



Parent/Student Handbook

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A ministry of the Dominican Sisters of the St. Cecilia Congregation

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BISHOP BYRNE MIDDLE AND HIGH SCHOOL
A ministry of the Roman Catholic Diocese of Memphis

+ *Served by the Dominican Sisters of the St. Cecilia Congregation* +

VISION STATEMENT

In the future, Bishop Byrne Middle and High School will be the most visible non-government sponsored secondary school in the region; an authentically Catholic school in the Dominican tradition, serving a dynamic, diverse community of college-bound learners.

- We will offer a success-centered education.
- We will demonstrate respect for the value and uniqueness of each person.
- We will challenge and empower life-long learning.
- We will foster hope for the future.

THE MISSION STATEMENT

The mission of Bishop Byrne Middle and High School is to provide its students with an authentic Catholic educational experience characterized by an environment of mutual respect, academic excellence, and the development of the total person.

We aim to prepare students to face successfully the challenges of college and modern life. Foundational to this mission are the four pillars of Dominican Education: contemplation, study, virtue, and action.

CORE BELIEFS

As a Catholic educational ministry in the Dominican tradition, we believe that:

- All individuals have an inherent dignity, having been created in the image and likeness of God.
- Parents are the first, foremost, and primary educators of their children.
- Well-credentialed, highly qualified educators must be recognized as competent educators, responsible for making decisions in the best interest of the students entrusted to their care.
- Students can learn and master a challenging curriculum.
- Students must be provided with an environment that is authentically Catholic and conducive to learning: an environment that is orderly and respectful of each individual, regardless of a person's social, cultural, or personal condition.
- Teachers, staff members, parents, and students form a learning community.
- The members of our community are sensitive to and understanding of the diversity of cultures present in the school.
- Academic excellence is an attainable goal for all students and teachers.

- The process of education involves intellectual, physical, emotional, spiritual, and social growth.

GOALS

What follows is a list of general institutional goals:

- Students will develop an informed conscience based on the message of the Gospel and the teachings of the Church so they may integrate religious truths and values into their present and future life choices.
- Students will demonstrate the principles of Christian living through participation in the liturgy and in service to others to encourage them to value membership in the Christian community.
- Students will utilize educational opportunities that are designed to meet the intellectual needs of each student within the context of preparing them for post-secondary education.
- Students will develop positive attitudes, including the power to think constructively and creatively, to solve problems, to reason independently, to communicate effectively, and to use technology as a tool for learning.
- Students will demonstrate a spirit of freedom that recognizes self-discipline and personal responsibility.
- Students will develop their potential through extra-curricular and class-related activities.
- Students will demonstrate physical well-being by participating in health instruction, instruction in exercise, competitive sports and other athletic activities for use in lifelong recreation.
- Students will demonstrate an ability to plan for and achieve their personal goals and to function both independently and collaboratively in a diverse contemporary society.

GENERAL EXPECTATIONS OF STUDENTS

Students at Bishop Byrne Middle and High School are expected to:

- Know and incarnate the Characteristics of Dominican Education.
- Strive for excellence in all things.
- Represent self, family, and school positively.
- Exercise appropriate habits of manners, courtesy, and honorifics.
- Demonstrate respect for self, others, and the property of others.
- Maintain a personal code of honor to do what is good, what is morally right, and what is honorable.

HISTORY OF THE SCHOOL

Following the closure of its heritage school, St. Thomas High School (also known as St. Thomas Academy) in South Memphis, Bishop Byrne was founded in 1965. The co-educational high school, built specifically to serve students in the growing Whitehaven community, was the dream of Fr. Edwin Cleary, then pastor of St. Paul Parish. The name commemorated the Bishop Thomas Sebastian Byrne who, as administrator, scholar and builder, gave form to a vision of education that continues to serve the students and families of Memphis and surrounding counties in Mississippi and Arkansas.

Father Thomas Cashin, a priest of the Diocese of Nashville (and a Memphian) was the first Principal of Bishop Byrne. With him were the Dominican Sisters of the Saint Cecilia congregation of Nashville, for whom Father Cashin had recently been the chaplain of their motherhouse in Nashville. These Sisters also staffed and administered St. Paul Grade School on the adjacent campus.

Following a series of distinguished religious and lay educational leaders over the years, the current Principal, Dr. Donald Edwards has served as head of school since 2003.

Among its many distinctions, in 1986 the Program for Academic and Vocational Education (P.A.V.E.) was implemented for graduates of Madonna Day School located at St. James Church in Memphis. Madonna Day School was a special education school operated in the Diocese of Memphis by the Benedictine Sisters of Ferdinand, Indiana. This program has since been discontinued but provided valuable vocational training for students with challenges.

In 1990, Bishop Byrne piloted the highly successful middle school model in the diocese. This model was later added at Memphis Catholic and Immaculate Conception High Schools and continues to bring continuity to students as they transition from middle to high school.

In 1993, Bishop Byrne Middle and High School became the first private secondary school to be designated as a Professional Development School for the University of Memphis. As a Professional Development School, the faculty of Bishop Byrne served as clinical professors in the College of Education, providing pre-service training for future teachers.

In 2009, University 101 was implemented to ensure integrated technology in all aspects of Bishop Byrne's academic program, preparing students to compete in the modern world. The program involves students and teachers in independent study and web-based instruction to ensure a successful transition from secondary school to the university.

Today Bishop Byrne is staffed by 16 faculty members and 6 administrative and support staff, with an enrollment of 200 students, providing personalized attention and high quality educational opportunities in a safe structured environment, ensconced in Christian faith.

ACCREDITATIONS AND AFFILIATIONS

Bishop Byrne Middle and High School is owned and operated by the Roman Catholic Diocese of Memphis in Tennessee and operates under the juridical and canonical authority of the Bishop of Memphis.

Under the supervision of the Secretary of Education/Superintendent of schools, the head of school, the Principal, is chief executive officer of the institution, and is appointed and empowered by the Bishop of the diocese to act as the juridical and canonical person of the school.

The school is accredited by the Commission on Secondary and Middle Schools of the Southern Association of Colleges and Schools as an affiliate institution of the district, the Roman Catholic Diocese of Memphis. The school is also approved by the Department of Education of the State of Tennessee.

The school maintains institutional memberships in several organizations. Among them are the following:

- The National Catholic Educational Association
- The National Middle School Association
- The Association for Supervision and Curriculum Development
- The College Board
- The National Association of Secondary School Principals
- Tennessee Secondary Schools Athletic Association
- Parochial Athletic Association
- Specific organizations related to each teaching discipline

THE PURPOSE OF THIS HANDBOOK

The policies, rules, regulations, and procedures cited in this document serve as guidelines to ensure the safe operation of the school and the safety of the students and employees. Policies may be adopted, amended, or deleted at the discretion of the Principal without prior consultation or notice. It is the responsibility of each parent and student to be thoroughly familiar with the policies and regulative procedures set forth in this handbook and any amendments to the handbook. Each student is required and expected to abide by all rules, regulations, policies, and procedures.

NONDISCRIMINATORY POLICY

Bishop Byrne Middle and High School admits students of any race, sex, color, national or ethnic origin to all rights, privileges, programs, services, and activities available to its students. The school does not discriminate on the basis of race, sex, color, national or ethnic origin in the administration of its program or the employment of personnel.

ADMISSION

Although the school is a private institution of the Roman Catholic Church, students of any race, religion, national or ethnic origin may be considered for admission. Intake documentation is reviewed by the Admissions Committee and final admission decisions are made by the Principal. In seeking admission, an applicant should submit an application with the appropriate non-refundable application fee accompanied by the most recent grade report and standardized test results. Two recommendations, submitted on forms provided by the school, are also required. In some instances, applicants for the high school may be required to submit a transcript of all course work completed. Applicants for grade 9 are also required to sit for the High School Placement Test.

After intake documentation has been reviewed, in some instances, further testing and/or an interview with the Principal will be scheduled.

The parent of the applicant will be notified of the admission decision by telephone or letter.

Note that placement from year to year is not guaranteed. Priority admission (or readmission) shall be granted as follows:

- a. Students who are presently enrolled and have been approved for re-enrollment
- b. Siblings of current enrollees
- c. Catholic students who wish to transfer from a Catholic Elementary school
- d. Other Catholic students
- e. All other students

Admission Status

Regular Admission: Following review of intake documentation, the student is approved for admission into the appropriate program (general studies or honors/advanced studies). Ordinarily, students seeking regular admission must have a 2.0 grade point average and an acceptable record of attendance and deportment.

Probationary Admission: A small number of students who do not meet requirement for regular admission, with the approval of the Principal, may be admitted on probation. These decisions are made on a per applicant basis.

Probationary admission may require the execution of a special contract, periodic review of the performance of the student to determine whether or not continued enrollment is indicated, periodic review of the student's record of attendance and/or deportment, additional tutorial services that must be provided by the family with periodic documentation of progress provided to the school, or a combination of the above requisites.

Note: Students who have been suspended from other schools due to involvement with drugs, alcohol or violence are not eligible for admission to Bishop Byrne.

A limited amount of needs-based financial aid is available to assist students who meet requirements for admissions or continued enrollment. To be considered for financial aid, the parent must:

- Register the student to attend Bishop Byrne and pay the appropriate registration fee.
- Complete the required financial aid application (provided by School and Student Service for Financial Aid) and submit the application and application fee to the school business office with required federal income tax information.

Students approved for financial aid are usually notified during the month of July. Because financial aid is extremely limited, families wishing to apply for aid should do so during the spring semester.

Completion of Registration

Registration is completed in August with payment of fees and receipt of the final class schedule.

Note: All fees are non-refundable and non-transferable.

Registration Commitment

By registering to attend this school, parents and students agree to support and reinforce the moral and ethical teaching of the Roman Catholic Church and abide by all policies, rules, regulations, and procedures established by the administration, the faculty, the Catholic Diocese of Memphis, and any and all other persons or regulating agencies applicable to the school and its normal operation.

FINANCIAL AFFAIRS

Tuition rates are established by the Finance Committee of the Catholic Diocese of Memphis and are approved by the Bishop on an annual basis.

Tuition and fees are published annually in January for the forthcoming academic year.

A “Contributing Catholic Verification Form” bearing the seal and the signature of the pastor of a Catholic parish must be provided in order for the Catholic tuition rate to be assigned.

Students are also required to purchase textbooks.

Payment Policies

Parents may elect to pay tuition in full prior to August 10th. Those choosing to exercise this option will receive a 5% discount. Unless special arrangements are approved by the Principal, those wishing to make monthly installments will do so through F.A.C.T.S. Tuition Management, Inc. Payments may be amortized over 10 months (i.e., July through April). This service also requires a one-time fee of \$38.00 per family. All tuition payments must be paid by April 30th of the applicable academic year. The registration fee is due at the time of registration. Other fees are due in August prior to the beginning of the school year.

Seniors and eighth graders must pay all tuition due prior to participation in final examinations, the graduation exercise, or completion exercise.

Tuition payments in arrears a maximum of sixty (60) days will result in the immediate suspension of the student.

Note: All fees are non-refundable and non-transferable.

The fee for returned checks is \$45.00.

All tuition, fees (including books), and library fines must be paid and current in order for students to sit for mid-term or final examinations, or participate in graduation.

Note: Academic records of students who have outstanding balances will not be released.

ATTENDANCE

Regular attendance in school and punctuality are vital to ensure maximum pupil progress. School attendance is the responsibility of the student and the parent. Students are expected to be present and prepared for each day of classes. All absences and tardies are listed on quarterly reports and the permanent record for each student. This information is frequently reviewed by prospective colleges and employers. The importance of regular and punctual attendance cannot be over emphasized.

Students who accumulate ten (10) absences (excused or unexcused) will be placed on probation. Continued accumulation of unexcused absences will result in:

1. A conference between the student, the parents, and a school administrator to assess needs and to establish goals and future penalties
2. Placement of the student on enrollment probation and/or academic probation

A special contract will be established between the school and the student who has been placed on probation. The contract will be agreed upon and signed by the student, the

parent, and an administrator. Failure to consistently meet the requirements of the contract may result in expulsion of the student.

Note: In situations when a non-custodial parent, by court order, is not permitted access to a student, a copy of the court order, bearing the signature of the judge, must be on file in the school. If this documentation is not provided prior to any request by a non-custodial parent, the school will permit access to the student by both parents, and will provide all requested information and documents to both parents.

College and Job Shadow Days

Seniors are permitted two college visit days and one job shadow day. College visit days and shadow days must be approved two weeks in advance by the guidance counselor, confirmed on forms provided and available in the guidance center. College and shadow days may not be taken during the final week of an academic quarter.

Arrival and Dismissal

Students may enter the school building at 7:30 if a supervising teacher is present. Students should be seated and remain in the Commons until they are dismissed by the presiding teacher to go to class.

Students may not be left on this campus unsupervised at any time. That is, students should not be dropped off before 7:30. Students who are not involved in a supervised activity after school should vacate the campus by 3:40.

If a student habitually remains on campus unsupervised the following procedures will be implemented:

- First offense: parents will be notified
- Second offense: parents and student will be warned
- Third offense: disciplinary measures will be implemented. This may include suspension of the student.

Following afternoon prayer and the sounding of the dismissal signal, students will be dismissed. At this time, as previously noted, students should exit the building and the campus unless they are:

- Attending practice with a supervising coach, teacher or sponsor
- Attending school-sponsored tutorial with a supervising teacher
- Attending supervised detention
- Completing assignments or research in the school library with the approval of the librarian

Presiding teachers are off duty at 3:40 p.m. As such, the school accepts no responsibility for supervising students other than those in the four categories listed above after 3:30 p.m. All other students must vacate the campus after 3:40 p.m.

Absences

All absences must be validated by the parents or guardians. This must be done by telephone between 7:00 a.m. and 9:00 a.m. on the day of the absence. Students are responsible for reminding their parents or guardians to call the school. If a call from the parent or guardian is not received during the designated time, the school may attempt to contact the parent/guardian at home or at the place of employment. Whether or not a telephone conversation occurs, it will be necessary for the parent or guardian to write a note explaining why the student was absent and give the dates of absence from school. The note must accompany the student upon return to school.

A parent note does not automatically constitute an excused absence. The school administration reserves the right to determine whether or not an absence is excused. If the note is not brought in, then the absence will be considered unexcused and the student will be recorded as truant.

When a student returns to school after being absent, he/she must pick up an admit slip in the office before going to class. A student who has been absent will not be readmitted to class without a student admit slip. The completed slip must be returned to the office at the end of the first day back after an absence.

In order for a student to participate in an afternoon or evening activity that occurs under the auspices of the school (whether on campus or away), the student must be present and attending classes for four full instructional periods. Early dismissal due to illness or personal appointments also precludes participation.

The following reasons generally constitute an excused absence from school:

- death in the immediate family
- wedding in the immediate family
- a serious illness confirmed by a physician's note
- a college visit (Seniors only: 2-day limit when prescribed prerequisites are met)
- personal illness of the student
- a required court appearance confirmed by a subpoena

Perfect attendance may be affected due to some of the above excused absences.

Note: Unexcused absences are considered serious and may constitute a parent conference, placement of the student on probation or withdrawal of the student. The use of the term "excused absence" only stipulates that the faculty and staff have a record of the parent or guardian's knowledge of the absence.

Tardiness

Students arriving tardy to school must report to the school office first in order to receive an admit slip, which should be presented to the teacher. Frequent tardiness will result in disciplinary action, a parent conference, and/or placement of the student on probation.

The administration will make reasonable efforts to assist students who are habitually tardy or absent. However, the responsibility for regular, punctual attendance lies with the student and the parent.

Early Dismissal

Doctor's appointments should not be made during school hours. If it is absolutely necessary for a student to leave school before dismissal, he/she must bring a note to the office between 7:30 a.m. and 7:45 a.m. The note must be signed by a parent or guardian and should explain why early dismissal is necessary. The student will receive a dismissal slip which he/she must present to the teacher at the time he/she is leaving. Prior to leaving the campus, the student must sign out in the office of the Dean of Students. If a student leaves before the end of the day, perfect attendance will be lost. Telephone calls will not be accepted in lieu of a note for early dismissal in non-emergency situations.

Note: Sometimes the academic schedule reflects a half-day session with dismissal or special activities for the remainder of the day. Attendance is expected on these days for scheduled events. These events are not optional. On days when such events are scheduled, parents are asked NOT to allow their children to remain at home or to check out early. Parents are welcome to join the students during these special assemblies and liturgies. Our goal is to challenge our youth to grow not only academically and athletically, but developmentally and spiritually as well.

Funerals

In the event of a death of a member of the student's immediate family, a note from parent/guardian must be brought to the office on or before the day of the funeral. If the student is leaving school for the funeral, the note should be presented to the attendance officer on that day prior to 7:45 a.m. The note should indicate parental permission for the student to attend the funeral. No telephone calls will be accepted.

Truancy

Truancy is a very serious offense. Any student who is truant from school will receive a grade of F(O) for each assignment missed and will be subject to suspension or expulsion. Children of families who schedule vacations while school is in session and/or students who cut classes or assemblies may be considered truant.

Repeated truancies will be subject to an administrative review. If a student is truant, he/she may not be allowed to take field trips during the year or receive other privileges.

Note: Truancy may result in expulsion from the school.

Illness at School

If a student becomes ill at school, he/she should request permission from the teacher to report to the office so that a parent or guardian can be called. The decision regarding whether or not a student will be dismissed due to illness, and the means through which dismissal will be effected, will be made by office personnel in consultation with the parent.

Only prescribed medicines in bottles labeled with the student's name and physician's instructions will be administered by the office. These must be provided with appropriate forms signed by the parent or guardian. For additional information see Appendix A.

Communicable Diseases

When a student has been diagnosed as having a contagious disease (e.g., measles, chicken pox, mononucleosis, etc.) he/she must bring a letter from the doctor indicating that it is permissible to return to school.

Concerning the Weather

Bishop Byrne Middle and High School will follow the policy of the Catholic Schools: "Suspension of school sessions due to inclement weather will be the decision of the Superintendent of the Catholic Schools and will be announced on television and radio stations. In the event of inclement weather creating hazardous conditions during the school day, Principals, after notifying the superintendent, may decide on early dismissal of students from their buildings." (Diocesan Policy Handbook for Schools)

ACADEMIC AFFAIRS

The curriculum of the school includes general, elective, honors, and advanced placement courses to which students are assigned based on the program into which they are enrolled. A Course Selection Guide is annually published in the spring. This guide book provides descriptions of each course offered.

The Academic Dean is the academic administrator and oversees all academic affairs of the school.

The Program of Religious Formation

As a Catholic School and an institution of the Church, consistent with its mission, the primary function of the school, is to partner with parents to provide for the spiritual and religious formation of the students we serve. To this end, each student receives religious instruction each school day.

Freshman year	Hebrew and Christian Scriptures
Sophomore year	The Sacraments and Overview of the Catholic Faith
Junior year	Church History and Morality
Senior year	Social Justice, Peace, Personhood, Sex & Marriage

Christian Service

In addition to coursework and projects, the program of religious studies and spiritual formation includes the following two required components at each grade level in middle school and high school:

- A spiritual retreat
- A specific service component required for each student

Completion and Graduation Requirements

In addition to the academic requirements specified below, each student (grades 7-12) is required to accumulate 20 community service hours each year of enrollment at Bishop Byrne. The service component must be documented and approved by the Religion teacher.

Middle School Completion:

The student must satisfactorily complete the required course of studies for grades 7 and 8. This requires satisfactory performance in Religion, Reading, Mathematics, and Science or Social Studies at each grade level.

High School Graduation:

The following complement of Carnegie units must be accumulated:

Religion	4	Mathematics	3
English	4	Science	3
Foreign Language	2	U.S. History	1
Physical Education	.5	Other Social Studies	2
Wellness	.5	Visual/Performing Arts	1
Electives	3		

Total Carnegie Units Required for Graduation **24**

These requirements are consistent with those of the Tennessee Student Assistance Corporation for college scholarship applicants.

An adjustment in the number of Religion units required will be made for students transferring from schools that are not Catholic or Catholic schools that do not require completion of one unit of Religion annually.

All students are also required to sit for the ACT (American College Test) prior to graduation.

In order to receive a diploma and/or have records transferred, seniors must meet the following criteria:

- a) All financial obligations to the school must be satisfied.
- b) The required number of Carnegie units of credit must be reflected on the transcript.
- c) ACT scores must be on file.
- d) All disciplinary requirements must be met (i.e. un-served detentions).
- e) The required service component must be satisfied.

Academic Ethics

Students at Bishop Byrne Middle and High School are expected to comply with the academic honor code. The code establishes self-enforcing standards that are to be maintained by all students. Teachers expect compliance with the code and will take reasonable steps to ensure that students are in compliance.

To comply with the honor code:

1. Students will not give or receive aid on tests, quizzes or examinations.
2. Students will not use unauthorized information on tests, quizzes or examinations.
3. Students will not copy assignments nor will they allow others to copy their home assignments.
4. Students will not plagiarize any part of published materials, essays, or any student's work. (Plagiarism is the use of material written by someone else, passed on as one's own).
5. Students will not aid or abet other students in cheating.
6. Students will support each other in complying with the honor code.

When a student fails to comply with the honor code:

First offense: The student will receive a grade of "F" on the assignment or test that is not in compliance with the honor code. The teacher will notify the student's parent or guardian, the Principal and the Dean of Students.

Second Offense: Whether or not the offense occurs in the same class, the student will receive a grade of "F" for the quarter in the class in which he/she failed to comply with the honor code. The student's parents will be notified, and the student will be placed on academic and enrollment probation.

Third Offense: The student may be withdrawn or expelled.

Note: Academic probation requires that the student demonstrate progress as agreed upon during a conference between the student, the parents, and the Principal within a specific time frame. Academic probation may result in temporary discontinuance of co-curricular activities for the student.

When a student is placed on enrollment probation, continued correction for inappropriate behavior or failure to comply with the honor code within a specific time frame agreed upon by the student, the parents, and the Principal, will result in the student's withdrawal or expulsion from Bishop Byrne.

Honors and Advanced Placement (AP) Courses

Consistent with its mission as a college preparatory institution, Bishop Byrne High School offers advanced placement and honors courses which are available to selected students who meet prerequisite criteria. Generally, the following prerequisites must be met:

- The student must obtain a score at or above the 75th percentile in areas in which honors/AP classes are offered as measured on the National Education Development Test or the Iowa Test of Basic Skills.
- The student must be recommended for admission into the honors program by teachers in a specific academic department.

The AP program, sponsored and administered by the College Board, consists of college level courses that are offered in more than 10,000 high schools in every state of the United States, every province in Canada, and 63 other countries. They are recognized by nearly 2,900 U.S. and foreign colleges and universities that grant credit, appropriate placement, or both to students who perform satisfactorily on the AP examinations. AP classes give talented, highly motivated students the opportunity to sample college level courses and earn college credit before they enter college.

In May of each year, students who have completed AP classes sit for national examinations prepared by the College Board. In June, the examinations are graded by more than 2,800 college and secondary school teachers brought together especially for this purpose. Students' test results are mailed in July. Scores are based on the following five-point scale:

5	Extremely well qualified
4	Well qualified
3	Qualified
2	Possibly qualified
1	No recommendation

Each college or university determines which AP exam scores are acceptable for the assignment of credit at that institution. Many institutions grant credit for scores of 3 and above.

AP classes offer motivated students a great opportunity. They can perfect college level skills and work habits while still in high school, and if they perform well on national exams, they can earn college credit before entering college. Any student who meets the prerequisite criteria and plans to enroll in a four year college will benefit from taking AP courses, but all students who plan to apply to competitive colleges and universities should seriously consider taking AP courses.

Description of an Advanced Placement Student

A good candidate for AP classes:

- should have completed four or more honors classes
- should have earned a B or better in the relevant honors class (i.e., a student who plans to take AP U.S. History should have earned a B or better in previous history courses)
- should have developed organizational and time management skills
- should be self-disciplined, highly motivated, and persistent
- should be able to dedicate seven to ten hours of homework each week to each AP class
- should have good writing skills
- should obtain scores in the 75th percentile or above on nationally standardized tests

AP Language and Composition

In this advanced placement course, students will become skilled readers of prose written in a variety of periods, disciplines, and rhetorical contexts and skilled writers who compose for a variety of purposes. Students will also become aware of the interactions between a writer's purposes, audience expectations, and subjects as well as the way that generic conventions and language resources contribute to effective writing. The overarching objectives of the course are for the student to develop the facility to write in a variety of forms (i.e., narrative, exploratory, expository, argumentative, etc.), read and comprehend complex text material, and write prose of sufficient richness and complexity to communicate effectively with mature readers. The writing process is emphasized throughout the course, with emphasis on effective writing and communication. Modern Language Association (MLA) standards for research documentation and publication are also reviewed in the course. The course will prepare students to take the AP exam.

AP Literature and Composition

Advanced Placement Literature and Composition will engage students in the careful reading and critical analysis of imaginative literature. Students will consider structure, style, themes, figurative language, imagery, symbolism, and tone among other elements of literature. The course will include intensive study of representative works from various literary genres and periods. Writing in AP Literature and Composition reinforces reading. It will include attention to developing and organizing ideas in clear, coherent, and persuasive language; a study of the elements of style and the writing process; emphasis on precision and correctness; and mastery of the Modern Language Association (MLA) standards for research documentation and publication. The course will prepare the students to take the AP exam.

Honors and AP United States History

Advanced Placement U.S. History is the equivalent of a college level introductory course. The course is designed to give the student a strong grounding in the subject matter of U.S. history and major interpretive questions that derive from selected themes. The course consists of extensive chronological study of the history of the United States from 1492 to the present, with selected themes from economic, social, intellectual, cultural, diplomatic, and political-constitutional history. Students will learn to assess historical materials, develop the skills necessary to arrive at conclusions, and present reasons and evidence clearly. Near the end of the school year, students will sit for the Advanced Placement Examination in U.S. History. This course is for serious students. The reading is college level and extensive. The course includes extensive research and analysis, and requires the use of the Modern Language Association (MLA) standards for source documentation and publication. Students will be prepared to take the AP exam.

AP Calculus (AB)

The Advanced Placement Calculus course includes the study of the concepts of limits, derivatives, and integrals, and their inter-relationships. Application of concepts will be emphasized. Successful completion of pre-calculus is a prerequisite for success in this class.

Students are required to sit for the AP Examination at the end of all AP courses. The appropriate fees for AP testing are included in the annual schedule of fees.

Criteria for Promotion

As a college preparatory institution, Bishop Byrne maintains high performance expectations for the promotion of students. Each year, a student must demonstrate acceptable progress with regard to meeting prerequisite requirements for admission to a college or university. Assessment of progress entails review of academic performance, attendance, attitude, and deportment. In middle school, in order to be promoted, a student must obtain passing grades in Religion, English, Mathematics and Science or Social Studies.

In the high school, a specific number of Carnegie units of credit must be accumulated annually for promotion. Accordingly:

Sophomore Standing	5 Carnegie Units
Junior Standing	11 Carnegie Units
Senior Standing	17 Carnegie Units
Graduation	24 Carnegie Units

In addition to the above, each student is required to complete 20 community service hours each year of enrollment at Bishop Byrne (e.g., A student who transfers to Bishop Byrne at the beginning of grade 8 will be required to complete a total of 80 community service hours prior to beginning the senior year). Community service must be voluntary and may not involve payment for services. Hours must be accumulated for service given over and above activities in which the student ordinarily participates (i.e., church choir, usher board, serving mass). The service component must be documented and approved by the Religion teacher.

Posting of Grades to the Transcript

A single grade is posted to a student's transcript for each semester of each course completed. Semester grades in year-long courses are averaged. The resulting composite grade determines whether or not credit will be assigned. Students who are required to make up courses must do so in an approved summer school program.

Drop and Add

The deadline for dropping or adding courses is two weeks after the start of classes in the fall. All drop/add requests must be approved by the academic dean or the Principal.

Middle School Core Curriculum

The core curriculum consists of classes in the areas of Religion, mathematics, science, social studies, and language arts. This includes:

Grade Seven

New Testament/Sacraments
General math
General Life Science
Geography & Tennessee History
English, Spelling, Vocabulary
Literature

Grade Eight

Hebrew Scripture/Church History
General math
General Earth Science
American History
English, Spelling, Vocabulary
Literature

Complementary Classes

In the middle school, high interest exploratory classes are provided for students. These classes allow students to “test” areas of potential interest, such as computer keyboarding, word processing, creative writing, music, art, and study skills.

In addition to exploratory classes, through large and small group instruction as well as group counseling activities, middle school students participate in the advisor-advisee program. This program, which is frequently found in middle schools, provides opportunities for students to engage in discourse, and receive guidance regarding a number of issues that will likely affect them now or in the future. Among the issues that are likely to be addressed during advisor-advisee are social dynamics, conflict resolution, positive and negative peer pressure, hazards of illegal drug use, alcohol and tobacco, etc.

The Grading System and Grade Reporting

The grading system is uniform in the high school and middle school. However, the calculation of a cumulative grade point average and class rank begins in grade nine.

The cumulative grade point average is reported on each student’s transcript. It is based on semester averages. Grade point averages are non-weighted. All courses are included in the g.p.a. calculation. Ranking point averages are weighted according to the phase level of the class.

Letter Grade	Numerical Scale	Grade Points
A	93-100	4
B	86-92	3
C	77-85	2
D	70-76	1
F	below 70	0

Class rank is calculated based on a phase system. The phases are: basic (phase 1), college prep (phase 2), honors college prep (phase 3), and advanced placement (phase 4). Ranking points are assigned as follows:

Grade	Grade points	Ranking Points			
		Phase 1	Phase 2	Phase 3	Phase 4
A	4	3	4	5	6
B	3	2	3	4	5
C	2	1	2	3	4
D	1	.5	1	2	3
F	0	0	0	1	2

A grade of I (incomplete) may be recorded at the end of an academic quarter due to missed assignments or tests as a result of a family emergency or illness of the student. In such case, the missed assignment(s) or tests must be submitted or made up within two weeks of the start of the next academic quarter. After two weeks, a grade of incomplete will be recorded as F.

The academic year is divided into four reporting quarters. At the close of each quarter progress reports (report cards) will be issued. With the exception of the initial report which must be received during a parent/teacher conference, grade reports are mailed to the homes of students.

At the mid-point in each academic quarter, progress reports will be issued to each student. The progress report provides an update on academic performance and conduct. Because of the timeliness of distribution of progress reports, in most instances, a student who is not performing as well as expected has an opportunity to improve prior to the end of the quarter and the posting of grades.

For purposes of assignment of credit, grades in two-semester courses are averaged at the end of the second semester to determine whether or not credit will be reflected on the transcript.

Homework

Homework will be provided for all students on a graduated and age-appropriate basis. Home assignments are designed to provide:

- practice to increase skill mastery
- opportunities for students to demonstrate skill mastery
- experiences to stimulate creative thinking and problem solving

Students are responsible for completing and submitting all assignments promptly.

Following an excused absence, it is the responsibility of the student to consult with the teacher to schedule make up of assignments and tests. A student is expected, under normal conditions, to have all required make-up work completed within at least five (5) days of the absence from a class. Students absent from school are encouraged to call other students for current assignments or request that assignments be picked up by a parent or sibling.

Each student is required to purchase, own, and possess a student planner (purchased from the school) for recording all home assignments. Parents should make a habit of checking the assignment pad periodically to ensure that the assignments are recorded and properly completed. It is the student's responsibility to record and complete assignments. Teachers will check the assignment pad periodically.

Ordinarily, a student should be expected to spend a minimum of two hours on homework each evening. In addition to written home assignments, students are encouraged to spend

time each evening reading. Such reading may include text content, local newspapers, news magazines, etc. Students should also form a habit of reviewing and editing notes from class on a daily basis, reviewing vocabulary terms, practicing math computation, and other productive academic activities.

All home assignments should be completed as per the teacher's instructions. They should be submitted on time, in proper format. Home assignments may constitute not more than 20% of the quarterly grade, accumulated together with daily recitation, class projects, research, class work, and other assigned materials and activities.

At the teacher's discretion, reasonable time limits may be established on a per student basis, for submission of assignments missed due to illness or family emergencies.

Note: Each student will be graded for tests and assignments. Participation in athletic events, clubs, social and/or recreational activities does not constitute excuse from assignments or projects or preparation for assessment.

Honor Roll

Specific requirements for honor roll are published annually. A student may attain "Principal's List" honors or "Dean's List" honors. Principal's list requires all A's (a 4.0 g.p.a.) with no conduct grade below S. Principal's list honorees may not have more than two excused absences for the quarter and no unexcused absences. Students who have been suspended or who have been assigned to Saturday School may not be placed on the Principal's List.

The Dean's List requires all A's and B's (a 3.0 g.p.a.) with no conduct grade below S. Applicable students may have no more than two excused absences for the quarter and no unexcused absences. As above, students who have been suspended or who have been assigned to Saturday School may not be placed on the Dean's List.

Criteria for Selection of the Valedictorian and the Salutatorian

The selection of the valedictorian and salutatorian will be based upon the computation of a ranking point average. Each semester grade will be awarded ranking points according to the phase level system. Only grades completed during full fall and spring semesters will be included in the calculation.

If the top rankings are within hundredths of a point of each other, academic courses and phase 3 and 4 courses may be compared to make the final determination. Religion, English, mathematics, science, social studies, and foreign language courses will be included in the calculation.

If there is a tie for valedictorian, there may be co-valedictorians and no salutatorian in a given year.

Transfer students are eligible only if they have completed six full consecutive academic semesters at Bishop Byrne High School.

The final selection of the valedictorian and salutatorian will be made in April prior to the Academic Awards Presentation. Students selected are expected to maintain their grade point averages during the final quarter of the senior year.

The formal announcement of valedictorian and salutatorian will be made at a time determined by the Principal.

The valedictorian and the salutatorian will write and present the valedictory and the salutatory, respectively, during the spring commencement exercise after review and approval of same by the academic dean and Principal.

Academic Probation

Students whose grade point averages fall below 1.80, and students who obtain failing grades in four or more classes will be placed on academic probation. Probationary students are required to meet with their counselor to develop a plan of action for improvement. During this conference, the counselor will clarify policies and identify options for the students as well.

Student performance will be reviewed by the Principal at the close of each academic quarter. Following the first quarter, applicable students will be warned that they will be placed on probation at the end of the first semester if academic performance does not improve.

At the close of the first semester students (and parents of students) whose performance requires that they be placed on probation will be notified. Again, the performance of these students will be reviewed at the end of the third quarter. At this time, unless adequate progress has been made, the student's progress will be evaluated to determine whether or not withdrawal of the student is indicated.

Students who are on academic probation may be removed from all co-curricular activities (i.e., clubs, performing organizations, athletic teams, etc.).

As necessary, the academic dean, after consultation with parents, may place students on academic suspension for habitual tardiness to class or class disruptions. There will be a \$25.00 re-instatement fee after each academic suspension.

Mid-Term and Final Examinations

At the close of each semester, examinations will be administered in each course in which a student is enrolled. Semester examinations will be comprehensive and will be calculated as 20% of the semester grade.

At the teacher's discretion, exemptions from exams in year-long classes are permitted for seniors only. In such cases, the following prerequisites must be met:

- The student must have an A average in the class.

- The student must have maintained conduct grades of E or S throughout the year.
- The student may not have more than three excused absences for the present semester.
- The student may not have any unexcused absences.
- The student must have maintained the academic honor code throughout the year.

Note: Semester examinations will not be administered early. Special arrangements for early administration of examinations is not permitted. If a student misses an examination due to illness or a family emergency, a make-up exam may be scheduled, pending approval of the Principal. An administrative fee of \$10.00 per examination will be required for late administration of exams.

To request late administration of exams, the parent must forward a written request to the Principal. The request must include an explanation as to why it will not be possible for the student to sit for exams as per the regular exam schedule. Parents will receive written notification of approval or denial of the request, and a date and time for administration of the examination(s) following payment of applicable fees.

STUDENT RECORDS AND REPORTS

A permanent cumulative record file is maintained on each student enrolled. The file contains registration/transfer data, health and immunization records, and records of attendance as well as academic performance. Letters confirming any special needs of students are also maintained in the file. Cumulative records are audited and updated annually. They are the property of the school and may not be removed from the school office.

CONDUCT

Bishop Byrne students are expected to conduct themselves as Christian young men and young ladies at all times. Since no list of rules and regulations can cover every situation, the school's administration encourages common sense, mature judgment, and Christian charity as guides by which all students may decide their actions. All students are expected to reflect the high standard of Christian morality whether on or off the campus. Even so, disciplinary guidelines are published each year by the Dean of Students listing the consequences for infractions of proper conduct and behavior. These consequences may be detention or, in more serious cases, suspension or expulsion. See Appendix B (disciplinary guidelines) for further information.

The student is a Bishop Byrne student, thus an ambassador for this institution at all times. A student who engages in conduct, that is detrimental to the reputation of the school, whether inside or outside of the school (on or off campus), will be subject to appropriate disciplinary action, up to and including expulsion.

Students who fail to exercise self discipline will be denied field trip participation and other co-curricular privileges. Serious or repeated inappropriate conduct will be brought to the attention of the Dean of Students and the Principal, who has the final decision in all matters of discipline. The student will then be subject to probation, suspension, or expulsion.

Consistent with our efforts to encourage virtuous living and moral decision making, as per policies of the Diocese of Memphis, all students in the high school may be randomly drug tested during the school year. The first positive reading will result in a meeting between the student, parents, and the Dean of Students to assess counseling needs and to provide referral information. The student will be tested again in 100 days. If the second result is positive, the student will be expelled without recourse.

All rules and regulations listed in this handbook or in the disciplinary guidelines apply when students are on school property or in attendance at school sponsored activities. As indicated above, students are expected to reflect a high standard of Christian morality at all times.

Students who attend Bishop Byrne Middle and High School are required to wear uniforms. Parents and students are expected to be aware of the dress code in its entirety and conform to its specifications. Failure to do so will result in consequences for the student. Continued disregard for this basic expectation could result in suspension or expulsion. Uniforms are to be worn properly; they should be cleaned and pressed. Good personal hygiene is expected.

On specific occasions approved by the Principal, students may be permitted the privilege of dressing out-of-uniform. In all instances, attire must be consistent with guidelines provided by the Principal for acceptable out-of-uniform attire.

Assemblies/Liturgies

Assemblies/liturgies (mass or prayer services) will be held at various times during the year for a variety of reasons. All students are required to attend assemblies and liturgies. Behavior appropriate for the nature of the assembly is expected from all students. Students are expected to know their homeroom or class seating assignment and to move in a quiet and orderly manner to and from assemblies. Students should be especially mindful to enter and exit the Church in silence.

Field Trips

All field trips arranged by the faculty must have the prior approval of the Principal. In order to be approved, a field trip must:

- Have a clear educational purpose that is related to instruction
- Be planned by a member of the faculty
- Occur during the instructional year
- Include appropriate pre and post outing activities

Information regarding the nature and purpose of the field trip is sent home to parents to seek permission for the student to attend and informing them of the opportunity for educational and/or spiritual enrichment. The form must be signed by the parent/guardian and returned to the school prior to the student's departure from campus. Parent/guardian phone calls giving permission are not accepted. Students should normally leave and return with the group as organized. Only the school-provided form, signed by a parent/guardian constitutes approval for participation.

Note: Field trips are privileges and students will be denied participation if they have not made adequate academic progress or have been referred to the dean for disciplinary reasons.

Alcoholic Beverages, Tobacco Products, Illegal Drugs, Weapons

The use or possession of alcoholic beverages, illegal drugs or weapons (or articles deemed potentially dangerous), is specifically forbidden during school hours or during any student functions or activities. Violators will be subject to immediate expulsion from school and referral to the proper authorities. It is expected that students who find illegal substances or weapons or know of their whereabouts on campus should notify a teacher or an administrator.

When a student is withdrawn or expelled due to possession of illegal substances, that student will not be considered for readmission to Bishop Byrne.

Note: Any threat of arson, drugs, physical violence or weapons of violence (guns, knives, or other weapons) will be taken seriously and will result in appropriate disciplinary action. Thus, students and parents are reminded that tasteless, inappropriate "jokes" or "horseplay" may lead to the withdrawal or expulsion of a student.

Sexual Harassment

Respect for God's gift of life and the dignity of each person are hallmarks of Catholic education. Thus, harassment, bullying and discrimination against any member of the school community on the basis of sex, race, color, national origin or disability is strictly forbidden.

Such actions are prohibited, not only by school policy, but also by Title VII of the Civil Rights Act of 1964 as amended and Title IX of the Educational Amendments of 1972. Individuals who violate these Acts are subject to disciplinary action and legal consequences.

By definition, sexual harassment is any unwanted sexual advance, requests for sexual favors, or other verbal or physical contact of a sexual nature. Consistent with the Civil Rights Act, Title IX of the Federal Education Amendments, sexual harassment in schools is illegal. This federal law is applicable throughout the United States.

Sexual harassment occurs when one of the following criteria is met:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of the individual's status in a program or activity.
- Such conduct has the purpose or effect of interfering with a person's educational experience or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment encompasses any sexual attention that is unwanted and can take many forms, but most sexual harassment falls into three categories: verbal, visual, or physical. Examples of behavior or conduct that may constitute sexual harassment include, but are not limited to:

1. Suggestive or inappropriate communications, notes, letters, or other written materials displaying objects or pictures which are sexual in nature that would create hostile or offensive educational environments
2. Sexual innuendos, comments, and remarks about a person's clothing, body or activities
3. Suggestive or insulting sounds
4. Whistling in a suggestive manner
5. Humor and jokes about sex that degrade males or females
6. Sexual propositions, invitations, or pressure for sexual activity
7. Implied or overt sexual threats
8. Suggestive or obscene gestures
9. Patting, pinching, or other inappropriate touching
10. Unnecessary touching or brushing against the body
11. Attempted or actual kissing or fondling
12. Coerced sexual intercourse
13. Sexual assault

Generally, racial harassment is defined as any person's conduct that unreasonably interferes with a student's status or performance by creating an intimidating, hostile, or offensive environment. Harassment on the basis of race, creed, or national origin includes offensive or demeaning treatment of an individual, where such treatment is based typically on prejudiced stereotypes of a group to which that individual may belong. It includes, but is not limited to, objectionable epithets, threatened or actual physical harm or abuse, or other intimidating or insulting conduct directed against the individual because of his or her race, color, or national origin.

Generally, harassment on the basis of religion, disability, or other protected status includes any conduct that has the purpose or has the reasonably foreseeable effect of interfering with an individual's academic efforts or participation in institutionally sponsored activities. Such harassment also includes any activity that creates an intimidating, hostile, or demeaning environment.

If a student feels he or she is the victim of harassment, the student should:

- Let the person know that the behaviors are unwanted

- Demand that the behavior be stopped
- Report the incident to proper authorities

These steps may be taken verbally or in writing. If the student wishes, he or she should get help from a parent, a friend, or a member of the faculty.

If the behavior is repeated, the student should immediately go to the guidance counselor or an administrator and provide a written document detailing exactly what happened. A copy should be kept by the student. A form is available in the guidance office to assist students.

Pregnancy and Paternity

Consistent with policies of the Catholic Diocese of Memphis, and the teaching of the Roman Catholic Church, Bishop Byrne supports the preservation of God's gift of life. Thus, pregnancy and paternity do not constitute expulsion from the school. Every effort will be made to preserve a student's reputation and to preserve human life. Each case will be dealt with individually by the administration. Generally, when a student becomes pregnant or paternity becomes known:

- A conference will be initiated between the parents, the students, and the Principal.
- A plan for continued education will be developed, based on the needs of the students involved.
- When indicated, referrals for individual counseling or health care will be provided.
- A plan for on-going counseling with the guidance department will be established.
- Uniform guidelines will be established.
- Boys and girls will be dealt with in the same manner (i.e., if a pregnant girl is required to leave the school, the boy involved will also be required to leave).

Electronic Devices

Radios, recording devices, head phones, stereo headsets, personal pagers "beepers", cellular phones, cameras, video cameras, personal laptop computers and similar electronic devices that are the personal property of students, as well as laser pointers, are not allowed on campus or to be carried on field trips or to extra-curricular activities unless otherwise indicated. If the aforementioned items are discovered on a person, in a locker, or elsewhere, the items will be confiscated and will be returned only to parents/guardians. The parent/guardian will sign, confirming that he or she received the item. After the first occurrence, each time an item is confiscated, in addition to signing a receipt, the receiving parent or guardian will be required to pay a fee of \$25.00.

Note: It is illegal for children/students to carry personal pagers or cellular phones while at school.

Confiscated items which are left unclaimed for thirty days following the final date of classes will become the property of the school.

Theft

Stealing is considered a very serious offense. Violators may be subject to immediate expulsion from school and referral to the proper authorities.

Sale of goods

Students may not sell any goods on school property or at school-sponsored events without the expressed permission and approval of the Principal.

Personal Property

Students should not touch the property of others without permission from the owner. This is especially true of items found on, in or around the teachers' desks. Items found are presumed to be lost and should be placed in the lost-and-found in the office. To do otherwise will be considered stealing.

Books, book bags, gym bags, purses, and the like should never be left unattended. If it is not possible to keep personal items in one's own possession, such items should be placed in the locked locker of the owner. Items of value such as large amounts of money, jewelry, and collectables should not be brought to school. If it is absolutely necessary to bring such items to school, they should be kept on the person of the owner or in a locked locker. The school bears no responsibility for students' personal items.

Book bags

Students may not carry book bags, gym bags, large purses or similar items to any classroom or the cafeteria. Purses may be carried by girls, however, they must be small enough to easily fit beneath a student's desk.

Search and Seizure

The school, in recognition of the necessity of conducting searches and seizures from time to time in order to enforce school policies, adopts the following policy regarding searches and seizures.

Definition: As used in this policy contraband means any substance, material or object prohibited from school pursuant to school policy or state or federal law, including drugs, alcohol, fireworks, or weapons.

Rules Regarding Searches and Seizures: The school reserves the right to search persons, personal effects, and vehicles as follows:

- A. A pat-down search of a person may be conducted on the basis of a reasonable, individualized suspicion that such person is in possession of contraband. Any such search shall be conducted in private by an authorized school official of the same sex as the person to be searched and in the presence of a witness of the same sex. Strip searches are not permitted. However, with reasonable, individualized suspicion, coats, purses, backpacks, briefcases or similar personal effects may be searched.

- B. Lockers, desks, and similar storage facilities are school property and remain at all times under the control of the school; however, persons using such facilities are expected to assume full responsibility for the security of their lockers and desks and similar facilities. School officials for any reason, may conduct periodic general inspections of lockers, desks and similar facilities at any time, without notice and without consent.
- C. Persons are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of school parking lots and inspections of the exteriors of automobiles on school property. Such patrols and inspections may be conducted without notice and without consent. The interiors of vehicles on school property may be inspected whenever a school official has a reasonable individualized suspicion that contraband is within such a vehicle.

The extent of the search will be governed by the seriousness of the suspected infraction, the student's age and gender, the student's disciplinary history, and any other relevant circumstances or information. This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the school.

Due Process/Appeals

With regard to disciplinary matters, a student will always be told what he or she is believed to have done wrong, and the student will have an opportunity to share his or her perspective before consequences are determined.

When a student is suspended, written notification will be sent to the parent. When the student returns to school, a conference must be held involving the student, the parent and the dean (or other administrator).

In all disciplinary matters, administrators strive to ensure the dignity of the student and act in a Christian manner characterized by fairness and compassion.

CLASSROOM AND SCHOOL-WIDE DISCIPLINARY POLICIES

At Bishop Byrne, discipline is defined as training provided by professional educators in support of parents, to increase the probability that students will act morally and responsibly in order to ensure a safe environment and accomplish their spiritual, academic and social goals and develop holistically, having been created in the image and likeness of God.

Effective discipline in the school:

- ✓ supports the implementation of the vision, mission and goals of the school.
- ✓ ensures a safe environment.
- ✓ increases the probability that students will act morally and responsibly.
- ✓ increases the probability that students will develop productive decision-making skills.

- ✓ ensures productive use of instructional time.
- ✓ increases students' time for learning (time on task).
- ✓ increases the probability that effective learning will occur.

Disciplinary policies are implemented at two levels: the classroom conduct plan and the school-wide conduct plan.

At all times, students are expected to be:

- ❖ Charitable
- ❖ Safe
- ❖ Cooperative
- ❖ Respectful
- ❖ Responsible
- ❖ Prepared

School-Wide Conduct Plan

All students spend some time during the school day in common areas: the halls, the library, the cafeteria, the school grounds, the gymnasium, restrooms, buses, etc. The school-wide conduct plan provides guidelines and rules with regard to behavior expectations in these common areas.

Category A: Minor Rule Violations (examples)

- ✓ Gum chewing, running, throwing of any item
- ✓ Persistent tardiness
- ✓ Horseplay, teasing, public displays of affection, in the hall with no pass
- ✓ Dress code violations
- ✓ Bus rule violations
- ✓ Other, similar violations of the rules

Possible Consequences:

Warning

Detention

Call parents (teacher or dean)

Parent Conference (teacher and dean)

Referral to Dean (work crew, detention, Saturday School, suspension)

Related/Repeated Violations:

Saturday School, Suspension or Expulsion

Category B: Intentional Violations of the Rules (examples)

- ✓ Missing/Skipping assigned detention or Saturday School
- ✓ Profanity (toward another student)
- ✓ Disorderly conduct/repeated minor misconduct
- ✓ Skipping class, Mass or school assembly
- ✓ Refusal to follow directions, disrespect, insubordination
- ✓ Other, similar violations of the rules

Possible Consequences:

Parent Conference with Dean of Students
Saturday School
Probation
Suspension

Category C: Serious Misconduct (examples)

- ✓ Immoral behavior
- ✓ Violence
- ✓ Leaving the school without permission
- ✓ Possession of illegal substances
- ✓ Other, similar inappropriate actions

For serious misconduct or repeated and intentional violations of the rules and procedures of the school inside and outside of classes, Bishop Byrne Middle and high School has defined those violations that can result in a student's suspension (over one day) or expulsion from attendance at the school in a Serious Misconduct Code. This code also defines the due process procedures that accompany such actions by the school Principal.

The following infractions result in administrative action:

- Continuous inappropriate behavior followed by teacher referral of the student to the dean
- Correction for inappropriate behavior in any area on the campus or at a school-sponsored event
- Possession of inappropriate contraband on the campus or at a school-sponsored event

General Consequences Resulting from Office Referral:

Leaving the school or campus without permission	Saturday school/suspension
Fighting	2-day suspension
Fighting (second incident)	3-day suspension & \$150.00 fee
Fighting (third incident)	Expulsion
Repeated class disruption	Suspension (may accumulate)
Noncompliance	Suspension
Perpetual tardiness	Suspension
Disrespect toward an adult	Suspension
Vandalism	Suspension & restitution
Possession or trafficking alcohol or drugs	Expulsion
Sexual contact	Expulsion
Possession of weapons or look-alikes	Expulsion
Profanity toward an employee	Expulsion
Threats to authority figures	Expulsion
Other actions that endanger the safety of others	Expulsion
Gang-related activity	Expulsion

Note: Gang-related activity is prohibited and will not be tolerated. Involvement in gangs, displaying gang symbols or paraphernalia, gang recruitment and initiation will result in immediate expulsion. Students and parents must understand that this policy is pertinent to any activity that can be construed as gang-related. Thus, students who emulate gang-related behavior, whether intentionally or not (even when the student says, “I was just playing)” will be subject to the consequences indicated in this policy.

Classroom Conduct Plan

In the classroom, throughout the campus, and at school-sponsored events, Bishop Byrne students are expected to be on their best behavior because they choose to do what is good, what is right and what is honorable. Consistent with the student expectations previously listed, the following ideal descriptors provide limited examples of how students are expected to behave.

Be Charitable

- ✓ Be considerate of others.
- ✓ Be empathetic.
- ✓ Be polite.
- ✓ Greet others pleasantly.
- ✓ Exercise the “Golden Rule.”

Be Safe

- ✓ Know safety procedures.
- ✓ Follow safety guidelines.
- ✓ Report problems to the teacher or administrator immediately.
- ✓ Remain seated in the classroom.
- ✓ Walk – do not run.
- ✓ Help those who require assistance.

Be Cooperative

- ✓ Listen and follow instructions.
- ✓ Know and follow rules and regulations.
- ✓ Listen when others are speaking.
- ✓ Clean up after yourself.

Be Respectful

- ✓ Always be attentive and respectful during prayer.
- ✓ Demonstrate respect for Religious objects and rituals.
- ✓ Speak in well-modulated tones.
- ✓ Reject teasing, taunting, swearing, profanity, and name-calling.
- ✓ Use good manners and appropriate honorifics.

Be Responsible

- ✓ Secure your belongings at all times.
- ✓ Keep your hands, feet, and objects to yourself.
- ✓ Use your time wisely.

- ✓ Observe the academic honor code.
- ✓ Ensure that gum, food and inappropriate materials are kept out of the classroom.

Be Prepared

- ✓ Come to class each day with your materials and assignments.
- ✓ Study and prepare yourself for class.
- ✓ Take careful notes and edit them daily.
- ✓ Use the agenda to record assignments and projects.
- ✓ Be seated and ready for class to begin when the bell rings.

Possible Consequences:

Warning

Additional assignments

Conference with the student(s)

Referral to the guidance counselor

Detention during break or lunch

Telephone conference with parents

After-school detention

Other teacher-selected consequences

Teacher/student/parent conference

Referral to Dean of Students

Classroom Behavior

Teachers are responsible for establishing guidelines for proper conduct in their classroom. These guidelines must reflect the mission of the school, the Characteristics of Dominican Education, and the general expectations of the administration. It is the responsibility of each student to follow these guidelines. It is understood that the guidelines may vary from teacher to teacher. Respectful adherence to the specific guidelines is expected.

Teachers have a responsibility to collect any materials from students that, in their opinions may be considered to be a nuisance or dangerous to the well being of those in their charge. Teachers may correct any student for conduct that they consider to be inappropriate.

Students are expected to respond appropriately to disciplinary consequences. Failure to do so will result in further penalties. Frequent misbehavior is to be reported to the Dean of Students for administrative review and action.

Teachers are expected to make reasonable efforts to contact parents concerning a student's behavior, progress, or lack thereof. Parents are asked to cooperate with the faculty in their efforts to provide a proper educational environment for students.

Discipline Reports

Discipline reports serve as notices to students and parents of repeated, unacceptable behavior on the part of the student. A copy is sent to the parent(s) or guardian, a copy is kept by the teacher, and a copy filed by the Dean of Students. It is the student's obligation to communicate discipline reports to parents. Serious offenses or chronic misbehavior will be reported to the parent/guardian by teachers or the Dean of Students. Parents are asked to reinforce discipline by implementing appropriate consequences at home for misbehavior in school or academic deficiencies.

Hallway Behavior

Hallways are places for traveling from one place to another. Activity in the hallways should be limited to the times when classes are changing. There is no need to congregate in the halls. Disruptive noises and running in the halls are likewise prohibited. Students are to stay out of the halls during class time unless they have a hall pass from the teacher who has excused them from class.

Public Displays of Affection

Public displays of affection: kissing, petting, indiscriminate touches or other acts that constitute inappropriate social interaction in the school are unacceptable. Immorality or vulgarity in speech or action may result in suspension or expulsion.

Detention

Detentions are assigned and monitored by teachers who, ordinarily, will provide the parent with 24 hour notification. Teachers may also assign students to detention before school or during lunch, as well as after school. Students are expected to arrive for detention at the assigned time. Failure to attend detention when assigned may result in assignment of the student to Saturday School.

Saturday School

Saturday School is held on designated Saturdays each month. Saturday School dates and times are assigned and monitored by the Dean of Students. Students who fail to attend an assigned Saturday School may be suspended.

Suspension

School suspension is the result of a serious violation of the rules of the school in which the student's presence is considered a threat or nuisance to the normal learning process or school program. Students suspended from school will receive a grade of "F" (0) for all assignments and tests during the term of suspension. Make up work will not be permitted. Furthermore, during the term of suspension, the student may not attend school-sponsored activities or events. Parents will be telephoned and notified in writing (discipline notice) of a school suspension. In some instances, a parent-administrators conference must be held prior to readmission of the student to class.

Students who have been suspended for a second time may be readmitted to the classroom after the parent conference and payment of a readmission fee of not less than \$150.00. Further inappropriate behavior will result in expulsion.

Probation

Probation is the result of excessive and/or repeated academic failure; excessive tardiness and/or absenteeism; or serious, excessive, or repeated violation of the rules and regulations of the school. Students who have been placed on probation either for an academic quarter or for a semester must comply with the following regulations during the period of probation:

- (a) The student is expected to demonstrate marked improvement in the problem area (i.e., academic, attendance, discipline, etc.)
- (b) The student is required to meet with the guidance counselor or an assigned administrator or teacher-advisor regularly

If probation is violated, the student may be suspended or expelled.

Note: In some instances, consultation with a child psychologist for psychological assessment and counseling or a learning specialist, may be one of the terms of probation. In some academic cases, parents may be asked to provide additional private tutoring for the student, with applicable fees paid by the family.

Withdrawal

The withdrawal of a student may be initiated by a custodial parent/guardian or by the administration. It is the right and duty of the administration to initiate the withdrawal of a student when:

- The student responds irreverently toward the Roman Catholic Church, its traditions, teachings, and/or representatives.
- The student consistently fails to follow policies, rules, regulations and procedures.
- The student displays immoral conduct.
- The student or the parent/guardian of a student consistently or grossly demonstrates a lack of support for the faculty, administration, philosophy, mission, or values of the school.

In such cases, the parents will be notified of the decision of the administration to initiate the withdrawal of the student. All school materials and property should be returned. School records will be forwarded upon request provided all school property has been returned and all fees and tuition have been paid.

A parent may initiate withdrawal by providing written notification of intent to withdraw (exit interview form). As above, all school materials/property must be returned to the school and all financial obligations satisfied prior to the release of transcripts to the school receiving the student.

A student who is expelled or who withdraws from the school at the request of the administration will be eligible for readmission consideration 180 days from the date of expulsion or withdrawal.

Note: Students who have been expelled/withdrawn may not attend on-campus or off-campus events sponsored by the school.

Note: The Church recognizes the parent as the first, foremost and primary educator. As such, the education of a students is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

Lunch Periods

All students are required to eat lunch in the commons. No other areas are designated for eating lunches. Food may not be taken out of the commons. At all times, but especially in the halls and cafeteria, students are expected to exercise good habits of manners and courtesy toward their peers as well as adults in the building. During lunch, students are not permitted to go to their cars, to the parking areas, or loiter in the hallways, stairwells or porches. Students should remain in the commons during the assigned lunch period unless they are excused by a supervising teacher.

The lunch periods are provided for dining and socializing. Students may not carry books, book bags, gym bags, notebooks, folders, briefcases or similar materials into the commons during lunch.

Food and drink are not to be taken from the commons.

No food is to be brought to the school or consumed on school grounds from restaurants unless prior approval by the administration has been attained. Parents should not bring fast food or other foods from restaurants to the students during school.

Procedures During Lunch

Students' behavior in the cafeteria (commons) during lunch should always reflect courtesy and good habits of cleanliness. Students should be mindful that classes are in session during each lunch period. Students are to observe the following regulations:

- Students should enter the cafeteria in an orderly manner and proceed to the line to purchase food or be seated at a table.
- After purchasing the food items of choice, students should proceed to a table to be seated.
- At the conclusion of the lunch period, each student should clean his/her area, appropriately depositing trash in the containers provided and remain standing for prayer.
- Following prayer, the presiding teacher will dismiss students from the commons to proceed to their next class.
- Students may not leave the commons during the lunch period.
- Students may not carry food or beverages out of the commons.

- During the instructional day (including lunch periods) students are not permitted to go to their cars, the parking area or any other area outside the school building without the permission of an administrator.
- As in the classrooms, throwing objects in the cafeteria (commons) will not be tolerated. Offenders will be subject to disciplinary action.
- Fast food and other foods from restaurants are not permitted in the commons during lunch.

The Hot Lunch Program

Students have two options for purchasing lunch: the hot lunch service and the vending service. The hot lunch service provides a nutritious lunch for students on each school day. The lunch is prepared in the commercial kitchen in the commons by the school’s food service director. On each serving day, the menu includes a meat entrée, a vegetable, bread, fruit and beverage. Occasionally desserts are included.

Meal programs may be purchased as follows:

Program A	80 meals @ \$3.00/meal	\$240.00
Program B	50 meals @ \$3.50/meal	\$175.00
Program C	25 meals @ \$4.00/meal	\$100.00
Program D	5 meals @ \$4.40/meal	\$ 22.00

The vending program provides a variety of fast food options as well as snack items, fruit and beverages. Each item is individually priced.

Disturbing Other Schools

Bishop Byrne Middle and High students are not to visit other schools which are in session without prior authorization. Violation of this rule is considered a serious offense and may result in suspension. Students from other schools which are not in session may not visit the campus without proper authorization.

School Hours

School begins each day with the bell at 7:50 a.m., and ends with the dismissal bell at 3:15 p.m. However, the Commons will be open at 7:30 a.m. to accommodate early arrivals. Once students come on campus they should not leave unless they are on official school business that is confirmed on a parent permission form or present a note authorizing early dismissal to the secretary and check out with the office.

Students arriving to school each morning should enter the building through the Commons. Upon arrival, students are to be in uniform and must remain in the Commons until they are dismissed to go to class.

Prayer and Announcements

At Bishop Byrne, the school day is framed in morning, midday and afternoon prayer. Reverence during prayer is expected; all are strongly encouraged to participate. Announcements are read each day during the morning convocation, at class meetings and

via the intercom at the close of the day. Students are expected to pay attention to these announcements because they contain information vital to the student body. Students will be held accountable for following instructions given. Not hearing the announcement is no excuse.

Library/Media Center

The library/media center provides service and resource materials for faculty and student use. Students are responsible for all materials, i.e., books, slides, that they check out from the library. No material may be taken from the library without being checked out to them at the desk. A charge will be levied for overdue books. Reserve books and periodicals normally remain in the library.

Dances and Prom

High school dances sponsored by Bishop Byrne are closed dances. Students from other schools may attend only if they are the approved guests of currently enrolled students. Middle School students may not attend high school dances. High school students are to be discouraged from dating middle school children. (Parents of high school students and parents of middle school children are expected to assist in discouraging the same.) Students are expected to sign in upon arriving and sign out if departing early. This attendance roster will be available to parents. Once a student leaves a dance, he/she will not be readmitted. Students are expected to leave the campus when departing any activity and not to return to the campus for any part of that activity.

Each student may elect to invite one school-age guest of the opposite sex to a school-sponsored dance. All guests must be in regular attendance at a secondary school recognized by the state of Tennessee and/or the Southern Association of Colleges and Schools. Students from other schools may attend a dance only if they are the guests of students who are currently enrolled in Bishop Byrne, pre-registered to attend, and present photo identification at the time of admittance. Guests are expected to uphold the dress code and standards of deportment consistent with those of Bishop Byrne students.

The Junior/Senior Prom is a formal, school-sponsored dance. The administration selects the date, time and location of the prom. Attendance at the prom is open to juniors and seniors and their approved, school-age guests. Freshmen may not attend the prom. Sophomores may attend the prom as the guest of a junior or senior.

Attire for the prom should always be modest, decent, tasteful and dignified.

Gentlemen: A tuxedo with appropriate accessories. Hats and capes are permitted. Canes are not permitted.

Ladies: An evening gown with appropriate accessories. Sleeveless and strapless dresses are not permitted unless they are worn with a shawl. Plunging necklines are not permitted. The neckline may not go below the upper part of the bust. Dresses with cut-outs, exposed midriff, or splits past the knee are not acceptable. In dresses with open backs, the opening on the back may not extend below the waistline.

Co-curricular programs

Co-curricular programs provide opportunities for students to become actively involved in the life and activities of the school and the community. Co-curricular activities include school clubs, the athletic program, the Dramatic Arts Guild, the school choir, the Theater Troupe, Science Caravan, and other, similar activities that are available to students under the auspices of the school.

Students are expected to maintain a minimum 2.0 grade-point average in order to participate in co-curricular activities. Students who require frequent disciplinary intervention will be excluded from participation in co-curricular activities.

Note: In order to participate in a particular activity or contest on an instructional day, a student must be present for not less than 50% of the instructional day.

The roster of co-curricular activities is updated annually and made available to students during registration.

OTHER INFORMATION

Communication

In order to build and maintain mutually beneficial and mutually supportive relationships between the school and its multiple stakeholders, effective communication is vital. To this end, parents and students are advised to be aware of the following:

Principal's monthly letter	Posted on the BBMHS website and Edline the first week of each month
Interim grade reports	Provided at the mid-point of each academic quarter. A parent should review the interim report.
Quarterly grade reports	Mailed to the home of each student based on the most recent information provided to the school at the end of each academic quarter
The school's official website	http://www.bishopbyrne.org
Schoolnotes.com	Several teachers regularly update students' assignments on this website. Information regarding whether or not specific teachers choose to use schoolnotes.com will be provided to students in the fall. <i>This is a communication option for teachers. The administration does not require teachers to use this website.</i>

Daily announcements

Announcements are made during morning convocation and prior to afternoon prayer. In addition, teachers frequently note important announcement on the chalkboards in the classrooms.

The marquee next to the entrance to the administrative office is also updated weekly.

In-keeping with Church principles of subsidiarity, issues, complaints, concerns, positive comments, etc. should always be addressed to the school employee at the lowest possible level. As such, persons with concerns about a teacher should first attempt to address the concern with the particular teacher. Only after such attempts have failed, should administrators be contacted.

In view of the above:

Contact

Regarding

The Maintenance Director

Cleanliness of the facility and grounds, needed repairs, equipment

A specific program director

Issues related to co-curricular programs:
Athletics The athletic director or coach
Theater Director of Dramatic Guild
Chorus The Choral Director
Art Art teacher/resident artist
School Clubs Club moderators

School Board President

Strategic planning, policies, meetings

Booster Club President

Support of the athletic program/volunteer opportunities, meetings

Roundtable President

Parental support, special events, volunteer opportunities, meetings

The teacher

Issues concerning a particular student in a particular class; tests; assignments; projects, behavior, etc.

The guidance counselor

Issues related to academic assessment, standardized testing, transition planning in the middle school, college planning in the high school, social developmental issues, personal counseling, referral services, etc.

The financial secretary	Financial issues, payment of tuition and fees, copies of the monthly statement, special payment arrangements, applications for financial assistance
The academic dean	Academic policies, necessary follow up after a conference with a teacher, grade adjustments, etc.
The Dean of Students	Issues related to safety, structure and discipline; disciplinary policies, follow up after a conference with a teacher regarding a student's behavior, etc.
The secretary to the Principal	Requests to see the Principal; appointments; scheduling special events
The Director of Institutional Advancement	Donations, both cash and in-kind, and all fund-raising activity
The Principal	Issues that are not addressable as indicated above

Immunization

Proof of required immunization/health records will be required on or before registration day for all incoming freshmen and new students. Seniors must also present proof of a second dose of the measles, mumps and rubella (MMR) vaccine prior to attendance.

Locks and Lockers

Each student has the privilege of the use of a school locker during the school year. The locker number is listed on the class schedule. Students must use the lockers to which they are assigned. Parents' requests for special locker assignments may require an explanatory note from a licensed physician. Each student must purchase and use a school-issued red lock for school lockers and a blue or green lock for gym lockers. These can be purchased in the office or from the school bookstore. Other locks are not permitted. The lock may be used for all six years at Bishop Byrne, and can be resold to other students. A fee of \$2.00 will be charged when it is necessary for an administrator to open a locker for a student.

Unused lockers are bolted. There is a \$5.00 fee charged to a student who unbolts a locker. Any student observed in or using another student's locker will receive a disciplinary referral. Lockers and other storage areas are school property and are subject to inspection by an administrator at any time. Nothing should be affixed to the inside or outside of the lockers.

Locker visits are permitted between classes. In the interest of safety and limiting liability, students may not carry book bags, briefcases, back packs or other portable storage units to classes during the instructional day.

Neighborhood Awareness

Students, while on campus or in the immediate neighborhood, are expected to put litter in proper receptacles. Students may not loiter in these areas before or after school. Loud music from car stereos is prohibited. The sounding of car horns is prohibited.

Non-School Publications

All literature, handouts, leaflets, etc. distributed on the campus or at school events must be approved for distribution by the Principal.

Parking

Students who drive must have their vehicles registered in the office and they must purchase and display a school-purchased parking decal on their vehicles. Students may park only in the student parking lot. The owners of cars not registered will be warned once before their cars are towed away at the owner's expense. The speed limit on campus is 10 miles per hour. Students/Parents are to enter the campus by the north driveway (Shelby Drive) and leave the campus by the east driveway (toward Mickey). Drivers should not enter the faculty parking lot to drop off or pick up students.

On-campus parking is available at the owner's risk. Security is not provided. Any vehicles parked on the campus may be searched at any time by the administration.

During school hours, students are not permitted to go into or be near their cars or the parking areas unless they have received permission from an administrator.

Use of Technological Resources

Students are expected to use technological resources for appropriate educational purposes under the supervision of a teacher. Repair and replacement of equipment and software due to negligence or inappropriate use on the part of a student will be the responsibility of the student involved and the student's family.

Each student is required to have an "Internet Acceptable Use Policy" on file, signed by him or herself and the parent or guardian. Consistent with the policy, students are expected to exercise responsibility in accessing only appropriate web sites and reporting any accidental "hits" of inappropriate sites. The following behaviors are unacceptable:

- Sending, displaying, or downloading offensive messages or pictures
- Using obscene language
- Harassing, insulting, or threatening others
- Damaging of computer equipment, systems or networks
- Violating copyright laws
- Submitting documents from the internet as a student's own work
- Using another person's sign-on and/or password
- Trespassing in someone else's folder, work, or files
- Intentionally wasting limited resources
- Using the network for commercial purposes
- Revealing a personal phone number, name or address of one's self or another person

Students who fail to comply with usage rules will forfeit their usage privileges and may be subject to additional disciplinary action up to and including expulsion from the school.

Students are expected to abide by federal copyright laws. Students may copy print or non-print materials only when copying is permitted by:

- Copyright law
- Fair use guidelines
- Specific licenses or contractual agreements
- Instructions from the teacher

Marketing and Promotion

The school reserves the right to produce and use likenesses of students for the purpose of marketing and promotion in school publications, on the school's websites, etc. Any parent who does not wish his or her child's picture used must notify the Principal in writing prior to the first day of school.

Communication with Media

Unless authorized by the Principal, students may not speak to reporters or others who make inquiry regarding issues pertinent to the operation or management of the school, or specific events that occur within or under the auspices of the school. The Principal is the only official spokesperson for the institution. This is particularly important in the event that an emergency situation occurs.

Telephones

Students may use the office phone ONLY in the case of an emergency. Students requesting to use the telephone during the instructional day must have permission from a teacher.

Visitors/Volunteers

Parents and guardians are encouraged to visit. However, classroom visits must be scheduled, in advance, with the Principal. Parents are encouraged to make appointments to meet with members of the faculty or administration prior to arrival at school. Failure to do so may result in needless delay and rescheduling of the attempted conference. Students from other schools, children or relatives visiting the area are not normally admitted to the school campus for visitation. Students may not have guests during the instructional day.

During school hours, all visitors to the campus are to check in at the main office, sign in, and request a visitor's badge. The badge is to be worn and returned to the office at the end of the visit. On days when public schools are not in session, the day before a holiday, or a day when we are having a special event or special schedule, student visitors are not permitted.

Emergency Procedures

Emergency exit procedures are posted near the door in each room of the school. In addition, the following general instructions are to be followed in the event of an emergency:

1. When the alarm sounds, all activity must stop immediately. Silence is to be observed.
2. When exiting the school building, students should take nothing with them.
3. Students may not re-enter the building until an administrator indicates that it is safe to do so.
4. Students should exit the building in a double line, proceeding quickly and quietly to the assigned area.
5. The first two students are to hold the doors as others exit.
6. The teacher will carry the emergency bag as he or she exits.
7. In a threatening situation, lock-down procedures will be implemented. During this time, no one will be permitted to enter or exit the building.

Crisis Management

Consistent with policies of the Roman Catholic Diocese of Memphis, a comprehensive Crisis Management Plan has been developed and is available for review in the office of the Principal.

In the event of a crisis, the school will be placed on lockdown. That is, no one will be permitted to enter or leave the building. Under the supervision of a teacher, students will be secured in a locked classroom. Parents should:

- Listen to local television and radio stations for timely information
- Try not to call the school to ensure that phone lines remain open

If it is necessary for the school to be evacuated in a crisis situation, ordinarily, students will be moved to the basement of St. Paul Church or the softball field.

SCHOOL-BASED ORGANIZATIONS

The Board of Limited Jurisdiction

The Board of Limited Jurisdiction is vested with limited authority to:

- Advise the administration regarding policy issues
- Annually monitor the institutional strategic plan
- Assist in garnering resources necessary to support the mission of the school

Although advisory to the Principal in selected areas, the Board of Limited Jurisdiction does not have a role in policy implementation, the daily operation or administrative functions of the school. These are reserved to the chief executive of the school and/or his designees.

A schedule of meetings is published annually. Unless otherwise advised, meetings are open to parents of students who attend Bishop Byrne. Requested items for the agenda should be brought to the attention of the board chairperson.

The Bishop Byrne Parent-Teacher Roundtable

Like organizations such as Parent/Teacher Associations in other schools, the Roundtable embraces the following objectives:

- Promote a close relationship among parents, faculty members and students
- Promote unity among members to ensure quality educational programs for students enrolled in the school
- Assist in providing resources for the school

Roundtable dues are \$10.00 annually.

The Bishop Byrne Booster Club

The Booster Club, in cooperation with the Principal, athletic director and coaching staff strives to provide financial assistance needed for the operation of the athletic program.

The meeting schedule for the Roundtable and the Booster Club is published annually. Meetings are open to all persons, i.e., parents of current students, parents of alums, coaches, teachers, alumuni(ae), friends of the school, etc.

Annual dues for the Booster Club are \$25.00.

AMENDMENTS TO THE HANDBOOK

Any and all items not explicitly addressed in this handbook are, and shall remain under the jurisdiction and discretion of the Principal. The Principal or other administrative head of the school retains the right to amend the handbook at any time for just cause. Parents will be notified of any amendments on a timely basis.

APPENDIX A

Uniform and Dress Code

In General:

1. Students must be in proper uniform and well-groomed at all times. Notes from parents do not release students from uniform requirements.
2. The uniform shoe for students in all grades is the tan, suede oxford with red sole and heel. The shoe should be free of flaps, leather and designs.
3. Shirts, blouses, sweaters, ties and socks must be free of all decoration, designs, trim, and logos (except the school crest). Shirts and blouses must be tucked in at all times while students are on the campus.
4. A plain, white t-shirt may be worn under the shirt or blouse.
5. Only uniform sweaters, the long sleeve fleece jacket, or the school blazer may be worn in the school building. No other jackets, coats or sweaters are permitted. Hats may not be worn by girls or boys.
6. Students who are unable to wear the uniform shoe must obtain a medical release that must be approved by the Principal.
7. Socks must be worn at all times. Socks must be one color and free of designs and writing.
8. Girls may wear black tights that are free of designs during cold months. Sweatpants and leggings are not allowed.
9. Hair must be well-groomed at all times. Fad hairstyles (i.e., Afros, braids, twists, hair coloring, or writing/designs) are not permitted. Boys' hair must not extend beyond the top of the collar and must be above the ear and eyes.
10. Boys may not wear earrings.
11. Piercings, other than earrings for girls, are not allowed.
12. Visible tattoos are not allowed.
13. Boys must be clean shaven at all times. That is, the facial hair, other than eye brows and lashes, are not permitted.
14. Only uniform ties may be worn. The tie must be properly knotted and void of writing, marks and logos.

15. Slacks and shorts must be worn at the waist with a belt.
16. Necklaces must be worn inside the shirt. Chokers are not permitted.
17. Girls may only wear one pair of post earrings. Dangling earrings are not allowed.
18. When attending field trips, students must always be in full dress uniform unless an exception is permitted by the Principal.

Middle School

Girls

- Skirt: Knee-length navy blue plaid skirt from Dennis Larose Uniforms
- Blouse: White oxford button-down with school crest
- Tie: Red crosstie
- T-shirt: Solid white crew neck T-shirt
- Sweater: Gray uniform sweater with school crest (optional)
- Socks: White, gray, or navy socks crew or knee length
- Gym Clothes: Red shorts and gray shirt purchased from the school

Boys

- Slacks: Navy cotton twill dress pants
- Shirt: White oxford button-down with school crest
- T-shirt: Solid white crew neck T-shirt
- Sweater: Gray uniform sweater with school crest (optional)
- Socks: Navy or white crew or knee length socks
- Gym Clothes: Red shorts and gray shirt purchased from the school

High School

Girls

- Skirt: Knee-length gray and red plaid kilt
- Blouse: White oxford button-down with school crest

T-shirt: Solid white crew neck T-shirt
Sweater: Red uniform sweater with school crest (optional)
Socks: White, gray, or red socks crew or knee length
Gym Clothes: Red shorts and gray shirt purchased from the school

Boys

Slacks: Khaki cotton twill dress pants
Shirt: White oxford button-down with school crest
T-shirt: Solid white crew neck T-shirt
Sweater: Red uniform sweater with school crest (optional)
Tie: Uniform tie, properly knotted
Socks: Navy or white crew or knee length socks
Gym Clothes: Red shorts and gray shirt purchased from the school

APPENDIX B

Medications

Directive Concerning Medications Dispensed at School

Prescription drugs and over-the-counter medicine should, whenever possible be dispensed by a parent or guardian. If a child is given a prescription to “take three times daily”, it is recommended to the parent that it be given before he or she comes to school, after going home from school, and before bedtime. Only when dispensing is required more often or with lunch should the school be involved with dispensing medicine.

The Prescription Drug and Medicine Authorization form must be completed before any prescription medication will be dispensed from the office.

No over-the-counter medicine, such as Tylenol, etc., will be dispensed from the office. If a doctor prescribes an over-the-counter medicine which must be taken at school, the following procedure should be followed.

1. Authorization should include the name of the medicine, amount of dosage, times to be given, and how long the particular medicine is to be given to the student.
2. The parent should bring the over-the-counter medication to the office in the original, labeled container. The student’s name should also be attached to the container.

APPENDIX C

Additional Information Regarding the Athletic Program

Hall of Fame

During an athlete's senior year, he or she may be considered for induction into the Bishop Byrne High School Athletic Hall of Fame. This distinction is reserved for those athletes who have earned statewide honors in multiple sport activities for multiple years.

Participation in sport's All-Star games, selection to the media's "Best of . . ." teams, and signing college athletic scholarships and the consensus of all Bishop Byrne coaches and the Athletic Director leads to submission of the names of candidates to the Principal, who makes the final determination.

Varsity Letter Jackets

After an athlete completes one full season with a varsity team, he or she is eligible to purchase a Varsity Letter Jacket. The jackets are traditionally ordered in September of each year through the Athletic Director. The jackets cost between \$175.00 and \$225.00, which must be paid in full, by the student athlete, at the time the order is placed.

Recruitment of Athletes by Colleges or Universities

Student athletes who have a cumulative g.p.a. above 2.5 and a composite ACT Test score of 68 or above, may be recruited by colleges and universities who have evaluated their play on game film or personal scouting. Bishop Byrne coaches can help with this process when athletes have achieved the minimal academic accountabilities. Athletes should strive to have no grades lower than a "C" at any grading period during their high school years. (*Note: A "C" average is only a 2.0 g.p.a.*) Athletes should also seek ACT prep help and take the test early and often beginning in the sophomore year. Senior athletes should register with the NCAA Clearinghouse very early in their final year. The guidance counselor works in conjunction with the coaching staff to coordinate all of these requirements.



Pillars of Dominican Education
+ *Contemplation, Study, Virtue and Action* +

Act of Contrition

*O my God, I am sorry for my sins with all my heart.
In choosing to do wrong and failing to do good,
I have sinned against you, whom I should love above all things.
I firmly intend, with your help, to confess my sins,
do penance and avoid whatever leads me to sin.
Amen*

Prayer at the Close of the Day

*May the Lord support us all the day long,
Till the shades lengthen and the evening comes,
And the busy world is hushed and the fever of life is over, and our work is done.
Then in His mercy, may He give us a safe lodging, a Holy rest and peace at the last.
Amen*

Most Sacred Heart of Jesus, Have mercy on us.
Good St. Dominic, pray for us.
St. Cecilia, pray for us.
St. Thomas Aquinas, pray for us.

Fiat Lux Veritatis, school motto