
BISHOP RYAN CATHOLIC SCHOOL

**STUDENT AND
FAMILY
HANDBOOK**

r. 03/2019



SCHOOL INFORMATION

Mission Statement

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

Philosophy of Bishop Ryan Catholic School

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

¹ Mt 28:19-20 NRSV

² Jn 14:6 NRSV

³ Second Vatican Council, *Gaudium et Spes* 15

Sources:

Second Vatican Council *Declaration on Christian Education*,
The Holy See's Teaching on Catholic Schools by Archbishop J.
Michael Miller, CSB, and Code of Canon Law

Bishop Ryan Core Virtues

1. I prefer nothing to the love of Christ.

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

Charity, the form of all virtues, binds everything together in perfect harmony. (Colossians 3:14) (CCC, 1844)*

2. Through faith, I seek to know God and do his will. (cf. CCC, 1814)

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

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

3. I put my hope in God. The good in myself I credit to God and I take responsibility for my evil doing.

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

(CCC, 1843)

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

4. I justly give to others what is due to them.

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

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

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

5. With fortitude, I endure all adversity for the sake of the good.

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

For God did not give us a spirit of cowardice but rather of power and love and self-control.

(2 Timothy 1:7)

6. I make prudent choices by being mindful of myself and my surroundings;

I am willing to be taught and act in consideration of the future.

- After prayerful, thoughtful deliberation, I generate sound judgements which consider all circumstances.
- Prudence disposes the practical reason to discern, in every circumstance, our true good and to choose the right means for achieving it. (CCC, 1835)

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

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

7. I temper my emotions and my desire for pleasures in order to act honorably.

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

What do you have that you did not receive? And if you received it, why do you boast as if it were not a gift?

(1 Corinthians 4:7)

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

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

Accreditation

Bishop Ryan Catholic School is approved by the North Dakota Department of Public Instruct and the Diocese of Bismarck, as well as accredited by AdvancED. Incoming students are accepted after evaluation of their transcripts, and transfer students from Bishop Ryan Catholic School are accepted readily by in-state and out-of-state schools.

Admissions Policy

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

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

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

1. Timely and consistent communication with the school;
2. Cooperation with and observance of all school policy;
3. Support of the school's disciplinary practices toward one's child/ren;
4. Active participation in parent-teacher conferences;
5. Provision of oversight and aid to their child/ren in the completion of homework;
6. Timely payment of tuition;
7. Avoidance of all defamatory or calumnious public speech about Bishop Ryan Catholic School, its attending families, students, or employees, including in the use of social media;
8. Conflict resolution using the proper channels of communication and means;
9. Participation in fundraising and advancement events and programs according to one's ability.

Parents and guardians who are found to be obstinately negligent in fulfilling their duties toward the school may be required to withdraw their students upon request by the administration.

Birth Certificates & Immunization Records

Students are required by law to have a copy of their immunization records on file in the school office.

All Bishop Ryan Catholic School students must have a birth certificate and current immunization record or immunization exemption form on file in the school office by September 15th of the current school year to maintain their enrollment at Bishop Ryan Catholic School.

Preschool students must also have a completed Child Information Form and Health Assessment Form, as well as a birth certificate and current immunization record or immunization exemption form, on file in the school office by September 15th of the current school year to maintain their enrollment status.

Notice of Nondiscriminatory Policy as to Students

Bishop Ryan Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Student Expectations

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

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

Class meetings, organizational meetings and other school activities may be scheduled by the administration and/or class or group advisors at Bishop Ryan Catholic School.

1. Be punctual and regular in attendance.
2. Reasonable class preparation is expected prior to attending classes. If you hold a part-time job, **CLASS WORK TAKES PRECEDENCE**.
3. Students shall not be absent from the school premises during the scheduled school day without permission from parents and school administration.
4. Be courteous and respectful.
5. Remember that having rights also entails having responsibility to exercise those rights in a responsible, non-disruptive way.
6. Students are not permitted to use, possess, or distribute alcohol, tobacco, vaping instruments or fluids, or any other illicit drugs on the school premises.
7. The use of obscene or profane language is never permitted.
8. Students are responsible to use all school resources in a non-destructive manner so that the full and maximum use can be realized for all students.
9. Students shall respect the rights of others. Harassing another student is a violation of that student's rights.
10. Students must follow the specific rules and regulations of Bishop Ryan Catholic School.

School Song

(sung to the tune of the Notre Dame Victory March)

Come on you Lions, fight on today
Come on you boys/girls, show them how to play
While our banner floats on high
Pick up the thunder from the sky
Whether we win or whether we fall
We'll promise this, we'll give you our all
Cheer you on to VICTORY,
Three cheers for the RYAN LIONS!
Rah, Rah, Rah
(repeat)

Victory Song

Most noble Queen of Victory, Maria!
Enthroned in peerless majesty, Maria!
When we arm to take the field
Thou shalt be our sword and shield,
Oh, be thou near us, to aid and cheer us
By word and deed, in every need, Maria!

School Website

Information about our school can be found at www.bishopryan.com, including calendars, lunch menus, news, and the monthly *Lion Times*. The *ParentsWeb* tool can also be accessed from the website, with more information about assignments, grades, and other student and family information.

Bishop Ryan Catholic School also maintains a Facebook page at www.facebook.com/bishopryanlions, and you can view the Facebook page even if you're not a registered Facebook user.

Prayer and Pledge of Allegiance

Each school day begins with the Angelus and the Pledge of Allegiance. Noon prayer is said before lunch. During prayer and the Pledge of Allegiance, all students are expected to show decorum by standing and participating respectfully and reverently.

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

Lunch and Meal Charging Policy

Bishop Ryan Catholic School provides a lunch program that follows the USDA guidelines. Menus will be posted at www.bishopryan.com.

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

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

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

Parents are welcome to join us for lunch! If you plan to eat with your child, please notify the elementary office on the morning of your visit to help us ensure correct lunch counts for the day.

Clean School and Campus

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

Campus Use Regulations

- School-related activities must be concluded by 6:00pm on Wednesday evenings unless there is direct approval from the president. With the exception of Wednesdays, all activities in the gym must be concluded by 10:00pm on evenings followed by a school day.
- It is forbidden for Catholic school teams or groups, inside or outside the school, to play or practice on Sundays, holy days of obligation, Ash Wednesday, or the Paschal Triduum. A request may be submitted to the Bishop for an exemption to this policy.
- If students have a school-related activity on campus, they must be under the supervision of a staff or faculty member.
- Students and/or staff shall not schedule anything in the gym or activity center unless they have the approval of the administration.
- Students should never wear street shoes on the playing floor in the gym or activity center. This includes any rubber-soled shoes that are worn outside the building.

Care of Equipment and Books

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

Computer Use Policy

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

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

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

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

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

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

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

The purpose of the BRCS computers, network, and the Internet is for academic purposes only to facilitate communications in support of research and education. The use of the student's account must be in support of and consistent with the educational objectives of BRCS.
9. Network Etiquette

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

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

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

11. Security

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

12. Email and Instant Messaging

BRCS students will not be issued an BRCS email address while on campus. The ability to send documents to and from school and to communicate with their teachers will be allowed through their own personal email with the approval of the teacher, computer room instructor, and/or technology coordinator. Any other use of email and instant messaging is not allowed.

13. Disks

Students may not bring disks, flash drives, media cards, or any other media of any kind to school for use on school computers, unless instructed by a teacher. If, in an emergency, a student must bring a document or other computer data to school, it must be submitted to the teacher requesting the information, the computer room instructor, and/or the technology coordinator for approval.

14. Vandalism

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

Catholic Identity and School Volunteers

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

Dissemination of Information/Child Custody

Bishop Ryan Catholic School will provide school and student information to the custodial parent/guardian. Non-custodial parents may request this same information from the school office.

Emergency Procedures

Emergency Procedure Handbooks will be found in all BRCS classrooms.

Lost and Found

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

BRCS is not responsible for lost or stolen articles.

Media Policy

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

Bishop Ryan Catholic School Parent Volunteer Program

Each year, the Special Events Committee of the Bishop Ryan Catholic School Parent Activities Association takes on the task of raising funds to help defray the cost of tuition, support school infrastructure, and benefit extracurricular programs like music, athletics and after-school activities. Along with fundraising, parent and family participation enriches the sense of community at Bishop Ryan.

The Parent Volunteer Program tasks each Bishop Ryan K-12 family with five hours to be fulfilled through volunteerism, scrip purchases, or a combination of both options. Volunteer hours can be fulfilled by parents, relatives, or friends over the age of 18 who are not in high school. In addition to its tuition benefit, purchasing \$500 in Scrip also earns one hour of volunteer time.

Families who fulfill and record their five hours of Parent Volunteer time by May 31st will receive a one-time \$125 tuition credit per family, applied to the following school year. Volunteer hours and scrip credits recorded after May 31st will apply to the next school year. (The \$125 credit may be earned once each school year.)

Posters and Notices

Posters or notices are to be placed only on bulletin boards in the current events trophy case, near the Guidance Office, above the drinking fountains in the north and south wings, or on the tack strips in the main north and south entryways. All posters or notices must be school related in order to be posted. Posters and notices must be removed after the event.

Procedure

- Submit your poster or notice to the main office for dating and initials by the administration.
- Do not post bulletins or notices on painted or varnished surfaces.
- Do not tape anything to windows or glass panes of doors.

Scheduling of School Events

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

School Accident Insurance

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

Scrip Program

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

Storm Days Procedure

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

Search Policy

Bishop Ryan Catholic School reserves the right to search anything brought onto school property.

Student Lockers

Students will be issued lockers for the purpose of storing personal belongings and school books. The locker should be used only by the person to whom it was issued. The school will not accept responsibility for any item(s) or articles(s) stolen from the lockers. Students who wish to secure valuables in their locker are permitted to purchase their own lock. If the locker is faulty in some manner, notify the custodian immediately. Students are expected to keep their lockers clean and neat, both inside and out, at all times. Do not put decals or the like on the inside or outside of the locker. Please clean off any pencil or pen marks on your locker immediately. LOCKERS ARE SCHOOL PROPERTY AND SUBJECT TO SEARCH!

Telephone

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

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

Visitors

Visitors to Bishop Ryan Catholic School are welcome. If arriving between 8:15am and 2:45pm, visitors must ring the security system button near the door to gain admittance. Visitors must check in at the main office, sign in and receive a visitor's badge. When leaving, visitors must check out at the office and return the badge.

K-12 DRESS CODE

as directed by the Bishop of the Diocese of Bismarck

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

Dress code tops must be purchased through French Toast (www.frenchtoast.com), Lands' End (www.landsend.com) or from the Dress Code Section of the Bishop Ryan School Store:

Polo Shirts

Short-sleeved or long-sleeved

Purple or white

Students in grades 6-12 must wear polo shirts with the embroidered school logo.

Polo shirt embroidery is optional for students in grades K-5.

Shirts must be tucked in.

Layering: Plain black, white or purple long-sleeved shirts with no patterns or logos may be worn under short-sleeved polo shirts.

Dress Shirts (Oxfords and Blouses)

White; short-sleeved or long-sleeved

Shirts must be tucked in.

Outerwear

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

Dress code pants can be purchased at any store, provided they follow rules regarding style and color:

Approved colors are black or tan khaki. (Olive- and mustard-hued khakis are not allowed.)

The approved style is "Dockers" style, and both plain front and pleated front styles are allowed.

The backside pockets must be slit-style pockets; "outer" pockets are not allowed.

Pants must be hemmed to an appropriate length.

The following styles/accessories are not permitted: "jean" style (denim), "cargo" style, corduroy, knit, rivets, fringe

Pants must be a modest fit (not form-fitting) and skin and undergarments are not allowed to show, front or back.

Pants, along with all articles of dress code clothing, must be in good condition and free of holes.

Boys must wear a belt.

Dress code skirts, skorts, scooters, jumpers and shorts must be purchased through French Toast (www.frenchtoast.com) or Lands' End (www.landsend.com):

Skirts, Skorts, Scooters and Jumpers

Black or khaki

Even coming from our dress code suppliers, skirts, skorts, scooters and jumpers will fit differently on different bodies. When wearing a skirt or the like, the hem must fall within two inches of the top of the knee.

If, through reasonable judgement, a skirt appears and measures shorter than the two-inch guideline, the student will be deemed out of dress code.

Shorts

Black or khaki

Even coming from our dress code suppliers, shorts will fit differently on different bodies. When wearing shorts, the bottom hem of the shorts should extend past the lowest fingertip when a student stands tall with their hands at their sides. Shorts that are shorter than the lowest fingertip are not within dress code.

Boys must wear a belt.

Shorts will be allowed at the discretion of administration. That timeline will be communicated to families.

Footwear:

Shoes must be in good condition.

Closed-toe shoes only. Flip-flops, Crocs and sandals of any type are not allowed.

Athletic/tennis shoes are allowed.

Footwear must be worn at all times inside the school building.

Tights, nylons and leggings should be solid-color (no patterns) black, white or skin-tone.

Students are required to have a separate pair of athletic/tennis shoes that are worn only for physical education classes. Black-soled shoes and "street shoes" are not allowed on gymnasium playing surfaces.

Mass Attire (Glory Day):

Girls: dress code pants or skirt and dress shirt; if desired, a sweater or vest may also be worn

Boys: dress code pants and dress shirt with tie; if desired, a sweater or vest may also be worn

Other forms of outerwear including approved logoed jackets and sweatshirts are not allowed on Glory Day.

Physical Education Attire (Grades 6-12):

If students in grades 6-12 choose to wear shorts for physical education classes, the bottom hem of the shorts must extend past the lowest fingertip when a student stands tall with their hands at their sides.

Students are allowed to wear sweatpants for physical education classes, provided they are modest and in good condition. Spandex and other form-fitting leggings are not allowed as the outer layer of apparel.

All sweatshirts and t-shirts worn in physical education class must be in good condition and appropriate for school.

Other dress code rules:

Caps and hats are not allowed in the school building.

Accessories must be appropriate and in good taste. Accessories (i.e. chains, etc.) that can be construed as weapons are not allowed.

In the case of a special day or event where dress code rules are relaxed, students' clothing must be modest and in good condition. On non-dress code days, leggings are not allowed.

Grooming: Students are required to wear hair in natural colors and styles that do not draw undue attention.

Boys must be clean-shaven. Hair should be cut no longer than collar-length and sideburns should be no lower than the earlobe. Earrings, other body piercings and tattoos are not allowed.

Girls will be allowed to wear makeup that complements a natural look and does not draw undue attention.

Girls are allowed to wear earrings in the lower earlobe only; other body piercings and tattoos are not allowed.

Consequences

1. Students who are identified as being out of dress code will be immediately sent to the office and required to make immediate changes to be in compliance. This will include having parents bring appropriate clothing to school.
2. Students will have a one-hour after-school detention for each offense, with no exceptions made for extracurricular practices or events, activities, or work.
3. After the third dress code violation in an academic year, the student will have a one-day suspension from school.

ELEMENTARY INFORMATION

Attendance Policy and Procedures

The elementary school day begins at 8:00am. Dismissal is 3:10pm. (Preschool dismissal is 3:00pm.)

According to state law, students are required to be in school. Parents/guardians should call the school secretary by 8:00am if their child will not be in school.

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

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

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

REASON FOR ABSENCE

PARENT RESPONSIBILITY

- | | |
|---|--|
| 1. Illness | Call school by 8:00am. |
| 2. Excused Absence | Call school or send note requesting that the student be allowed to be out of school with a two-day advance notice . |
| Students can only be excused from school to go on trips with parents or mutually-acceptable guardians. | |
| 3. Emergency Absence | Contact the school as soon as possible. |

Tardiness

Students who are not in their classrooms and ready to start the school day at 8:00am will be marked tardy. Students who don't arrive at school with time to visit their lockers and be in the classroom by 8:00am must be accompanied by a parent or guardian to the school office and signed in for the school day.

Missed Assignments During An Absence Policy

Students who are absent from class shall receive a two-school day grace period to complete and turn in any missing work without penalty. Class absences include, but are not limited to, school activities, illnesses, vacations, etc. Missing work should be listed as either missing or pending in the gradebook until it has been completed.

Early Dismissal Policy

PARENTAL RESPONSIBILITY:

Notify the office of the reason for the dismissal, length of absence, and time the student will be picked up.

STUDENT RESPONSIBILITY:

Make-up work is to be arranged with the teacher(s) prior to leaving that day.

If a student leaves after lunch and prior to 1:30pm, they will be considered absent for the afternoon (half-day absence).

Promotion and Retention

Students in kindergarten through fifth grade are promoted to the next grade level upon exhibiting satisfactory work as determined by each instructor. For students experiencing difficulty in completing their requirements for promotion, a required meeting to determine promotion or retention will be held involving the classroom teacher(s), guidance counselor, special education teachers, administration, and the student's parents, at a time mutual to all parties. A decision as to whether or not the child is to be retained shall be made by May 1 of the current school year.

Drop-off/Pick-up Procedure

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

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

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

Guidance Department

The school counselor is ready and willing to help in any way, whether questions or problems involve schoolwork or something of a very personal nature. Any information exchanged with the counselor will be treated as confidential. Appointments with the counselor can be made at any time. Mandatory reporting guidelines will be followed by the counselor and all Bishop Ryan Catholic school employees.

Religious Studies

All students, regardless of creed, enrolled at Bishop Ryan Catholic School will participate in all required religion classes offered by the school and in all religious services that take place at the school.

Band

A band program is offered for students in fifth grade. Students may rent instruments from the school; rental forms are available from the music teacher and in the school office.

Parent Enrichment Program

Bishop Ryan Catholic School thrives with the help of parents. Parents are invited to be part of volunteering for school activities throughout the year, such as All Saints' Day, the Thanksgiving Feast, St. Nicholas' and St. Valentine's Days, the Santa Shop, Field Day, and class parties.

Parties

There are a number of celebrations scheduled during the school year. Classroom parties are organized to give everyone the chance to provide something for the success of the party.

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

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

Playground

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

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

MIDDLE SCHOOL & HIGH SCHOOL INFORMATION

Attendance Policy and Procedures

The staff will be ready to accept students at 7:30am on all school days. We ask that parents refrain from bringing students to school before that time because proper supervision will not be available. We would also request that parents pick up students as soon as possible after the conclusion of the school day.

All students, except those in supervised activities, must be out of the building no later than 4:00pm. Staff will not be available or scheduled to supervise students after that time.

- The school day begins at 8:00am and dismisses at 3:10pm.
- Parents/guardians must call the school secretary by 8:00am if their child will not be in school.
- According to state law, students are required to be in school.
- **Excessive tardies and absences may be reported to Social Services.**
- Students who arrive late to school should always check-in at the main office and pick up an admit slip.
- Students who do not attend the entire school day, with the exception of excused absences, are not permitted to practice or play in extracurricular activities on the same day.
- If a student is less than 10 minutes late to class, it will be recorded as a tardy. After 10 minutes, the student is recorded as absent. Students who are tardy to class may be required to have an admit slip from the office to gain entry to class. For tardiness of a short period, the teacher may grant entry without a pass.

1-3 Tardies: No penalty.

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

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

With the tenth tardy, seniors lose any senior privileges.

- Students who leave a class before the end of a period will be counted absent.
- When students are absent for 1-4 periods of the day, it will be counted as a half day's absence. If a student is absent 5-7 periods, it will be counted as a full day's absence.
- Students will get two days to make up work for each excused absence.

<u>REASON FOR ABSENCE</u>	<u>PARENT RESPONSIBILITY</u>	<u>STUDENT RESPONSIBILITY</u>
1. Illness	Call school by 8:00am.	Get make-up work from teachers.
2. Excused Absence	Call school or send note requesting that the student be allowed to be out of school with a two-day advance notice .	Fill out <i>Request to be Absent</i> form and get make-up work from teachers. Make-up work is arranged with the teachers.
Students can only be excused from school to go on trips with parents or mutually-acceptable guardians.		
3. Emergency Absence	Contact the school if possible. Send note to school upon return stating reason/length of absence.	Bring excuse note to the school office and make arrangements with teachers for make-up work.
4. School Activities	Advisors notify office of absence.	Students make arrangements for make-up work with teachers.

Absenteeism from school for any other reason is considered truancy and will be dealt with as outlined in the discipline code.

Students who are suspended from school lose their free day.

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

Students who miss more than 10 days/classes will be brought before the School Administration and the Guidance Counselor to decide whether credit will be granted.

Skipping

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

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

PENALTY: See suspension policy.

Work

SAME AS SKIPPING POLICY.

According to state law, schools are not allowed to release students from school for work.

The Relationship Between Attendance and Test Exemptions

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

All students are required to complete first semester final tests.

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

•Grade Scale Minimum: 83% (B)

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

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

General information:

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

Early Dismissal Policy

PARENTAL RESPONSIBILITY:

Notify the office of the reason for the dismissal, length of absence, and time the student will be picked up.

STUDENT RESPONSIBILITY:

Make-up work is to be arranged with the teacher(s) prior to leaving that day.

Policy Regarding Assignments Missed During an Absence

Students who are absent from class shall receive a two-school day grace period to complete and turn in any missing work without penalty. Class absences include, but are not limited to, school activities, illnesses, vacations, etc. Each classroom teacher shall create guidelines at their discretion regarding late work, and will provide them to each student in their course syllabus at the start of each course. Missing work should be listed as either missing or pending in the gradebook until it has been completed in accordance with each instructor's missing work guidelines.

Uniform Grading Scale

92-100	A
83-91	B
74-82	C
66-73	D
↓ 65	F

Honors Grading Scale

GPA	Honors
3.667 – 4.000	Highest Honors
3.333 – 3.666	High Honors
3.000 – 3.332	Honors

Graduating students that have a cumulative grade point average of 3.667 (after seven semesters) will be accorded "Honor Student" status and will be duly recognized at the graduation ceremony.

Honor Society

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

Graduation Requirements (2019-2020) (24 credits)

The following are the minimum standard requirements of all students graduating from Bishop Ryan:

Religion (4 credits):

Religion 9 (one credit)
Religion 10 (one credit)
Religion 11 (one credit)
Religion 12 (one credit)

*Two religion credits can be used as elective credits.

Physical Education (1 credit)

Physical Education 9-10 (half credit)
Wellness 11-12 (half credit)

Social Studies (3 credits)

World History (one credit)
United States History (one credit)
Problems of Democracy (one credit)

*Modern US History can be substituted for one semester and is optional for dual credit.

Science (3 credits)

Physical Science (one credit)
Biology (one credit)
Chemistry (one credit)
Comparative Anatomy (one credit)
Physics (one credit)

Mathematics (3 Credits):

Algebra I (one credit)
Geometry (one credit)
Algebra II (one credit)
Pre-Calculus (one credit)

*College dual credit courses have GPA/ACT requirements

Language Arts (4.5 credits):

Public Communications (half credit)
English 9 (one credit)
English 10 (one credit)
Composition (half credit)
Short Stories (half credit)
American Literature (half credit)
British Literature (half credit)
College Speech ((half credit)
College Composition I (half credit)
College Composition II (half credit)

*Composition is a required elective.

**College dual credit courses have GPA/ACT Requirements

Electives (5.5 credits):

Three credits must come from Foreign Language, Career & Technical Education or Fine Arts. Two and a half additional credits are needed, which may include the two Religion Credits noted above.

Registration Process

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

Guidance Department

The Guidance Department at BRCS is dedicated to providing students with comprehensive counseling and guidance services focused on academic, career, and social/emotional development as well as meeting the individual needs of students, resulting in an understanding of self and others. The Guidance Department creates a supportive learning environment where students are able to reach their utmost potential.

In accordance with the American School Counseling Association (A.2.c, 2010), counselors recognize the complicated nature of confidentiality in schools and consider each case in context. Counselors keep information confidential unless legal requirements demand that confidential information be revealed or a breach is required to

prevent serious and foreseeable harm to the student. Serious and foreseeable harm is different for each minor in a school and is defined by the student’s developmental and chronological age, the setting, parental rights and the nature of the harm. School counselors consult with appropriate professionals when in doubt as to the validity of an exception.

Midterm Grades

Midterm grades are sent to the parents at the middle of each school quarter to notify parents of their child’s progress. Parents are encouraged to make arrangements for conferences with teachers to answer any questions they may have if a regularly scheduled conference is not being held.

Schedule Changes

All schedule changes must be handled by the guidance counselor or principal. In most cases, schedules will not be changed unless absolutely necessary and approved by instructors and parents.

Add/Drop policy: Students will have the first five days of school each semester to add, drop, or change a class. Students will be required to fill out a form available in the counselor’s office or online that must be signed by the parent and principal.

College Visits for Juniors and Seniors

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

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

ATHLETICS & ACTIVITIES

School Organizations and Clubs

Assistant Chaplains
Key Club
Student Council

Drama Club
Pep Band
SADD

Envirothon
Science Olympiad
Yearbook

Honor Society
Speech Club

Athletics

Cross Country
Girls Basketball
Soccer (Co-op)

Cheerleading
Fast-Pitch Softball
Swimming (Co-op)
Girls Track & Field

Clay Target League
Football
Boys Tennis (Co-op)
Volleyball

Baseball
Boys Golf
Girls Tennis (Co-op)
Wrestling

Boys Basketball
Hockey (Co-op)
Boys Track & Field

BRCS Athletic Handbook and Athletic Code of Conduct

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

Eligibility Rules for Bishop Ryan Catholic School

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

Students in grades 6-12 may not be failing any courses in which they are enrolled. Eligibility will be checked on a weekly basis, beginning with the third week of each quarter. Eligibility will continue to be checked on a weekly basis for the remainder of the term, giving students an opportunity to regain their eligibility within a week. Grades will be checked every Monday morning at 9:00am. If school is not in session on Monday, grades will be checked the following school day.

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

Students in grades 5 and 6 who want to participate on recreation league teams must be passing all classes with at least a D average, and can have no missing assignments.

NDHSAA Condensed Eligibility Rules for High School Activities

YOU ARE NOT ELIGIBLE...

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

Check with the principal for possible exceptions to these eligibility requirements.

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

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

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

Student use or possession of tobacco, electronic cigarettes, vaporizers, alcohol, and illegal drugs or narcotics at any time are prohibited. Students convicted of felony crimes at any time will also be viewed as in violation of this policy. The first violation of this policy will result in a six-week consecutive suspension from all extracurricular activities. The second violation will result in an 18-week suspension, and all subsequent violations will result in 52-week suspensions from all extracurricular activities. All violations are cumulative while an individual is a BRCS student. Offenses that occurred at other schools are recognized as BRCS cumulative violations.

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

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

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

- The period of suspension shall begin from the date and time notification is received by the administrator.
- The administrator shall notify the student as soon as feasibly possible.
- The student shall have the right to a hearing within three school days after such notification.
- The hearing will be conducted by a school administrator.
- The student shall have the right to be present at the hearing and offer such testimony and other evidence the student deems material. The student shall also have the right to confront and question the person(s) who filed the violation of this NDHSAA and/or BRCS rule.
- If the student is not satisfied with the hearing decision, they have the right to appeal to the BRCS School Board.
- If appealed to the school board, all decisions are final.

Procedure when a violation is reported during the summer months:

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

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

Discipline of Student-Athletes

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

Varsity Lettering Policy

Head coaches/advisors of each program will determine criteria for students to receive letters.

Homeschool Student Participation Policy

Homeschool students may be admitted to participate in athletic extracurricular activities at Bishop Ryan Catholic School. Homeschool students belonging to and active in one of the four Minot Catholic parishes will pay a nonrefundable \$500 activity fee per season per sport to participate. (Verification of parish registration and activity is dependent upon a letter of recommendation from the pastor of the student’s parish.) Homeschool students not belonging to and active in one of Minot’s four Catholic parishes will pay a nonrefundable \$1,000 activity fee per season per sport to participate.

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

STUDENT CONDUCT

Elementary Discipline Policy

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

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

Major disciplinary offense consequences may include suspension or expulsion. These offenses will also be referred to the school board.

Middle School/High School Discipline Policy

Minor Disciplinary infractions

Minor disciplinary offenses include: referrals to the principal for campus non-major infractions such as excessive tardiness to class, dress code violations, causing minor disturbances, and others. Specific matters of misconduct expressed and/or implied by this provision may result in detention or suspension.

Major Disciplinary Infractions

I. Major disciplinary offenses shall be:

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

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

- a. First offense: 1- to 3-day out-of-school suspension based on the principal's discretion
- b. Second offense: 5-day out-of-school suspension
- c. Third offense: **referral to the BRCS School Board with recommendation for expulsion**

III. Disciplinary action for any major offense may be accelerated to step 2 or 3 at any point. This will be done when the administration feels that a single offense is serious enough to warrant out-of-school suspension or expulsion. In cases of expulsion, the BRCS School Board will make a final decision. Also, the administration has the prerogative of not referring expulsion (step 3) when extenuating circumstances would warrant this consideration.

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

Office Referral During the School Day

If a student is referred by a teacher to the principal for disrupting the educational process in their classroom, that student will incur an in-school suspension that day and become ineligible to participate in their next extracurricular performance or competition.

Detention

Detention will be scheduled at the discretion of the principal. A student assigned to detention must be at detention on the assigned day. Students unable to attend detention for any reason must contact the principal and make arrangements to complete the detention. Failure to do so will mean that the student has skipped detention and will be suspended on the next day the student is in attendance.

Electronics

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

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

- 1st offense (treated as a minor violation): The student will serve detention and the electronic device will be held in the office for pick-up at the end of the day.
- 2nd offense (treated as a minor violation): The student will serve detention and the electronic device will be held in the office for pick-up by the student's parents.
- 3rd offense: The student will serve in-school suspension and, for a period of time determined by the principal, must turn the device in to the principal each morning and retrieve it at the end of the school day.

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

Bullying Policy

Bullying will not be tolerated by any student or employee of Bishop Ryan Catholic School. For a definition of what bullying is and to see the school's policy on handling claims of bullying, please refer to the "BRCS Bullying Policy" addendum to this handbook.

Harassment Policy

Bishop Ryan Catholic School is committed to providing an educational environment which encourages the academic, social, and spiritual growth of every student. Therefore, every student is entitled to a learning environment free of harassment: sexual, verbal or physical. Victims of such harassment should report it to a member of the administrative team as soon as it occurs.

Sexual Harassment Procedure

Sexual harassment will not be tolerated by any student or employee of Bishop Ryan Catholic School. For a definition of what sexual harassment is and to see the school's policy on handling claims of sexual harassment, please refer to the "Sexual Harassment Procedure" addendum to this handbook.

Drug-Free School and Search Policy

Please refer to the "Drug-Free School and Search Policy" addendum to this handbook.

Tobacco Policy

Please refer to the "Tobacco Policy" addendum to this handbook.

Weapons Policy

Students are forbidden to possess or store any weapon on school property, at school-sanctioned activities, or while being transported for education and extracurricular activities.

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

Felony Offenses

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

Field Trips

Permission forms will be sent home for each field trip. Parents are asked to see that these forms are signed and returned to the teacher. Students will not be able to participate without a signed form, and students will not be allowed to call home for a forgotten permission slip. In the event you do not want your child to go on a field trip, please notify the school with a note or call.

These visits to local points of interest have educational value and are encouraged, provided they coincide with current class activities. When students are on these outings, they are representing Bishop Ryan Catholic School; therefore, best behavior is expected. If inappropriate behavior is exhibited, the student may need to return to the school or parents may be called to pick up their child.

School Trips

Students who are on trips representing the school are required to be in full compliance with the rules and regulations of Bishop Ryan Catholic School. THIS INCLUDES THE SCHOOL DRESS CODE, ELIGIBILITY RULES AND NDHSAA RULES. Behavior and appearance must be exemplary of our school. Failure to comply will mean that students will give up future trips and appearances as representatives of our school.

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

School Dances

Only organizations and clubs directly affiliated with the school may sponsor and conduct school dances. To sponsor a dance, the following procedures must be followed:

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

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

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

STUDENT HEALTH & WELLNESS

Asbestos Notice

Dear Parents, Teachers, and Employees:

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

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

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

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

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

Medication Administration Policy

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

Student Allergies

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

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

Head Lice Policy

Sign and symptoms of head lice may include:

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

If a teacher/staff member notices any of the above with a student and is suspicious that it may be head lice, the parent will be immediately notified and asked to take their student from school to be checked for nits, nymphs, or adult lice. If the student does have a confirmed case of head lice, **they may not return to school until they are nit-free, thus having no nits, nymphs or adult lice.**

If a parent finds their child to have head lice, they must report it to the school immediately.

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

Student Pregnancy

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

Sack Lunch & Snack Policy

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

As part of our healthy environment, Bishop Ryan does not allow students open-campus lunch privileges, nor do we encourage the practice of bringing restaurant food for lunch. We will not allow food to enter the cafeteria in restaurant-provided packaging.

Bishop Ryan Catholic School Wellness Policy

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

Nutrition Goals

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

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

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

Physical Education Goals

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

- Students will be given opportunities for physical activity during the school day through physical education classes, daily recess periods for elementary students, and the integration of physical activity into the school day.
- Students will be given opportunities for physical activity through a range of before- and/or after-school programs, which may include intramurals, interscholastic athletics and physical activity clubs.
- The school will provide professional development to enable teachers and other school staff to promote enjoyable, lifelong physical activity among students.
- The school will encourage parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.
- Teachers and other school personnel will not use physical activity (e.g., running, laps, pushups) as a punishment. Teachers and other school personnel will not withhold opportunities for physical activity (e.g., recess, physical education) as punishment.
- The school is encouraged to promote the use of school facilities outside of school hours for physical activity programs offered by community-based organizations.

School Meal Guidelines

Nutrition services offers healthy, nutritious meals, snacks and beverages in compliance with the most updated USDA guidelines and Dietary Guidelines for Americans. This includes all foods and beverages sold or served to students, including those available outside of the school meal programs. The goal is to create a total school environment that is conducive to healthy eating and being physically active.

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

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

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

- Foods and beverages sold individually will comply with the most updated USDA guidelines (i.e., foods sold or served outside of reimbursable school meals, such as through vending machines, ala carte, fundraisers, school stores, celebrations, school functions, catering, etc.)
- The school day is considered from midnight until 30 minutes after the last bell.
- School principals have the option to allow three, one-day fundraisers per building each school year that do not have to comply with USDA guidelines.

- The school will encourage snacks that make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage.
- The school is encouraged to consider celebration activities other than food. This includes foods or snack items brought from home.
- School-sponsored events outside of the school day (i.e., athletic events, dances, or performances) will be encouraged to sell or serve healthy foods and beverages.
- The school will use marketing activities that promote healthful behaviors including: vending machine covers promoting healthy options.

Implementation of the Wellness Policy

The school recognizes the importance of communicating with parents and will support parents' efforts to provide a healthy diet and daily physical activity for their children. Shared information will support and include nutrition education, physical activity and physical education through the school website, newsletters, or other take-home materials and special events.

The school board designates the principals with the operational responsibility for ensuring the policy's fulfillment. Principals will report to the school wellness committee on the school's compliance.

The school wellness committee will submit a summary report annually on the school's compliance. That report will be provided to the school board.

Monitoring will be reported annually to help review policy compliance, assess progress, and determine areas in need of improvement and or revisions.

ADDENDUM I: BRCS BULLYING POLICY

“Bullying” means:

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

Forms of bullying include, but are not limited to:

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

Prohibitions

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

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

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

Reporting

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

Reporting Options for Students and Community Members

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

1. Completing a written complaint form: A complainant will have the option of including his/her name on this form or filling it anonymously. The form may be returned to any school staff member, or filed in one of the school’s main offices.
2. Complete and submit an online complaint form: A complainant will have the option of including his/her name on the form or submitting anonymously.
3. File an oral report with any school staff member.

- A complaint filed anonymously may limit the school's ability to investigate and respond to the alleged violations.
- Report Forms are available in the Bishop Ryan Catholic School business office as well as the high school office.

Reporting to Law Enforcement & Other Forms of Redress

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

Reporting Requirements for School Staff

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

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

The school approved form shall be completed by an administrator when s/he:

1. witnesses an alleged violation of this policy; or
2. receives an oral report of an alleged violation of this policy.

Documentation & Retention

All written reports of an alleged violation of this policy received by the school shall be forwarded to the appropriate school administrator for investigation and retention. Report forms and all other documentation related to an investigation of an alleged violation of this policy shall be retained by the school for six years after a student turns 18 or graduates from high school, whichever is later. If a student does not graduate from the school, such reports and investigation material shall be retained for six years after the student turns 18.

Investigative Procedures

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

Upon receipt of a report of an alleged policy violation, the designated administrator shall first determine if the alleged policy violation is based on a protected class—whether actual or perceived. Reports involving a protected class shall be investigated in accordance with the school's harassment/sexual harassment policy, including the timelines contained therein.

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

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

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

Disciplinary & Corrective Measures

Students that the school has found to have violated this policy shall be subject to disciplinary consequences and/or corrective measures. When determining the appropriate response to violations of this policy, administration shall take into account the totality of circumstances surrounding the violation. Measures that may be imposed include, but are not limited to:

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

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

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

If the perpetrator is a school staff member, the school shall take appropriate disciplinary action including, but not limited to: a reprimand, modification of duties (only if allowed by applicable policy, the negotiated agreement, and/or the individual's contract), suspension, or a recommendation for termination/discharge in accordance with any applicable law.

Victim Protection Strategies

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

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

Prevention Programs & Professional Development Activities

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

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

ADDENDUM II: BRCS SEXUAL HARRASMENT PROCEDURE

1. GENERAL STATE OF POLICY

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

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

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

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

2. SEXUAL HARASSMENT DEFINED

A. Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conductor communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. That conduct or communication has the purpose of effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.

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

B. Sexual Harassment may include, but is not limited to:

- Verbal harassment or abuse;
- Subtle pressure for sexual activity;
- Inappropriate patting or pinching;
- Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
- Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or education status; or
- Any unwelcome sexually motivated touching.

3. REPORTING PROCEDURES

Any person who believes he or she has been the victim of sexual harassment by a student or an employee of BRCS, or any third person with knowledge or belief of conduct which may constitute sexual harassment should report the alleged acts immediately to an appropriate BRCS Official as designed by this policy. BRCS encourages the reporting party or complainant to use the report form available from the principal of each building or available from the BRCS Office.

INFORMAL

Reasonable efforts should be made by principals or designees to resolve a problem or complaint prior to beginning the formal complaint process. If there is alleged or actual sexual harassment, the normal discipline procedure may be used to resolve the issue. The complainant may choose either the informal or formal method of resolving the complaint.

FORMAL

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

- A. In the school building, the principal is the person responsible for receiving oral or written reports of sexual harassment at the building level. Upon receipt of a report or a formal complaint, the principal must notify the school president immediately without screening or investigation the report. A written report will be forwarded simultaneously to the school president. If the report was given verbally, the principal shall reduce it to written form within 24 hours and forward it to the president. Failure to forward any sexual harassment report or complaint, as provided herein, will result in disciplinary action. If the complaint involves the building principal, the complaint shall be filed directly with the school president.
- B. BRCS Wide: The school board hereby designates the school president to receive reports or complaints of sexual harassment from any individual, employee or victim of sexual harassment and also from building principals as outlined above. If the complaint involves the school president, the complaint shall be filed directly with the school board president. BRCS shall conspicuously post the name of the school president, including a mailing address and phone number. Submission of a complaint or report of sexual harassment will not affect the individual's future employment, grades or work assignments.

Use of formal reporting forms is not mandatory.

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

4. INVESTIGATION AND RECOMMENDATION

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

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

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

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving the rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In addition, BRCS may take immediate steps, at its discretion, to protect the complainant, students, and employees pending completion of an investigation of alleged sexual harassment.

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

5. BRCS ACTION

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

6. REPRISAL

Bishop Ryan Catholic School will discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists or participates in an investigation,

proceeding or hearing relating to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

7. NON-HARASSMENT

BRCS recognizes that not every advance or consent of a sexual nature constitutes harassment. Whether a particular action or incident is a personal, social relationship without a discriminatory employment effect requires a determination based on all the facts and surrounding circumstances. False accusations of sexual harassment can have a serious detrimental effect on innocent parties and could result in disciplinary action.

8. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

9. SEXUAL HARASSMENT AS SEXUAL ABUSE

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

10. DISCIPLINE

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

11. APPEALING OF AN UNFAVORABLE DECISION

The complaining party may appeal a decision perceived by them to be unfavorable by exercising their right to file a grievance with BRCS.

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

ADDENDUM III: BRCS DRUG-FREE SCHOOL AND SEARCH POLICY

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

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

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

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

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

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

It is the policy of BRCS that locker, desks, and storage areas may be made available to students in their day-to-day activities. However, all lockers, desks, and storage areas remain the property of BRCS and are subject to being searched by BRCS officials at any time, with or without notice to the student or his/her parent(s) or guardian(s).

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

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

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

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

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

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

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

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

It is the policy of BRCS that any violation of any of these policies, except sale, delivery or distribution or attempt to sell, deliver or distribute, shall subject the student to suspension or expulsion. The sanction for a first offense is a three (3) day suspension, the second offense is a ten (10) day suspension and, the third offense is expulsion.

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

It is the policy of BRCS that the superintendent of BRCS shall be responsible for administering this policy and the sanctions and that the committee described below may review the decision of the superintendent of BRCS on the request of the superintendent or of the parent(s) or guardian(s) of the affected student.

It is the policy of BRCS that a committee consisting of the superintendent of BRCS, the principal of the school the student attends, the guidance counselor at the school the student attends, the president of the BRCS school board, and one parent of a student enrolled at BRCS selected by the superintendent, shall be a committee which is authorized, and may on request review and by a majority vote of persons attending, increase or decrease any sanction for violation of this policy. There shall be no limit on the discretion of this committee as regards suspension or expulsion including the authority to expel for a first offense and to waive all sanctions. The committee may impose conditions in addition to or in lieu of the sanctions of this policy.

ADDENDUM IV: BRCS TOBACCO POLICY

1. Rationale for Regulating Possession and Use

The health hazards of tobacco have been well established. This policy is established to:

- a. Reduce the high incidence of tobacco use in North Dakota
- b. Protect the health and safety of all students, employees and general public
- c. Set a non-tobacco use example by adults

2. Tobacco Definitions

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

The term "use" means the chewing, lighting, smoking and any other usage of any tobacco product.

3. Tobacco Use and Possession Prohibitions

Bishop Ryan Catholic School (BRCS), inclusive of all its buildings and property, shall be tobacco free 24 hours a day, 365 days a year. This includes days when school is not in session and all events and other activities not associated with, or sponsored by the school. Possession or use of tobacco products by students on district property, in district vehicles, and at school sponsored events (whether on or off district property) is prohibited. This includes non-school hours and at all events sponsored by the school or others.

4. Tobacco Prevention Education

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

5. Tobacco Policy: Communication to Students, Staff and the Public

This policy will be printed in the employee and student handbooks. It will be posted in highly visible places in all schools of the district. Signs will be posted in all entrances of school buildings, school playgrounds, athletic fields, and school sponsored events (on and off campus). Parents will be sent notification in writing, and the local media will be asked to communicate this tobacco-free policy community-wide.

ADDENDUM V: LITTLE LIONS PRESCHOOL POLICIES

Philosophy

As early childhood educators, we direct the development of the “whole” child: intellectually, socially, emotionally, and physically. Through love and respect, we facilitate the unfolding of each child’s potential. It is our responsibility to prepare the environment with a variety of exciting learning experiences, and to observe, oversee, and nurture each child’s progress through these experiences so that every child can experience success. We believe that children must be approached in a consistently positive, warm manner to develop trust, self-esteem, and healthy relationships.

Hours of Operation

Morning Preschool Sessions: 8:00am-11:00am

Afternoon Preschool Sessions: 12:00pm-3:00pm

Full-Day Preschool Sessions: 8:00am-3:00pm

Student Arrival and Pick-Up

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

Care and Safeguarding of Personal Belongings

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

Child Abuse or Neglect

If child abuse or neglect is suspected, it will be reported to the preschool operator, and proper reporting procedures will be followed.

Communication

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

Disciplinary Practices

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

Grievance Policy

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

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

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

Student Illness

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

Student Records

Preschool students must have a copy of their birth certificate, current immunization record or exemption form, ND Child Information form, current ND Health Assessment form, BRCS Media Policy, current BRCS Student Emergency form, and Home Language Survey on file as of September 15th of the current school year to maintain their enrollment at Bishop Ryan Catholic School.

Transportation & Accountability

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

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

Thank you for reading the Bishop Ryan Catholic School Student and Family Handbook!
If you have any questions, please ask Mrs. Steckler, Mr. Lee, or Fr. Nelson for clarification.

If you understand everything in the handbook, **please have both parents and each student sign below, then return this form to the office or your child's teacher by Monday, September 16th, 2019.** (Parents of preschool students can sign on their child's behalf.)

The _____ family has read and understood all guidelines in the Bishop Ryan Catholic School Student and Family Handbook.

Parent Signature/Date

Parent Signature/Date

Student Signature/Grade

PARENTSWEB ONLINE DIRECTORY LISTING

The Bishop Ryan RenWeb ParentsWeb site allows us to host a school directory in a secure portal that is only available to Bishop Ryan parents who log into the ParentsWeb site. The directory displays the following information: student name, grade and picture, parents' names, home phone number and address. Unless notified otherwise, all families will be displayed in this secure online directory.

By marking this box, I signify that I **DO NOT** want my family's information to appear in the Bishop Ryan RenWeb ParentsWeb directory of families.

Parent Signature

SAFE ENVIRONMENT PROGRAM

Out of concern for all of God’s people and in response to the United States Conference of Catholic Bishops’ *Charter for the Protection and Young People*, we will be presenting a safe environment curriculum for our children and young people which is supported and mandated by the Bishop of the Diocese of Bismarck.

“Dioceses will establish ‘safe environment’ programs. They will cooperate with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, and others about ways to make and maintain a safe environment for children. Dioceses will make clear to clergy and members of the community the standards of conduct for clergy and other persons in positions of trust with regard to sexual abuse.”

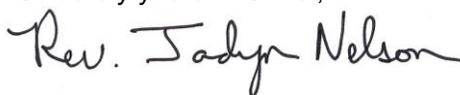
-Article 12 of the Charter for the Protection of Children and Young People

We have taken many steps in recent years to do our part in ensuring that your children are in a safe place when they participate in our program. All of our staff and volunteers have received the required background checks and training. The goal of our age-appropriate lessons is to equip our children and young people by arming them with essential knowledge and skills grounded in the richness of our faith. This program helps children and young people to understand their own and others’ dignity in mind, body, and spirit.

If you do not wish for your child to participate in this program, please complete the following opt-out information.

Furthermore, if you are interested in additional resources for your own use, please follow the “Safe Environment” link at the top of our website, then click on the link for training under the “Mandated Reporting” heading.

Sincerely yours in Christ,



**Diocese of Bismarck Safe Environment Program
Parent Opt-Out Form**

Parish/School Name: Bishop Ryan Catholic School

I choose to have my child(ren) opt out of the Child Abuse Prevention Training Program offered by the parish/school.

Child(ren)’s Name(s)

Parent’s Signature

Parent’s Printed Name

USCCB Office of Child & Youth Protection:

“If parents choose not to have their child participate in the safe environment training, dioceses must maintain documentation relating to that refusal. Specifically, parents/guardians must be given a form to sign that indicates they have been offered the safe environment training, that they decline to have their child participate in such training, and that the diocese has offered to provide safe environment training materials for the parents/guardians to utilize. If the parents/guardians will not sign such a form, a notation of this should be made on the form by the responsible parish/school representative, and that form should be maintained by the parish and/or diocese.”