

***BUTTE CENTRAL
CATHOLIC HIGH SCHOOL***



PARENT / STUDENT HANDBOOK

2017-2018

DAILY TIME SCHEDULES

Monday – Thursday

Period 1	8:10 – 9:02
Period 2	9:06 – 9:58
BREAK	9:58 - 10:08
Period 3	10:08 – 11:00
Period 4	11:04 – 11:56
LUNCH	11:56 – 12:26
Period 5	12:26 – 1:18
Period 6	1:22 – 2:14
Period 7	2:18 – 3:10

Friday

Period 1	8:10 – 8:50
Period 2	8:54 – 9:34
Period 3	9:38 – 10:18
Period 4	10:22 – 11:02
LUNCH	11:02 – 11:24
Period 5	11:24 – 12:04
Period 6	12:08 – 12:48
Period 7	12:52 – 1:32

Mass

MASS	8:30 – 9:25
Period 1	9:35 – 10:16
Period 2	10:20 – 11:01
Period 3	11:05 – 11:46
Period 4	11:50 – 12:31
LUNCH	12:31 – 12:59
Period 5	12:59 – 1:40
Period 6	1:44 – 2:25
Period 7	2:29 – 3:10

Early Dismissal

Period 1	8:10 – 8:41
Period 2	8:45 – 9:16
Period 3	9:20 – 9:51
Period 4	9:55 – 10:26
Period 5	10:30 – 11:01
Period 6	11:05 – 11:36
Period 7	11:40 – 12:11

When necessary any special schedules will be announced via our website and RenWeb.

FACULTY & STAFF

Dave Stonehocker	Administrative Assistant/International Studies
Chad Petersen	Athletic Director
Jeanette Barnes	Art
Brian Yelenich	Business/Computers
Father Berretta	Chaplain
Sandi Skender	Counselor
Julius Hall	Custodian
Jim Seaver	Custodian
Greg Ritter	Business Manager
Paul Richardson	HPE/Weight Lifting & Conditioning
Chris Barefield	English
Dave Johnson	English
Chen Shihua Brazill	ESL
Kristel Koukoua	Librarian
Tom Foley	Maintenance/Boiler
Diane Johnson	Math
Brad Kadrmas	Math
Aubrey Brady	Music/Choir
Russell Nelson	Music/Instrumental
Shawna Manning	Office Secretary
Don Peoples	President
Kevin St. John	Principal
Zachary Kozicky	Science
Misty Cunningham	Science/Yearbook
Matthew Larson	Social Studies
Page Grogan	Spanish
Josh Rowe	Technology Coordinator
Becky Peoples	Theology
David Curry	Theology
Kerrie Hellyer	Title I Teacher

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MISSION STATEMENT

Through the generosity of its Catholic parishes and numerous alumni, Butte Central Catholic High School serves all committed families in Butte by providing an outstanding 9-12 Catholic educational program. Accessible to all families, the BCCHS is committed to providing an excellent education in an environment of Catholic faith and moral values. BCCHS prepares students for an exciting future by building partnerships with families, parishes, and the wider Butte community. Through academic, religious, and co-curricular programs, BCCHS strives to produce leaders in the Church and in society.

VISION STATEMENT

Butte Central Catholic Schools were founded in the 1880's to serve the children of Butte's Catholic miners. BCCS's has thrived with a remarkable resilience and a tremendous spirit of survival. Personal attention, high expectations, strong discipline, teamwork, Christian values, and a powerful drive toward excellence speak to BCCS's motto of pride, tradition, and commitment.

SPIRITUAL DEVELOPMENT

Teaching of spiritual, moral, and ethical values begins at home; however, BCCHS assumes the responsibility for extending and broadening parental modeling and training for all students.

GOALS FOR SPIRITUAL DEVELOPMENT

- To develop & grow in a community of people bound together by a shared faith & common goal.
- To accept and respect each individual as a child of God.
- To respect authority while developing self-discipline and self-control.
- To understand the responsibility of helping others through example and prayer.
- To realize that faith is involved in every part of life.
- To provide instruction and modeling based on the teachings of the Roman Catholic Church.
- To increase awareness of the principles and values of a moral life.
- To live Christian values and principles daily.

EXPECTED SCHOOL-WIDE LEARNING RESULTS

- ✚ To develop a relationship with Jesus Christ & use the knowledge of the Gospels, prayer liturgy, service, and retreats as a formation for life with the Roman Catholic Church;
- ✚ To possess the appropriate skills to analyze critically & think logically in an abstract manner;
- ✚ To use appropriate techniques to articulate viewpoints in written & oral expressions;
- ✚ To develop organizational & study skills necessary for pursuit of goals & personal progress;
- ✚ To develop a sense of personal responsibility & meaningful contributions;
- ✚ To build attributes that lead to being a life-long learner.

GENERAL STUDENT STANDARDS & CHRISTIAN COURTESY

Ever mindful of our striving to be Christ-like, and remembering the words of Jesus to "love one another," we encourage mutual respect in our relationships with one another. BCCHS students are expected to conduct themselves as Christian youth who are aware that they attend a Catholic school where Christian values and faith-based education are the norm.

- # Be respectful and conduct yourself in a manner that properly represents BCCHS.
- # At assemblies or field trips be an attentive listener and address speakers thoughtfully with courtesy and respect.
- # Sportsmanship is a spirit that should guide our behavior each day of our lives according to the simple idea that we will treat others as we would like to be treated.
- # Respect others personal space and property.
- # Address adults appropriately by their title (Miss, Mrs., Mr., Father, Brother, etc...).
- # Refrain from sitting on desks, table, radiators, bookshelves, etc.
- # Walk when you are in the hallway and on the stairs and keep to the right.
- # Public displays of affection at school and school related activities are inappropriate.
- # Expected to use basic courtesy when dealing with adults or fellow students (saying "please" and "thank-you", holding doors, keeping hands, feet, and unkind words to themselves).

RESPECT

The good name, reputation and personal safety of each student, faculty and staff member is vitally important. In order to protect students, employees, and the institution itself, each student is expected to treat the good name and reputation of other students, school employees and the school with dignity and respect and not engage in any activity or conduct, either on campus or off campus, that is in opposition to this policy and/or inconsistent with the Catholic Christian principals of BCCHS, as determined by BCCHS in its discretion. Any derogatory, slanderous, hostile or threatening remarks/ actions directed towards any of the above is an extremely serious matter, whether it is done physically, verbally or electronically through the use of a home or school computer or by remote access during school time or after hours. Some examples include, but are not limited to, text messages, blogging, images or pictures, etc. Violations of this policy are subject to disciplinary action including suspension or expulsion from the school and the notification of appropriate law enforcement agencies.

RELIGION CLASSES/MASS/PRAAYER SERVICES

Prayer and religion classes are an integral part of our daily program. Students of all faiths participate fully (with the exception of receiving sacraments) in planning and celebrating the Liturgy, season prayer services. Students are expected to attend school retreats and participate fully. Parents are generally notified of liturgies and prayer services through newsletters and bulletins. Parents are always welcome to participate in our religious celebrations.

ADMISSIONS

SIMPLE

- Step 1: Applications are available at the admission office at Butte Central Catholic High School. Completed applications will be returned to admissions office for review.
- Step 2: Principals approval for admissions is required for all admissions.
- Step 3: Financial obligation, tuition agrees and method of payment will be completed with the finance office to complete admissions.

DETAILED

- Step 1: Completed applications will include: signed transfer of records request, immunization records, behavior or discipline log, and two letters of recommendation - high school applicants, essay letter - high school students and payment of an application fee plus the transfer fee. Applications will be available at the K-8 school from Catholic Schools Week to the beginning of the following school year.
- Step 2: Parent(s)/student interview with the principal. Principal may request additional information from the parent(s)/student at this time. The student may spend one visit day on or prior to the principal interview. Late admission parent(s) will have a 10 day probationary period to complete financial obligations with the finance director, if financial obligations arrangements have not been met the principal will notify the parent(s) they have 5 final days to complete to complete their financial obligation or the student will be dismissed.
- Step 3: Financial obligation includes completes of FACTS Grant and Aid Assessment, a copy of the previous income tax, signed tuition agreement and method of payment. Students admitted late with a completed application and principal approval have 10 probationary days to make financial obligation arrangements with the finance director or be assessed a late fee.

Individual Responsibilities

Admissions Office: Once a completed application is received the admissions office will request student records and send a copy of the applications front page to the principal and finance director for notification of a potential new students. Once the student records are received, they and the complete application will be delivered to the principal for review. Upon acceptance the finance office and administrative assistant will be notified of acceptance.

Principal: Once a decision on an application has been made the principal will notify the admissions office of acceptance or rejection and send a corresponding letter to the applicant.

Finance Office: Upon acceptance the admission office will notify the finance office of acceptance. With a letter, the finance office will notify the parent(s) of the steps to complete their financial obligation.

CLASS SCHEDULES

Academics are the touchstone of our high school. We encourage all students to choose classes wisely and in consultation with parents, counselor and administration. It is highly recommended that all college bound students take at least 4 courses of math and science during their high school years. Students may enroll in “Jump Start” classes at MT Tech if they can be worked into the student schedule. Study halls are not allowed. The Principal must approve request for a schedule change and the teachers involved. Schedule changes must be made within the first ten (10) days of the semester and are dependent upon alternate class availability.

CORRESPONDENCE COURSES

Due to illness, < 65% grades, or class unavailability, students may enroll in an accredited state or regional correspondence school, or the Montana Digital Academy during the total four years of high school. Correspondence or online classes are for credit recovery, fulfillment of graduation requirements, or classes not offered. These programs are not intended to replace current offerings. Requests to use such credit need administrative approval. Official transcripts of all work are to be forwarded to the high school counselor. If the student passes the coursework, the new grade will be added to the permanent record, but it will not replace the original grade.

RENWEB

Butte Central Catholic High School utilizes “RenWeb” as a convenient means for parents to check their child's academic progress. Using “RenWeb,” parents or students can access a "snap shot" of academic progress and other important information via the Internet by visiting the Butte Central Catholic Schools Web Site at <http://www.buttecentral.org>. Once on the school's site, look for the link “Parents Login”.

Once you authenticate (successfully log in) on the “RenWeb” web page, you will be able to view the following:

- Attendance
- Current Grades
- Student Schedule
- Current Daily Assignment Marks
- Discipline
- Other

This is a very useful communication tool and can be accessed from any computer that has Internet access. If you have questions or can't locate your log in information, please call the BCCHS office at (406) 782-6761.

GRADING POLICY

The main function of the BCCHS grading policy is to accurately report student academic achievement and progression to parents/guardians. An official student report card will be sent to parents/guardians each quarter and semester. Student report cards and transcripts will record the percentage earned on a 0 - 100 percent scale. There will be no conversion to a letter grade on either the report card or transcript. A percentage less than 65% will be recorded as NC.

The assessments and grading breakdown for determining a student's percentage grade being implemented by the classroom teacher will be communicated in written form to the student at the beginning of the school year/class. The student's report card and transcripts will only reflect the unweighted (see weighted information below) percentage earned.

Other markings include:

NC: 64% or Below No Credit

I: Incomplete Work

X: No credit due to lack of attendance

W: Withdrew from class

All incomplete ("I") work must be made up within 10 school days following each grading period or the student receives an "NC" for the course in question. An incomplete is given only in those cases of illness and emergency because the student has not been able to complete his/her assignments. At BCCHS, requesting and completing make-up work is the responsibility of the student.

A conversion chart (**Appendix A**) for personal use could be used to compute a grade point average.

The Valedictorian/Salutatorian will be determined by the student who earns the highest weighted cumulative percent average (within 0.25 or less will share award) at the end of the students 7th semester (calculation will go to 2 decimal places). Advanced placement and honors courses will be used to determine the weighted cumulative percent average. In order to be considered for these honors, students need to be in attendance at BCCHS for a minimum of two semesters.

A student must be enrolled at BCCHS for their final four semesters to qualify for either Valedictorian or Salutatorian. The Salutatorian will be the student who earns the second highest weighted cumulative percent average. In the event that two or more students earn the highest weighted cumulative percent average, they will share the honor of Co-Valedictorian. In all cases the bestowed honor of either Valedictorian or Salutatorian is ultimately at the discretion of administration. Weighted grades will also be used for determining Honor Society membership.

The following classes (non BCCHS classes are not counted) are weighted by adding 6% points to the semester percentage per class for the computation of accumulative grade average:

Algebra II/Trigonometry

Adv. Human Biology

Honors English III

Pre-Calculus/ Adv. Math

Duel Credit U.S. History

AP English 12

Honors Chemistry

Physics

Environmental Honors

AP Calculus

Honors Biology

Honors Geometry

Duel Credit Government

FINAL ASSESSMENT WEEK:

BCCHS believes that Semester or Final Performance Assessments is an important component in the academic process. A semester exam is designed to measure a student's mastery of the subject matter and the ability to prepare for testing so as to successfully demonstrate knowledge of the subject matter. It measures a student's ability to recall and retain information and to demonstrate through his or her own words or actions comprehension of that information. The means for assessment may vary, but in all cases will measure cumulatively the material covered over the semester. Every student is expected to be present on these days. Parents/guardians are advised to be aware that these are fixed days and only exceptional circumstances should prevent students from taking exams on these days (i.e., serious illness, funerals, etc).

Seniors may be eligible for an exemption spring semester from a Final Performance Assessment based on teacher discretion and the students' ability to be an exceptional student. Exemption from Final Performance Assessment is not an entitlement; it is awarded at the discretion of the faculty and administration. Successful candidates will be those who personify the mission and goals of Butte Central Catholic Schools.

EXTRACURRICULAR ELIGIBILITY

All BCCHS students participating in school-sponsored activities are expected to maintain passing grades throughout the entire semester grading period as well as to meet all MHSAA criteria. To ensure consistent academic grading assessment for student participation, biweekly grade checks will be conducted (each individual teacher is responsible to conduct check).

- Stage I: Warning level for students who are earning an academic grade of < 70%. The student and parents/guardians will be formally notified of the academic eligibility standard.
- Stage II: If at the next biweekly grade check, the student is earning academic scores of < 70% the student will be ineligible to participate in school-sponsored activities until the next biweekly academic grade check. *Note: The student may be required to practice with his/her team but may not compete in any games.*

Regardless of academic eligibility standing, students will not be denied participation in liturgies, retreats, or any religious/spiritual development event sponsored by the school.

LATE WORK POLICY

It is expected that BCCHS students submit all classroom work for timely assessment/feedback on the established due date. Late work has many negative impacts in the educational setting not the least of which is the extra burden it places on the teacher. It also indicates unacceptable traits for future success such as a lack of organizational skills and poor time management.

- The consequence for a student who does not submit an assignment on or before its due date is subject to an academic detention. Furthermore, 20% may be deducted off the top for late work. Students have 10 school days prior to a zero grade to complete a late assignment (special circumstances may be considered by the school for a waiver of the ten day rule). BCCHS Grading Policy applies at the end of quarters.
- A student (non-truant) who is absent the day an assignment is given shall be granted another school day for its completion with no penalty. The additional day does not apply when students were made aware of an assignment deadline well before the absence occurred.

MAKE-UP WORK

When a student is absent from a class due to illness, appointments, activities, it is his/her responsibility to request and complete the missed assignments from each teacher. Student athletes are encouraged to plan ahead and get caught up with assignments before taking off on a road trip when and if possible. Parental requests for homework must be made by 9:00 a.m. and picked up between 2:00 and 4:00 in the afternoon. Our expectation is that when a teacher takes time to prepare the work for the student, completed assignments will be turned in upon returning to school.

HONOR ROLL & NATIONAL HONOR SOCIETY

HONOR ROLL CRITERIA:

Overall 85% or greater average.

NATIONAL HONOR SOCIETY CRITERIA:

Membership in the National Honor Society is recognized nationally as one of the highest honors that can be bestowed upon a high school student. It is both an honor and a responsibility. Students elected to the NHS are expected to demonstrate the qualities of scholarship, service, leadership, and character. Eligibility is open to those students who through their fifth or seventh semester have a 90% or higher. In addition to this scholarship standard, requirements in the areas of leadership, service, and character are also evaluated. Induction regarding service, leadership, & character is left to the discretion of the NHS coordinator/committee. Members are responsible to meet NHS standards following their induction.

The student who demonstrates leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates leadership in promoting school activities
- Exercises influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable without prodding
- Demonstrates leadership in the classroom, at work, and in school activities
- Is thoroughly dependable in any responsibility accepted

The student who serves:

- Is willing to uphold scholarship and maintain a loyal school attitude
- Participates in some outside activity: Girl Scouts; Boy Scouts; church groups; volunteer services for the aged, poor or disadvantaged; family duties
- Volunteers dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in inter class and inter scholastic petition
- Does committee and staff work without complaint
- Shows courtesy by assisting visitors, teachers, and students

The student of character:

- Takes criticism willingly and accepts recommendations graciously
- Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations
- Demonstrates the highest standards of honesty and reliability
- Shows courtesy, concern, and respect for others
- Observes instructions and rules, punctuality, and faithfulness both inside and outside of the classroom
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- Actively helps to create a positive school culture and environment

A 64% or lower in any class disqualifies a student from honor roll & or NHS eligibility.

ACADEMIC INTEGRITY

To ensure a consistent approach to academic integrity among students and to protect and enhance BCCHS's reputation and academic standards students are required to:

- undertake studies and research responsibly and with honesty and integrity;
- ensure that academic work is in no way falsified;
- seek permission to use the work of others, where required;
- acknowledge appropriately the work of others; and
- take reasonable steps to ensure that other students are unable to copy or misuse their work.

Should a student be involved in cheating/plagiarism he/she may be allowed to redo the assignment for up to 80% of its original credit with one day ISS. There is no credit for assignment and 3 days ISS for a second offense. A third offense will lead to no credit for the class and ISS for the rest of the semester during that class period.

VISITORS

Parents are always encouraged and welcome to visit BCCHS. Appointments should be made in advance to see a teacher, counselor, and administrator or to visit a student's class by calling the main office. **All visitors must report to the high school office** before proceeding to a classroom. Guests of students will not be allowed to accompany them to class without administrative and faculty permission, which must be secured a minimum of one school day in advance.

CHANNELS OF AUTHORITY

When students or parents have difficulties with a class or a teacher, they must address the teacher first. If the problem cannot be resolved, the Principal will serve as the mediator. If a satisfactory solution cannot be met, the Butte Central Catholic Schools' President followed by the Superintendent of Catholic Schools may be contacted.

ADDRESS INFORMATION

Any change of contact information (i.e. address, email or phone) as it appears on the registration form should be reported to the school office immediately.

GRADUATION REQUIREMENTS

Academics are considered the cornerstone for a complete education at BCCHS. Students are encouraged to take their work seriously. Twenty-seven (27) credits are required to graduate. Freshmen through seniors are accountable for seven periods per day. The Principal may waive the number of credit-bearing classes required, based on extra-ordinary circumstances.

Religion	4 credits
English	4 credits
Social Studies	3 credits
Mathematics	3 credits
Science	3 credits
Foreign Language	2 credits
Health/Physical Education	2 credits
Fine Arts (art, music)	1 credit
Practical Arts	1 credit
Electives	4 credits

The overall grade percentage average will be calculated on a 0-100% scale. BCCHS graduation requirements meet and exceed the state standards as well as NCAA standards.

While all students must have three (3) years of math and three (3) years of science as well as an 80% average (or 2.5 GPA) to enter the state university system schools; we encourage all students to take a minimum of four years of math and science.

Prospective NCAA Division I & II student athletes are required, during their senior year, to complete a reporting process through the NCAA Clearinghouse. The Activities Director and/or counselor will provide interested students with complete details of this initial eligibility process.

GENERAL COLLEGE ENTRANCE INFO:

Course requirements for entrance into four different types of colleges are listed below. The academic prerequisites, typical of colleges in each of the categories listed may change from year to year. You should use this list as a general guideline. It is important to remember that the State of Montana has its own curriculum requirements that you need to satisfy to graduate. Specific information must be obtained directly from the college you are interested in attending. Students should be aware that colleges have returned to a preference of a traditional and classical college preparatory curriculum which includes:

	Public Universities	Private 4 Year Colleges	Highly Selective Colleges	CC (2yr)
English	4 years	4 years	4 years	Varies
Mathematics	3 years	4 years	4 years	Varies
Science (Lab.)	2 years	3-4 years	4 years	Varies
Social Science	3 years	3-4 years	3-4 years	Varies
Foreign Lang.	2 years	2-4 years	4 years	Varies
Acad. Electives	Varies	2 years	2 years	Varies

FIFTH-YEAR PROGRAM

Students may enroll in a fifth-year program with permission of the Principal and may graduate at the end of the first semester if the following conditions are met:

- The student adheres to school attendance policies and has not exceeded the allowable number of days each semester.
- All graduation requirements are met. The policy on graduation requirements will be the policy under which the student first enrolled.
- The results of any correspondence courses taken to meet the requirements for graduation must be submitted the last day of the first semester.
- Fifth-year students may participate in graduation ceremonies if all requirements are met.
- Fifth-year students who want to play fall or winter sports must meet w/ the Activities Director to determine eligibility.

GYMNASIUM

Students must have a faculty member or coach present when using the gymnasium or weight room. There are no exceptions to this rule because of liability. The gymnasium and school facilities are for use of the present student body. The Principal or designee must approve use of the gymnasium and facilities by alumni, parish, and non-school individuals, groups or organizations. Proper gym attire is used in PE/Health classes and all students are expected to dress out.

NON-DISCRIMINATORY POLICY

BCCHS admits students of any race, color, national, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of religion, race, color, national or ethnic origin in the administration of our educational policies, admissions and other school-administered programs.

NON-CUSTODIAL PARENT

BCCHS abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, we will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

STUDENT RESIDENCE

Students of BCCHS must live at home under the direct supervision of their parents or guardians. Exceptions are made for extraordinary circumstances that have been discussed with and approved by the Principal.

STUDENT RECRUITMENT

Various means are used to recruit new students for our school system. We find none as effective as parents or guardians encouraging other parents to send their son/daughter to BCCHS. To encourage your support in this endeavor, you are eligible to receive a tuition deduction for each family you successfully recruit.

TRANSFER & WITHDRAWAL

Parents should contact the Principal before withdrawing their child from school. Students withdrawing from BCCHS must fulfill all financial and other obligations to the school before transcripts or recommendations to other schools will be released.

BC FUTURES PROGRAM

In cooperation with over 100 local businesses and through the use of “as good as cash” gift certificates, the BC Futures Program has the potential of generating a significant discount on your tuition. BC Futures may be purchased through the school office or directly from the Futures Office. For more information, please call the Futures Office at 723-6706.

EDUCATION MEMORIAL FUND

A memorial fund has been established whereby persons are encouraged to donate to our Catholic Schools. Memorial cards may be obtained at the schools, parish offices, or the local funeral homes. A card of recognition will be sent to the family in your name. These donations can be sent to Butte Central Catholic Schools Education Fund, P.O. Box 634, Butte, MT 59701.

FUND RAISING

Major fund raising activities are planned by the Development Office. Central Catholic Schools’ major fundraisers include the Calcutta Dinner and the Night Auction. All families and students are expected to participate in these fund raising projects. The monies realized from these projects are used to purchase athletic equipment, textbooks, classroom materials, and make general improvements. Fund raising projects are essential to the school’s on-going development.

MONEY SENT TO SCHOOL

Any currency and checks sent to the school are to be in a sealed envelope marked with the following:

- ❖ Student’s Name
- ❖ Amount in Envelope
- ❖ Purpose of Payment

BEING ON TIME

Promptness is the responsibility of every student enrolled at BCCHS. Students are expected to be in class and academically prepared on time. Tardiness is disruptive to the learning environment and should be avoided at all costs. By definition, a student is considered tardy when he/she is not in the class and academically prepared when the class begins.

- ❖ If a student is tardy beyond 15 minutes, it becomes an absence.
- ❖ If a teacher/counselor/administrator detains a student for any reason the student must attain a note from said adult.
- ❖ A student who is tardy four (4) or more times in a semester will receive detention for that tardy and each tardy thereafter. Increased discipline may be warranted for excessive tardiness.

HALL PASSES

Students are to have a “hall pass” designated by a teacher/staff if he/she wishes to go from one room to another or to the library. A student should not be in the hall at any time without a designated pass. Hall passes must include the student’s name, date, time left, purpose/destination, and the teacher’s signature. Students should attend to personal needs between classes.

ATTENDANCE

Attendance plays a vital role in one's academic success and absenteeism negatively affects the continuity and depth of learning. Absenteeism also harms the overall school environment both for classmates and teachers. However if your child is going to be absent please call the school office between 8:00 and 9:00 a.m. that day. A signed written note from the parent/guardian is to accompany the student when he/she returns to school.

Students are required to sign in and/or out of school in the office when arriving or leaving the campus. Students may not leave the school premises without school and parent/guardian permission.

Students are to attend a minimum of 90% of instructional time to earn credit. If a student misses over 15 minutes of a class they are considered absent. Over ten personal and or sick/medical absences (excludes: participation in BCCHS sponsored/approved activities, senior college visits, & bereavement) from class, regardless of judgment or current grade, during a semester term is a violation of attendance expectations. Students with over ten absences (consequences are the same for one period or seven) are required to turn in a completed attendance waiver request form as well as attend Saturday school from 8:00 AM to 1:00 PM. for each absence over ten (exception: 100% medical absences are exempt from Saturday School) or serve 10 detentions.

When students are aware of a future absence it is a best practice to complete work prior to the absence if possible (see MAKE-UP WORK).

Student participants in school activities must be in school for all seven periods of the day. (Please refer to the Activities Handbook, page 2.)

VACATION & TRAVEL

Families are encouraged to plan vacations during scheduled dates that occur throughout the year. Check the school calendar on the inside cover of this handbook for dates when students are not in school and plan your vacations accordingly.

CAFETERIA INFORMATION

- ❖ We will begin lunch with Grace before Meals. Always be reverent when we pray.
- ❖ Students are responsible to bring their own lunch. However Key Club sales choices such as muffins, cinnamon rolls, breakfast sandwiches, water, juice and Gatorade during the morning break. Pizza, hot pockets, burritos, soft pretzels with cheese, chips, water, juice and Gatorade for lunch.
- ❖ Students can order through the school from Stagging Ox (Mondays), Pita Pit (Tuesdays), Pork Chop Johns (Wednesday), & Taco Johns (Thursday), Key Club Pizza (Friday).
- ❖ Students are expected to clean off their own tables and the surrounding area when finished.
- ❖ Always be respectful to others (i.e. no pushing at the lunch counter).
- ❖ No throwing food including shooting in the garbage cans.

CLOSED CAMPUS

BCCHS campus is closed. Off campus privileges (with permission of parents in writing) will be given to seniors on Wednesday of each week and juniors on the final Tuesday of each month.

DISCIPLINE

Discipline at Central Catholic Schools is to be considered an aspect of moral guidance and not merely a form of punishment. The purposes of discipline are to provide an atmosphere conducive to learning and to promote character training. Discipline is not an end in itself, but a means through which a student becomes a self-disciplined person. It is toward building this attitude of responsibility and self-mastery that all our disciplinary methods are aimed. Reinforcement of positive behavior is much more effective than punishment of negative behavior.

To this end, we feel that, in most matters of discipline, the teacher should exhibit a loving attitude of trust and firm confidence in the student that he/she can control his/her behavior. Approaching behavioral problems from a positive viewpoint and allowing students to take responsibility for their own actions will be most conducive to the growth and development of self-mastery.

Partnership with parents is vital to the educational success of our students. The authority figures in our students' lives must be supportive of one another for our students to thrive and feel safe. When we unite for the sake of our students, they benefit greatly. Authority for a suspension and/or expulsion resides with the Principal. Reasonable steps will be taken by the school administrator to disclose circumstances surrounding disciplinary measures and to communicate expectations of parents, students, and school to ensure that discipline measures result in a learning experience for the student. At the discretion of the Principal, the following offenses committed by the student are potential reasons for immediate suspension leading to possible expulsion after a conference with parents:

- Assault w/ or possession of a firearm w/ intent on school property or at a school-sponsored event will result in immediate expulsion (fake, drawings, pictures, etc. of weapon will not be tolerated).
- Serious disobedience, insubordination, or disrespect for authority.
- Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substance.
- Injury or harm to persons or property or serious threat of same.
- Sale or distribution of any material on school grounds without proper authorization.
- Unauthorized absence or excessive tardiness.
- Serious theft or dishonesty.
- Scandalous or seriously disruptive behavior.
- Forgery, vandalism, or fighting.
- Use of tobacco.
- Conduct at school or elsewhere, which would reflect adversely on Central Catholic Schools.

FORMS OF DISCIPLINE

The following is a description of the types of discipline that will be employed in the event that a student violates a specific behavioral guideline. The goal of any consequence is (1) change individual behavior and (2) to establish a school environment that provides students with their best opportunity to reach their full personal growth potential.

DETENTION:

Detention can and should be exercised by a teacher or principal whenever a school rule/expectation is not followed. Detentions are to be served the same day or day after it is received in the high school library. The detention schedule is 3:15 PM - 4:00 PM M-TH and 1:37 PM - 2:22 PM on Friday. Students who wish to serve in the morning (7:15 am to 8:00 am) must gain prior approval with the Principal. Students are advised not to arrive prior to 7:00 am for morning detentions. Extensions over the two-day mandate must be approved by the Principal. An unexcused absence from a detention shall result in an additional detention period and or ISS.

If a student is receiving excessive detentions, parents may be asked to come in for a conference with the principal and teacher. Excessive detention reports may result in more serious consequences, which may include suspension and expulsion. A continuing history of infractions might indicate the need for other types of professional help, or may indicate that another school's program is more suited to the student's needs.

IN-SCHOOL SUSPENSION (ISS):

Students will be given school work and placed in a classroom separate from their classmates for the entire school day. Students will bring a sack lunch and eat in school.

OUT OF SCHOOL SUSPENSION (OSS):

The student is sent home and is not permitted to come to school or participate in school activities or be on school property. Parents will be contacted and expected to provide transportation for their child. Aggravated grounds for OSS can become grounds for expulsion.

EXPULSION:

If expulsion is not immediately necessary the process will involve following steps when considering expulsion for repeated offenses:

Step I: A conference is held with the parents, student, teacher(s), & the principal.

Step II: A student will be placed on a behavioral or academic contract.

Step III: If the student fails to meet the expectations of the contract the student will be expelled.

Full credit will be given for all work completed up to the time of expulsion. The

Sup't. of Catholic Schools will receive notice of the expulsion w/in (7) days of action.

Step IV: Any dispute must be referred to the Superintendent of Catholic Schools within seven days.

FIELD TRIPS

Field trips are privileges. Students may be denied participation if they fail to meet academic and behavioral requirements. **PARENTAL/GUARDIAN PERMISSION MUST BE GRANTED FOR A STUDENT TO BE ALLOWED TO PARTICIPATE IN OFF CAMPUS ACTIVITIES.**

Students who fail to submit the required permission form will remain in the building during the class field trip. Parents have the right to refuse their child participation in a field trip. This does not, however, excuse a student from school attendance.

STUDENT DRESS & GENERAL EXPECTATIONS

BCCHS believes that proper student attire should take into consideration Christian modesty, be clean and neat, taking pride in personal appearance, as well as avoid distracting influences. Studies show that there is a direct correlation between good grooming and academic performance. While allowing students some "freedoms" with regard to the dress code, BCCHS policies are designed to promote a faith-based school system.

Dress Expectations/Clarification:

- Denim colored or common jeans/pants are allowed if wearing BC attire that is fully visible throughout the school day (exceptions: "Mass Day & Casual Friday").
 - A formal/dressy top must be worn with leggings (examples of what is not dressy includes hoodies, sweatshirts & t-shirts with logos/advertising etc.). Regarding the length we would ask that you keep in mind our expectation of Christian modesty.
 - Clothing will be free from any reference to illegal substances, drugs, alcohol, or tobacco; violence, sexual themes, gang identification; or anti-Christian themes and will not conflict with our mission.
 - Length of short pants, skirts, and dresses at mid-thigh (undergarments concealed).
 - Shirts will have sleeves extending to the shoulder or be at least the width of three fingers.
 - Clothing should be free of pictures, writing, or logos that is distractive or inappropriate.
 - Warm-up, tear-aways, & sweat pants are not allowed w/ exception of school issued team uniform attire (some teams do not purchase these) can be worn on game days.
 - Undershirts, tank tops, halter-tops, low-cut shirts, bare midriiffs, & backless apparel are never allowed.
 - Hats, hoods, and caps are not to be worn during the school day.
 - Students who are bused to an athletic event should be dressed as a representative of BCCHS.
 - Students who are unsure whether their clothing or appearance meets dress code standards should inquiry with administration for preapproval.
 - The Principal has the final decision in matters of school attire.
- ❖ "Casual Friday" (unless it is Mass Day) jeans not necessarily with BC attire and leggings and non-dressy t-shirts, hoody's, etc. are acceptable for the price of a can of food or one dollar. Student Council will manage the money raised.
- ❖ Modesty and moral aspect of dress codes are always to be followed.
- ❖ "Mass Day" is dress up day for all students (no jeans, hoody's, t-shirts & sweatshirts w/ logos advertising, etc.).

General Expectations

- ❖ Personal grooming will be neat and clean. Facial cosmetics, jewelry, and personal decorations will be free from showiness, unpretentious and not distracting. Male students may wear earrings that are unobtrusive in nature.
- ❖ Sunglasses & headphones (ok in cafeteria during lunch) are not allowed during the school day unless approved by administration or a teacher.
- ❖ Chewing gum, sun flower seeds, and the like are not allowed on school premises.

DANCES

Unless otherwise stated, BCCHS dances are open only to our students and their guests (pending administrative approval) of high school age. Dances are activities therefore students must be in school for all seven periods of the day (Please refer to the Activities Handbook, pg 2.). We expect students to have fun, but at the same time demonstrate good character and appropriate dancing at all times. Vulgar/provocative dancing, such as freak-dancing and grinding is not allowed, nor any form of dance which is sexually suggestive, or mimics sexual acts. This includes “back to front” dancing. Students must be facing one another when dancing and must keep some space between one another. A student exhibiting this form of dance will be asked to leave the dance. Any student who is insubordinate will be subject to further disciplinary action. If a student is asked to leave a dance in a school year, (s)he may not be allowed to attend dances for the remainder of the school year.

Dances will be chaperoned by a minimum of four (4) adults pre-approved by school administration. Chaperones will be provided with the BCCHS rules for dances and expected to enforce them to the best of their ability.

Students are expected to follow all rules of the student handbook including the dress code guidelines as stated in the student handbook or specifically designated for a particular dance. Students not dressed appropriately will not be allowed to enter the dance. BCCHS will have an Officer at all dances. Legal consequences and school consequences will be enforced.

The doors will close exactly one hour after each dance is scheduled to begin. After that point, no students are allowed to enter the dance. Once students choose to leave a dance, they must leave the campus or facility and may not re-enter. Dances hours will be posted and will end no later than midnight.

All music to be played needs to be appropriate for a BCCHS dance.

Visitors are allowed at selected dances. If a student chooses to bring a visitor to a dance, he or she must complete the dance visitor form and submit it on time. Incomplete or late visitor forms will not be accepted. The list of approved visitors will be posted one day prior to the dance. Students may only bring one visitor to a dance. Dance Guest Forms are available in the office.

CHEMICAL USE, ABUSE AND DEPENDENCY

Unlawful drugs and controlled substances are those defined as illegal under the laws of the United States and the State of Montana.

BCCHS students are expected to refrain from the use, possession, or being under the influence of alcohol, drugs, marijuana, or other mind or mood altering substances.

BCCHS, wishing to intervene early, will contact parents of students manifesting signs of misuse and abuse of illegal substances and make an effort to educate and assist them.

Because the possession and consumption of legally controlled chemicals is a violation of the law, any student who is witnessed using a chemical or has chemicals in his/her possession on the school campus (which includes the parking lots), during the school day, or at school functions, violations shall be turned over to the authorities. The consequences recommended include a minimum of 3 days ISS and mandated participation in a prevention program (counseling).

RELIGIOUS EDUCATION NIGHT

At BCCHS Wednesday night is recognized as “Religious Education Night.”

The school will strive not to schedule student activities on Wednesday night; however, the school shall honor activities scheduled and sanctioned by the Montana High School Association.

Coaches and staff are to respect this initiative and insure that all religious education students are off the school campus by 6:30 PM Wednesday evening. No religious education students are to be in the MAC or the High School after 6:30 PM on Wednesday evening except for religious purposes with appropriate supervision.

PREGNANCY

We do not condone premarital sexual activity and take the responsibility of educating the pregnant student in a Catholic environment very seriously. We will make every attempt to assist the student academically and spiritually to make the most of an unfortunate situation.

Because a pregnancy out-of-wedlock evokes strongly mixed feelings as well as sharply conflicted reasoning about religious values and teachings, an expectant parent will receive counseling from Catholic Social Services.

TOBACCO

All school buildings are considered "tobacco free". Students who have tobacco in their possession in school, whether they are using it or not, may be referred to the appropriate law enforcement agency. Any student found using tobacco on school premises will be disciplined appropriately and his/her parents will be notified.

HARASSMENT – HAZING – INTIMIDATION

Harassment, hazing, and intimidation have no place in the Catholic school experience. It is the antithesis of the purpose and mission of Catholic education where students are called to grow in their commitment to God, one another, the Church and the wider community.

Allegations of harassment-hazing-intimidation will be investigated in a timely manner. Furthermore, the Catholic school prohibits retaliation against any employee, student, or parent who has testified, assisted, or participated in the investigation report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure.

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of the individual’s race, creed, color, national origin, physical abilities, sex, or age. Harassment can occur at any time during the school hours or during school related activities.

Hazing occurs when an individual is subjected to treatment that is intentional, knowing or reckless act meant to induce pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, athletic team sponsored or supported by the Diocese of Helena. It does not matter whether such hazing practices were mandatory or voluntarily entered into by any student or organization in question.

Intimidation occurs when an individual is subject to verbal, physical or psychological action or implied action intended to cause harm or distress. A person subjected to intimidation has a difficult time defending him or herself. Intimidation may be carried out directly through physical or verbal means, or indirectly through relational means. When one person fears another because of real or implied threats or coercion that may result in harm to the individual, intimidation exists. Intimidation can also be called bullying

Verbal: Includes but is not limited to, derogatory comments, jokes, or slurs. It can include belligerent or threatening words between individuals and may include offensive, negative remarks concerning an individual's gender, physical abilities, race, creed, and/pr physical appearance. Also, the willful or unintentional spreading of rumors and gossip is considered a form of harassment.

Physical: Includes, but is not limited to, unwanted deliberate touching, pinching, bruising, or patting. Additionally, any deliberate attempts to impede or block one's movement (e.g. assaults of any nature), with normal activities will be regarded as harassment

Visual: Includes, but is not limited to, derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, novelties, or gestures

Sexual: Includes, but is not limited to, sexually suggestive remarks, gestures, or jokes. Moreover, any unsolicited verbal or physical conduct of a sexual nature (e.g. sexual assaults, etc) will be regarded as harassment.

Student (or anyone) should first tell the individual causing the harassment, hazing, or intimidation that his/her conduct is offensive, unwelcome, and must stop. If the objectionable behavior does not cease immediately, the student shall report the incident to the building principal or to an employee who will report it to the building principal.

A charge of harassment, hazing, or intimidation shall not, in and of itself, create the presumption of wrongdoing. However, individuals or groups found with whom substantiated acts of harassment, hazing, or intimidation will be subject to disciplinary action up to and including expulsion from school.

Where appropriate, and at the discretion of the principal, the consequences of a violation of this policy may result, but is not limited to, in any or all of the following:

- Educational assignment designed to increase awareness and sensitivity to the issue of harassment or intimidation
- Assignment to educate in the areas of impulse control and anger management
- Administrative family consequences
- After school penalty (Detention)
- Referral to an outside agency
- Suspension or expulsion
- Referral to police or other law enforcement agency.

Students found to have filed false or frivolous charges of harassment, hazing, or intimidation will also be subject to disciplinary action, up to and including expulsion from school.

ACCOUNTS

Classes, club, and school organizations may expend funds only with the permission of the Club Advisor and Financial Director. Unauthorized purchases are the responsibility of the individual making the purchases and that individual will be subject to disciplinary action. Anyone making a purchase must do so by means of a requisition.

ACTIVITIES HANDBOOK

More policies and procedures that govern extra-curricular activities at the high school can be found in the Activities Handbook.

COMMUNICABLE DISEASES

BCCHS will follow the recommendations as directed by the Public Health Department regarding the transmission of communicable diseases among students, staff and faculty.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are a valuable means of communication, providing an opportunity to get acquainted, share common goals, and understand one another better. A conference time will be scheduled in the fall and spring. However, parents and teachers should feel free to contact each other at any time during the school year. Parents should call the school to make arrangements for unscheduled conferences.

EMERGENCY INFORMATION

FIRE DRILLS

- Are held at regular intervals. Regulations are as follows:
- When the fire signal is heard, students are to move quickly and quietly out of the building by designated routes.
- All windows and doors of classrooms must be closed.
- The first student to reach the outside doors is to hold the doors for those following.
- Students are to follow all instructions from firemen, teachers, and other adults.

EARTHQUAKES

Students will kneel on the floor under the desks with their hands and arms covering their heads. It is safer in the building than outside during and immediately after an earthquake. We will not evacuate the building until all tremors have stopped.

LOCKDOWNS

Lockdowns occur when a crisis has occurred inside or outside the school and an evacuation would be dangerous for students/staff, and or there is a crisis inside the school and movement within the school would put students/staff in jeopardy. Always follow **Level 3** instructions unless otherwise informed by administration.

Level 1 – Class and school go on as normal but no one is to leave or enter the building.

- Main entrance is locked (access is monitored)...double check all exterior doors are locked.
- Increased monitoring and limitation of student movement/activity particularly between classes.
- Student/staff must remain within the building; no unapproved access or entrance to building.
- Movement within building should be limited.

- Level 2** – Hallway Sweep - do a quick visual sweep before closing and locking door.
- Bathrooms - closest classroom teacher do a quick visual sweep prior to locking down.
 - Students/staff do not leave classroom.
 - Continue with lesson plan/normal classroom activity.
 - Window shades or curtains should be closed.
 - Take attendance, listing missing and/or extra and late entering students.
 - Do not attempt to contact office, unless you have pertinent information.
 - Do NOT open the door for any reason. Law enforcement and school officials will have the ways and means to unlock the door if necessary.
 - Do not respond to fire alarm (unless you determine the danger exists).
 - If you have life-threatening situation, call 911, render first aid if possible.

- Level 3** – Keep students out of sight and cohesive (e.g., next to interior walls, under desks, under tables)
- Stay calm and quiet. Whisper only if it necessary to communicate verbally. It is possible that you could be there for awhile.

General Lockdown Information:

1. If you witness or have information of threat inform office or administration and call 911. Only the building office can give the lockdown alert. Try not to break communication with 911.
2. Lockdown level announcement: “Staff we are in ‘lockdown’ Level (1,2, or 3) until further notice.” Once you hear an internal call for LOCK DOWN, follow the appropriate procedures:
3. Breaks or outside – enter the nearest classroom or leave campus to nearest building deemed safe.
4. PHONES AND CELL PHONES - Student phones are to be shut off and not used. Teacher is to confiscate any exposed cell phones. Teacher cell phones are not to be used for private or inquiry calls. For classes locked in rooms where no direct phone is present, the teacher must call the office on their cell phone to inform them of your whereabouts (Be sure the school office phone # in your cell directory) and leave your computers on.

ILLNESS

If a child becomes sick enough to be sent home from school, his/her parents will be notified and they will make arrangements for transportation. In cases of a serious accident, the doctor indicated on the student's emergency card will also be notified. Students in activities should be familiar with their handbook to know when they must be in school in order to participate in their scheduled events.

IMMUNIZATION

State and federal laws require that all students entering Butte Central Catholic Schools must have a written statement verifying that they have received appropriate immunization shots, which meet their age requirements as directed by the Department of Health.

GUIDANCE PROGRAM

The guidance program provides opportunities for students to meet a counselor to review academic progress, explore academic or vocational interests, and discuss personal or academic concerns.

Applications and information on colleges, scholarships, as well as careers, are available in the guidance office. Freshmen should begin information gathering sooner than later in preparation for post-secondary education.

ACT/SAT TESTING

Juniors (in spring) and seniors (in fall) are expected to take college placement tests. A list of dates is posted in the counseling office.

TESTING

Freshmen, sophomores, and juniors are involved in state tests as well as MAPS, PLAN, ACT, PSAT and ACRE. Parents will be made aware of when the tests take place. We encourage all students who test to take them seriously when they are administered. Students taking AP classes will be prepared for the tests in May and should plan to take them. Exemptions may occur through discussion with instructors and administration. Semester tests/assessments are expected at the conclusion of the two academic terms.

STUDENT LOCKERS

Each student will be assigned a locker at the beginning of the school year. Each student is responsible for the locker to which he/she is assigned. It should be kept clean and in order at all times. Decorations on the inside of lockers must be tasteful and have no references to drugs, alcohol, sex, etc. Students may not switch lockers or abandon an assigned locker without authorization of the school office. Students will be required to pay for any repairs made to their assigned lockers.

Students are encouraged to use the locks on their lockers to protect their personal effects and schoolbooks. BCCHS is not responsible for lost or stolen articles. No writing or diagrams of any sort will be permitted to be drawn on or in lockers without pre-approval by the administration. The school reserves the right to examine student lockers at any time.

MEDICATION

If a student is required to take medication during school hours, the medicine and a note describing the appropriate dosage and times to administer the medication must be noted and sent to the office to be dispensed by a designated school official. All prescription and over the counter drugs must be in their original containers. Students are not to keep medicine in their lockers at any time.

PARENT/SCHOOL COMMUNICATION

Letters and notices are sent home in the mail, electronically, or with the students. We ask parents to impress upon your student (s) the importance of delivering such notices and letters, as many must be returned with the parent/guardian's signature. A monthly newsletter is also implemented to communicate with families and alumni. Bulletins may be sent home periodically.

BCCHS incorporates the services of "SchoolMessenger" a school notification system in order to communicate with you including schedule change notices, weather advisories, emergency alerts, and other important parent communications via voice, text, e-mail, and social media. **It is critical your contact information is updated with the office so that you receive notices.**

PARKING

Parking is at a premium so carpooling is encouraged.

BCCHS STAFF parking is on the north side of Galena Street from the alley to Idaho Street.

STUDENTS are encouraged to park in the upper parking lot, on Washington Street (except east and south of the Butte North parish offices) they may not park in front of any businesses nor are they to park anywhere on the north side of Galena.

PERSONAL PROPERTY

The school is not responsible for personal property. There is a “Lost and Found” in the office where students can "search" for lost items. Clothes are kept for two weeks and then taken to Goodwill.

STUDENT COUNCIL

The Student Council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearing house for student activities, seeks to interest students in school affairs and helps solve problems that may arise.

The student body elects Student Council members in May and September. The election method follows our democratic process.

PICTURES

School pictures will be taken during the school year. Purchase of these pictures is optional. Payment must be made at the time pictures are taken.

TELEPHONE

Students should refrain from using the phone during school hours, 8:10 a.m. – 3:10 p.m. unless an emergency arises then the phone in the main office is available. Neither teachers nor students are called to the telephone during school hours unless it is an emergency. If you wish to visit a teacher, please call the school and make the arrangements or request a return call. Cell phones may only be accessed before school, between classes, during snack, lunch time and after school. Students are encouraged to leave cell phones in lockers to avoid having them confiscated for "accidentally" ringing during class time. Cell phones will be confiscated if in use or in sight during off times and turned into the office where the student may retrieve it after school hours. A student who has their phone confiscated will receive detention. Individual teachers may allow cell phones/iPod on a limited basis in their particular class for research and other school-related activities.

VOLUNTEERS

We greatly appreciate our volunteers and consider them a vital part of our educational program. Volunteers are entitled to the same respect and cooperation that students reserve for classroom teachers. Volunteers are expected to respect students and require appropriate behavior. Volunteers are required to sign necessary documents regulating their presence in the school to safeguard their association with our students.

ADDITIONAL POLICIES

Circumstances may require additional policies for the common good of the school. They will be made known over the PA system and/or via parent newsletters/bulletins and are in effect when announced by the Principal.

ACTIVITIES AND CLUBS

Baccalaureate	Kevin St. John
Boys' Basketball	Brodie Kelly
Bishop Thomas Scholars Program	Chris Barefield
Catholic Schools Week	Becky Peoples
Cheerleading	Kylee Rasnick
Cross-Country	Bob Johnson
Detention Supervisor (After School)	Brad Kadrmas
Football	Don Peoples
Girls & Boys State	Sandi Skender
Girls' Basketball	Meg Murphy
Golf	Zach Bair
Graduation (Post Junior Parent Reception)	Kevin St. John
Key Club	Keith Seyffarth
Homecoming	Chris Barefield/Misty Cunningham
HOSA	Misty Cunningham
Mass Director	Becky Peoples
Monogram	Zachary Kozicky/Matthew Larson
National Honor Society	Becky Peoples
Prom	Brad Kadrmas/Paul Richardson
Senior Walk	Chris Barefield
Senior Retreat	Chad Petersen/Shawna Manning
Softball	Kelci Thatcher
Speech & Debate	Matthew Larson
Student Council	Chris Barefield
Tennis	Becky Hancock
Thanksgiving Dinner	Brian Yelenich
Track	Zack Strajcar
Travel Club	Misty Cunningham
Volleyball	Becky Hancock
Wrestling	Robin Moodry
Yearbook	Misty Cunningham

“Where Faith & Science Meet.”

Appendix A: GPA CONVERSION CHART

Cumulative GPA Conversion Chart		
Note: The 1st decimal place of a Percent Average becomes the 2nd decimal place of a 4.0 GPA (Example: 94.8=3.98, 94.7=3.97, etc.)		
<u>GPA</u>	<u>Percent</u>	<u>Letter Grade</u>
4.0	95-100	A
3.9	94	A
3.8	93	A
3.7	92	A
3.6	91	A
3.5	90	A
3.4	89	B
3.3	88	B
3.2	87	B
3.1	86	B
3.0	85	B
2.9	84	B
2.8	83	B
2.7	82	B
2.6	81	B
2.5	80	B
2.4	79	C
2.3	78	C
2.2	77	C
2.1	76	C
2.0	75	C
1.9	74	C
1.8	73	C
1.7	72	C
1.6	71	C
1.5	70	C
1.4	69	D
1.3	68	D
1.2	67	D
1.1	66	D
1.0	65	D

For	Weighted	GPA	Conversion	Only:
<u>GPA</u>		<u>Percent</u>		<u>Letter Grade</u>
4.0		95		A
4.1		96		A
4.2		97		A
4.3		98		A
4.4		99		A
4.5		100		A
4.6		101		A

APPENDIX B: WRITING ASSESSMENT RUBRIC

Name: _____

(Assignment Name)

	5- Exceptional	4 - Skilled	3 - Proficient	2- Developing	1 - Inadequate
Focus	The text is clearly focused on a single topic. All ideas, concepts and details are clearly unified .	The text is focused on a single topic. All ideas, concepts and details are unified .	The text has a single topic . All ideas, concepts and details are unified .	The text is not focused on a single topic. Some ideas, concepts and details are related .	The text is not focused at all . Ideas, concepts and details are not related .
Development	There are significant and relevant facts, definitions, details, quotations and examples. The conclusion supports the topic and examines the significance.	There are relevant facts, definitions, details, quotations and examples. The conclusion supports the topic and examines the significance.	There are facts, definitions, details, quotations and examples. The conclusion supports the topic and examines the significance.	There are facts, definitions, details, quotations and examples. The conclusion may support the topic.	There are limited facts , definitions, details, quotations and examples. A conclusion may or may not be included .
Audience	The text consistently addresses the audience's knowledge level and interests . Effective formating and graphics enhance understanding .	The text anticipates the audience's knowledge level and interests . Effective formating and graphics strengthen enhance understanding .	The text considers the audience's knowledge about the topic . Formating and graphics are useful.	The text does not show awareness of the audience's knowledge. Formating and graphics may be distractive or irrelevant .	The text does not show awareness of the audience's knowledge. Formating and graphics prevent comprehension .
Cohesion	The text strategically uses transitions to link paragraphs. There is a clear relationship between topic and examples.	The text skillfully uses transitions to link paragraphs. There is a relationship between topic and examples.	The text contains transitions that link paragraphs. There is a connection between topic and examples.	The text contains few transitions that link paragraphs. There is an attempt to connect topics and examples.	The text contains few, if any transitions that link paragraphs. There is no attempt to connect topics and examples.
Language and Style	The text has an engaging, formal, and objective tone and includes sophisticated language and vocabulary.	The text has a formal and objective tone and includes precise language and vocabulary.	The text has a formal and objective tone and includes relevant language and vocabulary.	The text has limited formal and objective tone and includes some vocabulary.	The text has limited and inconsistent tone and uses vocabulary poorly .
Conventions	The text perfectly demonstrates correct grammer, spelling, and punctuation. Proper citations are included .	The text strongly demonstrates correct grammer, spelling, and punctuation. Proper citations are included .	The text demonstrates correct grammer, spelling, and punctuation. Proper citations are included .	The text demonstrates some correct grammer, spelling, and punctuation. Proper citations are not included .	The text contains multiple mistakes in grammer, spelling, and punctuation. Proper citations are not included .

Grade:
/30

APPENDIX C: ATTENDANCE WAIVER REQUEST

Butte Central Catholic High School - ATTENDANCE WAIVER REQUEST

- ◆ Any student absent (excused or unexcused) from class for more than ten (10) days during a semester (does not include participation in BCCHS sponsored activities), will be in violation of attendance expectations and as such not earn credit in that class.
- ◆ If extenuating circumstances exist the student may complete an attendance waiver request form.
- ◆ A waiver will be considered by the faculty & principal for reasons such as extended illness or medical issues and/or extenuating personal or family circumstances.
- ◆ Complete description regarding the circumstances/reasons for absences (if necessary attach pertinent description and verification) and then attain teacher’s signatures. Upon completion of both sections return to administrative office.
- ◆ The student must acquire the teachers signature and approval of waiver for all classes over the ten day limit.
- ◆ The school/principal has the final authority regarding waiver approval.
- ◆ Requests for a waiver are considered on a class by class basis.
- ◆ An absence beyond the date of a successful waiver renders that approval void.

(The student is responsible for obtaining teacher signatures and decision)

Student: _____		Grade Level: _____			
			<u>Tardy</u>	<u>Absent</u>	
1 st Period Class Teachers Signature: _____	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	_____	_____	
2 nd Period Class Teachers Signature: _____	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	_____	_____	
3 rd Period Class Teachers Signature: _____	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	_____	_____	
4 th Period Class Teachers Signature: _____	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	_____	_____	
5 th Period Class Teachers Signature: _____	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	_____	_____	
6 th Period Class Teachers Signature: _____	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	_____	_____	

TO BE COMPLETED BY PARENT/GAURDIAN /TEACHER APPROVAL TO BE DETERMINED UPON RETURN OF FORM

DESCRIPTION of CIRCUMSTANCES INVOLVING ABSENCES:

Additional comments and or documentation is attached: YES NO

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____