

**Bishop Brossart  
High School**

Student/Parent  
Handbook

2025 - 2026

BISHOP BROSSART HIGH SCHOOL  
2025-2026 STUDENT/PARENT HANDBOOK

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**MISSION STATEMENT  
OF  
BISHOP BROSSART HIGH SCHOOL**

Bishop Brossart is a Catholic high school that encourages students to embrace the Gospel Message of Jesus Christ in order to mature spiritually, advance academically, develop physically and foster the spirit of Charity First.

Dear Parents and Students:

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

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

**It is impossible to cover every unforeseeable situation that arises over the course of a school year. The Administration of Bishop Brossart High School reserves the right to manage situations not detailed within this handbook.**

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## **Academic Policies**

### **Admissions Policy**

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

### **Graduation Requirements**

Religion.....	4 credits
Health/Physical Education.....	1 credit
English.....	4 credits
Fine Arts.....	1 credit
Social Studies.....	3 credits
Mathematics.....	4 credits
Science.....	3 credits
Financial Literacy.....	½ credit
Electives.....	<u>5½ + credits</u>
Total	26 credits

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

### **Graduation**

A student must earn a minimum of 26 total credits, including the required number in each subject area shown above.

Students will not be issued a diploma at graduation unless all required credits are earned.

The administration reserves the right to deny a student the privilege of participating in commencement ceremonies if said student has failed to earn 1 or more required credits for graduation.

### **GPA**

The GPA is computer generated and includes weighting based on the degree of difficulty of a course. Regular/college prep - 4.00 Honors - 4.5 AP/Dual Credit - 5.00. See chart:

## Grade Point Calculation

When calculating GPA, the high school will award quality points for all courses as follows for full year courses. Grade point averages will be calculated and rounded to two decimal points.

Letter Grade			Regular courses	Honors	AP courses only	Dual Credit
A	93	100	4.0	4.5	5.00	5.00
A-	90	92	3.84	4.34	4.84	4.84
B+	87	89	3.67	4.17	4.67	4.67
B	83	86	3.33	3.83	4.33	4.33
B-	80	82	3.0	3.50	4.00	4.00
C+	77	79	2.67	3.17	3.67	3.67
C	73	76	2.33	2.83	3.33	3.33
C-	70	72	2.00	2.50	3.00	3.00
D+	67	69	1.67	2.17	2.67	2.67
D	63	66	1.33	1.83	2.33	2.33
D-	60	62	1.00	1.50	2.00	2.00
F	59-Below	59-Below	0.00	0.00	0.00	0.00

## Grade Point Calculation

When calculating GPA, the high school will award quality points for all courses as follows for .5 credit semester courses. Grade point averages will be calculated and rounded to two decimal points.

Letter Grade			Regular courses	Honors	AP courses only	Dual Credit
A	93	100	2.0	2.25	2.50	2.50
A-	90	92	1.92	2.17	2.42	2.42
B+	87	89	1.84	2.09	2.34	2.34
B	83	86	1.67	1.92	2.17	2.17
B-	80	82	1.5	1.75	2.00	2.00
C+	77	79	1.34	1.59	1.84	1.84
C	73	76	1.17	1.42	1.67	1.67
C-	70	72	1.0	1.25	1.50	1.50
D+	67	69	0.84	1.09	1.34	1.34
D	63	66	0.67	0.92	1.17	1.17
D-	60	62	0.50	0.75	1.00	1.00
F	59-Below	59-Below	0.00	0.00	0.00	0.00

## Semester grade calculation

Semester grades are calculated from two quarter grades and a semester exam/assessment grade.

### **KEES/Unweighted**

Letter Grade			All Courses	AP Courses	Dual Credit
A	90	100	4.0	5.0	5.0
B	80	89	3.0	4.0	4.0
C	70	79	2.0	3.0	3.0
D	60	69	1.0	2.0	2.0
F	0	59	0.0	1.0	1.0

## **Recognition of Latin Honors**

At the end of the first semester of a student's senior year (seven semesters), students who have achieved the following cumulative GPAs will be designated by the following titles:

### Summa cum laude

Students who have a cumulative (seven semesters) weighted grade point average of 4.0 or above at the end of the first semester of their senior year.

### Magna cum laude

Students who have a cumulative (seven semesters) weighted grade point average of 3.75 – 3.99 at the end of the first semester of their senior year.

### Cum laude

Students who have a cumulative (seven semesters) weighted grade point average of 3.50 – 3.74 at the end of the first semester of their senior year.

### **Classification Requirements**

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

A grade of 60 is the minimum for passing.

Proper application to studies implies more than class attendance and doing written assignments. It requires study outside of class each day for every student.

### **Student Transfer Procedures:**

Bishop Brossart High School accepts student transfer requests for families wishing to change schools during the school year or prior to the start of a new school year. When the transfer request is made, a thorough review of the request may be completed to determine if placement at Bishop Brossart High School is in the best interest of the prospective student as well as the general student population of the school. The following steps may be taken to make this determination:

1. Parents will need to release the previous school records for review. Upon receipt of the records, the administration will review the student information including, but not limited to, academic performance, academic support, discipline records, and student attendance.
2. An interview may be conducted with the student and his/her parents by the school administration, pastor, counselor, and/or the intervention team.
3. The administration will need confirmation from the previous school that all financial accounts, including all tuition and fees, are paid in full and all school books and materials have been returned.

If the school administration determines the student will be accepted, the following conditions may be put in place based on the review:

1. The student may be placed on probation for a period of 30 days or longer. During the probation period, excessive tardies/absences, any discipline issue, failure to remain current with school work, or any other violation of the student handbook may be cause for dismissal from the school.
2. Periodic meetings may be scheduled with the student and/or parents to check on the student's progress to ensure success at school.
3. Regular meetings with the school counselor may be required.

### **Grading and Honor System**

The school year is divided into two semesters with two quarters/grading periods in each. Grades are numerical, ranging from 0 to 100. Semester marks are the average of the two quarters. The year's final marks are the average of the two semesters. To earn the required credit for the year, the average of the two semesters must be at least 60. Students with quarter grades less than 50 are given an opportunity to do make-up work in

order to bring the grade up to 50. This provides students the opportunity to work toward a passing grade in the quarter(s) that follow. However, if a student does not follow through with the assigned make-up work, the actual earned quarter grade will be given.

### ***Grading Scale***

A = 100 - 90  
B = 89 - 80  
C = 79 - 70  
D = 69 - 60  
F = 59 - below is Failing

### ***Honors***

First = 3.75 or higher (no failing grade)  
Second = 3.5 or higher (no failing grade)

### ***Transcripts***

Seniors are given as many partial transcripts as needed to apply to various colleges (tuition account must be up to date). Final transcripts are sent to the student's college of choice after high school graduation.

### ***Financial Policies***

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

### ***Report Cards/Progress Reports***

Report cards are posted and an Honor Roll is publicly displayed at the close of each quarter/grading period.

### ***Academic Enhancement Program (AEP)***

This program is designed for students with a diagnosed learning disability or health impairment. Students are accepted into this program according to a defined list of criteria and parents and students must meet with the coordinator prior to each school year to review Alternate Learning Plans.

### ***Advanced Placement Courses (AP)***

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

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

### ***Dual Credit Courses (DC)***

Bishop Brossart partners with local universities for dual credit courses. The Kentucky Department of Education defines dual credit as a course that allows students to earn high school credit and college credit simultaneously at a discounted rate. This course may be taught on a college campus, a high school campus, or taken online, but it must be in conjunction with a college or university and Bishop Brossart (BBHS). These courses are for students who excel academically. Students must be approved by the respective department or academic counselor to be enrolled in these courses, must meet eligibility requirements set forth by BBHS and the collegiate institutions, and complete the Dual Credit Policy and Procedure Contract.

### Points of Consideration:

- Dual credit courses may have additional tuition and fees including but not limited to the textbook fee(s) or other additional materials required for the course.
- Dual credit courses are the start of your college transcript and the grades earned will follow you to your postsecondary institution.
- Dual credit courses will be on your high school transcript and whatever grade you earn in the dual credit course will be added to your BBHS Grade Point Average.
- All Kentucky resident dual credit students taking a dual credit class through a Kentucky university have the opportunity to receive tuition reimbursement for one dual credit class (up to 3 credit hours) per semester through the Dual Credit KHEAA Scholarship (more information can be found at [https://www.kheaa.com/website/kheaa/dual\\_credit?main=1](https://www.kheaa.com/website/kheaa/dual_credit?main=1)).
- Asynchronous online courses are structured so that students do not have a designated time to be logged in for lectures; meaning students taking an online course need to be disciplined with time management and need to be able to work independently.
- Students may take only one online dual credit course per semester to count towards their high school GPA. If a student decides to take more than one, it will not be included in their high school GPA nor will it be on the high school transcript.
- Students may take an online dual credit course if BBHS does not offer the course in person.
- All dual credit courses are on a 5.0 weighted GPA scale for both the cumulative GPA scale and KEES GPA scale.
- Each dual credit course is worth a ½ credit towards high school graduation.
- You must earn a C or higher in order to continue to the second semester of a course through the university. For example, you must earn a C or higher in HIS 114 offered in the fall in order to progress to HIS 115 offered in the spring. If you earn a C- in a course in the first semester, you will not be permitted to continue with the second semester class. The student will continue in the same course at BBHS but will no longer be eligible for the dual credit opportunity.
- Students must be enrolled in at least 5 in person courses at BBHS per semester.

### ***Testing - All-Inclusive Testing***

#### **FRESHMEN:**

**Pre ACT** - students take the Pre ACT in the fall. Student and aggregate reports summarize student performance, identify early intervention needs, and provide item-by-item performance for each Pre ACT examinee.

#### **SOPHOMORE:**

**Pre ACT** - students take the Pre ACT in the fall. Student and aggregate reports summarize student performance, identify early intervention needs, and provide item-by-item performance for each Pre ACT examinee.

**PSAT** - offered to students who wish to take the test during their sophomore year. Students receive their test results along with their test booklet and answers to each question. Students can use results to review incorrect answers.

#### **JUNIOR:**

**Practice ACT** - students take the practice ACT in the fall through a partnership with Torchprep. Students are provided their test results to gauge their level of readiness. The school counselor receives student results in order to advise students regarding test preparation opportunities.

**PSAT** - offered to students who wish to take the test during their junior year. Students receive their test results along with their test booklet and answers to each question. Students can use results to review incorrect answers. As a junior, score results from the PSAT may qualify students for the opportunity to become a National Merit Scholarship Semi Finalist.

**District Choice ACT** - students take the District Choice ACT in February/March. Test results are college reportable. Students have a level of comfort taking the college reportable test in a familiar environment. Student and aggregate reports summarize student performance and identify intervention needs.

**SENIOR:**

**District Choice ACT** - students take the District Choice ACT in October. Test results are college reportable. Students have a level of comfort taking the college reportable test in a familiar environment. Student and aggregate reports summarize student performance and identify intervention needs.

***Scheduling Classes***

Students will receive a course selection form in the spring with the expectation to submit the form by the designated deadline. Every effort will be made to accommodate the elective requests; however, there are times and situations where those requests will not be possible.

## ***Final Exam Exemptions***

Students may earn a maximum of two (2)\* exemptions from final exams. An exemption may be granted under the following conditions:

1. Exemptions are only granted in full year (1 credit) courses.
2. The student must maintain a minimum yearly grade of 90 or higher (A average) in the class and maintain passing yearly grades in ALL classes.
3. The student must obtain the signature of the classroom teacher. Teachers are not required to offer exemptions in their class(es) and teachers may deny an exemption to an individual student with justification.
4. After teacher signatures are obtained, the student must submit the form to the administration for final approval by the due date. Late exemption forms will not be accepted. Students may be denied an exemption for other academic and/or disciplinary reasons listed below. The administration reserves the right to deny a student the privilege of exam exemptions with justification.
  - a. **5 or more** demerits for Academic Dishonesty
  - b. Unpaid lunch balance
  - c. 12 or more undocumented absences
  - d. 18 or more total absences for the year
  - e. **10 or more tardies for the year**
  - f. **4** or more detentions in a year
  - g. In-school or out-of-school suspension, or disciplinary probation
5. Once a student receives confirmation from the administration, a parent/guardian must sign the form and the student must return it to school prior to the first exam day (see #6).
6. If a student is not required to be at school for any classes on a given exam day(s), said student is not required to attend school on that/those day/days. This will not be counted as an absent day. However, parental permission must be obtained.

\*A third exam exemption may be granted to students who have earned a yearly GPA of 3.95 or higher, for the current school year, under the same conditions as listed above.

## Course Offerings

(\* subject to faculty availability and number of students requesting a course)

### Freshmen:

#### Core

Algebra I or Honors Geometry  
Biology or Honors Biology  
English I or **Honors Eng. I**  
Health/Physical Education  
Religion I

#### Electives

AEP (Academic Enhancement Program)  
Art I  
Art & Music Appreciation  
**Geography**  
Instrumental Music  
**Introduction to Technology**  
Spanish I

### Sophomores:

#### Core

Chemistry or Honors Chemistry  
English II or Honors English II  
Geometry or Honors Geometry  
Religion II  
World History or AP World History

#### Electives

AEP (Academic Enhancement Program)  
Algebra II  
American Sign Language II  
Art I or II  
Instrumental Music  
Spanish II  
Geography  
Government

### Juniors:

#### Core

Algebra II  
Honors Precalculus  
English III or **Honors Eng III**  
Religion III  
US History or DC US Hist.

#### Electives

**Public Speaking (DC)**  
AEP (Acad. Enhancement Prgm.)  
**Graphic Design**  
Accounting I  
Honors Anatomy  
Art I, II, or III  
Astronomy  
Campus Ministry  
Coding  
Environmental Science

Forensic Science  
Independent Art  
Geology  
Independent Art  
Instrumental Music  
Music/Vocal Ministry  
Honors Physics  
Psychology  
AP Psychology  
Honors Spanish III  
Sculpture  
**Sociology**  
Study Hall  
Area Technology Center\*\*  
Online Dual Credit courses

## Seniors:

### Core

Religion IV  
English IV or DC Eng. Lit.  
Financial Literacy

### Electives

Health II  
AEP (Acad. Enhancement Prgm.)  
American Sign Language I or II  
Accounting I or II  
Applied Math Topics  
Honors Anatomy  
Art I, II, III or IV  
AP or DC Calculus\*  
Astronomy  
Honors Calculus Fundamentals\*  
Campus Ministry  
Coding I  
Coding II  
Digital Media  
Environmental Science  
Film  
Financial Literacy  
Graphic Design  
Forensic Science

Geology  
Global Perspectives  
Independent Art  
Instrumental Music  
Intro to Education (DC)  
Music/Vocal Ministry  
Honors Physics  
Honors Pre-Calculus  
Psychology  
Sculpture  
Sociology  
AP Spanish IV  
Statistics  
Study Hall  
Theater  
Area Technology Center\*\*  
Public Speaking (DC)  
Online Dual Credit courses

\*Incoming Freshmen must take a Mathematics qualifying test to qualify for Honors Geometry. Per state requirements, students must take one Mathematics course each year of high school. Students must have credit for Algebra I, Geometry, and Algebra II.

\*\*Campbell County Area Technology Center: Auto Body, Auto Technology, Carpentry, Electricity, Fire Science, Health Science, HVAC, Welding

**Drop/Add Policy:** The drop/add policy is as follows:

1. Full-year elective courses and semester elective courses may be dropped up to the end of the third week of the course.
2. Core course drops/adds will be handled on a case-by-case basis.
3. All considerations of drops/adds are dependent upon schedule availability.

## Study Hall

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

- Be prepared to study/work.
- May not copy another student's homework.
- Study Halls are quiet times reserved for individual work. As a general rule, group work which disturbs the quiet atmosphere will not be permitted. However, collaboration may be permitted with teacher permission.
- Students must report to Study Hall **before** going anywhere else. The Study Hall moderator must formally release students who have passes to leave Study Hall.

## ***Academic Integrity***

It is the school's expectation that students demonstrate high levels of learning in their work. The work that students submit must reflect an honest effort to demonstrate their learning and be consistent with the instruction and expectations of their teachers.

### ***Artificial Intelligence (AI)***

Generative AI resources can be a valuable tool to facilitate learning. However, they cannot be used to replace the learning or authentic work of a student. Teachers may introduce, and students/classes may utilize, AI resources to accomplish genuine learning. This type of instructional practice must be done with the guidance from, and approval of, the classroom teacher. Using AI resources in one class or by one teacher should not be seen as a blanket permission for a student to use AI in other courses or situations.

**Student use of AI to submit any assignment - or part of an assignment - without the explicit permission and guidance of the teacher of that particular class is expressly forbidden and is considered academic dishonesty.**

Forms of academic dishonesty include, but are not limited to...

- cheating on a test, quiz, or assignment
- copying homework
- working as a group on an assignment where individual work is expected (individual work is the standard expectation; group work should only take place if specifically permitted by the teacher)
- intentional plagiarism
- allowing another student to engage in academic dishonesty (gives work to be copied, etc.)
- use of AI to complete part or all of an assignment (without specific permission/guidance of teacher)

The consequences for academic dishonesty are as follows:

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

**Test/Quiz\*:** 5 demerits and a zero.

**Exam or long-term project\*:** 5 demerits and a zero. In the case of a long-range assignment (ex: English research paper), the student still must complete the assignment properly in order to receive credit for the course.

\*Additional consequences may apply.

In any of these cases: 1) the teacher informs the administration and parents, 2) the student will not be eligible for any end-of-year exam exemptions.

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

If a meeting is required by the administration, the meeting will include the student, teacher, parent(s), and at least one administrator. The administration may choose to hold such a meeting if requested by the parent(s).

Students taking online dual credit courses are subject to disciplinary action by the university if academic dishonesty takes place.

### ***Academic Detention***

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

## **Non-Academic Policies**

### ***Attendance/Absence***

If a student will miss all or part of the school day, a parent should call or email the school secretary. While we understand the student may choose to email their teachers of their absence it is still required for a parent to contact the school office. If the school does not receive word from the student's parent(s), the school will call to make sure that a parent is aware of the absence.

The administration (in accordance with State Law) will determine whether this is an excused or unexcused absence. If the absence is declared *excused*, the student will be permitted to make up missing work including tests and quizzes. It is the student's responsibility to arrange for make-up work. Teachers should not be expected to do special tutoring in these instances.

Generally, the school should be notified at least one week prior to such anticipated absences as medical appointments, college visits, etc. Vacations during the school year are strongly discouraged and will be considered as undocumented absences. "Skip Days" are never sanctioned by the school. Unauthorized absence from school may be considered a major disciplinary offense by the administration.

### ***Early Dismissal***

Dismissal from school at any time before the end of the school day will be permitted only by direction from the office. A written request from parents must be submitted upon arrival at school and an early dismissal slip will be given to the student. This applies to all students, regardless of age. In an emergency, a phone request from a parent will be accepted. Before leaving, a student must sign out in the school office. If a student will miss class(es) due to a field trip or another school activity, he/she must have a parent permission slip signed. Any teacher whose class will be missed must be notified in advance. Missing school due to a school-approved activity is not considered an absence.

### ***Parent-Student Contact***

Communication between parents and students during the school day is to take place only through the school office. Parents should not attempt to contact students during the school day using other means, such as email or cell phones.

### ***Documented & Undocumented Absences***

Excused absences will be determined to be either "documented" or "undocumented" for recording purposes.

A "documented" absence = Doctor's note or other official documentation upon return to school. If the absence is extended, and due to the same reason (e.g. illness for 2-3 days, etc.), the entire absence will be considered "documented". Funeral arrangements are also included in documented absences.

An "undocumented" absence = parental consent but no official documentation. A parent note/email is required if there is no official documentation. The following limits exist regarding "undocumented" absences:

**8 undocumented absences:** letter/reminder sent to parents

**12 undocumented absences:** each absence thereafter must be documented in order for it to be excused; if the absence is unexcused, the student will be required to attend Study Table after school to make up work that was missed during their absence. They will not be eligible for exam exemptions at the end of the semester.

### **Extended Absence Form**

Our attendance policy allows a student to miss 12 days per school year without requiring a doctor's note. If your child has a chronic condition, illness, surgery, extended recovery time or any other extenuating circumstances that they are under a doctor's care for, we ask that you submit the Extended Absence Form to allow those absences to be considered documented.

### ***Absence regarding Extracurricular Programs***

Students must be at school by 10:30 am in order to participate (play or practice) in or attend extracurricular activities scheduled for that day. Exceptions may be made for funerals of family members. Also, if a student leaves school early due to illness, they will not be permitted to participate in or attend extracurricular activities scheduled that day.

### ***Tardy for School***

Students who arrive late must report to the Office. They will be issued a tardy slip, which must be presented to the classroom teacher.

Consequences for coming late to school are:

- Three tardies in a quarter... 1<sup>st</sup> detention
- Each additional tardy that quarter... additional detention

The administration has the right to decide that a detention for unexcused tardies will be served at 6:45 AM. A conference with a parent may also be required in such cases. While a parental note is needed for record purposes, the note itself does not usually excuse the tardiness and eventual consequences as defined in the policy above. A tardy is not issued for a late arrival with a doctor's note or a late school bus.

### ***College Visits***

With prior permission from the school, **juniors and seniors** may visit 4 colleges per year during the school day. If the student submits a College Visit Request Form, it will not be considered an absence. The student is responsible for completing any work he/she missed.

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

It is the student's responsibility to make arrangements regarding missed work due to absence. The teacher should allow at least 2 days for the student to make up work, but no longer than a week from the day of return. Once a full week has passed, the student should not ask to make up old tests, quizzes or assignments. Special arrangements may be made depending on individual circumstances at the teacher's discretion.

### ***Absent Teacher***

If a teacher is not present when the bell rings, the students should be seated and prepare to study in silence. If the teacher does not report to the class after 1 minute, the student closest to the door must push the call button and notify the office.

### **Study Table**

Study table is available to all students between 2:20-3:30 p.m. in the Library. Students must sign in and out of study table. All students must check in with the study table monitor by 2:45. Study table provides a safe place for students that are waiting for a ride, meeting, practice, receiving peer tutoring, making up a test/quiz, etc.

### **Assemblies, Masses, etc.**

Students will be called to such gatherings by homerooms or classes. As safety is a primary concern when transporting students to/from assemblies, the students must closely follow the instructions given to them. Students enter and exit the assembly in an orderly manner and sit in assigned places. When using the bleachers, students must go to their seats by using the aisles. Respect should be shown for all presenters and participants. Respect shown to others reveals respect for self. Students are to remain seated until dismissed by class.

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

### **Electronic Devices**

Cell phones, smart watches and other electronic devices not part of the instructional program must be *kept in the locker* during school hours. They should not be connected to our network and the device should be silenced. If these devices are seen or heard during the school day, they will be confiscated and demerits will be issued. The item will be returned at the end of the day for possession violations. Special permission to carry these devices may be given by the administration on a case-by-case basis.

**Earbuds/AirPods are only to be used by students when specific permission is given by the teacher directly responsible for supervision of the student at that time. Once a class period or designated activity ends, a student must put away these devices until permitted to use them. Students may not enter the building in the morning wearing earbuds/AirPods.**

### **Lockers**

Lockers are the property of Bishop Brossart High School. Students are permitted to use them. However, inspection of a locker can take place at any time without the presence or permission of the students who use them. Students must keep lockers clean and locked at all times. Tape or adhesive of any kind may never be used inside or outside the lockers; only magnets are permitted. No student may tamper with another's locker for any reason. Vulgar and/or obscene pictures are not permitted on or in the lockers. *Setting locks with any device is strictly forbidden and will result in 2 demerits.*

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

### **Field Trips & Educational Tours**

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

- Clothing must be appropriate following the guidelines for uniform, casual or

dress-up as stated by the supervising faculty member(s). Lack of cooperation will have serious consequences.

- All students represent Bishop Brossart and have the opportunity to be examples of Christian consideration and kindness to all they meet.
- Should a student bring serious dishonor to the reputation of Bishop Brossart at any public event, this student will be subject to review by the administration. Consequences will be contingent on the nature of the infraction and may result in expulsion.

### ***Backpacks/Bags***

Backpacks and other bags (including gym bags, shopping bags, etc.) should not be transported from class to class. These must be stored in the lockers throughout the day. Purses must be small (i.e. they should not be used to carry books). **If students carry a laptop/Chromebook bag, it can carry ONLY the electronic device.** Nothing may be stored on top of lockers or in the hall at any time. Athletic equipment for in-season sports can be stored each day in the assigned athletic locker or designated room.

### ***Cafeteria***

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

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

Each student will have a lunch account. When a student purchases a lunch the price of their purchase will be deducted from their account when they key in their identifying number. Payments can be accepted at the cash register.

A student is given a notice when an account has a negative balance. If the account has a negative balance, a student may charge a regular meal but cannot purchase/charge any extras or ala carte items. If a case of financial difficulty arises for a family, the family can apply for free/reduced lunches. Please note that Free/Reduced prices are only for the regular main line meal. Any extras or ala carte items will be at regular price. Due to federal restrictions, students are not permitted to purchase or buy soft drinks or snacks during the lunch hour, nor may food be ordered or delivered during lunch hours.

### ***Facilities Usage***

Students may not use facilities – including, but not limited to, classrooms, labs, music room, athletic facilities - before, during or after school **without a teacher or coach present**. Presence in these restricted areas without adult supervision may result in 5 demerits.

## ***Library/Media Center***

Quiet is to be maintained in the library/media center. A student who wishes to use this facility must obtain a pass from the classroom teacher and present it to the media center supervisor. Students will be charged for books or materials that are lost or damaged (beyond reasonable repair).

## ***School Seal/Logo***

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

## ***Dress Code***

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

- Shirt: White or light-blue oxford shirt or polo style, with only the collar button unfastened OR a banded bottom shirt, white or forest green with the school crest (purchased from School Belles); shirts must be tucked in. **If wearing an approved hooded sweatshirt/pullover, a student is not required to wear a uniform shirt underneath.**
- Pants: Solid color dress pants limited to black, tan, gray, or navy blue; must be worn at the waist; must be **full-length and open ended (no colored denim or stretch pants/leggings).**
- Socks: Must blend with the uniform colors.
- Shoes: Gym shoes or non-marking dress shoes; brown or black boots if tops are covered by pants; shoes must be neat and tied; **must be closed-toe and closed-heel.**

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

- Belt:** **Solid color limited to black, brown or white.**
- Hoodies: May have either a BBHS or Diocesan logo OR be a hooded sweatshirt with a logo no bigger than 2"x 2". Colors are limited to a blend of black, green, white or grey; if the front pocket of a hooded sweatshirt is used to break a school rule, the student forfeits the privilege of wearing this type of sweatshirt for the remainder of the year. **No other hoodies, sweatshirts, or pullovers are permitted!**
- Jackets/  
Sweaters: Knit sweaters or fleece jackets may be worn with the uniform. Colors limited to Black, Dk. Green, White or Grey.
- Skirt (Girls): Uniform skirts must be purchased from SchoolBelles. Skirts may not be shorter than their fingertips when their arms are put down at their sides. Solid-color tights or leggings may be worn as an undergarment, but must blend with the uniform. Waistbands of skirts may not be rolled.
- Jewelry: Jewelry must be appropriate for school (necklaces must be inside shirt; size or amount cannot be excessive. Any earrings that stretch the earlobe are not permitted.

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

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

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

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

Changes or exceptions in dress code may be permitted (due to weather, special events, etc.), but must be approved/announced by the administration.

***Out of Uniform ("Duds") Days:***

Out of uniform days are announced by the administration, and may never be presumed. Clothing must be decent/proper, as determined by the school.

Violation of these guidelines will result in 2 demerits, and could also result in lack of permission to be out of uniform in the future.

Students who do not bring \$2 for a \$2 Duds Day, but report to school out of uniform, may receive 2 demerits for a uniform violation.

***Vehicle Policies***

All parking spots are numbered.

All students parking in the school lot must purchase a parking permit. When a student purchases a parking permit, the number on the permit will be the parking spot assigned to them. Payment of \$10 must accompany the vehicle information form.

We have reserved the student spots in the upper lot for 'Seniors Only'. All other parking areas will be available to any drivers. These assigned spots are for school hours only.

Parking for after school and evening events is 1st come/1st served.

Unauthorized areas include the designated 'Staff' spots, off-campus private driveways or parking lots, and 'No Parking' zones. A driver who parks in an illegal spot or blocks another car may be towed from the lot at the driver's expense. For safety reasons, students must park and leave their cars immediately after entering the school grounds. Sitting in parked cars on the lot is not permitted, and will be considered loitering.

Reckless driving on school grounds will not be tolerated. School buses have the right-of-way. At dismissal, students may not exit the parking lot until the buses leave the

premises. Cars may not pass school buses on the grounds while buses are loading or unloading before or after school. Violators may be prosecuted. Students may not ride or be driven on the hood of a car or in the back of a truck. Student offenders are subject to disciplinary action.

Students heading south of campus (to the MAC, etc.) are advised to take Jefferson St. to Main St. Turning left onto US-27 from Pete Neiser St. is strongly discouraged for safety reasons.

In the case of severe or repeated violation(s), the driver may be banned from driving/parking on school property.

### ***Visitors***

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

### ***Marriage***

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

### ***Pregnancy***

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

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

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

## Code of Conduct

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

**Charity      Respect      Honesty      Patience**  
**Commitment to Faith      Responsibility      Love of Learning**

The rules of the school are designed to help in the development of a truly Christian way of life. No set of rules can cover all the situations that arise in the course of a school year or even a day. Therefore, the school will have to make decisions regarding student conduct not specifically outlined in this handbook.

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

Expectations for behavior begin with an atmosphere of universal respect. It is expected that students contribute to an environment of attentiveness, cooperation and learning at all times. Should a problem arise between a teacher and student, the student should discuss it with the teacher outside of class time.

If a student violates school policy, the school's typical disciplinary response is as follows:  
Demerits → Detention → Saturday School → Suspension → Probation → Expulsion/Withdrawal

### ***Demerit Slips***

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

#### **1-demerit offenses**

Lack of materials  
Tardiness for class  
Open locker

#### **2-demerit offenses**

Dress code violation (including not having money for specified Duds Days)  
Disruption of class  
Disorderly behavior (applies to all facilities & activities; before, during and after school)  
Loitering in hallways/restricted areas before or after school  
Manipulating locker  
Parking violation (not safety-related)  
Device connected to the wireless network - Unauthorized  
Out of uniform on a donation Duds day, but did not bring money  
Chewing gum; unauthorized food/drink

#### **3-demerit offenses**

Academic dishonesty - minor assignment (homework/classwork)  
Disrespect, dishonesty, profanity/vulgarity (applies to all facilities & activities; before, during and after school)  
**Failure to report to office or teacher after repeated calls**  
Possession of a cell phone or unauthorized use of earbuds/Air Pods during school day  
Leaving class early/without permission/significantly tardy/excessive time out of class  
Unauthorized locker stop

**The following will result in a minimum of 5-demerits:**

- Unauthorized absence from class or school function
- Damage to/misuse of property/facilities
- Significant sign of disrespect; abusive or obscene language
- Use or possession of vaping/tobacco/e-cigarette products
- Bullying or harassment
- Academic dishonesty - test, quiz, or long-term assignment
- Falsifying parent's signature
- Use of a cell phone during the school day
- Vehicle violation involving safety
- Use of facilities without teacher or coach present

The teacher gives the white copy of a demerit slip to the student to be shared with a parent. This copy need not be returned to school. Parents can also view any conduct violations on Sycamore. Should an accumulation of demerits warrant detention, a letter with copies of duplicate demerit slips will be given to the student. All of these items must be given to the parent and returned with the required parental signatures. These items must be returned to the Administration by the morning of the date of detention. Students wishing to appeal a demerit must first meet with the teacher before or after school. Students should not dispute any disciplinary action during class, or at the time the action is taken. The Administration may choose to hear further appeals, but not before the student meets with the teacher.

***Detention policy***

- |                          |   |
|--------------------------|---|
| 5 demerits in a quarter  | 1 <sup>st</sup> detention                                     |
| 10 demerits in a quarter | 2 <sup>nd</sup> detention + Saturday School                   |
| 15 demerits in a quarter | 3 <sup>rd</sup> & 4 <sup>th</sup> detention + Saturday School |

Detentions are typically given as a result of a) accumulation of demerits or fines, b) repeated tardiness for school, or c) an offense deemed worthy of detention by the administration. Detention normally takes place after school for approximately one hour, beginning at 2:25.

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

Extracurricular activities and/or work do not excuse a student from detention or Saturday School. If a student has a legitimate reason (ex: medical appointment) to postpone the detention or Saturday School, he/she must discuss the issue with the Administration before the designated date. Violation of detention/Saturday School policies may result in further disciplinary response.

***Technology Privileges***

For the 2025-26 school year, freshmen and sophomores will use a school-issued Chromebook for classwork. Juniors and seniors will bring their own devices (iPad, laptop, Chromebook, etc.). The ability to bring a personal device is a privilege, not a guarantee. Violation of technology policies could result in revocation of the student's ability to bring a

device, and/or a requirement that the student borrow a device from school during the day. Eligibility for athletics and other extracurriculars will be evaluated each week by the Administration. During this process, the Administration reviews grades for all students. Following the weekly eligibility check, any student who is on probation or ineligible must use a school-issued device until he/she is removed from the probation/ineligible list. Juniors and seniors in this situation must pick up the device at school at the beginning of the day and return the device at the end of the day.

### ***Saturday School***

Students who commit a major offense, or who accumulate 10 or 15 demerits in a quarter, must attend Saturday School. This penalty requires attendance at school from 8:00-11:00 a.m. on a date determined by the Administration. Time spent may consist of a combination of academic and physical work/service. A student serving Saturday School will be charged a fee of \$50.00.

### ***Suspension***

The suspension of a student is a severe disciplinary action. A suspension requires a conference with the student, the parent(s), the Administration and possibly the principal and/or a committee of faculty members.

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

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

A student serving any type of suspension is not permitted to attend or participate in any extracurricular activities on the date(s) of suspension.

### ***Disciplinary Probation***

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

- Commission of another major offense may result in expulsion.

- The student is declared ineligible from participation in extracurricular activities.

- The student may also be forbidden from attending such events.

- The length of the probation period will be determined by the administration on a case-by-case basis.

- The administration, student, and parent(s) must all sign a formal agreement listing the conditions of the probation.

- Other provisions may be included as deemed necessary by the administration.

### ***Major Offenses***

When a major offense is committed, the school has the right to enforce an immediate suspension, probation or expulsion. The Administration and/or Principal will determine what constitutes a major offense, as well as the resulting disciplinary action. Teachers

should immediately report a potential major offense to an administrator and submit a written statement as soon as possible. Examples of major offenses include, but are not limited to: assault, fighting, vandalism, endangerment of others, theft, repeated or severe harassment, use/possession/sale of drugs/alcohol/weapons, violation of rules regarding detention/suspension/probation, arrest for and/or conviction of a crime.

If a potential major offense occurs, the parent(s) will be notified by the administration as soon as possible.

**Please note:**

School authorities may call in local community resources when deemed necessary (this includes the use of counseling, random drug screening, and/or other interventions). Anyone who commits a civil offense on school property will also be reported to the local civil authority in addition to the disciplinary actions stated above.

The school cannot accept responsibility for student behavior away from school related functions. However, the school reserves the right to discipline students for behavior that occurs outside the school day and/or school grounds which negatively impacts the school and/or members of the school community in their roles or functions within the school.

***Bullying, Harassment, Intimidation***

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

- Verbal Harassment: derogatory comments and jokes, threatening words spoken to another person, taunting, name calling, bullying, explicit/offensive references.
- Visual Harassment: derogatory, demeaning or inflammatory posters, cartoons, written words, drawings and gestures.
- Sexual Harassment: unwelcome contact or looks, sexual advances, requests for sexual advances or sexual favors and other verbal, visual, or physical conduct of a sexual nature.
- Physical Harassment: unwelcome contact, intimidating acts, bullying.
- Hazing: any act intended to put a student in a ridiculous, disconcerting or embarrassing position.
- Electronic Harassment/Cyber-Bullying: negative or inappropriate comments via the Internet or other electronic media, including threats, exchange (or attempted exchange) of sexual messages, or defamatory statements about others.

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

***Drugs, Alcohol, Vaping & Tobacco***

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

Students should not carry or store any pills/medication. These items must be held at the school office. Under no circumstances should a student give or take medications belonging to another student.

Cigarettes, electronic cigarettes, or other tobacco/vaping products are not permitted on school grounds - before, during, or after school. The penalty for violations of this rule will be as outlined in the conduct code for the first offense. For any subsequent violation of this rule the student will be subject to further disciplinary action. Smoking/vaping offenders include those using, as well as those holding/possessing, the above items. Any items in question will be confiscated.

The school reserves the right to utilize a police canine unit to perform periodic school-wide screenings to identify the potential presence of forbidden substances.

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

### **Medicinal Cannabis**

The Diocese of Covington prohibits the use of medicinal cannabis on school property and at school-sponsored events.

### **Weapons**

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

### **School Resource Officer**

The School Resource Officer (SRO) has a diverse role in the school and community and has many duties and responsibilities. The SRO is a sworn law enforcement officer assigned to a school on a long-term basis, trained to perform three major roles: law enforcement officer, law-related counselor, and law-related educator. In addition, the officer works in collaboration with the school and the community as a resource for safety and security issues. The SRO has all the same authority as regularly assigned police officers.

The SRO assists the school administration in maintaining a safe and secure environment including, but not limited to: providing a highly visible presence to deter or identify trespassers on campus, investigating violations of criminal law, providing crisis and emergency training to the faculty and staff, and assisting in the development and implementation of safety plans, risk assessments and threat assessments.

In addition, the SRO may be frequently called upon to help resolve problems that are not necessarily criminal matters. This could include talking with students about problems at home, at school, etc. The SRO may also be called upon to teach students on his/her expertise in the law enforcement field (forensics, law, etc.).

It is important to note that SROs are not school disciplinarians. SROs are not involved in investigating school rule violations, such as academic integrity or dress code. Violations of school rules are the responsibility of the faculty and administration.

The SRO for Bishop Brossart H.S. works in association with the Campbell County Sheriff Department. The SRO will follow this agency's policies and procedures for day-to-day operations within the school.

## Technology and Responsible Internet Use Policy

Bishop Brossart High School is committed to the effective use of technology to enhance student learning and staff efficiency. It recognizes the need to establish safeguards that ensure the protection of our students while allowing them access to tools necessary to create, collaborate, communicate and develop critical thinking skills. Safeguards also protect Bishop Brossart High School investment in hardware and software, ensure the benefits of technology and limit the negative side effects.

The Responsible Use Policy sets the standards which ensure ALL users benefit from the use of technology existing in our school. This policy encourages use of technology appropriate for a Catholic school and discourages harmful practices.

BBHS expects and requires the same high standard of responsible behavior online and when using technology as we do inside our physical building. Christian behavior is to be reflected online in language, pictures, images, and content whether viewing or posting.

The following list of appropriate behaviors and guidelines are expected when using technology at BBHS:

**Respect Yourself** Show respect for self through your actions. Select online names and profile pictures that are school appropriate especially when using your school email account. Carefully consider what personal information from your life, experiences and relationships to post.

**Protect Yourself** Ensure that the information, images, and materials that you post online will not put you at risk. Do not publish personal details, contact details, or schedules of your activities. You should report any attacks or inappropriate behavior directed at you. Protect your passwords, accounts, and resources. Never share your username and password with friends and classmates.

**Respect Others** Show respect to others. Do not use electronic mediums to bully, harass, intimidate, or antagonize other people. Show respect for other people in choice of websites, photos shared, and information posted. Obtain permission from any person(s) shown in a picture, video, and/or audio media before it is posted. Know that attempting to or accessing another's account is strictly prohibited.

**Protect Others** Protect others by reporting abuse and not forwarding inappropriate materials or communications.

**Respect Intellectual Property** Request permission to use resources. Suitably cite all use of websites, books, media, etc. Acknowledge all of primary sources. Validate information. Use and abide by fair use rules.

**Protect Intellectual Property** Request to use the software and media others produce. Use free and open source alternatives rather than pirating software. Purchase, license, and register all software. Purchase music and media and refrain from distributing these in a manner that violates their licenses. Act with integrity.

**Personal Social Networking** The lines between school and private are blurred in today's digital world. Content published on any social media or Internet site which adversely affects the learning atmosphere at BBHS will be subject to the same consequences as if it occurred within the school building.

Do not attempt to contact or follow any faculty or staff member through their private website or social networking site. Also, in accordance with diocesan policy you will be required to use your bishopbrossart.org account ONLY to contact faculty members. Know that other than the device being used for class all other electronics must be kept in your locker and off of the Bishop Brossart wireless networks during the school day.

**Services** Student owned devices should allow student access to the Internet and to MS Office or One Note. The device is to be treated as an educational tool while at school. The student is responsible for keeping the device in good working order. This includes making sure that it is fully charged when it is brought to school, operating systems are updated, and it has up-to-date antivirus software. Promptly report any problems to the administration.

**Privacy** Given a valid reason, BBHS Administration may at any time and without notice to or consent from users, obtain access to all information conveyed or stored anywhere within the BBHS domain. Teachers or administrators may use monitoring software that allows them to view the screens and activities on a device during school hours.

Each student at BBHS will receive a Google Apps for Education account. The use of this account must be used in support of education or research and be consistent with all other policies. Note that these accounts, including emails are not guaranteed to be private. Students may not send groups emails to faculty or groups of students without consent of supervising teacher or school administrator

**Future Technologies** With the exponential growth of technology it is expected that new technologies may find their way into the classroom almost daily. There is no way to predict what new technologies will be developed and implemented, nor how they will affect learning. All future technologies and new uses for existing technologies acceptable use will be at the sole discretion of the administration at BBHS.

**Social Media Sites** In accordance with our school's Acceptable Use Policy, defamatory comments about the school or its employees made by parents at any time on a social networking site is a breach of the parent/school partnership and may be grounds for a student(s) being dismissed from the school. Use of the school name, teacher name, and/or school logo in establishing such groups, is not permitted.

## **APPENDIX A: EXTRACURRICULAR ACTIVITIES**

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

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

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

### **NON-COMPETITIVE EXTRACURRICULAR ACTIVITIES:**

Non-competitive extracurricular activities include but may not be limited to: Beta Club, Book Club, Drama Club, Drug Free Club, Kindness Club, Senior Class Play, National Honor Society, Spanish Honor Society, and Student Council.

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

#### ***Academic Team***

**PURPOSE:** To compete with other schools in academic competition including quick recall matches, written competition in core subject areas, and composition.

**ACTIVITIES:** Weekly quick recall matches and various Saturday tournaments including, but not limited to, JV Challenge, John O'Bryan Math Tournament, Northern Kentucky Quizbowl League (NAQT format), Fleming County Academic Tournament, and Governor's Cup Competition.

**AWARD:** Two years involvement in this club, one of which is the senior year. One year membership requires that the student attend 3/4 of the practices and attend 2/3 of the academic matches.

#### ***Beta Club***

**PURPOSE:** To demonstrate concern for those in need and to share time and talent to help others.  
To increase the awareness of all Brossart students regarding their responsibilities for the less fortunate.

**ACTIVITIES:** To become involved in projects for the poor, aged, and needy; these are chosen on a yearly basis by the club members.

**AWARD:** Two years involvement in this club, one of which is the senior year. Membership requires participation in at least ten activities per year or as determined by the moderator.

#### ***Book Club***

**PURPOSE:** Dedicated to the study and discussion of the finer things in life.

**ACTIVITIES:** Books are chosen by the students through a democratic process. The club reads mostly fiction, but works of creative fiction have also been selected. Monthly meetings are held to discuss selected books.

**AWARD:** Two years involvement, one of which is senior year.

### ***Drama Club***

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

### ***Drug Free Club***

- PURPOSE** To protect our nation's youth from the horrors of drug abuse. To provide students opportunities to lead their peers in making low-risk choices that protect their values.
- ACTIVITIES** Random drug testing, monthly meetings, monthly rewards, youth advocacy opportunities, annual scholarship competition
- AWARD** Two years involvement, one of which is the senior year.

### ***Kindness Club***

- PURPOSE** To spread kindness throughout the school to make a positive impact on students, faculty, and our community. We will conduct ourselves as examples of kindness, generosity, and compassion and promote an inclusive atmosphere at Bishop Brossart.
- ACTIVITIES** Various activities throughout the school year that will include decorations for lockers, classrooms, and hallways that promote kindness. Some fundraising for mental health education throughout the school year.
- AWARD** Two years involvement in the club, one of which is the senior year.

### ***National Honor Society***

- PURPOSE:** The National Honor Society is designed to recognize and to encourage the academic work of honor students and to promote service within their family, school and neighborhood communities. The Brossart Chapter is a member of both state and national organizations.
- QUALIFICATIONS FOR ENTRANCE:**
1. Demonstrate leadership, character, scholarship and service.
  2. Must have a GPA of 3.75
  3. Must have First Honors 3 times per year.
  4. Must maintain Good Standing for Conduct.
- QUALIFICATIONS FOR MAINTENANCE:**
1. Demonstrate leadership, character, scholarship and service.
  2. Must have a GPA of 3.75.
  3. Must have First Honors 3 times per year.
  4. Must maintain Good Standing for Conduct.
  5. Eight hours of service per quarter.
  6. Juniors and Seniors must take a combination of the following each year - at least one AP course or Dual Credit Course and an additional AP course, Dual Credit Course, or Honors course. At least one course each year must be taught by a Brossart teacher.
  7. Attend meetings quarterly.

## **English Honor Society**

### **PURPOSE: National**

The mission and purposes of this organization shall be literary and educational. NEHS shall strive to

- A. confer distinction upon secondary school students for high achievement in English language and literature;
- B. provide, through its local chapters, cultural stimulation in secondary school environments;
- C. encourage interest in the English language arts;
- D. promote exemplary character and good fellowship among its members; and
- E. serve society by fostering literacy.

### **Local**

The Very Thoreau Chapter of the National English Honor Society at Bishop Brossart High School echoes the mission and purposes of the national organization. Additionally, it will

- A. serve as the organizing entity behind the editing and publishing of an annual literary magazine at Bishop Brossart High School, and
- B. annually plan and execute one major event intended to engage the local community in the enjoyment and appreciation of the English language arts.

#### **QUALIFICATIONS FOR ENTRANCE:**

1. Attendance at the school the equivalent of one semester prior to being considered. (If special circumstances merit, the Faculty Advisory Council may waive the semester regulation).
2. Completion of the equivalent of two semesters of English prior to induction as members.
3. The achievement of a minimum overall and English grade point average of a 3.5 (on a 4.0 scale) prior to induction as members.
4. Completion of an application process.

#### **QUALIFICATIONS FOR MAINTENANCE:**

***In addition to the aforementioned criteria, members of the The Very Thoreau Chapter of the NEHS at Bishop Brossart High School must meet the following requirements:***

1. Maintain a 3.5 GPA in all high school English courses (failure to meet this requirement for two consecutive quarters or one semester will result in termination of membership).
2. Consistent demonstration of academic rigor by taking the highest level English courses at all grade levels (9-12).
3. No documented instances of academic dishonesty (includes cheating on assessments and plagiarism on assignments).
4. Upon induction, regular attendance at all chapter meetings (no more than two absences per semester).

### ***Robotics Team***

- PURPOSE:** For a team of students to design, build, program and drive a robot to compete against other teams in a game-based challenge.
- ACTIVITIES:** Weekly practices and 3-5 tournaments on Saturdays.
- AWARDS:** Active member of the team by attending most of the practices and the majority of the tournaments.

### ***Sociedad Honoraria Hispanica***

- PURPOSE:** To stimulate interest in the study of French/Spanish; to promote higher standards of scholarship; to reward high scholastic attainments; to create enthusiasm for an understanding of Hispanic & Francophone civilizations; to promote and perpetuate international friendship; to reward efforts toward furthering solidarity in the Spanish-speaking world
- QUALIFICATIONS FOR ENTRANCE:**
1. Must have completed at least 3 semesters of Spanish
  2. Have an A average in Spanish & a B average in all other subjects
  3. Demonstrate character & the desire to continue language study
- QUALIFICATIONS FOR MAINTENANCE:**
1. Maintain an A average in Spanish and B average in all other subjects
  2. Maintain a 90 or above in Advanced Placement Spanish IV
  3. Attend meetings, provide tutoring as needed to first or second year language courses, participate in club excursions

### ***Student Council***

- PURPOSE:** The purpose of the Student Council is to encourage leadership among the students and encourage a greater level of student participation in the activities of the school.
- ACTIVITIES:** Initiate activities on each grade level that will build unity and spirit.
- AWARD:** Active member of Student Council for at least two years, one of which is the senior year. Membership requires student's attendance for at least 3/4 of the meetings.

## **APPENDIX B: SUBSTANCE ABUSE POLICY FOR EXTRACURRICULARS**

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

### **POLICY AND RATIONALE-**

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

All participants in clubs, activities, and athletics act as representatives of Bishop Brossart High School in roles of leadership, performance, and competition and are held to additional accountability. A team/activity member's personal conduct, including conduct away from school, reflects upon fellow athletes/participants and the school in general. Therefore, conduct which might prove detrimental to the program or the school shall be considered a serious breach of discipline. There is no "off season" as far as substance abuse is concerned for participants in extracurricular activities. The extracurricular policy will be in effect, on **or off school grounds**, "365 days a year/24 hours a day". All students participating in extracurricular activities must commit to the guidelines contained in this policy.

### **RESPONSE TO VIOLATION:**

Any first violation will result in an immediate suspension from all extracurricular activities for 20% of the allowed regular season competitions if a competitive extracurricular activity. If this is a non-competitive extracurricular activity, the Principal has the determination of the consequences. In competitive extracurriculars, the student may be allowed to practice during the period of suspension at the discretion of the administration. Both competitive and non-competitive extracurricular suspensions will require an assessment by a certified counselor as a condition for reinstatement. Furthermore, as part of the condition for reinstatement, the suspended student must waive his/her confidentiality right and sign, along with his/her legal guardian(s), a permission form to allow the Principal to monitor the results of any assessment. The counselor must be approved by the Principal of Bishop Brossart High School.

Any violation beyond the first will result in an immediate suspension from all extracurricular activities for a period of nine months from the determination by the administration that the violation has occurred. If a sports team's season continues beyond the end of a student's suspension, the student may, at the discretion of the administration, be allowed to try out for and practice with that team. However the student would be ineligible for game participation until the end of the nine month suspension. If the violation occurs outside the school calendar year, the suspension will run through the upcoming school year. Before the student can participate in extracurricular activities the following school year, he/she must be reinstated (see Reinstatement Criteria).

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

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

Failure of a required school breathalyzer or other drug test

Arrest for use or possession of drugs or alcohol

Failure of a drug or alcohol test, the results of which are legally made available to the school

Reasonable determination on the part of the administration that a student has used drugs or alcohol, even without specific test results

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

**Self-Referral:**

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

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

**Concerned Person Referral:**

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

If a student is referred under the concerned-person referral, an investigation will be made to determine and verify whether the student is in violation of the drug and alcohol policy. If it is determined the student is in violation, the Extracurricular Policy takes effect immediately upon such determination by the principal of Bishop Brossart High School. The student may be referred for assessment or treatment to a counselor approved by Bishop Brossart High School, or the student may seek assessment and treatment from any outside counselor, subject to approval by the school. If at any time the student fails to continue or complete the prescribed program, the student will be suspended indefinitely from all extracurricular activities.

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

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

## **COMPETITIVE EXTRACURRICULAR ACTIVITIES:**

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

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

Twenty Percent In Sports at Bishop Brossart High School would be as follows:

Academic Team: 2 Matches (Based on current 12 match schedule) and one Tournament

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

Boys and Girls Basketball: 6 Games (Based on current limit of 30 Games)

Boys and Girls Bowling: 2 Matches

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

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

Dance: Determined by number of events scheduled.

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

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

Robotics Team: Determined by number of competitions scheduled for the season.

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

Girls Softball: 7 Games (Based on current limit of 36 Games)

Boys & Girls Indoor & Outdoor Track: 4 Meets (Based on current limit of 19 Meets)

Girls Volleyball: 4 Matches (Based on current limit of 20 Matches)

\*\*If Bishop Brossart offers a sport not yet sanctioned by the KHSAA or any sport added but not amended to this list the 20% rule will still apply.

## **NON-COMPETITIVE EXTRACURRICULAR ACTIVITIES:**

Non-competitive extracurricular activities include but may not be limited to: Beta Club, Drama Club and Senior Class Play, French Honor Society, National Honor Society, Spanish Honor Society, Student Council.

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

**REINSTATEMENT CRITERIA:**

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

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

**Substance Abuse Policy for Extracurriculars**

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

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

## **APPENDIX C: DIOCESAN POLICY P5356**

### **PHOTOS/VIDEOS PUBLISHED IN MEDIA AND ON INTERNET**

Schools and parish-based programs of religion must obtain parental or guardian permission in order to publish student photos in the media and on Internet websites. Schools and parish-based programs of religion shall use the currently approved diocesan form or locally prepared form, which follows the criteria and procedures outlined in diocesan policy guideline G5356.

#### **GUIDELINES FOR POLICY 5356**

Diocesan policy P35456 has been adopted to ensure the safety of our students. Schools and parish-based programs of religion should be aware of the following standard practices:

- Pictures of individual students may only be published in the printed media, school video productions and on the school Internet website with written and dated permission from the parent or guardian. Permission is not required for group pictures (6 or more persons) as long as names are not provided.
- Student work which identifies the student may only be published with parental or guardian permission.
- The currently approved diocesan permission (authorization) form may be used or a locally prepared document that meets the basic criteria spelled out in Policy P5356. A blanket permission form for the entire year is acceptable practice.
- The permission (authorization) form is to be kept on file in the school office. Staff members are to check for authorization before posting any student photos, names, and work on the Internet website.
- No student information regarding phone number, address, family members or other personal information shall be published on the Internet website.
- Group picture captions should identify the activity or class, not the individual students in the photo.
- Prior to publication, parents and guardians should be advised if student photos or student work will be posted on the school Internet website.

***Student/Family  
Athletic  
Handbook  
2025-2026***

### **Extracurricular Statement**

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

### **Philosophy**

We believe that athletics and other extracurricular and co-curricular activities are an important part of a student's school experience and help prepare students for success after high school. Bishop Brossart High School strives to provide a variety of opportunities for students and encourages students to actively participate.

### **Privilege**

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

### **Substance Abuse**

Students will be expected to follow the Substance Abuse Policies and Standards.

### **Stats and Media**

Coaches are expected to provide statistics, game reports, and keep materials updated that give publicity to their team and athletes.

### **Academics**

#### **Athletic/Extracurricular Eligibility**

Bishop Brossart High School is a member of the Kentucky High School Athletic Association (KHSAA) and, therefore, is bound by certain State regulations. According to KHSAA Bylaw 5 Sec 3 "Continued Progress During the School Year". Students shall be declared ineligible as the result of accumulating three reported failures for the year.

In addition Bishop Brossart policy requires students with two reported failures for the year shall have two weeks starting with the Friday on which the failures are reported to reduce the number of failures below two. If the student does not reach this goal during this period of time, the student shall be declared ineligible until such time as he/she accomplishes this requirement.

The following conditions shall apply to student-athletes who are ineligible:

- a) The student may not participate, practice, or compete in any athletic or extracurricular activity nor may he/she attend any practice, meeting, etc, during the time of ineligibility.
- b) Ineligible students will be encouraged to seek assistance and tutoring from the classroom teacher and/or Dean of Academics. Peer tutoring is arranged through the Dean of Academics if recommended by the classroom teacher. A Student Success Plan (SSP) team, consisting of the Principal, Dean of Academics, Athletic Director, and other delegates will discuss any further plan(s) of action for the ineligible student. In some cases, the student may be assigned a “coach” to serve as a mentor and liaison between the student, teachers, parents and administration.
- c) No special tests or recitations are to be given for the special purpose of making the student eligible.

Academically ineligible students shall be notified by the principal or Dean of Academics on the Friday of the reported occurrence. The period of ineligibility shall extend from Saturday through the following Friday and continue through each successive Friday until the student qualifies for reinstatement.

### **Grade School Players**

Prospective Middle School Student/Athletes must meet the following criteria for consideration:

1. The coach feels it is necessary to add these Student/Athletes in order to have a team or maintain the levels of play we currently offer.
2. All prospective Student/Athletes are members of a direct Bishop Brossart feeder school.

**Separate classifications for high school team sports in regards to middle school participation:**

1. Football - no middle school students can participate at the high school level
2. Golf, Cross Country, and track - middle school participants can participate at any level if needed.
3. Volleyball, Soccer, Basketball, Baseball, and Softball - if needed, middle school students can participate based on the following guidelines:
  - a. If there no cuts in the program (F, JV, V) middle school participate at any level
  - b. If middle school students play at the school level, no freshman will be cut from a team.
  - c. If cuts are made on the JV or Varsity level, middle school students can not participate at the level cuts were made.

**Note:** If a high school student athlete participates in a sport their freshman, sophomore, and junior years, they can not be cut from the team their senior year.

### **Academics for Grade School Athletes:**

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

### **Attendance**

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

Students are expected to arrive at school on time. Students must be at school by **10:30 am** if they wish to participate in extracurriculars that day. If the student leaves school early due to illness they are not permitted to participate in after school activities that day. Absence or reason for arriving late or leaving early must be excused in order for the student to practice or compete. For an excused absence on a Friday, he/she is allowed to participate in weekend competitions. Should there be an extenuating circumstance (e.g. funeral, academic visit) where a student cannot attend school and would receive an excused absence, the principal shall determine whether the student is eligible to practice and/or compete. It is the expectation that all students be on time on the day following an event. Each coach or sponsor must have a rule/consequence for repeated tardiness to school.

### **Selection of Participants**

Due to the popularity of our programs it may be necessary for students to try-out for a sporting team. If this is the case the students will be given the expectations of the coach as far as skills or requirements needed to be selected for participation. The students will be given reasonable time to try-out, which is at the coach's discretion. The coach will provide a list of students to the Athletic Director who were chosen to participate in each sport.

### **Practice**

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

### **Games/Competitions**

Working with the Athletic Director, the coaches/sponsors will schedule all competitions for Bishop Brossart High School. An individual's level of participation is determined by the

coach/sponsor.

### **Playing Time**

An individual's level of participation is determined by the coaches. Coaches work with players on a consistent basis in the area in which they are expected to perform. Playing time or extent of participation is determined by the coaches and will not be subject to conversation. Playing time is between coaches and players ***not between coaches and parents.***

### **Procedure for Problems/Concerns**

1) Talk to the coach (by appointment). Please do not talk to them after an event.

***This can result in the parent/athlete being suspended.***

2) If the problem isn't resolved, set up a meeting with the AD and coach. ***Don't come to the AD without first talking to the coach if there is a problem.***

3) If the problem still isn't resolved, set up a meeting with the Principal and AD.

***If a parent approaches a coach disrespectfully following a game or practice the parent/athlete shall be suspended until the parents meet with the AD and or Principal.***

### **Appeal Process**

1) An appeal of disciplinary action must be presented to the principal within 2 school days of the date the penalty was applied.

2) Within 2 days of the date of the filing, the principal shall call a meeting with the student, parents/guardians, coach & AD to resolve the situation.

3) Within 2 days of the meeting the principal will communicate, in writing, his/her decision to uphold, revoke, or adjust the disciplinary actions.

### **Expectations**

#### **Student Participants' Code:**

- Competence—develop the necessary skills, demonstrate knowledge of the rules and expectations, demonstrate knowledge of healthy behaviors and choices, and understand the necessity of abstaining from the use of tobacco, alcohol or other drugs.
- Character—be dependable by showing up on time for all practices and competitions, be committed by always giving 100% and working through setbacks, be truthful, play by the rules, control anger and frustration by refraining from displays of bad temper or foul language, be gracious in both wins and losses by always congratulating the opponent and shaking their hand, be respectful of all players, coaches/sponsors, referees, and anyone else involved in

the event, respect the facilities at Bishop Brossart and at all away competitions, be an example to younger students.

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

### **Parents'/Supporters' Conduct during Sporting Events:**

- Respect the players, coaches, and referees/judges by refraining from yelling or inappropriate or threatening language or gestures—be a positive role model. Officials are going to make mistakes, know this now and deal with it properly.
- Encourage your child and all participants. Remember that sports and other clubs/organizations practice appropriate diocesan expected conduct and Virtus guidelines.
- Maintain appropriate behavior during athletic events. Do not enter the field of competition.
- Conduct yourself in a respectful and classy manner. Don't be an embarrassment to yourself, team or school.
- Any continuous negative behavior/comments directed towards officials, coaches, or players will be grounds for removal from the gym or field and suspension from future games until a meeting with the Principal and AD can be arranged.

### **Coaches' Code:**

- Teach the fundamentals
- Treat every player with respect
- Work hard and play by the rules
- Work with parents to develop the student
- Maintain appropriate interactions with athletes, parents, referees, and other coaches
- Have a set of rules that lay out what is expected from every person in the program
- Maintain standards for academics, behavior, KHSAA Rules and attendance in accordance with the Bishop Brossart High School Activity Code of Conduct

### **Athletic Director's Code:**

- Work with coaches, parents, and players to maintain a respectable and

competitive program

- Develop schedules as needed
- Develop gym and weight room schedule for all athletic programs and all other events in the gym
- Be a liaison between the coaching staff, parents, and school administration
- Be at home sporting events when possible
- Help coaches develop all programs
- Maintain records for physicals, drug policy and all other pertinent information for a successful athletic program
- Make sure all players, coaches and fans follow guidelines of the KHSAA

### **VIRTUS Expectations**

#### **Parents, Volunteers and Coaches:**

All parents, volunteers and coaches involved with extracurricular activities at Bishop Brossart High School are required to be VIRTUS certified. In addition you are required to stay up to date by keeping current with monthly online bulletins at [www.virtus.org](http://www.virtus.org).

#### **Driving and Insurance Requirements:**

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

#### **Responsibilities on Trips or When Transporting or Chaperoning Bishop Brossart students:**

Parents, volunteers and coaches must follow the guidelines of VIRTUS and the Diocese of Covington when either Chaperoning or Transporting Bishop Brossart Students for Field Trips or Extracurricular Events.

This includes:

- No use of drugs, alcohol, or tobacco
- No inappropriate behavior
- Never transport a non-family member alone in a vehicle (especially one student)
- Always make sure that no students are left alone at the conclusion of an extracurricular activity or event until they leave or are picked up by a family member, parent or responsible adult.
- Always conduct yourself in a manner worthy of representing Bishop Brossart High School

## **Beginning of Sports Seasons**

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

**Fall: July 15**

**Winter: October 15**

**Spring: February 15**

**Exceptions are:**

- ***Non-Competitive Cheerleading may have tryouts in the Spring for the following school year.***
- ***Indoor Track (January 1)***

### **Vacations**

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

### **Physical Requirements**

Each athlete must have an annual physical and submit a completed official KHSAA physical form by the first tryout date. No exceptions. This form is available at the school or can be obtained from the KHSAA website.

### **Insurance**

A student, prior to participation or trying for a place on a sports or sport-activity team shall have in place medical insurance with coverage limits up to the deductible of the KHSAA Catastrophic Insurance program (\$25,000) and that insurance shall remain in force throughout participation.

Proof of insurance must be provided on the KHSAA GEO4 permission form that all athletes must complete prior to their first participation each school year.

Bishop Brossart carries a supplemental group accident insurance policy for all students and staff.

## **Sports Offered At Bishop Brossart:**

### **Fall:**

Boys: Cross-Country, Golf , Soccer, Football and Cheerleading.

Girls: Cross-Country, Golf, Soccer, Cheerleading, Dance and Volleyball.

### **Winter:**

Boys: Basketball, Bowling and Cheerleading

Girls: Basketball, Bowling and Cheerleading

### **Spring:**

Boys: Baseball, Bass Fishing and Track

Girls: Softball, Bass Fishing and Track

## **Fundraising**

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

## **Uniforms and Dress Code**

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

## **The DEAD PERIOD**

The Dead Period is a two week period set aside by the Kentucky High School Athletic Association where the coaches cannot have any contact (camps, open gyms, fundraisers, etc.) with their athletes. The only exception is when a coach is also a parent of that child. Athletes may not use school facilities during this time. This period will be June 25 through July 9 each year. However, the diocese has extended the Dead period under the same guidelines for an additional week including the dates above which change year to year. .

## **Athletic Participation Fee**

Any student who plays a sport is charged a fee of \$180 for the first sport and \$90 for a second sport. This also applies to Cheerleading and Dance. Grade School students participating on a high school team will pay a ONE TIME fee of \$100.

## **Normal Practice Times**

Unlike Grade School, high school programs practice almost every day they do not play. It varies from team to team. Sunday practice is discouraged but not allowed before 1:00 PM unless special permission is granted on a one-time basis by the administration.

## **Facilities**

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

### **Basic Rules: (All Sites)**

- No student-athletes can be using any facilities without the presence of an adult.
- Always make sure all doors are locked before you leave. Do not leave doors propped open overnight. Shut and lock them.
- Always make sure all lights are turned off before you leave.
- Always make sure that all of your players are picked up or drive away before you leave. You are responsible. By VIRTUS rules always try to make sure that there are two adult supervisors if at all possible.
- Locker rooms are to be checked and kept clean. Trash is to be thrown in receptacles not on the floor. Garments are to be in assigned lockers. These will be inspected each week now to make sure this is being done.
- Don't take things that you don't own without permission. Most things will be loaned but ask first.

### **Gym Usage:**

- When you are finished using the gymnasium make sure floor is swept (if needed) and that everything that you brought in with you for your practice or event is removed. If you borrow something please return it.
- Pick up any trash, water bottles, food containers and put them in the proper receptacles. Wipe up any spills or anything that may have been tracked onto the gymnasium floor.
- If you are using the padded chairs they are to be returned to the rack and stored in the back room following your event or contest.
- If you are the last team to practice before a scheduled home game make sure chairs are set up for the game, bleachers are pulled out (if needed) and side baskets are raised (when down).
- If you are putting a tarp on the floor or marking the floor with tape for any reason you must use and get special floor tape so that it does not take up the sealant on the floor. Masking tape, Scotch Tape, and packing tape pull off the finish.

### **Weight Room:**

- Make sure all weights are returned to their proper racks following usage.
- Make sure weights and equipment is wiped clean with the materials provided to help prevent staph infection and any other diseases.
- Make sure there is always proper adult supervision while weight lifting.

### **Mustang Athletic Complex:**

- It is imperative to make sure all doors and gates are locked.
- Please supervise your group and check bathrooms and all areas after practice. Make sure no trash is left on the floor and the bathrooms are clean. Help us keep this clean.

### **Supervision Of Athletes:**

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

### **Discipline**

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

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

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

**Official Bishop Brossart  
School Logo**



**Contact The Athletic Director:**

**Ron Verst**

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**859-635-2108 Ext. 1080**