** Students are not permitted on campus for the length of the suspension. Students are responsible to complete and turn in work assigned during the ESS. All assignments must be submitted upon return to school.
3. Prior to returning to class, the student, her/his parent or guardian, and the Dean of Students will meet to discuss expectations for returning to class as well as steps needed to restore relationships harmed by the student's action. If applicable, those affected will be invited to join the meeting.

#### **Q. Disciplinary Hearing**

An academic hearing is called for serious academic issues at the discretion of the Administration. The committee is composed of the student's counselor, the administrative team and invitees of the administrative team (ie Academic Council, appropriate directors, teachers, etc.). The Academic Hearing will adhere to the following procedures:

1. Members of the Administration will discuss the issue with the student and her/his parents/guardians.
2. The Principal, Assistant Principal, or Dean of Students will call for an Academic Hearing by inviting the student, her/his parents/guardians, and other members of the committee as enumerated above.
3. An agenda will be provided for the hearing. A sample agenda is provided below:
  - a. Prayer
    - i. Principal
  - b. Introduction of Attendees
    - i. Dean of Students
  - c. Review of Procedures
    - i. Dean of Students
  - d. Presentation of Information
    - i. Administration and invitees

- e. Short Break
    - i. Student may meet with family and/or counselor
  - f. Response to Information
    - i. Student and parents/guardians
  - g. Closing Comments
    - i. Principal
  - h. Final Decision
    - i. (Date Provided)
5. A final decision (or a new decision date) will be provided to the student and her/his parents/guardians. Decisions are final. An expulsion or required withdrawal may be appealed through the Diocese of Phoenix Superintendent of Catholic Schools.

## **R. Reasonable Contact**

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

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

## VI. APPEAL PROCESS

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

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

### **Appeal of Other Serious Decisions**

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

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

## VII. CAMPUS MINISTRY

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

### A. Prayer

- **Daily Mass** – The School Chaplain celebrates daily mass at the school chapel. Special feast days or solemnities may cause a change in the daily mass schedule.
- **Adoration** – The School Chaplain will incorporate Adoration of the Blessed Sacrament throughout the school year.
- **Class Day of Prayer** – Each year a Day of Prayer is provided for each grade level in place of a day on campus. Since the Day of Prayer occurs during a normal school day, participation is required. If a student is absent during one of these days, please refer to the attendance policy portion and the consequences (Attendance IV, Section A).
- Retreats – Students are encouraged to participate in optional overnight retreat experiences, specifically our BCHS **\*Kairos Retreat** program which is available to Juniors and Seniors each year.
- Chapel is available for personal prayer every day from 7:30am – 3:30pm.
- The school day begins with prayer, each class will also begin with prayer.

### B. Sacraments

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

### C. Chapel

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

#### **\*Kairos**

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

#### **Kairos Retreat Participants**

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

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

#### **Kairos Retreat Leaders**

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

## VIII. ATHLETICS AND EXTRACURRICULAR ACTIVITIES

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

### **B. Athletic / Activities Participation**

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

### **C. Expectations and Standards for Participation.**

1. Students representing BCHS in extra-curricular activities have a personal responsibility to excel. When students volunteer for an extra-curricular activity in school:
  - They are asking for the privilege to be chosen.
  - They agree to conform to the requirements and rules adhered to by that activity.
  - They agree to represent the school.
2. Directly and indirectly, the conduct of students reflects standards, attitudes and the philosophy of the school.
3. At the beginning of each extra-curricular activity season, students and their parents are given written guidelines concerning the expectations for that activity. Students and parents alike are required to sign this document showing their understanding and acceptance of these guidelines. These guidelines may differ due to the nature of the sport or the activity, and are effective for the duration of the sport or activity.
4. Since the student represents the school, the guidelines may extend beyond the school day and school grounds. Violation of the guidelines may be grounds for suspension or required withdrawal from the activity or the school.

### **D. Academic Requirements for Participation in Extracurricular Activities.**

Eligibility applies to all extracurricular activities; AIA sanctioned events, BCHS club events, field trips that cause a student to miss another class or field trip in general, or retreats where the student is an aide or leader. An ineligible student may not miss class time for any extra-curricular event. To be eligible for extracurricular activities, students must maintain a C in each of their classes.

1. Two weeks following any grade report, the student will do a grade check with all teachers.
  - The student will return grade check to counselor by 3:25pm.
  - Passing grades in all subjects are required for student to become eligible.
  - Student remains ineligible until the next grading report if s/he is not passing all classes ...unless cleared by teacher, through counselor to the athletic director..
2. Ineligible students must attend intervention before or after school.
3. Ineligible students may attend extracurricular activities after intervention but may not participate in competition or performances during these two weeks.
4. Ineligible students may try out for a new sport or activity during the ineligible period after intervention.
5. Ineligible students during the first two weeks of ineligibility unless through the process above:
  - Must attend the intervention.
  - May not miss class time to travel with the team/club/activity group.
  - May not participate or suit up for a game.
  - May not be issued a team uniform.

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

Students must attend school on a regular basis in order to succeed. No student should use athletics as an excuse to intervention, detention, or any other required school event.

The attendance requirement for participation in after school activities is as follows:

1. Students must be in attendance for at least 2 periods on a Blue/Gold/Orange schedule.
2. Students must be in attendance for 4 periods on a Mass/Green schedule if they are to participate in an after school activity (includes practices, games or interscholastic activities).
3. If a student-athlete is **put out of class by a teacher, the student-athlete MAY NOT participate** in an after school activity.
4. A student that is tardy to any period will not be allowed to participate on the day of the tardy.

Exceptions to this policy:

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

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

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

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

Any actions or behaviors contrary to the these rules may result in the following actions by the school:

1. Possible removal from the event
2. A corrective conversation (in person or digital) with the involved parties with written documentation of the incident
3. Sanctions to include suspension from team activities, suspension from attending a set number of athletic events, community service, a probationary period, or other consequences set for by the administration
4. An indefinite suspension from attending future athletic events

The school may follow these consequences as a progression or choose to skip steps in the progression depending on the nature of the behavior/incident.

#### **G. Athletic Fundraising**

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

#### **H. Team Masses**

As a member of an extracurricular group or team, students may be required to attend daily Mass. Attendance will be taken by a coach or captain at these Masses. Members who do not attend may be subject to consequences from the coach, moderator, the Athletic Director, or the Dean of Students.

## H. Student Activities<sup>1</sup>

### HONOR SOCIETIES

Mu Alpha Theta

National Art Honor Society

National Honor Society

### ARIZONA INTERSCHOLASTIC ACTIVITIES

#### FALL

Spirit Line

Swimming

Football

Volleyball

Chess

#### WINTER

Spirit Line

Basketball

Wrestling

Soccer

#### SPRING

Baseball

Track

Softball

Tennis

### CLUBS

Active Bourgade Christians

Art Club

BCHS Family Leadership

Mock Trial

Running Club

Ambassadors

Letterman's Club

Drama

Robotics

Student Government

## I. School Letter Jacket Policy

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

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<sup>1</sup> The School reserves the right to suspend, disband, or reinstate a student activity for any reason.

## IX. FINANCE POLICIES

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

### A. Tuition Schedule

Arizona Resident- 2020-2021- School Year tuition is \$17,200.

International Student Tuition- Please contact the Director of Finance for tuition rate information.

### B. Catholic Parishioner Scholarship:

Families who are registered, active and contributing members of their parish may apply for a Catholic Parishioner Scholarship, subject to the approval of the pastor of the parish. Those families verified as registered, active and contributing members of a Catholic parish in the Diocese of Phoenix by August 1<sup>st</sup> will be eligible to receive this \$3,300 scholarship.

### C. Payment Options

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

### D. Fees:

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

Advancement Placement Test	\$62-\$92/test
Dual Enrollment Courses	\$225/course
Mission Trip and Mini Mission Trip	\$50-\$400
Disneyland Trip	\$175-\$275

### E. Diocesan Policy

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

### F. School Policy

1. Student accounts that are two months delinquent on tuition payments, and payees who have not made suitable arrangements with the Director of Finance, will be informed that their child/children will not be allowed to attend school.
2. Student accounts that are two months delinquent on tuition payments, will not be allowed to participate in any school sponsored or related activity. This includes but is not limited to:
  - A new sport season
  - Club Conferences
  - School Sponsored Trips
  - Mission Trip
  - Running for any student leadership position
3. This policy does not include activities that are required as part of a school class.

## X. MISCELLANEOUS

(INFORMATION IN ALPHABETICAL ORDER)

### **ASBESTOS MANAGEMENT PLAN**

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

### **ASSIGNED AREAS**

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

### **BIKE RACKS**

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

### **BOOKS AND MATERIALS**

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

### **BOSCO CENTER**

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

### **CLOSED CAMPUS**

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

***Madonna Hall opens at 7:00am. The school provides parking lot supervision for 20 minutes after school. The school is not responsible for any accidents, injuries, and/or incidents that occur outside scheduled school activities or school-supervised hours.***

### **COMMUNICATION**

1. Parent/Teacher conferences: The Principal, staff, or parents may schedule conferences for individual needs. Conferences are held to discuss progress, accomplishments, and areas in need of improvement.
2. Telephone and Personal Contact - Teachers and students will not be called to the telephone during class time unless there is an emergency. Important messages will be relayed to the teacher or student. Parents should not expect the school to relay doctor, dentist or other appointments.
3. In justice to the students, it is important that the teacher is not called out of class. Parents may leave email messages for a teacher through the school provided email accounts. Parents are encouraged to contact a teacher to receive information regarding their son/daughter.

4. A parent bulletin is emailed once a week.
5. Email – Every staff member at Bourgade Catholic High School is equipped with email.
6. FACTS/RenWeb is Bourgade Catholic High School's School Management System (SMS).

School Website: [www.bourgadecatholic.org](http://www.bourgadecatholic.org)

Emergency notification system - Please keep telephone numbers and email current with the school in order to receive emergency information.

School learning management system - BCHS uses RenWeb and learning management systems determined by the school. Grade books and attendance records can be found through RenWeb.

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

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

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

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

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

#### **COURTESY**

1. Be cautious, dignified and respectful in all online communication. Cyberbullying, the use of electronic means to harass, threaten, or embarrass others, is unacceptable. Regardless of whether it takes place on campus or off, cyberbullying in the community will not be tolerated.
2. Inform a trusted adult should you receive a message or inadvertently access material that is inappropriate or makes you feel uncomfortable.
3. Respect the privacy of other computer accounts and do not use electronic devices belonging to others without their prior approval.
4. Respect and protect your personal contact information and that of others. Personal communication and images should not be posted, tagged, or forwarded without permission of the subject or sender.
5. Represent your own views, and not those of others, in any form of electronic communication.
6. Acknowledge copyright and intellectual property rights to any materials gathered using information technology, abiding by creative commons licensing.
7. Adhere to all Federal copyright laws.
8. Seek permission to record or photograph classroom presentations or any school activity.

#### **PRIDE IN WORK**

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

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

1. Support the integrity of security systems of Bourgade Catholic Technology.
2. Protect Bourgade Catholic Technology from misuse, damage or theft.
3. Respect that bandwidth, storage space, and printer paper and toner are shared and limited resources.
4. Limit recreational use of Bourgade Catholic Technology and yield to others who need it for school work.

5. Use Bourgade Catholic provided cloud storage and file servers to store school-related files.
6. Respect the Bourgade Catholic community. Online and digitally formatted gossip, inappropriate or offensive remarks, texts, postings or images can be forwarded, replicated, and traced and have an unlimited lifespan and harmful effect on the Bourgade Catholic community. Any student who posts, on any website, materials (words, pictures, sketches, video, etc.) that disrespects or reflects poorly on the Bourgade Catholic community will be held accountable.

### **MONITORING**

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

### **NO WARRANTIES**

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

### **PENALTIES FOR IMPROPER USE**

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

### **DANCE POLICIES**

1. All dances are restricted to Bourgade students and their approved guests. Each student is limited to one guest. All guests must complete a dance contract in order to attend Bourgade Catholic High School dances. Contracts are due the Wednesday prior to the dance. Prom and Homecoming contracts must be turned in one week prior to the dance. Students are responsible for the behavior and condition of their guests.
2. Those attending the dances are expected to dress in good taste. This includes guests. Dresses, skirts, and tops should all conform to the BCHS guidelines as indicated on the BCHS website prior to events. The school reserves the right to determine what is in good taste. Homecoming and Prom require students and parents to sign a dance agreement, which outlines dress and behavior guidelines.
3. Students attending the dance will be in the designated area. There is to be no loitering on campus. Failure to comply with

school rules will result in dismissal from the dance, notification of parents, and a referral to the Dean of Students for appropriate action.

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

#### **DISCRIMINATION POLICY**

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

#### **LOCKERS**

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

#### **LOST AND FOUND ITEMS**

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

#### **LUNCH TIME AND AREA REGULATIONS**

1. BCCHS does not offer a lunch menu. There will be limited vending services available. Lunch may be delivered to students and left on the designated table next to the front gate. The front desk will not accept or sign for food deliveries. In the interest of student/school safety, a student may never open the gate to receive a food delivery.
2. There should be no running in the lunchroom. Talking should be done in a quiet, moderate tone of voice. During the lunch period students may use Madonna Hall, the patio areas adjacent to Madonna Hall, or the center quad. Students are to clean up their eating area. Academic wings, including student's lockers, are off limits during lunch. The Learning Commons and the Bosco Center are open for use during the lunch period, but the Learning Commons is not an additional eating area.

#### **PROPERTY**

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

### **REASONABLE SUPERVISION DURING SCHOOL HOURS**

Bourgade Catholic High School provides reasonable supervision of students during school hours. Students are supervised by school staff during the hours of 7:30 am – 3:30 pm.

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

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

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

### **SCHOOL TRANSPORTATION**

1. BCHS provides transportation to and from designated locations in the metropolitan Valley. Transportation fees will be for full months only.
2. BCHS provides transportation to some school activities and athletic competitions. All occupants of any school vehicle will be required to fasten their seatbelts when available. Failure to do so will result in the loss of privilege to ride in the vehicle.

### **STATUS OF STUDENTS REACHING MAJORITY**

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

### **STUDENT ACCIDENT INSURANCE**

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

### **TRIP REDUCTION**

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

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

### **VISITORS ON CAMPUS**

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

### **PARENTAL SUPPORT**

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

Serious consideration is given to every disciplinary action taken. Parental failure to cooperate and comply with BCHS's disciplinary

policy, practice, and determined consequences may result in a school initiated student withdrawal from BCHS.

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

## XI. EMERGENCY DRILLS

**State law requires emergency drills.**

### **Evacuations**

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

When necessary, evacuation sites will be communicated.

### **Lockdowns**

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

### **EMERGENCY INFORMATION**

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

## XII. HEALTH CENTER

### 1. Guidelines

1. The health center is open from 7:30am to 3:30PM for basic first aid needs
2. There is not a nurse on campus
3. There are four Automated External Defibrillators (AED) on campus.
4. All serious medical issues will be referred to 911 responders.
5. During passing periods, the student must first report to class to check in with his/her teacher and obtain a teacher signature in the agenda.

### 2. Medications

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

1. Medication must be in prescription bottle or original container (A.R.S. 15-344)
2. Written request, signed by legal guardian and by the student's doctor, specifically authorizing BCHS personnel to administer any medication. That request must contain the following information:
  - Dates and times when medication is to be administered
  - Instructions to proper dosage
  - Original signature of the student's parent or legal guardian

Exception: School personnel may keep back-ups of inhalers or Epi-pens in the school office. If a student would be seriously at risk if they were not able to personally carry an epi-pen or inhaler, the parent or legal guardian may request an exception to this policy.

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

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

### 3. Food Allergies

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

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

### 4. Immunizations

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

## IN CONCLUSION

The Administration reserves the right to:

1. update the rules, regulations and consequences as deemed necessary to maintain the welfare of the BCHS school community
2. impose restrictions and consequences deemed necessary for the welfare of the individual student and the entire BCHS community.
3. interpret the regulations and guidelines and to take necessary action to see that they are observed.
4. maintain directives to ensure a positive, healthy environment where educational growth can occur with freedom and order.
5. search anything brought on the school property, including personal electronic devices and their content.
6. use photos or videos of students on the school website and any school publications. Parents must notify the school in writing if they do not wish their son/daughter's image to be used in school publications.
7. All students and their parents are obliged to abide by the rules and regulations outlined in this handbook. Parents and students will sign an acknowledgement form stating that they have received the handbook and intend to follow the policies. The failure of a parent or student to sign the form will not prevent the school from enforcing its policies and may result in disciplinary action being taken or prevent a student from enrolling (or continuing enrollment) in the school.
8. If a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students, or displays disrespectful, disruptive or harassing behavior toward teachers, toward school staff, or toward the school, the school may take corrective action. Such corrective action may include, at the discretion of the principal, the following: imposition of particular rules or procedures the parent must follow in interacting with the school and its students and staff; restriction or termination of the parent's access to school property; dismissal of the parent's child(ren).

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

CONTACTS.....

<b>GENERAL ADMIN</b>	MR. JAVIER BRAVO	<b>COUNSELOR LAST NAMES A-K</b>	MR. RAFAEL NABOZNY
<b>ACADEMICS/CURRICULUM</b>	MRS. ESMERALDA MURPHY	<b>COUNSELOR LAST NAMES L-Z</b>	MS. CATY TANAKA
<b>STUDENT ACTIVITIES</b>	MR. RYAN COSTELLO	<b>PARKING</b>	MR. RYAN COSTELLO
<b>INTERNATIONAL STUDENTS</b>	MS. MIRANDA MACIAL	<b>CAMPUS MINISTRY</b>	FR. DAVID LOEFFLER MS. MIARA CASH
<b>ATHLETICS</b>	MR. RITESH KHATRI	<b>CLASS SCHEDULES</b>	SEE RESPECTIVE COUNSELOR
<b>ATTENDANCE</b>	MS. PHYLISS CHAVEZ	<b>TECHNOLOGY</b>	MRS. LYN McLAREN
<b>FACULTY CONCERNS</b>	MRS. ESMERALDA MURPHY	<b>TRANSCRIPTS</b>	MRS. SUSAN CHAVARRIA
<b>STUDENT DISCIPLINE</b>	MR. RYAN COSTELLO	<b>TUITION/FINANCIAL AID</b>	MRS. SUSAN CHAVARRIA
<b>FACILITIES</b>	MRS. SUE ROUNDS		

**ALL GLORY BE TO THE FATHER, TO THE SON, AND TO THE HOLY SPIRIT  
AS IT WAS IN THE BEGINNING, IS NOW, AND WILL BE FOREVER. AMEN  
PRAY FOR US, O HOLY MOTHER OF GOD,  
THAT WE MAY BE MADE WORTHY OF THE PROMISES OF CHRIST. AMEN.**