

# **PARENT/STUDENT HANDBOOK CERTIFICATION AND TECHNOLOGY USAGE ACCEPTANCE POLICY 2021 – 2022**

*This Handbook does not establish a contractual relationship between Brother Rice High School (“Brother Rice”) and its parents/guardians and students. This Handbook only serves to highlight Brother Rice’s general policies, practices, and procedures for your personal benefit and cannot be construed as a legal document of any kind. Any procedure contained within this Handbook is strictly intended to provide all parents/guardians and students with a general framework for addressing and/or resolving various situations that may arise from time to time. Brother Rice reserves the right to change, alter, remove and/or amend all procedures, policies, and regulations contained within this Handbook at any time, and at the sole discretion of the Administration, whenever such changes are deemed necessary, and without prior notice or cause.*

Please read the following statements, sign the appropriate space and return this sheet to the respective homeroom teacher by Friday, September 3, 2021.

I (Parent/Guardian) acknowledge that Brother Rice High School (BRHS) reserves the right to use photographs of my son, taken either in class or on the BRHS campus, of BRHS students and/or their activities, for the purposes of instruction, advertising and promoting BRHS and its programs. Parents of students who do not wish to comply with this policy must notify the Marketing Director in writing.

I (Parent/Guardian) have read the 2021-2022 Brother Rice Parent/Student Handbook and I agree to abide by the policies and regulations and I will instruct my son to do so as well. Furthermore, I have read the “technology usage policy” and I will instruct my son to abide by the technology policy and its regulations. We understand that nothing within the Brother Rice Student Handbook creates any contractual obligations between Brother Rice, our son and us.

**I (Student) have read the 2021-2022 Brother Rice Parent/Student Handbook and I agree to abide by the policies and regulations. I have also read the “Technology, Internet, and Social Media Acceptable Usage Policy” and I agree to abide by those policies and regulations and I am aware of the consequences if those policies are not followed.**

**STUDENT’S NAME/ HOMEROOM** \_\_\_\_\_

STUDENT'S SIGNATURE \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_

**DUE IN HOMEROOM BY  
SEPTEMBER 3, 2021**

Brother Rice High School  
10001 South Pulaski Road  
Chicago, Illinois 60655-3356

Phone: 773-429-4300

Fax: 773-779-5239

Website: [www.brotherrice.org](http://www.brotherrice.org)

**MISSION STATEMENT**

We, the family of Brother Rice High School, are a diverse, Catholic Christian community, committed to preparing young men for college and for the process of life-long learning. We educate young men to “Act Manfully in Christ Jesus” and to deal wisely with their world in the tradition of the Christian Brothers and the charism of Blessed Edmund Rice.

Brother Rice High School is accredited by Cognia and by the Illinois State Board of Education and is a member of the National Catholic Educational Association.

**2021-2022 TENTATIVE CALENDAR: CHECK  
MONTHLY CALENDARS FOR UPDATES**

**Report Cards** are issued in January and June. Check website for any updates.

**Progress Reports** will be available on Schoology (homework website) on the 15th and 30th of each month.

**Sports Schedules** are available through [Brotherrice.org/athletics](http://Brotherrice.org/athletics).

**August**

- August 16 ..... Teacher Orientation
- August 17,18 ..... Fresh, Soph., Jr., and Sr Orientation, Faculty In-Service
- August 19 ..... First Day of School
- August 19 ..... Parents’ Back to School Night – 30 Minute Schedule

**September**

- September 6 ..... Labor Day, No School
- September 9 ..... Mass
- September 10 ..... Fr. Retreat – E Learning Day
- September 21-24 ..... Kairos
- September 29 ..... College Fair 6:30-8:30

**October**

- October 3 ..... Open House 1
- October 7 ..... Mass
- October 8 ..... 30 Minute Schedule – Homecoming
- October 11 ..... Columbus Day – Shadow Day

October 13 .....PSAT Testing  
October 21 ..... Parent/Teacher Conferences – 30 Min. Schedule  
October 22 ..... No School  
October 25 ..... No School

**November**

November 5.....Jr. Ring Ceremony  
November 7.....Open House II  
November 8..... No School  
November 11..... Veterans Day Service  
November 24..... No School  
November 25..... Thanksgiving  
November 26..... No School

**December**

December 1..... Last Look Open House  
December 4..... Entrance Exam  
December 8..... Advent Service and Band Concert  
December 16..... Faculty/Staff Christmas Party 30 Min. Schedule  
December 17-22 ..... Finals  
December 23..... Make-Up Finals  
December 23 through January 7 ..... Christmas Vacation

**January**

**Report Cards Issued to Students**

January 10 ..... 30 Minute Schedule, Classes Resume  
January 11-14 ..... Kairos  
January 17 ..... Dr. Martin Luther King, Jr. Day, No School  
January 20 ..... Assembly Schedule - Founders Day  
January 22 ..... Trivia Night

**February**

February 3..... Catholic Schools' Week Liturgy  
February 7..... No School, Teacher In-Service  
February 11..... Soph. Retreat – E Learning Day  
February 14..... 7th Grade Shadow Day – 30 Minute Schedule  
February 21..... No School

**March**

March 2 ..... Ash Wednesday  
March 11 ..... No School, Faculty/Staff In-Service  
March 16-19 ..... Kairos

**April**

April 14 ..... Holy Thursday, No School  
April 15 ..... Good Friday, No School  
April 17 ..... Easter Sunday  
April 18 through 22..... Easter Break

April 25 ..... School Resumes

**May**

May 5 ..... Edmund Rice Feast Celebration (Liturgy)

May 6 ..... seniors' Last Day

May 7 ..... Prom

May 17 ..... Baccalaureate Mass

May 19 ..... Graduation

May 24 through 27 ..... Finals

May 30 ..... Memorial Day – No School

May 31 ..... Make-Up Finals

**June**

**Report Cards**

**PURPOSE OF THE HANDBOOK**

This handbook contains policies and procedures pertaining to student life effective at the time of publication.

Neither this Handbook nor the student planner is a contract. Any subsequent modification or additions to these policies and procedures may be announced by the Administration via the website or mail.

The official, updated version of this Handbook, containing all policy changes and additions, is maintained in Administration. The Administration of Brother Rice High School reserves the right to interpret, change, or add to the contents of this Handbook.

Any student enrolled in Brother Rice High School and his parent(s)/guardian(s) are bound to follow all Brother Rice High School rules and regulations. Students, parents and guardians who fail to familiarize themselves with this Handbook are not excused from adherence to its requirements. Information in this Handbook, which applies to parents, applies equally to guardians.

The cost to replace this Handbook is \$10.00.

**NONDISCRIMINATORY POLICY**

Brother Rice High School admits students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational and all other school administered programs or activities. It does not discriminate on the basis of race, color, gender and national or ethnic origin in its hiring practices. Any behaviors believed to be in violation of this policy should be reported to the principal. All allegations of discrimination are taken seriously and that retaliation for reporting discrimination is prohibited. However, any individual who intentionally makes false reports of discrimination may be disciplined up to suspension/expulsion.

**BOARD OF DIRECTORS  
BROTHER RICE HIGH SCHOOL, INC.**

Brother Rice High School is an educational nonprofit corporation governed by an appointed Board of Directors. The business of the corporation is managed by the Board of Directors, according to the bylaws of the 1984 state incorporation. Board members for the 2019-2020 school year as of this printing are:

Mr. James Kramer '64, Chairman

Mr. Randy Schwartz '77, Vice Chairman

Mr. Mark J. Donahue, '74 President

Mr. Robert Alberts, '85 Principal

Mr. Brian Barkowski '95

Brother Dan Casey, CFC '69

Mr. Michael Elwood '74

Mr. Patrick Folliard '73

Mr. Terry Gallagher '76

Mr. Stephan Garland

Mr. Lawrence Heavey '71

Mr. Donald J. Liebenritt '68

Mr. Jack Love '77

Mr. Edward McGunn '80

Mr. Dennis O'Malley '82

Dr. Ann Marie Riordan

Mr. Stephen Ruff '64, Board Counsel

Mr. Rodero Warren '77

## **STATEMENT OF PHILOSOPHY**

Brother Rice High School, established to provide excellence in learning, is rooted in the philosophy and vision of Blessed Edmund Ignatius Rice, founder of the Congregation of Christian Brothers.

1. Edmund believed education went beyond the limits of the schoolroom and school day.

Through extracurricular and co-curricular events and activities, and through studies in literature, communication and fine arts, the Brother Rice High School community teaches that education is a lifelong process, which takes many forms.

2. Edmund's knowledge of human nature and of the world, coupled with his moral convictions, helped him to teach his students to deal wisely with their world.

Through a balanced college preparatory curriculum, Brother Rice High School prepares students for a place in their world through studies in morality, business, technology, science, social studies, mathematics and foreign language.

3. Edmund believed in sharing his mission with parents and colleagues.

The Board of Directors, Administration, Faculty and Staff work together with parents and alumni to chart the future of the school.

4. Edmund's main purpose was to bring his pupils to the knowledge and love of Christ.

Brother Rice High School's main purpose is to proclaim the Good News of Salvation and the Good News of the personal dignity of each student. It does this in part through a campus ministry program, regular prayer experiences and daily Catholic faith instruction.

5. Edmund believed his students should practice religion as well as know it.

Brother Rice High School students practice their religion through food drives, retreats, tutoring, mission collections, a Christian Service Program and the study of social justice and world conditions.

6. Edmund was kind, charitable, dedicated and selfless.

The faculty and staff of Brother Rice High School emulate the virtues of this great man through their own personal morality and faith as they assist parents in guiding the lives of their sons.

7. Edmund, a man of great faith and love often said, "Cast all your cares into the arms of Divine Providence, for with the Blessing of God, I and my helpers will be able to uplift these poor boys and raise them to the status of men."

The Brother Rice High School community attempts to deal with the poverty of its students in whatever form they find it. The community prays with Edmund Rice that its members may prepare Brother Rice students to live the school motto, "Act Manfully in Christ Jesus."

## **HISTORY**

Brother Rice High School embraces the Essential Elements of an Edmund Rice Christian Brother Education and is named in honor of the founder of the Christian Brothers, Blessed Edmund Rice.

### **50s**

The first faculty of eleven Brothers welcomed the freshman class of 420 students in September 1956. Brother William C. Penny was the school's first principal, and the main classroom and athletic facility was completed within a year of the school's opening. A standard of excellence that has been the hallmark of Brother Rice through its history was recognized by the North Central Association which granted accreditation only two years after opening, unusually fast for private schools. Brother Rice High School boasts one of the finest facilities of any Catholic high school in the nation, but this too has developed as a result of dedicated efforts throughout the school's history.

Athletic success has always characterized Brother Rice High School through its history. The varsity football team marked its first "w" in the third game of its very first season with a 12-6 win over St. Phillip High School in 1958 - and this before Brother Rice had a senior class. Brother Rice became a member of the Illinois High School Association in 1975 and became the first Catholic League School to win an IHSA state championship in any sport with the baseball team's state victory in 1976. Crusader teams have won an astonishing 121 league titles, 17 individual and team state championships, 3 Prep Bowl football championships, and numerous regional and sectional titles. The Crusaders participate in 15 different interscholastic sports on over 30 levels. Presently, over half of our student population participates in athletics.

### **60s**

In 1969, making way for the increasing demands of a college preparatory curriculum, Brother Rice opened a new 16,000 square-foot library, now called the Pilon Learning Resource Center, which was one of the largest and most technically advanced high-school libraries in the state.

Through the fund-raising efforts of the parents, students, Mothers' and Dads' Clubs, a six-lane, 25-yard swimming pool and a band room also opened in 1969.

### **70s**

The next major facility enhancement took place in the late 1970's and early 1980's during "Project 25," yielding additional offices, a second gymnasium, a new weight room, a locker room, and a 110-seat lecture hall. Once again, student and parent fund-raising provided the greatest portion of Project 25's budget.

### **80s**

Responding to the growing needs for computer education, Brother Rice was among the first schools in the area to build and equip a full computer lab. The lab has undergone periodic upgrades since then including a major renovation and upgrade in 1994 when it was named the Joseph H. Cainkar Computer Center.

The Kairos Retreat Program became a part of the school's religious formation efforts in 1987.

While maintaining its commitment to prepare students for college, Brother Rice High School founded its very successful Focus Program in 1985 to assist students in their studies. Since its beginning, the program has prepared hundreds of students, who might not have otherwise even considered attending college, for successful college experiences.

In 1985, Brother Rice was one of the first schools in the state to receive the U. S. Department of Education Exemplary Schools award, confirming the school's continued commitment to excellence in education.

### **90s**

The APEX program was founded in 1995 to better serve the needs of the growing number of academically gifted students.

A football stadium was completed and dedicated in the fall of 1990, and in 1993 the “Rice Renaissance” campaign renovated the north gym as well as locker-room and computer facilities. The summer of 1996 saw the complete renovation of the school’s guidance center and construction of the new, state-of-the-art physics lab, the Petkus-Crane Physics Center. In 1999, lights installed through the generous contributions of the Brother Rice Family enabled football to be played at night. These 1990’s projects were also funded with student and parent help, but the major portions came from the now financially mature alumni, who have become generous supporters of all endeavors of the Brother Rice community.

## **2000s**

The \$2.75 million capital campaign, “Our Crusade Continues”, remodeled classrooms and labs, renovated the Main Office, opened a new student health center, kept student and administration technology up-to-date and added to the endowment fund for student financial assistance. A new 3,700 square foot Fitness Center, the largest in the area, was completed. In 2004, Brother Rice installed a state-of-the-art, eight-lane, outdoor running track with areas associated for field events. The Rice Relays were reborn in the spring of 2007.

In 2004, Brother Rice High School was named one of the Top 50 Catholic High Schools in the United States by the Acton Institute in its first-ever listing. Brother Rice High School won this distinction again in 2005, 2006, 2007, 2008 and 2009.

New grandstands for the stadium were built in 2006. In 2009, a beautiful new turf field was added, and the baseball stadium outfield was rebuilt and irrigated.

In May 2009, Brother Rice High School graduated its 50th senior class.

In the summer of 2010, the school’s Science labs were totally renovated using state-of-the-art technologies. Additionally, all of the school’s technology was upgraded and adapted for use across all curriculum.

Brother Rice High School graduates number more than 18,000 men.

The tradition continues every year, as Brother Rice High School welcomes young men to its freshman class. The young Crusaders are taught, as all Brother Rice High School students are taught, to live the school’s motto, “Act Manfully in Christ Jesus” in school and in daily life.

## **BLESSED BROTHER EDMUND RICE**

Founder of the Congregation of Christian Brothers, the first congregation of men to be founded in Ireland since the time of St. Patrick, Edmund Rice was born in 1762 in Callan, County Kilkenny. He was educated first at home, then in a “hedge school” and finally in Kilkenny. Mr. Rice married and became a prosperous merchant and a leader of Catholic activities in the City of Waterford.

Upon the death of his wife, Edmund had intentions of entering a monastery on the continent, but the Bishop of Waterford encouraged him to stay in Ireland and begin a school for poor boys. Thus in 1802, Edmund rented a house, engaged the services of two young men, and opened a school. Some three hundred boys of all ages flocked to him. Not accustomed to the routine and discipline of school, they must have tested the courage of their masters, for the two paid teachers soon wearied and left Edmund alone. Edmund persevered, however, and God rewarded his confidence when two other young men offered themselves as voluntary helpers in his enterprise.

The new school effected such a transformation among the youth of Waterford that Edmund soon opened schools in other cities. Additional helpers came, and he organized them to live together and follow a religious rule of life.

Pope Pius VII gave papal approval to the Congregation in 1820, and in 1829 Brother Rice was elected the first Superior General of the new congregation.

After opening additional schools in Ireland and England, Brother Edmund Rice died August 29,

1844, at Mount Sion, Waterford.

On October 6, 1996, Edmund was named “Blessed” by Pope John Paul II in Rome. Thirty-four members of the Brother Rice community, including students, teachers, alumni, alumni parents, and Board members, attended the ceremony. Pope John Paul II declared May 5 as the annual universal feast day for Blessed Edmund Rice.

## **ESSENTIAL ELEMENTS OF AN EDMUND RICE CHRISTIAN BROTHER EDUCATION**

**JULY, 2006**

### **PREAMBLE**

Blessed Edmund was given the grace to respond to the call of Jesus by identifying with Christ in the poor. His example evoked a deep awareness of God’s loving presence in all with whom he came in contact. He awakened within them a consciousness of their dignity as children of God. He invited his followers to share his gospel insight, and empowered them to reach out to the needy, especially the materially poor.

The life of Blessed Edmund Rice – businessman, husband, father, widower, religious brother, teacher, and founder - challenges all involved in Christian Brother education to live and teach gospel values in today’s world. His charism inspires the Essential Elements of a Christian Brother Education:

“Edmund Rice was moved by the Holy Spirit to open his whole heart to Christ present and appealing to him in the poor (*1984 General Chapter*).”

### **ELEMENTS**

**In ministry begun by Jesus Christ and inspired by the vision of Blessed Edmund Rice, a Christian Brother education . . .**

**Evangelize Youth within the Mission of the Church.**

- proclaim the Good News of Jesus Christ in word and deed
- permeate the entire curriculum, activities, and all aspects of the educational process with the Gospel message of Jesus Christ
- encourage young people to a deeper relationship with Jesus Christ
- provide opportunities for liturgies, retreats, vocation awareness workshops and daily prayer

**Proclaim and Witness to Catholic Identity.**

- give priority to religious instruction with opportunities for faith development and theological understanding
- participate in the sacramental life of the Church and model a living faith through the use of rituals and symbols
- foster devotion to Mary and the communion of saints
- ensure that Catholic identity permeates all endeavors: all classes and activities, procedures and policies, services and programs

**Stand in Solidarity with those Marginalized by Poverty and Injustice.**

- promote policies and structures that reflect a climate of compassion for the poor and disadvantaged
- include education and advocacy for peace, justice, global awareness, and care for the Earth
- prepare students to work toward the creation of a just society
- encourage ministry experiences that work with and serve the poor and marginalized
- support mission areas at home and abroad
- establish tuition and scholarship policies that open educational opportunities to the poor and

disadvantaged

### **Foster and Invigorate a Community of Faith.**

- provide a disciplined, safe atmosphere in which students are free to grow and take responsibility for their own learning and for the life of the community
- sustain compassionate, respectful relationships among all stakeholders
- be in union with the Church through commitment to service and formation of community
- encourage faculty and staff to give daily witness to their integral role in communal faith formation
- embrace the human condition and welcome God's healing

### **Celebrates the Value and Dignity of each Person and Nurture the Development of the Whole Person.**

- promote respect for each individual as created in the image and likeness of God
- value the diversity of the human family and seek to reflect diversity among the students, faculty and staff
- promote strong programs for personal, professional, and pastoral care
- offer co-curricular activities and programs that are important to a student's holistic education
- strive to provide just remuneration for faculty and staff

### **Collaborate and Share Responsibility for the Mission.**

- empower all members of the community to share in the mission
- work with parents who are the primary educators
- collaborate with Edmund Rice Christian Brother ministries on local, regional, and international levels
- foster a deeper understanding of the vision of Blessed Edmund
- promote active participation in governance by boards and diocesan officials

### **Pursue Excellence in all Endeavors.**

- promote a strong academic curriculum and cultivate a desire for excellence
- develop an educational culture that fosters the growth of the whole person, higher-order thinking, and life-long learning

## **CONGREGATION OF CHRISTIAN BROTHERS**

Members of the Congregation of Christian Brothers are "men called by God to live as religious in consecrated brotherhood for the evangelization of youth within the mission of the Church (Constitutions)."

Founded in Ireland by Edmund Rice in 1802, the Congregation now serves the Church in countries throughout the world. With headquarters in Rome, Brothers minister in Ireland, England, Australia, New Guinea, India, Africa, Canada, and Latin America, as well as the United States. In 2006, the Brothers celebrated one hundred years of service in the United States.

## **SCHOOL SEAL**

The entire field is enclosed within a double circle, symbolic of God's eternity. Placed between the outer and inner circles are the names of the school, the city in which it is located, and the year the school opened. Prominent within the circles is a Celtic cross, symbolic of the origin of the Christian Brothers.

On the field loosely embraced by the arms of the cross is a torch, symbolizing the light of learning; a cross encircled by a crown, illustrating the belief that no one can hope to wear a crown in eternity who has not carried the cross on earth in imitation of the Savior; a crusader helmet, so familiar to students of medieval times; an image of Fort Dearborn, symbolic of the great city of Chicago.

The star signifies that "those who instruct others unto justice will shine as stars for all eternity."

(Daniel 12:3)

Finally, beneath the Cross are seen the words "Viriliter in Christo Jesu" "Act Manfully in Christ Jesus" - the motto of Brother Rice High School.

## SCHOOL COLORS/CRUSADER

The official school colors are maroon and burnt orange. The maroon was taken from the Iona College colors of maroon and gold - Iona is a Christian Brothers college in New York State - and the orange is taken from the black and orange colors of Leo High School - opened by the Christian Brothers in 1926. Brother Rice athletes, in fact, all Brother Rice students are also known as "Crusaders" after the great knights of Christian antiquity.

## FACULTY & STAFF

Mr. Mark Donahue	President
Mr. Robert J. Alberts	Principal
Mr. Mike Zunica	V.P. of Development
Mrs. Karen Van Assen	Associate Principal
Mr. Matt Prunckle	Dean of Student Life
Mr. Dave Clisham	Chief Financial Officer
Mr. Jim Prunty	Director of Athletics
Mr. Matt Kelly	Director of Alumni Engagement and Annual Giving Programs
Mr. Mike Glennon	Director of Marketing
Mr. Tim O'Connell	Director of Leadership Gifts

## FACULTY & STAFF CONTACT LIST

The school directory is available online at [brotherrice.org/directory](http://brotherrice.org/directory). All teachers' and staff members' email and phone extensions are listed.

## VOICE MAIL; TELEPHONE SYSTEM

Callers to the school can contact any staff member at any time by leaving a message in their voice mailbox. Simply call the school ([773-429-4300](tel:773-429-4300)) and sometime during the recorded greeting, dial the three-digit number after the name of the staff member and leave a confidential message after the tone. If you do not receive a return phone call within 36 business hours, please call the Principal's office or the Assistant Principal's office. No messages are given to students unless it is from a parent in an emergency.

## TUITION

The family tuition rates are listed below. Student yearbooks are included in this fee. Additionally, there are separate fees for books, advanced placement tests, parking, bus, registration and athletic/activity participation and transportation. Graduation Fee is \$200 for 2021.

### 2021 – 2022 SCHOOL YEAR

One student in family	\$13,100 per year
Two students in family	\$23,700 per year
Three students in family	\$29,300 per year

## **PAYMENT PLAN OPTIONS**

### **MONTHLY PAYMENT PLAN**

(Payments are due on the 1st of each month from July thru April)

One student in family	\$1,310
Two students in family	\$2,370
Three students in family	\$2,930

**An annual \$300 student lab/tech fee will be included on your July 1st statement.**

On line payments can be made at the Brother Rice website...[brotherrice.org](http://brotherrice.org).

Brother Rice High School accepts

Visa, Mastercard and Discover.

Debit cards with a Visa or Mastercard logo are also accepted.

**A convenience fee will be charged on all credit/debit card transactions.**

**E-checks are not subject to a convenience fee.**

**A student will be subject to suspension from classes if tuition is more than 60 days past due during the school year. All tuition is due April 1, 2022. For any account past due by the time the school year ends, there may be two results. Seniors will not be able to attend prom, nor receive their diploma until tuition is paid in full. Freshmen, sophomores, and juniors will not be eligible to participate in any Brother Rice sponsored activity nor re-enroll until tuition from prior year is paid in full. Official transcripts, report cards, and diplomas will be withheld if financial obligations are not met.**

## **TUITION REFUND POLICY**

Students who withdraw from Brother Rice will receive a tuition refund according to the following policy: The total tuition charge for the year will be divided by two semesters of the school year. If a student attends 30 calendar days of the semester, a full semester payment is due.

## **BUSINESS OFFICE**

The Business office (located opposite the cafeteria) is open every school day from 7:30 a.m. until 3:30 p.m. During the summer months, the office is open only during the morning hours Monday through Thursday. Business office voice mail number: 165.

## **INSURANCE**

All Brother Rice students are automatically insured under the Student Accident Insurance Program. This program offers some protection against hospital, doctor, nursing, and ambulance expenses incurred in any accident, which might occur during the school day or at any school sponsored activity, plus travel time to and from school. The school pays the cost of this coverage. This coverage may be used in conjunction with a student's parent's own medical insurance policy. Parents are not obliged to avail themselves of this insurance plan.

## **ACADEMIC POLICY AND PROGRAMS**

Brother Rice High School presents its profile of those competencies and traits each student will ideally possess at the time of his graduation. These are goals for which Brother Rice High School strives, while acknowledging that all students may not fully achieve all the levels of growth described herein during their four years of high school.

### **RELIGIOUS PROFILE OF THE BROTHER RICE STUDENT**

Upon graduation a Brother Rice Student will

1. Have the skills to effect positive change spiritually, morally, socially and culturally in his envi-

ronment.

2. Continue to live a faith-centered life through habits of prayer, worship, evangelization and service.
3. Recognize the dignity of each person, respecting cultural and religious pluralism in society.
4. "Act manfully in Christ Jesus."

### **COGNITIVE PROFILE OF THE BROTHER RICE STUDENT**

Upon graduation a Brother Rice student will...

1. Be a logical and critical thinker.
2. Be able to communicate effectively.
3. Be technologically literate.
4. Have an understanding of the Catholic faith.
5. Be academically prepared for postsecondary education.
6. Recognize that he is a lifelong learner.
7. Be prepared to live a productive life in a changing world.

### **AFFECTIVE PROFILE OF THE BROTHER RICE STUDENT**

Upon graduation a Brother Rice student will...

1. Have an awareness of the tools available to him to continue to grow personally and emotionally.
2. Recognize the value of knowing his strengths and weaknesses in order to enhance his self-esteem and personal individuality.

### **PHYSICAL PROFILE OF THE BROTHER RICE STUDENT**

Upon graduation a Brother Rice student will...

1. Be able to understand the basic skills and physical fitness necessary to participate in a variety of conditioning exercises, leisure activities and cardio workouts.
2. Be able to demonstrate basic water survival and swimming techniques according to the American Red Cross.

## **CURRICULUM**

The course of study at Brother Rice High School is predominately college preparatory. Students pursuing most of the curriculum programs and achieving passing grades will meet at least minimum requirements for college admission.

However, within this basically college preparatory framework, efforts are made to direct a student into a program consistent with his capacity and potential. While colleges of their first choice may not accept some students, every student will be exposed to ample opportunity to discover and develop his true educational potential. ***It is the responsibility of each student to make sure that he has the required courses and credits, both for graduation and for admission to the college of his choice.***

## **CURRICULUM COMMITTEE**

The Curriculum Committee serves as an advisory board to the principal on matters relating to course offerings, course changes, course credits, and overall curriculum development.

The Committee will consist of two permanent members including a Director of Curriculum to act as chair, and the academic assistant principal. Additionally, three advising members serve two-year terms. All five are voting members.

The scope of the Curriculum Committees activities shall include:

1. Establishment, evaluation, refinement and improvement of
  - a. curriculum, especially regarding the course requirements for all levels

- b. graduation requirements
  - c. honor roll policies
2. Approval of new courses and their placement in the curriculum
  3. Approval of courses as proposed by the departments
  4. Discussion of topics, per administration request

The Curriculum Committee will publish its proceedings, including agendas and minutes and issue copies to the administration as well as associated committees. These reports will also be posted in the faculty areas.

## GRADUATION REQUIREMENTS

### Worksheet

<b>Theology</b> .....	Theology 1 _____
4.0 credits required	Theology 2 _____
	Theology 3 _____
	Theology 4 or Peer Ministry _____
<b>English</b> .....	English 1 _____
4.0 credits required	English 2 _____
	English 3 _____
	English 4 _____
<b>Mathematics*</b>	
3.0 credits required	Algebra 1 _____
	Geometry _____
	Algebra 2 _____
<b>Social Studies</b> .....	World History _____
3.0 credits required	U.S. History _____
	Social Studies Elective _____
<b>Science</b> .....	Integrated Science _____
4.0 credits required	Biology _____
	Chemistry _____
	Science Elective _____
<b>World Language*</b> .....	Fr 1, Spn 1, or Ger 1 _____
2.0 credits required	Fr 2, Spn 2, or Ger 2 _____
<b>Physical Education/Health</b> .....	Phys Ed 1 (0.5) _____
1.5 credits required	Phys Ed 2 (1.0) _____
<b>Electives</b> .....	Microsoft Office (0.5) _____
4.0 credits required	_____
	_____
	_____
	_____

\* or higher level

**Total** ..... **25.0 Credits** \_\_\_\_\_

*Students and parents are responsible for keeping abreast of the fulfillment of graduation requirements from year to year so that there will be no deficiencies at graduation time. The Focus Program has modified graduation requirements.*

## STATE UNIVERSITY REQUIREMENTS

The Illinois State Board of Higher Education has set the following requirements for admission to the state universities. Brother Rice's graduation requirements meet or exceed these state university requirements.

4 units of English

3 units of Mathematics (Algebra, Geometry, Advanced Algebra)

3 units of Lab Science

3 units of Social Studies

2 units of the same foreign language, music, art or computers

## GENERAL ACADEMIC PROGRAM

All students generally take the following programs of studies:

### Freshman

1. Theology I
2. English I
3. Algebra I
4. World History
5. Foreign Language
6. Phys. Ed. /Microsoft Office
7. Integrated Science

### Sophomore

1. Theology
2. English II
3. Geometry
4. Biology
5. Foreign Language
6. Phys. Ed.

### Junior

1. Theology III
2. English III
3. US History
4. Third Year Math
5. Chemistry
6. Elective

### Senior

1. Theology IV
2. English IV
3. Science
4. Social Studies
5. Elective
6. Elective

**All students will take six classes each year.**

Band is open to all students as an extra subject upon administrative approval.

## APEX PROGRAM

Academically gifted students are admitted into APEX (Academic Pursuit of Excellence) to help assure a challenging academic environment and a curricular challenge appropriate to their talents. All honors and advanced placement courses are supported/administered by the APEX Department. **Students who do not achieve A or B grades in their honors classes may be reassigned, at their teacher's discretion, to non-honors credit in that respective class.**

## HONORS COURSES

**All APEX/honors students will take biology in freshman year, enabling them to complete 4 units of credit in science.**

### Freshman

- Theology I  
English I H

### Sophomore

- Theology II  
English II H

Algebra I H  
or Advanced Algebra H  
Foreign Language H  
World History H  
Biology H  
Microsoft Office/Phy. Ed.

Geometry H  
Chemistry H  
Foreign Language H  
Phy. Ed

### **Junior**

Theology III  
English III H  
U.S. History HS/A.P.  
Physics H  
Math H  
Elective

### **Senior**

Theology IV  
English IV H  
A.P. Science (elective)  
fourth year Math H (elective)  
Social Studies H (elective)  
Elective

## **ADVANCED PLACEMENT**

The Advanced Placement (AP) Program is a cooperative educational endeavor of the College Board. Based on the fact that many young people can, with profit and delight, complete college level studies in their secondary schools, it represents a desire of schools and colleges to foster such experiences. Like other programs of the Board, this program is national, its policies are determined by representatives of member institutions, and its operational services are provided by the Educational Testing Service.

Advanced Placement serves three groups: students who wish to pursue college level studies while still in secondary schools, schools that desire to offer these opportunities, and colleges that wish to encourage and recognize such achievement. It does this by providing practical descriptions of college level courses to interested schools and the results of examinations based on these descriptions to the colleges of the students choice. Participating colleges, in turn, grant credit and appropriate placement, or one of these, to students who have done well on the examinations. Thus, the Advanced Placement Program is an instrument of cooperation that extends the educational opportunities available to students by effectively relating college level courses at thousands of schools to appropriate credit and placement at the colleges that the students eventually attend.

At present, one or more course descriptions, examinations and sets of curricular materials are available at Brother Rice in biology, chemistry, English, French, Spanish, history, physics, computer science and calculus. Each covers the equivalent of a college full year course.

## **STEM DIPLOMA REQUIREMENTS**

1. 3 credits in Engineering (PLTW)
2. 4 credits Science
3. 4 credits Math
4. 4 credits English
5. 3 credits Social Studies
6. 4 credits Theology
7. 2 credits Physical Ed/ Microsoft Office
8. 4 credits World Language or 2 credits in World Language and 1 credit in Computer Science (IT Essential, Web Design, or Coding)

Active participation that meets the club requirements in at least one service organization: Edmund Rice Camp, Helping Hands, Advocacy Club, or National Honors Society. Must have a cumulative GPA of 3.5 after the 7th semester. Any exceptions to these requirements must be approved by the

Principal.

## **FOCUS PROGRAM**

This program is offered to a select group of students in each class and is designed for those who need a concentration in the basic academic skills. Classes are limited to twenty-five students, and the teachers and counselors on a regular basis to support maximum achievement monitor each student's progress. Standardized testing is administered at the end of each semester on the freshman and sophomore levels. Progress reports are issued every two weeks. Regular and continuing communication with parents is essential in this course of study.

It is the goal of the program to mainstream students into academic classes as soon as teachers and counselors feel the students are prepared. Most students remain in the program for two years, but by junior year many students are mainstreamed. For students still needing academic assistance, there are three FOCUS-level classes offered on the junior level. The other two classes are electives, and they are non-FOCUS.

### **Freshman**

English I

\*Fundamentals of Algebra/Algebra I

World History

Theology I

Microsoft Office/PE

Integrated Science

### **Sophomore**

English II

Algebra I/Geometry

Biology (with lab)

Theology II (non Focus)

P.E.

Elective (may be Foreign Lan-

guage)

\* Fundamentals of Algebra will count towards Brother Rice graduation requirements, but is not acceptable as a Math class for acceptance to a four year college. Placed by entrance exam scores and Math Department Chairperson.

\*\* Students are placed into a Reading class based upon entrance exam scores and teacher recommendations.

### **Junior**

English III

Geometry or Algebra II

U.S. History

Theology III

Chemistry

Elective

### **Senior**

English IV

Theology IV

Math Elective

History (Elective)

Elective

Elective

## **CHRISTIAN SERVICE**

Freshmen and sophomores must complete ten (10) hours of Christian Service within the school year. Freshmen and Sophomore Theology teachers will explain the requirement parameters in their respective classes.

Juniors and seniors must complete twenty (20) hours of Christian Service within the school year, ten (10) of which must be completed by the end of the first semester. In order to allow a student more flexibility in choosing his project, any or all of the students Christian Service may be done during the summer with permission of the head of the department. With permission of their Theology teachers, students will have the option of deciding the numbers and types of projects they wish to participate in order to fulfill their commitments. The Theology Department strongly recommends that students choose more than one project. This will enable them to interact with a larger segment of the community.

Student's participation in Christian Service will be integrated into his academic grade. The participation will be complemented by written reports submitted to his teacher. The participation and reports will constitute 10-15% of his semester grade.

## GRADES

1. The first marking period covers the first semester.
2. The second marking period covers the second semester.
3. The grades for the first semester and second semester are used in determining the grade point average and the student's rank.
4. Semester Exams are worth 20% of the final grade.
5. Credit is given for each semester a student receives a passing grade.
6. Incomplete grades are only used in the cases of extended illnesses or special circumstances.
7. If a student misses a final exam and does not make arrangements with his teacher(s) to take it on the scheduled exam "make-up day" or before semester grades are due, he will receive an "F" for the exam. It is the **student's responsibility** to contact his teacher(s).

Brother Rice has a grade weight multiplier for most honors/AP classes. The purpose of grade weighting is to encourage students to participate in advanced courses.

### \*Explanation of Grades for Seniors\*

Letter Grade	Percentages	Academic Points	Honors/AP Points
A+	98-100	4.2	5.2
A	95-97	4	5
A-	92-94	4	5
B+	89-91	3.2	4.2
B	86-88	3	4
B-	83-85	3	4
C+	80-82	2.2	2.7
C	77-79	2	2.5
C-	74-76	2	2.5
D+	71-73	1	1
D	68-70	1	1
D-	65-67	1	1
F	0-64	0	0

### \*Explanation of Grades for Freshmen, Sophomores and Juniors \*

<u>Letter Grade</u>	<u>Percentages</u>	<u>Academic Points</u>	<u>Honors</u>	<u>AP</u>
A+	98-100	4.2	4.7	5.2
A	95-97	4.0	4.5	5.0
A-	92-94	4.0	4.5	5.0
B+	89-91	3.2	3.7	4.2
B	86-88	3.0	3.5	4.0
B-	83-85	3.0	3.5	4.0
C+	80-82	2.2	2.7	3.2
C	77-79	2.0	2.5	3.0
C-	74-76	2.0	2.5	3.0
D+	71-73	1.0	1.5	2.0
D	68-70	1.0	1.5	2.0
D-	65-67	1.0	1.5	2.0
F	0-64	0	0	0

## **SENIOR HONOR ROLL**

To qualify for the "Superior" Honor Roll, students must have a GPA of 4.6 or better. To qualify for the "High Honors" Honor Roll, students must have a GPA of 3.8 or better. To qualify for the "B Honors" Honor Roll, students must have a GPA of 3.0 or better.

Any failure at a marking period or any grade lower than a "C" eliminates Honor Roll inclusion.

## **FRESHMAN, SOPHOMORE, AND JUNIOR HONOR ROLL**

To qualify for the "Superior" Honor Roll, students must have a GPA of 4.3 or better. To qualify for the "High Honors" Honor Roll, students must have a GPA of 3.7 or better. To qualify for the "B Honors" Honor Roll, students must have a GPA of 3.0 or better.

Any failure at a marking period or any grade lower than a "C" eliminates Honor Roll inclusion.

## **GRADE POINT AVERAGE**

A grade point average (GPA) is determined by dividing the accumulated quality grade points/honors subject grade points by the accumulated credits attempted.

# ELEARNING STUDENT EXPECTATIONS

Students are expected to be directly engaged and participate. Student behavior expectations will remain the same throughout the course of the eLearning schedule and in accordance with the school's Acceptable Use Policy as described in our Student-Parent Handbook.

## ELEARNING ATTENDANCE

Students are expected to be logged in at or before the start time of each scheduled classroom meeting and remain in the class unless otherwise directed by the instructor. Attendance will be taken each period. Students or parents are asked to contact teachers prior to the start of class if unable to log in on time or to attend a class. Parents are asked to notify the attendance office if a student will be absent for all classes for a day. The office and individual teachers will work to be in touch with families regarding excessive absences.

## ELEARNING BEHAVIOR EXPECTATIONS

- Students are expected to be engaged and avoid distracting behavior.
- All language and communications are to remain school appropriate.
- In all video and still photo images, students are expected to be appropriately groomed and in appropriate attire (no sleepwear, visible undergarments, or shirts with vulgar/offensive language or imagery).
- Students may not take screenshots or otherwise record any part of the online class without the prior permission of the teacher.
- When logging in, students must use their first and last name and their school-issued email address.
- Students may not use any other name or nickname. All work submitted during distance learning is to be the student's own.
- Brother Rice students are held to standards of the school's Academic Integrity Policies whether on or off campus.

## NATIONAL HONOR SOCIETY

Selection to the NHS. is a privilege, not a right. Students do not apply for membership in the NHS.; instead, they provide information to be used by the selection committee to support their candidacy for membership. Membership is granted only to those students selected by the selection committee.

The Faculty Council selects students based on Scholarship, Character, Leadership and Service. Students seeking nomination in the N.H.S. must fill out an information packet, which will be reviewed by the Faculty Council. Students who meet all the requirements and are accepted by the Faculty Council will be notified of their acceptance and will retain membership as long as they continue to fulfill their responsibilities and sustain academic requirements. Students who fail to meet membership requirements will be notified as to why they did not meet the requirements.

Nomination Procedures and Requirements: Students seek nomination to the National Honor Society in the first two weeks of the school year. Nomination deadlines are posted throughout the school and read over the announcements. Students must fill out an information packet and submit all the required materials by the due date.

Nominees must meet ALL of the following requirements.

1. *Scholarship:* A student must have completed two semesters of school at Brother Rice. A student must have a cumulative G.P.A. of 3.50 or higher. A student must maintain at least a 3.50 G.P.A. while a member. Any semester grades below C are cause for dismissal.
2. *Character:* There should be no area of a student's public life that would cause embarrassment as an N.H.S. member. He should have a good reputation among the faculty and fellow students. A student must have less than six (6) hours of detention; be free of disciplinary

probation; and not have any disciplinary suspensions for the two (2) semesters prior to nomination to the N.H.S.

3. *Leadership:* N.H.S. members are leaders throughout the school in academics, athletics and activities. Students are expected to be involved in at least one activity, organization or sport.
4. *Service:* Members are required to contribute their time and service to a number of projects in and around the school. These include tutoring; acting as ushers at school events; tour guides at open houses.

Students who transfer from other schools and are already members of the N.H.S. may have their membership transferred as long as they meet the above requirements.

## **HOMWORK**

Homework is considered to be a part of the student's scholastic life. Courses are planned so that a student should do no less than an average of 30 minutes of homework for each academic subject.

It is the responsibility of the student to get any assignments he has missed from his teachers. In the case of extended illness of three or more continuous school days, the parent may call the guidance office to make arrangements to pick up homework assignments. Please allow the guidance office two days to obtain assignments from teachers.

## **VIDEO STATEMENT**

Brother Rice High School recognizes the value of technology, including audiovisual media, in the educational process. At times throughout the school year, material, which may contain an "R-Rating" but is appropriate for the classroom subject matter may be used. If a parent desires that his/her son be excused from this particular classroom experience, he/she should notify the student's teacher.

## **CHEATING AND PLAGIARISM**

Cheating is obtaining or attempting to obtain credit for academic work by use of any dishonest, deceptive, or fraudulent means. Plagiarism is taking ideas, words, or the specific intellectual substance of another and offering them as one's own without giving credit to the source. Such an act is not plagiarism if the thought or idea is accepted as common knowledge. Examples of cheating include, but are not limited to, the following:

- Altering or interfering with grading procedures
- Copying assignments whether class work, homework, or a major assignment
- Copying from another student's examination or quiz
- Discussion of answers or ideas relating to the answers on an examination or quiz when such discussion is prohibited by the teacher
- Looking at another student's examination or quiz whether copying or not
- Using notes, "cheat sheets," or other information or devices not considered appropriate under the prescribed test conditions

Depending on the severity, extent, or frequency of the cheating, and at the discretion of the teacher or appropriate school official, academic penalties can range from a lower grade on the specific examination, quiz, or assignment to a failing grade for the semester or course. Disciplinary action can range from detention to suspension or expulsion. Those who cooperate in another student's attempts to cheat or plagiarize may face the same academic and disciplinary consequences.

The theft of an examination or quiz and/or the use of a stolen examination or quiz is a particularly heinous manifestation of cheating and could likely result in expulsion.

## **GRADE UPDATES**

Progress reports will be available on Schoology (homework web site) on the 15th and 30th of each

month. Their primary purpose is to notify the parents of their son's academic performance between official report card dates. Parents should contact Mrs. Sandra Jones, Director of Technology, at [sjones@brice.org](mailto:sjones@brice.org) if they need any assistance accessing Schoology.

## **PARENT-TEACHER MEETINGS AND INTERVIEWS**

Parent teacher conferences are held in October. While conferences are not mandatory, parent(s) whose son(s) are experiencing academic difficulty are encouraged to attend. Please refer to the monthly calendars for Parent-Teacher conference date. Parents may also schedule an appointment, when the need arises, with a teacher(s) through the teacher's Brother Rice email.

## **REPORT CARDS**

Report cards will be mailed in January and June.

## **ATHLETIC/ACTIVITY ELIGIBILITY REQUIREMENTS**

### **ELIGIBILITY FOR EXTRACURRICULAR PARTICIPATION**

Students must pass five (if enrolled in six), or six (if enrolled in 7) classes **per week** to remain eligible for the following week. Eligibility for the week will be finalized on Friday. The period of ineligibility will begin the next Monday until the following Sunday night. Eligibility applies to any extracurricular activities; athletics, clubs, drama productions or student government.

At the completion of **each semester** a student must have maintained a 2.0 GPA for the semester or better regardless the number of classes taken. A student not able to maintain a 2.0 GPA at the end of each semester will be deemed ineligible for a period of five weeks.

Students must have passed and received credit for a minimum of five (if enrolled in six), or six (if enrolled in 7) classes for the entire **previous semester** to be eligible at all during the ensuing semester. If a student fails to meet these requirements they will be ineligible to practice, play, or tryout for any sport or activity for the entire next semester. This rule will carry over into the next year of school if credits are not made up during summer school.

### **PROCESS FOR REINSTATING ELIGIBILITY**

The Associate Principal of Academics along with the Student Activities Director and the Athletic Director monitors eligibility for activities and athletics. A student deemed ineligible at the semester for failing to maintain a 2.0 GPA may regain his eligibility after five weeks. An ineligible student must schedule a meeting with the Associate Principal at the end of the five weeks for a current grade review at which time a determination of eligibility will be made.

## **PROMOTION**

**All students will take at least six subjects in each of their academic years. In order to advance to the next grade, freshmen must complete 7.0 credits; sophomores must complete a total of 13.0 credits; and juniors a total of 19.0 credits to advance to senior year.**

## **FAILURE AND COURSE MAKE-UP**

Students must recover all academic failures during the summer before the next school year begins. Failure to do so will result in a loss of participation in activities, clubs and sports until proof of passing all classes is provided to the Associate Principal. Theology failures can ordinarily be made up at Mother McAuley during the summer months. All other academic failures will be made up online and approved by the Associate Principal. Ordinarily, a student may not make up a failed first semester course during the second semester. You may retake a class for credit with the approval of the administration. Both grades will then appear on your transcript.

## **ACADEMIC PROBATION/EXPULSION**

Students who fail two or more academic subjects in a semester will either be expelled or placed on academic probation. Students who fail three or more subjects while on academic probation will be expelled. Students on academic probation who fail one or two semester classes or pass all their semester classes but with a 1.5 or lower grade point average will remain on probation with terms set by the Academic Review Board. Students on academic probation who pass all their semester courses with a grade point average higher than 1.5 will be removed from probationary status. Any student on academic probation may be assigned a mandatory study period.

## **ACADEMIC REVIEW BOARD**

The Academic Review Board acts to maintain a high level of scholastic excellence in our community. Its purpose is to safe guard a good scholastic balance within the school as well as the school's reputation. Therefore, the Board reviews those cases of students who do not meet the school's expectations that are to receive the best education, on any academic level, that Brother Rice High School can afford a student.

## **REGISTERING FOR COURSES**

1. A course registration card and a facts and information sheet will be distributed to each student during homeroom ordinarily in February.
2. The facts and information sheet informs the student the possible prerequisites of the course and to what teachers permission he must receive to be approved and leveled for the course. Counselors are available to give the student additional information in choosing his courses.
3. The student presents the registration card to his teacher who circles the appropriate course level and initials the card to show approval. If the course is not approved, the student must see his counselor or select a course, which can be approved.
4. The registration card is taken home to be discussed by the student and his parent(s). If the parent(s) are in agreement with the courses selected, the parent(s) signature is required.
5. The student's registration card must be returned to the main office by the date designated on the card. If this card is late, there is a possibility that the student may not get all the elective courses he desires because the course may be filled.
6. The 6 mandatory classes will be guaranteed. A 7th or 8th class will be filled based on availability. There is no extra fee for taking a 7th or 8th class. Elective classes are filled on a first come first served basis.
7. The student will receive a pre-schedule card listing the courses he has selected once the registration process is completed.
8. If there are errors on the pre-schedule card or if the student would like to change a course, he should see his counselor or the academic dean. Changes in his schedule will be allowed until the end of May.
9. The student will receive his class schedule during schedule pick-up in July. Any changes must be made prior to August 7.
10. A student may drop a class with the consent of his teacher and his parent(s), counselor, division chair and assistant principal during the first 10 days of the course, not the semester, and a \$100 fee will be assessed.
11. The dropping of a class, an elective 6th class or program change request must be approved by the Academic Dean and a \$100 fee will be assessed.
12. Students requesting placement in a lower academic level after the start of the year should be aware that such changes are solely at the discretion of the division chair and the Associate Principal. Level changes are not guaranteed and students who are academically qualified

may not be moved to a lower academic level

13. Cancellation of classes for insufficient enrollment is at the discretion of the administration.

## **CHANGE OF ADDRESS/TELEPHONE NUMBER/EMAIL ADDRESS**

When there is a change of residence, mailing address, or telephone number, the parents should immediately report the change to the main office so that all records may be corrected.

## **TRANSFERS**

Any student desiring to transfer from Brother Rice must make an appointment with the Registrar. Before a transfer is granted, the student must obtain clearance from the following: athletics, finance office, deans' office, and counselor.

## **TRANSCRIPTS/PERMANENT RECORDS**

Brother Rice complies with the Family Educational Rights and Privacy Act (FERPA). Parents and eligible students (students who reach the age of 18) have the right to inspect and review the student's education records maintained by Brother Rice. They also have the right to request that Brother Rice correct records which they believe to be inaccurate or misleading. If Brother Rice decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if Brother Rice still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Current students can obtain official transcripts from the Counseling Office by submitting a Transcript Release Form. A signature is required from both the student and a parent (if student is under 18). Transcripts and permanent records reflect semester grades and subjects, grade point average, class rank

Alumni can obtain transcripts from the Main Office and the fee for alumni is \$5.00 each. Transcripts are withheld if financial or disciplinary obligations have not been met or if school property has not been returned.

## **DEPARTMENT OF COUNSELING 140682 – ACT/SAT CODE**

Philosophy/Objectives: The Guidance Program at Brother Rice High School is composed of several services that are organized specifically to help students address their problems (personal, academic, etc.) and to help them with their future planning. This process uses personal and group counseling plus use of outside resources as needed. Additionally, a limited amount of personal/family counseling is available during the school day. This is provided at no additional charge to the family.

### **GOALS OF THE COUNSELING DEPARTMENT**

- To assist students to cope with or resolve family, social, emotional, or spiritual concerns.
- To help students understand their personal aptitudes, interests, and abilities.
- To help students with learning problems.
- To refer students to community agencies or specialists for assistance not available through the programs offered at Brother Rice High School.
- To act as a resource for parents who may be having difficulties with the student within the family.

- To assist students to attain proper and fruitful study habits.
- To provide to students the various means of gathering information concerning colleges/universities in the area of admissions and majors.
- To provide college scholarship and other financial aid information to both students and parents.
- To provide the necessary information to prepare for and register for various college entrance examinations.
- To assist students in exploring their potential lifetime occupation choices.
- To assist students in finding part-time employment while at Brother Rice High School.
- To orient all incoming freshmen as to the objectives and services available to them in the Counseling Center.
- To assist students in selecting necessary academic courses in light of their future educational plans.

## **HARMFUL BEHAVIOR/SUICIDE PREVENTION POLICY**

Protecting the health and well-being of all students is of utmost importance to our school. Brother Rice has adopted a harmful behavior/suicide prevention policy, which will help to protect all students through the following steps: 1. When a student is identified as being at risk of self-harm or harm to others, they will be assessed by a Brother Rice School Counselor who will help connect them to appropriate local resources. 2. The student's parent or guardian will be informed as soon as possible by an administrator, or School Counselor. 3. If the Brother Rice School Counselor/Administrator determines that the student is in immediate risk of harm to self or others, the parent/guardian will be asked to pick up and transport the student, immediately to the nearest emergency room for a psychiatric evaluation and/or services. 4. In order for the student to receive prompt care, if the parent/guardian fails to pick up the student within a reasonable amount of time, by signing this handbook the parent/guardian authorizes a Brother Rice administrator or member of the Brother Rice Counseling Department, to not only contact the nearest hospital and have the student transported to the emergency room but to accompany the student until the parent/guardian has arrived. 5. Before a student returns to school the student must be deemed eligible to return by a mental health doctor or a licensed mental health counselor.

## **CONFIDENTIALITY/CONCERNS**

While counselors/teachers respect the confidentiality that students place in them, there are certain behaviors and ideations that counselors/teachers may not keep confidential. This includes information revealing that students are committing acts or plan to commit acts that hurt themselves or others; information that students are being physically, emotionally, or sexually abused; and information that students have committed excessively violent acts. Furthermore, class journals, which reveal the aforementioned acts, may not be kept confidential. Also, information discussed on Kairos retreats or any school-sponsored retreat is confidential unless it indicates danger to one's self or danger to others. All information regarding danger to one's self, danger to others, physical abuse, or sexual abuse must be reported to the retreat director. Teachers on the retreats must report incidents of physical and sexual abuse and "dangerous situations" to proper authorities.

Counselors/teachers must inform at least the principal when obtaining knowledge of these behaviors or ideations and may need to notify other authorities or agencies. ***Teachers, counselors and staff, by state statute, are "mandated reporters" of any physical or sexual abuse or suspected physical or sexual abuse to the Department of Children and Family Services.***

In most cases, parents will be informed. If someone other than his parents is abusing the student, the police will be informed. If parents are the alleged perpetrators of abuse, the Department of Children and Family Services will be notified.

If counselors/teachers have reliable information indicating that informing parents is likely to endanger students, counselors/teachers may withhold that information from parents, but only with the approval of the principal.

If a parent has a concern that centers on a particular class or classroom teacher, he/she is strongly encouraged to contact that teacher as a first step. If a second step is needed, then the specific Department Chairperson should be contacted. If further dialogue is necessary, then the Assistant Principal for Faculty or the Assistant Principal for Academics should be contacted. The Principal is ordinarily the final step in this process.

If the concern centers in the psychological or social realm, then the parents are strongly encouraged to contact their son's individual Counselor or the Chairperson of the Counseling Department who will then determine a process of assistance/resolution. The parent(s) can also initiate a dialogue of concern with the Principal or one of the Assistant Principals but the Counselor or Counseling Department Chairperson ordinarily is the first contact.

Students need to know that their first contact regarding a concern or a discomforting situation will ordinarily be their parents but in situations where this may not be possible, then their particular counselor or the Counseling Department chairperson or the Principal or one of the Assistant Principals should be contacted. It is understandable that a young person may confide in a particular teacher or staff person with whom he has a rapport but the Principal, in conjunction with the Counselors, formalize any assistance and/or problem resolution.

The school abides by the provisions of the Buckley Amendment. Thus, non-custodial parents will be given access to the academic progress of their children, unless there is a court order specifically stating that the non-custodial parent is denied access to such information.

## **BROTHER RICE HIGH SCHOOL PROCEDURES**

### **MISSING CHILDREN REGISTRATION LAW (325 ILCS 55/)**

1. Upon notification by the Illinois Department of State Police of a child's disappearance, as the school in which the child is currently or was previously enrolled, Brother Rice High School shall flag the birth certificate record of that child in such a manner that whenever a copy of, or information regarding the record is requested, the principal /school secretary/local registrar must immediately report the request, information regarding the birth certificate, or knowledge as to the whereabouts of any missing child to local law enforcement.
2. Written documentation of the report to local law enforcement should be maintained in the missing child's record.
3. Upon notification from the Illinois Department of State Police that the missing child has been recovered, the school shall remove the flag from the student's record.
4. Brother Rice High School will notify in writing the parent/guardian enrolling a child for the first time in Brother Rice High School that within 30 calendar days, he/she must provide a government-issued copy of the child's birth certificate.
5. If the person enrolling the child is unable to provide a certified birth certificate, other proof, as determined by the Illinois Department of State Police, of the child's identity and age along with an affidavit explaining the inability to produce a copy of the birth certificate may be submitted.
6. Should the person enrolling the child in Brother Rice High School to comply with the above procedures, Brother Rice High School will immediately notify the local law enforcement agency and the person enrolling the child in writing that, unless he/she complies within 10 calendar days, the case shall be referred to the local law enforcement authority for investigation.
7. If compliance is not obtained within 10 calendar days, Brother Rice High School will refer the matter to the local law enforcement agency.
8. Brother Rice High School will immediately report to the local law enforcement authority any affidavit which appears inaccurate or suspicious in form or content received regarding the registration of the

child.

9. Within 14 days, Brother Rice High School will request a certified copy of the school records of a transfer student from the student's previous school.
10. Brother Rice High School will forward a copy of a transferring student's record to the new school within 10 days of the school's request, unless the student's record has been flagged. In such circumstances, the record requested may not be sent. The requested school shall notify the local law enforcement agency of the request.

## **CAMPUS MINISTRY OFFICE**

In the spirit of Edmund Ignatius Rice and with his holistic vision, we attend to the needs of the entire Brother Rice community through spiritual, moral, social justice, intellectual and liturgical programs throughout the school year.

Special ministries will be initiated as the need arises. Anyone interested in serving the Brother Rice community or the community at large should contact the Ministry Office.

Areas of service are: Acolytes, Eucharistic Ministers, Ministers of Music and Liturgy, Ushers, Peer Ministers, Retreat Aides, Volunteers in Christian Service Projects.

Freshmen and sophomore retreats are a required part of each student's religious studies program and all students are required to participate. The Kairos retreat program is offered to seniors and juniors. Specific policies and procedures regarding each retreat are available from the Campus Minister.

The primary mission of the Ministry Office is the pastoral care of the Brother Rice community.

## **FAMILY EMERGENCY**

In the event of a death in the family, a serious illness of a family member, hospitalization of a student, or any other family difficulty of which the school should be aware, someone close to the family should call the school at any time, 24 hours a day. If the school is open, the caller can talk with the person who answers the phone or with the attendance office and leave pertinent information.

## **EMERGENCY CLOSING**

The principal or his delegate may dismiss school early or cancel school at any time. Notice in such cases may be limited to an announcement to the student body, on radio/TV stations, Br. Rice social media outlets, or through the family call system.

## **DAILY ATTENDANCE**

***It is the expectation of Brother Rice High School that every student is present for class every day that classes are in session.***

When a student will be absent, parents must call the attendance office before 9:00 a.m. on the day of the absence. If parents call before 7:30 a.m. when the switchboard opens, or even the night before, they can leave a message. When leaving a message, parents should leave their name, the name of the student, his year in school, his ID number (if known), and the reason for his absence. Failure to contact the school may result in the student being considered truant. If it is known in advance that a student will be absent for one or more days, his parents must call the Attendance Office and explain the reason for his absence. If a student is absent from school for three or more consecutive days, a doctor's note is required upon return to school.

All early dismissals and excused late arrivals must be reported to the Attendance Office with a phone call by the student's parents. Parents picking up their student from school for early dismissal must gain admittance to the Main Office and meet their son at the Deans' Office. Students will not be allowed to leave the school building unescorted.

Any student that is tardy for his first class of the day must report to the Attendance Office for a

tardy slip. Should a student miss at least one-half of his first class of the day, he will be issued a Level I one-hour detention. Should a student miss the entire of his first class of the day (whether it be first period **or** second period), he will be cited for cutting the class and he will be issued a Level II three-hour detention. One additional Level II three-hour detention will be issued at every **6th** late arrival (e.g. 12th late arrival, 18th late arrival, etc.). Please note that these violations do not reset at the semester break and do indeed carry over from the first semester to the second semester. To avoid being charged with a late arrival when attending a doctor, dentist, or hospital appointment, students are required to acquire an official note or receipt from the facility showing the time and date of the visit and present it to the Attendance Office upon arrival. Failure to do so will result in a tardy being charged to the student.

Any student who cuts a class will receive a Level II three-hour detention for each offense. Continuing offenses may result in a suspension from all school activities.

Truancy can be defined specifically as instances in which a student is absent without the knowledge of his parents. However, absences with the consent of parents, but for invalid reasons, may be viewed as truancy. Truancies count toward excessive absences. If there is no notification by parents, this will also be considered truancy. In this case, the student will receive two (2) Level II three-hour detentions.

Once a student arrives on campus, he may not leave the campus without proper authorization until the end of his school day.

While it is the prerogative of parents to keep their son from school for the purpose of vacationing during the course of the school year, Brother Rice High School in no way encourages the practice and the absence(s) could affect the "Excessive Absence" policy (see following section). Students are expected to be in school every scheduled school day.

For a student to be eligible to participate in after-school practices or events he must be in attendance for **four** full scheduled periods of the school day.

Any student who is absent from school may not participate in any co-curricular/athletic activity that day. Any student found in violation of this policy will be suspended from the next activity/athletic event. A student may, however, practice after school or participate in an athletic contest or participate in co-curricular activities when absent from school whenever a legitimate excuse has been pre-approved by the Deans' Office (e.g. doctor or dentist appointment, funeral, court appearance, etc.).

## **EXCESSIVE ABSENCES**

A student, who misses 10 full days of school or 10 days of one or more classes in a semester, may lose academic credit or receive a grade reduction for all subjects or for the affected subjects. Credit is subject to appeal to the Academic Review Board which will determine whether such credit should be granted. Appeal to the Academic Review Board must be made within 10 school days after the issuance of report cards for the semester. The only absences from school or class(es), which will be exempt from this policy, will be school sponsored events and/or activities.

Students absent for ten consecutive school days may be dropped from the school rolls. Parents of students wishing to return to the school after this ten-day period must make an appointment with the principal, who will then decide on readmission. All elements of the school's readmission policy as well as any other stipulations will be enforced at the principal's discretion.

Severe illness or injury, necessary major surgery, and other health related conditions including mental health issues may constitute exceptions to this policy, but the school must be notified of these conditions as soon as they become known. Delay in notifying the school may result in the automatic dropping from school rolls.

Lastly, the administration does not support extended vacations during the school year. The "excessive absence" policy may affect a student if he misses school because of a family vacation.

## ATTENDANCE PROBATION

Students placed on Attendance Probation may be denied credit for classes missed, denied the opportunity to go on field trips, other school sponsored retreats or off campus events, and if attendance does not improve, may be asked to withdraw from Brother Rice High School. A mandatory parent meeting will be required upon assignment of a student to Attendance Probation. Any student so assigned will be required to bring a physician's note written on physician's stationery to the school nurse for any subsequent absences in order to be permitted to complete make-up work. Students with questionable tardiness patterns are also subject to possible assignment to Attendance Probation.

## STUDENT DRESS CODE

Required clothing:

- **Pants:** Dress or casual slacks of a single, solid color (e.g. black, gray, navy, khaki, etc.). Trousers must not have elastic around the ankles; they must not exhibit the characteristics of jeans (rivets, watch pocket, slash pockets on the front, sewn-on patch pockets on the back), possess "hammer hangers" or extra pockets as with "cargo pants" and must not have torn seams or badly frayed hems at the bottom of the leg. Likewise, trousers with rips, tears, or holes in them are not authorized for wear. Trousers must be worn above the hips at all times and reach the top of shoes.
- **Belts:** While **not** mandatory, must be a single color (e.g. black, brown, maroon, etc.) with no design of any kind. White belts, brightly colored belts, military style belts, or oversized buckles of any kind are not authorized.
- **Shirts:** Either an authorized maroon, orange, or white Brother Rice High School polo shirt or a dress shirt of a solid color (no plaids, denims, or flannels) with a collar and worn with a tie. It is expected that a shirt of either type will remain tucked in at all times.
- **Ties (with dress shirt):** Business tie (caricatures or cartoons are acceptable so long as they are in good taste and do not advertise or represent alcohol or tobacco products or display other inappropriate scenes or topics). Upon the occasions when a tie is worn, it is expected that top buttons of shirts will be fastened with ties worn to the collar at all times. Bow ties, string ties, or other kinds of specialty ties are not authorized for wear.
- **Socks:** Dress, casual, or white socks (caricatures or cartoons are acceptable so long as they are in good taste and do not advertise or represent alcohol or tobacco products or display other inappropriate scenes or topics). While not unauthorized, students are discouraged from wearing socks of a bright, distinctive color.
- **Shoes:** Low cut, non-athletic, non-work shoes or boots of either a dress or casual style. Sandals, slippers, moccasins, shoes that are white in color, shoes with canvas uppers, with thick, white soles, or boots of any kind are not authorized for wear. Authorized shoes must be leather dress shoes that are cut below the ankle with a dark sole.
- Whether long sleeved or short sleeved, any undershirt worn beneath either a dress shirt or a polo shirt must be either white, gray, black, or match the color of the outer shirt. Additionally, the undershirt may bear no writing or logo which may be seen through the outer garment. Long sleeved thermal undershirts of any color are never authorized for wear.
- The only clothing allowed to be worn over a shirt and tie or polo shirt is an **authorized** Brother Rice High School outer garment that must be purchased exclusively through the Brother Rice High School Book Store. Fleece jackets, warm-up jackets, non-hooded sweatshirts, hooded sweatshirts, sweaters, and all other types of wind shirts are never authorized for wear during the course of the school day. The purchase of such an authorized Brother Rice High School outer garment is strictly **optional**. However, if it is believed that additional clothing might be preferred during the colder months of the school year, it might be advisable to consider purchasing such a garment. ***While commemorative Kairos outerwear is authorized for wear***

**on a daily basis, team, club, or other organizational apparel is authorized for wear only on "Spirit Shirt Day" (Friday).**

- On "Spirit Shirt Day" (Friday), any authentic Brother Rice High School polo shirt, T-shirt, sweater, sweatshirt (excluding hooded sweatshirts), or game/practice jersey in excellent repair may be worn. A "spirit shirt" must prominently display the "BR" brand, either the name "Brother Rice" or "Crusaders," or clearly identify a collaboration between Brother Rice and Mother McAuley. Shirts must be tucked in at all times. Gym shirts are not authorized for wear outside of the gym on "Spirit Shirt Day."

Unacceptable:

- Work clothes, military clothing, shorts, hooded sweatshirts, hanging belts or chains, or pocket-books with chains.
- Tattoos: Tattoos are not authorized and must be covered by either clothing or bandages or dressings applied over them. **Students are discouraged in the strongest possible way from choosing to have tattoos applied to any part of their body.**
- Body Piercings: Rings, studs, or posts in the ear or body piercing(s) of any other part of the body must not be visible during the course of the school day to include after school activities that may occur either on or off campus. **Students who elect to pierce a body part that will require a visible post to maintain the wound opening during the course of the school year may expect to remain suspended from all school activities for the amount of time the post(s) remain in place. Adhesive bandages of any kind are not allowed to be worn over studs or posts.**
- Other: Fingernail polish, novelty contact lenses, multi-colored garments or accessories or symbols which call attention to themselves are never authorized. The Kairos cross, scapular, or other simple Christian or religious symbol may be worn. No other neckwear is authorized to be worn so that it is visible. Only buttons specifically approved by the Dean of Student Life may be worn.

**Please note that the description of articles above that are identified as "unacceptable" in no way constitute the sum total of clothing items and/or accessories that might be considered unacceptable. The decision of the Dean of Student Life as it relates to all such determinations is final.**

Students are to be properly attired upon entering and exiting the school building. Students may not change at their lockers or in washrooms.

All school days on which either a prayer service is conducted or Mass is celebrated, the required dress code for students will be a dress shirt and tie (as described above). The first violation will result in a warning from the Office of Student Life. A second violation will result in a Level I detention. A third violation will result in a Level II three-hour detention. Further violations will be subject to action at the discretion of the Dean of Student Life.

All students must be in the proper Brother Rice dress code on orientation days.

Any changes incorporated into the student dress code during the course of the school year will be communicated directly to parents.

## **DRESS DOWN DAY PROTOCOL**

The following clothing is prohibited on any and all dress down days unless otherwise specifically authorized by the Dean of Student Life: hooded sweatshirts, sleeveless shirts, any camouflage apparel, any shirt with political messaging, any shirt referencing alcohol, drugs, or tobacco products or displaying an inappropriate visual image or slogan, shorts, pajama pants of flannel or other material, sandals, or costumes or any component(s) of a costume. **Please note that grooming regulations, most particularly shaving, are not relaxed during any dress down day event. All students are expected to be clean shaven and properly groomed every school day.**

## STUDENT GROOMING REGULATIONS

Hair must be properly trimmed, must not extend to the collar, must not cover the forehead, and must not extend over the top of the ears or be worn tucked behind the ears. Hair must be properly faded or squared at the back of the neck and must not exhibit any type of a distinctive "tail." Hair must be of a single, natural color and must not exhibit contrasting colors, highlights, or bleaching to any extent whatever. Students may not sculpt or cut lines or designs in their hair other than a single, straight, simple part. Further, spiked or fluffed hair styles are also prohibited. No hair accessories, beads or rubber bands, are allowed. As a general rule, any hairstyle worn by a student that is distinctive enough to draw undue or inappropriate attention to the wearer will be subject to disciplinary action. Beyond all other standards delineated above, one further basic metric will be applied; if a student's hair is longer than the height of his ID card, it will be considered to be too long and he will be directed to get a haircut. A student may be suspended for such a violation and may remain on suspension until the violation has been corrected. Such a suspension may be lengthy if hair dying, highlighting, or line cutting, for example, takes time to correct. Students may not wear beards or mustaches or exhibit visible facial hair at any time. Sideburns must not extend below the bottom of the ear lobe and must not exhibit a flair toward the mouth. The Deans' decision concerning all such matters is final.

### Hair must...

- not be longer than 2 inches (height of ID card)
- not extend to the collar
- not cover the forehead
- not extend to the top of the ears or be tucked behind the ears
- be natural color
- not have multiple parts or sculpted designs

## STUDENT CONDUCT AND RESPONSIBILITIES

Brother Rice students are expected to conduct themselves as Christian gentlemen who respect the rights and property of their fellow students and all members of the faculty and staff. ***At no time will any student knowingly and willfully invade the personal space of any other person. Any physical contact regardless of any real or perceived harmless nature or invitation is strictly forbidden. Poking, pinching, hitting, slapping, punching or otherwise touching another student in any way whatever is indefensible in any circumstance and will be subject to punishment appropriate to the nature of the offense.*** A Brother Rice student must understand that his conduct is a reflection of himself, his family, and the entire school community. Therefore, moral and courteous behavior is expected on campus, at school activities, and at any time students may be identified as students from Brother Rice High School.

***While it is the fervent wish of Brother Rice High School to honor the personal privacy of each and every student at all times, please be advised that, at any time, upon establishment of reasonable suspicion of student misconduct or upon the basis of probable cause of inappropriate or illegal student conduct, a student may be required to stand a "soft search" of his personal belongings to include a requirement to empty the contents of his pockets in the presence of a school administrator. Likewise, all other personal property belonging to the student either within his locker or possessions that he is carrying are also subject to search.***

## LEVELS OF INFRACTION

In order to illustrate some of the possible consequences of infractions and to identify the possible pathway to assignment to Disciplinary Probation, assignment to a Discipline Board, and/or expulsion, rule infractions are divided into three levels. ***The reader is asked to note here that the fol-***

***lowing are merely examples of infractions and their penalties and are in no way meant to represent the sum total of all possible infractions and potential penalties which might be leveled against a student who violates the student code of conduct.***

### **LEVEL I**

The following are examples of infractions that may result in a Level I one-hour detention:

- Abuse of school property
- Cheating or plagiarism
- Continual tardiness to class
- Disrespect, disobedience, or disorderly conduct
- Distribution or posting of unauthorized flyers, pamphlets, letters, posters, etc. on campus or at school functions
- Dress code or grooming violations
- Eating, drinking, or chewing gum outside the cafeteria
- Gambling; card playing, dice games, sports pools, etc.
- Inappropriate, foul, or abusive language
- No ID card on consecutive school days
- Physical or cyber harassment or bullying

### **LEVEL II**

The following are examples of infractions that may result in a Level II three-hour (Saturday) detention:

- Book checking
- Cheating or plagiarism
- Cutting class
- Expulsion from class
- Failure to report to Level I detention
- Leaving the school grounds before the end of the school day
- Loitering on Brother Rice or Mother McAuley property before or after school
- Open school violation
- Parking violations
- Physical or cyber harassment or bullying
- Truancy (two Level II three-hour detentions)

### **LEVEL III**

The following are examples of major infractions that may result in Level II detention(s), suspension, and assignment to Disciplinary Probation, assignment to a Discipline Board, or expulsion:

- Abuse or inappropriate application of any electronic social media site or application that negatively impacts others especially in that it associates the student with Brother Rice High School
- Blatant disrespect to any school official or member of the school community
- Cheating or plagiarism
- Dangerous, irresponsible, reckless, or scandalous behavior
- Fighting
- Gang or hate group activity or affiliation
- Misbehavior on a Brother Rice, CTA/RTA, private, or contracted bus
- Physical or cyber harassment or bullying
- Possession of cigarettes, vaping paraphernalia, or other forms of tobacco (plus \$25 fine)
- Possession of dangerous or prohibited materials
- Theft or extortion
- Vandalism to school or personal property

- Violation of the Brother Rice substance abuse policy

***Once again, please note that the offenses listed above are merely examples of infractions and their penalties and are in no way meant to represent the sum total of all possible infractions and potential penalties which might be leveled against a student who violates the student code of conduct.***

The school rules and procedures are adopted for the good of the entire school community and are intended to create a positive learning atmosphere. When these rules are deliberately broken or simply ignored, good order and discipline in the school breaks down and the learning atmosphere suffers. Please be advised that Brother Rice High School reserves the right to address some offenses in a manner not described in the progressive system described above.

## **USE/ABUSE OF ALCOHOL, DRUGS, PRESCRIPTION MEDICATIONS, AND CONTROLLED SUBSTANCES**

Brother Rice High School recognizes that a student whose life is free from drugs, including alcohol, is the one who has the best opportunity to develop his spiritual, moral, emotional, intellectual, and physical capacities. With these factors in mind, the following policy shall be in effect regarding the use of alcohol and controlled substances.

Brother Rice High School is prepared to assist students with substance abuse problems. Reporting of such problems by parents, friends or the students themselves does not result in disciplinary consequences if school rules were not broken. However, in the event of a violation, the school will require counseling, a school endorsed program of intervention, hospitalization, or a combination of the above at parental expense. Referrals, program compliance, and treatment follow-up will be considered Guidance Department business.

Conduct within the School or at school functions that indicates that a student ***has been*** drinking or ***has been*** using drugs will result in immediate suspension from school and from all school related activities and could lead to expulsion. Counseling, a school endorsed program of intervention, hospitalization, or a combination of the above at parental expense will be required if a student wishes to be reinstated. Reinstatement, however, may not occur until treatment is finalized.

Drinking and/or possessing alcoholic beverages, abuses and/or possession of other drugs or drug paraphernalia or "look-a-like" drugs are prohibited at all times on the school premises or at a school function held on campus or elsewhere (see "Off-Campus Offenses"). This prohibition includes the possession and/or use/abuse of prescription drugs whether or not they are specified for the individual found to be in possession. Please see "Medications" in the "Health Office" section of this handbook for detailed information on the proper disposition of prescription drugs in the school. ***The school maintains the right to require a student to submit to a breathalyzer examination designated either at random or upon reasonable suspicion that this policy has been violated either on or off campus.***

The student who violates this policy is automatically suspended from school and all school related activities and may be expelled without a Discipline Board. ***Any student who is involved in the sale or promotion of any type of drug is subject to expulsion without a Discipline Board and possible arrest by civil authorities.***

***The school maintains the right: 1) to search any personal property when there is probable cause to suspect that this policy has been violated, and 2) when there is reasonable suspicion that a student has been involved with drug use, he shall be required to submit to a drug screening at his own expense. Any student so designated shall be suspended until proof of compliance is provided to the Dean of Student Life. Continued failure to comply will likely result in forced withdrawal from Brother Rice High School.***

## DANGEROUS AND PROHIBITED MATERIALS

Possession of fireworks, firearms, edged tools or weapons, or any other dangerous weapon, item, or material including laser pointers or look-a-like fireworks, firearms, and edged tools or weapons is strictly prohibited on school property or at school related events regardless of location. ***Any item used as a weapon will be considered a weapon.*** This prohibition also applies to any transaction regarding such items or material on school property or at school related events. Violation of this policy will result in confiscation of the item or material, suspension, and likely immediate expulsion without a Discipline Board. While not posing a physical threat to the safety of the members of the community, playing cards, dice, "pools," or any other kind of gaming paraphilia are not authorized to be exhibited or utilized in the school or at any school related event without the expressed and advanced permission of the Office of the Office of Student Life.

## NOTIFICATION OF LOCAL LAW ENFORCEMENT OFFICIALS

Brother Rice High School shall notify all appropriate local law enforcement officials and agencies pursuant to any incident involving any of the following:

- Possession or use of any type of firearm in the school building or on the school grounds
- Possession, sale, or purchase of any controlled substance that has not been specifically prescribed for an individual by a physician
- Battery perpetrated between:
  - Student upon student
  - Student upon teacher
  - Teacher upon student

## GANG/HATE ACTIVITY

Gang affiliation, the use, possession, or drawing of gang symbols, tagging, and/or other activity that might in any way indicate association with a gang or gangs is strictly prohibited. Membership in gangs or behavior that suggests membership in gangs is also strictly prohibited. Affiliation with any hate group, the use, possession, or drawing of hate symbols and/or any other activity that in any way might indicate association with a hate group or groups is strictly prohibited. Membership in any organization that disrespects or scorns other persons or behavior that suggests membership in such an organization is also strictly prohibited. Speaking, writing, or displaying racial or ethnic epithets will not be tolerated. The speaking of racial or ethnic epithets between students of the same racial or ethnic group will be considered a violation of the Brother Rice High School policy on gang/hate activity. Consequences for any activity or behavior described here may be detention, suspension, assignment to Disciplinary Probation, appearance before a Discipline Board, or immediate expulsion without an appearance before a Discipline Board.

## HARASSMENT/BULLYING

Harassment or bullying is defined as any behavior that is harmful/hurtful to another or which creates a hostile/threatening environment. Harassment or bullying includes, but is not limited to, any behavior that is cruel, humiliating, abusive, or personally offensive, and/or behavior that is an affront or an indignity to another. ***Such conduct is strictly prohibited and will not be tolerated under any circumstances.*** Hazing of any kind is considered harassment. Not only is harassment of members of the school community forbidden, but harassment of guests to the school campus or those at any other school related activity is also forbidden. Consequences for harassment may be detention, suspension, assignment to Disciplinary Probation, assignment to a Discipline Board, or expulsion depending on the severity of the offense and significant past history of similar offenses.

Brother Rice High School does not tolerate harassment on the basis of any of the federally protected categories. Therefore, the consequences for racist or ethnic specific harassment may be immediate expulsion without a Discipline Board. **All forms of physical and/or cyber harassment are strictly prohibited and are not limited to those stated above. Employment of electronic technology, applications inherent to those media, or any social media site to harass any individual from either inside or outside the school community will be subject to severe disciplinary action.** While all members of the faculty and staff are fully authorized to act in any case involving harassment or bullying, this type of behavior should be reported directly to the Principal or Dean of Student Life. Brother Rice High School takes all allegations of harassment seriously. **Retaliation for making a report of harassment or making a false report of harassment will result in severe disciplinary consequences.**

## THEFT

Theft is a violation of the trust on which any Christian community depends. Theft of school property, of a teacher's or staff member's property, or of a fellow student's property may result in immediate expulsion without a Discipline Board. Students possessing property not their own, especially stolen property, may face consequences for theft. Although theft is contrary to the values that Brother Rice High School teaches, students must take precautions against theft on campus. Brother Rice High School is not responsible for any student's lost or stolen property nor does it replace such items.

## POSSESSION AND USE OF TOBACCO PRODUCTS AND VAPING PARAPHERNALIA

Smoking by students on the school premises, on school grounds, and/or in the vicinity of the school is prohibited. Moreover, students are not permitted to carry tobacco or tobacco related products or articles (e.g. cigarettes, pipes, cigars, snuff, chewing tobacco, lighters, matches, etc.) on their person or within the school building at any time. Violation of this policy will result in detention (Level I for possession, Level II for usage) and a \$25.00 fine.

This policy also includes any kind of electronic or "e-cigarette," so called "Hookah Stick," or **any** other kind of vaping device or related paraphernalia. However, because of the health risks associated with vaping and the possibility of using vaping devices to inhale tobacco products with varying levels of nicotine as well as other substances that may or may not be legal but have the potential to be harmful, Brother Rice High School bans student possession of vaping devices and liquids on the school premises and at all school functions regardless of the location of the function. **Because it is impossible to know without extensive chemical testing what is actually contained in the liquids that are vaped, and because of the ambiguous appearance of any e-liquid or so called e-juice, any student either found vaping or found to be in possession of vaping paraphernalia will be required to submit to a drug screening at a licensed medical facility that is sanctioned to conduct such testing (e.g. hospital, clinic, health care center) to determine whether they may also be in violation of the substance abuse policy of Brother Rice High School (page 35 of this handbook). At home drug tests will not be accepted. This screening shall be completed at the expense of the student and/or his family. Any student so designated shall be suspended from all school activities until proof of the drug screening is provided to the student's counselor. Results of the drug screening must also be shared with the student's counselor when available.**

## CELL PHONES

Any cell phone brought into the school proper by a student must be turned off and confined to the student's locker until he leaves school at the end of the day. Cell phones found on the person of any student during the course of the school day will be confiscated. Any confiscated cell phone that is turned into the Dean's Office by a school official may be picked up at the end of the day upon which it was confiscated. On the first offense, a warning will be issued to the student. All

subsequent offenses will be subject to the phone being confiscated and a \$25.00 fine assessed to the student. All fines must be paid by cash, check, or money order and are due the next class day after the violation has occurred. Failure to remit this fine the next class day after the violation will result in a suspension until the fine is paid.

“Safe zones” for student cell phone usage have been established in three areas within the school building proper, the Carmody Center, and the Library.

Please note that any other electronic devices such as MP3 players, portable CD, DVD, or PSP players, or Apple watches are prohibited on the school premises unless approved by the administration for special circumstances.

## **HEADPHONES AND EARBUDS**

The use of headphones or earbuds is strictly prohibited during the course of the school day unless specifically directed by a member of the faculty to facilitate a lesson in the classroom. No large, over the head headphones are allowed. Students who arrive early for school and are working on assignments in the cafeteria between 7:00 a.m. and 8:00 a.m. are authorized to use a *single* headphone or earbud while at work. Likewise, students at work in the Library, Carmody Center, or senior lounge are authorized the use of a single headphone or earbud. This is a safety measure to ensure that spoken instructions may be heard in the case of an emergency situation. Headphones or earbuds are never to be worn upon entering the school, when passing from class to class, or upon exiting the school until reaching the area of the south gym.

## **VIOLATION OF PRIVACY**

No student may employ the use of any device to photograph, film, video record, eavesdrop, or otherwise invade the privacy of another student, teacher, or staff member. This prohibition extends to all school classes, assemblies, or other school related activities either on or off campus except when the student is acting with administrative approval. Violation of this policy could result in detention, suspension, assignment to Disciplinary Probation, assignment to a Discipline Board, or expulsion without appearance before a Discipline Board.

## **CONSUMPTION OF LIQUIDS DURING THE SCHOOL DAY**

Plastic bottles of water, soda, or other kinds of beverages or similar containers used to carry liquids are strictly prohibited outside of the cafeteria. Any beverage purchased in the cafeteria must be consumed in its entirety within the cafeteria or disposed of before leaving the cafeteria proper. Students are not authorized to use these kinds of containers to carry water with them through the class day or to keep them in their lockers. Students bringing these types of containers into school as part of their lunch are required to transport them in a paper or plastic bag. Violation of any of the policies addressed above will result in the student being issued a Level II three-hour Detention.

## **BUS BEHAVIOR**

Any student misbehaving, creating a disturbance, or engaging in disrespectful behavior to any adult or student on a Brother Rice, CTA/RTA, private, or contracted bus will be subject to disciplinary consequence to include, but not necessarily be limited to, detention and suspension.

## **LOITERING**

Students should not loiter in or around the Brother Rich High School or Mother McAuley High School buildings or parking lots before or after school. Further, students may not loiter so as to disturb the school's neighbors. Students are to enter and exit Brother Rice through the north parking lot doors only. Access into the school via these doors will begin at 6:00 a.m. Prior to the

beginning of the official school day, students are prohibited from unsupervised areas of the school to include the north foyer, gyms, or long pool corridor. Students must report directly to the short pool corridor where they will be admitted into the cafeteria at 7:00 a.m. and will be conducted into the school proper at 7:30 a.m. After a student's last class of the day, he must leave campus or go to a supervised area. Students not responsible to a teacher, coach, or moderator must leave the campus by 3:00 p.m.

## **DAILY SUPERVISION**

The school limits its responsibility to supervise students to the time between 7:00 a.m. and 3:00 p.m. unless they are directly involved with a school activity and are then bound to follow their coach or moderator's instructions. Students who arrive to school before or leave after these times will not be supervised, even though they may be allowed to enter or remain in the building due to extreme or inclement weather. During any all-faculty meeting, students must either leave campus or stay in designated areas where they will be supervised. Athletes are not allowed in the locker rooms or anywhere on campus besides designated areas until their coach or moderator arrives.

## **DISCIPLINARY CONSEQUENCES**

Most disciplinary problems will be handled through one of the following procedures, but Brother Rice High School reserves the right to address some offenses in a manner not described in the following:

1. Teacher/student conference.
2. Detention: The detaining of students for disciplinary reasons may take one of three forms:
  - a. Informal detention at teacher's discretion.
  - b. Level I one-hour Detention: Formal Level I detention, or "jug," will be held on Tuesdays and Thursdays at 7:00 a.m. The student receives a detention slip from the teacher which states the reason for detention. Students will be notified in person by the Dean of Students the day before his detention is to be served. Additionally, a detention list will be posted outside the Deans' Office. The regular dress code is in effect for detention. Failure to serve a scheduled Level I one-hour detention will result in a Level II three-hour detention. Repeated offenses will result in suspension from all school activities for a period to be determined by the number of previous offenses. In the absence of any technical difficulty, on the afternoon preceding the day of detention parents may expect to receive a "phone blast" recorded message from the school notifying them of their son's detention. Please understand that this call is provided as a courtesy and the absence of the "phone blast" message does not absolve the student of his responsibility to appear for detention at the appointed time. If a student receives seven hours of detention, his parents will be formally notified by mail.
  - c. Level II three-hour "Saturday" Detention: "Saturday Detention" is a generic term used to refer to a Level II three-hour detention. These detentions will usually be served from 9:00 a.m. to 12:00 a.m. on select Saturday mornings. However, from time to time special projects occurring in and around the school will afford students the opportunity to serve their detention on other days and times. Students serving a "Saturday Detention" will work at various cleaning tasks in and around the school. Failure to serve a scheduled Level II three-hour detention will result in suspension from all school activities for one day for the first offense and a period to be determined by the number of additional offenses. In the absence of any technical difficulty, on the afternoon preceding the day of detention parents may expect to receive a "phone blast" recorded message from the school notifying them of their son's detention.
3. Suspension: A suspension may be imposed for any major disciplinary offense, for failure to meet administrative requirements (e.g. failure to make tuition payments on time, failure to turn in medical forms, etc.), for an accumulation of detentions, or at the Deans' or Principal's discretion. Suspension is the temporary exclusion from the school community or from an individual class. A student who is suspended from school is not allowed on or around school property or to attend school-related activi-

- ties for the time the suspension is in force. Parents are notified of the suspension in writing and by telephone and assume responsibility for the student. Suspension may last from one to ten days or until a parent conference is convened.
4. **Disciplinary Probation:** The Deans' Office will place any student on Disciplinary Probation that has committed a major infraction of such a serious nature that his conduct shows a need for closer scrutiny. Also, any student who receives a total of thirteen (13) hours of detention during the course of any given school year will be placed on Disciplinary Probation. Disciplinary Probation will continue for a *minimum* of one full academic semester after which time his record will be reviewed for possible removal. While on Disciplinary Probation, the student must prove, by his conduct, a willingness to cooperate with the rules and objectives of the prescribed student code of conduct. Any student on Disciplinary Probation accruing a total thirteen (13) hours of detention or who is determined to be in violation of the student code of conduct to the extent that such conduct warrants a suspension will be considered to be in violation of his probation. Upon violation of Disciplinary Probation, the student will immediately be suspended from all school activities for three (3) school days. Should a second violation of Disciplinary Probation occur, the student would be suspended indefinitely pending the convening of a Discipline Board to determine the student's suitability to remain at Brother Rice High School. Students may be placed on Disciplinary Probation in response to situations not covered in this handbook. As a matter of standard practice, any student transferring into Brother Rice High School will be assigned to Non-Punitive Disciplinary Probation to be so assigned for a *minimum* of one full academic semester with all other parameters consistent with the above stated protocols.
  5. **Discipline Board:** Any student who has accumulated numerous detentions, has violated his Disciplinary Probation a second time, or who has committed a serious infraction of the student code of conduct may be assigned to the Discipline Board for possible expulsion. The Discipline Board consists of four faculty members appointed by the Dean of Student Life. The student appearing before the Discipline Board chooses a fifth faculty member. The Dean of Student Life will serve as chairman and will present the case. The student's guidance counselor will also be present to contribute as he/she may without betraying any information shared in confidence. These last two members are non-voting members of the Board. The Board will meet with the student and two adults (presumably, but not necessarily, limited to parents or guardians) normally within three school days of notification of the forthcoming proceeding. Sometime before the meeting, each of the student's teachers will be asked to submit an evaluation of the student which will be shared openly at the proceeding. The Dean of Students will present all facets of the case at hand after which all individuals present will be allowed to be heard during an open forum bound by no reasonable time limitation. After all sides have been heard, the members of the Board will discuss the case in private and make personal written recommendations to the Principal. The Principal will then make a decision on the case. Although the Principal is not bound to follow the recommendation of that body, his decision is final. As the Discipline Board does not constitute a legal proceeding, no lawyers retained for representation or recording devices are allowed to be present.
  6. **Expulsion:** Expulsion is the forced withdrawal from Brother Rice High School and can be imposed upon students who commit a flagrant violation of the rules, violate their terms of Disciplinary Probation, or repeatedly commit violations of the student code of conduct. The decision to expel a student is at the discretion of the Principal. This decision is ordinarily made after receiving a recommendation from the Discipline Board. The decision to expel may be appealed to the President.
  7. ***The administration reserves the right to modify disciplinary consequences depending on the nature and number of offenses.***

## **OFF-CAMPUS OFFENSES**

These rules set forth within this handbook apply both inside and outside of school as they impact Brother Rice High School, its staff, its students, and its reputation.

We are partners with parents in their children's education. We notify parents of concerns about student life or behavior, even when off campus. Consequences for off-campus offenses can be warning, detention, suspension, assignment to Disciplinary probation, assignment to a Discipline Board, or expulsion depending on the frequency or severity of the offense(s). ***Whether on or off campus, the employment of electronic technology, applications inherent to those media, or any social media site to harass any individual from either inside or outside the school community will be subject to severe disciplinary action.*** Normally the school does not take disciplinary action if the police inform school authorities of unsatisfactory behavior unless such behavior breaks school rules including those stated herein and if such action negatively reflects upon the school. Police involvement may preclude any action taken by the school. However, should the action or incident significantly affect the reputation and good standing of Brother Rice High School within the neighboring community in an inherently negative way, the offending student may be required to withdraw from Brother Rice High School without appearance before a formal Discipline Board.

## CAFETERIA

No student is to enter the cafeteria during any lunch period other than his own. Students are expected to be in the cafeteria when the bell rings to start the period. After students finish their meals, they are responsible for disposing of their garbage in the appropriate receptacles. During lunch periods students are to use the restroom in the library corridor.

## STUDENT PARKING

Vehicles that are registered with the Deans' Office and that properly display the current school year parking permit (\$150.00) are the only vehicles authorized to park in the Brother Rice High School student parking lot. Students parking unauthorized vehicles in the lot will be subject to disciplinary action to include, but not necessarily be limited to, detention, cash fines ranging from \$10.00 to \$25.00 (depending upon the number of previous infractions), or suspension. No student is allowed to return to his vehicle without permission once they enter the school building through the end of the school day. Parking in the Brother Rice High School student parking lot is considered a privilege and may be revoked at any time without refund if abused. Under no circumstances will a student park a vehicle in the west parking lot reserved for members of the faculty, staff, and visitors.

## IDENTIFICATION CARDS

At the beginning of the school year, all students will receive an ID card. This card is the student's official school identification and must be presented promptly to any proper school official when requested while he is on campus or at a school function. Failure to present a valid ID card on two consecutive school days will result in a detention. Students are required to report the loss or theft of their ID card to the Office of Student Life. A replacement fee of \$5.00 will be charged.

## CORRIDOR ACCESS DURING CLASS

Students who need to be in the corridors while classes are in session must either be in possession of a faculty hall pass, library pass, late arrival admit slip, office-issued locator card that serves as a pass, or must be departing/going to a science class. In the case of students departing/going to a science class, they must go ***directly*** to the cafeteria/classroom without stopping at their lockers. Administration or faculty members may stop a student in the corridor at any time and ask to see a pass. In order for a student to see his counselor during class time, the student must have a previously scheduled appointment or be called to the Counseling Center at the request of his counselor. ***Unauthorized hallway access will be penalized with a Level II three-hour detention.***

Students are to report to the Health Office if they are ill during the day. If a student is sick and must go to the restroom first, he must report to the Health Office immediately upon leaving the restroom.

Any student who is expelled from class is to report **immediately** to the Deans' Office. Students are not permitted to go to the cafeteria, library, counseling center, or any other part of the school when expelled from class.

## OPEN SCHOOL

Seniors may be granted the privilege to use the library, cafeteria, or senior lounge during any scheduled open period. When using these facilities, seniors are subject to the existing rules governing those particular areas. If a senior wishes to spend an open school period in the library, cafeteria, or senior lounge, he must remain in that specific area for the entire period or until the bell indicating the end of the half period. Specific guidelines for seniors governing open school use of the library, cafeteria, and senior lounge will be fully explained at the beginning of the school year. At no time will any senior be allowed to leave the school building for any purpose whatever. As with all other members of the student body, seniors are not allowed in the hallways to access their lockers during class time. Any senior who violates these policies will be subject to disciplinary action. Continued violations may result in permanent assignment to a study hall. Seniors who fail two or more classes will lose their open school privilege and will be permanently assigned to a study hall.

## LOCKERS, LOCKS, AND SCHOOL SECURITY

All locker assignments are final. Should a situation arise in which a locker change is either necessary or appropriate, the student must consult with the Office of Student Life. All students must have an **authorized** lock sold by Brother Rice High School on their locker. This includes athletes who have been assigned a locker in the locker room by someone from the coaches' office. School locks are available for purchase at the bookstore.

1. Though lockers are the property of the school, it is the responsibility of the student to keep his assigned locker clean and in good condition.
2. If a locker becomes jammed or broken, the student should inform the Office of Student Life.
3. Money, jewelry, or other expensive personal articles should not be stored in school lockers. ***While cell phones are indeed authorized to be brought into the school, because of the costly nature of these devices Brother Rice High School discourages students in the strongest possible way from bringing them to school.***
4. Students should not bring money, jewelry or other expensive personal articles to the gym or keep such items in their gym locker.
5. Students are not to preset their combination lock for easy opening or to share their combination with any other student. Upon closing the lock, the dial should be turned and the lock pulled to ensure that it is secure. It is the student's responsibility to lock their locker. Failure to do so will result in a Level I detention.

While a locker is provided for each student, be advised that lockers are the property of the school and, as such, are subject to inspection by the administration without the knowledge or consent of the student at any time upon establishment of reasonable suspicion of student misconduct or upon the basis of probable cause of inappropriate or illegal student conduct. It is recommended that students not bring valuable items to school. Brother Rice High School is not responsible for the loss or damage of any item of a student's personal property brought upon school premises whether or not that item is in a locker. Lost, damaged, or stolen items should be reported to the Deans' Office.

Book bags, gym bags, backpacks, or attaché cases of any kind are not allowed to be carried into any classroom without prior approval of the Office of Student Life. Likewise, jackets, coats, or hoodies are not authorized to be carried from class to class during the course of the school day. Please see the section entitled "Student Dress Code" for guidance pertaining to outerwear that is authorized for wear during the school day.

At no time is a Brother Rice student to allow entry into the school building any person not belonging to the current faculty or staff. Any student found to be in violation of this policy shall be subject to severe disciplinary consequences automatically including, but not necessarily limited to, a Level II three-hour detention.

## **FIRE DRILLS OR FIRE EMERGENCY**

Periodic fire drills will be held during the course of the school year. The alarm is given by a continuous ringing of the school bell. The procedure for a fire drill or actual emergency is posted in each classroom. All students will be instructed as to where they should proceed during a fire drill or actual emergency. Each student is responsible for knowing the method and route by which his class is to leave the building. As attention to the evacuation procedure is essential to safety, silence is to be maintained throughout the fire drill. Teachers should have a class roster with them to account for all students in their class that period.

## **FIRE ALARMS AND FIRE EXTINGUISHERS**

By law, fire alarms and fire extinguishers are required in all public buildings. It is considered reckless, dangerous, and irresponsible conduct for a student to tamper with them at any time and under any circumstances. Any student found to be in violation of this policy will face severe disciplinary consequences which may include expulsion without a Discipline Board.

## **MEDIA CONTACT**

The school often has contact with the news media, either initiated by the school or by a news reporter. This contact often includes interviews with students or photographs of students (receiving awards, for example) released to the media. It may also include interviews/photographs in connection with athletic contests. If parents wish to prohibit all contact their son has with the media, they must contact the school. Otherwise, the school will presume that parents permit their son to have contact with the media under the school's supervision. However, the school has control over the media only in photo and press releases and in cases where members of the media request permission to be on campus. In other situations, such as off-campus events, the school will not normally be able to prevent student contact with the media.

An administrator must approve all press and photo releases. Information that knowingly jeopardizes student safety will not be released.

Students representing Brother Rice or identified as students from Brother Rice may not be interviewed by any member of the media without consent from the principal and from their parents. Students may not say or do anything recorded, printed, or broadcast by the media that may be harmful or scandalous to the Brother Rice community or to any member of the community.

Consequences for violation of this regulation may be a warning, detention, suspension, or expulsion depending on the severity of the offense.

## **EDUCATIONAL RESEARCH**

Because of its national reputation as an excellent school, Brother Rice High School is often asked to participate in educational research projects that include the surveying or interviewing of students. The school normally grants such requests if the individual or institution is deemed to be conducting legitimate research. Parents who wish to prohibit contact with researchers must notify the school; otherwise, the school presumes parental permission for student participation in such research.

## **DANCES AND ACTIVITIES**

1. Student I.D. cards are required for admittance to dances and other activities.

2. Students may not leave and reenter the building without the permission of a chaperon.
3. Once students leave the building they must leave the premises: no loitering in the parking lot or sitting in cars.
4. Book bags or similar bags are not allowed.
5. Smoking/vaping is not allowed.
6. Any student under the influence of alcohol or other drugs or in possession of alcohol, other drugs, or drug/alcohol paraphernalia at dances or other activities will be subject to the dictates of the school's Substance Policy.
7. Students must arrive at varsity basketball and football games by the end of the first half to gain admittance.
8. Students who were absent from school or from any three periods of a school day are not allowed to attend any dance, including the prom, or activity until after the next time they attend a full day of school. Students who are absent from any portion of a school day must obtain permission from the Office of Student Life to attend a dance prior to the next school day. This policy does not include absences for approved field trips and other situations specifically approved in advance by an administrator.

## **PARENT/STUDENT TECHNOLOGY, INTERNET, AND SOCIAL MEDIA ACCEPTABLE USAGE POLICY**

For purposes of discussion herein, as it relates to all electronic hardware, software, networks, Chromebooks, device applications, peripherals, Internet Web sites, social media sites, or any other type of electronically generated communication paraphernalia, the word "technology" shall be used.

Students are expected to use the computer technology of Brother Rice High School correctly and appropriately. Specific guidelines for students governing the availability and use of the Cainkar Computer Center and the Pilon Learning Resource Center (LRC) will be fully explained at the beginning of the school year. The misuse of any of the technological devices within these or other areas of the school will be treated as equivalent to lying, cheating, stealing, or vandalism and the offending student will be subject to appropriate academic and/or disciplinary consequences.

Any student who should install a program that is contradictory to the mission or philosophy of Brother Rice High School, or who is found to be in possession of such technology, is subject to appropriate academic and/or disciplinary action. Such action could include, but not necessarily be limited to, detention, and suspension, assignment to Disciplinary Probation or assignment to a Discipline Board and may result in confiscation of the device.

Any student who destroys electronic files possessed by either Brother Rice High School or another student, whether the files can be restored or not, will likewise be subject to academic and/or disciplinary consequences. In severe cases, academic consequences may include failure of a course and disciplinary consequences may include expulsion without appearance before a Discipline Board.

Brother Rice High School utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA) and provides computers and Internet access as a means of creating an environment where students can learn with the benefit of the application of these powerful educational tools. Whenever a student is accessing the computer technology of Brother Rice High School in any school location, it is expected that the student will have a specific assignment issued and/or approved by a faculty member. Individual students seeking access to labs during Periods 1 through 8 will require a pass issued by a faculty member. The administrative staff reserves the right to examine all Internet transactions and will determine appropriate use. Computer game playing will be allowed with discretion after normal school hours, however, students working on school assignments will have priority over any other student who is not.

The Internet provides access to information on computer networks worldwide. Users may occasionally find Internet sites that contain objectionable, adult-oriented, or otherwise inappropriate sites. The user is responsible for his actions and may not access, download or print information from these sites. It is never acceptable to use the Internet to access personal email accounts (other than the student Gmail account issued by Brother Rice High School) or for chatting. Transmission of material in violation of any state or federal regulation is, of course, strictly prohibited.

Abuse of the Brother Rice High School network and/or any form of illegal conduct including any form of vandalism to equipment or software, uploading or creation of computer viruses, or unauthorized access to the files of Brother Rice High School or other users may result in disciplinary action by the school and/or punitive legal action by civil authorities. Disciplinary action by the school may include, but not necessarily be limited to, detention, revocation of access privileges, suspension, assignment to Disciplinary Probation, assignment to a Discipline Board, or expulsion without appearance before a Discipline Board. ***Use of any social media site to harass any individual from either inside or outside the school community will be subject to severe disciplinary action.***

At the beginning of each school year, all students and their parents will be required to sign the Brother Rice High School Handbook Certification and Technology, Internet, and Social Media Acceptable Use Policy agreement.

***The Brother Rice High School Technology, Internet, and Social Media Acceptable Usage Policy is a working document and is in no way intended to be limited to the above stated provisions.***

## HEALTH OFFICE

### Sick Day Guidelines

A student should stay home if he:

- Has a **fever of 100 degrees or higher** and should remain home until the fever has been gone for 24 hours without medication;
- Has been **vomiting**;
- Has a **"pink eye"** communicable diagnosis; a physician note is required to return to school and using prescription antibiotic eye drops for at least 24 hours;
- Has a **"strep throat"** communicable diagnosis; a physician note is required to return to school and using prescription antibiotics for at least 24 hours;
- Has a **communicable skin rash and/or infection**; a physician note is required to return to school and using prescribed treatments; must cover infected areas to remain in school (Communicable Disease Policy will be followed based on guidelines published by the Illinois Department of Public Health and the Illinois State High School Association);
- **Coughs and colds** can be contagious for at least 48 hours after onset, returning to school too soon may slow the recovery process and expose others to unnecessary illness.

\*See the Brother Rice website under the Our School tab/Health office for additional sick day guidelines.

### Early Dismissal Due to Illness

If a student becomes ill during the school day, he should report to the Health Office at which time the School Nurse will assess and determine if the student should be dismissed. The School Nurse will contact a parent/guardian to pick up a student. Only a parent/guardian can give permission to have a student picked up by another family member or friend. NO student should call or text a parent/guardian to be picked up without first being seen by the School Nurse. If the School Nurse agrees a student can safely drive himself home, a parent/guardian must give permission when contacted by the School Nurse.

### Commercial Ride Share Policy

**While Brother Rice High School cannot control the manner in which a student arrives to**

**school, all members of the Brother Rice High School community are advised that under no circumstances will a student be released to a ride sharing enterprise such as Uber or Lyft for purposes of transporting a student back to his home or any other destination regardless of the expressed desire and permission of a parent or guardian. Please be further advised that the policies of the above mentioned commercial ride sharing experience strictly prohibit their drivers from transporting minors (individuals under 18 years of age) who are not escorted by an adult. Should a student require an early dismissal, it is the responsibility of the family to provide transportation via an adult family member.**

### **Return to School Following Illness**

Students who are absent **3 days or more** due to illness should bring a physician note to the Health Office when he returns to school. Physician notes should document medical reason for extended absence and the authorization to return to school. Physician notes may be faxed to (773) 779-5239 to the attention of the School Nurse.

### **Crutches/Orthopedic Devices**

Students who require the use of crutches and/or orthopedic devices must report to the Health Office following injury and/or upon returning to school following surgical procedure. The School Nurse will instruct the student on safe crutch usage within the school building (including stairs, hallways, classrooms, school entrances, floors, etc.) Accommodations (early classroom dismissal, assistance with books and backpacks, classroom seat assignments, and elevator passes) will be implemented. Based on need per physician orders, further accommodations may be necessary (icing, medications, elevation orders, dress code alteration, etc.).

### **Student Physicals/Immunizations**

Incoming freshmen and/or transfer students must have on file a current physical documented on the Illinois Department of Health Services form showing proof of vaccination record. Based on State Law, a student may not attend school if such physical and record of vaccines is missing from his file. Sports physicals are required annually by the Illinois High School Association if a student participates on a school sporting team; sports physicals are maintained in the Athletic Department. Both forms mentioned above are available for print on the Brother Rice website under the student tab/Health office.

### **Medications**

If a student requires medication (prescription or over-the-counter) during school hours, the administration of this medication must be supervised by the School Nurse in the Health Office. Students are not to have in possession medication on his person, in his locker, or in his backpack. Syringes, Epi-pens, or Diabetic Insulin Pens should also be inventoried in the Health Office. Blood borne pathogen procedures will be followed using stericycle containers. Medication brought to school must be delivered in the original prescription container with a Medical Authorization form on file including physician signature and orders for dispensing. If a student is required to carry an inhaler during the school day, a parent authorization form detailing type/dosage of inhaler must be on file in the health office. These forms are available on the Brother Rice website under the student tab/Health Office.

The only exceptions are diabetic students who self-manage and self-medicate according to a diabetes care plan as established by the student's physician, parents and school nurse. A diabetic student may possess on his person, at all times, the supplies, equipment and medication necessary to monitor and treat diabetes. In addition, when written approval is received from a student's physician, a student may be permitted to carry an Epi Pen on his person.

## **ADULT STUDENTS**

Many students reach the age of 18 before they graduate and are protected by FERPA rights as outlined under the section dealing with transcripts and permanent records. However, this ordinarily does not change the relationship between the school and these adult students or between the

school and their parents. Policies regarding required signatures, absence notification, communication, etc. remain the same. The principal, in consultation with adult students' parents, may make exceptions given individual circumstances. Students who move out of the house of their parents must notify the principal.

## **TORNADO ALERT**

During severe weather, a special radio frequency informs the school of impending danger of damaging thunderstorms or tornadoes. All school personnel are informed of the potential for danger by a rapid succession of short bells.

- When the alert is sounded, teachers will instruct students in their care to remain silent, listen carefully to any forthcoming instructions, remain calm, and move quickly to their assigned shelter station.
- When students reach their assigned shelter station, they should sit on the floor as close together as possible facing an interior wall.
- Students should pull their knees to their chest, place their heads between their knees, and place their hands over their heads to protect themselves from possible falling debris.
- No student should be next to or below any glass.
- No one should remain outside the school building, on the second floor, in the library, swimming pool, gym, or cafeteria.
- Teachers should have a class roster with them to account for all students in their class that period.
- All students and teachers shall remain in their assigned shelter station until the all-clear bell is sounded: a long, continuous, fifteen (15) second blast of the school's bell system.

## **ANNOUNCEMENTS**

Announcements are made daily. Students should read and pay close attention to them. Only a faculty member may submit announcements.

## **SENIOR PORTRAITS**

All seniors are required to have an official yearbook graduation portrait taken by the official school photographer. Seniors who have not had their portraits taken may be suspended on the first full school day in August, and remain suspended until their portrait is taken.

## **LOST AND FOUND**

All articles found on the premises are to be turned in to the Office of Student Life. Valuable articles will be kept indefinitely. Clothes, books, etc., will be kept for a two-week period only. All lost articles are to be reported as soon as they are discovered missing.

## **SCHOOL OFFICE**

The main office is open most school days from 7:30 a.m. to 3:30 p.m. On Thursdays, the office closes at 3:00. During the summer months the main office is open from 8:00 a.m. to 1:00 p.m. Monday through Thursday. Closed on Fridays.

## **VISITORS**

All visitors should enter the building through the main entrance and sign in at the main office. This regulation includes parents, alumni, college and career representatives, salespeople, student guests, and law enforcement officers. In order to protect student and school property, non-Brother Rice students are permitted in the building unless cleared by an administrator and

escorted by a staff member. Students who see a suspicious person in the building or on school grounds should notify the main office or the Office of Student Life immediately.

Parents are welcome to visit the school at any time. Parents wishing to meet with the administration, teachers, or counselors should make an appointment through the main office.

## **BOOK USAGE**

All books purchased by the students are the property of the student and his parents. However, drawing in books may not only reduce their resale value but may be in violation of school rules. Also, all consumable books, such as vocabulary texts, may be collected and retained at the end of the course in which the book is used. These books will be disposed of to prevent their use in future classes.

## **LIBRARY**

The Pilon Learning Resource Center is a fully automated library which plays an integral role in the school's curriculum. The collection consists of several electronic resources, including online encyclopedias and periodical database, as well as hard copy magazines and newspapers – all of which support student research and recreational reading. Computers and printers are available for student use. The automated "card catalog" is available on the library computers while the electronic resources are accessible in the library throughout the school, at home or where ever students have access to the Internet. A photocopier is also available to students: the charge is ten cents a copy for single-sided copies. The student ID card is the library card. Five cents per day is charged for overdue books. Students are required to pay for lost books and those damaged beyond reasonable wear and tear.

The library hours are 7:30 a.m. until 4:30 p.m. on days with a regular schedule. On days with a shortened schedule, the library generally remains open for one hour after the end of the last class.

Students are encouraged to visit the Pilon Learning Center and use its many resources. Students may come to the library:

- Before school:
  - No pass needed. Sign-in not required.
- Late arrival:
  - No pass needed. Sign-in required.
- From study hall:
  - Pass issued by a teacher is necessary.
  - Check-in with study hall supervisor first.
  - Sign-in required.
- From lunch:
  - Sign-in required.
  - Exceptions
    1. Arrive at the beginning of the period. Stay the whole period. No pass needed. Sign-in required.
    2. By permission of library staff. Sign-in required.
- After school and early dismissal:
  - No pass needed. Sign-in not required.
  - Must be in dress code.
- Seniors with an "Open School" period:
  - No pass needed. Sign-in required.
  - Arrive promptly. Remain the whole period.

- Open school periods are specified as such on schedules.

The library is an academic center and, therefore, appropriate behavior is expected:

- Consideration of others is required.
- All students must be in dress code, including after their last class.
- Eating and drinking are not allowed.
- Internet access is restricted to educational sites/assignments. Game playing or accessing music through the library's computers is not allowed.
- E-mail is for academic purposes only and with permission.

The policies and regulations as set forth in the Crusader Handbook and the Technology Usage Acceptance statement are fully supported.

## **USE OF ATHLETIC FACILITIES**

Brother Rice athletic facilities are reserved for athletic teams, intramural events, and special school functions. Scheduling of these facilities is made through the Athletic Director. Students are not to use the gyms, weight room, pool, or training room without the supervision of a staff member. Students who violate the above policy are subject to disciplinary action.

Inquiries about the use of other school facilities (e.g., cafeteria, library) are to be directed to the Associate Principal.

## **STUDENT ACTIVITIES**

The many activities at Brother Rice High School are an essential part of education. These activities supplement the regular subject in the curriculum and are intended to provide the participating student with a satisfying sense of purpose and fulfillment. All activities are moderated or coached by a faculty member, and any student is free to join any activity. All students are urged to join some activity during their years at Brother Rice High School.

Brother Rice High School sponsors many cultural, educational, social, service, athletic, and intramural programs. In fact, Brother Rice High School is one of the only schools in the Catholic League to participate in all sports on all levels.

The Student Council early in the school year will publish a complete list and description of all activities.

## **SPIRITUAL ACTIVITIES**

School and classroom Masses and para-liturgies are a regular feature in the spiritual formation of Brother Rice students. Instruction in the art and practice of prayer and meditation is an integral part of each student's religious formation at Brother Rice. Spiritual direction is available for those students who request it from the Ministry Office, which will then make the necessary arrangements.

The school chapel is open to all students for private prayer, devotions. Mass is celebrated on most Wednesday mornings at 7:30.

## **STUDENT COUNCIL**

Every student at Brother Rice High School is represented at meetings of the Student Council. Each homeroom selects representatives. Students so chosen form the Council in its deliberations in matters pertaining to the student body, student activities, the school, and the community as a whole. Meetings are open to all students.

## **ATHLETIC ACTIVITIES**

The student-athlete in the Brother Rice High School Athletic Programs shall not possess, use, attempt to use or aid in the use of: any form of any drug other than that prescribed by a physician,

alcoholic beverages or tobacco (in any form.)

The student-athlete who violates any of the above will be dismissed from his current team and will not be allowed to participate in any athletic department sponsored sport for the remainder of the school year and is subject to the school's discipline procedures. If the student-athlete wishes to pursue a sport on a team for the next school year and if and when a student clears the school's discipline procedures, he must attend a certified drug awareness program, where applicable. The athletic department will refer such a student-athlete to the guidance department for such programs. Only after the student-athlete has sat out the remainder of the school year and completed a drug awareness program will he have an opportunity to try out for a sport. Student-athletes at Brother Rice High School are expected to use common sense when confronted with situations that may jeopardize their health or well-being as their status as a member of the athletic department. Student-athletes are expected to use common sense when making decisions. We strongly recommend that players do the things that will help them reach their goals, not the things that will make them popular. This policy will appear in three places:

1. Your team's handbook.
2. The Brother Rice Parent-Student Handbook.
3. The Athletic Department's Student-Athlete Handbook.

Copies of the IHSA rules and guidelines may be obtained through the Athletic Department. Monthly calendars for sports events may also be obtained through the Athletic Office (ext. 145.)

## **SCHOOL SPIRIT**

School spirit may be divided into three categories:

1. Courtesy...toward teachers, fellow students, and the officials of school athletic activities.
2. Pride...in everything the school endeavors to accomplish and has accomplished.
3. Sportsmanship...the ability to win and lose gracefully.

School spirit means loyalty to all functions of the school. A loyal student supports his school and does his utmost to keep his scholastic and activity standards at the highest possible level.

## **SPORTSMANSHIP**

Fans are expected to meet high standards of good sportsmanship. All cheering at games must be positive and supportive of Brother Rice teams. No negative or offensive cheering may be directed at teams, team members, fans, or officials. All forms of disrespect or ridicules run contrary to the standards of good sportsmanship. Consequences for poor sportsmanship include expulsion from the sports event, whether home or away, and other disciplinary measures.

## **SCHOOL SONGS**

### ***Brother Rice Alma Mater***

In praise of thee, O Alma Mater,  
In memory of thy noble name,  
We pledge our life and our allegiance,  
To spread thy virtues and thy fame;  
While students gather 'round thy altar,  
with tribute and devotion due,  
To Brother Rice, our Alma Mater,  
We'll e'er be loyal and true.  
Our friends of years so linked together,

Will wander thru the dying day.  
And closest friendships we may sever,  
As down thru life we wend our way;  
Thy sons well guarded from all sorrow,  
Will ever blazon forth the fame  
Of Brother Rice, our Alma Mater,  
And proudly bear thy name.

***Brother Rice Fight Song***

Hail our Crusader team.  
As it advances in the fray;  
For what though the foe assail,  
Our Maroon and Orange will gain the day;  
And we'll cheer for Brother Rice,  
And we shall wave our banners free;  
Fight fellows, one and all,  
And we shall sing of victory.  
(Second Ending)  
And we shall break right through,  
Straight and true,  
On to victory.

**HANDBOOK**

The policies of this handbook are subject to revision at the discretion of the administration and are subject to approval by the Board of Directors. Revisions made during the school year are announced via the website or regular mail. Throughout the handbook, references to “parents” also include legal guardians. The cost to replace this handbook is \$10.00. This Handbook went to press in June, 2021.