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# BISHOP RYAN CATHOLIC SCHOOL

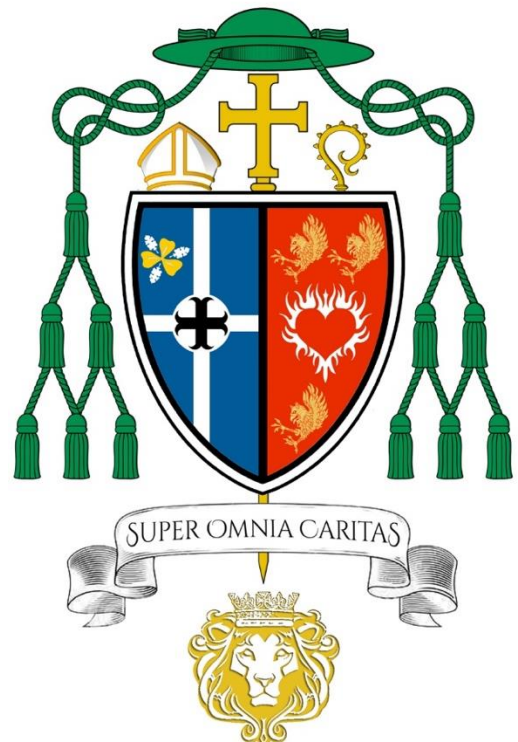
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## STUDENT AND FAMILY HANDBOOK

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*Revised: March 2023*

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# Bishop Ryan Catholic School Student and Family Handbook 2023-2024

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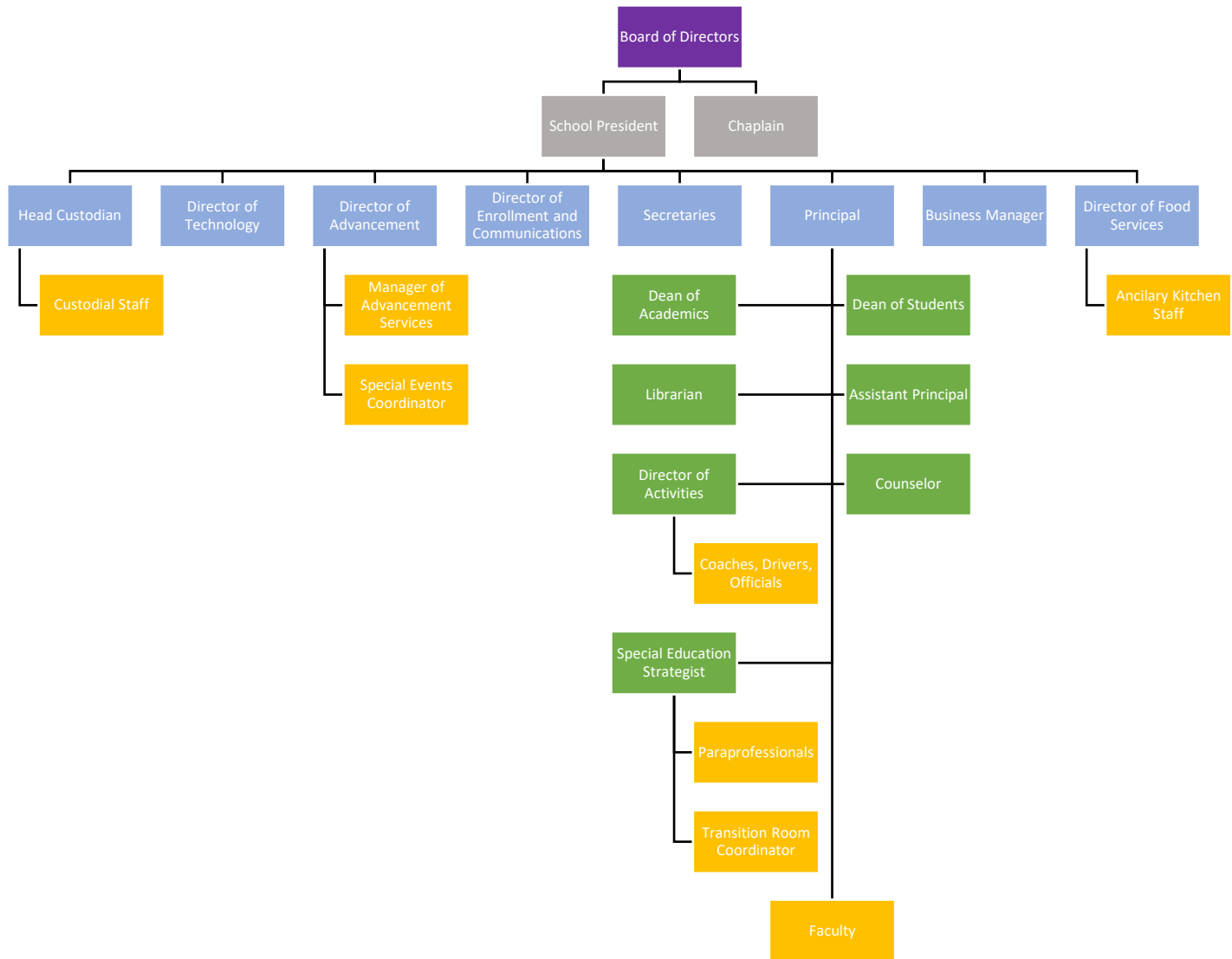
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# -Foundational Policies and General Norms-

## Governance and Administration



### a. Board of Directors

The BRCS Board of Directors consists of five lay members and six clergy members. The president of the board is the bishop of the Diocese of Bismarck. The other clergy members are the pastors of the four parishes of Minot and the school's priest chaplain. The lay members of the board are appointed by the bishop upon recommendation from the board of directors.

### b. School President

The school president is supervised by the BRCS Board of Directors and presides over the school as its chief officer.

### c. Principal

The principal of the school is supervised by the school president and is directly responsible for operation and administration of the educational programming of the school.

### d. Chaplain

The school chaplain is a priest appointed by the bishop of the diocese of Bismarck. He is responsible directly to the bishop and the bishop's delegate for Catholic education in matters liturgical and religious. He is directly responsible to the principal in all educational matters.

## **Bishop Ryan Catholic School Mission Statement**

***To serve God and His children by laying the foundation for lasting happiness through education in virtue.***

### **Educational Philosophy of Bishop Ryan Catholic School**

1. With a motherly solicitude, the Church aims to assist parents in their important right and obligation to give their children a Christian education through the institution of Catholic schools. Furthermore, Catholic schools concretely advance the Church's teaching mission. *Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything that I have commanded you.*<sup>1</sup> Under the governance of the Bishop of the Diocese of Bismarck, the direction of the pastors of Minot's Roman Catholic parishes, and in cooperation with the school's administration, Bishop Ryan Catholic School (BRCS) offers excellent elementary and secondary education in accord with the Church's teaching mission. This teaching mission is essentially a supernatural endeavor since its ultimate purpose is to lead all people to faith in Christ, who is *the Way, the Truth, and the Life.*<sup>2</sup>
2. Taking into account the supernatural vision of the Catholic School, as well as the importance of founding our education upon an adequate Christian anthropology, BRCS approaches the education of its students from three distinct and yet interdependent pillars of formation: human, intellectual, and spiritual. These three aspects of our formation program provide a framework in which students of BRCS are equipped to form a synthetic and coherent worldview by integrating truths derived from both faith and reason.
3. Human or moral formation is essential to authentically Catholic education. Holding fast to the theological principle that *grace perfects nature*, Catholic human formation begins with a sound understanding of human nature, which is made in the image of God and called to participate in his likeness through the life of supernatural grace. This education focuses on both the human virtues, such as prudence, justice, fortitude, temperance, and humility; as well as the theological virtues faith, hope, and charity. These human virtues form the proper foundation for growing in holiness and Christian maturity. Human formation also plays the role of integrating the intellectual and spiritual pillars of formation through the formation of a mature and upright conscience by which students act in accord with the truth. Students are taught that an authentic exercise in human freedom is always ordered to what is truly good and achieved by obedience to Jesus Christ.
4. Intellectual formation is the formation pillar most commonly associated with "education" in general. Indeed, "the intellectual nature of the human person reaches its final perfection, and needs to do so, through the wisdom which gently draws the human mind to seek and love what is true and good, and which leads it through visible realities to those which are invisible."<sup>3</sup> In order to fulfill the demands of our intellectual nature to reach the attainment of wisdom, BRCS offers an excellent preparatory education in the fundamental secular sciences. Moreover, the intellectual pillar of formation embraces not only the secular sciences, but also most distinctively an education in divine science through religious education. The religious education curriculum is structured according to the guidelines given by the United States Conference of Catholic Bishops.
5. The Spiritual Formation pillar encompasses the human and intellectual pillars of formation by providing a supernatural finality to the entirety of our educational efforts. All things are to be seen in light of the surpassing grace of knowing and loving Jesus Christ, who draws the baptized up into the joy of communion with the Most Holy Trinity. The entirety of the BRCS mission is entrusted to the patronage of the Sacred Heart of Jesus. In order to lead our students into a deeper relationship with God the Holy Trinity, a panoply of devotional and liturgical experiences are integrated into the life of the school. The proximate purposes of the spiritual formation program are twofold: The first purpose is to evangelize our students by instilling a deeper conviction about the truth and importance of the Catholic faith. Secondly, the spiritual formation program is designed to foster *normal* Catholic practice in a structured environment so that the spiritual formation received at school is sustainable throughout the entirety of their life.

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<sup>1</sup> Mt 28:19-20 NRSV

<sup>2</sup> Jn 14:6 NRSV

<sup>3</sup> Second Vatican Council, *Gaudium et Spes* 15

#### Sources:

Second Vatican Council *Declaration on Christian Education*,  
Code of Canon Law

*The Holy See's Teaching on Catholic Schools*

-Archbishop J. Michael Miller, CSB

## **Portrait of a Bishop Ryan Graduate: Desired Student Outcomes**

A Bishop Ryan graduate...

1. is a self-directed and life-long learner who desires the truth;
2. desires to live a virtuous life as the foundation for happiness;
3. has the habit of integrating the truths known by faith and reason into one's actions;
4. has worked diligently and courageously to achieve their potential in all curricular and extracurricular endeavors;
5. desires to discover and live their God-given personal vocation as the mission for their life;
6. has a strong historical and philosophical awareness;
7. values the dignity of the human person and respects themselves and others;
8. values friendships that ennoble their dignity as sons and daughters of God;
9. intends to give generously of themselves in service of the common good, God, and His Church.

## **Religious Formation**

Religious formation is foundation and reason for Bishop Ryan Catholic School. Each school day begins with the Angelus or other approved prayer and the Pledge of Allegiance (virtue of patriotism). Noon prayer is said before lunch. During prayer and the Pledge of Allegiance, all students are expected to show decorum by standing and participating respectfully and reverently.

All students are required to attend all liturgies, prayer services, devotions, religious presentations and class retreats sponsored by the school during school hours or in connection with school activities. Students and faculty who are not in full communion with the Catholic Church are not required to participate actively in the Catholic Mass or devotions, but are expected to be in attendance in a respectful and courteous manner. All-School Masses and penance services are scheduled approximately once each month during the school year. In addition, elementary students attend Mass and adoration according to class schedule.

## **Administrative Interpretation of Handbook**

The BRCS Administration shall interpret the text and the meaning of the text of this handbook as need arises. The application of the principles and purpose of this handbook in any situation not specifically, completely or accurately identified within this handbook shall be vested with the BRCS Administration, guided by the interest of the school's common good. The Board of Directors may amend this handbook for just cause with such amendment being provided to parents.

## **State Approval and Accreditation**

Bishop Ryan Catholic School is approved by the North Dakota Department of Public Instruction and the Diocese of Bismarck, as well as accredited by Cognia.

## **Admissions Policy**

Bishop Ryan Catholic School recognizes the irreplaceable role of parents in the education of their children. The school cannot, nor should it wish to, displace parents as the primary educators of their children. Yet, the articulated mission, vision, and policies of Bishop Ryan Catholic School are normative for every family that seeks an education at Bishop Ryan, regardless of personal preferences or beliefs. To voluntarily become a part of our school is to agree to cooperate in the advancement of our mission and the implementation of our policies, practices, and administrative decisions.

## **Parent Cooperation as Condition of Continued Enrollment**

The matriculation of each student begins a partnership between the parents or guardians of that student and the teachers, administrators, and support staff of the school. This partnership serves the common good of the school, which subsequently ensures the flourishing of each of the school's members. Parents and guardians are expected to cooperate with the school's administration, teachers, and policy. In this way, all members of our community may "anticipate one another in showing honor" and the culture of the school may overflow in goodwill to the benefit of all. (Rom. 12:10)

Parental duties toward the school upon the completed enrollment of a child include, but are not limited to, the following:

1. Timely and consistent communication with the school;
2. Cooperation with and observance of all school policy;
3. Support of the school's disciplinary practices toward one's child/ren;
4. Active participation in parent-teacher conferences;

5. Provision of oversight and aid to their child/ren in the completion of homework;
6. Timely payment of tuition;
7. Avoidance of all defamatory or calumnious public speech about Bishop Ryan Catholic School, its attending families, students, or employees, including in the use of social media;
8. Conflict resolution using the proper channels of communication and means;
9. Participation in fundraising and advancement events and programs according to one's ability.
10. Acting respectfully and charitably to BRCS employees and attending families.

The education of a student is a partnership between the parents and the school. Just as a parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

### **Home Education Enrollment Policy**

In making a determination about the enrollment and placement of students in our school, BRCS recognizes the importance of both academic and social-emotional maturity as factors in encouraging a productive and successful learning experience.

Bishop Ryan Catholic School typically enrolls students into grades one through twelve based upon success in previous academic experiences and with appropriate school records. Enrollment and grade placement at Bishop Ryan Catholic School for a child who has most recently been enrolled in "home education", as referenced in North Dakota Century Code 15.1-23, will be determined upon completion of assessments coordinated by the Bishop Ryan administrative team. Parents will be responsible for arranging the approved screening assessments(s) and any fees associated with such assessment(s). The Bishop Ryan administrative team will evaluate all assessment results, making a final decision as to acceptance and most appropriate grade level placement for student enrollment.

Following admission, all new students entering Kindergarten through 12<sup>th</sup> grade at Bishop Ryan are subject to a probationary period, detailed below.

### **Probationary Year**

New students who enroll at BRCS are required to begin with a probationary period.

Within the first year of enrollment, a meeting may be held with the principal, classroom teacher(s), and parents to discuss how the student is adjusting to the new school setting, whether or not the student is demonstrating academic success, and whether or not the student is exhibiting behavior consistent with Bishop Ryan standards.

In the event that a student does not show adequate progress during this probationary period, the student may be required to withdraw from Bishop Ryan. The determination of "adequate progress" is reserved to the discretionary judgment of the BRCS administration.

### **Discontinuance of Enrollment**

The education of a student is a partnership between the parents and the school. Just as a parent has the right to withdraw a child, if desired, so also school administration reserves the right to discontinue the enrollment of a student if administration determines that the partnership is irretrievably broken between the school and the student or his or her parents, if in the judgment of the administration the school is unable to meet the educational needs of the student, or if in the judgement of the administration continued enrollment of a student is seriously detrimental to the common good of the school.

Student Enrollment Withdrawal Process initiated by Parents:

1. Parental communication with BRCS Director of Enrollment stating the intention to withdraw one's child from Bishop Ryan.
2. Payment of remaining tuition per BRCS withdrawal policy.
3. Return of all BRCS property including sports uniforms, books, or school issued technology.
4. Upon the completion of steps 1-3, BRCS will release student records to the school of transfer.

Discontinuation of Enrollment initiated by BRCS:

1. The administration will inform the parent(s) that for one or more of the aforementioned reasons their student's enrollment will be discontinued. Written notice will be provided. A copy of the written notice will be placed in the student file.
2. Unless there are aggravating circumstances, the discontinuation of the enrollment will happen at the end of the academic quarter during which the decision is made.
3. All tuition and fees will be refunded based upon proration to the last date of school attendance.

### **Notice of Nondiscriminatory Policy as to Students**

YOU ARE HEREBY NOTIFIED that in compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, state, school rules, laws, regulations, and policies, Bishop Ryan Catholic School shall not discriminate on the basis of sex, age, race, color, national origin, religion, or handicap in the educational programs or activities which it operates.

It is the intent of BRCS to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parent/guardian, and employees who feel the school has shown discrimination.

Specific complaints of alleged discrimination under Title IX, Title VI, and Section 504 should be referred to: Fr. Brandon Wolf, Dean of Students and Title IX Coordinator, BRCS, 316 11th Ave NW, Minot, ND 58703; (701) 838-3355, frwolf@brhs.com.

### **Title IX Policy**

Title IX does not apply to an educational institution that is controlled by a religious organization to the extent that application of Title IX would be inconsistent with the religious tenets of the organization. 20 U.S.C. § 1681(a)(3); 34 C.F.R. § 106.12. Therefore, BRCS assumes that all federal interpretations, guidance, or requirements of Title IX that are interpreted to be inconsistent with BRCS's handbook and policy by BRCS's administration and/or Board of Directors do not apply to the administration of Title IX at BRCS.

Bishop Ryan Catholic School (BRCS) does not discriminate on the basis of sex in the education programs or activities which it operates.

Any persons who believe they, individually or as members of a group, are being subjected to sex discrimination may file a complaint personally or with representation, as outlined below:

1. An oral complaint may be filed with the department chairperson or immediate supervisor of a complaining employee.
2. A formal written complaint may be filed with the Title IX coordinator or BRCS school president.

Any person lodging an informal oral complaint reserves the right to file a formal written complaint within 60 days of filing of the oral complaint. Any student or employee of BRCS shall also be entitled to submit any complaint of alleged discrimination on the basis of sex directly to the Regional Office for Civil Rights of the United States Department of Health and Welfare, by sending said complaint to:

Regional Office for Civil Rights  
U.S. Department of Health and Human Services 601 East 12th Street –Room 248  
Kansas City, MO 64106

### **Statement on Inclusion and Human Sexuality**

As a Catholic School, we strive to welcome, respect, appreciate, and love all persons, recognizing the fundamental dignity of each person as created in the image and likeness of God. It is part of our mission to model and foster virtuous conduct that corresponds to the nature of our Catholic identity within our community.

The Catechism of the Catholic Church teaches that persons who experience same-sex attraction or identify as LGBT "must be accepted with respect, compassion, and sensitivity. Every sign of unjust discrimination in their regard should be avoided." (¶ 2358) Bishop Ryan Catholic School therefore condemns any and all direct or indirect intimidation or harassment of any person in regard to their sexuality. Such behavior is offensive and an affront to human dignity. Catholic moral teaching also holds that all persons, whatever their experience of sexuality, are called to lives of chastity in accord with their vocation and their state of life. Neglect or failure to do so is likewise harmful to human dignity.

Because the Church has clearly and consistently taught that the only morally acceptable sexual activity is between a woman and a man within the context of marriage, some may wonder if those who experience same-sex attraction are somehow less deserving of love and respect. They are not.

Bishop Ryan Catholic School upholds this twofold teaching with clarity and compassion. Clarity, however, is not to be confused with or result in actions that exclude, demean, or renounce anyone. Nor is compassion to be confused with or result in actions that endorse, facilitate, or excuse morally wrong behavior or activities.

We recognize that our approach may be in conflict with the practice or vision of the larger culture, as Christian beliefs have been in other times and places. We assert as fundamental to our mission the right to uphold Catholic



teaching and administer according to it. Furthermore, we are determined to provide a learning environment that corresponds to the truths of the Catholic faith and our responsibility to provide an education in virtue. We recognize that at any moment there may be individuals within our community who identify themselves as LGBT, and they are deeply valued. It is our firm commitment to foster a healthy and life-giving experience of community for our students, faculty, and staff, rooted in a loving concern for one another.

Finally, as a school, we encourage the vigorous pursuit of truth, while reminding all the members of our community of our common responsibility to deal with contentious or emotionally charged issues with civility and mutual respect.

*\*Adapted from the University of Mary's Statement on Inclusion and Human Sexuality in Employee Handbook (2015).*

### **Guiding Principles Concerning Human Sexuality**

Catholic teaching permeates and shapes the ethos of Catholic schools. The following doctrinal principles define BRCS's approach to our theological anthropology and are normative for BRCS. Informed by these principles, BRCS will administrate so as to affirm the truth about human sexuality as the necessary precondition for treating our students with the love that wills their authentic good.

- God created each person body and soul "in His own image, in the image of God he created them; male and female he created them" (Gen. 1:27). The dignity of each person and the source of his or her most important identity is found in this creation in the image and likeness of God (CCC §364).
- God uses the body to reveal to each person his or her sexual identity as male or female. A person's embrace of his or her God-given sexual identity is an essential part of living a fulfilled relationship with God, with oneself, and with each other (*Laudato Si* §155).
- The harmonious integration of a person's sexual identity with his or her sex is an expression of the inner unity and reality of the human person made body and soul in the image and likeness of God (CCC §364-65).
- The physical, moral, and spiritual differences between men and women are equal and complementary. The flourishing of family life and society depend in part on how this complementarity and equality are lived out (CCC §2333-34).
- All students and families deserve interactions with Catholic school communities that are marked by respect, charity, and the truth about human dignity and God's love (*Deus Caritas Est* §20).

### **Application of Guiding Principles**

The aforementioned Guiding Principles are practically applied in Catholic schools in various ways, including decisions about access to bathrooms, locker rooms, or participation in specific activities. BRCS will relate to each student in a way that is respectful of and consistent with each student's God-given sexual identity and biological sex. To this end, below are some examples of how these Guiding Principles apply at BRCS.

1. All school policies, procedures, resources, employee training, and assistance given to families will be consistent with the Church's teaching on the dignity of the human person, including human sexuality. Reflective of a commitment to a culture of transparency and understanding, these policies will be made available in writing to members of the school community by way of inclusion in relevant handbooks, agreements, and statements.
2. Student's name and pronoun usage will correspond to his/her sex (see definitions below).
3. Student access to facilities and overnight accommodations will align with his/her sex.
4. Eligibility for single-sex curricular and extracurricular activities will be based on the sex of the child.
5. Expressions of a student's sexual identity are prohibited when they cause disruption or confusion regarding the Church's teaching on human sexuality.
6. Students who attend and employees who work at a Catholic school can expect that the school acknowledges that God has created each person as a unity of body and soul, as male or female, and that God-designed sexual expression and behavior must be exclusively oriented to love and life in marriage between one man and one woman.
7. Schools will communicate with parents or guardians about their child's behavior at school and inform them of any concerns relating to the physical, emotional, social, and spiritual health, safety, or welfare of their child, except when advised otherwise by law enforcement or a social service agency.

### **Definitions**

1. **Sex** refers to a person's biological identification as male or female based upon physical characteristics present at birth.
2. **Sexual identity** refers to a person's identity as male or female that is congruent with one's sex.
3. **Sexual binary** refers to the God-given gift of the human family created male or female in the image and likeness of God.

4. **Transgender or gender non-conforming** is an adjective describing a person who perceives his or her sexual identity to be different from his or her sex and publicly presents himself or herself as the opposite sex or outside the sexual binary. Such public expressions that are intended to communicate a sexual identity different from one's sex include, but are not limited to, utilizing pronouns of the opposite sex, changing one's name to reflect the cultural norms of the opposite sex, wearing a uniform designated for the opposite sex, and undergoing surgery to change the appearance of one's reproductive or sexual anatomy.

*\*Adapted from the Minnesota Bishop's Statement on Sexual Identity*

### **Statement on Inclusion of Students with Special Needs**

*"The dignity of the human person is rooted in his creation in the image and likeness of God (CCC 1700)."*

Bishop Ryan Catholic School administration and faculty recognize this dignity in every student and understand that all students are unique and have a variety of gifts. As the gospel relates, some are given one talent, another five, and another ten talents; though given a differing number of talents with which to work, each student is called to be a good steward of their gifts, cultivating that which he or she has received from the Lord (cf. Mt 25 14-23).

While it is desired that all children attend Bishop Ryan, we recognize the need for a process of discernment to take place within each family with students with special needs. In order to accomplish the proper discernment, the school utilizes an enrollment process that strives to determine the best environment and needed resources to offer an optimal educational experience to the student. As a result of the discernment process, it may be determined either before or after student matriculation that Bishop Ryan is not able to provide the best educational environment for some students.

The school utilizes a team approach for making educational decisions. Parents are integral members of this team, creating a strong partnership with the school faculty. This team may be comprised of classroom teachers, as well as specialists from Bishop Ryan Catholic School, Minot Public Schools, and, in certain cases, Minot State University. While Bishop Ryan has a preference for inclusion within the classroom, it may be determined that some students ought to receive services outside the classroom (Schifter, 2016).

Bishop Ryan welcomes the opportunity to work together with parents to make Catholic education a reality. We believe that when parents are willing to work closely with school administration and faculty, it is possible for children with special educational needs to thrive within the environment of our Catholic school!

*\*Adapted from the Bishop Ryan Catholic School Educational Plan Part I: Theory (2018)*

### **Tuition Policy**

As stated in the above subsection "Parent Cooperation as Condition of Continued Enrollment" parents have a duty to pay tuition in a timely manner. Bishop Ryan Catholic School depends upon the timely receipt of tuition revenue in order to effectively maintain its annual budget. While we are willing to work with parents who, in good faith and for various reasons, are unable to make one or more tuition payments in a timely manner, we also reserve the right to take the following actions in cases of delinquent tuition payments:

- charge interest on unpaid tuition debts from previous fiscal years of 2% compounded monthly;
- withhold transcripts requested for students who have transferred to a different school or graduated and have a remaining tuition balance;
- turn over delinquent accounts to a third-party agency for collection;
- terminate student enrollment.

### **Tuition Assistance and Scholarships**

Tuition assistance and scholarships are available to students through our tuition assistance process. In order to receive financial aid in the form of tuition assistance or scholarship, the parent/guardian of a student must comply with the qualification requirements, including financial reporting. Scholarships are awarded to students at the discretion of the administration and in accordance with any stipulations associated with the scholarship. Guidelines for financial aid and scholarships are maintained on the BRCS website.

### **Scrip Program**

Families may earn tuition discounts by purchasing gift cards and gift certificates through the Scrip program. Fifty percent of the earned Scrip discounts are applied to each family's tuition balance. Scrip discounts and other adjustments are credited to family accounts quarterly. More information on the Scrip program is available in the administration office.

## **K-12 Dress Code**

As part of a tradition of pride in being part of a Catholic school community, Bishop Ryan Catholic School students in grades K-12 follow a dress code for school day apparel. The dress code is meant to be respectful and modest while encouraging the best of students' attitudes and behavior. Students are expected to be in dress code during regular school day hours, and parents are expected to support the school's enforcement of the dress code, reinforcing our Catholic values and morals.

### **Dress Code Tops**

**Shirts: The polo, blouse or oxford is always considered the base layer. Any dress code outerwear (approved crew necks, quarter-zips, vests, jackets, sweaters, etc.) must be worn over a dress code polo, blouse or oxford shirt. With respect to modesty, women's undergarments must not be visible through white blouses.**

#### *Polo Shirts*

- Dress code polos must be purchased through French Toast ([www.frenchtoast.com](http://www.frenchtoast.com)), Lands' End ([www.landsend.com](http://www.landsend.com)) or from the Dress Code Section of the Bishop Ryan School Store.
- Short-sleeved or long-sleeved in solid purple, white, or black.
- Students in grades 6-12 must wear polo shirts with the embroidered school logo. Polo shirt embroidery is optional for students in grades K-5.
- Shirts must be properly sized; neither too small nor too loose.
- Undershirts, if worn under a purple or black polo, must be white, gray or black with no colors, logos, or patterns visible. If worn under a white polo, undershirts must be plain white only, with no colors, logos, or patterns visible or showing through. With respect to modesty, women's undergarments must not be visible through white polos. Undershirts must not be visible below the bottom hem of the shirt if worn untucked.
- Layering: Plain black, white or gray long-sleeved shirts with no patterns or logos may be worn under short-sleeved polo shirts. Underlayers must not be visible below the bottom hem of the outermost layer.

#### *Glory Day Shirts (Oxfords and Blouses)*

- Dress code blouses and oxfords can be purchased from any retailer, provided they follow the style of shirts approved in the Bishop Ryan catalogs at French Toast and Lands' End.
- White; short-sleeved or long-sleeved
- Shirts must be tucked in.
- If undershirts are worn under blouses or oxfords, they are to be plain white only, with no colors, logos, or patterns visible or showing through.

#### *Outerwear*

- Includes approved logoed jackets, sweatshirts, sweaters and vests sold through French Toast, Lands' End, or the Dress Code section of the Bishop Ryan School Store.

### **Dress Code Bottoms**

#### *Pants*

- **Dress code pants can be purchased from any retailer, provided they follow these rules:**
  - Approved colors are black, tan khaki, or gray.
    - Olive- and mustard-hued khakis and blue-toned grays are not allowed.
  - The approved style is "Dockers" style, and both plain front and pleated front styles are allowed.
  - The backside pockets must be slit-style pockets; "outer" pockets are not allowed.
  - Pants must be hemmed to an appropriate length.
  - The following styles/accessories are not permitted: "jean" style (denim), "cargo" style, corduroy, knit, rivets, fringe
  - Pants must be a modest fit (not form-fitting) and skin and undergarments are not allowed to show, front or back.
  - Leggings may not be worn as pants, but may be worn under skirts or jumpers.
  - Any questions on acceptable colors or styles can be referenced by visiting the Bishop Ryan catalogs at French Toast or Lands' End.
- Pants, along with all articles of dress code clothing, must be in good condition and free of holes.
- Males must wear a solid-colored black or brown belt. Females may choose to wear a belt of the same colors.

#### *Skirts, Skorts, Scooters and Jumpers*

- **Dress code skirts, skorts, scooters and jumpers can be purchased from any retailer, provided they follow these rules:**

- Approved colors are black, tan khaki, or gray. (Our plaid skirts and jumpers are only available through Lands' End.)
  - Olive- and mustard-hued khakis and blue-toned grays are not allowed.
  - Any questions on acceptable colors or styles can be referenced by visiting the Bishop Ryan catalogs at French Toast or Lands' End.
- When wearing a skirt or the like, the hem must extend past the lowest fingertip when a student stands tall with her hands at her sides.
- Tights, nylons and leggings may be worn under skirts and jumpers, provided they are solid-color (no patterns) black, white, gray or skin-tone. Cut-outs are not allowed.
- A dress code polo shirt or blouse must be worn under jumpers.

#### *Shorts*

- **Dress code shorts can be purchased from any retailer, provided they follow these rules:**
  - Approved colors are black, tan khaki, or gray.
    - Olive- and mustard-hued khakis and blue-toned grays are not allowed.
    - Any questions on acceptable colors or styles can be referenced by visiting the Bishop Ryan catalogs at French Toast or Lands' End.
- When wearing shorts, the hem must extend past the lowest fingertip when a student stands tall with their hands at their sides.
- Males must wear a solid-colored black or brown belt.
- **Shorts will be allowed at the discretion of administration, and that timeframe will be communicated to families.**

#### **Glory Day Dress (All-School Mass Attire)**

- Females: Dress code pants or skirt and blouse; if desired, a sweater or vest may also be worn
- Males: Dress code pants and oxford with tie; if desired, a dress code sweater or vest may also be worn, as well as plain black sport coats from the retailer of your choice
- Other forms of outerwear, including approved logoed jackets and sweatshirts, are not allowed on Glory Days.

#### **Footwear**

- Shoes must be in good condition.
- Shoes must have enclosed toes and heels. Clogs, house-slippers, moccasins, slippers, Flip-flops, Crocs or sandals of any type are not allowed.
- Athletic/tennis shoes are allowed.
- Footwear must be worn at all times inside the school building.
- Students are required to have a separate pair of athletic/tennis shoes that are worn only for physical education classes. Black-soled shoes and "street shoes" are not allowed on gymnasium playing surfaces.

#### **Physical Education Attire (Grades 6-12)**

- If students in grades 6-12 choose to wear shorts for physical education classes, the bottom hem of the shorts must extend past the lowest fingertip when a student stands tall with their hands at their sides.
- Students are allowed to wear sweatpants for physical education classes, provided they are modest and in good condition. Spandex and other form-fitting leggings are not allowed as the outer layer of apparel.
- All sweatshirts and t-shirts worn in physical education class must be in good condition and appropriate for school.

#### **Other Dress Code Rules**

- Caps and hats are not allowed to be worn in school during school hours, unless it is a special dress day allowed by administration.
- Accessories must be appropriate and in good taste. Accessories (i.e. chains, etc.) that can be construed as weapons are not allowed. Headbands made to look like animal ears, horns, etc. are not allowed.
- In the case of a special day or event where dress code rules are relaxed, students' clothing must be modest and in good condition. On non-dress code days, leggings are not allowed as the outer layer of apparel.
- Tattoos must be covered by clothing.
- Piercings: Girls may wear earrings in the lower earlobe only; no other body jewelry or piercing plugs are allowed. Males are not allowed to wear any body jewelry or piercing plugs.

- Grooming: Students are required to wear hair in natural colors and styles that do not draw undue attention.
  - Males must be clean-shaven. Hair should be cut no longer than collar-length and sideburns should be no lower than the earlobe.
  - Females will be allowed to wear makeup that complements a natural look and does not draw undue attention.

### **Consequences**

Students who are identified as being out of dress code will be immediately sent to the office and one of the following consequences may be enforced at the discretion of administration:

1. The student will be required to make immediate changes to be in compliance. This may include having parents bring appropriate clothing to school.
2. Students will have a one-hour after-school detention for each offense, with no exceptions made for extracurricular practices or events, activities, or work.
3. After the third dress code violation in an academic year, the student will have a one-day suspension from school.
4. Students who repeatedly choose to ignore the correct length on shorts and skirts may lose the privilege of wearing shorts and skirts.

### **Communication**

Communication between the school and its families is of the utmost importance. The primary means of mass communication is by email. Families must also provide work and personal phone numbers at which they may be reached by the school. Important information is made available through our school website, Blackbaud SIS, and our social media accounts.

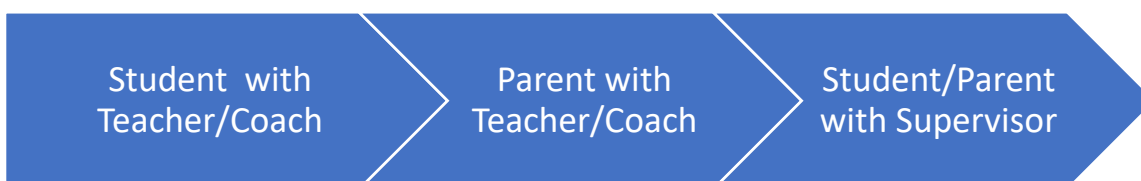
Parents are expected to communicate promptly and in a respectful manner with BRCS personnel through email, phone conversations on BRCS phone lines, or in person.

### **Complaints and the Principle of Subsidiarity**

One of the key principles of Catholic social thought is known as the principle of subsidiarity. This principle holds that human affairs are best handled at the lowest possible level, closest to the affected persons.

BRCS would like to incorporate this principle within its organizational operations. For example, if during the school year your son/daughter has an issue with a teacher, the first thing that should be done is for your son/daughter to talk with the teacher about the matter. If there is no resolution to the situation the parent should contact the teacher to see if the matter can be resolved. If there is no resolution, the student/parent should contact the dean of students about behavioral/disciplinary matters or the academic dean about academic matters. If there is still no resolution, the principal shall provide a final resolution.

It is recommended that parents document their communications by sending a follow-up email after phone conversations summarizing the conversation for future reference.



It is imperative that this process is followed and not circumvented by going to a higher authority such as a school board member before these other avenues have been used. When the principle of subsidiarity is used during times of misunderstanding or conflict, BRCS faculty, staff, and administration will conduct themselves in a professional manner that includes common courtesy and respect as the process proceeds to its final resolution.

We would like all of our students to be able to develop the ability to handle conflict or misunderstanding at its source, if at all possible. This is part of the overall educational philosophy that students grow not only academically, spiritually, and physically, but socially, as well.

## **Confidentiality of Student Records and Information**

Though Bishop Ryan Catholic School does not receive federal funding from the Department of Education, and thus, is not required to abide by the regulations of the Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA), we do follow best practices in the area of student information. The following policy has been developed based upon FERPA regulations, but is not identifiable with it.

Upon enrollment at Bishop Ryan Catholic School, a permanent cumulative file is created for every student. If a student enrolls in elementary and leaves BRCS before entering middle school, that student's record is maintained for two years before being destroyed. The files of students enrolled in middle or high school are kept in perpetuity. All records containing personally identifiable information are confidential unless the parent or guardian of said student signs a Consent to Release Student Information form, or the student information is being requested in a situation in which parental consent is not required (see *Disclosure* hereafter). The form may be found online at bishopyan.com.

*Note:* For the purposes of this policy, any students that has reached the age of 18 years old or is enrolled in a postsecondary institution is granted all the same rights and privileges as a parent or legal guardian.

The contents of the student's permanent cumulative file include:

1. personal and family data and directory information, including certification of name and date of birth;
2. all standardized test reports;
3. medical records, including immunization records or exemptions;
4. all academic transcripts/records;
5. serious disciplinary or behavioral reports that are established as factually correct with validating information included in the documentation and executed in the presence of the student or parent/guardian; administrator notes that will be kept personally are not part of the disciplinary record;
6. other information pertinent to the permanent record of the student directly related to the student that is maintained by an educational agency, institution, or person acting for the agency or institution.

**Storage and Maintenance of Student Files:** Permanent cumulative files are kept in locked files while the student is active, and the school's vault after transfer or graduation. They are treated in a confidential manner and are accessible only by authorized personnel having a legitimate educational interest in reviewing the file. Personnel authorized to handle and maintain student files include the school president, school principal, academic dean, dean of students and school counselor. The school president and school principal may delegate tasks concerning the maintenance of the files to their secretary.

**Review of Student Files:** Any school personnel with a legitimate educational interest in reviewing a student's permanent cumulative file are required to sign-in on the cover sheet present in each student's file, including the date and purpose of file review. Parent or legal guardians may review a student's permanent cumulative file upon request and in the presence of authorized school personnel. Non-custodial biological parents may review their child's file, unless school administration or court documents deem such review contrary to the welfare of the student, school, or other parent(s) or legal guardian(s).

**Disclosure of the Contents of a Student's Permanent Cumulative File:** Generally, BRCS must have written permission from the parent or eligible student in order to release any information from a student's education record. BRCS may disclose those records, without consent, to the following parties or under the following conditions expressed in FERPA (34 CFR § 99.31):

- school officials with legitimate educational interest;
- other schools to which a student is transferring;
- specified officials for audit or evaluation purposes;
- appropriate parties in connection with financial aid to a student;
- organizations conducting certain studies for or on behalf of the school;
- accrediting organizations;
- to comply with a judicial order or lawfully issued subpoena;
- appropriate officials in cases of health and safety emergencies; and
- state and local authorities, within a juvenile justice system, pursuant to specific state law.<sup>4</sup>

Additionally, BRCS administrators have the right to speak freely with the parents of students directly involved in disciplinary actions as either perpetrators or victims about the details of the case, and the chosen course of disciplinary action that BRCS takes.

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<sup>4</sup> Retrieved from: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Bishop Ryan may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, BRCS must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose information about them.

Directory information includes, but is not limited to:

- the student’s name;
- address;
- telephone listing;
- electronic mail address;
- photograph;
- date and place of birth;
- major field of study;
- grade level;
- enrollment status;
- dates of attendance;
- participation in officially recognized activities and sports;
- weight and height of members of athletic teams;
- degrees, honors, and awards received; and
- the most recent educational agency or institution attended.

Directory information does not include:

- a student’s social security number; or
- student identification (ID) number, if that number in conjunction with another piece of directory information may be used to personally identify the student.

Challenges to a Student’s Permanent Cumulative File: If after reviewing a student’s file the parent or legal guardian challenges the accuracy of the file, he or she may request a meeting with the school principal. The meeting must take place within 45 days of written notice. If upon completion of the meeting the parent or guardian is not satisfied with the results, the parent or guardian has the right to request a meeting with the school president, which will happen within ten days of written request. If the parent or guardian is not satisfied with the results of said meeting, then the parent or guardian has the right to place a statement of disagreement in the file with the reasons for the disagreement.

Process for Reviewing a Student’s Permanent Cumulative File:

1. The parent or legal guardian must submit a written communication to the school academic dean or principal.
2. Upon receipt of the request, the counselor or principal will schedule a meeting within 45 days of the request and communicate the date and time of the appointment via mail, or if a working email address is on file for the parent or guardian, via email.
3. The parent or guardian will view the student file at the time and location stated in the communication in the presence of the authorized school official.
4. Parents or guardians are not permitted to take a copy of the student’s permanent cumulative file from the meeting.

### **Dissemination of Information/Child Custody**

Bishop Ryan Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, BRCS will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent’s responsibility to provide the school with a court-certified copy of the court order.

### **Media Use Policy**

Bishop Ryan Catholic School students are occasionally asked to be part of activities involving local media (television, radio or newspaper) or the internet (school website and BRCS social media pages). Student names, pictures, voices, verbal statements, art, written work and performances may be used with or without personally identifying students. Bishop Ryan Catholic School reserves the right to distribute or publish such information; the school may use said information in subsequent years and no monetary consideration shall be paid.

### **Emergency Procedures**

Emergency Procedure Handbooks containing information protocols for natural disasters, fires, tornadoes, active threats, and other emergency situations are maintained in each classroom and covered with students at the beginning of the year.

### **Storm Days Procedure**

If school must be canceled due to inclement weather, announcements will be given on local radio and television stations, social media, email and online at [www.bishopryan.com](http://www.bishopryan.com) as soon as possible. On days when it is cold and stormy, please be sure that your child is in the building before driving away.

### **School Accident Insurance**

Bishop Ryan Catholic School does not carry an accident benefit plan. If a student is injured during a school activity, the responsibility lies with the parent and their insurance plan. In the case of an accident on school premises, first aid will be rendered and then, if necessary, 911 will be called. Parents will be called immediately. Please keep emergency home and business telephone numbers current on the Student Emergency Form. If a call is to be made other than to the residence, please notify the principal. Damage to or loss of glasses or any other personal property is not covered by any school insurance.

### **Search Policy**

For the health, safety and security of the school and application and implementation of this Handbook, BRCS may search anything and any person located on school property at any time.

Such search may include a locker, desk, storage area, motor vehicle, back pack, brief case, purse, billfold or any other similar storage area/item and/or search of the person. Search of the person may include a pat-down by a school official of the same gender in the presence of at least one additional school official or by other persons, including law enforcement; emptying of any and all pockets or the like; and use of dogs or electronic devices.

Any item found that is reasonably construed to be a weapon, illegal or of value in the application and implementation of this Handbook shall be immediately confiscated and provided to the proper authority along with identification of the person subject to the search.

### **Student Lockers**

Students are issued lockers for the purpose of storing personal belongings and school books. The locker should be used only by the person to whom it was issued. The school will not accept responsibility for any item(s) or articles(s) stolen from the lockers. Students who wish to secure valuables in their locker are permitted to purchase their own lock, or check out a lock from the school office. The combinations or spare key of personally purchased lockers must be submitted to the office. If the locker is faulty in some manner, notify the custodian immediately. Students are expected to keep their lockers clean and neat, both inside and out, at all times. Do not put decals or the like on the inside or outside of the locker. Please clean off any pencil or pen marks on your locker immediately. Lockers are school property and subject to search. (See Drug-Free School and Search Policy p. 27 and Search Policy above)

Backpacks are to remain in lockers during the course of the day. Backpacks are not allowed to be carried from room to room. Students may utilize a small pencil pouch for loose belongings required for class.

### **Lost and Found**

A "lost and found" is maintained in the school office. Students are urged to turn in all found items to the office. Students should also check frequently to claim items which may belong to them. Articles not claimed shall be given to a local charitable agency.

**BRCS is not responsible for lost or stolen articles.**

### **Visitors**

Visitors to Bishop Ryan Catholic School are welcome. All visitors must ring the security system button near the door to gain admittance. Visitors must check in at the main office, sign in and receive a visitor's badge. When leaving, visitors must check out at the office.



### **Campus Use Regulations**

- School-related activities must be concluded by 6:00pm on Wednesday evenings. With the exception of Wednesdays, all activities in the gym must be concluded by 9:00 pm on evenings followed by a school day. Exceptions to this policy must be granted explicitly by the principal or the school president
- It is forbidden for Catholic school teams or groups, inside or outside the school, to play or practice on Sundays, holy days of obligation, Ash Wednesday, or the Paschal Triduum (Holy Thursday, Good Friday, Holy Saturday). A request may be submitted to the Bishop for an exemption to this policy.
- If students have a school-related activity on campus, they must be under the supervision of a staff or faculty member.
- Students and/or staff shall not schedule anything in the gym, cafeteria or activity center unless they have the approval of the administration.

### **Use of School Grounds and Facilities**

The use of school grounds or facilities by BRCS students or parents requires the express permission of BRCS administration. Students are not to be present on BRCS property before 7:30am on school days. Students must vacate the property promptly upon completion of their day. Parents should arrange for students to be picked up promptly after their last activities for the day. Bishop Ryan Catholic School is not responsible for students who are on campus prior to 7:30 in the morning or are loitering after their last activity of the day.

### **Posters and Notices**

Prior administrative approval is required for the display of posters or notices in the school.

### **Scheduling of School Events**

All activities must be planned with activity advisors. All events must be scheduled on the master calendar located in the administration office. All official school events must be supervised by at least one faculty member. There will be no exception to this policy.

### **Parent Volunteerism**

The Parent Activities Association is the umbrella for parent volunteer organizations at BRCS. For more information, please visit the school website.

#### **Parent Ambassadors**

The BRCS Parent Ambassadors are a committee that facilitates class-based initiatives, events and activities. They also act as liaisons between parents and the school when it comes to a variety of situations and events.

#### **Super Omnia Committee**

Each year, the Super Omnia Committee identifies strategic initiatives to support an excellent family experience through supporting Bishop Ryan fundraising efforts run through the Office of Advancement; finding and cultivating alternative revenue sources outside the scope of the advancement program; supporting extracurricular programs; planning and organizing parent-led events. Parents of students in grades six through twelve are required to volunteer in support of this organization's efforts if your child/children participate in any extra-curricular activities or school sponsored clubs. Families that do not fulfill their obligation to volunteer by the end of the school year will be assessed an additional \$150 on their school invoice.

### **Safe Environment Training**

All volunteers that may ever be alone with a child, even once, must pass a BRCS-approved background check and complete diocesan Safe Environment training before volunteering.

### **Child Abuse and Mandated Reporting**

Although anyone can report suspected abuse or neglect of a child, North Dakota law requires certain individuals who work closely with children to report suspicions that a child may be abused or neglected. These individuals are known as "mandated reporters." Professionals having knowledge of or reasonable cause to suspect that a child is abused or neglected, or has died as a result of abuse or neglect, must make a report of the circumstances. Those professionals required to report include school teachers, administrators, and school counselors. (NDCC 50-25.1-03) Bishop Ryan employees that are not mandated reporters are to bring any situation of suspicion of abuse or neglect with reasonable cause to administrator or the school counselor.

## **Catholic Identity and School Volunteers**

School volunteers in educational programs and volunteers representing the school shall not use the position entrusted to them to teach in word or deed anything contrary to what the Roman Catholic Church teaches.

## **General Student Disciplinary Code**

All students are encouraged to approach their daily involvement in the curricular and extracurricular activities that constitute one's educational experience at Bishop Ryan as invaluable opportunities to grow in the wisdom and virtue that define Christian maturity. Students' active and intentional cooperation in the intellectual, human, and religious formation of the school will result in their attainment of the virtues that are the necessary foundation for the happiness for which they long.

Through assuming the dispositions of piety and docility, students at Bishop Ryan are open to gaining wisdom and virtue beyond their years and well beyond the status of many of their contemporaries. Success at Bishop Ryan is all but ensured to students who are willing to humbly receive guidance, discipline, and support from those entrusted with the responsibility of their formation. Both reason and experience prove that those who get the most out of their educational experience are those who most vigorously, piously and docilely engage it. Those who do this will increasingly "have the mind of Christ" and "allow the peace of Christ", which is the tranquility of God's order, "to rule in their hearts" (1 Cor 2:16, Col 3:15). Through a steadfast commitment by students to cooperate in their own education, they contribute to their own acquisition of intellectual, moral, and theological virtues.

## **Bishop Ryan Catholic School Core Virtues**

### **1. I prefer nothing to the love of Christ.**

- I do not put others, material objects, or events before Christ.
- The world does not bring ultimate fulfillment and eternal happiness.
- By charity, we love God above all things and our neighbor as ourselves for love of God.

***Charity, the form of all virtues, binds everything together in perfect harmony.***

(Colossians 3:14) (CCC, 1844)\*

- Students are to positively will what is good for their teachers, classmates, etc.
- Students are to prioritize their relationship with God above all other relationships.

### **2. I live by faith, seeking to know God and do his will. (cf. CCC, 1814)**

- I prayerfully discern God's will in my life and the vocation to which He is calling me.
- I share Christ with those I encounter.
- Since man is wholly dependent on God as his Creator and Lord, and since created reason is completely subject to uncreated truth, we are bound by faith to give full obedience of intellect and will to God who reveals. (Dei Filius)

***Blessed are the pure of heart, for they shall see God. (Matthew 5:8)***

- Students are to respect the faith of the Catholic Church as it is taught and lived at BRCS.

### **3. I hope in God. The good in myself I credit to God and I take responsibility for my sins.**

- I give credit and praise to God for my successes and ask Him to guide my every thought and deed.
- I do not make excuses for my actions, rather I accept the consequences.
- By hope we desire, and with steadfast trust await from God, eternal life and the graces to merit it. (CCC, 1843)

***May the God of hope fill you with all joy and peace in believing, so that you may abound in hope by the power of the Holy Spirit. (Romans 15:13)***

- Students are to accept discipline willingly and voluntarily take responsibility for their sins.
- Students will not seek retribution against those who are part of the disciplinary action.

### **4. I act justly by giving to others what is due to them.**

- I speak the truth with my heart and mouth.
- Is it true? Is it kind? Is it thoughtful? (Socrates)
- Justice consists in the firm and constant will to give God and neighbor their due. (CCC, 1836)

***Only to do the right and to love goodness, and to walk humbly with God. (Micah 6:8)***

***Blessed are those who hunger and thirst for righteousness, for they shall be satisfied. (Matthew 5:6)***

- Students are to be punctual and regular in attendance.
- Students are to respect others in thought, word, and action.
- Students are responsible to use all school resources in a non-destructive manner so that the full and maximum use can be realized for all students. Destruction of BRCS property through positive abuse or willful negligence requires restitution to be made by the student or family.

**5. I act courageously by enduring all difficulties for the sake of the good.**

- If I have a quarrel, I promptly make peace.
- I defend my faith.
- Fortitude ensures firmness in difficulties and constancy in the pursuit of the good. (CCC, 1837)

***For God did not give us a spirit of cowardice but rather of power and love and self-control.*** (2 Timothy 1:7)

- Students are to avoid condoning or being complicit in the sinful activity of their friends and acquaintances by remaining silent in the face of evil or facilitating sinful behavior.

**6. I make prudent choices by being mindful of myself and my surroundings, thinking ahead, taking counsel, and never doing evil for a good purpose.**

- After prayerful, thoughtful deliberation, I generate sound judgements which consider all circumstances.
- Prudence disposes the practical reason to discern, in every circumstance, our true good and to choose the right means for achieving it. (CCC, 1835)
- The end does not justify the means. (CCC, 1753)

***Keep on doing what you have learned and received and heard and seen in me.***

***Then the God of peace will be with you.*** (Philippians 4:9)

**7. I act temperately by moderating my emotions and my desire for pleasures in order to act honorably.**

- I resist desires for pleasures that are destructive and dishonest toward others and myself; including gossip, manipulation, wasting time and resources, gluttony, lust, anger, and pride.
- I do not claim benefits for myself that are not justly due to me.
- Temperance moderates the attraction of the pleasures of the senses and provides balance in the use of created goods. (CCC, 1838)

***What do you have that you did not receive?***

***And if you received it, why do you boast as if it were not a gift?*** (1 Corinthians 4:7)

***Go not after your lusts, but keep your desires in check.*** (Sirach 18:30)

*\*CCC denotes the associated reference from the Catechism of the Catholic Church.*

### **Conduct, Whether Inside or Outside the School**

Bishop Ryan students are our students at all times once admitted to our school. While students are not in school or under school supervision their conduct generally is not within the purview of this policy, unless grave conduct comes to the attention of school officials that raises questions of school safety, school culture, or school reputation. In such cases, students that engage in conduct of serious concern may be disciplined by school officials.

### **Compulsory Attendance Policy and Procedures**

The school day begins at 8:00am. Afternoon dismissal is staggered: Preschool classes dismiss at 3:00pm; elementary classes at 3:10pm; and secondary classes at 3:17pm.

According to state law (NDCC 15.1-20-02.1ff), students are required to be in school. Parents/guardians should call the school secretary by 8:00am if their child will not be in school. Students are not allowed to be released for work.

Being in school every day is important to helping students establish healthy habits for life, both academically and socially. Regular attendance is key, as well as timely arrival, and for that reason, students can arrive as early as 7:30am on all school days, and we suggest students arrive no later than 7:50am. This allows students time to stop at their lockers, take care of any last-minute preparations, and be ready to start class at 8:00am sharp.

**Parents will be notified if excessive absences or tardies arise, and situations of concern for excessive tardiness or absence may be reported to Social Services.**

We request that parents pick up students as soon as possible after the conclusion of the school day.

All students grades 6-12 remaining in the building after 3:30 pm do so at their own risk. They are to remain in the student study area until they vacate the premises, or their school sponsored activity starts. Staff will not be available or scheduled to supervise students after that time.

### **Kinds of Absences**

1. Excused Absence: A student is absent because of illness, family vacation, bereavement, medical appointments, or school-sponsored activities

School-sponsored activity absences for secondary students: Absences due to events sponsored by the school or by a school-recognized club or organization and supervised by a staff member are reported on the student's attendance record; however, *these absences do not count toward final tests.*

Any student participating in any school-sponsored extracurricular activity, including practice, must attend and participate in the school's schedule for the entire day in order to participate in that day's activity. Exceptions to this rule are granted for the following: medical appointments documented through written evidence, funerals of family members, college visits, and other circumstances which the administrator judges to be bona fide legitimate reasons for not attending the entirety of the school's schedule.

2. **Unexcused Absence:** A student is absent without proper permission, valid reason, arrives more than 10 minutes late to class, or due to suspension. Consequences for an unexcused absence at the secondary level may include, but are not limited to, detention, loss of second semester final test exemption, or loss of class credit.
3. **Half-day Absence:** Elementary students who leave after lunch and prior to 1:30pm will be considered absent for a half-day. (Elementary students leaving after 1:30pm will be counted present for the full day with no absence.) For secondary students, any absence of one to four class periods of the day will be counted as a half-day absence. (If the absence covers five to eight class periods, it will be counted as a full day's absence.)
4. **College visit:** A student is absent for a senior visit to a prospective college or university
  - In cases of emergency, please call the school as soon as possible.
  - For an unexpected absence, inform the office by 8:00am.
  - For a planned absence, secondary students must fill out the *Request to be Absent* Form at least two days prior to the absence. Elementary students must inform their classroom teacher at least two days prior to absence.

**Absenteeism from school for any other reason is considered truancy and will be dealt with as outlined in the discipline code. Students who are suspended from school lose their free day.**

**To ensure that proper credits are awarded, secondary students will not be allowed to miss more than 10 days each semester, or miss a class more than 10 times each semester.**

Students who miss more than 10 days or classes in a semester will be brought before school administration to decide whether course credit will be granted.

### **Tardiness**

Elementary students who arrive to school after 8:00am and before 9:30am will be counted tardy.

Secondary students who are less than ten minutes late to class will be recorded as tardy. After ten minutes, the student is recorded as absent. Students who are tardy to class may be required to have an admit slip from the office to gain entry to class. For tardiness of a short period, the teacher may grant entry without a pass.

**1-3 tardies:** No penalty.

**4-9 tardies:** Warning and office referral for investigation of student whereabouts.

**10 or more tardies:** The student must take all second semester exams.

With the tenth tardy, seniors lose any senior privileges.

Students who arrive late to school must always check-in at the main office and pick up an admit slip.

### **Skipping**

PARENT RESPONSIBILITY: Cooperate with school administration in enforcing the penalty.

STUDENT RESPONSIBILITY: Complete all make-up work as assigned by the teachers.

PENALTY: Please refer to Major Disciplinary Infractions.

### **Early Dismissals**

The parental responsibility for any early dismissal is to notify the administration office of the reason for the dismissal, the length of absence, and the time the student will leave. Make-up work is to be arranged with the teacher(s) prior to leaving that day.

### **Open Campus Policy**

Bishop Ryan Catholic School requires all students to be on the school premises during the scheduled school day. Bishop Ryan Catholic School has an open campus lunch policy for eligible students in grades 11 and 12. Senior students who are eligible for open campus lunch policy are also allowed to leave campus after their last scheduled class of the day.

For students to be eligible for open campus during lunch or in other school-approved situations the following criteria must be met:

1. Academically eligible according to the standards used for determining academic eligibility for NDHSAA activities;
2. Students must follow the protocols set by BRCS administration for checking in and checking out of the building;
3. The student must be in good behavioral standing, i.e. not be disqualified for the semester due to:
  - a. more than three unexcused tardies accrued that semester.
  - b. having committed a major disciplinary infraction.

### **Clean School and Campus**

Everyone shares in the responsibility of having a beautiful school. Individual responsibility is the simple answer. Athletes and physical education classes must make a special effort to ensure clean locker rooms and stage area. Failure to do so will result in loss of room privileges or other disciplinary measures determined by faculty, coaches, or administration.

### **Care of Equipment and Books**

Students are responsible for equipment issued to them and used by them. Careless use that requires repairs to equipment will be charged to the student. Students are also responsible for lost books or other school-owned equipment.

### **Issuance of School Computers**

Students may be issued computers for their use outside of the school building. In such cases, all students must sign and abide by Addendum II "Laptop Use Agreement."

### **Computer Use Policy**

*Policies and guidelines for all members of the Bishop Ryan Catholic School Community*

1. The Bishop Ryan Catholic School Computer Use Policy includes BRCS computers, personal computers, laptops, tablets and other devices.
2. Rules and Regulations
  - Respect and responsibility applies on the whole BRCS school-wide network.
  - School assignments take priority in shared-resource use.
  - Do not** interfere with other people's work.
  - Do not** waste resources.
  - Do not** use inappropriate language.
  - Do not** make alterations to hard drives, change settings, or add or delete programs without express permission of your teacher.
  - Do not** tamper with hardware, alter files, or enter the network.
  - Do not** run programs from disks, flash drives, cards, or internet source programs without permission from the instructor, computer room supervisor, or principal.
3. Passwords
 

Do not share your password with anyone. You may change your password by notifying the Information and Technology Director. If you suspect passwords are being abused, report that information to the computer room instructor.
4. Privacy
 

Privacy is valued and respected in the BRCS Community. BRCS has the right to examine the contents of the file server and any email to maintain system integrity and ensure responsible use of the system.
5. Copyright and Plagiarism
 

Responsible users of information acknowledge their sources. Users shall acknowledge the source of where information comes from to show that it is reliable. Email messages are private and may not be quoted or sent on to others without the permission of the original sender.
6. Internet Access
 

Internet access is available for supervised educational use only. BRCS has filters and controls on internet services. Each user of the Internet must recognize his or her own responsibility in accepting this freedom of access.

#### 7. Student and Parent/Guardian Responsibilities

All students using the BRCS Network or accessing the Internet through the BRCS Network must indicate that they understand the responsibilities of exercising this access, and failure to comply shall result in loss of network privileges and possible further disciplinary action.

#### 8. Acceptable Use

The purpose of the BRCS computers, network, and the Internet is for academic purposes only to facilitate communications in support of research and education. The use of the student's account must be in support of and consistent with the educational objectives of BRCS. Gameplay on BRCS computers is not allowed, except in the case that the game is specifically approved by the teacher and aligned to specific learning standards.

#### 9. Network Etiquette

Students are to abide by the generally accepted rules of network etiquette. These include, but are not limited to:

- a. Do not reveal personal address, phone numbers, or other personal information about yourself or your classmates.
- b. Be polite. Use appropriate language.
- c. Do not engage in activities that are restricted under state or federal law.

#### 10. Services

BRCS will not be responsible for any charges related to fees for service access to online resources or services incurred by account holders without prior written approval being received from the school. BRCS makes no warranties of any kind, either expressed or implied, for the service access to online services it is providing. BRCS will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence, errors, or omissions, including any and all viruses.

#### 11. Security

Security on any computer system is a high priority, especially when the system involves many users. If the student can identify a security problem, the student must notify the school's computer instructor and/or technology coordinator and should not demonstrate the problem to other users. Attempts to log on to the internet as a network system administrator will result in cancellation of that user's privileges. Any user identified as a security risk may be denied access to the network and to the internet.

#### 12. Email and Instant Messaging

BRCS students will be issued an BRCS email address upon admission to BRCS. This BRCS email shall be used for all BRCS related communication and business.

#### 13. Vandalism

Vandalism will result in cancellation of computer privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user or the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

#### 14. Destruction of Property

Damaging or destroying items pertaining to this section by negligence, misuse, or malice will result in the assessment of costs/fees associated with repairing or replacing the item.

### Telephone

**The office telephone is not for student use, except in the case of important situations.** Students must receive permission from their classroom teacher, school secretary or principal before using the telephone. **Please make arrangements for rides or going to a friend's house before coming to school.** Incoming calls for students will be accepted on an emergency basis. Important messages will be given to students at the earliest convenience of the office.

There is a telephone in the hallway for student use if they need to make a call; please do not ask to use the office telephones. Calls should not be made during class time, and teachers may not release students for such a purpose except in an emergency.

### **Personal Electronics**

Students are not allowed to use personal electronic devices during school hours. If a teacher or administrator sees or hears a personal electronic device, it will be confiscated. Electronic devices with cameras are never allowed to be used in bathrooms or locker rooms.

Violation of the electronic use policy will result in the following:

**1st offense** (treated as a minor violation): The student speaks with the dean of students about appropriate use or equivalent and the electronic device will be held in the office for pick-up at the end of the day.

**2nd offense** (treated as a minor violation): The electronic device will be held in the office for pick-up by the student's parents.

**3rd offense:** For a period of time determined by the principal, the student must turn the device in to the dean of students each morning and retrieve it at the end of the school day.

*Disciplinary action for a violation of the Personal Electronics Policy can be accelerated to step two or three at any point. Students will be allowed to use personal laptops as needed in order to do their schoolwork.*

### **Preschool and Elementary (Grades PreK-5) Discipline Policy**

Minimum disciplinary offenses may include non-completion of schoolwork, classroom disturbances, dress code violations, disrespect of staff, fighting, cheating, bullying (see *Bullying Policy*), vandalism and theft. Minimum offense consequences may include a conference with the student, after-school time to complete homework, detention, and a note to parents.

The use of drugs or alcohol carries a three-day out-of-school suspension.

Major disciplinary offense consequences may include, detention, suspension or expulsion.

### **Middle and Secondary (Grades 6-12) Discipline Policy**

#### **Minor Disciplinary Infractions**

Minor disciplinary offenses include: referrals to the principal for campus non-major infractions such as excessive tardiness to class, dress code violations, causing minor disturbances, disrespectful behavior, and other forms of less serious inappropriate behavior. Specific matters of misconduct expressed and/or implied by this provision may result in a warning, loss of privileges, required service, or detention. Repeat offenses may give cause for a parental conference and more serious discipline.

#### **Major Disciplinary Infractions**

I. Major disciplinary offenses shall be:

- a. Use of tobacco on the school premises or at a school-sponsored activity/function.
- b. Illegally using, possessing, distributing, or being under the influence of drugs, narcotics, or alcohol in school, on the school premises, or at a school-sponsored activity/function.
- c. Possession, distribution or use of pornography.
- d. Any other student behavior that is grave in its object and serious in its effect upon others or the educational environment including but not limited to: illicit possession of a weapon, insubordination, physical or verbal abuse of another student or staff member, consistent and willful attempts to disrupt the educational process, skipping class, bullying as stated in the BRCS Bullying Policy, stealing and vandalism.

II. Major disciplinary offenses shall be dealt with as follows:

- a. Upon determining that a major disciplinary offense has occurred, the dean of students shall communicate with the student's parent/guardian, review the student's disciplinary record, and create a new disciplinary record that includes the infraction and the required remedial consequences. The administration will take into consideration the virtues as the aim of discipline, and always include some provision for teaching the pertinent moral lesson along with any punitive or satisfactory requirements.
  1. First offense: a 1- to 3-day in-school suspension and/or a manual cleaning of the school premises, based upon the principal's discretion.
  2. Second offense: a 1- to 3-day in-school suspension, and/or significant manual cleaning of the school premises
  3. Third offense: a 5-day out-of-school suspension and evaluation by school counselor and/or chaplain.
  4. Fourth offense: a 10-day out-of-school suspension and evaluation by school counselor and/or chaplain that will be referred to the board of directors for a consideration of expulsion or discontinuance of enrollment.

III. Disciplinary action for any major offense may be accelerated to the fourth step at any point. This will be done when the administration feels that a single offense is serious enough to warrant expulsion. In cases of expulsion, the BRCS Board of Directors will make the final decision. Also, the administration has the prerogative of not referring expulsion (step 4) when extenuating circumstances would warrant this consideration.

IV. Parents will be informed via telephone and via follow-up letter immediately subsequent to each step of this development.

V. **Expulsion Process:** When in the course of any disciplinary action or investigation it becomes clear to the administration that expulsion is a possibility, the administrator will contact the parents of the student under consideration for expulsion to schedule a face-to-face meeting to discuss the seriousness of the situation and the steps in the process that would/could lead to expulsion. The parents have 48 hours to agree upon a meeting time before the administration may move forward with the process without having such a meeting. Furthermore, at this point the BRCS Board of Directors will be made to know that there is such a disciplinary action being investigated and considered.

Expulsion decisions are made by BRCS Administration in accordance with the following procedure:

**Fact Finding/Pre-Meeting**

1. Once the administration is reasonably certain that the facts of the case are sufficiently understood, the administration (president, principal) will schedule a closed-door hearing with the following people: the parents/guardians of the parties involved and the chaplain, who acts as an internal forum observer only.
2. The involved parties will provide a written copy of their statement on the situation to the administration at least 24 hours prior to the hearing.

**Formal Meeting**

3. The parties will read their statements in the meeting when prompted by the administration.
4. The administration will mediate a discussion about the situation with the parties seeking to bring about clarity with regard to the situation to all involved. The discussion ends once the administration judges that all parties involved have had sufficient opportunity to be heard and that there is no benefit or need to continue the conversation.
5. No artifacts of the meeting are allowed to be taken from the meeting. No audio or visual recordings may be taken of the meeting. No legal counsel is allowed in the meeting.

**Decision**

6. The administration will deliberate about the decision and communicate the decision to both parties with 48 hours. The communication will be through an invitation for a face-to-face meeting and a written letter.

**Appeal**

7. Upon receipt of the decision, either party may request an appeal hearing within 48 hours with the BRCS Board of Directors. The hearing takes the same form as the administrative meeting, but with the addition that the administration will be present in the room, as well, and be given the opportunity to provide a rationale for the decision to the Board for his/her decision in executive session. The Board of Directors will give a response to the appeal in writing within 48 hours. The hearing will take place at the first opportunity at which a quorum of the Board of Directors can be guaranteed. The Chaplain does not vote on expulsions. Once the decision is rendered, the decision is final. In the meantime between the appeal and the Board hearing, the administration has discretion to determine the attendance of the parties involved. No expulsion may take effect until the timeframe for appeals has passed.

**Office Referral During the School Day**

If a student is referred by a teacher to the Dean of Students for minor offense (as defined above) that cannot be rectified in the classroom, then...

- First Referral: the student works with Dean of Students on a behavioral plan to address the cause of the referral, which must be completed before returning to class.
- Second Referral: if in the opinion of the Dean the reason for the second instance of referral is a continuation of the first behavior, then the student will receive detention and a conference with parents will be conducted.
- Third Referral: it becomes a major disciplinary offense.

**Detention**

Detention will be scheduled at least weekly. A student assigned to detention must be at detention on the assigned day. Students unable to attend detention due to an excused absence must contact the dean of students and make arrangements to complete the detention. Failure to do so will mean that the student has skipped detention



and will be suspended on the next day the student is in attendance. Detentions may require students to do some form of manual labor by way of cleaning the facility or grounds.

### **Bullying and Harassment Policy**

Bullying will not be tolerated by any student or employee of Bishop Ryan Catholic School. The stance of non-toleration, however, does not mean that every instance of bullying requires expulsion. In cases of bullying, BRCS administration seek to remediate the situation by bringing about reconciliation through finding a resolution that is just and charitable to all involved.

#### **“Bullying” means:**

- a. Conduct that occurs in a school, on school premises, in a school owned or leased schoolbus or school vehicle, or at any school or school sanctioned or sponsored activity or event and which:
  - (1) is so severe, pervasive, or objectively offensive that it substantially interferes with the student’s educational opportunities;
  - (2) places the student in actual and reasonable fear of harm;
  - (3) places the student in actual and reasonable fear of damage to property of the student; or
  - (4) substantially disrupts the orderly operation of the school; or
- b. Conduct that is received by a student while the student is in a school, on school premises, in an owned or leased schoolbus or school vehicle, or at any school or school sanctioned or sponsored activity or event and which:
  - (1) is so severe, pervasive, or objectively offensive that it substantially interferes with the student’s educational opportunities;
  - (2) places the student in actual and reasonable fear of harm;
  - (3) places the student in actual and reasonable fear of damage to property of the student; or
  - (4) substantially disrupts the orderly operation of the school.
- c. “Conduct” includes the use of technology or other electronic media.

Forms of bullying include, but are not limited to:

- physical contact/assault or attempted physical contact/assault.
- name-calling, verbal assaults, or other putdowns.
- damaging or destroying property.
- social ostracism.
- threats of any kind. A threat is defined as a statement that would be interpreted by a reasonable person as a serious expression of intent to harm or assault another or to damage property.
- intimidation, either physical or mental.
- extortion or attempted extortion.

#### **“Harassment” means:**

- a. Communication in writing, verbally, or by electronic means a threat to cause injury to a person, their reputation, or their property;
- b. Making a telephone call or similar communication, including social media, anonymously or in offensively coarse language;
- c. Making repeated telephone call or other electronic communication, including social media, whether or not a conversation ensues, with no purpose of legitimate communication; or
- d. Communicating in written, verbal, or electronic form, including social media, which causes mental anguish.

#### **Prohibitions**

While at school, on school premises, in a school-owned or leased schoolbus or school vehicle, or at any school or school-sanctioned or sponsored activity or event, a student or school staff may not:

- a. engage in bullying; or
- b. engage in reprisal or retaliation against:
  - (1) a victim of bullying;
  - (2) an individual who witnesses an alleged act of bullying;
  - (3) an individual who reports an alleged act of bullying; or
  - (4) an individual who provides information about an alleged act of bullying.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion, in accordance with this handbook and any applicable law. School staff found to be in violation of this policy shall be subject to disciplinary action, up to and including termination of employment in accordance with all applicable handbooks and any applicable law.

## **Reporting**

A victim or witness of bullying should immediately report this behavior to a teacher, counselor, or school administrator. Upon receipt of a complaint, the recipient shall forward it on to the dean of students, or the principal if the dean of students is the subject of the complaint. Complaints alleging bullying based on an individual's race, color, religion, sex, national origin, age or other class protected by law (hereafter 'protected class') shall be handled in accordance with the school's harassment/sexual harassment reporting policy.

## **Reporting Options for Students and Community Members**

Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:

1. Completing a written complaint form: Complainants must give their name on the form, or in the case that a complainant has concerns about their name being known, they may file the form through the use of the school counselor as a proxy. The form shall be filed with the dean of students or the principal.
2. Complete and submit an online complaint form: Complainants using the online complaint form must include their name. Report Forms are available in the Bishop Ryan Catholic School administration office.
3. File an oral report with any the dean of students or principal: At the time of filing an oral report the dean of students/principal receiving the report that translate the information into a written complaint by filling out the form with the complainant present.

## **Reporting to Law Enforcement & Other Forms of Redress**

Anytime a school staff member has reasonable suspicion that a bullying incident constituted a crime, s/he shall report it to law enforcement. Also, nothing in this policy shall prevent a victim/his/her family from seeking redress under state and federal law.

## **Reporting Requirements for School Staff**

The school approved form shall be completed by school staff or administrator when they:

1. witness an alleged violation of this policy; or
2. receive an oral report of an alleged violation of this policy.

## **Documentation & Retention**

All written reports of an alleged violation of this policy shall be investigated and retained. Report forms and all other documentation related to an investigation of an alleged violation of this policy shall be retained by the school for six years after a student turns 18 or graduates from high school, whichever is later in a file separate from the student's cumulative file. If a student does not graduate from the school, such reports and investigation material shall be retained for six years after the student turns 18.

## **Investigative Procedures**

School administrators (i.e., the dean of students, principal, or the president) are required to investigate violations of this policy (as prescribed under "Prohibitions"), when in receipt of actual notice of an alleged violation. Actual notice of an alleged violation occurs when alleged bullying, reprisal, or retaliation is reported using the applicable method(s) prescribed in the reporting section of this policy.

Administration shall determine the level of investigation necessary based on the nature of the alleged violation of this policy after considering factors such as, but not limited to: the identity of the reporter and his/her relationship to the victim/alleged perpetrator; the ages of the parties involved; the detail, content, and context of the report; whether this report is the first of its type filed against the alleged perpetrator. Based on the level of the investigation the administrator deems necessary, investigations may include any or all of the following steps or any other investigatory steps that the administrator deems necessary:

1. Identification and collection of necessary and obtainable physical evidence (NOTE: In some cases physical evidence may be unobtainable, e.g., a private social networking profile);
2. Interviews with the complainant, the victim, and/or the alleged perpetrator. At no time during an investigation under this policy shall the victim/complainant be required to meet with the alleged perpetrator;
3. Interviews with any identified witnesses;
4. A review of mitigating or extenuating circumstances;
5. Final analysis and issuance of findings in writing to the victim and bully and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies.

Investigations shall be completed within 60 days unless the administrator documents good cause for extending this deadline. Such documentation should be sent to victim and alleged perpetrator during the investigation.

## **Disciplinary & Corrective Measures**

Students that the school has found to have violated this policy shall be subject to disciplinary consequences and/or corrective measures. When determining the appropriate response to violations of this policy, administration

shall take into account the totality of circumstances surrounding the violation. Measures that may be imposed include, but are not limited to:

1. require the student to attend detention;
2. impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the school's suspension and expulsion policy shall be followed;
3. make restitution if applicable;
4. refer the student to a school counselor;
5. hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff;
6. modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim;
7. If applicable, contact the administrator of the website on which the bullying occurred to report it.

If the misconduct does not meet this policy's definition of bullying, it may be addressed under other school disciplinary policies.

For bullying initiated off campus and received on campus (e.g., cyber-bullying), the school only has authority to impose any of the above disciplinary measures if the bullying substantially disrupted the educational environment or posed a true threat. In all other cases of off-campus bullying received on-campus, the school may only take corrective measures as described in items five through seven above.

If the perpetrator is a school staff member, the school shall take appropriate disciplinary action including, but not limited to: a reprimand, modification of duties, suspension, or a recommendation for termination/discharge in accordance with any applicable law.

### **Victim Protection Strategies**

When the school confirms that a violation of this policy has occurred, it should notify the victim's parents and shall implement victim protection strategies. These strategies shall be developed on a case-by-case basis after administration has reviewed the totality of the circumstances surrounding the bullying incident(s) or other violations of this policy. Strategies may include, but not be limited to, the following:

1. Additional training for all students and applicable staff on implementation of the policy and/or bullying prevention.
2. Notice to the victim's teachers and other staff to monitor the victim and his/her interaction with peers.
3. Assignment of school staff to monitor, more frequently, areas in the school where bullying has occurred.
4. Referral to counseling services for the victim and perpetrator.
5. Modification of the perpetrator's schedule and other appropriate measures imposed on the perpetrator (not the victim) to minimize the perpetrator's contact with the victim.

### **Prevention Programs & Professional Development Activities**

The school shall develop and implement bullying prevention programs for all students and school staff. The school shall include, in professional development activities, information regarding the prevention of bullying and shall provide information regarding the prevention of bullying to all volunteers and nonlicensed personnel who have contact with students.

The school shall review and revise its policy as it determines necessary.

## **Sexual Harassment Procedure**

Sexual harassment will not be tolerated by any student or employee of Bishop Ryan Catholic School.

### **General State of Policy**

Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. §2000e, et seq., and the North Dakota Human Rights Act.

It is the policy of Bishop Ryan Catholic School (BRCS) to maintain a learning and working environment that is free from sexual harassment. BRCS prohibits any form of sexual harassment.

It shall be a violation of this policy for any student or employee of the BRCS System to harass a student, or an employee through conduct or communication of a sexual nature as defined by this policy.

BRCS will act to investigate complaints, formal or informal, verbal or written, of sexual harassment and to discipline any student or employee who sexually harasses a student, employee, or volunteer of BRCS.

## **Sexual Harassment Defined**

- a. Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conductor communication of a sexual nature when:
  1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
  2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
  3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.

Any sexual harassment as defined above, when perpetrated on any student or employee or employee by any student or employee, will be treated as sexual harassment under this policy.

- b. Sexual Harassment may include, but is not limited to:
  - Verbal harassment or abuse of a sexual nature;
  - Display or distribution of obscene materials;
  - Subtle pressure for sexual activity;
  - Inappropriate patting or pinching;
  - Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
  - Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or education status; or
  - Any unwelcome sexually motivated touching.

## **Reporting Procedures**

Any person who believes he or she has been the victim of sexual harassment by a student or an employee of BRCS, should report the alleged acts immediately to an appropriate BRCS official as identified hereafter in subsections A and B of this section. BRCS encourages the reporting party or complainant to use the report form available on-line at [bishopryan.com](http://bishopryan.com). The complainant may choose either the informal or formal method of resolving the complaint. Use of formal reporting forms is not mandatory.

**Informal report:** Reasonable efforts should be made by the principal or designees to resolve a problem or complaint prior to beginning the formal complaint process. If there is alleged or actual sexual harassment, the normal discipline procedure may be used to resolve the issue.

**Formal report:** The complaining party or the responsible building administrator may decide to use the formal complaint procedure which is as follows:

- a. In the school building, the principal is the person responsible for receiving oral or written reports of sexual harassment involving an adult. Reports involving only minor students shall be directed to the dean of students. Upon receipt of a report or a formal complaint, the principal must notify the school president immediately without screening or investigation the report. A written report will be forwarded simultaneously to the school president. If the report was given verbally, the principal or dean of students shall reduce it to written form within 24 hours and forward it to the president. Failure to forward any sexual harassment report or complaint, as provided herein, will result in disciplinary action. If the complaint involves the principal, the complaint shall be filed directly with the school president.
- b. BRCS Wide: The school board hereby designates the school president to receive reports or complaints of sexual harassment from any individual, employee or victim of sexual harassment and also from the principal as outlined above. If the complaint involves the school president, the complaint shall be filed directly with the school board vice-president. BRCS shall conspicuously post the name of the school president, including a mailing address and phone number.

Submission of a complaint or report of sexual harassment will not affect the individual's future employment, grades or work assignments.

BRCS will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with BRCS's legal obligations and the necessity to investigate allegations of sexual harassment and take disciplinary action when the conduct has occurred.

### **Investigation and Recommendation**

By authority of BRCS, the school president, upon receipt of a report or complaint alleging sexual harassment, may immediately authorize an investigation. This investigation may be conducted by BRCS Officials or by a third party designated by BRCS. The investigating party shall provide a written report of the status of the investigation within 10 working days to the school president of BRCS when processing a formal complaint.

When using the informal procedure, all information and action must be documented in the event that the data will be needed later if a formal procedure must be followed.

In determining whether alleged conduct constitutes sexual harassment, BRCS should consider the surrounding circumstances, the nature of sexual advances, relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes sexual harassment requires a determination based on all the facts and surrounding circumstances.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving the rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator. In addition, BRCS may take immediate steps, at its discretion, to protect the complainant, students, and employees pending completion of an investigation of alleged sexual harassment.

The school president shall make a report upon completion of the investigation when the formal complaint procedure is used.

### **BRCS Action**

- a. Upon receipt of a recommendation that the complaint is valid, BRCS will take such action as appropriate based on the results of the investigation.
- b. When using the formal complaint procedure, the result of the investigation of each complaint filed under these procedures will be reported in writing of the complainant by BRCS. The report will document any disciplinary action taken as a result of the complaint. When using the informal complaint procedure, the person making the complaint will be informed either verbally or in writing of the action taken.

### **Reprisal**

Bishop Ryan Catholic School will discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

### **Non-Harassment**

BRCS recognizes that not every advance or consent of a sexual nature constitutes sexual harassment. False accusations of sexual harassment can have a serious detrimental effect on innocent parties and could result in disciplinary action.

### **Right to Alternative Complaint Procedures**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include initiating civil action or seeking redress under state criminal statutes and/or laws.

### **Sexual Harassment as Sexual Abuse**

Under certain circumstances, sexual harassment may constitute sexual abuse under the applicable North Dakota Century Code statutes.

### **Discipline**

Any BRCS action taken pursuant to this policy will be consistent with requirements of North Dakota statutes, and BRCS Policies. BRCS will take such disciplinary action it deems necessary and appropriate, including warning, suspension or immediate discharge to end sexual harassment and prevent its recurrence.

### **Appealing of an Unfavorable Decision**

Either party may appeal a decision perceived by them to be unfavorable by exercising their right to file a grievance with the following: decisions determined by the dean of students are appealed to the principal; decisions determined by the principal are appealed to the president; decisions determined by the president are appealed to the vice president of the school's board of directors.

BRCS will abide by the policies set forth by the Diocese of Bismarck in regards to sexual harassment.

### **Hazing Policy**

The purpose of this policy is to maintain a safe learning environment for students that is free from hazing. Hazing activities of any types are inconsistent with the educational goals of Bishop Ryan Catholic School and are prohibited at all times.

#### **General Statement of Policy**

1. No student, teacher, administrator, coach/advisor, volunteer, contractor or other employee of Bishop Ryan Catholic School shall plan, direct, encourage, aid or engage in hazing.
2. No teacher, administrator, coach/advisor, volunteer, contractor, or other employee of Bishop Ryan Catholic School shall permit, condone, actively ignore, or tolerate hazing.
3. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
4. This policy applies to behavior that occurs on or off school property and during and after school hours, whether school is in session or not.
5. A person who engages in an act that violates school policy or law in order to be initiated into or to be affiliated with a student organization shall be subject to discipline for that act.
6. Bishop Ryan Catholic School will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, coach/advisor, administrator, volunteer, contractor or other employee of BRCS who is found to have violated this policy.

#### **Definitions**

"Hazing" means any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with Bishop Ryan Catholic School; and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of the student.

"Hazing" also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts. Hazing may occur on or off school grounds. The term hazing includes, but is not limited to

1. Any type of physical brutality such as whipping, beating, striking, paddling, branding, electronic shocking or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health or safety.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, which adversely affects the mental health, or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of Bishop Ryan Catholic School policies or regulations.

"Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

#### **Reporting Procedure**

1. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct that may constitute hazing shall report the alleged acts immediately to an appropriate Bishop Ryan Catholic School official (to include administrator, teacher, or coach). The principal is to be informed of all reports of hazing.

2. Any such person who received a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the principal immediately. The principal will further report such incidents to law enforcement when it is appropriate.
3. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

### **School Action**

Upon receipt of a complaint or report of hazing, Bishop Ryan Catholic School shall undertake or authorize an investigation by Bishop Ryan Catholic School officials or a third party designated by Bishop Ryan Catholic School. All efforts will be taken to assure the confidentiality of the victim(s). Upon completion of the investigation, Bishop Ryan Catholic School will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, dismissal, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior.

If the investigation concludes that two or more students from the same athletic team or other extracurricular activity directed, engaged in, aided or otherwise participated inactively or passively in an incident of hazing, disciplinary action may be imposed against the team or activity, including cancellation of one or more athletic contests or the entire athletic season.

### **Reprisal**

Bishop Ryan Catholic School will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of Bishop Ryan Catholic School who retaliates against any person, who makes a good faith report, testifies, assists, or participates in an investigation, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, intimidation, reprisal or harassment.

### **Policy Information**

A copy of this policy will be given annually to each student. In addition, student handbooks will be used to inform students that hazing is wrong and harmful and is not permissible. Compliance with this policy is mandatory. The handbook will include a form for parents to sign and return indicating that the information in the handbook has been received and read by the student and the parents. The principal will maintain a file of returned forms.

The BRCS Administration will annually conduct in-service training sessions for all school employees, which will include a review of this policy and procedures for implementation. Each coach/director/ advisor will review this policy with their team, group, or organization before the start of each season or at their organizational meeting.

### **Drug-Free School and Search Policy**

In order to protect the health, safety and welfare of all students, faculty and administration, BRCS has adopted these policies regarding illegal substances, and the search of student's person, lockers, desks, storage areas, motor vehicles, backpacks, brief cases, purses, billfolds and other items in which could be concealed illegal substances, and to prohibit the sale, delivery or distribution of illegal substances on BRCS property or at BRCS sanctioned events, and to require non-invasive illegal substance screening or testing and to provide for discipline for violations of this policy, has adopted the following policies:

It is the policy of BRCS and specifically adopted by BRCS the definition of "illegal substances" as set forth in North Dakota law, NDCC 19-03.1-01 et.seq., known as the Uniform Controlled Substance Act or any other substance or item prohibited by North Dakota law. All controlled substances under the act shall be illegal substances under this policy.

It is the policy of Bishop Ryan Catholic School (BRCS) that no student, enrolled at BRCS, shall possess, bring to, or store on BRCS property any illegal substance or drug paraphernalia.

It is the policy of BRCS that no student, enrolled at BRCS, shall sell, deliver, distribute or attempt to sell, deliver or distribute on BRCS property, at a BRCS sanctioned event or otherwise any illegal substance.

It is the policy of BRCS that no student, enrolled at BRCS, shall be permitted on BRCS property or at a BRCS-sanctioned activity, on or off BRCS property while under the influence of an illegal substance.

It is the policy of BRCS that each student who enrolls at BRCS and their parent(s) or guardian(s) shall be deemed to have consented to and agree to accept this policy and that each student may, on request of BRCS officials, be subject to a search of his/her person and to non-invasive screening and testing to include testing of breath, saliva, or urine, in the discretion of BRCS officials, to detect the presence of illegal substances.

It is the policy of BRCS that lockers, desks, and storage areas may be made available to students in their day-to-day activities. However, all lockers, desks, and storage areas remain the property of BRCS and are subject to

being searched by BRCS officials at any time, with or without notice to the student or his/her parent(s) or guardian(s).

It is the policy of BRCS that any motor vehicle, backpack, brief case, purse, billfold or any other item, in which could be concealed an illegal substance, brought onto BRCS property, shall be subject to search by BRCS officials. By bringing these onto BRCS property the student has consented to their search. Motor vehicles may be subject to search without notice to or consent of the registered owner.

It is the policy of BRCS that searches of lockers, desks, storage areas, motor vehicles, back packs, brief cases, purses, billfolds or any other item in which could be concealed an illegal substance may be done at any time, with or without notice to the student, and may be done, at the request of BRCS officials, by other persons, including law enforcement, and may include the use of dogs or electronic devices.

It is the policy of BRCS that all students on BRCS property are subject to search of that student's person. Search of a student's person may include a pat down by a BRCS official of the same sex in the presence of at least one additional school official or by other persons, including law enforcement, designated by BRCS officials. Search of a student's person may also include a requirement that a student empty all pockets, remove hats, coats, gloves, and shoes. Search of a student's person may also include the use of dogs or electronic devices.

It is the policy of BRCS that any illegal substance found shall be subject to confiscation and shall be turned over to the proper authorities along with the name of the student. The parent(s) or guardian(s) of each student will also be notified by BRCS officials.

It is the policy of BRCS that all students on BRCS property, or participating in BRCS-sanctioned activities, on or off BRCS property, shall be subject to non-invasive screening or testing including breath, saliva, or urine testing by BRCS or persons designated by BRCS officials. The cost of screen or testing may be at the expense of the student or his/her parent(s) or guardian(s) as a condition of attending BRCS.

It is the policy of BRCS that any student who refuses a search or to provide a sample of breath, urine or saliva, when requested by BRCS officials, shall be subject to discipline by BRCS.

It is the policy of BRCS that searches and requests for breath, urine or saliva samples may be random and without a requirement of notice or probable cause and may be of one, some, or all students, at any time while on BRCS property or at a BRCS-sanctioned activity.

It is the policy of BRCS that any student found to be in possession of an illegal substance on his/her person, in his/her designated locker, desk, storage area, motor vehicle, back pack, brief case, purse, billfold or other item or to have refused search of these areas or to have sold, delivered, or distributed or attempted to sell, deliver or distribute an illegal substance or, to have consumed an illegal substance determined by testing positive on a test selected by BRCS officials or, to have refused to provide a sample of breath, urine or saliva, shall be subject to discipline by BRCS, including suspension or expulsion.

It is the policy of BRCS that any violation of any of these policies, except sale, delivery or distribution or attempt to sell, deliver or distribute, shall subject the student to suspension or expulsion. The sanction for a first offense is a three-day suspension, the second offense is a ten-day suspension and, the third offense is expulsion.

It is the policy of BRCS that any student who sells, delivers, or distributes or attempts to sell, deliver or distribute any illegal substance may be subject to expulsion for the first offense.

It is the policy of BRCS that the dean of students shall be responsible for administering this policy and the sanctions, and that the BRCS Board of Directors may review the decision on the request of the school president or of the parent(s) or guardian(s) of the affected student.

It is the policy of BRCS that the voting members of the Board of Directors, the school president, and the school principal is authorized to review upon request and by majority vote of voting members present, increase or decrease any sanction for violation of this policy. There shall be no limit on the discretion of this committee as regards suspension or expulsion including the authority to expel for a first offence and to waive all sanction. The Board of Directors may impose conditions in addition to or in lieu of the sanctions of this policy.

### **Protocols for Drug Testing**

1. The selection of students for random drug testing shall be made the morning of the day on which the testing will take place. Parents will be notified of the forthcoming test and be given the opportunity to be present at the time of the testing. If the parent is unable to be present for the test, the test is not to be moved and the test is to go forward as scheduled.



2. In cases in which students are to be tested for cause of reasonable suspicion, a parent is to be informed of the situation prior to the administration of the test and be given the opportunity be present for the testing. Students shall not be allowed to leave the custody of the administration until the test is administered. If a parent or student seeks to deter or delay the administration of the test, BRCS administration may treat the test as failed.

3. It is the discretion of BRCS administration to determine the method of drug test administered.

### **Tobacco Policy**

#### **Rationale for Regulating Possession and Use**

The health hazards of tobacco have been well established. This policy is established protect the health and safety of all students, employees and general public

#### **Tobacco Definitions**

For the purpose of this policy, "tobacco" is defined to include any lit or unlit cigarette, cigar, pipe, blunt, bidi, clove cigarette and any other tobacco product, and spit tobacco, also known as smokeless tobacco, dip, chew, and snuff in any form. The term "use" means the chewing, lighting, smoking and any other usage of any tobacco product.

#### **Tobacco Use and Possession Prohibitions**

Possession or use of tobacco products by students on BRCS property, in BRCS vehicles, and at school sponsored events (whether on or off school property) is prohibited. This includes non-school hours and at all events sponsored by the school or others.

#### **Tobacco Prevention Education**

Tobacco prevention education will be incorporated into the district's K-12 comprehensive health curriculum so that students will be aware of the health and social consequences of use/nonuse of tobacco products. Teachers whose instructional assignments include tobacco use prevention education will be trained in order that students will be afforded the most effective delivery of the district's classroom-based tobacco prevention education.

#### **Tobacco Policy: Communication to Students, Staff and the Public**

This policy will be printed in the employee and student handbooks. It will be posted in highly visible places in all schools of the district. Signs will be posted in all entrances of school buildings, school playgrounds, athletic fields, and school sponsored events (on and off campus).

### **Weapons Policy**

Students are forbidden to possess or store any weapon on school property.

Students who knowingly carry a pocket knife to school or activity can check the knife into the principal's office or give it to the supervisor of the activity and no punishment will be rendered. Once the school administration is called upon to investigate a weapons policy incident, it may be viewed as a violation of the weapons policy. The penalty for possessing and/or harboring a restricted weapon may lead to immediate expulsion from Bishop Ryan Catholic School, confiscation of the weapon, and notification to the Minot Police Department.

### **Felony Offenses**

Any student convicted of a felony offense shall immediately become ineligible to participate in any extracurricular activity. The student will be scheduled for an expulsion hearing with the BRCS School Board.

### **School Trips**

Students who are on school-sponsored day trips are required to be in full compliance with the rules and regulations of Bishop Ryan Catholic School, as well as have had parental signature of our School Trip Permission and Indemnity Form (see Addendum I "School Trip Permission and Indemnity Form"). Unless determined otherwise by school administration, students are required to be in school dress code dress and abide by the policies stated in this handbook and its addenda. Failure to comply will mean that students will give up future trips and appearances as representatives of our school.

#### **When traveling, students must dress in weather-appropriate clothing.**

School trips are a privilege, not a right. Students may lose this privilege as a result of either failure to fulfill necessary preparatory tasks or disciplinary infractions.

### **Overnight Field Trips**

For every instance of a school-sponsored overnight trip, each student's parent/legal guardian must sign the pertinent Extended and Overnight Field Trip Permission and Indemnity Form. This form will be made available through the school prior to the event's occurrence.

### **School Dances**

Only organizations and clubs directly affiliated with the school may sponsor and conduct school dances.

To sponsor a dance, the following procedures must be followed:

- The request for a dance must have the approval of the following:
  1. The class advisor(s)
  2. The Student Council
  3. Approval for the date from the principal.
- The organization sponsoring the dance is responsible for set-up, take-down and clean-up.
- Two faculty chaperones and at least three sets of parents must be provided before a dance will be permitted.
- Dances must end by 10:00pm on school nights and 12:00am on weekends.
- The officers of the organization sponsoring the dance are directly responsible for all action and conduct at dances.
- No admittance will be allowed after 10:00pm.

Dances held at Bishop Ryan Catholic School must adhere to the following criteria:

- The type of dancing known as 'grinding' is not allowed. Anyone who 'grinds' at the dance will be forced to leave. If upon warning students that their dancing is immodest, they persist, they will be asked to leave. Faculty members at the dance will be responsible for the removal of the student(s).
- If, after removal of several individuals, 'grinding' continues to happen, the dance can be shut down at the discretion of the primary faculty person present at the dance.
- The DJ is required to present a play list one week in advance of the scheduled dance. There can be no explicit content in any of the songs. This means that there can be no explicit words in the songs, and they cannot speak about or glamorize licentiousness, drunkenness, drug use, prostitution, abuse, etc..
- If the DJ fails to comply to these criteria during the dance, they will not be allowed to offer their future services to Bishop Ryan Catholic School.
- Students may be subjected to an alcohol breathalyzer test upon admittance to dances.
- Police or security will be present at all dances.

### **School Clubs and Organizations**

Assistant Chaplains  
Drama Club  
Envirothon  
National Honor Society

Pep Band  
Science Olympiad  
Speech Club  
Student Council

SADD  
Lego Robotics  
Visual Arts Club  
Literary Lions

*\*Clubs and organizations are subject to change based upon staffing and student interest.*

## **-Bishop Ryan Catholic School Wellness Policy-**

BRCS recognizes the important role of promoting a healthy school environment. It is the intent of the school to provide nutrition education, physical activity and other school-based activities to promote student wellness.

### **Bishop Ryan Catholic School Daily Health Checklist**

1. **Does your child have a fever of 100.4°F or higher, or have they had one within the previous 24 hours?**
2. **Is your child exhibiting two or more of the following symptoms:**
  - fatigue
  - chills
  - sore throat
  - nausea
  - abdominal pain
  - headache
  - cough
  - congestion
  - vomiting
  - muscle or body aches
  - shortness of breath
  - runny nose
  - diarrhea
3. **Is your child experiencing a loss of taste or smell?**

**If you answered “yes” to any of these questions:**

You cannot send your child to school or school-related activities.

Your child cannot return until 24 hours have passed following the cessation of symptoms. Please keep them at home to rest and get better.

**If you answered “no” to all questions, you may send your child to school.**

### **Asbestos Notice**

Uncontrolled asbestos contamination in buildings can be a significant environmental and public health problem. Both the public and private sectors have been dealing with the asbestos issue for many years. In 1985, Congress enacted the Asbestos Hazard Emergency Response Act (AHERA) primarily to require school districts to identify asbestos-containing materials (ACM) in their school buildings and take appropriate actions to control the release of asbestos fibers. In 1987, the US Environmental Protection Agency finalized a regulatory program which enforces the AHERA mandate.

In compliance with the AHERA regulations, our school facilities are regularly inspected by an EPA accredited building inspector. The results of past inspections and laboratory analysis of samples have confirmed the presence of ACM in portions of the school facilities. It is important to note that the materials are in a form and condition that does not pose an imminent health threat to students, faculty, or employees.

Also in compliance with AHERA, our school maintains and regularly updates an Asbestos Management Plan. This plan has been in place since the AHERA regulations came into force. The original plan was developed for our school by Bison Engineering of Helena, MT. The Management Plan includes the inspection and physical assessment reports, the training program for our custodial and maintenance personnel, the plans and procedures to be followed to minimize disturbance of the asbestos-containing materials, and a program for regular surveillance of the ACM.

A copy of the Asbestos Management Plan is available for your review in our administrative offices during regular office hours.

With the ongoing Asbestos Management Plan, it is our intent to not only comply with, but exceed applicable regulations in dealing with the asbestos issue. We will take whatever steps are necessary to ensure that our students, teachers, and employees have a healthy and safe environment in which to learn and work.

### **Medication Administration Policy**

Students who are to take prescribed medication during the school day must have a medication dispersal form filled out by a parent/legal guardian. (Forms are available at [www.bishopryan.com](http://www.bishopryan.com).) The completed form and medication in its original container must be given to the school secretary to place in a secured area. All medications will be dispersed by school personnel and recorded. Bishop Ryan Catholic School will not administer or distribute any medication not having a dispersal form.

### **Student Allergies**

Bishop Ryan Catholic School will make every effort to keep children's allergies noted in our lunch program and classroom activities. Elementary parents should check with the classroom teacher about potential problems with allergies before bringing class treats; please consider those with allergies who may not be able to have the treat when planning a class treat.

Parents of students with allergies are asked to notify the office of their allergies by completing the Bishop Ryan Allergy Information Form annually and, if necessary, supply the office with an EpiPen or other required rescue medication, including information on administration and storage.

### **Head Lice Policy**

Sign and symptoms of head lice may include:

- tickling feeling of something moving in the hair
- itching, caused by an allergic reaction to the bites of the head louse
- irritability and difficulty sleeping (Head lice are most active in the dark.)
- sores on the head caused by scratching (These sores can sometimes become infected with bacteria found on the person's skin.)

If a teacher/staff member notices any of the above with a student and is suspicious that it may be head lice, the parent will be immediately notified and asked to take their student from school to be checked for nits, nymphs, or adult lice. If the student does have a confirmed case of head lice, **they may not return to school until they are**

**nit-free, thus having no nits, nymphs or adult lice. If a parent finds their child to have head lice, they must report it to the school immediately.**

The school will notify parents of students within the specified classroom by letter that there has been a confirmed case of head lice in their child's classroom.

### **Birth Certificates & Immunization Records**

All students PK-12 are required by law to have a copy of their birth certificate and immunization record on file in the school office.

All Bishop Ryan Catholic School students must have a birth certificate and current immunization record or immunization exemption form on file in the school office by two weeks before the start of the current school year to maintain their enrollment at Bishop Ryan Catholic School.

Preschool students must also have a completed Child Information Form and Health Assessment Form. Students are not able to start school until all forms are submitted.

### **Student Pregnancy**

Students who become pregnant shall be encouraged to carry the baby to full term. Administration, guidance personnel, parents and the couple will pursue all the options for counseling and for completing the student's education.

### **Student Nutrition Program**

Bishop Ryan Catholic School participates in the National Free and Reduced Lunch Program. Applications are available throughout the year in the administration office. All families are invited to apply.

### **Lunch and Meal Charging Policy**

Bishop Ryan Catholic School provides a lunch program that follows the USDA guidelines. Menus will be posted at [www.bishopryan.com](http://www.bishopryan.com).

All meals are payable in advance. Each student is allowed to charge no more than five days of meals. Students exceeding five days of regular hot lunch charges will receive a sandwich, milk, and fruit or vegetable at lunchtime for up to one week (five days). Students will not be served after ten days of no payment.

Bishop Ryan Catholic School believes good nutrition and a successful day of learning go hand-in-hand. If families are experiencing financial difficulty in paying for lunch, they are strongly encouraged to contact the business office to make arrangements to ensure that students receive a healthy meal.

Parents are welcome to join us for lunch! If you plan to eat with your child, please notify the school office by 8:10am of the morning of your visit to help us ensure correct lunch counts for the day.

### **Sack Lunch & Snack Policy**

Bishop Ryan Catholic School promotes health and wellness; when packing a sack lunch for your child, involve them in the process of making healthy choices! For more information on healthy lunch and snack ideas, visit [www.choosemyplate.gov](http://www.choosemyplate.gov).

### **Nutrition Goals**

The primary goal of nutrition education is to positively influence students' eating behaviors.

The following statements provide policy guidance for the nutrition education efforts of the school:

- Students at each grade level will receive consistent nutrition education that teaches the skills they need to adopt healthy eating behaviors.
- Nutrition education will be offered in the cafeteria as well as in the classrooms, with coordination between the nutrition services staff and teachers.
- Nutrition education will be communicated in consistent nutrition messages throughout the school, classrooms and cafeteria and promoted to parents, the community and the media.
- School health education curriculum standards and guidelines will include both nutrition and physical education.
- The school will link nutrition education activities with the coordinated school health program.
- The school will conduct nutrition education activities and promotions that involve parents, students, and the community.

### **School Meal Guidelines**

BRCS offers healthy meals, snacks, and beverages in compliance with requirements of the most updated USDA guidelines and Dietary Guidelines for Americans. The goal is to create a total school environment that is conducive to healthy eating and being physically active.

Meals served through the National School Lunch and Breakfast Program will:

- Be appealing and attractive to students.
- Be served in a clean, enjoyable environment.
- The school will ensure an adequate time for students to enjoy eating healthy foods.
- The school will schedule lunch time as near the middle of the school day as possible.
- Offer a variety of fresh fruits, vegetables, and whole grain products daily.
- Serve only low-fat (1%), fat-free milk or flavored milk.
- Student access to water throughout the school day will be facilitated through drinking fountains and the use of other available options.
- The school will encourage students to participate in the school meals program and protect the identity of students who eat free and reduced price meals.

Competitive Foods and other foods and beverages sold to students will:

- Foods and beverages sold individually will comply with Smart Snacks in School nutrition standards.
- The school day is considered from midnight until 30 minutes after the last bell.
- The school principal has the option to allow limited fundraisers that do not have to comply with USDA guidelines.
- The school will encourage snacks that make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage.
- The school is encouraged to consider celebration activities other than food. This includes foods or snack items brought from home.
- School-sponsored events outside of the school day (i.e., athletic events, dances, or performances) will be encouraged to sell or serve healthy foods and beverages.
- The school will use marketing strategies that promote healthful behaviors and meet the Smart Snacks in School nutrition guidelines.

### **Physical Education Goals**

The primary goals for school physical activity components are to provide opportunities for every student to develop the knowledge and skills for specific physical activities; to maintain physical fitness; to ensure regular participation and to teach the short and long-term benefits of a physically active and healthful lifestyle. The following guidelines are established:

- Students will be given opportunities for physical activity during the school day through physical education classes, daily recess periods for elementary students, and the integration of physical activity into the school day.
- Students will be given opportunities for physical activity through a range of before- and/or after-school programs, which may include intramurals, interscholastic athletics and physical activity clubs.
- The school will encourage parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.
- The school is encouraged to promote the use of school facilities outside of school hours for physical activity programs.

### **Implementation of the Wellness Policy**

- The school recognizes the importance of communicating with parents and will support parents' efforts to provide a healthy diet and daily physical activity for their children. Shared information will support and include nutrition education, physical activity and physical education through the school website, newsletters, or other take-home materials and special events.
- The school board designates the principal with the operational responsibility for ensuring the policy's fulfillment. The principal will report to the school wellness committee on the school's compliance.
- The school wellness committee will submit a summary report annually on the school's compliance. That report will be provided to the school board.
- Monitoring will be reported annually to help review policy compliance, assess progress, and determine areas in need of improvement and or revisions.

## **-Policies Specific to Little Lions Preschool and Kindergarten Readiness-**

### **Hours of Operation**

Morning Preschool Sessions: 8:00am-11:00am  
Afternoon Preschool Sessions: 12:00pm-3:00pm  
Full-Day Preschool Sessions: 8:00am-3:00pm

### **Student Arrival and Pick-Up**

Preschool students are allowed to arrive as early as fifteen (15) minutes before the beginning of their class. Students must be picked up promptly upon class dismissal.

### **Care and Safeguarding of Personal Belongings**

The school provides a place for each child's coat, boots, backpack, etc. The teacher helps each child put his/her things in the appropriate place and to remove them carefully until the child has mastered the skill. The teacher continues to reinforce the concept throughout the year. The curriculum stresses respect for self and others, addressing care of personal belongings.

### **Communication**

Communication between Bishop Ryan and parents is conducted verbally or through classroom newsletters, email or personal communication. In the case of a special situation in which a student's needs require daily communication regarding eating, sleeping and/or bathroom usage, arrangements will be made between parents and school administration.

### **Disciplinary Practices**

- Encourage children to speak freely about what they are doing, observing, and feeling. Communicating thoughts and feelings is essential if children are to learn to relate to others and get along.
- Establish a caring and secure environment by formulating a simple, reasonable set of rules, and discuss with the children the reasons for the rules and the possible consequences of breaking them. These rules must be followed consistently and discussed as often as is needed.
- Accompany "NO" with an explanation.
- Discuss the children's feelings and provide the information they need to know to understand.
- Encourage children to think of how other people feel in a specific situation.
- When children resort to physical action toward one another, redirect the children in conflict back to the original problem so they can find a workable solution.
- When children get frustrated, help them find alternative modes of behavior and plan more suitable activities for themselves.
- When anticipating possible conflict, help children before they get themselves into trouble by trying to have them think of some workable alternatives.
- Help children solve their own problems and do things for themselves.

### **Grievance Policy**

It is the desire of the Little Lions Preschool program, operating at Bishop Ryan Catholic School, to provide quality services to our children and families. If a parent/guardian has a concern or grievance regarding the services provided, the following procedure should be followed:

- 1) The parent/guardian should discuss the concern or grievance with the child's teacher if appropriate. Most concerns can be solved using this step alone.
- 2) If the concern or grievance is not resolved with step one, the parent/guardian can request a meeting with the Bishop Ryan Catholic School principal.
- 3) If the concern or grievance is not resolved with step two, the parent/guardian can request a meeting with the principal and school president.
- 4) In the event the concern or grievance is not resolved with step three, the parent/guardian has the right to contact the Ward County Social Service Office.

The parent/guardian is encouraged to put the concern or grievance in writing. All information shared will be confidential. Concerns or grievances will be addressed in a timely manner. All efforts are intended to provide greater collaboration and consistency between the Little Lions Preschool program and our children and families.

### **Student Illness**

It is the parent's responsibility to inform the school that their child will be absent because of illness, emergency, or for any other reason. Parents are encouraged to keep sick children at home to facilitate a speedy recovery and to lessen the contact with other children. If a child becomes ill and cannot remain with the class, parents will be notified immediately and asked to pick up their child.

### **Student Records**

Preschool students must have a copy of their birth certificate, current immunization record or exemption form, ND Child Information form, current ND Health Assessment form, BRCS Media Policy, current BRCS Student Emergency form, and Home Language Survey on file as of two weeks before the start of the current school year to maintain their enrollment at Bishop Ryan Catholic School.

### **Transportation & Accountability**

Parents are responsible for their child's transportation to and from preschool. Parents must accompany their preschool student to the classroom upon arrival and from the classroom at dismissal.

Transportation to and from field trips will be provided by bus through Bishop Ryan Catholic School.

## **-Policies Specific to Elementary Grades-**

### **Promotion and Retention**

Students in kindergarten through fifth grade are promoted to the next grade level upon exhibiting satisfactory work as determined by each instructor. For students experiencing difficulty in completing their requirements for promotion, a required meeting to determine promotion or retention will be held involving the classroom teacher(s), guidance counselor, special education teachers, administration, and the student's parents, at a time mutually acceptable to all parties. A decision as to whether or not the child is to be retained shall be made by May 31 of the current school year.

### **Student Arrival and Pick-Up Procedure**

Students may be dropped off no earlier than 7:30am. The school doors will remain locked until 7:30am and there will be NO supervision prior to 7:30am. Students may not go to their classrooms before 7:50am. Students arriving between 7:30am and 7:50am should go to the cafeteria, or to the chapel to pray the rosary (on mornings with no Morning Mass scheduled).

Elementary students should be dropped off at and enter Door A. At the end of the school day, elementary students will exit through Door A. Preschool students should enter and exit using Door B or Door C.

Students should be promptly picked up at the 3:10pm dismissal time. Because supervision is limited after 3:10pm, students who are not picked up by 3:25pm will be sent to the Lions Learning & Fun after-school program, and a \$25 LLAFF daily penalty fee will be charged.

### **Band**

A band program is offered for students in fifth grade. Students may rent instruments as facilitated by the music department.

### **Parent Participation**

Bishop Ryan Catholic School thrives with the help of parents. Parents are invited to be part of volunteering for school activities throughout the year.

### **Parties**

There are a number of celebrations scheduled during the school year.

Students are allowed to bring treats for their birthday. **If birthday party invitations will not be given to everyone in the class, they must be given out outside of school.** Valentines are to be given to all students in the class.

Please refrain from sending gifts, balloons or bouquets to the school for students.

### Playground

Classes are supervised during all playground activities. When weather does not permit outside activities, students will use the gymnasium or classrooms for suitable indoor activities. Unless deemed necessary by doctor or special circumstance, all students are required to go outside at recess.

In the case of an accident on the school premises, first aid will be rendered. When necessary a parent will be called immediately and the student will be taken to receive medical aid. In the event that the student needs to see a doctor because of a school accident, please inform the principal immediately to ensure an accident form has been filed. (See School Accident Insurance, p. 11)

### Extracurriculars

Extracurricular activities are offered in grades 4 and 5. Eligibility for participation requires students to be passing all classes with at least a D average, and the student can have no missing assignments.

## **-Policies Specific to Secondary Grades-**

### Graduation Requirements

Please refer to the Registration Guide for information regarding the current academic year.

### Academic Honesty Policy

Honesty, integrity, and justice are virtues essential to the academic process at Bishop Ryan Catholic School. To highlight the importance of academic honesty and to support the behavior of virtuous students, faculty and administrators will implement measures to deter dishonesty. If a violation of the academic honesty policy is suspected, the teacher will work with BRCS administrators to evaluate the situation and take appropriate disciplinary action. ***Students who violate the Academic Honesty Policy the first time will be required to redo the assignment and will lose the second semester final exemption in that particular class (faculty and administration will work together in this process). Students should be aware that these consequences will have a serious effect on his or her grade. A second violation of the Academic Honesty Policy may result in the loss of credit for the semester.***

**Violations of the Academic Honesty Policy include, but are not limited to the following:**

- Viewing another student's paper during a quiz or test or knowingly allowing another student to view your paper during a test or quiz.
- Communicating with anyone other than the teacher during a test or quiz.
- Preparing homework for another student or giving/lending assigned work to a student who copies the work or represents it as his or her own.
- Misrepresenting the work of another as your own
- Taking work from a teacher's room without permission.
- Taking a picture of a test or quiz with a cell phone.
- Knowingly leaving a testing situation with the test in your possession.
- Providing information about a quiz or exam to any student who will be taking it at a later time.
- Receiving information about a quiz or exam from a student who has already completed it.
- Attempting to cheat or cheating on a quiz, exam or assignment.

**Please Note: The National Honor Society Council will review each *Academic Honesty Policy* violation on a case-by-case basis. *Students found guilty of violating any of the criteria associated with the policy may be refused admission or removed as a member of the National Honor Society.***

### The Relationship Between Attendance and Test Exemptions

It is the goal of Bishop Ryan Catholic School to encourage good attendance as well as test-taking skills. Students in grades 6-12 will have a defined testing period for the first and second semesters. Each class will be allotted a 90 minute test period for a comprehensive semester exam. Students in grades 9-12 will only be required to be in attendance when they are taking an exam. Measures should be taken to guarantee student attendance during finals. If parents need to have their student excused during final testing days, they must notify the school administration in writing no later than one (1) week prior to the expected absence. Students are then required to make arrangements with their instructors for completion of their final tests. Failure to follow this procedure may result in students receiving a failing grade for their semester final exam.

**All students are required to complete first quarter, third quarter, and first semester final tests.**



**Students may earn an exemption from second semester one unit (year-long) final tests** by having the required minimum grade or higher on their second semester grade (the 3rd and 4th quarter average) by 4:00pm one week (7 days) prior to the first day of finals.

- Grade Scale Minimum: 83% (B)

**Students will take a second semester final test, regardless of grade**, if any of the following apply:

- the student has five or more absences in a particular class during the second semester only.  
*Please note: Absences associated with school activities and college visits (seniors only) are excused absences that do not count toward second semester finals. However, all other absences including, but not limited to, family vacation, illness, bereavement, appointments (medical, dental therapy, etc.) will count toward second semester finals. Administrative discretion will be used to determine the approval of an absence in extraordinary circumstances.*
- the student has a total of ten (10) tardies for all classes combined for the entire year. (They will take all final tests during the second semester.)
- the student has any unexcused absence. (They will take all final tests during the second semester.)
- the student has been suspended for behavior during the year. (They will take all final tests during the second semester.)

General information:

- Finals for second semester classes may be given at the instructor's discretion.
- Students who earn an exemption from second semester finals in any class may elect to take the final in order to improve their grade. Should this occur, final test results will only maintain or improve the current grade going into the test, not reduce it.

### **Policy Regarding Assignments Missed During an Absence**

Students who are absent from class shall have two days to make up work or complete a *Student Absence Make-Up Work Agreement with their teachers*. Class absences include, but are not limited to, school activities, illnesses, vacations, etc. Each classroom teacher shall create guidelines at their discretion regarding late work, and will provide them to each student in their course syllabus at the start of each course. Missing work should be listed as absent in the gradebook within the time period of the make-up work plan. Assignments missing after the provisions of the make-up work plan are marked missing, which will affect a student's grade.

### **Incompletes**

A student may be assigned an incomplete grade at the end of a semester. Normally this is done when the student has been UNAVOIDABLY out of school or unable to complete his or her work due to unusual circumstances. It is the policy of the school that all incompletes be made up within three weeks of the semester's end or the grade becomes a fail and no credit is given. The course instructor may make exceptions with the final approval of the administration.

### **Academic Planning**

The Academic Dean serves as registrar, testing coordinator, and college preparatory programming director, as well as manager of student academic data.

### **Registration Process**

An individual registration meeting date will be available for every student in grades 9-12 prior to the start of the new school year. Eighth grade students will meet with the principal and academic dean. This meeting will be held during the first week of May. The purpose of this meeting is to inform incoming freshman of the graduation, state scholarship and NCAA requirements.

### **Student Schedules**

#### **Student Course Scheduling**

Beginning in March, parent information meeting will be scheduled for students in grades 8 through 12. These meetings will be organized in a manner to educate students and parents about the educational opportunities available at BRCS. Each student will be provided with a course request form and instructed to complete the form with the appropriate information. A due date will be provided for these forms and they must be signed by a parent/guardian to be official. A student will not be enrolled in any courses without the submission of the completed form.

## **Registration Timeline**

### **January**

- Make arrangements to produce course offering catalog and student selection forms or post online. Depending on how this is done, lead time for completion may be extended
- Review Course Catalog and Student Request Forms with teams, departments and counselors. (Review with all involved with master scheduling.) Get the final drafts done as soon as possible after the first semester ends.
- Complete Course Catalog and Student Request Forms and post online. Complete by the end of the 1st semester.
- Set up dates and times for parent meetings. Pre-scheduling information.

### **February/March**

- Conduct Parent Meetings/school orientations. Pre-scheduling information and provide a calendar of events for master scheduling.
- Conduct student meetings for course request surveys and collect by middle of the month.
- Conduct textbook inventory. Order textbooks as needed, make sure that there are enough textbooks for the sections planned.

### **March-April 15th**

- Discuss with department heads for instructor course assignments.
- Input student course requests into BRCS master scheduler. (This can be done in increments to help in team scheduling.)
- Gather data (student course request tally and potential course conflict matrix). Share course tally counts with department chairs.
- Correct entry errors (if any) in the course tally and make changes as necessary based on adjustments to course offering.
- Initiate auto scheduler to produce student schedules
- Provide students schedules for review and corrections.

## **Dropping/Adding A Class**

It is impractical and non-beneficial to drop one course and take another after the semester has begun. It is, therefore, important to select courses with the utmost care. When students feel it is absolutely necessary to change a course, they must complete the following within five class days of the start of the semester. The exception to this process are courses offered through CRACTC and NMSI. These courses require a final enrollment deadline each spring.

1. Discuss the change with their parents and obtain written permission.
2. Discuss the advisability with the academic dean.
3. Obtain written permission from the instructor.
4. Obtain permission from the academic dean.
5. Students must present a class drop form to the appropriate instructor and return textbook(s) and/or class materials.
6. Students have five class days at the beginning of each semester to complete the add/drop process and submit the form.

Only after this procedure has been followed will the request be processed.

## **North Dakota Center for Distance Education (NDCDE)**

Students may receive credit for a class taken through the NDCDE. As a general rule, required courses may not be taken via this option. Any course taken through NDCDE are above the minimum credit requirement for each grade level. Exceptions are granted through requests to the administrative team.

## **College Visits for Juniors and Seniors**

When a junior or senior plans to visit a college or college fair during a regular school day, the following procedures must be followed:

1. College visit forms will be available in the main office or in the counselor's office.
2. To verify attendance, the form must be signed by the student, a parent, and a college representative.
3. Once the completed form is returned to the office, the absence will be considered excused.
4. Juniors and seniors will be allowed two (2) excused days for college visits in a year, with completion of the college visit form.

## **Human Formation through the Counseling Department**

The school counselor is dedicated to providing students with comprehensive counseling and guidance services, social/emotional development, and building virtuous behaviors, growing in human maturity. The-school counselor creates a supportive learning environment where students are able to reach their utmost potential.

In accordance with the American School Counseling Association (A.S.C., 2010), counselors recognize the complicated nature of confidentiality in schools and consider each case in context. Counselors keep information confidential unless legal requirements demand that confidential information be revealed or a breach is required to prevent serious and foreseeable harm to the student. Serious and foreseeable harm is different for each minor in a school and is defined by the student's developmental and chronological age, the setting, parental rights and the nature of the harm. School counselors consult with appropriate professionals when in doubt as to the validity of an exception.

## **Stewardship Policy**

Pope Saint John Paul II wrote that "man cannot fully find himself except through a sincere gift of himself." This "Law of the Gift" helps us understand the Christian understanding of service as an expression of love that actually completes us as human beings. Pope Benedict XVI said it this way: "One receives one's life precisely when one offers it as a gift." Stewardship is the term that describes the belief that we are not "owners" of our lives, but rather stewards entrusted by God with the goods of our lives to be cultivated in accord with God's will. Generally, we speak of our time, talent, and treasure as the three categories of goods that we are called to utilize, not only for our own good, but also the good of our neighbor. The gift of our lives calls for a response of gratitude and generosity.

In order to facilitate experiences that teach this important part of growing in virtue, students in grades 9-12 are required to complete six hours of service each year, with at least two hours being spent in service to their parish or church community. Students that are not Catholic or do not attend a church will meet with the dean of students to create a plan for fulfilling this requirement. Catholic students will be required to meet with their respective pastor in order to determine the best way for them to serve in their parish. The religion teachers and dean of students will facilitate this program.

Failure to complete the stewardship obligation will result in a one letter-grade deduction in any theology/religion class and in the loss of National Honor Society eligibility, scholarships, academic accolades, etc.

## **National Honor Society**

Membership in National Honor Society is an honor bestowed upon a student. Selection for membership is by faculty council and is based on outstanding scholarship (cumulative 3.333 GPA), character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities. Candidates are inducted as members at a special ceremony, generally held each year in the spring.

## **Athletics**

Cross Country	Cheerleading	Football	Volleyball	Wrestling
Boys Basketball	Girls Basketball	Boys Track & Field	Girls Track & Field	Baseball
	Fastpitch Softball	Boys Golf	Clay Target League	
Boys Soccer (Co-op)	Boys Tennis (Co-op)	Hockey (Co-op)		
Swimming (Co-op)	Girls Tennis (Co-op)	Girls Soccer (Co-op)		

## **BRCS Activities Handbook and Code of Conduct**

The Bishop Ryan Catholic School Activities Handbook and Code of Conduct contains more in-depth information referring to guidelines, policies and regulations for student-athletes representing Bishop Ryan Catholic School. The document must be reviewed and acknowledged by participating students and their parent(s) before the student can participate in athletic practices or competitions for Bishop Ryan.

## **Eligibility Rules for Bishop Ryan Catholic School**

Bishop Ryan Catholic School is a member of the North Dakota High School Activities Association and meets all of the association's rules.

Students in grades 6-12 may not be failing any courses in which they are enrolled. Eligibility will be checked on a weekly basis, beginning with the third week of each quarter. During the first three weeks of each quarter, students missing any assignments will be deemed ineligible. Eligibility will continue to be checked on a weekly basis for the remainder of the term, giving students an opportunity to regain their eligibility within a week. Grades will be

checked every Wednesday morning at 9:00am. If school is not in session on Wednesday, grades will be checked the following school day.

This policy pertains to all students involved in any school-sponsored extracurricular activities, such as, but not limited to: Cheerleading, Drama, Music, all sports teams and stats, Science Olympiad, Envirothon, Speech, Student Council, etc.

### **NDHSAA Condensed Eligibility Rules for High School Activities**

#### **YOU ARE NOT ELIGIBLE...**

- If you have not been IN CLASSES AS MANY DAYS AS YOU HAVE MISSED FROM THE OPENING OF THE SEMESTER.
- If you have ENTERED SCHOOL LATER THAN 10 DAYS AFTER THE OPENING OF THE SEMESTER.
- If you have COMPETED IN A SPORT FOR FOUR YEARS AS A HIGH SCHOOL STUDENT.
- If you COMPETE IN SIMILAR ATHLETIC CONTEST ON AN OUT-OF-SCHOOL TEAM DURING THE SAME SPORTS SEASON or in POSTSEASON athletic contests.
- If you have been ENROLLED IN AN INSTITUTION OF HIGHER RANK except as an accelerated student carrying advanced work in addition to three high school subjects.
- If you did not EARN CREDITS IN FOUR SUBJECTS the preceding semester.
- If you do not maintain a PASSING AVERAGE IN FOUR SUBJECTS during the present semester.
- If you have GRADUATED from a 4-YEAR HIGH SCHOOL OR THE EQUIVALENT.
- If you have ACCEPTED AWARDS other than those having symbolic value and cost more than ten dollars.
- If you are TWENTY YEARS OF AGE or over.
- If you are not an AMATEUR or if you have competed under an assumed name.
- If you have TRANSFERRED FROM ANOTHER SCHOOL without corresponding change of residence by your parents.
- If you are in your NINTH SEMESTER OF ATTENDANCE and have reached your eighteenth birthday.
- If you are in your eighth semester and your SEVENTH AND EIGHTH SEMESTERS ARE NOT CONSECUTIVE.
- If you do not have a DOCTOR'S CERTIFICATE of physical fitness issued since April 15th of the current year.
- If you have participated in any POSTSEASON interscholastic football, basketball, hockey, gymnastics, or wrestling contest.
- If you use or have in your possession tobacco, alcohol, or illegal drugs.

Check with the dean of academics for possible exceptions to these eligibility requirements.

### **Extracurricular Activities and Violations Involving Drugs, Alcohol, Tobacco and Criminal Offenses**

*Note: The Assistant Chaplains program is not considered to be an extracurricular activity under the purview of this policy. It is considered part of the religious formation program under the direct supervision of the school chaplain.*

Students involved in extracurricular activities, whether sponsored by Bishop Ryan or through cooperation with Minot High School, will abide by ND High School Activities Association rules, as well as the policies of BRCS.

Student use or possession of tobacco, electronic cigarettes, vaporizers, alcohol, and illegal drugs or narcotics at any time are prohibited. Students convicted of felony crimes at any time will also be viewed as in violation of this policy. The first violation of this policy will result in a six-week consecutive suspension from all extracurricular activities. The second violation will result in an eighteen-week suspension, and all subsequent violations will result in fifty-two-week suspensions from all extracurricular activities. All violations are cumulative while an individual is a BRCS student. Offenses that occurred at other schools are recognized as BRCS cumulative violations.

During any suspension, the student may continue to practice but is not eligible to participate in any contest, game, performance, or other interscholastic event sponsored by the NDHSAA. The student is also not allowed to miss school to travel with any team or activity group.

#### **Procedure when a violation is reported within the school year or NDHSAA season:**

The school administrator shall immediately investigate any alleged violations of the alcohol, tobacco, and controlled substance rule that are made known to the administrator. If the administrator finds probable cause to believe this rule has been violated, the student shall be given notice as provided below:

- The period of suspension shall begin from the date and time notification is received by the administrator.
- The administrator shall notify the student as soon as feasibly possible.
- The student shall have the right to a hearing within three school days after such notification.
- The hearing will be conducted by a school administrator.

- The student shall have the right to be present at the hearing and offer such testimony and other evidence the student deems material. The student shall also have the right to confront and question the person(s) who filed the violation of this NDHSAA and/or BRCS rule.
- If the student is not satisfied with the decision, they have the right to appeal to the BRCS school board.
- If appealed to the school board, all decisions are final.

**Procedure when a violation is reported during the summer months:**

If a violation of the NDHSAA policy occurs during the summer months, (that is, from the last day of school to the first day of practice of the next school year) the suspension will begin on the first day of practice of the next activity in which the student participates. The suspension will correspond to the penalty associated with the number of violations stated above with no “buyouts.” (Students will not be allowed to start a new activity that they have not previously participated in to fulfill their suspension.) Upon hearing about a violation, the administration shall discuss the alleged violation with parents or guardians.

Students are allowed to participate in any team camps, open gyms, and other voluntary summer activities associated with Bishop Ryan coaches, teams, or facilities unless the coach or administrator has serious reason to withhold a student from these activities for the common good. Furthermore, none of these voluntary activities undertaken during the summer are considered to be part of a “season”.

**Discipline of Student-Athletes**

In situations in which a student-athlete is found to be in serious violation of the student handbook or the moral guidelines of the Athletic Code of Conduct, the dean of students and activities director will communicate with each other concerning the nature of the infraction and the penalty to be imposed prior to finalizing the decision with the student and parents.

**Homeschool Student Participation Policy**

Homeschool students may be admitted to participate in the athletic extracurricular activities offered at Bishop Ryan Catholic School.

Homeschool students belonging to and active in one of the four Minot Catholic parishes will pay a nonrefundable \$500 activity fee per season per sport to participate. (Verification of parish registration and activity is dependent upon a letter of recommendation from the pastor of the student’s parish.)

Homeschool students not belonging to and active in one of Minot’s four Catholic parishes will pay a nonrefundable \$1,000 activity fee per season per sport to participate.

The student’s eligibility requirements must follow the minimum requirements as stated in the Bishop Ryan Catholic School handbook. Failure of parents or students to comply will result in expulsion from the activity.