

BOURGADE CATHOLIC HIGH SCHOOL

4602 NORTH 31ST AVENUE

PHOENIX, AZ 85017-3499

PHONE (602) 973-4000

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www.bourgade.org

CEEB code 030264

MISSION STATEMENT

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

SUPERINTENDENT

Mrs. MaryBeth Mueller, M.Ed.

ADMINISTRATIVE TEAM

Principal

Sr. Mary McGreevy, SSND

Vice Principal of Academic Affairs

Mrs. Vicki Kigarriff

Vice Principal of Student Affairs

Ms. Lori Pieper

Advancement Director

Mr. Casey Murphy

Director of Finance & Facilities

Mrs. Sue Rounds

Director of Athletics

Mr. Shawn Gatson

ADMINISTRATIVE ASSISTANTS

Campus Minister

Mr. Richard Browner

Counseling Services

Ms. Carol Caruso

Mr. Greg Henke

FACULTY

Ms. Mary Abeyta

Ms. Katherine Montalto

Mr. Brian Anderson

Mrs. Marianne Moriarty

Mrs. Bonnie Boag

Mr. Patrick O'Brien

Mr. Dane Boles

Mr. Steve Rohde

Mrs. Colleen Gish

Mrs. Jane Segovia

Mr. Matthew Gish

Mr. Jeff Smith

Mrs. JinHee Huff

Mr. Sam Steuter

Mrs. Teri Hunter

Mrs. Donna Stossel

Mrs. Sharon Judd

Mr. Nick Williams

Mr. George Klupchak

Mr. Kevin Woods

Sr. Christi Ann Laudolff, C.S.A.

Mr. James Ybarra

Ms. Angela Moore

Mrs. Lee Ann Zahnen

Mr. Richard Runyon

STAFF

Administrative Asst to Principal

Mrs. Pat Rohde

Alumni Relations

Ms. Lisa Prieto

Cafeteria Manager

Mrs. Sue Laidlaw

Finance Secretary

Mrs. Jeanne Hink

Registrar

Ms. Charlene Atkinson

Receptionist

Mrs. Kathie Statt

Human Resource
 Maintenance Supervisor
 School Chaplain

Mrs. Mary Ann Burns
 Mr. Larry Martinez
 Mr. Eugene Florea

I. SCHOOL SCHEDULE FOR 2009-2010

Regular Schedule

Period 1 7:48 - 8:39
 Period 2 8:44 - 9:35
 Period 3 9:44 - 10:35
 Period 4 10:40 - 11:31
 Announc.
 Lunch 11:36 - 12:12
 Period 5 12:17 - 1:08
 Period 6 1:13 - 2:04
 Period 7 2:09 - 3:00

Activity Schedule

Period 1 7:48 - 8:37
 Period 2 8:42 - 9:31
 Period 3
 Activity 10:29 - 10:53
 11:31 Period 4
 Announc.
 Lunch 11:53 - 12:18
 Period 5 12:23 - 1:12
 Period 6 1:17 - 2:06
 Period 7 2:11 - 3:00

Friday Schedule

Period 1 7:48 - 8:25
 Period 2 8:30 - 9:07
 9:40 - 10:29 Period 3 9:14 - 9:51
 Period 4 9:56 - 10:33
 10:58 - 11:47 Announc. 10:33
 11:47 Lunch 10:38 - 10:59
 Period 5 11:04 - 11:41
 Period 6 11:46 - 12:23
 Period 7 12:28 - 1:05

FRIDAY WITH RALLY

Period 1 7:48 - 8:21
 Period 2 8:26 - 8:59
 Period 3 9:08 - 9:41
 Period 4 9:46 - 10:19
 Announc.
 Lunch 10:24 - 10:45
 Period 5 10:50 - 11:23
 Period 6 11:28 - 12:01
 Period 7 12:06 - 12:39
 Rally 12:44 - 1:05

MASS SCHEDULE

Period 1 7:48 - 8:31
 Period 2 8:36 - 9:19
 Period 3 9:29 - 10:12
 Mass 10:17 - 11:17
 10:19 Period 4 11:23 - 12:06
 Announc. 12:06
 Lunch 12:11 - 12:35
 Period 5 12:41 - 1:24
 Period 6 1:29 - 2:12
 Period 7 2:17 - 3:00

Classes will meet on a rotating schedule.

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

BOURGADE FIGHT SONG

Onward Eagles, upward Eagles,
 Fight to victory.
 We shall hold our heads up high.
 Proud Eagles we shall be.
Onward Eagles, upward Eagles

Fight to victory.
Cheer for the blue and gold
And **VICTORY!**
B-C-H-S
BCHS GO Fight Win!
School Mascot – “Golden Eagles”
School Colors - Navy Blue & Maize

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

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

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

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

PHILOSOPHY

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

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

Supporting family as the primary educators of the student, we continue the development of spiritually centered lifelong learners, effective communicators, and citizens of a global world.

As educators and ministers, we promote a Christian vision of life that respects individuals, appreciates cultural differences and gives witness to faith beyond the school setting.

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

BOURGADE STUDENT HONOR CODE

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

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

To maintain a safe and successful learning environment for all students, faculty and staff, BCHS expects parents/guardians, students and staff to know and agree to be governed by the school policies and regulations set forth in this handbook. The school administration has the responsibility for the activities and climate of Bourgade, the administration has the authority to interpret the regulations and guidelines and to take necessary action to see that they are observed by everyone at Bourgade Catholic High School. **Questions or clarifications of specific regulations should be addressed to the Director of Students.**

The Director of Students will attempt to either explain the school policy or right the wrong the parent/guardian or student has challenged. However, continued major complaints, continued failure to abide by school policies or rules by either parents/guardians or students, or continued lack of cooperation with the administration and staff may indicate a serious philosophical disagreement between the school and the parent/guardian and the student. In such a case, withdrawal of the student from the school may be necessary.

In addition the school will not tolerate abusive, coarse, rude or foul language by parents/guardians or students toward the school, its faculty or staff associated with the school. Such verbal abuse may result in the student being asked to withdraw from Bourgade Catholic High School. Pursuant to ARS 15-507.

III. CHRISTIAN/COMMUNITY SERVICE REQUIREMENT

Bourgade Catholic High School encourages Christian Community Service as an integral part of the student's life. Each student is given the opportunity to live out the Gospel values of charity and service to others. The goal of the service requirement is to help students become aware that they are not only autonomous individuals but also members of the larger faith community to which they are accountable.

Christian Service for Bourgade Catholic students is defined as the performance of a ministry that comes from our response to the call of the Gospel to the sick, the lonely, the poor, the hurting, the wounded, the homeless, the hungry. Community Service is the helpful or professional activity for the good of others; something made or done for the public benefit without regard for direct profit or pay. This service is provided for individuals and/or non-profit groups or organizations by the student.

Students may fulfill this service requirement after school hours, in the evenings, on weekends, and during the summer preceding the school year. Students will receive more detailed information in their Religion classes at the beginning and end of the school year.

RETREATS

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

IV. ACADEMIC INFORMATION

Bourgade offers seven (7) periods a day and students are normally scheduled for seven (7) classes. The faculty chooses educational materials deliberately and for educational purposes. The Director of Studies, with final oversight from the Principal, approves all choices of texts for classroom instruction. Questions pertaining to textbook or supplemental materials used to enhance the curriculum should first be addressed to the subject instructor before contacting the Director of Studies.

A. Class Load

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

B. Graduation Requirements

Students must earn 24 credits in order to graduate.

Religion	4 Credits	World History	1 Credit
English	4 Credits	US / AZ History	1 Credit
Mathematics	3 Credits	US / AZ Gov't	1/2 Credit
Science	2 Credits*	Free Enterprise	1/2 Credit
Phys. Ed.	1 Credit	Fine Arts	1 Credit
Geography	1/2 Credit	Electives	5 Credits
Keyboarding	1/2 Credit		

Total: 24 Credits

* The class of 2012 will need 3 years of science and 4 ½ electives.

- A student must complete twenty hours of service in order to receive credit for second semester junior religion.
- A student must complete twenty hours of service in order to receive credit for second semester senior religion.
- A student must present an acceptable research paper in order to receive credit for second semester junior English.

C. Honors Classes

Students are placed in Honors classes by recommendation of teachers, by above average scores on standardized tests (85% tile and above), and, in some cases, by a special test. A strong work ethic as well as ability is needed for success in an honors class. In order to remain in an honors class, a student must maintain a B average, and turn homework in on time. A student will be removed from the class at the semester if a B or above average is not maintained.

D. Academic Status

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

E. Academic / Disciplinary Hearing

An academic/disciplinary hearing is called for serious academic and disciplinary issues at the discretion of the administrative staff. A committee of four to five people will hear the case and then make recommendations to the principal. This committee is comprised of two parents and at least two faculty members.

F. Homework Policy

Homework is an expectation in all courses of study at BCHS. Homework includes, but is not limited to, reading, written assignments, research and projects.

G. Grading Scale

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

Students in any prerequisite Math or Spanish course must earn credit the first semester and earn at least a C- for the second semester to continue to the next appropriate level without retaking the class. Students may retake these classes during the summer at any approved summer school or at Bourgade Catholic High School.

Normally a student earns one half credit per semester for a class with a grade of "D" or above. Students in English 1 must earn a C or above in order to earn a credit in this class. Students in Reading must demonstrate 9th grade proficiency in order to earn any credit in this class. In both cases, if a C is not earned, the student will retake the class in order to earn the half credit.

H. Academic Dishonesty

Cheating is defined as an act of deceiving. If students do any of the following, it is considered cheating. We encourage working together, but each student must hand in his/her own original work. Cheating would include (but is not limited to) any of the following behaviors:

1. Copying another person's test/assignment answers.
2. Allowing someone else to copy your answers for a test/assignment.
3. Divulging test questions and answers to other students.
4. Copying another person's homework.
5. Allowing someone else to copy your homework.
6. Using, providing, or having in your possession "cheat sheets" of any kind.
7. Plagiarism, the act of intentionally or unintentionally treating work done by someone else as though it were your own, copying portions of reports (including reports in books, encyclopedias and magazines from those written by other students, or from Internet/on-line sources) without giving credit to the people who wrote these reports. It is unacceptable to borrow a report (or pay another person to do your paper) and then hand in that work as your own.
8. Verbal or nonverbal communicating, for whatever reason, with another student while a test is in progress.
9. Copying a teacher's assigned test.
10. Taking a teacher's assigned test without permission.
11. Looking around the room (including looking at another student's desk, test, papers).
12. Lending or receiving materials via electronic instruments or equipment, sharing of electronic files via e-mail, floppy disc, jump drive, or cd's.
13. Copying from, using, having on the desk (or anywhere within possible view) any written answers, vocabulary, formulas, notes or other written/visual/electronic material, which are not specifically required or permitted by the teacher during the test.
14. Use of electronic translators for work in foreign language classes.
 - **First Offense:** The student receives a zero for the assignment. The assignment is confiscated and filed in Director of Students office. The teacher will notify parents of the offender. A Saturday detention with option to change due to severity will be served; a note of understanding will be signed by the student, parent and Director of Students.
 - **Second Offense:** The student will receive a zero for the assignment and the letter grade for the quarter will be lowered 10% in the class where the offense was committed. The assignment is confiscated and filed in the Director of Students office. The teacher will notify the parents of the offender. The student will serve a one day in-school suspension and a conference with the parents and the Director of Students is held prior to the student being admitted back into classes. The note of understanding will be re-signed.

- **Third Offense:** The student will receive a zero on the assignment and will receive a maximum grade of 59% for the current quarter in the class where the offense was committed. The paper is confiscated and filed in the Director of Students office. The teacher will notify parents of the offender. The student will serve a two day in-school suspension and an academic hearing will be called by the Principal.

Note: Bourgade Catholic High School subscribes to www.turnitin.com, the world's leading plagiarism prevention system.

I. Graduation / Baccalaureate Participation

Students are encouraged but not required to participate in Graduation and Baccalaureate ceremonies. If the student chooses to participate, there are specific guidelines to which the student will adhere. Failure to do so will result in no participation. A student may be excluded from participation in the graduation exercises for a reasonable cause even if s/he is not denied a diploma. No student will participate in graduation ceremonies unless he/she is receiving a diploma. No student will receive a diploma until all graduation requirements and financial obligations are met. If financial obligations are met, students who are deficient in credits to graduate may participate in Baccalaureate exercises (Diocesan Handbook 4.30).

J. Speakers for Graduation

Speakers for graduation will be selected on the basis of their ability to write and give a speech. In early April, any student who has a 3.5 GPA may write a speech. After a paper selection, the top six will present their speech to a panel of parents, students and faculty members. The panel will present their top choices to the Principal who will make the final decision.

K. Class Changes

Parent-student initiated: Must be completed by the Friday of the first week of the semester. A fee of \$20 will be charged unless the school has made a processing error. It may not be possible to make all changes due to the impact on other classes. Any class dropped by a student's request after the first week is given an "F." This can be appealed.

Teacher initiated: Must be completed no later than during the third week of the first and third quarters. If not completed, the student must remain in the class until the end of the semester. No student is to stop attending a class or start attending a new class until issued a new schedule or given written notification by the Director of Studies.

L. Semester Examinations

Students are required to take all final exams on the day and time assigned by the Director of Studies. In case of severe illness, students should contact the Director of Studies for make-up times. In order for students to take semester exams, all financial obligations must be met.

M. Failure

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

N. Summer School

No student may attend Summer School for credit without the permission of the Principal. Exceptions to this policy include a student who is re-taking a class due to an "F."

O. Honor Roll

This is based on the GPA for the Quarter Grading Period. There are two classifications:

First Honors: GPA of 3.75 or better

Second Honors: GPA of 3.25 thru 3.749

Any student receiving a "D" or "F" in any course will be excluded from the Honor Roll.

P. Repeating a Course

If a course is repeated due to failure, both grades for the course appear on the student's permanent record. Repeating a course does not remove the first grade. Both grades are entered into the computation of the student's grade point average (GPA). Credit is awarded for only one course.

Q. Transcripts

Requests for transcripts of credits are directed to the Registrar. There is no charge for transcripts sent for educational purposes and scholarships, if the student is currently registered at Bourgade. A \$5.00 transcript fee is charged if the student is not registered. A release form or letter must accompany the request before a transcript will be mailed. Financial obligations must be complete before transcripts will be mailed.

R. After - School Jobs

A student's primary responsibility at Bourgade Catholic High School is to his/her academic "work." However, it is recognized that some students need to work part-time jobs during the school year. Such employment should never

take priority over the need to devote sufficient time and effort to his/her responsibilities as a student. All obligations at school must be fulfilled before proceeding to after-school jobs. If a working student's school responsibilities are being neglected, the Director of Studies will contact the parents (and possibly the employer) to recommend an adjustment in the employment schedule. Bourgade Catholic High School recommends students limit work hours to 15 per week. **No student should plan to be at an after school job before 4:30 p.m. Monday-Thursday or before 2:30 on Fridays.**

S. Study Hall

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

T. Enrichment Trips

The Diocese of Phoenix Catholic Schools Office recognizes the importance and value of trips for educational field study. Such trips will be of educational value and directly related to the curriculum. Field trips are a privilege. Students attending a school field trip are required to complete an off-campus permission form (Diocesan handbook 2.06). This form must be turned in to the teacher in charge of the trip three-days prior to the excursion. A faxed copy of this signed form will be accepted as permission. Phone calls will not be accepted as permission for students to attend off-campus trips.

V. APPEARANCE

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

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

Students are required to dress and be groomed at all Bourgade functions, including dances, in a manner which reflects that BCHS is a place of Catholic learning.

Fashions and styles change rapidly. Therefore, the school reserves the right to determine whether a student's dress / appearance satisfy the school policy. (Diocesan Handbook 4.13)

Students are to be in uniform and remain in uniform from the first five minute bell at 7:43 a.m. throughout the school day and to abide by all aspects of the dress code. This includes mandatory study hall and after school detentions.

B. Uniforms

BCHS uniforms, tops and bottoms, are to be purchased through Dennis Uniforms. Any exception is made with the Director of Students. Dennis Uniform is located at 4920 E. McDowell Rd, #103, Phoenix. (602)220-0302.

The Uniform consists of:

1. Uniform polo shirts (royal, navy, gold). Uniform light blue oxford shirts, short and long sleeve.
2. Dress shorts and slacks with a pleated front in dark khaki or navy blue. (No rivets, patch pockets or cargo pants) **Shorts must have an inseam of at least 8" and must not extend past the knee.** If uniform bottoms are not purchased from Dennis Uniforms, they must look just like a Dennis uniform pant or short. **Dickey brand clothing or flat front pant/shorts are not acceptable.**
3. Black, brown or white leather or twill belts worn with shorts or slacks. The tongue of the belt must not exceed 3" beyond the buckle. No decorated buckles are allowed.
4. Girls may also wear a Mayfair plaid knife pleat skirt that is not rolled at the waist and is an appropriate length not above 3" from the center back of the knee.
5. Navy vest with school crest may be worn with light blue oxford (optional).
6. A School Tie may be purchased from Dennis Uniform and can be worn with the Oxford Shirts.

GENERAL UNIFORM GUIDELINES:

1. The emphasis for the uniform is on dress shorts and slacks. All shorts and slacks need to be properly fitted and neat. They are not to be faded, torn or to have holes. Shorts and slacks are to be worn at the waist. Shorts may be cuffed or un-cuffed, but not rolled.
2. Shirts are to be tucked in at all times, *with a minimum of blousing.*
3. White or the same color undershirts are appropriate as long as logos are not seen through the polo shirt. **Long sleeve undershirts must be the same color as the polo.**

4. Uniforms are to be kept in good repair. Faded pants, shorts, worn out shirts or skirts are inappropriate. For modesty reasons, girls may wear shorts/spandex under their skirt. The skirt length MUST be such that the shorts do not show.
5. White, navy, khaki or black socks (solid in color with no logo) or nylons must be worn with all shoes. April thru October, students may wear sandals without socks or hosiery. Girls may wear solid-colored tights or nylons in navy, black, white or neutral. Tights must be the full foot length, not Capri or ankle length.
6. Dress shoes, athletic shoes, and simple sandals with heel straps may be worn. Heels must be of a modest height. Boots and slippers are not acceptable as footwear.
7. All students are to be in official Bourgade outerwear, which includes the gray Bourgade Catholic crest sweatshirt, the navy blue with plaid BC lettered sweatshirt, an official BCHS letter jacket, the navy fleece crested jacket or the crested windbreaker jacket. Jackets may be worn indoors at the discretion of the teacher. Hooded sweatshirts will be allowed with the appropriate logo that has been approved thru the Administrative Council. Outerwear is bought through the Dennis Uniform, with the exception of the letter jacket and the hooded sweatshirts. A uniform shirt must be worn under the BCHS outerwear.
8. The use of make-up by students must be done in modest taste.
9. Hair – Students should have well groomed hair. Extreme hairstyles are never allowed. (spiked hair, faux Mohawks, dreads, multi-colored to name a few examples) Hair must be of natural hair color and combed neatly. Hair accessories must be simple, modest and not distracting. Males – hair length must not exceed the collar.
10. Males should be clean-shaven each day. Side burns must not extend below the ear lobe. If a student is sent to the office to shave, he will be required to pay a \$5 fine. Continued violations will result in further disciplinary action.
11. No hats, caps, visors, hairnets or sunglasses can be worn during the school day from the first bell at 7:43 a.m. to the last bell at 3:00 p.m.
12. Jewelry – If jewelry is to be worn at school, it should be simple and inexpensive. Students may wear two earrings per ear. Ear cuffs are not acceptable. Only one necklace or bracelet may be worn. Wallet chains and other chain like jewelry are not appropriate for school. Inappropriate jewelry is confiscated for the school day and can be picked up from the Director of Students. BCHS is not responsible for confiscated jewelry.
13. Piercing-the only piercing that is acceptable is the ears. Only ten and above gauged earrings are allowed. Students may wear two earrings per ear that are simple in style and modest in size.
14. No tattoos are to be exposed or seen while on campus at any time, this would include temporary tattoos or writing on oneself or others.
15. **A \$5.00 fine will be assessed for dress code violations. Each subsequent violation will be increased by \$5.00. After three violations detentions will be administered as well as the fine. Violations that are not correctable on the spot may be sent home.**

C. Out of Uniform Days

At times during the year, students are permitted out of uniform days. **All clothing shall be appropriate for school.**

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

8. Dress Up Day

These days’ students are to dress for professional success.

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

11. **Dress violations are subject to disciplinary actions** (Diocesan Handbook 4.13).

VI. ATTENDANCE

A. Absences

The following procedures apply in regard to absences and tardies:

1. **Parents are to notify the school of a student's absence or tardiness.** This can be done either by calling the school (602-973-4000) before 7:30 a.m., or by sending a note to the office. If the school is not contacted, every reasonable effort will be made to contact the parent. If there is no communication between the Attendance Office and the parent, the student will be considered unexcused for the day.
2. **Upon returning to school, the student must bring a note signed and dated by the parent or guardian explaining the reason for the absence.** The note is to be turned into the Attendance Secretary and will be kept on file for one year (Diocesan School Handbook 4.03). Failure to bring the note upon return to school will result in an unexcused absence.
3. A written excuse from the parent is presented in the office **before school** to obtain an early dismissal slip for a doctor, dentist, or other appointment. If at all possible, these appointments should be made outside of the school day.
4. All work and tests that were missed during an absence must be made up. If a student knows in advance that he/she will be absent, the work should be made up prior to the absence if this is possible. This includes field trips for other classes.
5. If a student *has a long-term* absence of three days or more from class, the request for make-up work must be made to the office. Please allow 24 hours after the request before picking up the assigned work.
6. Out-of-town family vacations or other extended absences are recognized if the student and parent have **notified the Principal in writing at least one week in advance**. Parents are to call the Director of Studies to ascertain the academic standing of students before deciding to take the student on a family vacation during the school year. No more than one such request should be made per school year. If possible, work missed should be made up before the absence (exams being the exception). Teachers are not expected to spend extra time to see that work missed due to vacation is completed. If the above steps are not followed, these days are unexcused and then students are not allowed to make up the work for credit. Exams not taken will be recorded as failing. The student is responsible for class work missed. Students are allowed ***one parental privilege excused absence*** per year (**An excuse, in writing, given to the Principal one week prior to the absence is required.**)
7. Attendance Requirements for Participation in After-School Activities: Students must be in attendance for the entire day (no tardies) if they are to participate in an after-school activity (includes practices, games, performances or interscholastic activities). The Principal may grant exceptions to this policy.
8. If a student is absent during the school day they are not to be on campus before or after school.
9. A student who is ill during the day is to report to the teacher who will refer him/her to the Attendance Office. No student will be allowed to leave the campus without parental permission secured through the Attendance Office. A parent or relative must sign the student out at the main office.
10. Teachers are not obligated to help students make up work that has been missed due to an unexcused absence.
11. A student who is absent on test days must assume the responsibility for arranging a time for a make-up test with the teachers. The test must be taken no later than three days after the student returns to school. Any deviation from this must be approved by the teacher in consultation with the Director of Studies. The privilege of making up a test can be denied if a student is repeatedly absent when tests are given.
12. A student may never deviate from their assigned schedule during school hours without written permission of the attendance office or school administrator. A violation of this requirement renders the student truant and subject to all consequences for truancy. Post notification by a parent of a students' leaving the school grounds does not negate the truancy.
13. When a post season event occurs during the school day students choosing to attend must meet the following criteria:
 - a) Student has all A's, B's, or C's on their prior grading report.
 - b) Student has not missed more than 5 days of school in the semester.
 - c) Parental permission form is returned to the school office prior to the start of the school day of the event or date indicated on the form.
 - d) If these guidelines are not met and the student attends the game, it will be considered an unexcused absence and missed work may not be made up for credit. A Saturday detention will be issued.

Excused Absences

- Medical/Dentist appointment with written verification of the appointment (e.g. the appointment card or the signature of the receptionist on any form that shows letterhead and the phone number of the office) must be presented on return to school.
- Required Court appearance (prior documentation required)
- College Interview (documentation required)
- Parental Privilege (see page 13 #6)

B. Tardy Student Procedures.

A student who is late for school must report to the Office.

Students who arrive 10 minutes late for the first period class will be marked absent for that period, sent to the Library and receive no credit for their first period class.

*Consequences are as follows:

- a. After two first hour tardies, a student will be issued a Detention Notice and every first hour tardy after that will be a Detention Notice. Parents will be notified via the detention notice.
- b. After the fourth Detention Notice, a student will then be issued a Saturday Detention and every 1st hour tardy after that will be a Saturday Detention. These infractions will accrue through the semester.

If a student is late to class during the day, the student should report directly to the classroom teacher and explain the reason for tardiness. If the teacher does not accept the reason, the student is sent to the Office. Unexcused tardiness will result in disciplinary action.

A student who is detained by a teacher between classes must bring a note from that teacher to the next teacher when entering the next class. Teachers will handle discipline for periods 2-7. Repeat offenders will be referred to the Director of Students.

Tardy records for all class periods will be maintained by the teacher and in the office. The following constitutes unexcused absences and tardies:

Unexcused Late to School

Bourgade Catholic High School seeks to teach personal responsibility and a strong work ethic. While the following may be a valid reason for being absent or tardy, these cases are not excused:

1. Oversleeping.
2. Missing a ride to school.
3. Car trouble, traffic etc.
4. Car Pool late.
5. Socializing.

Bourgade is accredited by the North Central Association and abides by their standards for awarding credits. One credit is awarded for a course that has 120+ instructional hours. When absences are in excess of 10 days per semester, students do not fulfill this criterion.

C. Late Arrival

Late Arrival is usually reserved for students who are taking a class at a community college. Students with Late Arrival are responsible for remembering and following special schedules.

D. Truancy

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

Consequences of truancy are:

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

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

E. Consequences Of An Accumulation Of Five Or More Absences

Each teacher keeps a record of individual student attendance for every class. After 5 absences the student is placed on the AAL list and is reminded that 10 unexcused absences from a class is a valid reason for failure. At this time, the student is placed on the ATTENDANCE ALERT LIST (AAL). The following procedure applies to all students on the AAL: Parents are notified by mail that the student has been placed on the AAL list and are reminded that 10 absences from a class are a valid reason for failure. The student will not go on a field trip or activity that causes him/her to miss other classes. Absence of 10 days or more from a class during a semester will result in a withdrawal and "F" for the class.

VII. DISCIPLINE

Our philosophy of discipline is about assisting people to become responsible, compassionate moral and ethical individuals. You are known as a student of Bourgade Catholic High School at all times and therefore your behavior reflects back to the school.

A. General Behavior

The school reserves the right to discipline a student for actions committed off campus if they are intended to have an effect on a student or they adversely affect the safety and well being of a student while in school. Any conduct both in and out of school that reflects negatively upon the reputation of the school may be subject to disciplinary action. (Diocesan Handbook 4.10B)

If you are asked to relinquish your student ID for disciplinary reasons, it will be returned to you by the Director of Students.

B. Classroom Dismissal

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

C. Unbecoming Familiarity

Good taste calls for students to conduct themselves as ladies and gentlemen at all times. It is in poor taste to show unbecoming familiarity at school or school related activities. Because it is difficult to determine what is and what is not undue familiarity, *HOLDING OF HANDS will constitute the limits of familiarity* that will be permitted on campus. Any behavior that extends beyond this limit will be referred to the Director of Students and will necessitate communication between the school and parents.

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

If this behavior continues, a student may be asked to leave Bourgade Catholic High School.

D. Tobacco

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

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

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

ARS 36-798.03 prohibits smoking on School campuses.

E. Gum-Candy

Chewing gum during school hours is prohibited. Violators will be fined \$5 for the first offense, each subsequent offense will be increased by \$5.00. **Every gum chewing fine will also include a mandatory detention.** Type of detention will depend on the number of violations. Violators will be required to clean up gum from campus.

Candy/food or sodas are not allowed in the classrooms. Soda is never allowed on the second floor of the classroom buildings. Violations will result in a \$5.00 fine. Repeated violations will be treated more severely.

F. Non-Tolerated Behaviors

The following behaviors will not be tolerated in the Bourgade Catholic High School Faith Community and may result in the student's immediate withdrawal or expulsion: insubordination or defiance, fighting, gang writing/behavior, harassment, arms possession, threats leveled at themselves or others. Exchange of drugs or drug trafficking on school grounds may result in expulsion. Involvement in criminal activity or with the police outside of school may result in disciplinary action at school. Behaviors off school grounds that have a negative impact on the educational process can be cause for disciplinary action. (Diocesan Handbook 4.22 and 4.23).

G. Dangerous Weapons

Dangerous weapons and other paraphernalia such as knives, guns, brass knuckles, chains, lighters and other such objects, which can be used as a weapon or in a threatening manner, are not to be brought on the campus or to school activities (on or off campus). These items are not allowed to be in a student's locker or vehicle. Any student associated with such items on campus or at school activities is subject to dismissal from school. Threat, possession, or use of a weapon on school premises or at school sponsored activities will result in disciplinary action and/or required withdrawal from school. (Diocesan Handbook 4.20)

Any incident involving a weapon on school grounds must be reported to a school administrator who must report the incident to a peace officer. (A.R.S. 15-515)

Any suspected crime that involves a deadly weapon or poses a threat of serious physical injury against a school employee, students or anyone on school property must be reported to law enforcement. (A.R.S. 15-515)

H. Detention/Referral Procedures

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

Teacher Detention: (Diocesan Handbook 4.10)

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

Detention Notices:

1. The Teacher will write up a Detention Notice and give it to the Director of Students who will issue the detention notice to the student. These notices will be signed by the parent/guardian.
2. Failure to have the detention notice signed or not reporting for this detention will result in a Saturday Detention.
3. Saturday Detentions may be assigned if previous methods of discipline have not corrected the issue or if the violation is serious enough to warrant a Saturday Detention. There will be a \$10.00 charge for Saturday Detention.

Disciplinary Referral:

1. Chronic misconduct results in a disciplinary referral. A student is called to the Director of Students' office; the parents are called; the Referral is entered into the student's permanent discipline file; and discipline will result.
2. One or more Disciplinary Referrals may result in a student going before a disciplinary committee. This committee recommends various options to the Principal, one of them being withdrawal from Bourgade.

Should a student's misconduct continue, other options such as SUSPENSION, BEHAVIOR CONTRACT, or PARENT CONFERENCE will be considered.

I. Off Campus Activities.

At BCHS, we expect our students to demonstrate responsible social behavior on and off campus and we expect them to conduct themselves as good citizens in our local communities in accordance with the law, our Code of Conduct, and Catholic teaching. While we can not police every violation that occurs off campus, and while BCHS will not be held legally responsible or financially liable for the behavior of our students off campus, the school's Code of Conduct will remain in effect at all times, when school is in session and when school is not in session, and students and student groups are expected to conduct themselves as representatives of the BCHS community at all times, whether on or off campus, and whether they are in uniform or not.

Generally, our Code of Conduct prohibits misconduct on school premises, at school-sponsored events and activities off-campus, and at any location where a student is engaged in an official school activity or in any activity that is sponsored by BCHS, chaperoned by BCHS officials, or in any way connected to BCHS (such as a field trip, athletic contest, club activity, dance, etc.). In addition to that, however, we reserve the right to review any occurrence of student behavior off-campus, even if that behavior does not occur in or is not related to a school activity, and we reserve the right to discipline that student, if the behavior violates our Code of Conduct and if it directly impacts the school or has or may have a negative effect upon the school's reputation.

As such, any off-campus violation(s) by a BCHS student of a criminal law or the Code of Conduct that brings the school into disrepute, that adversely affects the school's educational mission, objectives, and/or interests of the BCHS community, or that seriously affects the ability of our school to continue its normal activities, will be subject to review and discipline. For example, inappropriate behaviors in our surrounding neighborhood or on public transportation such as public urination, public intoxication, disruptive conduct, loud and unruly gatherings, violations of our alcohol and drug policy, and misconduct demonstrating flagrant disregard for any person or persons would violate our Code of Conduct and will be subject to appropriate school disciplinary procedures, up to and including dismissal.

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

BCHS students are subject to all city, state and federal laws and shall be accountable to our courts for any violations of such laws. If we become aware of a charge alleging that a BCBS student has violated, while on or off campus, a city, state or federal law, we may institute a school investigation into that conduct, and that student may be subject to disciplinary proceedings, without regard to the pendency of any civil or criminal litigation, and regardless of whether any criminal arrest or prosecution has taken place.

Internet Activities. For the protection of our students, teachers and officials, and for reasons related to school safety and school reputation, we expect our students to demonstrate responsible social behavior and to conduct themselves as good citizens when using the Internet, whether on or off campus. As a result, if we become aware that a BCBS student has posted or displayed information on the Internet or on any social networking site or other website (such as MySpace, FaceBook, You Tube, etc) that involves inappropriate behavior including, but not limited to the use, possession, or distribution of drugs/alcohol, sexual behavior, harassment/hazing/bullying, illegal activities or promoting violence, we will investigate that activity, and that student may be subject to appropriate school disciplinary procedures, up to and including dismissal. Students are also prohibited from posting any materials on the Internet, on any social networking site, or any other website, and are prohibited from sending information via electronic transmission that is associated or linked to Bourgade Catholic High School, its students, faculty or staff without prior written consent from school administration. This may include but is not limited to pictures and videos of BCBS students, teachers or officials that are taken on campus or at BCBS-sponsored events. Any violation of this policy will be subject to appropriate school disciplinary procedures, up to and including dismissal.

VIII. DRUG/ALCOHOL ABUSE POLICY

Bourgade Catholic is a law-abiding educational institution and, therefore, the legal authorities will deal with students who break government law. Incidents involving drugs/alcohol on the BCBS campus, any other school campus or at school related activities will be reported to the police. (A.R.S. 15-515)

BCBS prohibits the illegal use, possession, distribution, manufacture or sale of any controlled substance, drugs, or alcoholic beverages by individual students or by student organizations at any school event, whether on or off campus, while on travel status when representing the school (e.g., as a member of athletic team, club, student organizations, etc.), and at any other function or activity that is sponsored by BCBS, chaperoned by BCBS officials, or in any way connected to BCBS. Any violation of our drug and alcohol policy will be subject to appropriate school disciplinary procedures, up to and including dismissal.

Bourgade Catholic reserves the right while on campus or at a school related function to require drug screening tests, to search lockers, and backpacks. Parents who refuse to allow their student to be tested immediately (within 2 hours) may be required to remove their student from the school. This policy also involves students who possess contraband, are in the presence of others who have or are using drugs or alcohol, or who are under the influence of drugs or alcohol.

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

- a) Every attempt will be made to contact parent/guardian.
- b) The student will be suspended from school, with no credit for work, for three (3) days.
- c) A drug test (urinalysis and/or hair-follicle test), is required within 2 hours at the student's expense. If the report indicates the student is using an illegal substance, the student completes the suspension requirement. No credit will be given for the missed class work. If the report indicates the student is not using an illegal substance, the student is reinstated in school and the work may be made up for credit allowing one day for each day missed.
- d) A documented report of the drug test must be given to the Director of Students prior to returning to school.
- e) The student must be enrolled in a licensed rehabilitation program, submit documented evidence of this to the school, and agree to share follow up information with the school.
- f) The student will submit to random drug testing over the remainder of their school career at Bourgade Catholic High School at the student's expense.
- g) When this is complete, the student is reinstated in school (Diocesan Handbook 4.17-18).
- h) Students trafficking or selling drugs on campus will be required to withdraw.

IX. HARASSMENT POLICY

Bourgade Catholic High School believes in the inviolability and integrity of all persons: We are created in God's image and are of inestimable value. For these reasons, any form of harassment is completely contrary to this belief and seriously hurts the Faith Community. All students and employees are forbidden from engaging in any behavior of this

nature that is directed at any member of the community, adult, adolescent, or child. This policy extends to any visitor or guest to the campus. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

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, up to and including dismissal. Students who have filed false charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or to a school environment, which is hostile or intimidating because of the individual's race, creed, color, national origin, physical features, gender, or speech. Any unwelcome behavior including profiling, victimizing, bullying will not be tolerated in the BCHS community. Harassment can occur any time during school, after school, or during school-related activities. Harassment includes but is not limited to verbal, physical, visual or sexual unwanted behavior.

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

1. The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the behavior does not stop immediately the student must report the harassment to the any staff member who will then report the harassment to the Director of students.
2. The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
3. The investigation will include a meeting with the person accused of harassment, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If warranted, the alleged harasser will be suspended during the course of the investigation.
4. Once the facts have been gathered, the Director of Students, in consultation with the Principal, will decide what disciplinary action is warranted. **Students should always be aware that suspension or expulsion might be the immediate consequence of Harassment.** (Diocesan Handbook 4.21)

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

X. STUDENT RIGHT OF APPEAL

Occasionally matters may arise which will require an objective review by third parties in order to assure the maintenance of positive relationships within the school community. To facilitate reconciliation, communication and the strengthening of the Community of Faith, the general guidelines below shall be followed:

In any conflict, an effort shall first be made to resolve the issue in a spirit of fairness and justice by following the ordinary and regular communication channels between the people involved, e.g. parties in dispute attempt to resolve the conflict first.

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

- a. Directors of Studies or the Director of Students
- b. The Principal

In the case where the Principal is believed to be acting contrary to Diocesan or local school policy, a parent or student (18 years or older) may have recourse to the Superintendent (Diocesan Handbook 1.15).

Normally, prior to any suspension for a period longer than 3 days or any required withdrawal from school, opportunity for a hearing shall be provided, according to Diocesan policy. Copies of this information are available upon request.

Our handbook may not include all directives. The Administration reserves the prerogative to impose restrictions and consequences it may deem necessary for good order and for the welfare of the individual student and the entire Bourgade Community.

XI. ATHLETICS AND EXTRACURRICULAR ACTIVITIES

A. Athletics/Activities Overview: The purpose of the BCHS athletic/activity program is to develop individual character and athletic skills of each person. Emphasis is on participation, teamwork, fair play, and on learning and practicing the necessary basics. The primary goal is to develop individual and collective "winners." It is strongly recommended that all incoming students get involved in an activity or sport.

These activities include: football, volleyball, swimming, basketball, wrestling, track, baseball, softball, tennis, golf, chess, cheer, soccer, drama and dance line. As a high school member of the Arizona Interscholastic Association (this includes student spectators, as well as participants at home or away games), we ascribe to their rules and regulations.

B. Athletic / Activities Participation

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

C. Expectations and Standards for Participation. It is the philosophy of the administration, faculty, and coaches that students representing the school in extra-curricular activities have a responsibility to themselves and to the school above and beyond that of the average student. In short, when students volunteer for an extra-curricular activity in school:

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

Directly and indirectly, the conduct of students reflects standards, attitudes and the philosophy of the school. Thus, schools obtain reputations (good and bad) by the conduct of their students and coaches.

As long as this is a fact and as long as students are representing their school, Bourgade will have guidelines for participating students. At the beginning of each extra-curricular activity season, students and their parents will be given written guidelines concerning the expectations for that activity. Students and parents alike will be required to sign this document showing their understanding and acceptance of these guidelines. Guidelines may differ because of the varying nature of the activities. These guidelines are in effect during the time period that the students are participating.

Since the student represents the school, the guidelines may extend beyond the school day and school grounds. Students choosing to participate in extra-curricular activities need to be aware that violation of the guidelines may be grounds for suspension or expulsion from the activity, and in some instances, the school.

Representing Bourgade Catholic High School is a privilege and an honor. Participating students should always take pride in their activities and in the image of Bourgade.

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

Students representing Bourgade Catholic High School are expected to be in good academic standing. If a student receives an "F" on a progress report or at the end of the first or third quarters or at the end of first or second semester, he/she will be declared ineligible for extra-curricular activities. The students and parents are notified, as are the moderators of activities.

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

A student declared ineligible has two options:

1. He/she may remain ineligible until the next grading time (Progress Report or Report Card).
2. After a minimum of two weeks, he/she may apply for probational eligibility. If the grades in all classes are "D" or better, the student is eligible.

During the first two weeks of ineligibility, some coaches let the student practice with the team but he/she may not play in a game. This practice is after the mandatory study hall time. During the second two weeks of consecutive ineligibility, the student may not practice or participate in a game or activity.

If a student does not attain probational eligibility after two consecutive periods of ineligibility, the student will be dropped from the team or activity.

If a try-out period for a new sport or activity occurs during the ineligible period for a student, the student may try out after mandatory study hall. If practice is required prior to tryout times, this practice is done after study hall. If it is during the student's second two-week period, the student may try-out, but cannot practice. If the student is not eligible by the third consecutive ineligibility, the student will be dropped from the team.

Ineligible students during the first two weeks of ineligibility:

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

Probational eligibility allows for full participation in extra-curricular activities and requires a grade check every two weeks in all classes.

E. Student/Parent Spectators Responsibilities

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

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

F. Athletic Participation Fee

Each sport and A.I.A. activity that BCHS offers requires a participation fee. This fee is vital to each program’s budget and must be paid prior to the first scheduled practice. **NOTE:** *The participation fee will not be refunded after the first two weeks of practice for any reason.*

G. Student Activities List

Student activities are a vital part of secondary education. The opportunities for students to organize and plan, to assume leadership roles, to gain recognition and identity, to experience self-government, to build self-esteem, to recreate physically and emotionally, and to mature socially emerge to a significant degree from the student activities program. As a result of the variety and growth of these organizations, a large proportion of the student population becomes involved in the activities program. Students are encouraged to become doers, to put forth the extra effort, to make the sacrifice, and to take the initiative. Do it! Make the Difference!

HONOR SOCIETIES

Mu Alpha Theta	Mrs. Donna Stossel
National Art Honor Society	Mr. Matthew Gish
National Honor Society	Mrs. Bonnie Boag
International Thespian Society	Mrs. Jinhee Huff
National Spanish Honor Society	Mr. James Ybarra
Quill and Scroll Journalism Society	Ms. Marianne Moriarty

ARIZONA INTERSCHOLASTIC ACTIVITIES

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

CLUBS

Active Bourgade Christians	Mr. Richard Browner
Ambassadors	Ms. Angela Moore
Blood Drive	Sr. Christi Laudolff, CSA
Drama Club	Mrs. Jinhee Huff
Roots and Shoots	Mrs. Colleen Gish
Key Club	Ms. Mary Abeyta
Letter Club	Mr. Shawn Gatson
Peer Counseling	Ms. Carol Caruso
S.A.D.D.	
Student Government	Ms. Carol Caruso
Tech Club	Mr. Steve Rohde
Journalism	Ms. Marianne Moriarty

H. School Letter Jacket Policy

An official Bourgade Catholic High School Letter Jacket must be navy blue with maize gold sleeves. The back of the jacket has the letters “Bourgade” at the top (curved), the official school mascot of the soaring eagle in the center, and the letters “Golden Eagles” at the bottom (curved). Nothing else is to be on the back of the jacket. There are specific guidelines for the letter jacket. (See the Letter Club Moderator for details.)

XII. FINANCE POLICIES

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

TUITION AND FEE SCHEDULE

Tuition:

Full Rate	\$10,240.00 per student
With Catholic Parish Reduction (participation must be verified)	\$ 8,150.00 per student

CATHOLIC PARISH TUITION REDUCTION:

Each parent is asked to pay the full rate of tuition for each student. However, for those families who are registered, active and contributing members of their parish and are unable to pay the full rate of tuition, Bourgade Catholic High School offers a reduced tuition rate. **Those families not verified as registered, active and contributing members of a Catholic parish in the Diocese of Phoenix by July 1, 2009 will be required to pay the full rate of tuition for each student. The parish reduction discount will not be applied retroactively.**

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

CLASS FEES:

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

OTHER FEES:

Returned check fee	\$25.00 per check
Late Payment fee	\$25.00 per occurrence
Incoming New Student Book Fee	\$250.00
Registration Fee	\$200.00
Athletic Fee	\$150.00-\$225.00 per sport

DIOCESAN POLICY REGARDING FINANCIAL OBLIGATIONS:

Students will not be permitted to take semester examinations, receive report cards, or register for the following semester until all financial obligations have been met. (Section No. 5.01 (G), 2.10 (B), & 4.20(A) of the Diocesan School Policy)

BOURGADE CATHOLIC HIGH SCHOOL POLICY REGARDING FINANCIAL OBLIGATIONS:

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

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

This includes but is not limited to:

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

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

XIII. MISCELLANEOUS (INFORMATION IN ALPHABETICAL ORDER)

ASBESTOS MANAGEMENT PLAN

Bourgade Catholic High School has an active inspection and management plan regarding the condition of asbestos in the buildings. The plan meets the requirements of the United States Environmental Protection Agency. The school is also required to inform all employees, volunteers, and parents that the requirements regarding asbestos have been met. Inspections show that friable (easily crumbled) asbestos has been removed or encapsulated. This

Management Plan is available for perusal by anyone who is interested. Please ask the receptionist to provide the "Asbestos Inspection Report" to you.

ASSIGNED AREAS

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

BIKE RACKS

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

BOOKS AND MATERIALS

Books are the property of the school and should be carefully maintained. All books should be covered; papers should not be stuffed in a book; and books may not be written in nor text underlined. Students who damage books will have to pay for the damage.

Students need to bring to class textbooks, pens, pencil, loose-leaf paper, notebooks and appropriate materials for learning. If book bags are used, they may not be left outside of lockers or any place where they become a safety hazard (per insurance recommendation). Book bags must be placed under the desk or chair in the classroom. Book bags are not to be written on, have patches, toys, etc., on them. The school suggests that students purchase nametags for identification purposes.

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

BUS TICKETS

Bus tickets are available for sale at the Finance Office.

COMMUNICATION

1. Parent/Teacher conferences are held for all high school students and parents. The Principal, staff, or parents may schedule additional conferences for individual needs. Conferences are held to discuss progress, accomplishments, and areas in need of improvement. Students should and are encouraged to attend the conferences with their parents.
2. Telephone and Personal Contact. Unless absolutely necessary no teacher or student will be called to the telephone during class time. Important messages will be relayed to the teacher or student. The school telephones are for business purposes only, and will not be used by students except for school purposes. Parents should not expect the school to relay doctor, dentist or other appointments.

In justice to the students, it is important that the teacher is not called out of class. Parents may leave messages for a teacher in the teacher's voice mail. When leaving a message, parents should specify the best time to return the call. Parents are encouraged to call a teacher to receive information regarding their son/daughter. Please call the main school number at 602-973-4000.
3. A school newsletter with a calendar of the school events is mailed or emailed monthly.
4. Email – Every staff member at Bourgade Catholic High School is equipped with email.
5. Edline – A password is given out through the Director of Studies' office.
6. School Website www.bourgade.org
7. Log on to www.eventlink.com to receive daily event reminders and for official communication from the school.

COMPUTER AND INTERNET

Conditions And Rules For Use

Acceptable Use

- a) The purpose of the Internet is to facilitate communication in support of research and education. The Internet provides access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of one's account must be in support of and consistent with the educational objectives of the Diocese of Phoenix and Bourgade Catholic High School. The Diocese of Phoenix and all users of the Internet must comply with existing rules and Acceptable Use Policies. These are incorporated in this document and are available from Bourgade Catholic High School.
- b) Transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighting material, threatening or obscene material, or material protected by trade secret. The breaking of copyright laws such as plagiarism, unlicensed use of software, and unauthorized use of audio files is also prohibited.

- c) Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is prohibited. One cannot advertise products or political candidates on the Internet.
- d) The use of school computer accounts is for school purposes only. This includes users of the LogMeIn interface.

Privilege

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

Monitoring

- a) The Diocese of Phoenix and Bourgade Catholic High School reserve the right to review any material on user accounts and to monitor fileserver space. Bourgade Catholic High School will make determinations on whether specific uses of the network are inappropriate. In reviewing and monitoring user accounts and fileserver space, user privacy is not guaranteed.
- b) Any and all data saved to the school computers and/or network becomes the property of Bourgade Catholic High School and may be deleted as appropriate by system administrators. Anything, including use of the Internet, which creates a material disruption of the learning environment at BCHS, is subject to censorship.

Network Etiquette

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

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

No Warranties

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

Security

- a) Security on many computer systems is a high priority, especially when the system involves many users. A user must never allow others to use his/her password or user account. Users should also protect their passwords to ensure system security and their own privileges and ability to continue to use the system.
- b) Users must have permission to connect personal computing devices to the BCHS network. This includes wireless access.
- c) If a user can identify a security problem on Internet, the user must notify a system administrator. Do not demonstrate the problem to other users.

- d) Attempts to log on the Internet as a system administrator will result in cancellation of user privileges. Students should not use a teacher or administrator computer without expressed permission.
- e) Any user identified as a security risk for having a history of problems with other computer systems may be denied access to Internet by the Diocese of Phoenix or Bourgade Catholic High School.

Vandalism and Harassment

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

Procedure for Use

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

Encounter of Controversial Material

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

Penalties for Improper Use

- a) Any user violating these rules, applicable state and federal laws or posted classroom and student handbook rules are subject to loss of network privileges and any other disciplinary procedures Bourgade Catholic High School may enforce.
- b) In addition, pursuant to the State of Arizona law, any unauthorized access, attempted access, or use of any state computing and/or network system is a violation of the Arizona Penal Code and/or other applicable federal laws, and is subject to criminal prosecution.

DANCE POLICIES

All dances are restricted to Bourgade students and their guests. Each student is limited to one guest. All guests must complete a dance contract in order to attend any dance at Bourgade Catholic High School. These contracts must be turned in by the Wednesday prior to the dance. Prom and Homecoming contracts must be turned in two weeks prior to the dance. Bourgade Catholic High School reserves the right to refuse any student admission. Students are responsible for the behavior and condition of their guests.

Those attending the dances are expected to dress in good taste. This includes guests. Dresses, skirts, and tops should all conform to the B.C.H.S. guidelines. Footwear is required. Baseball caps, sunglasses, etc. are normally not permitted. Students inappropriately dressed will not be permitted to attend.

Students attending the dance will be in the designated area. There is to be no loitering on campus. A student who leaves the dance or dance area must leave the campus and will not be re-admitted to the dance. Failure to comply with school rules will result in dismissal from the dance, parents will be notified, and a referral will be made to the Director of Students for appropriate action.

Students will need to enter dances during the first hour with their student I.D., no admission will be allowed after that time. Students must stay at the dance until thirty minutes prior to the scheduled end of dance. Students who are not admitted will be helped by chaperones to contact parents. All scheduled dances will finish by 11:00 p.m., unless the Administrative Council approves a later time. Parents are asked to pick up students by 11:15 p.m. Gates are locked at 11:30 p.m. In compliance with Phoenix Area curfew law, an adult should pick up students under 16 years of age who will be out after 10:00 p.m. Failure to comply with any or all guidelines may result in the student not being allowed to attend future dances.

DIOCESE OF PHOENIX CODE OF CONDUCT

For clergy and Diocesan personnel (includes volunteers) in their ministerial relationship with children, youth and vulnerable adults.

1. Diocesan Policy requires that they:

- Participate in training program for a Safe Environment for children, youth and vulnerable adults as well as training for the implementation of the Diocesan Policy on Sexual Misconduct.
- Maintain the appropriate boundaries for adult/child relationships in the classroom and school, religious education program, youth ministry program and parish.
- Any person who reasonably believes that there is criminal sexual misconduct with minors or vulnerable adults must report to the police and Child Protective Service as well as cooperate fully in any policy investigation.
- After notifying police as described in #3 report to the Youth Protection Advocate for the Diocese so that the Sexual Misconduct Policy can be implemented.
- Advise an adult who reports an allegation of sexual abuse by church personnel while a minor or vulnerable adult that he or she has the right and responsibility to report this allegation to appropriate law enforcement and social service agencies.
- Avoid situations of extreme personal self-disclosure. This creates a situation where young people or vulnerable adults are drawn to personalities rather than the community at large.

2. Diocesan Policy Prohibits:

- Any kind of sexual contact or inappropriate touching of a minor or vulnerable adult.
- Any breach of professional trust, which has as its intent sexual contact or activity with minors or adults.
- Any inappropriate behavior, which could be misunderstood or be construed as an indicator of potential sexual misconduct.
- Having minors or vulnerable adults (who are not family members) with whom there is a ministerial/work relationship, as a visitor in one's home, residence, dormitory, apartment, rectory or the private living quarters of priests without another adult present.
- Vacations with minors or vulnerable adults (who are not family members) unless parents or other adults are present.
- Field trips or other outings involving minors or vulnerable adults in places and situations where no other adults are present.
- Travel with minors or vulnerable adults (who are not family members) without another adult present in the car, van, church bus, carpool or other means of transportation.
- Behavior including but not limited to activities that involve excessive physical contact with minors or vulnerable adults. Wrestling-Tickling-Other physical "horseplay"
- Giving out to minors or vulnerable adults one's personal phone number, pager and personal email address.
- Taking a minor, group of minors or a vulnerable adult to a restaurant for a meal without another adult present.
- Giving alcohol and/or drugs to minors or vulnerable adults.

DISCRIMINATION POLICY

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

ELECTRONIC SOUND EQUIPMENT

Students may bring electronic equipment on campus at their own risk; however, the school does not recommend that students bring such devices to school. BCHS is not responsible for lost or broken items. **Students are not permitted to use their personal electronic devices between the first and last bells of the school day.** If a student is in Mandatory Study Hall or in detention, their school day is not over until that specified time and therefore any of the above equipment is not allowed.

Electronic equipment confiscated during the school day will be subject to the following consequences: Parents will be notified for each offense.

1st offense: held in the Dean's office for 24 hours, and a 45 minute Detention

2nd offense: held in the Dean's office for 48 hours, \$15 fine, Saturday detention

3rd offense: held in the Dean's office for 72 hours, \$20 fine, Saturday detention

4th offense: Parent conference held after 96 hour holding period, \$25 fine, and Saturday detention

EMERGENCY DRILLS

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

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

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

Please listen to local radio and TV Stations for information.

EMERGENCY INFORMATION

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

LIBRARY

The library is open from 7:30 a.m. to 4:00 p.m. Monday thru Thursday and from 7:30 a.m. to 1:00 p.m. on Fridays. Students are encouraged to use the library. Books are usually withdrawn from the library for a period of two weeks and may be renewed. However, the length of the checkout can be longer, according to the student's need. A fine of 5 cents per day is charged for overdue books. Students are responsible for books charged to them. A lost or damaged book must be paid for by the borrower. Encyclopedias and magazines are not to be taken from the library. A copy machine is available. The cost is 10 cents per copy. The library will have a quiet study atmosphere at all times.

It is expected that remuneration will be made for damaged or lost materials before the end of the semester. All materials must be returned and outstanding library accounts cleared before examination time in December and May.

LOCKERS

1. Assigned lockers should be kept clean, neat, and *locked* at all times. Lockers and locks may not be exchanged between students.
2. Bourgade Catholic High School is not responsible for items kept in the lockers that might be lost or stolen.
3. The school is co-tenant of all lockers and reserves the right to search them at any time.
4. Teachers and administrators will conduct locker inspections periodically.
5. A \$5.00 fine will be issued for excessive disorder, loss of locks, or failure to keep locker locked.
6. Alcohol, drugs, any inappropriate pictures, tobacco or non-Christian signs and symbols are not to be displayed in lockers or any where else on school property. The Administration will make this determination (Diocesan Handbook 4.16).

LOITERING - BOURGADE IS A CLOSED CAMPUS

The safety of our students and the security of our campus are concerns that require the awareness of all members of the Bourgade community. The Administration should be notified as soon as possible when "strangers" or suspicious people are observed on campus. Visitors/Vendors/Workers coming on campus during the school day must sign in at the office. Students who wish to invite friends on campus must first receive permission from the Director of Studies.

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

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

LOST AND FOUND ITEMS

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

LUNCH TIME AND AREA REGULATIONS

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

MEDICATIONS

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

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

These requirements apply to over-the-counter drugs as well as prescription drugs (Diocesan Handbook 4.14). Tylenol, Midol, Mylanta, etc. need to be sent from home. The school does NOT supply medications. Bourgade Catholic High School reserves the right to circumscribe or disallow the use or administration of any medication on school premises if the threat of abuse or misuse of the medicine may pose a risk to a member or members of the student population.

PARKING REGULATIONS

1. Any Bourgade Catholic student who drives a car to school must have that car registered with the Director of Students Office for a fee of \$10/semester, if they wish to park on campus. At that time, he/she will receive a parking permit to be displayed in the front window. Registration begins during the first week of school, but a car can be registered at any time in the office of the Director of Students. **All cars parked on school property during the school day must be registered, insured and locked.**
2. Carpooling students may park in the designated carpool parking area. Their auto registration with the Director of Students must show with whom they carpool.
***If you are interested in a carpool, please register with the Director of Students.**
3. Student cars must be parked ONLY in the south student parking lot. Parking in any other area without authorization is off limits to students. This parking lot is locked at 8:15 a.m. every morning and unlocked at 2:45 p.m. Monday-Thursday and 12:45 p.m. on Fridays.
4. On school property, the speed is to be no more than 5 miles per hour at all times. Safe driving with caution/care and speed laws is to be observed in the entire school area. Any infractions of parking regulations will lead to loss of privileges. Students are not to loiter around vehicles or in the parking lot before, during, or after school.
5. Students are not permitted in cars or in the parking areas during the school day without written authorization from the Administration.
6. Vehicles parked on school property are subject to search by school authorities if reasonable suspicion exists to warrant such search.
7. All parking violations are subject to a \$5.00 fine, subsequent violations will be treated more seriously.
8. Bourgade Catholic High School is not liable for articles lost or stolen from cars. Unattended cars must be locked.
9. Bourgade Catholic High School assumes no responsibility for vehicles parked on its property.
10. Students must respect and obey the school speed zone areas on 31st Avenue.
11. Students must be aware of and respectful of the students walking to and from school on 31st Avenue.
12. Students should be dropped off and picked up from school in the visitor parking lot located in front of the student services building.

Alternate Modes of Transportation: For students that ride their bicycles to school, shower and locker room facilities are available before school at 7:30AM.

PROPERTY

The school books, the desks and the equipment used are all made available for students in order that they may have the best education possible. Most of the material is expensive and requires much upkeep. Therefore, each student is asked to take the best possible care of the school-walls, desks, tables, books and equipment. Students need to help keep classrooms and the campus areas free from paper and litter. It is expected that they will be asked to "police" the grounds. If it happens that a student breaks something or mars it, he/she is asked to report this to his/her classroom teacher or Director of Students. This is important as it helps us to keep things in good repair. Any student charged with deliberate damage will be held financially responsible. (Diocesan Handbook 4.22)

RIGHTS OF NON-CUSTODIAL PARENTS

By law, a non-custodial parent has a right to attendance records and grades unless there is a court order to the contrary. A copy of the court order should be on file at BCHS in the student's permanent record.

If a non-custodial parent wishes to see his/her student, it must be with the permission of the custodial parent unless the court decree states otherwise. To protect everyone in the family, it is up to the custodial parents to present to the school a copy of that portion of the decree stating visitation rights.

SCHOOL TRANSPORTATION

All occupants of any school vehicle will be required to fasten their seatbelts. Failure to do so will result in the loss of privilege to ride in the vehicle.

STATUS OF STUDENTS REACHING MAJORITY

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

STUDENT IDENTIFICATION CARD

The students should carry their ID at all times. Students who lose ID cards are expected to report the loss to the Director of Students so that a new card can be issued. There is a \$5.00 replacement fee for the lost card.

STUDENT ACCIDENT INSURANCE

Beginning 7/1/97, any student enrolled in a Diocese of Phoenix Nursery, Pre-School, Kindergarten, Elementary, or Secondary School is provided accident insurance worldwide while on school grounds when school is in session, while taking part in a school sponsored and supervised activity, or while attending school sponsored and supervised religious services or instruction. If a student suffers a covered "accidental injury," he/she will be eligible for benefits by completing the proper claim documentation, which will be available in the school office. The program pays the first \$100 of claim expenses and expenses in excess of the primary carrier's responsibility. This description is for information purposes only; please refer to the policy for actual coverage, conditions, and restrictions that may apply. (Diocesan Handbook 4.27)

VISITING SCHOOL

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

XIV. CLASS OFFICERS

STUDENT COUNCIL OFFICERS 2009-2010

President - Tricia Kersten

Vice President – Elizabeth Martinez

Recording Secretary – Brittne MacCleary

Corresponding Secretary – Tricia Schwartz

Treasurer – Katie MacCardell

Parliamentarian – Guillermo Flores

Historian – Victoria Royster

CLASS OFFICERS 2009-2010

SENIORS

President – Adriana Ramos

Vice President – Cori Zimny

Secretary – Ashley Fagnani

Treasurer – Brett Crable

JUNIORS

President – Ryan Burke
Vice President – Brian MacCleary
Secretary – Kaitlin Apostolik
Treasurer – Danielle Bryant

SOPHOMORES

President – Mario Gonzalez
Vice President – Elvira Anchondo
Secretary – Alan Milo
Treasurer – Anni Poetzl

FRESHMEN

Officers to be elected during the second quarter.

XV. OPERATION HOURS COMPUTER LAB

COMPUTER LAB (NORMAL HOURS)

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

XVI. WHO TO SEE....

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