



*Bishop Foley Catholic High School is a Christ-centered, co-educational community that accompanies students on their individual academic journey to become servant leaders in an environment that fosters growth, opportunity, and success in preparation for college and beyond.*

## **Student/Parent Handbook 2022 – 2023**

**Athletic Handbook Included**

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*The information in this book was the best available at press time. Bishop Foley Catholic High School reserves the right to change or amend this Parent/Student Handbook as necessary for the good of the school. Parents and Legal Guardians will be informed of any changes in a timely manner. Changes and additions will be announced on the school website and on Student/Parent Portal.*

### **HONOR CODE PLEDGE**

I pledge before faculty and friends to uphold the Code of Honor of Bishop Foley Catholic High School. Recognizing the image of God in every person, I will treat every member of Bishop Foley Catholic with respect and dignity. I will honor truth in my words and goodness in my deeds. I will accomplish my work in study or in co-curricular activities with due diligence and with integrity. I will respect what belongs to others. I will strive to be a Model of Honor that no one may err on my account. I understand that to be a part of the Bishop Foley Catholic community is to uphold the honor code; to violate the honor code is to act against the community.

### **THE HONOR CODE**

The Bishop Foley Catholic High School Honor Code is established to ensure that students take responsibility for their own actions and thus to create an atmosphere free from suspicion. By means of the Honor Code, Bishop Foley Catholic High School students' practice moral leadership, accept personal responsibility, and develop strong character.

While the Honor Code is a part of our school as a total community, it is a special honor given to the students of Bishop Foley Catholic High School due to their desire to be part of this family and to be concerned for its wellbeing. At the heart of the Honor Code is respect for the dignity of the human person. Lying, cheating, stealing, and tolerating those who do are damaging to the student's moral virtue and to the reputation of the school. Taking responsibility for one's actions is vital to the maturity of each individual. The students of Bishop Foley Catholic High School are citizens of God's family, their own respective families, and our Bishop Foley Catholic family. The trust among all members of this family builds confidence in the overall school community and enables all to be grounded in Christ Jesus.

In light of this:

- A Bishop Foley Catholic student always tells the truth. He or she is honest and cooperative with the administration, faculty, and fellow students, even when questioned about wrongdoing.
- A Bishop Foley Catholic student has integrity. Any homework, reports, exams, tests or other graded or ungraded work is to be the sole work of the student whose name appears on that material. He/she does not claim another's work as his/her own without giving proper credit.
- A Bishop Foley Catholic student does not steal. He/she does not take or use what belongs to another without being granted prior permission.
- A Bishop Foley Catholic student upholds the Honor Code in all he or she does especially when texting or using social media including Twitter, Instagram, YouTube, Snapchat or other online platforms. Our actions and words should not be harmful to oneself, others or Bishop Foley Catholic.
- A Bishop Foley Catholic student upholds the Honor Code. Through charitable fraternal correction, he or she does not knowingly tolerate another student's violation of the Honor Code.

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**Revised 08/2022**

## **BISHOP FOLEY CATHOLIC HIGH SCHOOL**

**Established 1965**

### **INTRODUCTION**

Bishop Foley Catholic High School is a Catholic college preparatory school serving the young men and women of the Detroit Metropolitan area. Bishop Foley Catholic was co-founded by the parishes of Guardian Angels – Clawson, and St. Dennis – Royal Oak (closed). The school is named in honor of Bishop John Samuel Foley, the fourth Bishop heading the Catholic diocese of Detroit (1888-1918).

### **BISHOP JOHN SAMUEL FOLEY**

From 1888 until 1918, Bishop John Samuel Foley headed the Catholic diocese of Detroit as Detroit's first American Bishop, his 30 years of leadership remains the longest for the Archdiocese of Detroit. Immigration to Detroit during this period was very heavy, not only from Europe, but also from the American South, to meet the labor needs of the rapidly expanding automotive industry. Bishop Foley established the first black Catholic parish, St. Peter Claver, in 1911. He also secured land to build a handsome parochial school building, which was among one of the finest buildings devoted to educational purposes in the city. He was an eloquent, polished and convincing speaker, and was especially noted for his kindness and consideration of all with whom he came into contact.

### **MISSION STATEMENT**

Bishop Foley Catholic High School is a Christ-centered, co-educational community that accompanies students on their individual academic journey to become servant leaders in an environment that fosters growth, opportunity and success in preparation for college and beyond.

### **MASCOT**

Bishop Foley Catholic's mascot is a Venture. A Venture is a person who dares to take an amazing journey.

### **NON-DISCRIMINATION STATEMENT**

Bishop Foley Catholic High School admits students of any race, color, gender, nationality, and ethnic origin to all rights, privileges, programs and activities generally accorded students at the school. It does not discriminate on these attributes in the administration of its hiring personnel, educational policies, admissions, scholarship and grant programs, athletic, or other school administered programs.

### **ARCHDIOCESE OF DETROIT CATHOLIC SCHOOL POLICIES – ENROLLMENT AND CONDUCT**

Policy 1: "Students and their families who desire to enroll in a Catholic school in the Archdiocese of Detroit understand that a Catholic school is a center of evangelization and exists to provide an excellent academic education and formation founded upon the morals, teachings, and practices of the Catholic Church. A student may not be admitted to a Catholic school in the Archdiocese of Detroit if their conduct (or the conduct of a family member) is contrary to the teachings of the Catholic Church and poses a threat to the moral integrity of the Catholic school community."

Policy 2: "The dismissal of a student or family from a Catholic school in the Archdiocese of Detroit may occur when the conduct of a student or family member of a student is contrary to the teachings of the Catholic Church and constitutes a threat to the physical welfare or moral integrity of the Catholic school community or compromises the school's ability to educate and form students according to its mission. In all contexts, Catholic charity must be demonstrated."

## GENERAL GUIDELINES

### HOURS OF OPERATION

School Office: Monday - Friday: 7:30 a.m. – 3:30 p.m.

### HOURS OF SUPERVISION

The hours of supervision on campus are from 7:00 a.m. to 5:30 p.m. on all school days. No student is allowed in the building after 5:30 p.m. unless attending a supervised school sponsored event. When arriving in the morning, high school students are to use the Student Entrance on the south side of the building adjacent to the Student Parking Lot. Upon arrival, high school students must remain in the Cafeteria until the 7:30 a.m. After 3:30 p.m., building access is limited. Students should **NOT** be dropped off before 7:00 a.m. as there is no supervision.

### FACULTY – STAFF DIRECTORY

All personnel are listed online at [www.bishopfoley.org](http://www.bishopfoley.org)

### SCHOOL CALENDAR

Please refer to the on-line school calendar that can be found at [www.bishopfoley.org](http://www.bishopfoley.org). There are many updates to the calendar during the course of the school year, and the most up-to-date information can be found on the calendar there, to which you may also subscribe or sync to your smartphone.

### VISITORS

For school safety, any person, including BFCHS parents and volunteers, who visit Bishop Foley Catholic High School must enter the school through the front doors off Whitcomb, sign in at the Welcome Desk and receive a visitor's pass. Friends are not permitted to attend class unless they are applying to attend Bishop Foley Catholic High School and their visit is coordinated with approval of the Admissions Director. Prospective student visitors are expected to adhere to the school dress code and follow our dress-down guidelines.

**Persons who have been permanently dismissed from Bishop Foley Catholic High School or students who are suspended are not permitted on school property or at school functions.**

### UNSCHEDULED SCHOOL CLOSINGS

Bishop Foley Catholic High School will notify families of school closures by way of the school notification system. Likewise, please listen to local television and radio stations, or visit our website regarding school closing or delay information due to inclement weather. Bishop Foley Catholic High School will make decisions **independent of the local public schools** and will announce/post closings and delays normally by 6:15 a.m. Should there be need for early dismissal the notification system will be utilized to announce reason and time of dismissal along with social media and website announcements.

### EMERGENCY DRILLS

**Fire, tornado and lockdown** drills are required by law and are an important safety precaution. Students should familiarize themselves with the exit routes and the designated safe areas throughout the building and should move silently to these areas immediately upon hearing the alarm bell. Students exhibiting inappropriate behavior during drills will be subject to disciplinary action. The signal for a fire or fire drill is a loud, consistent ringing over the bell system. The signal for a tornado drill is an alternating high/low siren. The signal for a lockdown will be a PA announcement. The teacher of each specific class is to accompany and supervise his/her students during the entirety of the drill. Drill results are posted on the Emergency Preparedness page of the website.

### MAJORITY AGE

Bishop Foley Catholic High School requires that, even if a student is of majority age (i.e. 18 years of age or older), every student's parent or legal guardian is the designated legal agent for all school matters. In instances where school policy or procedure requires the signature of a parent or the sending home or receiving from home of any records or school information (Absentee Notes, Progress Reports, Records for Student Files, Report Cards, or Field Trip Permission Forms), official communications or correspondences will be between the designated legal agent

and the school. Research demonstrates that family involvement in children's education is important in fostering children's school success. For this reason, Bishop Foley Catholic requires that students, even if they are of majority age, reside with their parents or legal guardians. Exceptions must be approved by the Administration.

### **PARKING REGISTRATION**

Parking your car is a privilege afforded to students, not a right. All students must observe the following guidelines:

- Seniors and Juniors are eligible to purchase a \$50 parking pass according to the regulations listed below. Sophomores may be eligible to receive a parking pass only after all senior and junior spaces have been assigned.
- Only those students with a valid Michigan driver's license will be issued a permit. All cars must have a Bishop Foley Catholic parking permit issued by the main office and displayed from the rearview mirror. Failure to purchase a permit will result in towing of the vehicle and/or the charge of the permit price to the student's account.
- There is a \$5 parking pass reprint fee for lost or stolen passes.
- Parking spaces are not transferable between students; students may not loan or "give away" parking spots. Loss of parking privilege may result.
- Students are not permitted to return to their cars during the day without supervision of administration. All materials should be brought into the building at the beginning of the day.
- Excessive trash left in the parking lot will result in disciplinary action.
- The speed limit of **10 mph** must be strictly observed **at all times** on campus.
- School authorities have the right to search any vehicle parked on campus and its contents at any time.
- Reckless use of a vehicle or failure to abide by these guidelines will be referred to the Assistant Principal and may result in the forfeiture of parking privileges or reporting to law enforcement officials.

### **CLOSED CAMPUS**

Once students arrive on campus at the beginning of the day, they may not leave campus until the school day ends unless they have received prior permission or have submitted a request to the attendance office from a parent (according to school attendance policy). Leaving the school grounds during school time without authorized permission will result in a suspension. Permission must be given by the Administration to leave the building if necessary.

### **LOST AND FOUND**

Found items are turned in to the Main Office or kept in a secured area in the building. The Lost and Found will be cleaned out regularly and students may retrieve items from there. It is highly recommended that students label all of the items that they bring to school. Any items not claimed will be donated periodically. Students may inquire about lost items in the Main Office.

### **SECURITY CAMERAS**

Security cameras in various public locations on campus may record anyone on the grounds. However, the school accepts no responsibility for consequences of any activity. Tampering with any security equipment may lead to suspension and/or expulsion.

### **SCHOOL NAME, CREST, LOGO**

Any individual or group using the name, crest, or logo of Bishop Foley Catholic High School in connection with activities or branding must have prior written approval of the school administration and is bound by the policies of BFC.

## **STUDENT PICTURES**

From time to time students may be photographed, videotaped or recorded while engaging in student activities or while attending school sponsored activities. BFC reserves the right to display, publish, copy or distribute these in various school publications such as, but not limited to, the yearbook, school website, social media, newspaper, newsletters, alumni news, marketing materials, etc. without express written permission. Any parent who does not want his/her student photographed or recorded must opt out by completing the required forms.

## **SAFE HOME PLEDGE**

In order to work with our families for the well-being of our students and to promote a sense of trust and support among our parents, BFC has a "Safe Home Pledge." It is a sincere commitment that parents make to obey the law and to safeguard our children.

Parents agree to:

- be aware when minors are invited to your house
- never serve or provide alcohol to minors nor allow consumption of alcohol or other drugs by minors on your property or at your gatherings
- be aware of who is coming to your home and that they are not under the influence of alcohol or drugs
- be open to receiving phone calls from other parents who want to make sure that there will be a safe and actively supervised environment

Our goal is to work with families within our school community to foster opportunities for students to get together in a safe environment.

## **EXTRA-CURRICULAR ACTIVITY POLICY**

- All clubs are regulated through the Assistant Principal.
- Club meetings are listed on the school calendar and may only occur with a club moderator present.
- Students are not to plan outside activities without consent of club moderators and without following proper procedures.
- Students are not permitted to display or hang any printed material on school property without prior permission from the Administration.

## **DANCE POLICY**

- Freshmen are not permitted to attend the homecoming dance or prom.
- Non-student guests require a completed guest form (available in the Main Office), submitted three days in advance of the event.
- Students and guests are expected to behave appropriately and are subject to the school's Code of Student Conduct and Discipline. Failure to do so will result in removal from the dance and further school-based disciplinary consequences.
- Violations of the Honor Code and Code of Student Conduct and Discipline requirements may result in disciplinary consequences deemed necessary by the school Administration.
- Suspicion of alcohol use will result in the use of a breathalyzer and, when necessary, the contacting of local authorities.

## **BUS POLICIES**

- The Bishop Foley Catholic Honor Code and Code of Student Conduct and Discipline requirements are expected of all students riding school buses for any school sponsored activities, such as athletics, field trips, retreats, etc.
- Bus violations are a serious matter and may result in loss of bus privileges. The school Administration may take further disciplinary action.

## **STUDENT FUNDRAISING**

The Administration will determine what fundraising activities are appropriate and their time frame. Consult with the Director of Advancement for approval and guidelines.

## **STUDENT EXPECTATIONS**

### **THE PRIVILEGE OF ATTENDING BISHOP FOLEY CATHOLIC**

Admission to Bishop Foley Catholic High School is a privilege, not a right. Students who attend Bishop Foley Catholic must realize that with this privilege come duties and expectations, both academic and behavioral. Our community looks to Bishop Foley Catholic students to conduct themselves in public places in a manner indicative of the education and formation they are receiving at Bishop Foley Catholic. Therefore, Bishop Foley Catholic High School students are expected to conduct themselves in an appropriate and well-behaved manner at all times in accordance with the Honor Code.

### **STUDY HABITS**

Every student is the principal agent of his or her own education. Thus, students who are motivated, independent, and organized are the ones who have been and will continue to be the most academically successful at Bishop Foley Catholic. These characteristics can be encouraged and taught, but they cannot be substituted if a student does not desire genuine excellence. Hence, each student who desires excellence is expected to:

- Bring all necessary materials to each class every day
- Pay attention in class, keep a notebook, and participate according to the teacher's expectations
- Ask questions to clarify points of instruction or to prevent misunderstanding
- Accurately record homework assignments before leaving class
- Complete all homework, plan effectively for completing work, and use study time productively
- Make effective use of the student day planner and Student/Parent Portal
- Strive for nothing less than his or her best

### **PERSONAL PROPERTY**

Even though Bishop Foley Catholic has cultivated an environment of trust, particularly through its honor code, students are cautioned not to bring large sums of money or valuable objects to school. Students should keep track of their belongings at all times. They, not the school, are responsible for their personal property. All items should be placed in a secured locker, to which the combination should not be shared.

### **CHEWING GUM**

In the interest of preserving BFC property and cleanliness, gum chewing is prohibited at all times on campus, both inside and outside. Disciplinary action will be taken for repeated violations.

### **USE OF FACILITIES**

**Cafeteria:** During the normal high school lunch period, Seniors are permitted to eat in the Senior Courtyard. All other students must consume their lunch in the school cafeteria. Students should demonstrate good manners and courteous behavior at all times so that all may enjoy a pleasant and clean environment. Students are responsible for disposing of their own trash. Cans and bottles should be recycled by using appropriate bins. All food and drinks are to be consumed in the cafeteria. Bottled pop/water is allowed in the cafeteria only. Unused pop/water bottles are to be stored in the student's locker.

**NO** food, candy, or drink is allowed in any classroom or any hallway.

Students and/or parents **ARE NOT** permitted to order, or have delivered to the school, food from restaurants at any time, in accordance with our closed campus lunch policy.



**Athletic Facilities:** Students may use the gym and weight room with supervision only. Advanced notice and the presence of a coach, teacher or administrator are required for use of these facilities, to provide for student safety and avoid conflicts with the athletic practice schedule. Food, drink, and street shoes are not allowed in the gym at any time.

**Fan Cave:** The Foley Fan Cave is open after school from 3:00 p.m. until 5:30 p.m., and is a supervised area for students to spend time, complete homework, or purchase concessions. After 3:30 p.m., students not in an approved activity are restricted to the Fan Cave as they await a ride. Students are expected to remain in the Fan Cave and may not leave until excused by a parent.

**Media Center:** The Media Center offers an environment for quiet study before, during and after school. Gum, food, drink and cell phones are not allowed in the Media Center.

### **Lockers**

- Each student is assigned a locker at the beginning of the school year. This locker is his/her responsibility. Students should never give personal locker combinations to other students.
- Students must not exchange lockers without permission from the Administration.
- Lockers must be kept orderly and clean, free of writing or unapproved decals, inside and out.
- Problems with lockers must be reported to the main office secretary, who will contact Maintenance for a repair.
- Students are expected to clean their lockers periodically.
- Students may only go to their lockers during change of classes, as well as before and after school.
- Lockers are the property of Bishop Foley Catholic High School. Therefore, all lockers are accessible to school personnel at all times.
- Decorations may be held only by clear tape. Decorations must be appropriate. Any items that are inappropriate will be removed. Periodic clean-up will also occur.
- Students are required to keep their valuables locked at all times in their assigned school lockers or in their gym or athletic lockers.
- Athletic Lockers are to be used for students for sports equipment, and should not be used throughout the day for school books. Athletic Lockers are available ONLY to current athletes during their season.

### **LANGUAGE**

Bishop Foley Catholic students should use language that is respectful and reflective of proper Christian discourse and conversation. Profanity, obscenity, blasphemy, and the like in word, writing, gesture, or action is unacceptable at Bishop Foley Catholic High School. Use of such language demeans the speaker and the community. Disciplinary action will be taken for violations.

### **SCHOOL TELEPHONE USE AND MESSAGES**

Students may use a designated phone in the main office when given permission by school personnel. Students are otherwise not permitted to use school phones designated for use by staff or faculty. Messages called into the school for students should be limited to emergency situations only. Other messages will be relayed without interrupting classes and when practically feasible.

***Parents should not expect their child to receive a text message, email, or cell phone calls while school is in session, nor should a student use any means other than a main office telephone (including a Chromebook) to contact a parent. Unauthorized use of a cell phone during school hours will result in disciplinary action.***

## **ACADEMIC INFORMATION AND POLICIES**

### **GRADUATION REQUIREMENTS**

For graduation from Bishop Foley Catholic High School, a student is required to have four years in high school and 26 credits. Listed below are the basic subjects required for graduation to receive a Bishop Foley Catholic High School diploma:

<u>Department</u>	<u>Credits</u>	
English	4	(See "Senior Year Requirements")
Mathematics	4	(Algebra I, Algebra II/Trig, Geometry, and one additional credit in mathematics)
Social Studies	3	(U.S. History, World History, Government, and Economics)
Phys. Ed. & Health	1	
Sciences	3	(Biology, Chemistry or Physics, and one additional credit in science)
Theology	4	(½ credit for each semester at Bishop Foley Catholic High School)
Arts	1	(fine, performing, practical)
Computer Education	0.5	(Online learning experience)
World Language	2	
Electives	3.5	

### **CREDIT REQUIREMENTS**

- At the conclusion of each of the following grade-level years, each student at Bishop Foley Catholic High School should have achieved the following number of minimum credits in order to move on to the next level.

<u>GRADE LEVEL</u>	<u>CREDITS</u>
9th	6
10th	13
11th	19
12th	26

- Any student who has achieved fewer than the required credits listed above at the completion of their grade level would need special permission from the Administration to advance to the next grade level. A written request from the parent to the principal will be required before a student's status will be reviewed.

### **ADDITIONAL CREDIT INFORMATION**

- In 9th and 10th grade a student must take a minimum of 7 classes.
- In 11th grade a student must take a minimum of 7 classes.
- In 12th grade a student must take a minimum of 6 academic classes.
- Students should consult the Counseling Department for college requirements for admission.

### **DUAL ENROLLMENT POLICY**

Contact your Counselor for information regarding these opportunities.

### **GRADUATE HONORS**

Below is the policy at Bishop Foley Catholic High School for graduating with honors:

	<u>Grade Point Average (GPA)</u>
SUMMA CUM LAUDE	3.90 and above
MAGNA CUM LAUDE	3.89 to 3.70
CUM LAUDE	3.69 to 3.5

**A GPA for graduate honors is calculated to the 2<sup>nd</sup> decimal point. Any credit bearing course for which students receive a Pass/Fail grade will not be factored into the student's GPA, except as set forth below with respect to Valedictorian and Salutatorian awards.**

All students falling in the above ranges will be duly honored by:

- Diploma modification citing their achievement by category
- Special designation in the Honors Banquet Program
- Special modification of the graduation gown (ribbon, stole, cording, braiding, etc.)

The privilege of presenting the speeches at the Graduation Ceremony will be awarded to the students with the highest (Valedictorian) and the second highest (Salutatorian) GPA. The GPA calculations for purpose of the Valedictorian and Salutatorian awards will include all credit bearing courses for which students received a Pass/Fail grade, with such course to be included at 4.00 weighting for Pass and 0.00 for Fail. Students must have attended BFCHS for four years. (Student graduate honor designations will be based on the 7th semester cumulative grade calculations.) Graduate honors and 15-quarter honor roll may be removed for serious school infractions and/or behavior issues (see "Honor Roll" below).

### **HONOR ROLL**

Honor Roll recognition is achieved with a 3.20 GPA at each quarter. The GPA is not rounded. For example, 3.199 does not round to 3.2.

The following may remove a student from Honor Roll:

- A grade of "D+" or below earned in any subject.
- Report card comments as follows: Skip(s) affected grade, suspension affected grade, does not respect authority, does not respect other students, behavior disrupts class, cheating affected grade, and copied assignments from others.
- Violations of the Honor Code, including cheating or other inappropriate behavior
- A withdraw/fail grade ("WF")

### **SENIOR YEAR REQUIREMENTS**

- Seniors are required to take a minimum of 6 classes per semester.
- Seniors will not be issued caps and gowns until all financial obligations are met.
- Seniors who fail a class that is required for graduation during 1<sup>st</sup> semester must recover the credit by enrolling in a class that satisfies the requirement or complete the course through credit recovery.
- Seniors who fail 2 classes required for graduation may not participate in graduation exercises.
- If a senior fails a state mandated requirement for graduation during the 2nd semester of the senior year they must recover that credit to obtain their Bishop Foley Catholic High School diploma. The student must enroll in an approved credit recovery program and submit an **official** transcript/report reflecting a passing grade(s) to Bishop Foley Catholic High School by August of their graduating year.
- Seniors must meet all Christian Service requirements, including Be the Difference Day, service hours, and the Senior Service Essay, in order to graduate.

## **NATIONAL HONOR SOCIETY**

The National Honor Society of Secondary Schools is an organization whose purpose is four-pronged: to create enthusiasm for scholarship, to give service to those who are in need, to promote leadership, and to develop character in high school students. Students who are accepted into this organization assume the responsibility of being the leaders of the school and must maintain high standards of scholarship, service, leadership, and character throughout their high school years.

**Only official Bishop Foley Catholic NHS Chapter honor stoles are permitted at graduation.**

### **National Honor Society Selection Process**

- Juniors and seniors with a cumulative grade point average of 3.5 or higher are eligible for membership.
- In the fall, eligible junior and senior students are invited to join the National Honor Society and are given an application to complete and submit.
- The application process includes: listing service experience rendered during the student's first two years at Bishop Foley Catholic High School, and letters of recommendation from faculty members and others attesting to the qualities of service, leadership, and character of the applicant.
- Upon acceptance into the National Honor Society, the newly selected members begin full participation in all functions and meetings.
- The formal Induction Ceremony is held in the spring.
- Graduating NHS members, in good standing, are honored by wearing a gold stole.

## **GRADING SCALE**

<u>PERCENTAGE</u>	<u>GRADE VALUE</u>	<u>REGULAR WEIGHT</u>	<u>HONORS/AP WEIGHT</u>
100 – 93	A	4.00	5.0
92 - 90	A-	3.67	4.67
89 - 87	B+	3.33	4.33
86 - 83	B	3.00	4.0
82 - 80	B-	2.67	3.67
79 - 77	C+	2.33	3.33
76 - 73	C	2.00	3.00
72 - 70	C-	1.67	2.67
69 - 67	D+	1.33	2.33
66 - 63	D	1.00	2.0
62 - 60	D-	0.67	1.67
59 - 0	F	.00	.00

## **DEFINITION OF GRADES**

A = Excellent	I = Incomplete
B = Above Average	P = Passing
C = Average	M = Medical
D = Below average, but passing	WP = Withdraw/Passing
F = Failure	WF = Withdraw/Failing

## **REPORT CARDS**

- Report cards are issued four times a year at the end of each quarter.
- Interim reports are given to parents at conferences.
- The final report card of each semester will have the final grade and the number of credits earned. Honor courses are preceded by the designation "H." Advanced Placement courses are preceded by the designation "AP." GPA information is updated only at the end of the semester.
- Grades, homework, and daily lessons may be viewed at the student's personal Student/Parent Portal account (accessed at [www.plusportals.com/bishopfoley](http://www.plusportals.com/bishopfoley)). The Student-Parent Portal account is established at student registration and can be viewed by parents and students.
- Tuition payments must be up-to-date to receive report cards or to access Student/Parent Portal.

## **HOMEWORK AND MAKE-UP POLICY**

Students should expect to receive 3-5 assignments per class, per week, and are expected to spend 2 hours per day or 10 hours per week to complete all homework assignments and/or study time.

- Absence does not excuse a student from the obligation of making up assignments. On the student's initiative, arrangements are to be made for the completion of missed assignments and tests.
- Previously assigned work or tests are still due on the assigned day or on the day of return after absence.
- A student is allowed (for new work) one make-up day for each day excused absent due to illness, up to a maximum of five days after the absence. A weekend is counted as one day.
- Students who are absent only part of the day are still expected to hand in any assignments or projects as well as take quizzes, tests, etc. that were missed on the same day. This includes field trips.
- Homework assignments and grades can be viewed at the student's personal Student/Parent Portal account. Student/Parent Portal does not take away a student's responsibility to communicate with teachers concerning missed assignments, tests, and projects.

## **EXAMS AND INCOMPLETES**

- All students are expected to take exams and to do so during the regularly scheduled exam times.
- Students not present may receive an "F" for the exam.
- Students who are late for exams do not receive additional time to complete them. Arrivals past the tardy time are considered a skip and the exam grade(s) may be impacted due to time constraints.
- For semester 1 and semester 2, **seniors** who have earned "A" in both quarters of required one semester Government and Economics classes are exempt from the final exam.
- In yearlong classes, all students will be required to take a cumulative semester exam covering information from quarters 1 and 2. **Senior students** who receive "A" in quarters 3 and 4 will be exempted from the final exam.
- In AP classes, senior students who earn an "A-" (or higher) in both quarters of the Second Semester are exempt from the final exam. In addition, in the second semester of a yearlong AP course, a senior student with at least a "B+" or higher in the 3<sup>rd</sup> and 4<sup>th</sup> quarter is also exempt from the exam if he/she takes the AP exam.
- A grade of Incomplete "I" is issued on an individual basis. The Administration determines if extenuating circumstances permit a student to complete coursework beyond the end of a marking period.
- A grade of Incomplete "I" not made up becomes an "F" if not completed within a predetermined time.

## **FAILURE POLICY**

Bishop Foley Catholic High School will allow the repeat of any credit class that is required for graduation in which a failing grade is earned. Summer school credit will also be accepted. The following guidelines will direct all decisions regarding the repeat of failed courses.

- A student who receives two “Fs” in any class (quarter or exam) will fail the semester.
- An “F” earned in the failed course will stand. The grade earned in the repeat of a course will also be averaged into the cumulative GPA. The repeated course grade will not remove a previously earned “F.”
- Failure of two or more courses in a semester may result in the student being requested to withdraw from Bishop Foley Catholic High School.
- **Regarding Credit Recovery and Summer School:**
  - Credit Recovery/Summer School courses must be approved by a school counselor prior to the student registering for a class.
  - Students must complete summer school/credit recovery course(s) prior to the start of the new school year. Transcripts reflecting passing grades of previously failed courses must be submitted to BFC prior to student orientation. If the student does not complete the summer school/credit recovery course(s) and submit passing grades prior to orientation, the student will be re-enrolled in the previously failed course(s) to ensure requirement for graduation are being met.

## **STUDENT TEACHER DISPUTE**

The chain of command for disagreements between a student and teacher are as follows:

- Student to Teacher
- Student to Counselor
- Parent to Teacher
- Parent to Counselor
- Parent to Administration

In the rare case of a complaint with a staff member that must be taken directly to administration by student and parent, the situation will be fully investigated in a neutral manner before any action is taken. If the situation cannot be handled internally, outside referrals to the AOD or Madison Heights Police Department may occur.

## **EXTRACURRICULAR/ATHLETIC ACADEMIC ELIGIBILITY**

Extracurricular activities are a privilege at Bishop Foley Catholic High School and are secondary to the academic success of students. Any student who participates in an active athletic or extracurricular activity will adhere to the expectations established herein:

- All student participants must maintain a minimum of a 2.0 grade point average.
- Students must not present any failing grades at the time of a weekly grade report (generated school-wide on designated days) while involved in an activity.
- Students will adhere to all academic standards set forth by Bishop Foley Catholic High School.

Reviews of the weekly grade report (D/F report) will be used to determine eligibility for continued participation. Students who present any issues contrary to the expectations for GPA and failing grades will be subject to the following actions.

- A student whose GPA falls below 2.0 is immediately ineligible for participation in extracurriculars/athletics for one week (7 days). No attendance at games or practices will be allowed.
- A student who has 2 or more failing grades (F) is immediately ineligible for participation in extracurriculars/athletics for one week (7 days) No attendance at games or practices will be allowed.
- A student with one failing grade (F) is on probation and subject to further restrictions based on follow up and correction.

Students who have become probationary or ineligible for participation will be subject to the following expectations for return to participation

- Probationary students must meet with the coach/sponsor and present a plan for continued success to remain active on the team. After school tutoring and teacher assistance must be sought. Failure to improve grade within the week will result in immediate ineligibility for a minimum of one week (7 days) and immediate removal from the activity for the remainder of the active period/season thereafter.
- Students with a below 2.0 GPA and/or 2 failing grades (F) will work with teachers and counselors to make improvements to their grade. Failure to improve grades before the next reporting period will result in immediate removal from the activity for the remainder of the active period/season.
  - Administration will review any participant who has 2 nonconsecutive academic ineligibilities during one season for possible removal from the activity for the remainder of the active season.

#### **4-HOUR RULE**

Any student participating in an extracurricular or athletic activity must be in attendance for a minimum of 4 hours to participate in the activity.

#### **PRIVILEGE PERIOD POLICY**

A privilege period is defined as a free period during the regular school day. Any junior or senior may elect to take a privilege period provided all academic credit requirements for that grade level are met and they have a minimum 3.0 GPA. If a student's GPA is under a 3.0 and they do not want to or cannot take a class that is available, they will be placed in Seminar. Seminar will be supervised and students will earn a Pass or Fail on their report card based on their behavior and studious intent. It will count as credit, but the "P or F" has no effect on their GPA. During a privilege period, students may study unsupervised in the Cafeteria or Media Center. If it is period 1 or 7, they can come in late or leave early. This is not the procedure for the seminar. A seminar is a class and the student must attend, even if it is period 1 or 7. Students must sign in daily for Privilege Periods.

- Privilege may be revoked if students are in danger of failing a class.
- Privilege may be revoked if student's behavior during this time is not in the best interest of Bishop Foley Catholic High School, in which case they will be placed in Seminar.
- A Privilege Contract will be signed at the start of each semester to reiterate these student expectations.
- 1<sup>st</sup> hour privilege students must report prior to the completion of 1st hour or face the possibility of detention for having skipped.

#### **SCHEDULE CHANGE/CLASS WITHDRAWAL PROCEDURE**

1. No schedule changes are permitted after the Labor Day weekend. Prior to the Labor Day holiday, schedule change requests should be made to the school counselor.
2. No schedule changes will be permitted based on teacher preference.
3. Requests for withdrawals made after the first five days of the semester will be considered under the following conditions:
  - Withdrawal cannot detract from the amount of credit and subject matter needed for graduation requirements. A minimum of six classes is required to maintain student status excluding office aide.
  - Final approval must be granted by an Administrator.
  - Grades earned at the time of withdrawal will be reported as "WP" or "WF" on the following quarter report card and will remain on the permanent record. Credit is only granted on a semester basis.
  - A class may not be dropped or switched to take a 1<sup>st</sup> or 7<sup>th</sup> hour privilege.
  - A student cannot drop the 2<sup>nd</sup> semester of a one-year course.
  - Students may not drop a class if the class will fall below minimum enrollment.

## **COUNSELING DEPARTMENT**

The counseling department assists our students through three major areas: academic excellence, colleges and career counseling, and social/personal development. We offer a rigorous academic curriculum with many opportunities for Honors and AP classes, as well as seminar and after-school tutoring. When it comes to selecting a college or career path, various parent meetings and interest inventories are used to help in making major decisions, along with annual individual 4-year plan meetings with the counselor. College visits are held throughout the year, and transcripts are sent out by this department as well. Socially, we assist with a focus on high behavioral expectations, character development, moral decision making and acceptance of all cultural backgrounds. All students have access to a counselor who will listen, talk and provide advice and solutions for conflict resolution.

### **ACT/SAT Requirement for High School Graduation**

All seniors are encouraged to have SAT or ACT scores reported to the Bishop Foley Catholic. The top two scores of both assessments will be reflected on the student's high school transcript.

### **ACT/SAT Code: 232382**

Students who complete college applications or who take the SAT or ACT will be asked to use this College Board code designated for Bishop Foley Catholic.

### **TRANSCRIPTS**

Bishop Foley has partnered with Parchment.com which allows our students to request and send their transcript electronically. Students can send transcripts directly to college admissions offices, current or future employers, or they can request a copy for themselves. Once students create their own Parchment account, they will be able to log in and place a request of where they would like their transcript sent. Once this request has been approved by Counseling, the transcript will be delivered to its destination electronically. Students are then able to track the delivery in their Parchment account.

### **ATHLETIC AND STUDENT ACTIVITY ELIGIBILITY**

For athletes and students participating in co-curricular activities, including Student Council and Robotics, a minimum GPA of 2.0 is required. Athletes and club members are notified of other possible requirements from their coaches/moderators. All co-curricular activities also have a club/team attendance policy for continued membership and/or for holding office.

## **CAMPUS MINISTRY**

A Campus Ministry program exists to help students and staff to meet the challenges of living good lives. While learning more about Christianity in the classroom is important, our faith also involves following the example of Jesus in praying and in serving God's People. One way we answer this call is through our Christian Service Program. The Christian Service Program allows students endless opportunities to explore the Church and wider community. It will contribute to faith development, personal leadership, and allow the student to have active involvement in their choices of service.

The Mission and Ministry Office involves students in preparing Masses, reconciliation services, retreats, school prayer, service projects and charitable collections. Community Service is an integral part of the Bishop Foley Catholic High School experience.

### **SERVICE HOUR REQUIREMENTS**

All students are responsible for completing service hours each year. Many students go beyond the minimum requirement. Details about the process for approval, type of service, the number of hours, the due dates, evaluation and grading are given in the student's theology class each year. In addition to the service hours required, all students are required to participate in their respective class retreat and our annual Be the Difference Day. **All three are requirements for graduation.**



## **CODE OF STUDENT CONDUCT AND DISCIPLINE**

A high standard of student conduct is expected and will be maintained. Development of self-discipline and acceptance of responsibility by the student for his/her behavior are primary goals. **By registering at Bishop Foley Catholic High School, the student accepts and agrees to follow all school rules and regulations.** Behavior that disrupts the normal course of the school program will not be tolerated and the Administration reserves the right to determine inappropriate behavior and its consequences. The Administration is directed by the Board of Education to develop policies to foster exemplary student conduct, responsibility, and self-discipline, and to take the following disciplinary actions to correct and guide students.

Bishop Foley Catholic High School students represent the values and traditions of the school both on and off campus. While the school does not attempt to supervise the private lives of students beyond the school day, a student who brings discredit or harm to an individual, the student body, or the school is subject to disciplinary action. This includes the inappropriate use of texting and all social media and media sources. Regardless of where an incident may occur, the Administration reserves the right to take disciplinary action up to and including suspension and/or expulsion. Students may be disciplined, up to and including expulsion, for conduct inside or outside school that is deemed by the Principal or President as detrimental to the school community or the student him/herself. The Principal or President reserves the right at his/her discretion, in the best interest of the school, to waive and/or deviate from any and all disciplinary rules, practices or procedures.

### **DETENTION**

For certain infractions, students will be required to report for detention from 3:00-3:50 p.m. (Tuesdays or Thursdays) as ordered by the Administration. Teachers, Staff and Administration may issue detentions.

1. Parents will be informed of their student's detention by email and/or parent portal.
2. Detention must be served on the next occurring Tuesday or Thursday following the issuance of the detention. Students who are a "no show" to detention automatically double their detention time. Any student who further misses a detention is subject to suspension.
3. Other than a doctor's appointment or a full day's absence, no other excuses are accepted for missing detention, including involvement in athletics and other student activities. Detentions take precedence over athletic practices and games.
4. Students who accumulate excessive detentions are subject to suspension. If a student continues to show disregard for the rules and expectations set forth by Bishop Foley Catholic, they will not be allowed to return for future semesters, and in some cases may be immediately expelled from the school.
5. Notice: Tardy Detentions are held for 25 minutes (beginning at 7:30 a.m.) in the morning on the day immediately following the student's late arrival. However, excessive tardies will still be considered in decisions regarding the failure to follow school rules, and, when necessary, will result in probation with a possibility of suspension and expulsion.

### **PROBATION**

Probation can be of three types: academic, social or athletic. Probation can last from one quarter up to one full year. The terms of probation will be determined by the seriousness of the situation. The terms will be structured in a contract with specific guidelines and consequences to help the student improve in his/her area of deficiency. Failure to abide by a contract, be it academic, behavioral or attendance-based, will result in removal from Bishop Foley Catholic.

## **CHEATING**

- Any student who “cheats” on any assignment, test, quiz, etc., will be given a zero for whatever material was included. This is true whether the student cheated, or assisted another with cheating (gave work to turn in, shared test answers, shared a completed document, etc.).
- A report of this conduct will be added to the student’s file, and they will receive 2 detentions.
- The teacher or administrator will notify the parent/guardian by phone or email.

## **SUSPENSIONS**

It is the philosophy of the school that suspension is a carefully chosen method to remove the student from a situation in which he/she is hurting his/her own educational opportunities or those of others. The length of suspension may be determined not only by a correlation with the severity of a school infraction, but also by the amount of time necessary to assess the cause of the student’s difficulty and to plan remedial action.

1. **In-school suspension** is a separation of a student from the academic and social life of the school for a temporary period of time, usually one day. In-school suspension is used for students who constantly violate various rules or for serious violations. During the in-school suspension the student is to report to the Main Office in uniform and will remain isolated the entire day. The student is allowed to complete assignments and tests for the day. Students will bring their own lunch for the day of ISS.
2. **Exclusion Suspension** will be a period of time lasting one to ten days during which a student is denied the right to be on campus, attend classes, and attend any school related activity. A conference must be arranged between parent/guardian and an Administrator before the student is allowed to return to school.

### **The following conditions prevail for the suspended student:**

- The student is excluded from all school functions for the duration of the suspension.
- The student will be allowed to make up all work missed during the time of suspension.
- Suspension may result in the removal from Honor Roll, NHS status, or graduate honors.

## **EXPULSION**

A student is permanently removed from Bishop Foley Catholic High School when he/she is in flagrant violation of school policies or the Honor Code. Furthermore, a student who is expelled is permanently prohibited from attending school events on or off campus such as dances, sporting events, or any co-curricular activities.

## **DISCIPLINARY ACTIONS**

- 1) The following are examples of unacceptable behavior and are subject to administrative action:
  - a) Any conduct that disrupts normal school operation.
  - b) Minor vandalism of school property.
  - c) Use of cell phones, iPods, CD players, and other devices.
    - a. These are not allowed from 7:55 a.m. - 2:50 p.m and will be confiscated if seen, used or heard during the school day. (See issues that Relate to Electronic Equipment).
  - d) Gambling, vulgar language cards or other inappropriate games are not permitted in any area of the school or on school busses.
  - e) Flagrant or repeated disregard of Bishop Foley Catholic High School rules, such as gum chewing, un-tucked shirts, uniform violations, etc.
  - f) Failure to meet the expectations of a student of Bishop Foley Catholic, including upholding of the honor code.

- 2) The following are examples of serious misbehavior and are subject to suspension:
- a) Skipping required activities (Mass, field days, required assemblies, full school day, etc.)
  - b) Major vandalism of school property.
  - c) Theft of property from any member of the Bishop Foley Catholic High School community.
  - d) Insubordination (defiance) to any member of the Bishop Foley Catholic High School faculty or staff.
  - e) Forging school records such as attendance forms, calling oneself in, etc.
  - f) Possession of laser pointers. Laser pointers will not be returned if confiscated.
  - g) Possession or use of fireworks, smoke bombs, or stink bombs.
  - h) Excessive display of affection.
  - i) Not cooperating in school investigations.
- 3) The following acts are examples of grave misbehavior and are subject to suspension and/or expulsion:
- a) Serious disrespect for school personnel and/or any member of the Bishop Foley Catholic High School community.
  - b) Use and/or possession of tobacco/vaping/e-cigarette products, alcohol or illegal drugs (including performance enhancing drugs). Exchange, sale, or attempted exchange or sale of illegal drugs and/or alcohol in school or in any place on campus or at any school function. A police report will be made.
  - c) Chronic cheating.
  - d) Chronic misconduct or misbehavior that results in frequent suspensions.
  - e) Possession of a weapon or any representation of a weapon.
  - f) Any other actions that would be deemed detrimental to the health and safety of the Bishop Foley Catholic High School community.
  - g) Any type of threat (verbal, nonverbal, written, internet, etc.)
  - h) Harassment or bullying (in person, indirectly through others, or online).

**NOTE: The school makes a reasonable effort to provide specific notice of what behavior is proscribed and what the sanction will be. No handbook can anticipate every situation. Thus, the school reserves the right to take remedial or disciplinary action deemed appropriate under the circumstances.**

#### **SMOKING/VAPING/E-CIGARETTE POLICY**

- Bishop Foley Catholic High School grounds and buildings are “smoke/vapor free” for all students, employees and guests. Smoking and vaping are prohibited at all school sponsored activities. In addition, there will be no tobacco of any kind on the school grounds at any time by any student. Students who violate this rule will be suspended. Police will fine students smoking near campus.
- Chewing tobacco, e-cigarettes and similar products are prohibited on Bishop Foley Catholic High School property and are subject to disciplinary action.
- Students in possession of any tobacco or e-cigarette product are subject to the following consequences
  - Possession (1<sup>st</sup> offense): 3-day suspension
  - Possession and Use (1<sup>st</sup> Offense): 5-day suspension
  - Possession and distribution/sale: Up to expulsion

#### **ALCOHOL AND DRUGS POLICY**

The consumption, possession, distribution or sale of alcoholic beverages, narcotics, or controlled substances at any time in a student’s tenure at Bishop Foley Catholic High School (BFC) is a serious matter that will result in disciplinary action. If a student is found consuming, possessing, distributing or being under the influence of alcohol, narcotics, or controlled substances on or about the school premises, or at a school-sponsored event

(whether home or away), they will be subject to disciplinary consequences up to and including expulsion. Bishop Foley Catholic High School holds a Zero-Tolerance Policy when it comes to the consumption, possession, distribution or sale of alcohol, narcotics or controlled substances on BFC Property or at any BFC event. In all cases of illegal use of a controlled substance, authorities will be contacted and local ordinances will be enforced.

Any student who finds himself present where alcohol or narcotics are being illegally consumed is expected to leave the premises as soon as possible. This includes any off-campus function at any time during a student's enrollment at BFC. Failure to do so will result in school-based consequences. The school reserves the right to require a breathalyzer test at school functions. Students who fail or refuse to take a breathalyzer test will face disciplinary consequences up to and including expulsion. Infractions of any city ordinance will be enforced.

A student that is suspected of illegal narcotic usage or sale on school ground or during a school event will be required to go for drug testing. A parent/guardian will be contacted and required to pick up the student from school immediately, regardless if the student drove to school. The parent must take the student for a 5-panel rapid screening at a local Concentra or other approved location within 24 hours, and results must be sent to the school. The student will be suspended until the drug test results are sent directly to the school by the approved testing center; only once these results are in the school's possession can a final decision on reinstatement or expulsion be made. In some cases, re-testing due to unclear results, or the usage of Hair Follicle Drug Testing, may also be required. All tests are done at the expense of the parent/guardian.

#### **SUBSTANCE MISUSE/ABUSE: SELF REVELATION**

A self-revelation case is one in which a student voluntarily reveals to a counselor, teacher, coach or administrator that he/she is using an illegal substance in or out of school. The student may initially wish to talk to a faculty member, who will then consult with the counseling department or administration to implement this process.

- The student, parent/guardian, along with the counseling department and/or administration, will implement a process to discretely aid in addressing the problem
- The process determined will be constructed to aid the student's specific needs and not solely designed as disciplinary consequences; however, the student may lose school privileges.

#### **RACIAL, SEXUAL AND CULTURAL HARASSMENT POLICY**

It is the policy of Bishop Foley Catholic High School to make every effort to provide an educational environment free from all forms of harassment. This policy applies to the actions of all faculty, staff, and students at Bishop Foley Catholic High School. Students are expected to treat all persons, including each other, with respect and dignity. Accordingly, sexually inappropriate behavior directed at faculty, staff, or other students will not be tolerated. Any student, who feels that he or she has been a victim of sexual or other forms of illegal harassment, should bring the matter to the immediate attention of the staff or administration. Bishop Foley Catholic High School will investigate all complaints of harassment in a prompt and confidential manner as possible, and will take appropriate corrective action when warranted.

#### **Harassment:**

- is a type of conduct or communication, verbal or physical, which can be racial, cultural, religious, or sexual in nature. It is unwanted and usually nonreciprocal. It creates a hostile, intimidating, or offensive school environment and interferes with a person's ability to learn or feel safe and comfortable at school.
- is similar to bullying, which involves a power imbalance between the harasser and person being harassed.
- can diversely affect a student's ability to participate in educational opportunities, benefits or programs by placing a reasonable fear of physical harm, or by causing substantial emotional harm or distress
- may cause a substantial disruption in or interference with the orderly operation of the school.

- can take the form of a look, gesture, word, image, object, picture, or action.
- may not always be intended as offensive.
- may include Cyber-bullying, which means any electronic communication that is intended or that a reasonable person would know is likely to harm 1 or more pupils either directly or indirectly by doing any of the following:
  - substantially interfering with educational opportunities, benefits, or programs of 1 or more pupils
  - adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress
  - having an actual and substantial detrimental effect on a pupil's physical or mental health.
  - causing substantial disruption in, or substantial interference with, the operation of the school.
- Harassment or bullying in any form may be reported in person, by phone, or by email to the Assistant Principal. All reports are taken seriously, and inappropriate conduct will be addressed appropriately.

### **WEAPONS POLICY**

Students are prohibited from bringing weapons to or having weapons in school. Any student suspected of carrying, possessing, concealing, or transferring to another to hold or hide any weapon on school premises or in the vicinity of the school, shall be immediately excluded from classes, pending investigation.

A weapon is any object that can be used to threaten or injure another. It includes, without limitation: guns, knives, chains, karate sticks, sharpened instruments, ammunition, etc. School premises include the school building and the adjacent grounds (parking lots, athletic fields, and student lockers). Investigation may include an inspection and search of students, lockers and their contents, athletic bags, backpacks/book bags, purses, vehicles parked on school property, etc. at any time, with or without notice or consent of student or parent/guardian. Investigation also may include questioning by an administrator, a teacher, or other person acting in his or her place and/or the police. If investigation discloses that a student has not violated the above rule, the student will be readmitted to classes after a meeting with an administrator, the student and his or her parent/guardian.

### **SEARCHES**

Bishop Foley Catholic High School reserves the right to search any and all school property, including student lockers and their contents, and vehicles parked on school property, at any time, with or without notice or consent of the student or parent/guardian.

- BFC may request assistance of law enforcement in conducting searches.
- BFC will respect the privacy rights of the student regarding any items found during a search that are not illegal or in violation of school rules.

In addition, the school reserves the right to search a student, requiring the student to empty pockets, and/or permit search of removable clothing, such as a sweater or jacket, and the student's possessions (backpack, purse, lunch box, etc.).

Whenever the school administration has reason to believe the student possesses contraband (alcohol, illegal drugs, weapons), or evidence of a crime or infraction (cheating, possession of another's property, etc.), the search will be supervised by a same gender administrator. The school may seize any illegal or unauthorized item or other evidence until final determination or sanction.

## **ATTENDANCE POLICIES AND REGULATIONS**

### **ATTENDANCE 24 HOUR HOTLINE: 248-658-2031**

It is the student's, parent/guardians' and the school's responsibility to help ensure the student arrives to school safely and on time, promoting the growth and development of the student. Attendance is paramount in that growth and development and thus, Bishop Foley Catholic High School expects students to be present in school for every scheduled school day. It is the school's responsibility to identify students with poor attendance early. If a student is deemed to have an attendance issue, the school will act accordingly based upon the type of absences and other factors involved, which may include the involvement of the Oakland County Truancy Department.

Regular and punctual attendance for each school day and each class is expected. The warning bell sounds at 7:50am and students are expected to be seated in their first period by 7:55am. Any late arrival of 15+ minutes will be considered an absence and is subject to any associated penalties.

### **PROCEDURES WHEN ABSENT**

1. **A parent/guardian must call the attendance office before 8:00 a.m. at 248-658-2031** on the day of any student absence. Calls from other persons will not be considered valid excused absences unless BFC is made aware in advance of alternatives. Anything after 15 minutes is considered an absence for a student's first class.
2. In the case of extenuating circumstances, such as hospitalization or severe illness (for lengthy absences), parent/guardian must notify the school (medical documentation is required). Student must contact the teacher per directions in the syllabus to obtain assignments when absent.
3. Students who are absent for doctor or dentist appointments must submit a note from the doctor or dentist to the attendance office.
4. A student must attend a minimum of four credit earning classes in order to participate in or attend any after-school or evening activity. When school is dismissed at 11:30 a.m. the student must be in school all morning.
5. Students with lengthy or frequent absences should expect a lowered grade due to lack of participation and cooperative learning activities that cannot be made up. A probationary period with a contract may result from frequent absences or tardies.
6. A phone call for a late arrival after 9:00 a.m. will be marked as a first hour absence/skip and subject to disciplinary action.

### **ACCUMULATED ABSENCES**

Any student who accumulates six (6) absences of any type in a semester will be required to meet with the Assistant Principal about attendance concerns. After reaching ten (10) absences in a semester, a meeting will be required with the student, family, and the administration. Documentation, (Doctor's note, court papers) will be required for subsequent absences to be considered excused. 15 absences in a semester will result in the student losing partial to all course credit for that semester. A student with continued excessive absences will be placed on an attendance contract. Failure to accept the contract or meet the requirements of the contract will result in removal from Bishop Foley Catholic High School and/or prohibition from registering for the next school year.

### **ABSENCE DUE TO ILLNESS**

It is the parent/guardian's responsibility to call the Attendance Office by 8:00am each day the student is absent. In the event of extended illness (3+ days), a doctor's note will be required when the student is able to return to school and is to be given to the Attendance Officer.

### **ILLNESS EXPECTATIONS**

In order to insure the health and wellbeing of students and staff of Bishop Foley Catholic High School the following expectations **MUST** be met in regard to students with potential communicable illness.

1. Students with any of the following symptoms **MUST** be kept home from school and be symptom free for 48 hours prior to return:
  - a. Fever of 100F or higher
  - b. Coughing, sore throat, shortness of breath/wheezing, chills

- c. Nausea, diarrhea, vomiting, dizziness, fatigue
2. Students absent for more than 2 days **MUST** have a note from a certified health professional clearing them for return on a specific date.
3. Information on students with acute long term illness (asthma, seizures, migraine issues, and heart and lung concerns) **MUST** be provided to the school. Any medications requiring dispensing during the school day must be provided to the school along with proper documentation in the main office.
4. If a student has a predetermined emergency plan due to illness, such as recurring seizures, severe migraines etc. it should be made available to school administration and updated regularly.
5. If a student has an ongoing illness requiring an emergency plan, that illness must be reported on their health appraisal form, and a plan must be developed with counseling and administration to ensure that proper care is given in case of an emergency. This applies to students with severe allergies, recurring severe migraines, recurring seizures, etc. Regular updates must be made by parents as situations and medications change.

Bishop Foley Catholic High School will take reasonable action in case of ill students. Students who present with a fever, vomiting, or other obvious illness related symptoms will require immediate pick up from school by a parent/guardian. Students who drive to school will be allowed to drive only when it is determined by administration they are able and have been given permission by a parent/guardian to do so. **No student** may be picked up by a person not listed in their emergency contacts. Students who leave school must remain out until symptom free for 48 hours or have been cleared by a medical professional via note with a specific return date.

It may be necessary for Bishop Foley Catholic High School to engage emergency medical personnel for a student in distress. Bishop Foley Catholic High School will make efforts to coordinate this with parents, should the need arise the decision will be made by the school. Bishop Foley will not be responsible for the cost of emergency transportation. If multiple attempts to contact a parent, guardian, and emergency contact fail, a student will be transported by EMS to the nearest hospital that offers appropriate care for the situation, with a school administrator acting *in loco parentis*.

#### **EXCUSED ABSENCES FOR REASONS OTHER THAN ILLNESS - ALL OR PART OF THE DAY**

Any time the student is absent from school, whether part or a full day, for reasons other than illness, the parent/guardian must notify the Attendance Officer.

Appointments with doctors and dentists should be scheduled after school hours whenever possible. If an appointment must be made during school hours, the student and parent/guardian procedures are as follows:

- A signed parent/guardian note or phone call must be submitted to the Attendance Officer by 8:00am;
- The Attendance Officer will provide the student with a pass designating time of departure.
- The student will report to Attendance or Main Office to sign out.
- Non-driving students must be signed out with attendance by their parent/guardian. The school will not release a student to anyone other than the individual(s) named in the student's record.
- For re-admittance to school: The student must sign in with the Attendance Officer and submit a note from the doctor (on office letterhead or prescription slip).

**The school reserves the right to determine the legitimacy of an absence and whether it is considered excused or unexcused. A student may be excused a maximum of three (3) times per quarter before absences will be considered unexcused. A family should speak with the Administration for extenuating circumstances.**

#### **UNEXCUSED ABSENCES**

An unexcused absence indicates a student was absent without a legitimate reason or prior permission for part or a full day. This may include being absent for skipping class, skipping school or leaving campus without permission. Students will receive disciplinary consequences starting with detentions for unexcused absences. Teachers are not obligated to administer make-up assessments and/or assignments or accept work distributed and/or collected during any unexcused absence(s).

## **VACATIONS**

The school **does not condone** absences for the purposes of extended holidays or non-break vacations and non-BFC academic/athletic camps. The school does recognize the fact that scheduled parental vacations sometimes conflict with our academic calendar. The following are expectations for these types of absences:

- Students must complete the required vacation form available in the Main Office no less than one (1) week prior to the planned absence. Failure to complete the form will result in unexcused absences for the duration of their absence, and any associated consequences will ensue.
- It is the student's responsibility to make arrangements for school work beforehand, and they will be advised of possible academic consequences. Regardless of the absence length, teachers are not obligated to administer make-up assessments and/or assignments or accept work distributed and/or collected during any unexcused absence(s).
- If a student is absent immediately before or after a scheduled break, without completing a vacation permit, the student may receive an unexcused absence and not be allowed to make up work.
- The responsibility for class work missed during vacation absences rests solely with the student. Missed work must be completed within a maximum of five days, regardless of vacation length.
- Vacation days are listed as "absent-vacation" and are counted in computing a student's attendance record.

## **FUNERAL ATTENDANCE**

A **family** funeral will not be considered an absence. Please make sure the Attendance Desk is notified. In the event of the death of a member of the Foley Faith Community, parents who wish to have their sons or daughters attend the funeral services may have them excused by calling the Attendance Desk stating the time the students will leave and return to school.

## **COLLEGE VISITS**

Bishop Foley Catholic High School recognizes the importance of college visits for the furtherance of education past high school. With this in mind the following guidelines are established for college visits:

- **Seniors:** 3 college visits per year with documentation from the visited schools and advanced notice of one (1) week to the attendance office are allowed
- **Juniors:** 2 college visits per year with documentation from the visited schools and advanced notice of one (1) week to the attendance office are allowed

Failure to provide advanced notice and/or documentation from the visited school results in unexcused absences for those days.

## **ARRIVING LATE/LEAVING EARLY**

A student must check-in at the Attendance Desk when arriving after the school day begins. Failure to do so will result in an unexcused absence or unexcused tardy for that day and an automatic detention. This will occur regardless of a parent call.

A student must check out at the Attendance Desk for early dismissal. Failure to do so will be considered leaving campus unauthorized and will result in an unexcused absence for the day and may be subject to an automatic suspension. This will occur regardless of a parent call. If a student becomes ill, they must first call home and verify parental permission to leave campus.

## **TARDIES TO CLASS**

1. Students who are less than seven (7) minutes late to 2nd through 7th hour are considered tardy. Students will be admitted to class only with a valid pass from the Attendance Desk.
2. Students who are seven or more minutes late to 2nd through 7th hour earn an unexcused absence (skip) for that class. Students will be admitted to class only with a valid pass from the Attendance Office. A student who skips class is subject to a detention.
3. The following consequences result when the student accumulates excessive unexcused tardies:
  - In a quarter, 4 unexcused tardies to a class (2nd through 7th hour) will result in a detention.
  - More than 10 unexcused tardies in a quarter may lead to a suspension and grade reduction



### **FIRST HOUR TARDIES TO CLASS**

- Each semester, students are allowed 5 late-arrival tardies to school (less than 15 minutes each) without penalty. These tardies are to allow for inclement weather, traffic accidents, car pools, etc.
- Any tardies exceeding 5 will result in a 30 Minute Tardy Detention. This detention must be served the next morning from 7:20 a.m. to 7:50 a.m. Continued tardies and/or failure to report to the office for a Tardy Detention will result in additional penalties, including after-school detention and in-school suspension.
- Arriving late 15 minutes or more is considered an absence and requires a call from a parent. Unexcused absences are counted as a skip and result in an immediate detention with possibility of suspension.

### **SKIPPED CLASSES**

- A student who skips any class will receive a detention. Parent/guardian will be notified.
- An unexcused full day absence is considered a skip and the student will be suspended.
- More than one skip in any one class will lead to further administrative action.
- A skip that involves leaving the school campus will result in an automatic suspension.
- The school never sanctions skip days.

### **SCHOOL MASS, RETREATS AND SERVICE (BTDD)**

Participation in school retreats and at Mass is an integral part of the formation of a Foley Student and therefore attendance and participation is required. Students will not be allowed to sign out of school prior to a Mass or school-wide assembly. It is discouraged that students be called in late or removed early on mass days and call ins may be determined to be unexcused absences with any associated consequences. Students attending off-site class retreats are required to stay for the entire retreat. Call outs/absences on Be The Difference Day, an integral service component of BFC, will be counted as unexcused unless absence is accompanied by documentation supporting the absence. **Retreats, Be the Difference Day, are all requirements for graduation. Excuses are only allowed through medical documentation.**

### **PERSONAL APPEARANCE CODE**

#### **DRESS CODE**

It is important that students keep in mind they serve as ambassadors for Bishop Foley Catholic High School therefore they should be well-groomed, neat, clean, and modest – during and after school, while on campus and at all school-related functions. In keeping with these principles, students at Bishop Foley Catholic are required to wear uniforms, and every student who accepts a place in the Bishop Foley Catholic student body agrees to abide by the uniform and Personal Appearance Code guidelines. **Failure to have any piece of the required uniform, including the monogram, may result in a detention.**

REGULAR UNIFORM (Monday, Wednesday, Thursday and Friday)

#### Females

- Monogrammed BFC black and gold plaid skort or skirt/kilt (with black modesty shorts) no more than 2" above the bend in the knee, or monogrammed khaki pants with solid color black/brown belt. **Skirts may not be rolled at the waist.**
- White Oxford or short sleeved black or white monogrammed Polo
- Monogrammed sweater/sweater vest (optional)
- ½ zip monogrammed fleece (optional)
- White/ black knee-high Dress Socks (single color, no logos/insignias/stripes). **Socks must be pulled up to full knee high length.**
- Black closed toe, closed heel dress shoes (No athletic style shoes)

#### Males

- Monogrammed khaki pants with solid color black/brown belt
- White oxford or short sleeved monogrammed polo

- Monogrammed sweater/sweater vest (optional)
- ½ zip monogrammed fleece (optional)
- Black or khaki dress socks (single color, no logos/insignias/stripes)
- Black dress shoes (No athletic style shoes)

PERFECT UNIFORM (Every Tuesday and special Mass days) **VANS, Bobs, Toms or similar canvas shoes are not dress shoes**

#### Females

- Monogrammed BFC black and gold plaid skort or kilt (with black modesty shorts) no more than 2" above the knee, or monogrammed khaki pants with solid color black/brown belt. **Skirts may not be rolled at the waste.**
- White oxford
- Monogrammed sweater/sweater vest (required)
- Black knee socks or black opaque tights. **Socks must be pulled up to full knee high length.**
- Black closed toe, closed heel dress shoes (No canvas or mesh material)

#### Males

- Monogrammed khaki pants with solid color black/brown belt
- White oxford
- Monogrammed sweater/sweater Vest
- Black or khaki dress socks (single color, no logos/insignias/stripes)
- Black dress shoes (No canvas or mesh materials)

**Converse, VANS, Bobs, Toms or similar canvas shoes are not dress shoes. Shoes with white soles are not acceptable dress shoes.**

#### SUMMER UNIFORM

- Males: Khaki shorts with solid black/brown belt (must be no more than 2" above the knee)
- Females: Monogrammed BFC black and gold plaid skort or kilt (with black modesty shorts) no more than 2" above the knee or khaki shorts with solid black/brown belt (must be no more than 2" above the knee) **Skirts may not be rolled at the waist**
- White oxford, short sleeve monogrammed black or white polo, or Black/white/gray/gold Foley short sleeve tee
- **SOLID** white or **solid** black gym shoes (this means same color laces and insignia/logo.)
- White or black ¾ socks or crew socks. (must be visible) **Sock color must match shoe color.**
- Summer Uniform Period: On or near May 1st until October 1st. (Adjustable by administration and will be announced/communicated)

#### LADIES AND GENTLEMEN

- Students are to be in the school uniform from the time they enter the building until 2:50 p.m. (including lunch and detentions) and at any function where the student represents the school
- Uniform shirts are defined as white oxford cloth button-down collared shirts with no logos and Foley polo shirts. They are to be tucked in and buttoned to the 2<sup>nd</sup> button from the top at all times

- Hair must not be a distraction. Therefore, bleached or frosted hair, bizarre hair colors, or hairstyles (such as “spiked hair”, “Mohawks,” or shaved heads) are not permitted
- Bishop Foley Catholic High School sweaters must be worn with the uniform oxford shirt or polo underneath
- Tattoos must not be visible
- Any body piercing must not be visible. Students will be required to remove a visible piercing to avoid being sent home. Tongue piercing is not allowed
- Undershirts and all undergarments are to be solid white only to avoid being seen through a white oxford. Long-sleeved undershirts may never be worn with short-sleeved shirts
- No more than one necklace is allowed. Bracelets and rings are not to be excessive. Any jewelry that copies styles associated with drugs or is deemed otherwise inappropriate is not permitted
- No extreme makeup is allowed
- Pants must be worn at the waste. A belt is required
- No frayed pants or sweaters; no holes in any attire, including tights
- Other personal attire deemed inappropriate by the Administration is not permitted
- All hats, coats, and other outerwear are to be left in the student’s locker during the school day
- Non-uniform items worn between 7:55 a.m. and 2:50 p.m. may be confiscated by Administration

#### **GENTLEMEN**

- Hair must be neat, clean, trimmed, and well-groomed to maintain a professional appearance
- Hair must not reach the top of the eyebrows, be no longer than the top of the shirt collar, and be no longer than mid-ear. Reasonable length/height of hair will be maintained
- Hair cannot be shorter than a #2 razor cut
- Boys are not permitted to color or bleach their hair and nail polish is not allowed
- No earrings, studs, or anything covering these items are allowed
- Male students are to be clean-shaven with sideburns only to the tip of the ear lobe. Any male student who is unshaven will shave immediately in the main office and a detention will be issued
- A male student who is out of compliance with grooming codes will be required to get a haircut within one day to avoid detention and being sent home

#### **LADIES**

- Hairstyles should be neat, clean and well-groomed to maintain a professional appearance
- Females are permitted to color their hair, provided that the color is consistent with a natural shade of black, brown, red or blonde hair color. Extreme colors, bleaching or distracting hairstyles are not acceptable
- Uniform skirts must be no shorter than 2” above the bend in the knee and not rolled at the waist.
- No half socks, designer/patterned tights or nylons with skirts – black, opaque tights only

#### **DRESS CODE VIOLATION PENALTIES**

- Detentions will be issued for Dress Code violations. If a student’s dress or personal appearance violates the Dress Code and/or the Personal Appearance Code and cannot be immediately remedied, the student will be sent home (unexcused absence)

### **DRESS DOWN DAY**

Dress down days are scheduled, non-uniform days throughout the year. Students **may** wear the following:

Jeans, sweatpants, non-uniform khakis, track pants/athletic pants, (no torn or frayed pants or tops, or clothing with holes or tears) with a school appropriate top. In warmer weather when summer uniform is declared, shorts are allowed, but they must be of an appropriate length (no more than 2" above knee).

**The following items may not be worn on dress down days:**

- Tight fitting, sleeveless, low-cut, cut out or short **tops that cannot be tucked into the waistband of pants**. Ladies' dresses must also have sleeves. Ripped or cut jeans or pants.
- Tops with vulgar language, advertisements for drugs, smoking, alcohol or other inappropriate references.
- Leggings, yoga pants or other overly-tight pants or short shorts (i.e. running shorts, spandex), pajama pants
- Sandals, flip flops, clogs, or slippers.
- Any item deemed inappropriate by Administration.

### **DANCE AND SPECIAL EVENT DRESS CODE**

The following items are the expectations for dress while participating in dances and special events (award ceremonies, team banquets, graduation etc.). Dresses should be no less than middle fingertip length and should be modest in coverage of the upper body; no low cut, revealing neckline. Cut out, open back or strapless dresses are not allowed. Dress straps must be no less than 1 inch in width. Males should be in a minimum of a dress shirt, tie and dress slacks. No jeans or sweat/athletic pants allowed. These expectations apply to both Bishop Foley Students and their guests. Bishop Foley male students must be clean shaven. Bishop Foley students may not have hair colored or dyed in an unnatural color. Jewelry must be minimal and within good taste. Violations of these expectations could result in removal from the event and potential consequences in relation to violation of the dress code. Immediately correctable Issues will need to be addressed before entrance is allowed. If an issue cannot be corrected the student and or guest will not be permitted to enter the event.

### **SPIRIT WEEK DRESS**

Spirit week is a time to show school spirit during the lead up to Homecoming. Students are encouraged to participate in spirit week within the parameters of Bishop Foley Catholic High School. Dress during this week must be in line with the standards. Dress is as follows:

- All shorts/skirts must be no more than 2 inches above the knee
- Short shorts/running shorts or leggings are not allowed unless worn together with shorts over the leggings (Spirit week only), no tennis or golf skirts.
- No sleeveless, tank top, low-cut or midriff shirts are to be worn
- Clothing choices must align with the theme of the given day, not simply a dress down day.
- Students not participating in a given spirit week dress day must be in proper uniform dress for the time of year (regular uniform or summer uniform).

Failure to comply with these expectations during spirit week will result in consequences ranging from detention to removal from any and all spirit week/homecoming activities including games, dances and assemblies.

## **ELECTRONIC EQUIPMENT POLICY**

Students are expected to use the Internet as an educational resource. Students and their parent/guardian will be required to read and sign a computer contract during registration outlining guidelines and acceptable computer use. Students will not receive a personal password until the computer contract is signed by both parties.

### **ACCEPTABLE USE POLICY**

The Acceptable Use Policy is a document with guidelines that students must follow in order to remain in compliance with our technology standards. Students are to refrain from sharing confidential information, such as their passwords for any online or networked service. Students should have no expectation of privacy when using BFC services, as all data stored on our accounts is owned by Bishop Foley Catholic. Usage of computers for entertainment purposes, such as movie/music streaming, social networking, and gaming is strictly forbidden, as well as accessing any kind of adult material. More information can be found in our Acceptable Use Policy found on the BFC website at <https://www.bishopfoley.org/apps/pages/BFCHSIT>

### **Issues that Relate to Technology**

**Level I Violations:** Unauthorized use of electronic communication devices (i.e. cell phone, smart device) during the school day.

Level I Range of Consequences: Warning – Detention

**Level II Violations:** Electronic Access Codes, inappropriate use of technology resources, academic misconduct, vandalism, stealing/possession or transfer of property of others.

Level II Range of Consequences: Detention – Suspension

**Level III Violations:** Harassment\*\*, inappropriate use of technology resources, vandalism over \$100.00.

Level III Range of Consequences: Suspension – Expulsion.

\*\* Harassing, insulting, bullying, stalking, intimidating, disrupting access, sexting, or other abusive or disruptive behavior.

### **OFF CAMPUS COMPUTER/INTERNET USE**

While Bishop Foley Catholic does not attempt to supervise the private life of students during non-school hours, it is concerned with any conduct which may bring discredit or harm to an individual, the student body, or the school. The school reserves the right to discipline such behavior regardless of where it takes place, even if it was meant in jest. As Christian people, students are expected to practice good Digital Citizenship, by which they are respectful of themselves, others, the school, and school personnel in all behavior including online postings, pictures, and messages on all social/electronic media. Disciplinary consequences, depending upon the level of inappropriateness and the amount of people affected/reached, will range up to and including expulsion. If a student is found to be transferring inappropriate material, all students involved in the transfer will be removed from the school pending an investigation, and the Madison Heights Police Department will be informed.

### **CELLULAR PHONES AND WIRELESS DEVICES**

Cellular phones and other wireless devices **must be powered off and stored in students' lockers, or cars from 7:55 a.m. – 2:50 p.m.** If seen, heard, or used during the regular school day, these items will be confiscated by the teacher and given to the Assistant Principal. Non-compliance will result in the following consequences:

- **First Offense:** Student will turn the device into the office during the school day for one week (can be picked up after school). A detention will be issued.
- **Second Offense:** Student will turn the device into the office each day for a 3-week period of time (can be picked up after school). Two detentions will be issued.
- **Third Offense:** Student will turn the device into the office each day for a semester/period of time (can be picked up after school). School suspension could occur.

Students traveling for school-related events are permitted the use of electronic equipment during travel; however, such use will be subject to the authority of the coach, faculty member, or chaperone supervising student travel.

Smart watches and similar devices must be removed during exams and other structured periods as required by the teacher and BFC. If found being used these devices will be treated with the same consequences as any electronic device as outlined previously.

### **SOCIAL MEDIA SITES**

All Bishop Foley Catholic social media sites are restricted to official BFC Administration and must be approved and administered by a Foley staff member.

### **EMAIL ACCESS**

Every student that attends Bishop Foley is given an active email address, that email address is valid as long as you are currently enrolled at Bishop Foley. Your email will be valid for one year after graduation then it will be deactivated.

### **TEXTBOOKS**

Textbooks, workbooks, and other instructional materials are issued at the beginning of each semester and throughout the semester as requested by teachers. The yearly book fee covers textbook usage, a Chromebook, and digital licensing for online textbooks.

### **TEXTBOOK LENDING POLICY**

Many private schools opt to have their students purchase textbooks. In the interest of keeping fees to a minimum, BFC administrators are committed to lend textbooks to students. The annual textbook fee per student is \$350, which includes the use of a Chromebook. Students are responsible for damages to textbooks or the Chromebook, which may result in a repair or replacement cost being billed to the student's account. Textbooks, workbooks, and other instructional materials are issued at the beginning of each semester and throughout the semester as requested by teachers. Textbooks for one-semester classes are issued at the beginning of each semester and returned at the end of each semester. Class novels may be issued and returned during the course of one semester.

**Students need to report any and all unmarked damages to the library staff within one week of checking out materials. Reported damages will be noted on the inside cover of the textbook. Students are responsible for the care and preservation of all instructional materials checked out to them.**

**The textbooks checked out to you are the property of Bishop Foley Catholic High School and it is your privilege to use the books while you are a student here.**

1. Students will be issued textbooks only for those classes in which they are enrolled. Students are required to return all textbooks at the conclusion of the class, at the direction or request of the teacher and/or the Media Center staff, or if the student leaves Bishop Foley Catholic High School.
2. All textbooks are to be covered with a paper cover by the end of the first week of school. **DO NOT** tape book covers to the books. Books must remain covered throughout the school year. **Book socks (fabric book covers) are not permitted because they damage book cover corners.** Students are not to write, underline or highlight in textbooks or class novels.
3. Students should not store papers or notebooks in their textbooks. This causes hinge damage and will result in damage charges.
4. All textbooks checked out to the student must be returned in good condition, with the barcode still attached to the book, at the end of the class. **A \$5/day late fee will be charged per book for any and all books not returned by the last day of finals each semester.**

5. Students will not be allowed to complete registration for the new semester/school year or have records transferred, etc., until all textbooks and library books are returned and outstanding fines are paid.

### **TEXTBOOK FINES AND FEES**

Each book has a unique barcode number, and students are responsible for all textbooks checked out to them. Remember that students who share lockers, leave textbooks in classrooms, or allow other students to use their books are still responsible for the books checked out to them. Report cards and transcripts may be withheld if a student owes a fine for overdue or damaged materials. Fines for repair or replacement of library or textbook materials are assessed when materials are abused during the time the student was responsible for the materials. All textbooks must be returned by the last day of school. At that time, all textbooks will be checked in, assessed for damage, and inventoried. In mid-June, parents will be notified of charges for damaged and/or missing textbooks. Damaged or missing textbooks are taken into account when books are ordered in late June, so all textbook charges are final on the announced date. **No exceptions.** If you are charged the replacement cost for a textbook, the book will be available for you to pick up for one week after charges are finalized. After this date, the textbooks will be recycled.

### **DAMAGE DESCRIPTIONS AND CHARGES**

Barcode missing - \$5	Edge damage - marks or writing \$10- \$15
Spine damage \$12--\$15	Minor water damage - \$10-\$15
Cover damage- marks, writing, scratches, tape or tape damage \$5-\$10	
Hinge damage \$12-\$15 (major hinge damage will result in rebind charge)	
Rebind charge (major cover or hinge damage, text block must be undamaged) --\$30	
Unusable – major water damage, mold, missing pages, etc. — replacement cost	
Not returned by date — replacement cost	

### **HEALTH INFORMATION**

#### **STUDENT HEALTH**

- Student health records are reviewed for all entering students
- Parent/guardian is to follow the Michigan Department of Health regulations and should call the Registrar's Office if there are any questions
- All health forms are due in August prior to the beginning of the school year
- Students without completed health forms cannot attend school (Michigan State Law)

#### **ADMINISTRATION OF MEDICATION IN SCHOOL**

Ideally, all medication should be given at home. Any student, who is required to take any medication during school hours, whether prescribed or over-the-counter, must comply with the following procedures:

- Written orders from the physician should detail the name of the drug, dosage, and time interval that the medication is to be taken and diagnosis or reason for the medication along with our Dispensing Medication form signed by the physician
- The parent/guardian requesting that the school comply with the physicians' order should provide written permission
- Medication must be brought to school in a container appropriately labeled by the pharmacy or physician. It will be kept in a locked area in the Main Office
- Non-prescription or over-the-counter drugs, such as aspirin, ointments, and cold tablets cannot be given without physicians' orders or a release signed by the parent/guardian

#### **HEALTH APPRAISAL**

Bishop Foley Catholic High School requires every new student (freshmen or transfer) to have a physical health appraisal in order to attend our school. The physical must be given dated on or after April 15th of the current school year. The Health Appraisal form, along with a list of immunizations, must be completed by a physician and

handed in to the registrar's office no later than the first day of the school year. HAF is found in the enrollment forms and also available on the website.

## **FINANCIAL INFORMATION**

### **FINANCES**

As a private school, Bishop Foley Catholic High School relies primarily on tuition to fund its operations. Consequently, it is essential that those responsible for paying a student's tuition do so on a timely basis in accordance with their selected tuition payment plan.

We are pleased to offer a convenient, online method to enroll for a payment plan with FACTS.

Enrolling in a FACTS tuition payment plan allows you to select a payment option that best suits your financial needs. Depending on the start and end date of each plan, they may not always be offered.

**Link for FACTS <https://online.factsmgt.com/signin/3FTH9>**

If, after selecting a payment plan, a parent or guardian encounters unanticipated financial difficulty, it is the parent/guardians' responsibility to notify the Business Office as soon as possible to discuss an alternative payment plan, because failure to pay tuition on a timely basis may result in exclusion from student activities and record release.

Failure to pay tuition in accordance with a parent or guardians' selected tuition plan can also result in repercussions for the student. If a students' parent/guardian has an outstanding balance from a previous year, the student and any siblings will not be able to enroll and attend class until the outstanding balance is paid. If a student's parent/guardian has not made a tuition payment prior to the start of school, the student and any siblings will not be able to enroll or attend class until the outstanding balance is paid. If tuition becomes delinquent during the school year, the student will be allowed to attend classes and sit for exams up until the end of the semester in which the delinquency occurs. However, the student will not earn credit for their coursework until the delinquent tuition owed to Bishop Foley Catholic is paid. (Also, while the student's tuition remains delinquent, they will not be able to participate in interscholastic athletics or other co-curriculars.) Any student with a delinquent balance may be subject to exclusion from exams, classes, and other school activities (graduation, trips, dances, prom, sports camps, etc.). No class credit, report card, diploma, or transcripts will be given or transferred until the account is made current.

### **EARLY WITHDRAWAL**

The tuition deposit and all fees are **non-refundable**. A student is considered enrolled when their registration is complete. Should a student withdraw or be asked to leave Bishop Foley Catholic High School, they forfeit all fees, scholarships, financial assistance, and the tuition deposit. Their account will be charged the withdrawal fee of \$500.00. The balance of the tuition paid, the net semester tuition, will be reimbursed as follows.

Withdraw during week 1 & 2	100% of net semester tuition less withdrawal fee
Withdraw during week 3 & 4	75% of net semester tuition less withdrawal fee
Withdraw during week 5 & 6	50% of net semester tuition less withdrawal fee
Withdraw during week 7 & 8	25% of net semester tuition less withdrawal fee
Withdraw week 9 and after	0% No tuition refund

### **EARLY WITHDRAWAL REGARDING GRANTS AND SCHOLARSHIPS**

**A student forfeits any financial assistance with early withdrawal.** Whether a student's tuition is paid by the month, quarter, or year, all financial assistance granted to the student is calculated at the beginning of the academic year and payment(s) are adjusted accordingly. Financial assistance includes Bishop Foley Catholic High School grants, scholarships, discounts, and the Archdiocese of Detroit Tuition Assistance. These grants and scholarships are awarded on the premise that the student will complete the entire academic year. When a



student withdraws early, the final payment will reflect the addition of any of these grants, scholarships, or discounts.

## **ATHLETICS**

### **ATHLETIC PHILOSOPHY**

The Bishop Foley Catholic Athletic Department provides a Christ-centered environment where each individual works together toward a shared vision of uncompromising values to build a community that fosters a high standard of excellence both academically and athletically. The Bishop Foley Catholic High School Athletic Program is an important source of pride and integrity for the Bishop Foley Catholic community. This program remains a significant focal point for the school community, as evidenced by the number of championship banners and trophies awarded to our athletic teams and players each season. It is a privilege to wear a Bishop Foley Catholic uniform. The ultimate goal of our athletic program is to develop respectful young men and women who understand the importance of Catholic values, self-confidence, good sportsmanship, and teamwork; willing to share their talents by giving back to their community.

### **ATHLETIC DEPARTMENT OBJECTIVES**

1. To provide a Christ centered environment that utilizes **prayer** and athletic endeavors to contribute to the development of the whole person in mind, body and spirit while teaching student-athletes the value of good sportsmanship in a competitive atmosphere.
2. To offer a variety of opportunities for **participation** in interscholastic athletics.
3. To provide athletic programs that will help with individual improvement, encourage group success, and emphasize **player development** through an emphasis on building **character** and **performance**.
4. To develop effective and essential leadership skills in student-athletes and to **promote** the successes of our athletes and our teams within Bishop Foley Catholic High School and to the community at large.

### **STUDENT ATHLETIC PARTICIPATION AND FACILITIES USE.**

Any student who participates in a school team or physical activity must be a student **registered** at Bishop Foley Catholic. This includes team camps, team workouts and the use of the weight/fitness facilities. They must likewise have on file with the athletic office a current, completed, athletic physical form.

Students are not allowed to use the facilities unless directly supervised by a recognized, **active** BFC coach or staff member.

Summer camp participants must be a registered through the third party online service for the camp(s) with an account paid in full and **all** required forms completed and filed with BFC.

### **PHYSICALS**

Bishop Foley Catholic High School requires every student athlete to have a physical in order to attend our school. The physical must be given dated on or after April 15th of the previous school year on an MHSAA physical form

### **CHAIN OF COMMAND**

Questions about any team or athletic policies should be addressed with the coach that is directly involved first, then to the head coach, and if the situation remains unresolved then to the Athletic Director.

- Athlete to Coach
- Athlete and Parent to Head Coach
- Athlete and Parent to Athletic Director

### **PARENT CONDUCT**

As a parent of a student at Bishop Foley Catholic High School, good parent conduct will include:

1. Realizing that athletics are part of the educational experience, and the benefits of involvement go beyond the final score of a game.
2. Encouraging your student-athlete to perform their best in athletics, just as we would urge them to perform their best in the classroom, knowing that others will always turn in better or lesser performances.

3. Participating in positive cheers that encourage our student athletes, and discouraging any cheers that would redirect that focus, such as those that taunt and intimidate opponents, their fans and officials.
4. Learning, understanding and respecting the rules of the game, and respecting the officials who administer them and their decisions.
5. Respecting the task our coaches face as teachers, supporting them as they strive to educate our youth.
6. Respecting our opponents as students, and acknowledging them for striving to do their best and developing a sense of dignity under all circumstances.
7. Leading by example and assisting your student-athlete in the goals stated above.
8. Conducting themselves in a professional, supportive manner at all times.
9. Approaching coaches with concerns only after 24 hours have elapsed from a given game and following the proper chain of command.

Parents who do not conduct themselves in an appropriate manner may be asked to leave a Bishop Foley Catholic event.

### **STUDENT/ATHLETE CONDUCT**

- Follow all team rules, Bishop Foley Catholic Honor Code, and state and league regulations
- Exhibit good sportsmanship towards the opponents, officials, teammates and fans
- Never disparage the coach, teammates or opponents to others in person or on social media
- Work to excel in academics
- Be a role model for all students before, during, and after school
- Have pride in yourself, your team, your school, and your community
- Respect opponents and officials
- Be on time and prepared for practices, meetings, and games
- Accept the results, learn from the mistakes, focus on the goal, and never give up

### **MHSAA CODE FOR ATHLETES**

- Know and adhere to the athletic code of the school
- Exceed all attendance and academic requirements as practical evidence of loyalty to school and team and a proper philosophy of school sponsored athletics
- Observe completely all policies regarding conduct, doing so as a duty to school, team and self
- Counsel with the athletic director over questions of eligibility
- Practice and play fairly, giving complete effort in all circumstances and credit in victory to teammates, and to opponents in defeat
- Accept favorable and unfavorable decisions, as well as victory and defeat, with equal grace
- Demonstrate respect for opponents and of officials, before, during and after contests

**Participation in extracurricular, competitive, and interscholastic athletics is a student's privilege, not a right, and can be removed at any time for failure to meet the standards and requirements of particular teams, school or school districts, leagues or conferences, and regional, statewide or national organizations to which the student's school belongs.**

### **DRESS CODE**

The school dress code is in effect regarding minimum standards for proper dress and hair starting from the first day of practice (August) until the last day that athletes represent Bishop Foley Catholic High School in June (final contest, awards banquet, etc.) An athlete must be in dress code after they graduate if he/she is still participating in a sport. This includes both proper dress and grooming (hair styles must be consistent with expectations throughout all contests, even outside of the academic year).

## **ATHLETIC TEAM AWARDS**

1. Coaches shall set their own standards for earning an athletic team award in each sport.
2. An athlete shall not receive more than one numeral or varsity letter award during the athlete's school career. Certificates/Pins shall be presented to each athlete if more than one award is earned.
3. The school reserves the right to request that students remove improperly worn letter awards.
4. The varsity athletic team awards the school letter.
5. Coaches may give special awards.

## **MHSAA ELIGIBILITY**

### **Enrollment**

To be eligible for interscholastic athletics, a student must be enrolled in a high school no later than the fourth Friday after Labor Day (1st semester) or fourth Friday of February (2nd semester). A student must be enrolled in the school for which he/she competes.

### **Age**

A student who competes in any interscholastic athletic contest must be under nineteen (19) years of age. The exception to that is a student whose nineteenth birthday occurs on or after September 1st of a current school year.

### **Physical Examination**

A student must have on file in the athletic office a physical examination, completed and signed by a physician certifying that the student is fully able to compete in athletics. A current physical examination must be dated on or after April 15<sup>th</sup> of the previous school year. The student-athlete shall not participate in any try-outs, practices or contests until the completed form has been turned in to the Athletic Department Office. Please note that this must be done in addition to the Freshmen Health Appraisal for athletes.

### **Semesters of Competition**

A student may not compete in more than four (4) first semesters and four (4) second semesters.

### **Semesters of Enrollment**

Students cannot be enrolled in high school for more than eight (8) semesters. The seventh and eighth semesters must be consecutive.

### **Amateur Status/Awards**

Students participating in athletics or planning to do so in their high school career will not accept any money for participation in athletics, sports or games and will not receive any money or other valuable considerations for officiating an interscholastic athletic contest or sign a contract with a professional team. The above rule applies to all competitive high school sports.

A student may accept, for participation in athletics, a symbolic or merchandise award, which does not have a value over \$25. Awards in the form of cash, merchandise certificates, or any other negotiable document are never allowed.

### **Limited Team Membership**

A student who, after practicing with (including tryouts) or participating in an athletic contest or scrimmage as a member of a high school athletic team, participates in any athletic competition not sponsored by his or her school in the same sport during the same season, shall become ineligible. Please see Athletic Director for exceptions.

## **ATHLETIC EXPECTATIONS**

### **Student Participation Forms**

The student-athlete and parent/guardian must submit athletic information and permission forms online prior to participating in athletic contests, practices or tryouts.

### **High School Academic Eligibility**

A 2.0 GPA is required and must be maintained for participation in athletics, in addition to fulfilling all MHSAA requirements (Passing 66% of full credit load potential). Both the current average and cumulative GPA will be reviewed. If during a grade check the student has one F they will be required to communicate with their teacher, schedule tutoring with the teacher and/or the counseling department or they may choose ineligibility until the grade is improved. Two F's or a GPA below 2.0 will result in a one-week period of ineligibility to focus on grade improvement from the time of review. Continued academic issues will result in further ineligibility and possibility of removal from competition for the remainder of the season.

### **Student Attendance: Day of Competition**

Students who are absent from school are not to attend or participate in any school function, activity, or sports event, including practices, that day. See Attendance Policies and Regulations for failure to comply.

A student must attend a minimum of four classes in order to participate in any after-school or evening activity. When school is dismissed at 11:30 a.m. the student must be in school all morning to participate. Students who violate this policy will be issued an unexcused absence and will be ineligible for the next contest. If an early-out is granted for a sport, students who do not check out with the attendance desk are subject to disciplinary consequences.

### **Team Dinners**

The school does not mandate or operate team dinners. Team dinners are the responsibility and choice of each given team. Team dinners can be held at the school or Field House, but permission is required ahead of time from the Athletic Director. The Athletic Director will make sure this is placed on the school calendar.

## **ATHLETIC VOLUNTEERS**

**As a parent of a Bishop Foley Catholic athlete, you are required to work athletic events during the season in which your student-athlete is actively competing. You must work 3-4 events per athlete per sport (depending on size of schedule and need). The average time investment is between 7-9 hours over the course of a sports season. An event can be a shift in the concession stand, or a full season commitment, such as keeping the clock/score or announcing.**

Parent volunteers are a critical ingredient to the success of the Bishop Foley Catholic High School athletic program. Parent volunteers are necessary to provide our student-athletes with a variety of opportunities. Volunteers must be 18 or older, and may not be current students. Though you may pay an opt-out fee of \$50 per event if you choose to not work these volunteer hours, it is the goal of Bishop Foley Catholic to have 100% of our families work. The school, community and students need you. It is impossible to provide the variety of athletic programming we do without parental volunteer support!

***If you prefer to not work events, let the athletic director know at the beginning of the sports season and submit payment for \$50 per event***

### **IMPORTANT DETAILS**

- Because this is a parent commitment, students are not eligible to work. If there are extenuating circumstances, families may contact the athletic director to see if an exception can be made. If a student does work, he/she must be at least 16 years old. If a student is working in lieu of his/her parents, those hours are counted as service only for the family and will not count for NHS or other student service hours
- To volunteer, parents must sign up to work events in the format required (online, paper document, etc.). All parents will receive an invitation link at the beginning of the season. Parents should enter all requested information on the site. Parents can volunteer for any sport during the current sports season. Work for any season must be completed in that season; there is no carry-over between seasons
- Each sport requires a certain number of volunteers. There are two different categories of jobs; open sign up positions (gate, concessions) and season-long positions. Season-long positions are held by one volunteer for the whole season. These positions include scorekeeping, announcing, clock, management, line judge, chain gang, and spotter for home games. Parents who sign up for these positions agree to take the job for the whole season (including post season playoffs and tournaments) and to find a qualified sub if they must miss a game. Substitutes will get credit for one event served

### **EXCLUDED SERVICES:**

- Preparing or purchasing team dinners/lunches/snacks
- Organizing/hosting team parties or banquets
- Organizing team clothing purchases

If you would like to serve your families' obligation in a different manner or experiencing hardship that prevents the family from completing their hours, please contact the Athletic Director who must approve all requests for alternatives.

### **Participation**

Every student must be in good standing with the school (academically, behaviorally, and financially) to participate. This policy is in effect year round and includes all summer activities including, but not limited to camps, workouts, and open gyms.

### **Attendance at Practice Sessions/Athletic Contests**

Attendance at practice sessions is necessary to prepare students physically and mentally for athletic contests. Members shall attend ALL PRACTICE SESSIONS AND SCHEDULED ATHLETIC CONTESTS unless specifically excused by the coach prior to the practice or contest. If the student must be absent, such reasons for an excused absence may include, but are not limited to illness, injury, medical appointments, religious ceremonies or observances. Detentions may not be skipped to attend practices or games. If a student is suspended from school, he/she may not participate in any co-curricular activity during the suspension.

### **Summer and Off-Season Programs**

A wide variety of sports, clinics and training programs are offered to students during the summer months and off-season by colleges, organizations and individual coaches. Because these programs are held in the summer and off-season, they are voluntary. No student shall be required to enroll in these programs as a condition of placement on an athletic team for the succeeding school year or sport season.

### **Use, Possession, or Sale of Tobacco, Alcohol or Drug Substances**

Students participating in athletic programs are subject to the school rules as outlined in the Student Handbook. Athletes who find themselves at high school parties off campus where alcohol and/or drugs are being consumed

must leave that party within a reasonable amount of time (15 minutes). All athletes who remain at such a party will face the appropriate suspensions from athletics.

### **FAILURE TO COMPLY**

Detailed below are typical sanctions for an offense. However, Bishop Foley Catholic High School

Administration reserves the right to impose any of the sanctions below for any violation of the Honor Code and Student Conduct and Discipline.

- 1<sup>st</sup> offense - Ineligible to participate in the next 20% to 50% of the season depending on the circumstances
- 2<sup>nd</sup> offense - Ineligible to participate for one semester or until such time as compliance is fulfilled (i.e. mandatory counseling, parent/student conference, etc.)
- 3<sup>rd</sup> offense - Ineligible for competition for a period of one calendar year

Punishment for athletes is **in addition to** any school punishment that is required by the Student Handbook. Punishments will carry over seasons, if necessary.

### **SPORTSMANSHIP**

Good sportsmanship is an essential part of educational athletics and is required at all times during BFC athletic events. Students are expected to demonstrate the highest level of good conduct at all times toward peers, opponents, coaches, officials, and spectators.

### **SUPPLEMENTAL RULES AND REGULATIONS**

- Rules that are unique to a given program may be implemented upon the approval of the Principal or Athletic Director
- Suspension/exclusion from participation in any activity is permitted if deemed appropriate by a coach, with notification of the Athletic Director and Administration and the student's parent/guardian
- Any student who quits a sport after rosters are finalized, or is dismissed from an athletic team due to grades or discipline, will be prohibited from participating in another sport during that season. Also, all fees must be paid in full. For pay-to-play sports (e.g. hockey) all financial obligations for the entire season must be paid in full

### **EQUIPMENT – FINANCIAL RESPONSIBILITY**

Athletes at Bishop Foley Catholic High School are responsible for athletic equipment issued to them by the athletic department. This equipment is to be worn only for practice or competition in the sport for which it was issued. This equipment represents a large expenditure of money by the school and is to be returned to the coach within one week of completion of the sport season. If equipment is stolen, lost, or not returned, the athlete will be held responsible for the replacement cost of the equipment.

Pre-Season Package Costs: Coaches do their best to keep the cost to a minimum. Packages usually include practice gear or other necessities (t-shirts, football girdles, socks, hats, helmets, etc.). These items will be kept by the athlete and used during the season. More expensive items, such as shoes, bats, apparel packages, etc. are optional. **Apparel packages are only offered by the school and cannot be organized or run through students or parents.**

## **ADVANCEMENT**

The Advancement Office at BFCHS is part of a rich tradition and history of providing a Catholic education to area students. Basic to this, the school is blessed with a truly dedicated faculty and staff, engaged parents, terrific facilities, academic stability and the opportunity for a very bright future for the thousands of students who will grow academically, spiritually, and physically for generations yet to come.

While a well-run and highly effective school is critical for success, securing resources and support through the important work of advancement, will form the catalyst for a vibrant and promising future for Catholic education and Bishop Foley Catholic. This office works closely with the BFCHS Board of Trustees, school administration, faculty, staff, parents, alumni, grandparents and friends to ensure that the mission of the school is understood and that the needs of the students are continuously met. There are two main areas of giving critical to both the short and long term financial stability of the school:

### **ANNUAL FUND**

The Annual Fund is the major fundraising initiative for the school. It is designed to enhance the quality of programming at every level of the institution. A successful Annual Fund Campaign depends on participation from every member of the school community—parents, faculty, alumni, grandparents, trustees, friends, foundations, and corporations. The Annual Fund will support our mission and maintain Bishop Foley Catholic High School as a premier educational institution.

Your gift to the Annual Fund allows us to:

- Provide tuition assistance to families in need
- Ensure that the academic and athletic facilities are first-class
- Support the ongoing professional development of our outstanding faculty
- Provide tools and technology necessary for the advancement of 21st Century learning
- Underwrite the cost of multiple activities essential to the fulfillment of our Catholic mission
- Supports the recruitment, retention and recognition of our outstanding faculty
- Provides for a cutting-edge academic curriculum.
- Improves our award-winning performing and visual arts programs and maintains the safety and security of our buildings

### **PLANNED GIVING**

Planned Gifts are any gifts that result from a donor's wish to support the mission of the school by incorporating BFCHS into their financial and estate planning. Bishop Foley Catholic High School offers free confidential consultation to any family interested in making a Planned Gift.

#### **Methods of Giving**

**Gifts by cash, check and credit card** allow Bishop Foley Catholic to address its needs immediately.

**In-Kind Gifts** of services, equipment and special event items are always appreciated and are recognized as such in the school's annual report. Please contact the Advancement Office at 248.658.2036.

**On-line Giving** is a simple and convenient way to show your support for the young men and women of Bishop Foley Catholic. [www.bishopfoley.org](http://www.bishopfoley.org)

**Matching Gifts** are often an option to employees or retirees of a company or corporation. Many companies and foundations will match the value of charitable gifts made by employees and their spouses, board members, and retirees. Check with your employer for forms and further information.

**Reunion Gifts** – If your class is celebrating a reunion this year, consider a gift to Bishop Foley Catholic, combined with other members of your class, to help make a difference for future generations of alumni.

**Bequests** may be made through your will and may include a specific dollar amount or a percentage of your estate.

**Life Insurance** - You can name Bishop Foley Catholic as the beneficiary to either all or a portion of an insurance policy.

**Grants/Scholarships** - There are several grant and scholarship programs designed to help children attend Bishop Foley Catholic that might not otherwise have the resources to do so. Contributions can be made to either the school's general scholarship fund or to any of the below funds:

- Bishop Foley Catholic/Holy Family Connection Scholarship
- Leadership Scholarship Fund
- Performing Arts Scholarship

Remember – all contributions to Bishop Foley Catholic are **tax deductible**. The fiscal year ends on June 30 of each year. All gifts received by that date will be acknowledged in that year's Annual Report.

#### **ALUMNI ASSOCIATION**

Bishop Foley Catholic has a vibrant alumni association for all graduates of BFCHS that includes periodic newsletters, a homecoming reception, Facebook connections, class and athletic reunion events. . All alumni are welcome to be a part of the alumni association and are eligible to receive up to a \$500 discount off the cost of tuition for their first student that attends BFC. If you would like to be involved in expanding or growing the alumni association, please contact the Advancement Office.