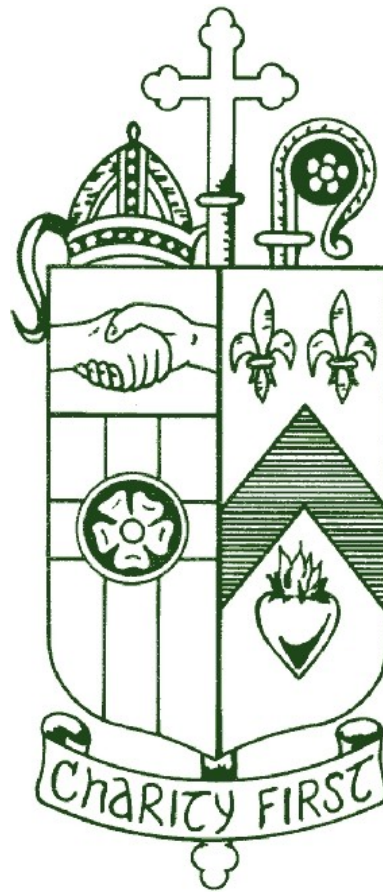


# Bishop Brossart High School



Student Handbook  
2010-11



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# BISHOP BROSSART HIGH SCHOOL

## 2010-11 STUDENT HANDBOOK

Principal: Mr. Richard Stewart  
Telephone: (859) 635-2108  
Fax: (859) 635-2135  
Web site: [www.bishopbrossart.org](http://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 Bishop Brossart High School, home of the Mustangs! The 2010-11 school year promises to be one of the most exciting, challenging and rewarding years of your life. The four years that you spend at BBHS will provide you with the tools that, upon graduation, will prepare you for the future, confident in your abilities and your educational experiences.

This booklet is intended to help you understand the spirit of Bishop Brossart High School and to facilitate your involvement during this school year. The guidebook deals with the various facets of learning that we offer and is intended to help you make wise, long range choices.

As a student, each decision will contribute toward your overall development. As a parent, your understanding and support will provide the essential foundation for your daughter's/son's growth. As a school, we pledge ourselves to work with you and the grace of God to bring about total Catholic education.

**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.**

## Academic Policies

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### 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.....	3 credits**
Science.....	3 credits
Electives.....	<u>7 credits</u>
Total	26 credits**

\*\* Beginning with the Class of 2012, students must complete 4 credits in mathematics, resulting in a total of 27 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 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

A = 100 - 93

B = 92 - 85

C = 84 - 75

D = 74 - 70

F = Below 70 is Failing

#### Honors

First = 3.5 or higher (no failing grade)

Second = 3.0 or higher (no failing grade)

\* Conduct Grade must be 80% or above for First or Second honors

### 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 which must be sent to the college 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](http://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	Electives
Religion	French I
Algebra I & II**	Spanish I
Music/Art Appreciation*	Art
English	Academic Enhancement (AEP)
Integrated Science	Instrumental Music
Health/Physical Education	
Introduction to Technology*	

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

### Sophomores:

Core	Electives
Religion	Algebra II
World Civilizations***	French II
English	Spanish II
Biology	Art I, II
Geometry	Academic Enhancement (AEP)
	Instrumental Music
	Geography*
	Government*

### Juniors:

Core	Electives
Religion	Algebra II
English	Chemistry
US History***	French III
	Spanish III
	PreCalculus
	Instrumental Music
	Accounting I
	Psychology
	Art I, II, III
	Global Issues
	Acad. Enhancement (AEP)
	Vocational

### Seniors:

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

### Vocational:

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

- The student receives 0% for the assignment/quiz/test.

- 5 demerits will be issued.

- The teacher informs the administration and parents.

- The student may be subject to academic detention to make up the work.

- In the case of a long-range assignment, the student still must complete the assignment properly in order to receive credit for the course.

- 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**

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### ***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 1<sup>st</sup> 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 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.

**Make-up Work, Quizzes & Tests**

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**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... 1<sup>st</sup> detention
- Each additional tardy that qtr... additional detention
- The 5<sup>th</sup> 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.

**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.

### ***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, \$2.50 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 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. These periods will be rotated and announced weekly.

#### ***Locker usage restrictions corresponding to Lunch Periods***

- 1<sup>st</sup> Lunch - Students go directly to cafeteria from 4<sup>th</sup> Period, take books from morning classes to cafeteria. You may go to your locker when you return to 5<sup>th</sup> Period after Lunch.
- 2<sup>nd</sup> & 3<sup>rd</sup> Lunches - Books are kept in classrooms. Students may not use lockers on the way to or from Lunch.
- 4<sup>th</sup> Lunch - Go to lockers after 4<sup>th</sup> Period on the way to 5<sup>th</sup> 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 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 <sup>st</sup> 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); earrings are limited to 1 per ear

### **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 1 per 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

### **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

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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  
2<sup>nd</sup> 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  
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 <sup>nd</sup> minor vehicle/parking lot violation
\$25 fine	Possession of tobacco products

### **Detention policy**

5 demerits in a quarter	1 <sup>st</sup> detention
10 demerits in a qtr.	2 <sup>nd</sup> 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 authority 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.

Appeals can be made to the Board of Review of the School Board.

### ***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**

<u>Requirements</u>	<u>Total</u>	<u>Religion</u>	<u>English</u>	<u>Math</u>	<u>Science</u>	<u>Soc. St.</u>	<u>Fine Arts</u>	<u>HPE</u>	<u>Additional</u>
<b>State</b>	22	0	4	3or4	3	3	1	1	7*
<b>Brossart</b>	26	4	4	3or4	3	3	1	1	7*
<b>Freshman</b>		Religion I 1	English I 1	Algebra I 1 Algebra II 1	Int. Sci. 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 5
<b>Sophomore</b>		Religion II 1	English II 1	Algebra II 1 Geometry 1	Biology 1	Wrld. Civ. 1 AP W. 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
<b>Junior</b>		Relig. 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		Span III 1 Fre III 1 AEP 1 Account. I 1
<b>Senior</b>		Relig. IV 1	English IV 1 AP Eng. 1	AP Calc. 1 PreCal 1 Adv. Top. 1	Physics 1 AP Bio 1 Anatomy 1 Foren. Sc. 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 Theater 0.5		AP French 1 AP Span 1 Journal. 5 Account. II 1 Adv. Comp 5 AEP 1
<b>Total</b>									

\* In addition to the specific departmental requirements, a student must have an additional seven credits. Credits above the departmental requirement may be used to fulfill this seven, 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.

### ***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.

### ***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; Natl. French/Spanish Contest; Language Festival and one other activity (ex. World Cultures Club or International Week)

## **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 waive 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)
- 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 and Girls Indoor and 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**

**Bishop Brossart High School**

\* 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	

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