

BISHOP BROSSART HIGH SCHOOL 2011-12 STUDENT HANDBOOK

Principal: Mr. Richard Stewart
Telephone: (859) 635-2108
Fax: (859) 635-2135
Web site: www.bishopbrossart.org

MISSION STATEMENT OF BISHOP BROSSART HIGH SCHOOL

Bishop Brossart is a Catholic high school that teaches students to embrace the Gospel Message of Jesus Christ. Its students grow spiritually, succeed academically, achieve athletically and develop character in the spirit of "Charity First."

Statement revised: May, 2009

Dear Parents and Students:

Welcome to a new year at Bishop Brossart! We hope that this year will be a year of growth for you, spiritually, intellectually and emotionally. The years that you spend here at BBHS will likely be some of the most significant formative years of your life. It is our hope that they are years grounded in faith, which will, in keeping with our school motto of "Charity First," develop in you the ability to place love of God and of your neighbor ahead of all things.

This handbook is designed to lay out the rules, policies, structures and procedures that allow our community to function in a way that helps us accomplish the goals embodied in that motto. The page after page of those rules and procedures may seem daunting, but the reality is that there is an underlying principle involved that we hope will guide you well not only here at Bishop Brossart, but throughout your life to come. That principle is simple: treat everyone you meet, and everything you deal with at this school with respect. If you do that, following these rules, policies and procedures will come naturally, living that motto of Charity First will be automatic, and your life will be enriched with all of the benefits that a Catholic education offers.

No policy book can cover every situation. Bishop Brossart High School reserves the right to handle situations that arise which are not detailed in this book.

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**Handbook Verification
Computer/Internet Use
Athletic Participation Policies
Acceptance Form**

Student Name_____ **Grade**_____

I have received a copy of the Bishop Brossart Student/Parents Handbook for the 2011-2012 School Year.

We have read and understand the Bishop Brossart High School Student/Parent Handbook and agree to abide by such Policies and Procedures.

We also accept the terms of the attached Athletic Handbook should we choose to participate in any school sponsored sporting activity.

Student Signature_____

Parent Signature_____

Parent/Guardian Email Address_____

(please print clearly)

Date_____

This form must be signed and returned to the School Office. A student will not be permitted to use the Internet if the form is not signed and returned.

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Academic Policies

Admissions Policy

Bishop Brossart High School, under the auspices of the Department of Education, Diocese of Covington, does not discriminate on the basis of race, color or national or ethnic origin. Students of any ethnicity who meet the school's eligibility requirements are admitted to all the rights, privileges, programs, and activities generally accorded to students at the school. Bishop Brossart High School does not discriminate on the basis of race in administration of its educational policies, admission policies, scholarships and loan programs, and other school-administered programs.

Graduation Requirements

(Also see **Course Credit Worksheet** in Appendix)

Religion.....	4 credits
Health/Physical Education.....	1 credit
English.....	4 credits
Fine Arts.....	1 credit
Social Studies.....	3 credits
Mathematics.....	4 credits
Science.....	3 credits
Electives.....	<u>6 credits</u>
Total	26 credits

A Senior Retreat and 16 hours of approved service are also required for graduation.

Class Rank/GPA

Class rank is based on the yearly Grade Point Average (GPA). The GPA is computer generated and includes weighting based on the degree of difficulty of a course.

Classification Requirements

To advance from one grade level to the next a student must meet the specific credit requirements, either in the regular school term or summer school. Correspondence courses may be accepted for credit only when recommended by school officials.

A grade of 70 is minimum for passing.

Proper application to studies implies more than class attendance and doing written assignments. It requires a minimum of 2 hours study outside of class each day for every student; for some it may mean more.

Grading and Honor System

The school year is divided into two semesters with two quarters/grading periods in each. Grades are numerical, ranging from 0 to 100. Semester marks are the average of the two quarters. The year's final marks are the average of the two semesters. To earn the required credit for the year, the average of the two semesters must be at least 70. Generally, scores lower than 60 are not given for quarter grades. Raw score/actual grade may be given with the approval of the administration.

Grading Scale Honors

A = 100 – 93	First = 3.5 or higher (no failing grade)
B = 92 – 85	Second = 3.0 or higher (no failing grade)
C = 84 – 75	* Conduct Grade must be 80% or
D = 74 - 70	above for First or Second honors
F = Below 70 is Failing	

Conduct Grade

A student begins a grading period with a 100% in conduct. This mark drops 2% for each demerit.

Transcripts

Seniors are given as many partial transcripts as needed to apply to various colleges. One final transcript sent to the student's final college of choice after high school graduation is also free of charge. For any subsequent transcript a fee of \$5 is charged.

Financial Policies

Report cards, transcripts (official & unofficial) and diplomas will not be issued to anyone who has not met his/her financial obligations to the school.

Report Cards/Edline Progress Reports

Report cards are issued, honors awarded and an Honor Roll publicly displayed at the close of each quarter/grading period.

Progress reports are available to students and parents, using personal log-on information provided by the school. Parents and students are encouraged to view academic progress for each class through the Edline link on the www.bishopbrossart.org home page. After logging in to Edline, they can click on individual classes and then click on Progress Report to view grades. Information will be updated by Friday of each week.

If there are questions or concerns at any time, parents are asked to contact the teacher(s). The best method of communication with teachers is e-mail. Voice mail is a second option.

Advanced Placement Courses

The Advanced Placement Program is an academic program of college-level courses and examinations for secondary school students. It is available to students who have chosen accelerated/honors classes. Over 1200 colleges and universities offer college credit to AP students who score at a certain level on the AP examinations.

The curriculum of an AP course is challenging and requires more effort and homework than a regular high school course. Students develop critical thinking skills, fluid writing abilities, problem-solving skills and expertise in absorbing masses of material.

Academic Enhancement Program

This program is designed for students with a diagnosed learning disability or health impairment, such as ADD/ADHD. Students are accepted into this program according to a defined list of criteria.

Testing

Sophomores take PLAN test in October. This is a pre-ACT (American College Test) test that helps predict a student's level of success on the ACT. The ACT required by a majority of colleges for entrance.

Juniors and Honor level sophomores take PSAT in October. This test qualifies individuals for the National Merit Scholarship Program. It also prepares students for the SAT (Scholastic Aptitude Test), accepted by many colleges along with the ACT.

All test scores are given to students with an explanation. Students are encouraged to share these with their parents.

Scheduling classes

Students will receive a course selection paper in the spring and need to submit their schedules by the designated deadline. A \$5.00 fee will be charged to change a schedule after June 30.

Course Offerings

(Also see **Course Credit Worksheet** in Appendix)

Freshmen:

Core

Religion
Algebra I & II**
Music/Art Appreciation*
English
Integrated Science
Health/Physical Education
Introduction to Technology*

Electives

French I
Spanish I
Art
Academic Enhancement (AEP)
Instrumental Music

**Freshmen may take Algebra II if they took Algebra I in Grade 8 and pass a required test.

Sophomores:

Core

Religion
World Civilizations***
English
Biology
Geometry

Electives

Algebra II
French II
Spanish II
Art I, II
Academic Enhancement (AEP)
Instrumental Music
Geography*
Government*
Campus Ministry

Juniors:

Core

Religion
English
US History***

Electives

Algebra II
Chemistry
French III
Spanish III
PreCalculus
Vocational
Instrumental Music
Accounting I
Psychology
Art I, II, III
Global Issues
Acad. Enhancement (AEP)
Campus Ministry

Seniors:

Core

Religion
English ***

Electives

Anatomy
Physics
Calculus***
Adv. Topics in Math
PreCalculus
French IV***
Spanish IV***
AP Biology***
Psychology
Forensic Science
European History***
Instrumental Music
Economics
Accounting (I / II)
Art II, III, IV
Chorus*
Film*
Global Issues
Journalism*
Theatre*
Advanced Computer
Applications*
Acad. Enhancement
(AEP)
Campus Ministry
Vocational

Vocational:

Auto Body	Drafting	Heating & Air
Auto Tech.	Electricity	Information
Carpentry	Health	Systems
Welding		

* Indicates a semester course

*** Indicates Advanced Placement course available

Study Hall

The purpose of the Study Hall shall be to provide time for students to do assignments, research, special projects, homework or enrichment reading. Students who have a Study Hall as part of their daily schedule must adhere to the following rules:

- Be on time (no different than a regular class).
- Be prepared to study/work.
- Will not be permitted to return to lockers.
- Must sit in assigned desk.
- May not copy another student's homework.
- Must have material to study, read or write. Moving around the room or playing games is not permitted.
- Students are not permitted to pass papers or other items without permission. Items passed without permission will be confiscated.

Study Halls are quiet times reserved for individual work. As a general rule, group work which disturbs the quiet atmosphere will not be permitted.

Students must report to Study Hall **before** going anywhere else. The Study Hall Moderator must formally release students who have passes to leave Study Hall.

Academic Detention

Teachers may choose to place a student in academic detention if they decide it is necessary for the student to complete and/or make up work. In such a case, the teacher should notify the administration and give the student at least a day's notice. An academic detention does not involve demerits or affect the student's disciplinary record, unless the student does not report for the academic detention.

Academic Honesty

A student is guilty of academic dishonesty if he/she...

- cheats on a test, quiz, or assignment;
- copies homework; intentionally plagiarizes;
- allows another student to engage in academic dishonesty.

The consequences for academic dishonesty are as follows:

Regular homework/classwork: 3 demerits and a zero. The student may be subject to academic detention to make up the work.

Test/quiz: 5 demerits and a zero.

Exam or long-term project: judged on a case-by case basis. In the case of a long-range assignment, the student still must complete the assignment properly in order to receive credit for the course.

In any of these cases, the teacher informs the administration and parents.

Repeated acts of academic dishonesty will be considered a major disciplinary offense, subject to review by the administration or discipline committee.

If a meeting is required by the administration, the Dean of Academics will meet with the student, teacher and parent(s). The Dean of Academics may choose to hold such a meeting if requested by the parent(s).

Non-Academic Policies

Attendance/Absence

If a student will miss all or part of the school day, a parent should call the school to notify the office. If the school does not receive word from the student's parent(s), the school will call to make sure that a parent is aware of the absence. When a student returns from an absence, he/she must present a written excuse, signed by parent or guardian, to the Dean of Discipline for an admission slip. A full statement for the reason for an absence must be presented. This must be done as soon as the student arrives at school (before the 1st bell).

The administration (in accordance with State Law) will determine whether this is an excused or unexcused absence. If the absence is declared *excused*, the student will be permitted to make up missing work including tests and quizzes. It is the student's responsibility to arrange for make-up work, as well as to have teachers sign the admission slip and to return it to the Dean of Discipline at the end of the day. Teachers should not be expected to do special tutoring in these instances.

Generally, the school should be notified at least one week prior to such anticipated absences as medical appointments, college visits, etc.

Vacations during the school year are strongly discouraged.

"Skip Days" are never sanctioned by the school. Unauthorized absence from school may be considered a major disciplinary offense by the administration.

Documented & Undocumented Absences

An absence is considered "documented" if the student submits a doctor's note or other official documentation upon return to school. If the absence is extended, and due to the same reason (e.g. illness for 2-3 days, etc.), the entire absence will be considered "documented." Funeral arrangements are also included in documented absences. If the family needs the original copy of the document, the school will ask to make a copy for its files, and will send the original document home with the student.

A note from a parent should be given if there is no official documentation, but such an absence will be considered "undocumented." In either of these cases, the absence will be considered excused and the student will be allowed to make up work. However, the following limits exist regarding "undocumented" absences...

8 undocumented absences:	letter/reminder sent to parents
12 undocumented absences:	each absence thereafter must be documented in order for it to be excused; if the absence is unexcused, the student may not make up missed work

Absence vs. Extracurricular Programs

Students must arrive by 10:30 a.m. or be present for the majority of the school day in order to participate (play or practice) in or attend extracurricular activities scheduled for that day. Exceptions may be made for funerals of family members.

Absent Teacher

If a teacher is not present when the bell rings, the students should be seated and prepare to study in silence. If the teacher does not report to the class after 5 minutes, the student closest to the door must notify the office.

College Visits

With prior permission from the school, juniors and seniors may visit colleges during the school day. If the student provides documentation of such a visit, it will not be considered an absence. The student is responsible for completing any work that was missed.

Make-up Work, Quizzes & Tests

It is the student's responsibility to make arrangements regarding missed work due to absence. This should be addressed when the student asks the teacher to sign the admission slip before class begins on the day of return to school. The teacher should allow at least 2 days for the student to make up work, but no longer than a week from the day of return. Once a full week has passed, the student should not ask to make up old tests, quizzes or assignments.

Other Attendance Situations

Dismissal from school at any time before the end of the school day will be permitted only by direction from the office. A written request from parents must be submitted. This applies to all students, regardless of age. In an emergency, a phone request from a parent will be accepted. Before leaving, a student must sign out in the school office and an admission slip must be obtained upon return.

If a student will miss class(es) due to a field trip or another school activity, he/she must have a parent permission slip signed. Any teacher whose class will be missed must be notified in advance. Missing school due to a school-approved activity is not considered an absence.

Prompt Bell

Students are not permitted to loiter in the hallways between 7:10-7:25. A prompt bell is rung at 7:10 (approximately 15 minutes before the tardy bell). At this time, students must move into classrooms. This alleviates crowding and thus provides better safety in the hallways. Only students who are just arriving and need to go to their lockers are permitted in the hall after the prompt bell.

Tardy for School

Students who arrive late and are not in their proper rooms at 7:27 AM (the tardy bell) must report to the Office. They will be issued a tardy slip, which must be presented to the classroom teacher.

Please note...

Consequences for coming late to school are:

- Two tardies in a quarter... 1st detention
- Each additional tardy that qtr... additional detention
- The 5th tardy for the quarter, and any additional tardies that quarter, will result in a detention after school the same day.
- The administration has the right to decide that a detention for unexcused tardies will be served at 6:45 a.m. A conference with a parent may also be required in such cases.

While a parental note is needed for record purposes, the note itself does not usually excuse the tardiness and eventual consequences as defined in the policy above. A tardy is not issued for a late arrival with a doctor's note or a late school bus.

Study Table

Any student who is on campus but not participating in a supervised activity between 2:15-3:30 p.m. must be in the Study Table room. Students at study table must sign in and out. No students are to loiter anywhere on campus after school.

Assemblies, Masses, etc.

Students will be called to such gatherings by homerooms or classes. As safety is a primary concern when transporting students to/from assemblies, the students must closely follow the instructions given to them.

Students enter and exit the assembly in an orderly manner and sit in assigned places. When using the bleachers, students must go to their seats by using the aisles. Respect should be shown for all presenters and participants. Respect shown to others reveals respect for self. Students are to remain seated until dismissed by class.

Some assemblies and Masses will be held off campus at St. Mary's Church. Acceptance of the terms of this handbook grants automatic permission for students walked under supervision to these Masses and assemblies.

Book Bags

Book bags (including gym bags, shopping bags, etc.) may not be transported from class to class. These must be stored in the lockers throughout the day. Purses must be small (i.e. they should not be used to carry books). Nothing may be stored on top of lockers or in the hall at any time. Athletic equipment for in-season sports should be stored each day in the assigned athletic locker.

Electronic Devices

Cell phones, laptops, iPods, and other electronic devices not part of the instructional program must be *turned off and kept in the locker* as soon as the student arrives to school. Cell phones may be used after school to arrange transportation, but *may not be used before or during the school day* (including lunch time). If these devices are seen during the school day, they will be confiscated and demerits will be issued (3 for possession, 5 for use). The item may only be retrieved by a parent or guardian (after at least 24 hours). If there is a second violation, the device will not be returned until the end of the year. Special permission to carry these devices may be given by the administration on a case-by-case basis.

Lockers

Lockers are the property of Bishop Brossart High School. Students are permitted to use them. However, inspection of a locker can take place at any time without the presence or permission of the students who use them.

Students must keep lockers clean and locked at all times. Scotch tape or duct tape may never be used inside or outside the lockers; only masking tape is permitted. No student may tamper with another's locker for any reason. Vulgar and/or obscene pictures are not permitted on or in the lockers. *Setting locks with any device is strictly forbidden.*

Students use the lockers before and after school and during lunch. Tardiness for class because of locker stops is not an acceptable excuse. Students are discouraged from going to their lockers between every class; they should limit trips by carrying materials for more than one class.

Field Trips & Educational Tours

During the course of the year, classes/students may have the opportunity to travel to various institutions, historical sites, etc. While on a trip of this nature, a student is under the direction of school authorities and must act in accordance with regulations established by school authorities.

Clothing must be appropriate following the guidelines for uniform, casual or dress-up as stated by the supervising faculty member(s). Lack of cooperation will have serious consequences.

All students represent Bishop Brossart and have the opportunity to be examples of Christian consideration and kindness to all they meet.

Should a student bring serious dishonor to the reputation of Bishop Brossart at any public event, this student will be subject to review by the administration and/or Disciplinary Board. Consequences will be contingent on the nature of the infraction and may result in expulsion.

School Seal/Logo

Any reproduction or use of the school seal or other official school logo(s) without the express written consent of the school is prohibited and can result in legal and/or disciplinary response.

Facilities Usage

Students may not use the gymnasium, weight room, firehouse, playing fields, or any other facility before, during or after school without a coach or teacher present. Presence in these restricted areas without adult supervision may result in 5 demerits.

Library

Quiet is to be maintained in the library. A student who wishes to use the library must obtain a pass from the classroom teacher and present it to the library supervisor. Books or materials lost or damaged (beyond reasonable repair) must be paid for.

Cafeteria

Guidelines for respectful behavior must be observed at all times, particularly in the cafeteria. It is imperative that student behavior during the lunch period be orderly since space in the cafeteria is limited and other classes are in session. The entire lunch is to be eaten at the table. The directions of the lunchroom supervisor are to be followed promptly and exactly. All lunchroom personnel, employed and volunteer, are to be shown complete respect and courtesy.

After eating, each student is to leave the table in order, push the chair under the table, and properly dispose of trash and dishes. Students may not take food or drinks out of the cafeteria. They are not permitted in areas where class is in session nor in the main halls of either building. Special passes (e.g. Library) must be issued by cafeteria moderators. Students may never go to the parking lot during the school day without special permission. When returning from lunch to the academic building, students must go directly to their classrooms using the shortest route. They are not to roam the halls or go to the restrooms after the Lunchroom Supervisor sends them back to class.

Each student will have a Lunchbox account. Lunch money will be collected in Homerooms on Monday and will be credited to the student's account. Any amount may be added to your Lunchbox account. When a student purchases a lunch, \$2.75 will be deducted from their Lunchbox account when they key in their identifying number (lunch price subject to change). Payments can be accepted at the cash register or handed into the Office anytime during the week. Lunch account balances are now available through Edline to keep students aware of their balances. A student is given a notice when an account has a negative balance. If the account has a negative balance, a student cannot be served the regular meal. Students are not permitted to carry a negative balance. If a case of financial difficulty arises for a family, the school can

change the student's lunchroom status to free/reduced. Due to federal restrictions, students are not permitted to purchase or buy soft drinks or snacks during the lunch hour, nor may food be ordered or delivered during lunch hours.

Lunch Periods & Use of Lockers

There will be 4 lunch periods each day.

Locker usage restrictions corresponding to Lunch Periods

- 1st Lunch - Students go directly to cafeteria from 4th Period, take books from morning classes to cafeteria. You may go to your locker when you return to 5th Period after Lunch.
- 2nd & 3rd Lunches - Books are kept in classrooms. Students may not use lockers on the way to or from Lunch.
- 4th Lunch - Go to lockers after 4th Period on the way to 5th Period. Take books to cafeteria when going to Lunch (no locker stop). You may go to locker when you return after Lunch.

Marriage

Bishop Brossart High School respects and upholds the sacredness of marriage. At the same time, it reiterates its parameters as a school for single adolescents. If a student chooses to marry, he/she may not continue at Bishop Brossart.

Pregnancy

After a pregnancy has been verified, a student may choose to continue at Bishop Brossart High School. If the student opts to remain, the following guidelines must be followed:

1. A conference will be scheduled. Those present will be the principal, guidance counselor, parent(s) or legal guardian(s), and the student.
2. A physician's statement will be required monthly concerning the status of the pregnancy and the student's physical ability to attend classes.
3. The student must meet with a school counselor and/or an outside professional counselor at least every two weeks before the birth of the child. After the birth and upon returning to school, the student shall be required to meet with the counselor for a period of time to be determined by the counselor.
4. After the birth of the child, a medical release must be obtained by the student in order to be readmitted to classes.
5. In the event that the counselor and/or physician recommend that the student not attend classes, a program of appropriate alternative instructions will be recommended by the school.
6. The provisions stated in items 1, 3 and 5 above shall also apply to a male student who has fathered a child.

The school reserves the right to evaluate attitudes, cooperation, safety, etc. for male or female students as these factors relate to a student remaining at Bishop Brossart High School.

Visitors

School visitors are welcome, but must report to the school office and obtain a visitor's pass. Social visiting in the high school is not permitted. Students are instructed not to invite their friends to come to school. This rule applies to the parking lot and surrounding premises. If it is necessary to summon a student from class, this will be done through the principal or his designee.

Internet Access

Internet access is available at Bishop Brossart. Because of the cost of computer equipment and the unregulated nature of material on the Internet, rules for Internet usage are essential.

All students may have access to the Internet under the direction of authorized school personnel. Improper use of computers, or unauthorized use of the network, and/or the Internet will result in a loss of computer privileges at school, as well as other disciplinary actions as determined by the administration.

Social networking sites (Facebook, etc.) are NOT to be accessed by any school computer before, during or after school.

Students may not install unauthorized software or download unauthorized files on school computers.

Students may not e-mail unless it is for a class and the student has obtained permission from the appropriate faculty member.

The school and diocese have the right to review (or monitor) all activities, e-mail correspondences, and material created by students on school computers.

These rules are not all-inclusive. Students must follow any additional rules given by faculty members and/or posted in the computer labs.

Vehicle Policies

Students must park in designated spots in the student lot. Unauthorized areas include the faculty lot, the designated spots in front of the gymnasium, off-campus private driveways, lots, and No Parking zones. A driver who parks in an illegal spot or blocks another car may be towed from the lot at the driver's expense. Only seniors may park in the gravel lot and the upper lot. Juniors & sophomores park in the lower lot & the firehouse lot. For safety reasons, students must park and leave their cars immediately after entering the school grounds. Sitting in parked cars on the lot is not permitted, and will be considered loitering.

Students should NOT leave vehicles parked in the upper student lot (at the end of the gym) outside of school hours. This area is frequently used for activities

after school, so it must be clear of all vehicles by 2:15 PM.

Students parking in the school lot are required to purchase a school parking tag. This is done at the beginning of the school year or when the student begins to drive to school. The tag may be obtained in the school office.

Payment of \$10 must be accompanied by completion of a vehicle information form.

Reckless driving on school grounds will not be tolerated. School buses have the right-of-way. At dismissal, students may not exit the parking lot until the buses leave the premises. Cars may not pass school buses on the grounds while buses are loading or unloading before or after school. Violators may be prosecuted. Students may not ride or be driven on the hood of a car or in the back of a truck. Student offenders are subject to disciplinary action. In the case of severe or repeated violation(s), the driver may be banned from driving/parking on school property.

1 st minor vehicle violation...	Warning
Each additional minor violation...	3 demerits & \$5 fine

Dress Code

*A student's dress/appearance **MUST** include...*

Shirt:	White or light-blue oxford shirt, with only the collar button unfastened OR a banded bottom shirt, white or forest green with the school crest (purchased from School Belles); oxford shirts must be tucked in
Pants:	Solid color limited to black, tan, gray or navy blue; must have belt loops; must be worn at the waist; must be full-length
Belt:	Solid color limited to black, brown or white
Socks:	Must blend with the uniform colors
Shoes:	Gym shoes or non-marking dress shoes; brown or black boots if tops are covered by pants; shoes must be neat and tied

*A student's dress/appearance **MAY** include...*

Sweatshirt/Jacket:	Must include a BBHS logo; if the front pocket of a hooded sweatshirt is used to break a school rule, the student forfeits the privilege of wearing this type of sweatshirt for the remainder of the year
Skirt (Girls):	Hunter green skirts may be purchased from School Belles. Skirts may be no more than two inches above the knee. Waistbands of skirts may not be rolled.
Jewelry:	Jewelry must be appropriate for school (necklaces must be inside shirt; size or amount cannot be excessive.

A student's dress/appearance **MAY NOT** include...

Facial hair*	Sideburns below ear*
Undershirt other than solid white	Pants with side pockets
Any torn/cut-off/frayed garment*	Tattoos, ink drawings, etc.*
Shorts, capris, etc.*	Facial rings other than in ear*
Studded belts, bracelets, etc.	Open-toed or open-heeled shoes*
Slippers, moccasins, etc.	Unusual hair color or style*
Hood on head while indoors*	Visible underwear*
Pocket chains*	Sunglasses or non-prescription glasses*
Exposed back or abdomen*	Offensive/inappropriate messages*
Items that promote a rival school*	Scarf
Excessive or distracting jewelry*	

Items with (*) are also NOT PERMITTED ON DUDS DAYS

Uniform violations will result in a \$2 fine. A teacher who is unsure if a uniform violation exists should consult the administration. A student whose appearance is not permitted specifically by the uniform code risks being cited with a violation. The administration reserves the right to judge what constitutes acceptable dress/appearance.

During extremely cold or hot weather, changes in dress code may be permitted but must be announced by the administration.

Out of Uniform ("Duds") Days:

Out of uniform days are announced by the administration, and may never be presumed. Clothing must be decent/proper, as determined by the school. Violation of these guidelines will result in a \$2 fine, and could also result in lack of permission to be out of uniform in the future.

** See *Dress Code* section for a list of items not permitted on Duds Days.

Code of Conduct

All Bishop Brossart students should at all times aim to demonstrate the following character traits:

Charity Respect

Honesty

Patience

Commitment to Faith Responsibility

Love of Learning

The rules of the school are designed to help in the development of a truly Christian way of life.

No set of rules can cover all the situations that arise in the course of a school year or even a day. Therefore, the school will have to make decisions regarding student conduct not specifically outlined in this handbook.

Furthermore, the school reserves the right to discipline students for conduct that occurs off campus and/or outside of the school day/calendar.

Expectations for behavior begin with an atmosphere of universal respect. It is expected that students contribute to an environment of attentiveness, cooperation and learning at all times. Should a problem arise between a teacher and student, the student should discuss it with the teacher outside of class time. Students who have been sent out of the room by a teacher must report to the main office immediately. In these cases, the student will not be permitted to attend that teacher's class until the situation is resolved at the discretion of the teacher and the Dean of Discipline. Pending a review, classwork may not be made up.

If a student violates school policy, the school's typical disciplinary response is as follows:

Fines/Demerits —> Detention —> Suspension —> Probation —> Expulsion

Demerit Slips

Demerit slips are issued by teachers for violations of the code of conduct. Teachers should generally adhere to the following guidelines when issuing demerits:

1-demerit offenses

Lack of materials
Tardiness for class

2-demerit offenses

Disruption of class
Disorderly behavior (applies to all facilities & activities; before, during and after

school)
Loitering in hallways/restricted areas before or after school
Minor locker violation

3-demerit offenses

Disrespect, dishonesty, profanity/vulgarity
2nd minor violation of vehicle/parking lot policy
Unauthorized possession of electronic device

5-demerit offenses

Unauthorized absence from class or school function
Minor damage to/misuse of property/facilities
Significant sign of disrespect; abusive or obscene language
Use or possession of tobacco products
Unauthorized use of electronic device
Bullying or harassment
Significant violation of vehicle/parking lot policy
Academic dishonesty (plagiarism, cheating, involvement in copying, etc.)
Falsifying parent's signature

The teacher gives the white copy of a demerit slip to the student to be shared with a parent. This copy need not be returned to school. Should an accumulation of demerits warrant detention, a letter with copies of duplicate demerit slips will be given to the student. All of these items must be given to the parent and returned with the required parental signatures. These items must be returned to the Dean of Discipline the next morning in order to fulfill one's detention obligation. Students wishing to appeal a demerit must first meet with the teacher before or after school. Students should not dispute any disciplinary action during class, or at the time the action is taken. The Dean of Discipline may choose to hear further appeals, but not before the student meets with the teacher.

Fines

Students have one week to pay a fine. Payment should be made to the Dean of Discipline. Coins will not be accepted. Failure to pay the fine will result in a detention on the due date, as well as each date until the fine is paid. If a student reaches \$10 in fines for a quarter, a detention will result automatically.

\$2 fine	Uniform/appearance violation (includes facial hair); eating, drinking or chewing; uncovered book
\$5 fine	2 nd minor vehicle/parking lot violation
\$25 fine	Possession of tobacco products

Detention policy

5 demerits in a quarter	1 st detention
10 demerits in a qtr.	2 nd detention + 2 hours of service
15 demerits in a qtr.	In-school suspension + 5 hrs. service

Detentions are typically given as a result of a) accumulation of demerits or fines, b) repeated tardiness for school, or c) an offense deemed worthy of detention by the administration. Detention normally takes place on the last day of the week for approximately one hour, beginning at 2:10.

The detention is assigned by the Dean of Discipline. The student is informed of the detention by letter and appropriate demerit slips and is expected to remain after school on the assigned day. In some situations, the Dean of Discipline may choose to hold the detention before school, beginning at 6:45 a.m. It is the responsibility of the student to adjust his/her schedule and make arrangements for transportation.

Extracurricular activities and/or work do not excuse a student from detention. If a student has a legitimate reason (ex: medical appointment) to postpone the detention, he/she must discuss the issue with the Dean of Discipline before the day of detention. Violation of detention policies may result in an in-school suspension.

Suspension

The suspension of a student is a severe disciplinary action. Fifteen demerits in a quarter results in an In-School suspension for two days. A suspension requires a conference with the student, the parent(s), the Dean of Discipline and possibly the principal and/or a committee of faculty members. The student must also perform five hours of service for the school.

Rules for "In-School" suspension are as follows:

The student must report to the Dean of Discipline's office by 7:00 AM and is dismissed at 3:00 PM.

Assignments are given and must be completed according to directions. If the assignments are not completed, the student must stay on the day he or she is re-instated to complete the assignments.

The student must work at all times. If the assigned work is completed early, the student will be given other (possibly non-academic) work.

No communication is permitted with other students.

The student may not participate in, nor attend any school function, before or after school, on the days that the suspension is served. If a weekend falls between suspension days, the student is forbidden from participation in or attendance at school functions during that weekend.

A meeting for the student, the parent(s) and the Dean of Discipline or Principal is required *before* the student is reinstated.

In general a student who receives an In-School Suspension is given the opportunity to make up work including quizzes and tests. It is the student's responsibility to pursue this work. The administration reserves the right to deny make-up work (including tests and quizzes) when circumstances warrant.

An Out-of-School Suspension is typically imposed upon a student who has been determined by the administration to be a danger to him/herself and/or others. The length of such a suspension may vary, but a 3-day period is customary. A student who receives an Out-of-School Suspension does not receive credit for any work missed. However, the student is expected to keep up with classwork and assignments.

Disciplinary Probation

If a student commits a major offense, or a pattern of other offenses, the administration may place the student on disciplinary probation. The conditions of the probation period include:

Commission of another major offense will result in expulsion.
The student is declared ineligible from participation in extracurricular activities.
The student may also be forbidden from attending such events.
The length of the probation period will be determined by the administration on a case-by-case basis.

The administration, student and parent(s) must all sign a formal agreement listing the conditions of the probation.
Other provisions may be included as deemed necessary by the administration.

Major Offenses

When a major offense is committed, the school has the right to enforce an immediate suspension, probation or expulsion. The Dean of Discipline and/or Principal will determine what constitutes a major offense, as well as the resulting disciplinary action. Teachers should immediately report a potential major offense to an administrator and submit a written statement as soon as possible. Examples of major offenses include, but are not limited to: assault, fighting, vandalism, endangerment of others, theft, repeated or severe harassment, use/possession/sale of drugs/alcohol/weapons, violation of rules regarding detention/suspension/probation, arrest for and/or conviction of a crime. If a potential major offense occurs, the parent(s) will be notified by the administration as soon as possible.

Please note:

School authorities may call in local community resources when deemed necessary (this includes the use of counseling, random drug screening, and/or other interventions).

Anyone who commits a civil offense on school property will also be reported to the local civil authority in addition to the disciplinary actions stated above. The school cannot accept responsibility for student behavior away from school related functions. However, the school reserves the right to discipline students for behavior that occurs outside the school day and/or school grounds and which negatively impacts the school and/or members of the school community in their roles or functions within the school.

Bullying, Harassment, Intimidation

Bullying, harassment and/or intimidation will not be tolerated. Harassment occurs when an individual is subject to treatment or a school environment which is hostile or intimidating because of the individual's race, religious or political beliefs, color, national origin, physical or mental ability, appearance, gender, sexual orientation, marital or parental status. Harassment can occur any time during school or during school-related activities. It includes, but is not limited to, any of the following:

Verbal Harassment: derogatory comments and jokes, threatening words spoken to another person, taunting, name calling, bullying, explicit/offensive references.
Visual Harassment: derogatory, demeaning or inflammatory posters, cartoons, written words, drawings and gestures.

Sexual Harassment: unwelcome contact or looks, sexual advances, requests for sexual advances or sexual favors and other verbal, visual, or physical conduct of a sexual nature.

Physical Harassment: unwelcome contact, intimidating acts, bullying.
Hazing: any act intended to put a student in a ridiculous, disconcerting or embarrassing position.

Electronic Harassment/Cyber-Bullying: negative or inappropriate comments via the Internet or other electronic media, including threats, exchange (or attempted exchange) of sexual messages, or defamatory statements about others.

A charge of harassment shall not in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action. Students found to have filed false or frivolous charges will also be subject to disciplinary action.

Weapons

Kentucky Law states that "Unlawful possession of a weapon on school property in Kentucky is a felony punishable by a maximum of five (5) years in prison and a ten thousand dollar (\$10,000) fine." KRS 527.070

Drugs, Alcohol & Tobacco

Students are not permitted to possess, use, buy, sell, or be under the influence of controlled substances, including alcohol and all other items of abuse. This policy shall apply to all students while they are at school, at any time on school property or attending a school-sponsored activity either on or away from the school grounds and facilities.

Students should not carry or store any pills/medication. These items must be held at the school office. Under no circumstances should a student give or take medications belonging to another student. A student who wishes to carry cough drops during the school day must obtain permission to do so from the Dean of Discipline before school.

Any student who participates in extracurricular activities is subject to the drug-alcohol policy outlined the Athletic Handbook.

Sale of tobacco products to minors is illegal. Cigarette or tobacco products are not permitted on school grounds - before, during or after school. The penalty for violations of this rule will be as outlined in the conduct code for the first offense, including a \$25 fine. For any subsequent violation of this rule the student will be liable to suspension or expulsion. Smoking offenders include those actually smoking and those judged in association (in the area with the actual violators). Cigarettes/chewing tobacco, and lighters or other paraphernalia will be confiscated.

APPENDIX A: COURSE CREDIT WORKSHEET

Requirements	Total	Religion	English	Math	Science	Soc. Sci.	Fine Arts	Health/PE	Additional
State	22	0	4	4	3	3	1	1	6*
Bussell	26	4	4	4	3	3	1	1	6*
Freshman		Religion I 1	English I 1	Algebra I 1 Algebra II 1	Integrated Science 1		Mu/Art Ap. 0.5 Art 1 Instr. Mus. 1 Chorus 0.5	HPE 1	Spanish I 1 French I 1 AEP 1 Intro to Tech 0.5
Sophomore		Religion II 1	English II 1	Algebra II 1 Geometry 1	Biology 1	World Civ. 1 APW.C. 1 Govt. 0.5 Geog. 0.5	Art I, II 1 Chorus 0.5 Instr. Mus. 1		Spanish II 1 French II 1 AEP 1 Campus Ministry 1
Junior		Religion III 1	English III 1	Algebra II 1 PreCalc 1	Chemistry 1	U.S. Hist. 1 AP U.S. 1 Global Iss. 0.5 Psych. 1	Art I, II, III 1 Chorus 0.5 Instr. Mus. 1		Spanish III 1 French III 1 AEP 1 Account. I 1 Campus Min. 1
Senior		Religion IV 1	English IV 1 AP Eng. 1	AP Calc. 1 PreCalc 1 Adv. Top. 1	Physics 1 AP Bio 1 Anatomy Forensic Science 0.5	AP Eur. 1 Psych. 1 Glob. Iss. 0.5 Econ. 0.5	Art I, II 1 Art III, IV 1 Film 0.5 Chorus 0.5 Theatre 0.5		AP French 1 AP Span 1 Journal 0.5 Account. II 1 Adv. Comp. 0.5 AEP 1.0 Campus Min. 1
Total									

* In addition to the specific departmental requirements, a student must have an additional six credits. Credits above the departmental requirement may be used to fulfill this six, as well as courses from the "Additional" column.

APPENDIX B: EXTRA-CURRICULAR ACTIVITIES

The number and character of student organizations will vary from year to year as the faculty and student body desire. A club must make a positive contribution to school life and to individual growth. No student should enroll unless he or she intends to be an active participant.

All organizations will be under the direction of a faculty supervisor and none may exist without official approval from the school administration. The following Clubs/Organizations are available on an ongoing basis at Bishop Brossart. A student is encouraged to become involved and is helped to balance school and extracurricular activities. This is a vital part of the maturing process.

Club awards are presented at the Senior Awards Banquet. An Award is given to any Senior who qualifies in at least one area. Guidelines for awards are listed below.

Academic Team

PURPOSE: To compete with other schools in academic matches.
ACTIVITIES: Competition with regional schools and state competitions.
AWARD: Two years involvement in this club, one of which is the senior year. One year membership requires that the student attend 3/4 of the practices and attend 2/3 of the academic matches.

Beta Club

PURPOSE: To demonstrate concern for those in need and to share time and talent to help others.
To increase the awareness of all Brossart students regarding their responsibilities for the less fortunate.
ACTIVITIES: To become involved in projects for the poor, aged, and needy; these are chosen on a yearly basis by the club members.
AWARD: Two years involvement in this club, one of which is the senior year. Membership requires participation in at least two activities a month or as determined by the moderator.

Drama Club

PURPOSE: To promote interest and participation in the many facets of theatrical experiences and productions.
ACTIVITIES: One major theatrical production each year, along with smaller activities and participation in competition.
AWARD: Two years involvement in the club, one of which is the senior year.

National Honor Society

PURPOSE: The National Honor Society is designed to recognize and to encourage the academic work of honor students and to promote service within their family, school and neighborhood communities. The Brossart Chapter is a member of both state and national organizations.

QUALIFICATIONS FOR ENTRANCE:

1. Demonstrate leadership, character, scholarship and service.
2. Must have a GPA of 3.75
3. Must have First Honors 3 times per year.
4. Conduct grade of 90% for the semester.

QUALIFICATIONS FOR MAINTENANCE:

1. Demonstrate leadership, character, scholarship and service.
2. Must have a GPA of 3.75.
3. Must have First Honors 3 times per year.
4. Conduct grade of 90% for the semester.
5. Eight hours of service per quarter.
6. Juniors must take two of the following:
PreCalculus, AP US History or a foreign language
7. Seniors must take an AP class.
8. Attend meetings quarterly.

Sociedad Honoraria Hispanica / Societe Honoraire de Francais

PURPOSE: To stimulate interest in the study of French/Spanish; to promote higher standards of scholarship; to reward high scholastic attainments; to create enthusiasm for an understanding of Hispanic & Francophone civilizations; to promote and perpetuate international friendship; to reward efforts toward furthering solidarity in the French/Spanish-speaking world

QUALIFICATIONS FOR ENTRANCE:

1. Must have completed at least 3 semesters of French/Spanish
2. Have an A average in French/Spanish & a B average in all other subjects
3. Demonstrate character & the desire to continue language study

QUALIFICATIONS FOR MAINTENANCE:

1. Maintain an A average in French/Spanish and B average in all other subjects
2. Maintain a 90 or above in Advanced Placement French/Spanish IV
3. Attend meetings & submit proof of required activities:
Carnation Sale; National French/Spanish Contest;
Language Festival and one other activity (ex. World Cultures Club or International Week)

Select Choir

PURPOSE: To join with others who enjoy music and to entertain at performances throughout the year

ACTIVITIES: Plan liturgies, give performances, lead songs.

AWARD: Active member for at least two years, one of which is the senior year.

Student Council

PURPOSE: The purpose of the Student Council is to encourage leadership among the students and encourage a greater level of student participation in the activities of the school.

ACTIVITIES: Initiate activities on each grade level that will build unity and spirit.

AWARD: Active member of Student Council for at least two years, one of which is the senior year. Membership requires student's attendance for at least 3/4 of the meetings.

World Culture Club

PURPOSE: To learn more about the languages and cultures of other countries, to join together with others who enjoy using foreign languages and to promote interest in foreign languages within the school itself.

AWARD: At least two years involvement in this club, one of which is the senior year. Membership consists in attending at least 3/4 of the meetings and participation in both the Foreign Language Contest and the Foreign Language Festival.

Yearbook

PURPOSE: To publish a yearbook that reflects the spirit and life at Bishop Brossart High School.

ACTIVITIES: Work on photographing and recording the experiences of the school year. Layout work, copy editing, copywriting; these are discussed and taught.

AWARD: Active member of the Yearbook Club as a senior, and at least one year prior experience. Assignments must be on schedule and approved by moderator.

APPENDIX C: SUBSTANCE ABUSE POLICY FOR EXTRA-CURRICULARS

In order to help deter substance abuse and to provide a safer environment for its students, faculty and staff, participants in all extra-curricular activities are subject to all school rules and policies regarding the use of drugs and alcohol at Bishop Brossart High School. Therefore, their use may be cause for school disciplinary sanctions including suspension or expulsion. In addition, the use of drugs or alcohol in or out of school can be cause for the suspension or termination of participation in extra-curricular activities.

POLICY AND RATIONALE-

(Effective 365 days a year/24 hours a day):

All participants in clubs, activities, and athletics act as representatives of Bishop Brossart High School in roles of leadership, performance, and competition and are held to additional accountability. A team/activity member's personal conduct, including conduct away from school, reflects upon fellow athletes/participants and the school in general. Therefore, conduct which might prove detrimental to the program or the school shall be considered a serious breach of discipline.

There is no "off season" as far as substance abuse is concerned for participants in extra-curricular activities. The extra-curricular policy will be in effect, on **or off school grounds**, "365 days a year/24 hours a day". All students participating in extra-curricular activities must commit to the guidelines contained in this policy.

RESPONSE TO VIOLATION:

Any first violation will result in an immediate suspension from all extra-curricular activities for 20% of the allowed regular season competitions if a competitive extra-curricular activity. If this is a non-competitive extra-curricular activity, the Principal has the determination of the consequences. In competitive extra-curriculars, the student may be allowed to practice during the period of suspension at the discretion of the administration. Both competitive and non-competitive extra-curricular suspensions will require an assessment by a certified counselor as a condition for reinstatement. Furthermore, as part of the condition for reinstatement, the suspended student must wave his/her confidentiality right and sign, along with his/her legal guardian(s), a permission form to allow the Principal to monitor the results of any assessment. The counselor must be approved by the Principal of Bishop Brossart High School. Any violation beyond the first will result in an immediate suspension from all extra-curricular activities for a period of nine months from the determination by the administration that the violation has occurred. If a sports team's season continues beyond the end of a student's suspension, the student may, at the discretion of the administration, be allowed to try out for and practice with that team. However the student would be ineligible for game participation until the end of the nine month suspension. If the violation occurs outside the school calendar year, the suspension will run through the upcoming school year. Before the student can participate in extra-curricular activities the following school year, he/she must be reinstated (see Reinstatement Criteria).

Any student who holds a position of leadership (i.e., Captain, Class President) will forfeit his/her title(s) as a result of violating the substance abuse policy.

Definition Of Violation: A violation of the substance abuse policy will be considered to have occurred under any of the following circumstances:

- Failure of a required school breathalyzer or other drug test
- Arrest for use or possession of drugs or alcohol
- Failure of a drug or alcohol test, the results of which are legally made available to the school
- Reasonable determination on the part of the administration that a student has used drugs or alcohol, even without specific test results

REFERRALS: Any registered student may be referred in the following two ways:

Self-Referral:

Definition: A student with a concern regarding his/her personal use of drugs, inhalants, and/or alcohol approaches a school representative under his/her own initiative and asks for help.

If a student is referred under self-referral he/she will not be considered in violation of the drug and alcohol policy. Any self-referral made to the school counselor or other school official will be subject to the normal standards of confidentiality and no violation will be applied. The student may be referred to a counselor approved by Bishop Brossart High School, or the student may seek assessment and treatment from any outside counselor, subject to approval by the school. However, should a student not agree to assessment and treatment and later be the subject of a third party referral or have another form of violation brought to the school's attention, the self-referral would offer no protection from suspension from participation for that violation. Such protection would only apply if the self-referring student and his or her parent(s) agreed to assessment as a result of the self-referral and followed any prescribed treatment program, while also granting Bishop Brossart High School access to information from any counselor involved in the assessment and treatment. Self-referral also does not offer protection for violations occurring after the self-referral.

Concerned Person Referral:

Definition: A third party, usually a student, parent referring his or her own child, teacher, or staff person approaches a school administrator with a concern about another person's use of drugs, inhalants, alcohol, and/or tobacco.

If a student is referred under the concerned-person referral, an investigation will be made to determine and verify whether the student is in violation of the drug and alcohol policy. If it is determined the student is in violation, the Extra-curricular Policy takes effect immediately upon such determination by the principal of Bishop Brossart High School. The student may be referred for assessment or treatment to a counselor approved by Bishop Brossart High

School, or the student may seek assessment and treatment from any outside counselor, subject to approval by the school. If at any time the student fails to continue or complete the prescribed program, the student will be suspended indefinitely from all extra-curricular activities.

Neither a self-referral nor a concerned-person referral can be made in an attempt to circumvent an active investigation into a drug and alcohol policy violation.

Financial responsibilities of any assessment and/or counseling sessions other than those provided by Bishop Brossart High School lie with the parent(s) or legal guardian of the student. School personnel will at all times maintain appropriate levels of confidentiality, sharing relevant information with only those involved as needed to assist the student.

COMPETITIVE EXTRA-CURRICULAR ACTIVITIES:

Extra-curricular activities include but may not be limited to the following: Academic Team, Baseball, Bowling, Cheerleading, Girls'/Boys' Basketball, Girls'/Boys' Cross Country, Boys' Football, Girls'/Boys' Golf, Intramurals, Girls'/Boys' Soccer, Girls'/Boys' Track, Fast Pitch Softball, and Girls' Volleyball, Wrestling.

If the initial violation takes place in a season or time period in which the student is a participant, the student will be suspended immediately for a minimum of 20% of the regular season competitions allowed under KHSAA ByLaw 25 (Limitation of Seasons). If the entire suspension cannot be fulfilled during regular season play, the suspension will be assessed to tournament play and/or to the next season/activity in which he/she is a participant. A recalculation of the percentage may be necessary when the carryover involves two different activities. If the student is also on a school suspension for this offense, these missed competitions do not count toward the 20%. When the student is readmitted from the school suspension, he/she may practice while on the extra-curricular suspension but cannot compete until he/she has been reinstated (see Reinstatement Criteria).

Twenty Percent In Sports at Bishop Brossart High School would be currently (2009-10) as follows:

Boys Baseball: 7 Games (Based on current limit of 36 Games)

Boys and Girls Basketball: 6 Games (Based on current limit of 29 Games)

Boys and Girls Bowling: 2 Matches

Cheerleading: (2 Games Football, 6 Games Basketball Based on Limit of those two sports)

Boys and Girls Cross Country: 3 Meets (Based on current limit of 13 Meets)

Boys Football: 2 Games (Based on current limit of 10 Games)

Boys and Girls Golf: 4 Rounds (minimum 9 holes each) (Based on current limit of 20 Rounds)

Boys and Girls Soccer: 4 Games (Based on current limit of 21 Games)

Girls Fast Pitch Softball: 7 Games (Based on current limit of 36 Games)
Boys & Girls Indoor & Outdoor Track: 4 Meets (Based on current limit of 19 Meets)
Girls Volleyball: 4 Matches (Based on current limit of 20 Matches)
Wrestling: 3 Matches (Based on current limit of 17 Matches)
Academic Team: 2 Matches (Based on current 12 match schedule)
**If Bishop Brossart offers a sport not yet sanctioned by the KHSAA such as Bowling or any sport added but not amended to this list the 20% rule will still apply.

NON-COMPETITIVE EXTRA-CURRICULAR ACTIVITIES:

Non-competitive extra-curricular activities include but may not be limited to: Beta Club, CTW, Chorus, Drama Club and Senior Class Play, Drum Line, French Honor Society, Journalism Staff, National Honor Society, Spanish Honor Society, Student Council, World Culture Club, Yearbook Staff.

Consequences for someone involved in a non-competitive, extra-curricular activity will be determined by Administration in a manner and to a degree that is comparable with suspensions from competitive activities.

REINSTATEMENT CRITERIA:

For all substance abuse policy violations, reinstatement to extra-curricular activities will require a hearing with the student, parent(s), and principal. After completion of all required suspensions, the parent(s) may schedule the hearing with the principal. The principal will hear the appeal as long as the prescribed substance abuse assessment has been completed. Upon hearing the appeal from the student and his/her parent(s), the principal will decide in favor of or against reinstatement. If the reinstatement is refused, the student will be denied participation for the remainder of the current season or for up to one calendar year from the date of the principal's decision. The student will also be denied participation in any awards program. The student will receive his/her awards only upon reinstatement.

All decisions regarding the application and enforcement of this and all school policies are at the discretion of the principal and school administration, and it should be understood that individual situations may call for a response that is more severe than that enunciated in this policy.

Substance Abuse Policy for Extra-curriculars

A student who holds a title of leadership (team captain, class president, etc.) must forfeit that title for the remainder of the school year after first offense.

Organization	Length of Season	Penalty for 1st Offense	2nd Offense
Academic Team	12 matches	2 matches	suspended for 9 months; if a season continues after 9 months, student may try out for that sport during suspension, but may not participate until suspension is lifted
Baseball	36 games	7 games	
Basketball	29 games	6 games	
Bowling	12 matches	2 matches	
Cheerleading (Basketball)	29 games	6 games	
Cheerleading (Football)	10 games	2 games	
Clubs/Non-competitive	varies	determined by Admin.	
Cross Country	13 meets	3 meets	
Football	10 games	2 games	
Golf	20 rounds	4 rounds (min. 9 holes each)	
Soccer	21 games	4 games	
Softball (Fast Pitch)	36 games	7 games	
Track & Field (Indoor & Outdoor)	19 meets	4 meets	
Volleyball	20 matches	4 matches	
Wrestling	17 matches	3 matches	

***Student/Family
Athletic
Handbook***

2011-12

Extracurricular Statement

Bishop Brossart High School is dedicated to the development of the entire student body through athletics and other extra/co-curricular programs. Our goal is to help students develop skills, in a Christian based environment, which will enable them to become productive citizens and leaders in the community.

Philosophy

We believe that athletics and other extra-curricular and co-curricular activities are an important part of a student's school experience and help prepare students for success in the real world. Bishop Brossart High School strives to provide a variety of opportunities for students and encourage students to actively participate.

Privilege

It is a privilege to be a member of any athletic team, club or organization at Bishop Brossart High School. It is not a right. All student participants should conduct themselves in a manner that shows pride in our school and community. Students earn this privilege through hard work and good citizenship both at school, school sponsored activities and beyond.

Substance Abuse

It is a privilege to be a member of any athletic team, club or organization at Bishop Brossart High School. Students will be expected to follow the Substance Abuse Policies and Standards.

Stats and Media

Coaches are expected to provide statistics, game reports, and keep materials updated that give publicity to the school.

Academics

All student athletes and members of extra-curricular and co-curricular activities are responsible and expected to maintain good grades in all classes during the entire school year. The Administration will conduct grade checks at the end of each week. If a student is failing three classes they will be considered ineligible to compete the following week (Saturday through Friday). If they are failing two they are under probation and allowed to play and practice. They have two weeks to get at least one removed. If the student continues to maintain 2 failing grades after two weeks. they will be ineligible for practice or play the following week (Saturday through Friday). The student will remain eligible for practice or play as long as they have zero or one failing class.

Grade School Players

A form must be submitted, prior to the first practice, to ask permission to add under grade 9 Student/Athletes to any Bishop Brossart Athletic Team. Permission must be granted by the Athletic Director and Principal.

Those prospective Student/Athletes must meet the following criteria for consideration.

1. No cuts can be made of any Grade 9-12 athletes in our program for this season and no cuts will be made in the future to accommodate these additions.
2. Those Student/Athletes have indicated their intent to attend Bishop Brossart when eligible as freshmen.
3. The coach feels it is necessary to add these Student/Athletes in order to have a team or maintain the levels of play we currently offer.
4. All prospective Student/Athletes are members of a direct Bishop Brossart feeder school.

Academics For Grade School Athletes:

The Academic Eligibility of the grade school students participating on BBHS teams will be determined by the grade school principal. His or her decision will be final and will not be challenged by the BBHS Staff.

Attendance

Students are expected to maintain good attendance to school. While the coach will determine consequences for missing practice or games, the school will set the following guidelines for participation in athletic events.

Students are expected to arrive to school on time. The students must be present for a majority of the school day if they wish to participate in an event. Absence or reason for arriving late or leaving early must be excused in order for the student to practice or compete. For an excused absence on a Friday, he/she is allowed to participate in weekend competitions. Should there be an extenuating circumstance (e.g. funeral, academic visit) where a student cannot attend school and would receive an excused absence, the principal shall determine whether the student is eligible to practice and/or compete.

It is the expectation that all students be on time on the day following an event. Each coach or sponsor must have a rule/consequence for repeated tardies to school.

Selection of Participants

Due to the popularity of our programs it may be necessary for students to tryout for a sporting team, audition for a role, or submit an application for a club or organization. If this is the case the students will be given the expectations of the coach/sponsor as far as skills or requirements needed to be selected for participation. The students will be given reasonable time (to try-out or submit forms), which is at the coach's/sponsor's discretion. The coach will provide a

list to the appropriate department of students who were chosen to participate in each sport/extra curricular activity and rosters when available.

When under grade nine student/athletes are involved the proper form must be submitted prior to their first day of tryout. This form must be approved by the Principal, Athletic Director and Business Office.

Practice

Coaches/sponsors will provide their desired practice, bus and weight room schedules to the Athletic Director. The Athletic Director will work with all coaches/sponsors of sports/activities in season to create a gym calendar which provides equal time to each team or organization. Coaches/sponsors of individual sports/programs will set their own attendance policies and consequences. Coaches/sponsors will also set their own rule and expectations for practices.

Games/Competitions

Working with the coaches/sponsors, the Athletic Director or an Administrator will schedule all competitions for Bishop Brossart High School. An individual's level of participation is determined by the coach/sponsor. Coaches/sponsors work with students on a consistent basis in the area in which they are expected to perform. ***Playing time or extent of participation is determined by the coach/sponsor and will not be subject to conversation.***

Procedure for Problems/Concerns

1.) Talk to the coach (by appointment). Please do not talk to them after an event. This can result in the athlete being suspended. 2.) Talk to the AD and coach 3.) Talk to the Principal and AD. Playing time will not be discussed. If a parent approaches a coach disrespectfully following a game or practice the student/athlete shall be suspended until the parents meet with the AD and or Principal.

Appeal Process

1) An appeal of disciplinary action must be presented to the principal within 2 school days of the date the penalty was applied. 2) Within 2 days of the date of the filing, the principal shall call a meeting with the student, parents/guardians, coach & AD to resolve the situation. 3) Within 2 days of the meeting the principal will communicate, in writing, his/her decision to uphold, revoke, or adjust the disciplinary actions.

Expectations

Student Participants Code:

Competence—develop the necessary skills, demonstrate knowledge of the rules and expectations, demonstrate knowledge of healthy behaviors and choices, and understand the necessity of abstaining from the use of tobacco, alcohol or other drugs.

Character—be dependable by showing up on time for all practices and competitions, be committed by always giving 100% and working through

setbacks, be truthful, play by the rules, control anger and frustration by refraining from displays of bad temper or foul language, be gracious in both wins and losses by always congratulating the opponent and shaking their hand, be respectful of all players, coaches/sponsors, referees, and anyone else involved in the event, respect the facilities at Bishop Brossart and at all away competitions, be an example to younger students.

Academics—maintain high standard of academics by earning good grades, respect all teachers and other adults, respect other students and all BBHS property.

Parents/Supporters Code:

Respect the players, coaches, and referees/judges by refraining from yelling or inappropriate or threatening language or gestures—be a positive role model.

Encourage your child and all participants. Remember that sports and other clubs/organizations practice appropriate diocesan expected conduct and Virtus guidelines.

Maintain appropriate behavior during athletic events. Do not enter the field of competition. Conduct yourself in a respectful and classy manner.

Coaches' Code:

Teach the fundamentals

Treat every player with respect

Work hard and play by the rules

Work with parents to develop the student

Maintain appropriate interactions with athletes, parents, referees, and other coaches

Have a set of rules that lay out what is expected from every person in the program

Maintain standards for academics, behavior, KHSAA Rules and attendance in accordance with the Bishop Brossart High School Activity Code of Conduct

Athletic Directors' Code:

Work with coaches, parents, and players to maintain a respectable and competitive program

Develop schedules as needed

Develop gym, bus, and weight room schedule for all athletic programs and all other events in the gym.

Be a liaison between the coaching staff, parents, and school administration

Be at home sporting events when possible

Help coaches develop all programs

Conduct grade checks with Principal

Maintain records for physicals, drug policy and all other pertinent information for a successful athletic program.

Make sure all players, coaches and fans follow guidelines of the KHSAA.

Virtus Expectations

Parents Volunteers and Coaches:

All parents, volunteers and coaches involved with extra curricular activities at Bishop Brossart High School are expected to be Virtus Approved and take the Virtus Class. In addition you are required to stay up to date by answering and keeping current with online bulletins at www.virtus.org (offered monthly or later quarterly).

Driving and Insurance Requirements:

Parents, volunteers and coaches involved with extra-curricular activities at Bishop Brossart High School are required to fill out the Private Vehicle Use Application available from the school.

Responsibilities On Trips Or When Transporting or Chaperoning Bishop Brossart students:

Parents, volunteers and coaches MUST follow the guidelines of Virtus and the Diocese of Covington when either Chaperoning or Transporting Bishop Brossart Students at Extra-Curricular Events.

This includes:

No use of drugs, alcohol, or tobacco

No inappropriate behavior

Never transport a non family member alone in a vehicle (Especially One Student)

Always make sure that no students are left alone at the conclusion of an extra curricular activity or event until they leave or are picked up by a family member, parent or responsible adult.

Always conduct yourself in a manner worthy of representing Bishop Brossart High School

Beginning of Sports Seasons

Bishop Brossart and All Kentucky High School Athletic Association Members can begin practices on the following dates for each season

Fall: July 15

Winter: October 15

Spring: February 15

Exceptions are: Cheerleading for schools that offer football (July 15) and those schools who participate in Indoor Track (January 1)

Vacations:

On the high school level student in extracurricular activities will be expected to participate in all tryouts, practices and games. You will be expected to be there. Vacations should be planned so not to conflict with the beginning or duration of seasons or during fall or spring breaks if in season. Most of the time you will have sporting events scheduled during the spring and fall breaks. Fall Break is also usually District Tournament week the beginning of post season play for Soccer and Volleyball while Cross Country, and Football are still a few weeks from completion. In the spring our Fast Pitch Softball, Baseball and Track Teams will have required games and practices during the break.

Physical Requirements:

He/she needs to have a physical form (a KHSAA State Form) completed by the first tryout date. No exceptions. You can obtain these at the school. It must be the official form. Your family doctor can perform the physical. In addition he or she should have practice equipment and will be asked to fill out an eligibility packet that must be returned within seven days. Each sport will have specific other requirements.

Insurance:

In addition you must have current insurance and produce a copy of your insurance card. Your individual insurance must cover you up to \$25,000. The KHSAA has a Catastrophic Insurance Policy that covers all major injuries over \$25,000 in sports.

Sports Offered At Bishop Brossart:

Fall:

Boys: Cross-Country (Varsity, JV) , Golf (Varsity) , Soccer (Varsity, JV and Freshmen), and Football (Varsity, JV) Girls: Cross-Country (Varsity, JV) , Golf (Varsity) , Soccer (Varsity, JV and Freshmen) Cheerleading (Varsity) and Volleyball (Varsity, JV and Freshmen)

Winter:

Boys: Basketball (Varsity, JV and Freshmen) and Wrestling (Varsity) Girls: Basketball (Varsity, JV and Freshmen) and Cheerleading (Varsity and Junior Varsity)

Spring:

Boys: Baseball (Varsity, JV and Freshmen) and Track (Varsity, JV and Freshmen) Girls: Fast-Pitch Softball (Varsity, JV, and Freshmen), and Track (Varsity, JV and Freshmen)

Bowling is also offered on a coed basis but is not yet considered a state recognized sport.

Charges For Sports Competition:

Students are admitted for \$2 to HOME athletic events that are regular season games and not special events. Cost for adults is \$5 for varsity/junior varsity or tripleheaders and \$3 for freshmen only games. Visiting students or non-Bishop Brossart students pay \$3. Passes are available for soccer, volleyball, and basketball seasons for adults. Under 7 are free. Senior Citizen Rates are \$3.

Fundraising:

We normally don't pay for personal items or special trips, etc. Coaches are required to have approved fundraisers. They must also submit a Fundraising Request Form and have it approved by the Athletic Director and Principal. They are encouraged to do things like bagging, car washes, etc., but sometimes products are sold. You are asked to try and avoid solicitation of area businesses unless approved by the school.

Uniforms and Dress Code:

Bishop Brossart's athletic uniforms are covered under the Participation Fees and are on a rotation. The school colors are Hunter Green and White. Gray and Black may be used as a trim but unless approved should not be a major part of the uniforms. No other colors should be used.

The DEAD PERIOD:

The Dead Period is a two week period set aside by the Kentucky High School Athletic Association where the coaches cannot have any contact (camps, open gyms, fundraisers, etc.) with their athletes. The only exception is when a coach is also a parent of that child. This period will be June 25 through July 9 each year.

Athletic Participation Fee:

Any student who plays a sport is charged a ONE TIME fee of \$75. This also applies to Cheerleading.

Normal Practice Times:

Unlike Grade School, high school programs practice almost every day they do not play. During Fall and Spring sports this is usually right after school from 2:30 til 4:30 or 5:00. It varies from team to team. In basketball the schedule rotates because of Title 9 and the use of the facility. The earliest practice is at 2:30 and the latest is over by 9:15. Sunday practice is discouraged but not allowed before 1:00 PM unless special permission is granted on a one-time basis by the administration.

Facilities:

We hope that you will always take pride in Bishop Brossart High School and our facilities. Coaches, Players and volunteers are asked to always adhere to the following:

Basic Rules: (All Sites)

These rules apply to the gym, firehouse building or weight room each time they are used.

Always make sure ALL DOORS are locked before you leave. Do not leave doors propped open over night. Shut and lock them.

Always make sure ALL LIGHTS are turned off before you leave.

Always make sure that ALL OF YOUR PLAYERS are picked up or drive away before you leave. YOU are responsible. By VIRTUS RULES always try to make sure that there are two of you (adult supervisors) if at all possible.

Always make sure HEAT is turned off before you leave.

Locker rooms are to be checked and kept clean. Trash is to be thrown in receptacles not on the floor. Garments are to be in assigned lockers. These will be inspected each week now to make sure this is being done.

Don't take things that you don't own without permission. Most things will be loaned but ask first.

Gym Usage:

When you are finished using the gymnasium make sure floor is swept (if needed) and that everything that you brought in with you for your practice or event is removed. If you BORROW something please RETURN IT.

Pick up any trash, water bottles, food containers and put them in the proper receptacles. Wipe up any spills or anything that may have been tracked onto the gymnasium floor.

If you are using the padded chairs they are to be returned to the rack and stored in the back room following your event or contest.

If you are the last team to practice before a scheduled home game make sure chairs are set up for the game, bleachers are pulled out (if needed) and side baskets are raised (when down).

If you are putting a tarp on the floor or marking the floor with tape for any reason you must use and get special floor tape so that it does not take up the sealant on the floor. Masking tape Scotch Tape and packing tape pulls off the finish.

Old Firehouse Building:

It is IMPERATIVE to make sure ALL DOORS are locked. There are a lot of valuable items there now. This means inside doors also to the locker room, the connecting doors, and all outside doors. This will make it much more difficult for someone to gain access to all the different areas there.

Please supervise your group and check bathrooms and all areas after practice. Make sure no trash is left on the floor and the bathrooms are clean. Help us

keep this clean.

If two groups are using the building at the same time respect their space unless you have to use the bathroom facilities.

Weight Room:

Make sure all weights are returned to their proper racks following usage.

Make sure weights and equipment is wiped clean with the materials provided to help prevent staph infection and any other diseases.

Make sure there is always proper adult supervision while weight lifting.

Supervision Of Athletes:

It is always the responsibility of the Head Coach and assistants to supervise their athletes before, during and after practices. This would include practice, weight training, locker room, athletes waiting for rides home etc.

Discipline

The expectation for all participants of extra-curricular and co-curricular activities is to be responsible students. Appropriate behavior is expected at school and at practices and competitions. The coaches will create and maintain a policy for all student athletes on their team. Coaches/Sponsors may request their students' discipline reports in order to monitor behavior. Open lines of communication between coaches/sponsors and teachers will be encouraged so that they can work together to do what is best for students and can help them develop into responsible, quality young people. While each coach/sponsor will create a policy specific to their program, the administration has set the following guideline which will apply to all sports, organizations, and programs:

A suspension from school will result in a suspension from competition. For each day that a student is in school suspension they will be ineligible for one (1) competition.

For example, if a student serves two (2) days of in school suspension for an infraction, he/she will be ineligible for the next two competitions, but will still be allowed to practice (But not on days of school suspension).

Finance Requests

All purchases must be approved by the Athletic Director and a purchase request form must be completed. Those will be available in the main office and from the Athletic Director.

Any purchase requests over \$500.00 must have three bids attached to the purchase request form when submitted.

The coach will be given a copy of the request form when approved, one copy will be kept by the Athletic Director and one copy will be forwarded to the Business Office for payment when the order is complete.

Spirit Wear:

All Spirit Wear purchases should be done thru the Spirit Shop.

Purchases and Promotional Benefits:

Elite team discounts on team footwear, apparel and accessories. 35% off retail prices on apparel and accessories. See your coaches or Beth Kramer in the Spirit Shop.

Pepsi Partnership

Bishop Brossart has renewed their agreement with Pepsi Cola to sell only Pepsi products at all Bishop Brossart events. This covers athletic events both at Seither Center and other venues such as Penderly Park or St. Mary (Baseball games).

Adidas Partnership

Bishop Brossart High School is now an official Adidas School. This agreement extends from July 2010 to July 2013.

**Official Bishop Brossart
School Logo**



**Contact The Athletic Director:
Contact Mel Webster at
635-8613 or 609-6937**

**Athletic Website:
www.mustangathletics.org**

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