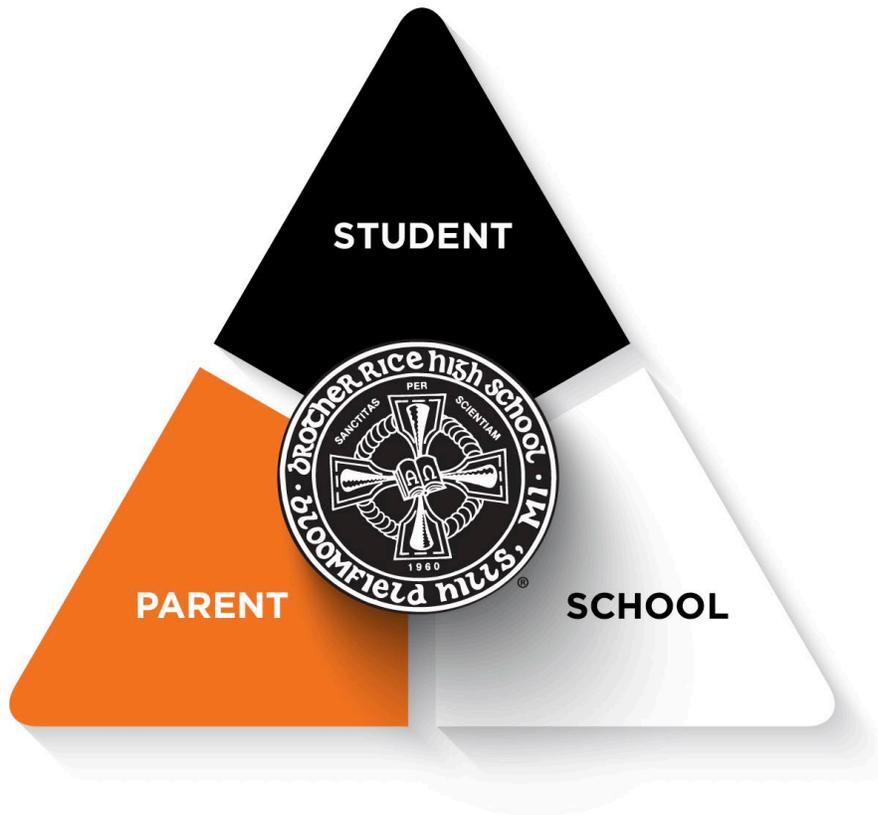


# The Three Party Partnership for Excellence



7101 Lahser Road  
Bloomfield Hills, MI 48301



## **BROTHER RICE HIGH SCHOOL**

*Student/Parent Handbook*

**Brother Rice High School  
7101 Lahser Road  
Bloomfield Hills, MI 48301**

Main Office	248.833.2000
Main Office Fax	248.833.2001
Principal	248.833.2002
Vice Principal	248.833.2008
Dean of Student Formation	248.833.2006
Director of Athletics	248.833.2040
Director of Bands	248.833.2292
Director of Campus Ministry	248.833.2270
Achieve Plus Center	248.833.2323
Enrollment	248.833.2020
Alumni Coordinator	248.833.2016
Attendance	248.833.2060
Advancement	248.833.2010
Advancement Fax	248.833.2011
Auction	248.833.2018
Bookstore	248.833.2330
Finance Office	248.833.2050
Guidance	248.833.2030
Technology	248.833.2200
Transportation	248.833.2318
TruFood	248.833.2317

[www.brrice.edu](http://www.brrice.edu)

A Catholic, all-male  
secondary school

Staffed by  
Dedicated Lay Men, Women, and Religious  
and the  
Congregation of Christian Brothers

Member of  
the National Catholic Education Association  
Established in 1960  
by the Congregation of Christian Brothers of Ireland

Accredited by AdvancED

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# BROTHER RICE HIGH SCHOOL

## MISSION STATEMENT

Brother Rice High School is a Catholic College Preparatory School for young men Inspired by the Essential Elements of a Christian Brother Education, the school fosters the spiritual, intellectual, cultural and physical development of its students. The Brother Rice community promotes excellence through an environment conducive to lifelong personal growth, responsible moral choices and critical thinking.

In light of the Mission Statement, a Brother Rice graduate will ideally do the following:

- Develop a personal spirituality based on Catholic teaching that encourages active participation in a community of faith
- Cultivate continuing intellectual curiosity through the use of critical and analytical interaction with his environment and culture
- Make healthy life choices that enhance physical and emotional wellbeing for himself and others
- Exhibit personal and social responsibility as a member of the global community
- Pursue leadership roles and willingly accept the accompanying authority and responsibility
- Recognize and respect the dignity of each person and value the cultural diversity of society
- Demonstrate an awareness of and appreciation for the various forms the Arts and Science

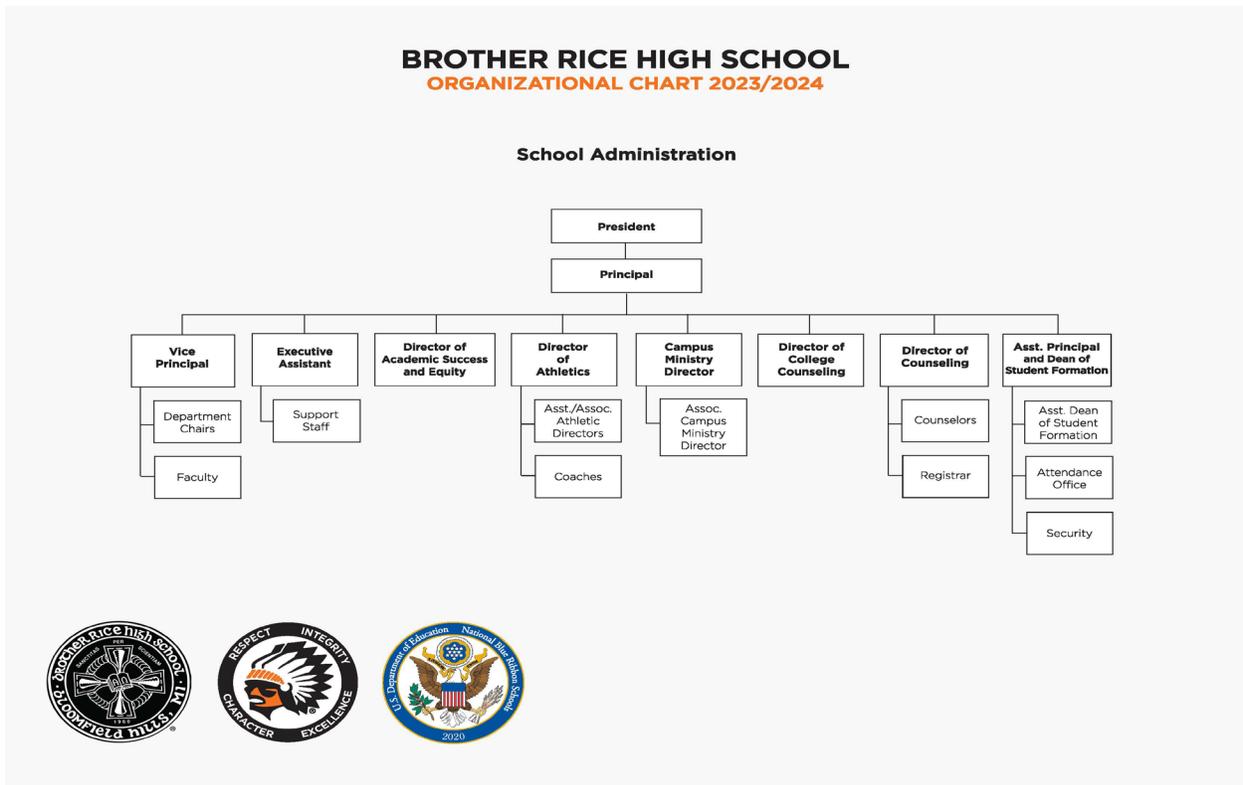
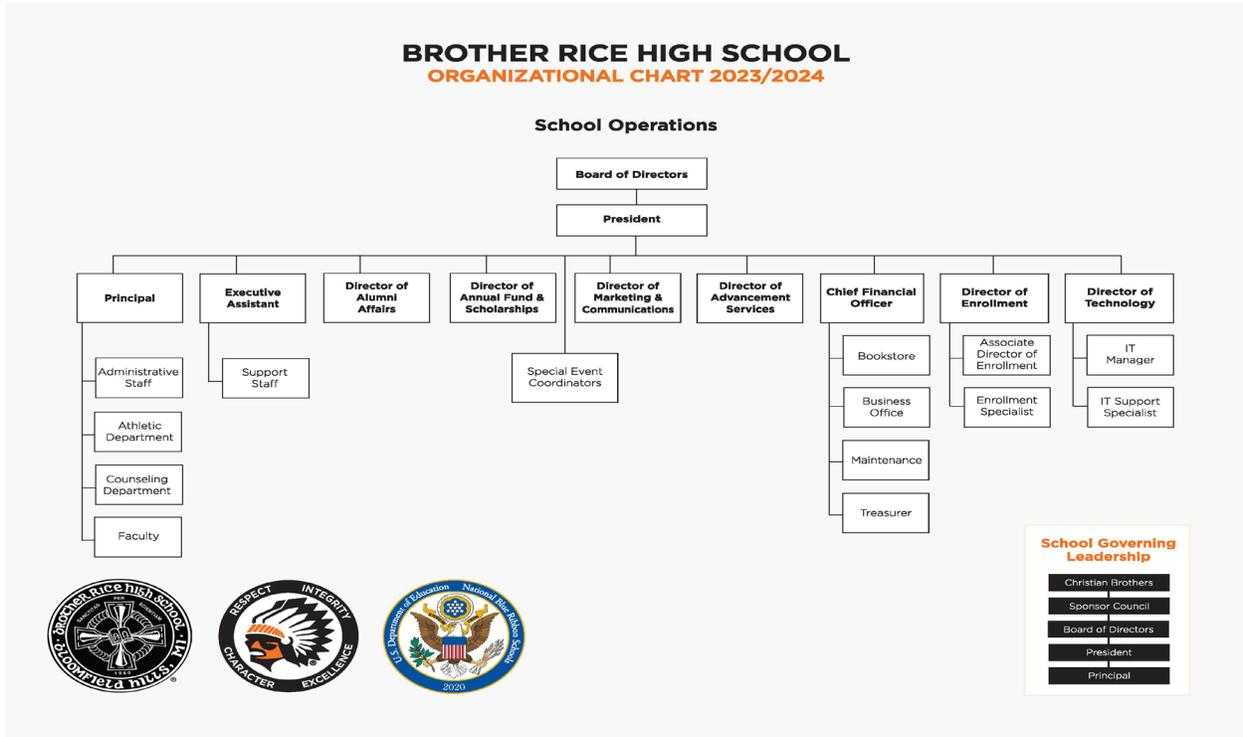
## THE PRINCIPAL'S PREROGATIVE

Notwithstanding any provision of the Student/Parent Handbook, in all matters that relate to the health, safety and welfare of any student or employee of Brother Rice, the good name and reputation of the school, or the security of the school, the Principal of Brother Rice High School reserves the right to take any action they deem appropriate to preserve and protect the best interests of the Brother Rice Community

Brother Rice High School admits young men of any race, color, creed, religion, national or ethnic origin. Brother Rice does not discriminate on the basis of race, color, creed, religion, national or ethnic origin in its programs or activities. Our educational mission is to share the Good News of Jesus Christ with every student in all of our educational activities, and we require every Brother Rice student to fully participate in our Catholic educational curriculum.

All decisions regarding admission, academic progress, curriculum, grade level and classroom placement, discipline and participation in Brother Rice programs or extracurricular activities are at the sole discretion of the school.

# BROTHER RICE HIGH SCHOOL ORGANIZATIONAL CHART



# Three Party Partnership for Excellence

The Student, The Parents and Brother Rice High School



The Student/Parent Handbook has been compiled to familiarize students and parents/guardians with Brother Rice's philosophy, goals, academic requirements, school services and activities, student conduct and responsibilities and any other pertinent information. Brother Rice provides an excellent educational experience for all students, while at the same time affording young men the opportunity to mature into Christian gentlemen. Students are encouraged to develop their academic and extra-curricular talents in a community of faith where students, parents/guardians, teachers and staff endeavor to live the values of the Gospel. Inspired by the charism of Blessed Edmund Rice and the Congregation of Christian Brothers, an international order of religious teachers, Brother Rice's mission is to nurture the spiritual, intellectual, and physical development of each student within a vibrant community of faith. Brother Rice men are challenged to develop as leaders who will shape a more just and peaceful society.



# BROTHER RICE HIGH SCHOOL

## ESSENTIAL ELEMENTS OF AN EDMUND RICE CHRISTIAN BROTHER EDUCATION

The Essential Elements of an Edmund Rice Christian Brother Education calls educational ministry sites and those working in them to:

### I. 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

### II. 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

### III. 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

### IV. 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

### V. Celebrates the Value and Dignity of Each Person and Nurtures 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 extra-curricular activities and programs that are important to a student's holistic education
- strive to provide just remuneration for faculty and staff

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

- empower all members of the community to share in the mission
- work with parents/guardians 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

### VII. 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

In accord with the mission statement of the Congregation of Christian Brothers, "We commit ourselves to Christian education and to prophetic action on behalf of the materially poor in the confidence that in all our truly human interactions God is transforming us as well as the people we serve."



## BLESSED EDMUND IGNATIUS RICE (1762 – 1844)

The founder of the Christian Brothers of Ireland, Edmund Rice, was born in 1762, near the town of Callan. He was educated, married, and became a prosperous merchant, landowner and leader of Catholic activities in the city of Waterford. Edmund's wife died



tragically, leaving Edmund and their daughter behind. After a number of years, Edmund contemplated life in a monastery on the continent, but a friend with connections to the local bishop encouraged him to look out upon the poor of Waterford and find his mission there, first among the youth of the city's neglected poor. The Bishop of Waterford encouraged him to begin a school for poor boys. The parents of

these boys refused to send their sons to the existing Protestant school. In 1802, Edmund began his educational work in a room above a local barn and in 1803, secured the land which was to become Mt. Sion, the first school of the Edmund Rice system.

Although best remembered for his dedication to teaching young boys, Edmund Rice also ministered to the imprisoned, opened a homeless shelter, and instituted an adult education program. Pope Pius VII gave papal approval to the Congregation in 1820. Edmund took the name of Brother Ignatius, and in 1822, Brother Edmund Ignatius Rice was elected the first Superior General of the new congregation.

Brother Edmund Ignatius Rice died on August 29, 1844, at Mount Sion, Waterford. On April 2, 1993, His Holiness Pope John Paul II formally declared Br. Edmund Ignatius Rice to be Venerable. He was beatified in Rome on October 6, 1996.

## CONGREGATION OF CHRISTIAN BROTHERS

Members of the Congregation of Christian Brothers ("Irish Christian Brothers") are those spiritual sons of Blessed Edmund Ignatius Rice who are devoted to the Christian education of youth.



The word "Christian" implies that they are doing the work of Jesus Christ, who began "to do and to teach." As Brothers they are spiritually united, working as a team, praying, and living together in family unity.

Blessed Edmund Ignatius Rice founded the Brothers of the Christian Schools of Ireland. The Congregation, however, soon spread to other countries. The Brothers, particularly in the United States, are descendants of many nationalities. As a result, in 1966, the Congregation officially changed its name to the Congregation of Christian Brothers in order to better reflect its international character.

The Brothers are lay religious, with vows of poverty, chastity, and obedience. Their first duty is their own personal sanctification.

Each day, time is allotted for prayer, meditation, and spiritual reading.

The Brothers' education extends throughout a lifetime. The Brothers in educational ministries are in a position to give their full-time attention to the education of their students.

Today, with headquarters in Rome, more than 1,000 Brothers staff schools in Ireland, England, Australia, New Guinea, India, Africa, Canada, and several South American countries, as well as in the United States. In 2005, the Brothers celebrated one hundred-twenty-five years of service in North America.

The Brothers of Brother Rice are members of the North American Province (district) which conducts schools in Canada and the United States as well as ministries in South America and the Caribbean.

## BROTHER RICE HIGH SCHOOL INFORMATION

### School History

Brother Rice is a private, fully accredited, four-year Catholic college preparatory high school. It is an independent Michigan corporation (Christian Brothers of Michigan, Inc.) that is sponsored by the Congregation of Christian Brothers, founded in 1802 by Blessed Edmund Rice, after whom the school is named.

During the late 1950s, three laymen, Mr. John O'Hara, Mr. Bob Ryan, and Mr. Bob Cronin, recognized the need for Catholic high schools in the growing northern suburbs of Detroit. With the assistance of the pastors of the neighboring parishes, St. Bede, St. Columban, Holy Name, St. Hugo of the Hills, and Our Lady Queen of Martyrs, and with the moral and financial support of the parishioners, the Archdiocese of Detroit was approached. Edward Cardinal Mooney, Archbishop of Detroit, asked the Congregation of Christian Brothers to come to Birmingham, and Brother Rice opened its doors in the fall of 1960.

### Faculty

All are committed to educate students in the ideals of Catholic education. All Brother Rice teachers are certified to teach and have a great passion for their content area.

### Colors

The official school colors are black and orange. In an effort to avoid duplicating the school colors of other area boys' schools, Br. Hueller, the first Principal, chose the present colors in 1960.

### School Seal

The school seal is enclosed within a double circle which is symbolic of the eternity of God. Placed between the outer and inner circles are the names of the school and city and state in which it is located. Prominent within the circles is a Celtic cross with Celtic interlacing, symbolic of the origin of the Congregation of Christian Brothers who form part of the staff of the school. Across the top of the inner circle above the Celtic cross is the Latin inscription "*Sanctitas Per Scientiam*" meaning "Holiness through Knowledge". At the bottom of the inner circle is the year the school was founded. Within the center of the seal is a book with the Greek letters "Alpha" and "Omega" – the beginning and the end – an ancient symbol for Jesus Christ.



### School Logo and Nickname



The school logo is the Warrior Head and nickname is the Warriors. In 1969, the late Mr. Sheldon Brodley, a football coach and longtime friend of Brother Rice, asked Jack Flechsigs, Art Director for WXYZ-TV, to design a new logo. No variation of this trademarked logo is allowed, and only this

logo may be used on the back of the official Brother Rice leather-sleeved jacket.

### School Song

*“Hail our Warriors. Hats off to thee. To our colors, true we will ever be. Orange and black, united we stand. Working ever... Failing never... Pulling for our team together Warriors we think you’re grand. G-R-A-N-D ... Grand!”*

## ENROLLMENT

Brother Rice High School provides an Edmund Rice education to the young men of Metro Detroit and its surrounding communities. Ninth grade applicants must complete an application, take the HSPT entrance exam, and interview with the Director of Enrollment. A committee evaluates each applicant and make the admissions determination. Students who are denied admission, may submit an appeal (contact the Director of Admissions for more information).

Transfer students must complete an application, provide a current transcript, list of courses, and standardized test scores in order to be considered for admission. Students who are denied admission may submit an appeal (contact the Director of Enrollment for more information).

Admission to Brother Rice High School is extremely competitive and students are only accepted as spots are available. Please be sure to turn in all documents by the published deadlines.

## ACADEMICS

Brother Rice High School is a college preparatory school, thus the curriculum is designed to prepare students for studies on the university level. Brother Rice students are expected to strive to do their best and to maintain a level of achievement consistent with this goal.

**Brother Rice utilizes PowerSchool, a web-based student information system. It is the responsibility of both students and parents/guardians to use the PowerSchool software to monitor academic progress. PowerSchool can be accessed through the Brother Rice website or directly at [p.brrice.edu](http://p.brrice.edu). Students or parents needing assistance with PowerSchool should contact the school’s technology department.**

### 1. Textbook/E-Books

Books and supplies are not included in the tuition charges.

### 2. Quarter Grades

The Quarter Grade for each course is determined by formative and summative assessments. Quarter grades may be contested up to two (2) weeks after their release.

### 3. Semester Exams

In January and June, cumulative semester exams will be given. Exam dates are published at the beginning of the school year. Attendance for all semester exams is mandatory. No student will

be allowed to take an exam before the scheduled time. If a student is absent from an exam due to illness, he must provide a doctor’s note. With a doctor’s note semester exams can be rescheduled and made up for full credit. If semester exams are missed due to an extreme family emergency, the administration may grant permission to make up exams for full credit. Semester exams not taken by a date set by the administration will result in a failing grade being entered as the exam grade. As part of the academic requirements, all students must take the required exams.

If a student’s financial account is carrying an unpaid balance, that student’s semester exam will not be graded until all financial requirements have been met with the Finance Office.

Semester grades may be contested up to two (2) weeks after their release.

### 4. Senior Exam Exemption Policy

Seniors may be exempt from their second semester exams in courses they have a 90% or better in and earned a 90% or better in the semester of that course.

No exam may be exempted if Christian Service requirements are not met by the published deadline.

### 5. Semester Grade

At the end of the second and fourth quarters, the student will receive a semester grade for each course. The semester grades are the grades posted on the transcript and used to calculate the cumulative grade point average (GPA). The semester grade is determined by the average of the two quarter grades and the grade earned on the semester exam.

In order to meet the requirements for promotion to the next grade, students must pass and earn at least six (6) credits per year. Credit is awarded when the student earns a passing grade (60% or greater or “P”) in a particular course. Credit is not given for failed courses. At the administration’s discretion, failed courses may be retaken at an institution approved by Brother Rice High School. In the event that a student fails a course or fails a retake course and thus is short credits, he may be required to withdraw from Brother Rice.

### 6. Credit Recovery

An “F” semester grade means a loss of 0.5 credit in that course. In this case, it is mandatory the student make up the credit during the summer months in a recognized summer school program of study. Because of the limited time available for study during the summer, only one full credit or two half-credit courses may be taken. A summer school course that is a repeat of a course already taken during the school year will appear on the students’ permanent record as a summer school course under the heading of the summer school provider’s name. The summer school grade will not be averaged into the Brother Rice GPA. The credit for the course will be added to the student’s total credits. In the event a failing semester grade is not remediated during the summer, the Administration may require the student to withdraw from Brother Rice.

If a student is given permission to take an approved supplementary course in a recognized academic program, the course title, credit and grade will be recorded on their transcript if they wish. However, a summer school grade will not be included in his GPA. Courses required for graduation, including elective courses, must be taken at Brother Rice during the regular school year.

### 7. Transcript and Credit Policy

- a. Students may not be readmitted to Brother Rice High School if they are deficient in credits unless arrangements to make up the credits have been made to the satisfaction of the Administration.

- b. Deficient credits must be made up by arrangement with the Brother Rice administration. All remediated courses must be completed with grade transcripts provided on the first day of the next school year.
- c. A student must ordinarily maintain a weighted cumulative GPA of 2.00 per semester to maintain continuous enrollment at Brother Rice High School.
- d. A student must have received a failing grade for a semester course before retaking the course for credit. In order to retake a failed course, the student will be required to obtain permission from the administration.
- e. Students receiving a grade of "F" for a semester course will not have the "F" removed from their transcript. When the failed course is remediated, the grade earned for the retake will be added to the student's transcript. There is no recalculation of GPA.
- f. High school courses taken in middle school will be used for 9th grade placement purposes only. Only courses that appear on a certified high school transcript may be awarded credit. These courses will not be used in GP A calculations.

### 8. Christian Service

The three-fold purpose of Catholic education is to teach the Gospel message, to build community, and to foster service to others. At Brother Rice High School, the Campus Ministry Office provides concrete opportunities for all students to build community by serving others as Jesus did.

Brother Rice requires each student to complete twenty (20) hours of Christian Service work per school year, four (4) of which will be earned by participation in the all-school service day. Freshman may complete another ten (10) hours through working in-school functions such as the Open House, the Auction, the Brother's Brunch, the Mother-Son Mass, the Leadership Conference, etc. Five (5) of those in-school hours may be applied from hosting an eighth grader. Those in-school opportunities are not mandated. Sophomores, Juniors and Seniors may only complete up to five (5) of the required hours by working in-school functions.

The successful Brother Rice student must complete 10 hours of their required 20 hours of service by the beginning of the second semester in January. The 10 hours must be completed by the first week of May.

Service hours are to be performed working for parishes, hospitals, nursing homes, charitable organizations, etc. Work with certain non-profit organizations, youth sports leagues, public schools, animal agencies, etc. do not qualify. If there is a question, pre-approval can be obtained from the Campus Ministry Office. Work done for family members, neighbors or other individuals, although constituting Christian service, may not be applied toward the service work requirement. Working a shift for free does not constitute service. Approved work may be completed during the summer prior to a given academic year. Students who work additional hours in an academic year may not apply those hours toward the next year's requirement. Extra hours may be used to qualify for service awards and scholarships offered by Brother Rice and various agencies.

Completed Christian Service Hours must be uploaded to x2vol.com to be verified and for final approval by the Campus Ministry Office. Students will be trained on the use of the x2vol.com service platform in their Theology Classroom in the fall. An email address from the supervisor of the Christian Service site is required for verification. The Campus Ministry Office has the responsibility for final approval.

Students who do not complete their service hours by the due date will be suspended from school until the required service hours are completed. Seniors may not participate in graduation ceremonies unless all service hours are completed.

### 9. Testing Program

During the academic school year, Brother Rice administers the following standardized tests:

1. Eighth graders interested in attending Brother Rice High School are given the Scholastic High School Placement Test in November, December, February or May.
2. Freshman take the grade appropriate ACT and SAT exams which establishes a baseline for students' college and career readiness.
3. Sophomores take the grade appropriate ACT and SAT exams which establishes a baseline for students' college and career readiness.
4. Juniors take the PSAT, which serves as the National Merit qualifying exam and take the American College Test (ACT). Interest inventories and career assessments are available at a cost in the Guidance Department.
5. Seniors may take the ACT and/or SAT I exams in the spring prior to their senior year or in the fall of senior year. Certain selective colleges require the SAT II Subject Tests. Students should check with the school(s) they hope to attend to determine if SAT II tests are required.
6. Advanced Placement Tests, which are taken for possible college credit, are administered in May.

### 10. Academic Grades

The following grade scale will be used by all classes at Brother Rice High School.

Grading Scale	Percentage	GPA	Honors/AP GPA
A+	100-98	4.0	4.5
A	97-93	4.0	4.5
A-	92-90	4.0	4.5
B+	89-88	3.0	3.5
B	87-83	3.0	3.5
B-	82-80	3.0	3.5
C+	79-78	2.0	2.5
C	77-73	2.0	2.5
C-	72-70	2.0	2.5
D+	69-68	1.0	1.0
D	67-63	1.0	1.0
D-	62-60	1.0	1.0
F	≤ 59	0.0	0.0

Gradebooks will automatically round up for 0.5 and above. For example: 83.6% becomes an 84% but a 79.4% will round down to a 79%.

Quality Points are used to compute the student's grade point average. Courses designated as Honors or AP will carry an added one-half (0.5) quality point per course. These extra quality points, added to the GPA, constitute a "weighted" GPA. Honor points are not awarded for any grade below a 70%.

Grade point averages (GPA) are computed for each quarter and will appear along with the current GPA on each report card. Letter grades earned in courses and the cumulative GPA, based on the semester grades earned during the four years at Brother Rice, are recorded on the student's transcript.

The GPA is computed according to the following formula:  $GPA = \frac{\text{Total Quality Points}}{\text{Total Ranking Credits}}$

For example: Student X has earned the following semester grades:

English	90%	0.5 credit
Math	73%	0.5 credit

History	88%	0.5 credit
Science	67%	0.5 credit
Theology	75%	0.5 credit
World Language	92%	<u>0.5 credit</u>
		3.00 credits

The Quality Points for each grade are multiplied by the credit for the course:

English	4.0 x 0.5	2.00
Math	2.0 x 0.5	1.00
History	3.00 x 0.5	1.50
Science	1.00 x 0.5	0.5
Theology	2.0 x 0.5	1.00
World Language	4.0 x 0.5	<u>2.00</u>
		8.00

Total Quality Points/Total Ranking Credits:  
8.00/3.00 = 2.67 GPA

#### 11. Academic Honors and Awards

Academic excellence is acknowledged each year. Departmental and extra-curricular activity awards are acknowledged as well as the students who meet the Honor Roll requirement:

- a. A Honor Roll: GPA of 3.650 or higher.
- b. B Honor Roll: GPA of 3.000 to 3.649

For a student to be eligible for the Honor Roll, all grades must be 70% or higher.

#### 12. Valedictorian, Salutatorian, and Senior Awards

Under ordinary circumstances, the Valedictorian is the graduating senior with the highest weighted cumulative grade point average after the seventh semester of study at Brother Rice and the Salutatorian is the graduating senior with the second highest weighted cumulative grade point average after the seventh semester of study. However, level of difficulty and number of courses taken may be used as criteria for selecting Valedictorian and Salutatorian.

In addition to the honoring of the Valedictorian and Salutatorian, seniors are presented with various awards and medals at graduation. Seniors graduating with a cumulative GPA of 3.40 or higher and have not earned any grades lower than a 70% at the end of the seventh semester are designated as graduating with honors. The following conditions must be met for eligibility of the above honors:

- a. A student must have completed a minimum of four (4) consecutive semesters at Brother Rice.
- b. A student must be a model of exemplary behavior with no major disciplinary infractions, such as out-of-school suspensions.
- c. Overall involvement in the school will be considered.

These honors may be rescinded at any time up to and including after the graduation ceremony for any violation of campus rules or the Student Code of Conduct.

The only honor distinction to be worn on graduation day is the Aquinas Chapter of the National Honor Society medal. Medals awarded at graduation may be worn as well.

#### 13. Academic Board and Academic Probation

The Academic Board, composed of the Principal, the Vice Principal, the Dean of Student Formation, a guidance counselor, the Athletic Director, and the Director of Student Support Services, meets quarterly in order to evaluate students who are struggling academically and make suggestions to support students with poor academic grades.

**Academic Probation:** A student may be placed on Academic Probation if his first quarter, second quarter, third quarter, or fourth quarter GPA is below a 2.0 and/or has two (2) or more failures. A support plan will be developed to promote the improvement of grades.

**Academic Ineligibility:** A student is considered ineligible for athletics and extra-curricular activities when his end of 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> quarter GPA, falls below a 2.0, or he has two (2) or more failures in a quarter. The student will be considered inactive and may not participate for two weeks. If, at the end of the two-week inactive period, his GPA is above a 2.0, and he is not failing two or more classes, he may resume participation. His grades will be monitored every two weeks, and if they fall below a 2.0, or he is failing two or more classes, he will become inactive again for two weeks. The student must attend all mandatory support sessions, which will be a requirement of his Academic Probation, in order for him to resume participation.

If a student is deemed ineligible at the end of the 2<sup>nd</sup> semester, he may participate in summer practices and try out for a fall athletic team; however, his two-week inactive period will begin on the first day of school for the academic year.

**MHSAA Eligibility:** The MHSAA sets a minimum standard for academic eligibility which many schools adjust upward. The minimum is that a student must have passed at least 66% of a full-time student's course load (generally 4 or 5 or 6 classes / 5 of 7 classes) in the previous semester and be passing the same number in the current semester, whenever a school does regular academic eligibility checks (at least once in a 10-week period.)

#### 14. Grade Availability

Students and parents/guardians are encouraged to monitor grades via PowerSchool. In the event an official grade report is required, students and/or parents/guardians may contact the Guidance Department.

#### 15. Parent/Teacher Conferences

Parent/Teacher Conferences are held two times a year. Parents/guardians are encouraged to monitor their son's grades on PowerSchool throughout the school year and may contact teachers at any time.

#### 16. Honors Courses

Students are encouraged to apply themselves academically throughout the school year to earn placement into an honors course. Please see a counselor for specific requirements in each core academic area.

#### 17. Advanced Placement (AP) Course Enrollment

The rigor of curriculum and instruction in an AP course is seen as a predictor of college success. Many colleges and universities prefer applicants to have a certain number of AP courses on their transcripts as they apply for admission. Exams are scored on a range of 1-5. Each college or university decides on the awarding of college credit based on their own criteria. Generally, a score of 3 or better is considered a passing score and may be awarded college credit. Grades for AP courses are calculated with an additional half quality point for each course. The following conditions also apply:

- a. Students must meet the criteria to enroll in an AP course and must sit for the AP exam.
- b. Students will be billed through FACTS for any AP course enrolled in.

- c. An AP exam score below a 3 may result in loss of AP designation on the student's transcript.
- d. Students who miss an AP exam must make up the exam on the assigned date and pay any additional fees associated with the make-up exam. If the AP exam cannot be made up, the student must take a final exam in that class.
- e. A senior may be denied participation in graduation for failure and/or refusal to take an AP exam.

Additional information on the AP program may be found at <https://apstudent.collegeboard.org/exploreap?navid=bf-apst>

#### 18. Dual Enrollment in College Level Courses

Students may take approved dual enrollment at their own expense. Students should see their counselor for information and assistance.

#### 19. Graduation Policy

A graduation ceremony is a public celebration of a student's successful completion of a published list of school requirements and attendance is mandatory. If a student does not successfully complete the academic requirements for graduation, including passing a minimum of six credit-earning classes each semester, the student will not be allowed to participate in the Baccalaureate Mass, Senior Dinner, Senior/Alumni Luncheon, and the Commencement Ceremony.

To participate in graduation ceremonies, a student must fulfill the school's academic, disciplinary, Christian Service and financial requirements. In order to receive a diploma at the Commencement Ceremony, a student must participate in all graduation exercises and have complied with all rules and regulations associated with the ceremonies.

#### Academic Requirements:

##### Class of 2024

Electives	2.0 credits
English	4.0 credits
Health	0.5 credits
Mastery Skills	0.5 credits
Mathematics	4.0 credits
World Language	2.0 credits
Physical Education	0.5 credits
Science	3.0 credits
Social Studies	3.0 credits
Speech	0.5 credits
Theology	4.0 credits
<b>Total Required Credits:</b>	<b>24 credits</b>

- Mathematics must include 1.0 credit each of the following in: Algebra I, Algebra II and Geometry
- Social Studies must include 1.0 credit in World History, 1.0 credit in United States History, 0.5 credit in American Government and 0.5 credit in Economics.
- Science must include 1.0 credit in Biology and 1.0 credit in Chemistry or Physics.
- World Language requires two consecutive years of the same language.
- Students must complete the Christian Service requirements.

#### Academic Requirements:

##### Class of 2025 and beyond

Electives	2.0 credits
English	4.0 credits
Health	0.5 credits
Mathematics	4.0 credits
Physical Education	0.5 credits
Science	3.0 credits
Social Studies	3.0 credits
Theology	4.0 credits

Visual, Performing & Applied Arts	1.0 credits
World Language	2.0 credits
<b>Total Required Credits:</b>	<b>24 credits</b>

- Mathematics must include 1.0 credit each of the following in: Algebra I, Algebra II, and Geometry
- Social Studies must include 1.0 credit in World History, 1.0 credit in United States History, 0.5 credit in American Government and 0.5 credit in Economics.
- Science must include 1.0 credit in Biology, 1.0 credit in Chemistry, and 1.0 credit in Physics.
- World Language requires two consecutive years of the same language.
- Students must complete the Christian Service requirements.
- In order to complete the Fine and Performing Arts graduation requirement in the freshman year, freshman may waive Physical Education (PE) by participating in two (2) complete seasons of a Brother Rice/MHSAA sport or an approved club sport. Students may elect to take an approved Physical Education (PE) course during the summer to fulfill this graduation requirement.

#### Visual and Performing Arts Fulfilling Classes

- Architecture
- Broadcast Journalism
- Debate
- Drama, Film, and Theatre
- Engineering
- Forensics
- Instrumental Music
- Journalism
- Visual Arts
- Vocal Music
- Yearbook

#### 20. Financial Requirements

A student is eligible for graduation only if all tuition, fees, and financial obligations have been met to the satisfaction of the Finance Office.

#### 21. Disciplinary Requirements

In order for a member of the Senior Class to be eligible for participation in graduation exercises, he must cooperate with the disciplinary requirements and Student Code of Conduct at Brother Rice High School and maintain a satisfactory disciplinary record. Seniors may forfeit any or all graduation privileges or honors for violating any campus rules or the Student Code of Conduct.

#### 22. Course Offerings

A Course Description Handbook is available to aid the student and his parents/guardians in course planning and selection.

An elective course is defined as a non-required course chosen by the student. If this course is selected to fulfill the course requirement for a particular year, it must be completed. A student may not drop a required elective course. A distinction is made between academic electives (mathematics, science, English, etc.) and enrichment electives (band, drama, art, etc.). A student may take no more than one enrichment elective per year to meet the course requirements for a particular year. Elective courses are designated as academic or enrichment on the course registration form. In order to take a seventh academic course in sophomore, junior, or senior year, a student must have a cumulative GPA of 3.0 or higher.

### 23. Course Selections and Student Schedules

During February, students select their course of study for the next school year. Parental approval and faculty approval are required for the program of study chosen by the student. Once students have selected their programs of study, their schedules of classes are processed by computer.

Changes in student schedules are rarely made and only for serious academic reasons. Consequently, students should choose their courses with care. A \$100 fee may be charged for a change in schedule.

For reasons related to health and wellbeing, all students are required to have a lunch period.

No requests for specific teachers will be honored.

### 24. Withdrawal from Courses

A student may not withdraw from a required course. This includes an elective course taken as one of the six courses required each semester.

In the event a student needs to drop a course, he should contact his counselor.

## STUDENT ACTIVITIES

Brother Rice High School recognizes the importance of extra-curricular activities in a well-rounded high school experience and provides the opportunity for students to participate in a variety of programs.

**Participation in all extra-curricular programs, including varsity, junior varsity, and freshmen athletics, service organizations, and special interest clubs is considered a privilege and not a right of Brother Rice students. Therefore, membership on any team or in any club is contingent upon a student's satisfactory academic, behavioral, and financial compartment. The privilege of participating in any extra-curricular program may be revoked by the Administration for serious violation of any campus rule or Student Code of Conduct.**

### A. ATHLETICS

#### Fall:

Cross Country	Unlimited Participation
Football	Unlimited Participation
Soccer	Limited Participation
Tennis	Limited Participation

#### Winter:

Basketball	Limited Participation
Bowling	Limited Participation
Ice Hockey	Limited Participation
Skiing	Limited Participation
Swimming/Diving	Unlimited Participation
Wrestling	Unlimited Participation

#### Spring:

Baseball	Limited Participation
Golf	Limited Participation
Lacrosse	Limited Participation
Track & Field	Unlimited Participation

## PARTICIPATION

Team members must have a physical exam, parent/guardian's consent and meet Brother Rice High School and the MHSAA eligibility requirements.

Certificates of participation, "letters" and/or special awards are presented to deserving team members upon completion of the season of that sport.

Team members must follow all guidelines, rules and regulations, as outlined by the Athletic Director, at the beginning of each season.

### NCAA Eligibility: Prospective Student-Athletes

Any student considering participating in college athletics must be eligible to do so and follow the guidelines set forth by the NCAA. NCAA Eligibility Center: [www.eligibilitycenter.org](http://www.eligibilitycenter.org)  
1(877)262-1492

### B. INTRAMURAL SPORTS

Intramural teams include the following sports and others to be determined.

Fall: Flag football

Winter: Basketball

### C. ACTIVITIES AND CLUBS

BEAM&R	BRM Sailing	Chess Club
Debate/Forensics	Jazz Band	Latin/Spanish HS
Marian Rice Players	Mech Warriors	Model UN
NHS	Pep Band	Politics Club
Quiz Bowl	SADD	Warriors for LIFE

### Eligibility Requirements:

In order for a student to participate in extracurricular activities at Brother Rice, he must meet the academic eligibility requirements.

If a student is unable to attend school for any reason, it will affect that student's eligibility to participate in extra-curriculars. Refer to **Absences and Extra-Curricular Activities** for more information.

### Honor Societies

Invitation to apply for membership to honor societies is based upon requirements established by specific honor societies. A Faculty Honors Advisory Council appointed by the Principal will review applications and make recommendations of who is to be accepted based on commitment to academics, leadership, Christian service, and commitment to the mission of Brother Rice: Respect; Integrity; Character; and Excellence. These standards must be maintained for continuing membership.

**Any student found in violation of the Brother Rice Student Code of Conduct may lose the privilege of membership in all honor societies, including non-curricular societies.**

Students must qualify for and maintain qualifications for membership in these honor societies:

Latin Honor Society  
National Honor Society  
Spanish Honor Society

## STUDENT SERVICES

### A. Center for Learning and Achievement

The Center for Learning and Achievement (CLA) provides programs, services and resources to support instruction, enhance student academic success, and retain a diverse student body. Comprising three components – Enhanced Learning Services, Writing Resources, and Academic Resources – the CLA will arrange and provide services and accommodations for students with academic challenges, and provide workshops, tutoring and

other forms of collaborative learning to help students become effective and independent learners. The CLA serves faculty wishing to make courses more accessible for students and to improve student writing and speaking skills.

**CLA Hours:**

M, T, Th: 7:00am to 5:00pm  
W: 7:00am to 1:49pm & 3:30pm to 5:00pm  
F: 7:00am to 4:30pm

**B. Institute for Academic Success**

The Institute for Academic Success (IAS) is located in the CLA. The center provides a supportive learning environment for any student seeking additional support in mastering subject area content. It is a student- focused support room where on-on-one, small group, and peer-to-peer tutoring is accessible.

Students who are seeking support or who have a Brother Rice Student Support Plan due to a documented learning disability may be assigned to the Achieve Plus Center during their study periods.

**IAS Tutoring Hours:**

M, T, Th: 7:00am to 3:30pm  
W: 7:00am to 1:49pm  
F: 7:00am to 3:30pm

**Student Support Plans**

To receive a BRHS Student Support Plan for a learning disability, a student must have valid paperwork on file with a diagnosis. Valid paperwork would include a current Individual Education Plan (IEP) or a full psychological evaluation. An IEP, 504 plan, doctor's note, or paperwork older than three years will not be considered acceptable for a BRHS Student Support Plan.

**Valid paperwork must be submitted by September 30th** of the academic year for the student to receive accommodations for the school year. Once the paperwork is on file with our Student Support Specialist, students will continue to receive the accommodations as detailed in their support plans through their time at BRHS.

In general, two supports will be provided:

1. A separate location for taking tests with extra time given
2. Quizzes taken in class with extra time provided by the classroom teacher

Extra time is defined as time and a half. This is the time all other students are given in class plus an extra half of that time. All tests must be completed on the same day they are first taken unless special permission is given by the classroom teacher.

If a student is below the 12th percentile in reading or has previously had tests consistently read, they may be provided with a test reading accommodation and double time. Also, if a student has valid paperwork for dysgraphia or a learning disability in written expression, they will be provided with a word processor for tests in a separate location and double time.

Any appeals to the accommodations provided will be resolved through a meeting with the Academic Support Plan Process Committee. This committee is composed of the Student Support Specialist, a counselor, a student's current teacher, and an administrator.

**C. Announcements**

Announcements are made in the first period following the morning prayer over the PA or may be televised. Students are expected to listen to the announcements in silence, so they are able to hear important information regarding the school, athletics, extra-curricular activities, etc.

Students who wish to have something included in the announcements must have the notice signed by the appropriate moderator, teacher, or administrator and submitted to the Main Office at least one day prior to when the announcement is to be read. Copies of the announcements are available in the Main Office.

**D. Brother Rice Bookstore**

Clothing, gifts, textbooks and other school items are available for purchase at the Brother Rice High School Bookstore and online ([bookstore.brice.edu](http://bookstore.brice.edu)). The Brother Rice Bookstore is open on school days, during school hours and summer hours from 9:00am to 2:00pm, Monday through Friday. Phone: 248.833.2330.

**E. Food Services**

All students must remain on campus during the lunch period. Lunches may be purchased in the cafeteria, or students may bring their own lunches and eat in the cafeteria. The school's expectation is that lunches will not be delivered to the Main Office for students to pick up.

**F. Guidance Program and Services**

At Brother Rice, counselors and academic advisors are available for a student's total educational support. Counselors provide an environment to explore educational opportunities, career choices, college options and personal concerns. Students are assigned to a counselor, however are free to meet with a counselor of their choice. Students are welcome to come in at any time to address concerns. Some of the services offered include:

- a. Educational Planning: academic advising, course planning, performance progress checks, interpretation of policies and procedures.
- b. Career Counseling and Exploration: career information and counseling and career assessment.
- c. College Counseling and Services: college counseling on an individual, family and workshop basis, as well as assistance with college applications and transcript processing, coordination of college visits, networking and consultation with admissions representatives, advising for college preference, financial aid and for choice of major are integral parts of the counseling program for upperclassmen.
- d. Special Services: consultation with Birmingham Intermediate School District, coordination of reasonable accommodations, extended test-taking, and support services for students with disabilities.
- e. Personal Counseling: crisis intervention and referrals, short-term counseling and assessment, referrals for long-term counseling.

**G. Missions and Retreat Program**

The Congregation of Christian Brothers operates schools in Peru, and other needy areas throughout the world. Because the students in these areas are unable to pay tuition, the schools of the North American Province of the Brothers help finance the operations. Students are asked to help maintain these missions on a voluntary basis, in charity and self-sacrifice, through the mission collection in their Theology classes.

Brother Rice has a retreat program that offers students the opportunity to enhance their faith life and deepen their relationship with God. At the same time, students are challenged to examine their own lives and values, and to become better acquainted with their classmates. All students have the opportunity to attend retreats each year: Freshmen and sophomores have class retreats and juniors and seniors are offered the Kairos retreat experience, an intensive four-day overnight retreat.

**H. Prayer**

As a Catholic school, Brother Rice requires all of its students to regularly participate or demonstrate respect during group prayer before school, before each class and at the end of the school day. In addition to group prayer, the school chapel is available

throughout the day for individual prayer. Any student may also use the school's reflection room for individual prayers at appropriate times with approval from the administration.

#### I. Student Records

Brother Rice complies with the Family Educational Rights and Privacy Act (FERPA). Parents/guardians 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 Brother Rice correct records which they believe to be inaccurate or misleading. If Brother Rice decides not to amend the record, the parent/guardian 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.

Transcripts are sent electronically by the school registrar and counseling department. Directions for requesting transcripts will be provided by the counseling office. A student's transcript will not be sent until all academic, disciplinary and financial obligations have been met.

#### J. Lost and Found

1. Items found should be turned in to the Attendance Officer. Items found in the gym, locker room or on the field should be turned in at the Athletic Director's office.
2. Students who have lost an item should check in the Attendance Officer's office and Athletic Director's office.
3. Any iPad found should be delivered to the Technology Department. In the event a student is missing his iPad, he should see the Technology Department.
4. Items not claimed by the end of each semester are donated to charity.

#### K. Transportation

Transportation is provided to Brother Rice students who live within the Birmingham school district. The transportation office in Birmingham should be contacted at 248.203.3940 for the bus route/times. When the public schools are not in session, the busses will not be running. For further information, please contact the Attendance Officer at 248.833.2060.

The school provides bus transportation to and from the Rochester area for an annual fee.

## STUDENT REGULATIONS

An environment of mutual respect for the rights of others must prevail for Brother Rice to fulfill its mission and so students are expected to conduct themselves as Christian gentlemen who respect themselves and their teachers, as well as the rights and property of their fellow peers. Students are encouraged to form, hold, discuss and express their own beliefs and opinions. However, a student's exercise of free expression must not interfere with the rights and dignity of other students, and all students must be able to learn and grow in an atmosphere of mutual respect.

By enrolling at Brother Rice, both students and parents agree that the student will comply with all regulations and disciplinary standards that are now in effect or which may become effective during the student's enrollment concerning conduct, dress, attendance and official vacation periods and that the student will fulfill all academic requirements.

## A. ATTENDANCE

### ATTENDANCE HOTLINE

24 hours

248.833.2060

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

#### 1. Attendance

- Regular and punctual attendance for each school day and each class is expected. The warning bell sounds at 7:40am and students are expected to be seated in their first period by 7:50am.
- Any student who accumulates five (5) excused absences will receive a letter from the Dean of Student Formation and may be required to have a meeting with his parents/guardians and the Dean of Student Formation. After reaching ten (10) excused absences, a meeting will be required with the student, his family, and the administration. A doctor's note or court papers may be required to excuse any further absence(s). Subsequent absences may result in the student losing course credit for that quarter.
- Any student who accumulates three (3) unexcused absences may be required to have a meeting with his parents/guardians and the Dean of Student Formation. After reaching six (6) unexcused absences, a meeting will be required with the student, his family, and the administration. Subsequent absences may result in the student losing course credit for that quarter.
- In addition, the student is subject to receiving a failing grade for all courses affected by non-attendance. Parents/guardians and/or students may appeal the loss of credit to a Disciplinary Committee. Following a review, the Principal's decision is final. A student with excessive absences may be dismissed from Brother Rice High School or prohibited from registering for the next school year.

#### 2. Absence Due to Illness

It is the parent/guardian's responsibility to call the Attendance Hotline by 8:30am each day the student is absent.

In the event of extended illness (3+ days), a doctor's statement will be required when the student is able to return to school and is to be given to the Dean of Student Formation.

#### 3. Excused Absences for Reasons Other than Illness - All or Part of the Day

Any time the student is absent from school, whether part or a full day, for reasons other than illness, the parent/guardian must notify the Attendance Officer by 8:30am. The following qualify as excused absences:

- Death in the family
- Observance of a religious holiday
- Previously approved school sponsored events
- Medical appointments with documentation
- Court appearance with documentation
- Weather related
- College visits (refer to part 11)

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

- A signed parent/guardian note, and phone call must be submitted to the Attendance Officer by 7:50am;
- The Attendance Officer will notify the affected teacher(s) of the absence through PowerSchool;
- The student will report to the Main Office to sign out.
- Non-driving students must be signed out with the Main Office by their parent/guardian. The school will not release a student to anyone other than the individual(s) named in the student's record.
- Students will not be allowed to sign out of school prior to a Mass or school-wide assembly.

For re-admittance to school:

- The student must sign in with the Attendance Officer and submit a note from the doctor (or appropriate documentation).

**The school reserves the right to determine the legitimacy of an absence and whether it is considered excused or unexcused.**

**A student may be excused a maximum of three (3) times per semester before absences may be considered unexcused. A family should speak with the Dean of Student Formation for extenuating circumstances.**

#### 4. Unexcused Absences

An unexcused absence indicates a student was absent without a legitimate reason or prior permission for part or a full day. This may include being absent for reasons not mentioned above, skipping class, skipping school or leaving campus without permission.

The school does not condone absences for the purposes of extended holidays or vacations and non-Brother Rice academic/athletic camps. **Students should speak with the Dean of Student Formation well in advance of any absence not mentioned in Part 4 to work out details and absence type.**

It is the student's responsibility to make arrangements for school work beforehand and will be advised of possible academic consequences. Regardless of the absence length, teachers are not obligated to administer make-up assessments and/or assignments or accept work distributed and/or collected during any unexcused absence(s).

#### 5. Falsification of Absences

Forging a parent/guardian's signature on a note or other communication, altering a note or communication in any way or making/having someone else make a phone call to the school in which the caller falsely claims to be a parent/guardian is illegal and dishonest. Moreover, notes giving false reasons for absence or requests to be off campus are also dishonest. Students incur disciplinary consequences for any and all of the above.

#### 6. Absences and Extra-Curricular Activities

- Students absent from school may not attend or participate in an extra-curricular activity or school function on the day of the absence.**
- Students who arrive late or leave school early due to illness may not attend or participate in any extra-curricular activity later that day.
- Students who arrive late or leave school early must attend at least four (4) credit-earning courses to be eligible to attend or participate in any extra-curricular activities that day.

- Students who arrive late to school the day following any athletic event or extra-curricular activity may receive a detention and may not be able to attend or participate in a sport practice or extra-curricular activity later that day.

#### 7. Absences and Assignment Credit

- When absent, students are expected to check Schoology for missed work and pertinent information for their classes.
- Students are allowed one additional school day for every excused absence to make up and submit missed work. Teachers, at their own discretion, may make arrangements for additional time. Students failing to submit/make up work in the appropriate amount of time will receive no credit.
- If a student is absent the day of an assessment and/or assignment due date and the student was informed in class of the assessment and/or assignment prior to his absence, the student should expect to take the missed assessment and/or turn in that assignment the day he returns to school.
- A student who has an unexcused absence or who "cuts" a class period may receive no credit for classwork, quizzes, or tests missed and will be subject to suspension up to and including expulsion.

#### 8. School Mass and Retreats

Participation in school retreats and at Mass is an integral part of the formation of the Brother Rice student and therefore attendance and participation is required.

**Students will not be allowed to sign out of school prior to a Mass or school-wide assembly.**

#### 9. Field Trips

Students approved to attend a field trip must present a completed official permission form to the sponsoring teacher before the posted deadline. The permission form must be signed by the parent/guardian and by the teachers whose classes will be missed. Parental/guardian permission to attend off-campus events will not be accepted over the telephone or via e-mail.

#### 10. College Visits

Students are encouraged to schedule visits to prospective universities or colleges during Brother Rice school holidays. Written verification of the visit is required from the admission office of the school visited and must be turned into the Dean of Student Formation upon the student's return otherwise the absence will not be excused. College visits may not be excused for the purpose of exam exemptions and may not be taken during the month of May. The number of visits that may be excused are based on grade level and any beyond the guidelines may be considered an unexcused absence.

- For Sophomores, one (1) college visit will be excused;
- For Juniors, three (3) college visits will be excused;
- For Seniors, five (5) college visits will be excused

#### 11. Signing In or Out of School

- After classes have begun a student must sign in with the Attendance Officer anytime he arrives on campus.
- Students will not be permitted to leave prior to the end of the school day without written permission and a dismissal pass.
- Any time a student leaves campus prior to the end of the school day, he must sign out with the Main Office. **A student will not be allowed to leave campus unless he has parental/guardian permission to do so. If their schedule allows, students cannot be excused early without a release form on file with the Dean of Student Formation.**
- Students will not be allowed to sign out of school prior to a Mass or school-wide assembly.**

- e. Students must be signed out in the Main Office by their parent/guardian. The school will not release a student to anyone other than the individual(s) named in the student's record. Driving students must sign out in the Main Office.

12. Students Becoming Ill at School

- a. If a student becomes ill during the school day, he should report to the Attendance Officer.
- b. If it is deemed the student is too ill to return to class, the school will contact the parent/guardian promptly.

13. Lateness

- a. Lateness affects not only the student who is late, but also has a negative effect on the learning environment the teachers are creating and everyone within that environment.
- b. Students are expected to be in the classroom and seated when the bell rings otherwise may be considered late. Students who arrive at school after the bell must report to the Attendance Officer for an Admit Slip.
- c. A student may be late to school for any reason three (3) times per quarter before any consequence is assigned. On the fourth and fifth tardy to school, the student will be issued a detention and will be excluded from his first period. It is his responsibility to make up any/all missed work.
- d. If a student is late to school six (6) times in a quarter, the student will be excluded from his first period, and assigned a Saturday Detention.
- e. On the sixth late, and all subsequent tardies, the student will be excluded from his first period, receive no credit for that day's classwork, a mandatory parent/guardian meeting will be scheduled, and may be assigned additional consequences.
- f. After six (6) lates to first period, any absence from first period may be deemed unexcused (see Unexcused Absences, Part 5, p.12).
- g. It is the student's responsibility to know how many times he has been late to school. Failure to comply with the Lateness Policy may result in additional consequences.
- h. For periods other than first period, if a student is late to class, he may be issued a detention.
- i. If a student misses more than 20 minutes of any class period for any reason, it will be recorded as an absence by the Dean's Office. Reasoning and documentation will determine the type of absence.

14. Visitors on Campus

- a. Students are not allowed to have visitors on campus without prior approval from the Dean of Student Formation.
- b. Authorized visitors must check in with the Main Office upon arrival at Brother Rice.
- c. Alumni interested in visiting the school should contact Mr. Dan McGrath at 248.833.2016 or [mcgrath@brice.edu](mailto:mcgrath@brice.edu).

**B. DRESS CODE AND GROOMING REQUIREMENTS**

The dress code and grooming of students shall reflect modesty and good taste and shall not be disruptive of the classroom atmosphere or educational program of the school. Final judgment on any questions of appearance and the interpretation of the dress code and grooming requirements will be made by the Dean of Student Formation. **At the discretion of the Dean, a student who is in violation of these requirements may not attend class and may be sent home or a parent/guardian may be called to bring proper attire.** No refund will be given to any student who is asked to leave a Brother Rice function due to violation of dress code and/or grooming.

**Dress Code**

1. Students must be in possession of a current student ID card at all times and must surrender it to a faculty or staff member if asked to. Broken or lost ID cards must be replaced at the student's cost.
2. Conservative dress pants are to be worn at the natural waistline. Torn or frayed pants are not permitted. The pant leg of the pants may not have an elastic cuff and must be hemmed so that the heel of the shoe is visible. Pants may not be rolled or folded. Rolling of the pant leg does not constitute a hem. No chains, key holders, or other decorations may be worn.
3. A dress belt or Warrior belt from the Bookstore is to be worn inside the belt loops of the pants. No large or extreme belt buckles are allowed.
4. Black or brown leather or suede dress shoes that cover the heel of the foot must be worn with visible socks. If the shoes are meant to be tied, they must be tied properly. **Slippers, Flip-flops, sandals, moccasins, athletic shoes, canvas and fabric shoes, shoes with patterns and/or large logos, Heydudes, and UGG shoes/boots may not be worn.** Shoes must be kept in good condition at all times.

Black or brown full leather "Sperrys" (and similar) may be worn and must meet all of the above specifications. The upper heel of the shoe may not be flattened down or bent under the heel of the foot creating a slip-on or moccasin effect.

5. A properly fitting long sleeve white or solid-colored dress shirt with a regular fold-down collar must be worn fully tucked in and buttoned from top to bottom. If a shirt is worn under the uniform shirt, it must be a solid white, short sleeved crew or V-neck and have no design or writing of any kind.
6. A conservative, properly knotted necktie or bowtie is to be worn securely fastened under the collar of the dress shirt.

A Brother Rice tie, purchased in the Bookstore, must be worn on certain days.

7. Earrings, necklaces, sunglasses or any unnecessary and/or distracting accessories may not be worn in school or at school related activities.

No visible tattoos are permitted.

8. Brother Rice sweaters, quarter zips, and vests may be worn over a solid-colored dress shirt. The student's dress shirt must be fully tucked in and tie be visible. The Bookstore has approved quarter zips for sale.

Sweaters, quarter zips, and vests with a hood may not be worn.

Sweatshirts, hooded sweatshirts, coats, and jackets may not be worn in the school building during regular school hours.

9. Before October 1st and after the Founder's Day Mass in May, students may wear a long or short sleeve, solid-colored dress shirt without a tie or a solid-color Polo-style/golf shirt without a tie. Shirts must be tucked into a pair of dress pants and the collar must be worn in the down position. Dress code expectations from the waist down remain the same.

10. Hats, hoods, caps, bandanas, etc. are not to be worn in the building.

11. Clothing that advertises or displays alcoholic beverages or makers, obscenities, sex, drugs, represents disloyalty to our Church

or country, or denigrates any individual or class of individuals is prohibited.

#### Mass Days

On days when Mass is celebrated, students are expected to wear a solid dark navy sport coat, white dress shirt with a regular fold-down collar with a Brother Rice tie from the Bookstore, solid colored dress pants, dress belt, and dress shoes with visible socks.

Students not in Mass dress code may not be permitted to attend classes until they are in dress code. Students may also be sent home to change into proper dress code. Brother Rice will not be able to provide attire for mass.

#### Spirit Days

To promote the spirit and pride of Brother Rice High School, students are encouraged to wear Brother Rice t-shirts, Polo-style shirts and sweatshirts on Fridays. Spirit wear must be of Brother Rice and may not be covered by another garment. Dress code expectations from the waist down remain the same. Jackets or coats, Brother Rice or not, may not be worn.

#### Dress Down Days

To raise money for school clubs and extra-curricular activities, dress down days will be held on designated days where students, faculty and staff may purchase a ticket and dress down on the sanctioned day.

A student who has purchased a ticket to support the featured club is permitted to wear school- appropriate clothing that fits the current season's weather.

Students may not wear pajamas, costumes, jackets, coats, slippers, flip flops, tank tops, etc.

#### Auction Items

At the auction, a parent/guardian may purchase an item allowing a student to forgo the standard dress code for a day determined by the Dean of Student Formation.

- *No Tie for Your Guy*: A student does not need to wear a tie. All other dress code regulations apply
- *Casual Guy*: A student may dress in the Dress Down Day guidelines

#### Grooming

1. Hair Expectations: Hair shall be well groomed and of a length so that the natural lay of the hair does not touch the ears, collar of the uniform shirt in the back, or eyebrows in the front. Hair length should not exceed three inches. The length, consistency of length and overall neatness and appearance are the main criteria. Pony tails, beads, rubber bands, hair ties, other accessories, etc. are not permitted. No extreme hairstyles or hairstyles that draw undue attention to the student are permitted such as mohawks, mullets, lines shaved in the hair, dyes, highlights, etc.

Haircut sweeps will be conducted in addition to daily spot checks to ensure compliance. Students determined to need a haircut may be sent home. Failure to get a haircut will result in being sent home from school until the student's hair is to code. Students are responsible for all work missed upon return to school.

Continued disregard for the hair policy may result in Saturday Detention up to and including suspension.

2. Shaving: Students are to be clean-shaven at all times: no beards, mustaches or sideburns extending below the bottom of the earlobe are allowed. Students needing a shave will be provided shaving materials, will shave, and will receive a detention. Subsequent offenses will result in Saturday detention.

Meeting the dress code and grooming requirements sloppily does not constitute compliance. In all matters regarding the appearance of students, the decision of the Dean of Student Formation is final.

### C. STUDENT CODE OF CONDUCT

Brother Rice students are accountable for the Student Code of Conduct at all times, on and off campus. They must understand that their conduct is a reflection of them self, their family and the school community. Moral and courteous behavior, therefore, is expected not only in the classroom and hallways of the school, but also in the immediate neighborhood, on school buses and at all school functions, whether on or off campus. In keeping with the philosophy that a school is as good as the reputation of its students, disciplinary action up to and including expulsion may be implemented in response to any off-campus behavior that would discredit the good name of Brother Rice High School.

Repeated minor infractions, normally considered as single-detention offenses, may result in multiple detentions, Saturday detentions, suspensions up to and including expulsion.

Whenever a student commits a disciplinary infraction, it is entered into the student's disciplinary record together with the assigned consequence for that infraction. The nature, severity and number of instances the student has committed that infraction determine the number of detentions, the number of days of suspension and/or expulsion. All decisions concerning student discipline, including but not limited to, suspension up to and including expulsion are at the sole discretion of the school.

**The provisions of this Student/Parent Handbook, especially the infraction descriptions in this section, provide due notice as well as clear and adequate warning to each student and his parents/guardians of the school's expectations and requirements with regard to student conduct and the consequences for misconduct. No further warnings should be needed or given.**

According to the standards, policies and expectations of Brother Rice High School, behaviors deemed unacceptable are subject to consequences befitting the severity of the violation. These consequences include detentions, Saturday detentions, suspensions and/or expulsion as determined by the Principal, as well as any other appropriate consequence for the infraction. This list of behaviors is not intended to be all-inclusive but is intended to provide examples of unacceptable behavior.

#### Minor Infractions

Students may face consequences including, but not limited to, detention(s), Saturday detention(s), and/or suspension. The following list of actions are examples of minor infractions but not limited to:

- Violation of dress code
- Chewing gum
- Failure to adhere to cafeteria rules
- Eating or drinking non-water beverages outside the cafeteria
- Disregard for safety in Brother Rice's, Marian's, or St. Regis's parking lots
- Failure to report to a scheduled detention
- General misbehavior
- Failure to produce student ID
- Using electronic devices without permission and/or inappropriately
- Failure to return documents that must be signed by a parent/guardian
- Parking violations
- Being in hallways or restricted areas without permission

- Throwing objects at someone, including snowballs
- Possession of a laser pointer (will be confiscated, merit two detentions and the laser pointer will become BRHS property until the end of the school year)

#### Major Infractions

Students may face forfeiture of participation in sports, clubs, travel, honor societies whether occurring on and/or off campus, as well as consequences including Saturday detentions, suspensions, and/or expulsion. The following list of actions are examples of major infractions but not limited to:

- Conduct that is un-Christian or contrary to the character of a Catholic high school
- Conduct involving police or affecting the good name of the school
- Conduct or expression that denigrates any individual or class of Individuals (whether meant as a joke or to offend)
- Bullying, cyberbullying, harassing, hazing, intimidating, teasing or annoying another individual (including electronically)
- Cutting class or leaving campus without permission
- Gambling or selling goods or services without permission
- Theft
- Fighting
- Vandalism
- Sexting
- Disrespect and/or defiance/insubordination to student or school employee
- Academic Dishonesty
- Using electronic devices without permission and/or inappropriately
- Lying
- Possession of any tobacco or nicotine products or smoking paraphernalia (including e-cigarettes)
- Smoking/vaping
- Possession, use, or display of any kind of weapon, dangerous item or article designed to look like a weapon or dangerous item.
- Possession, use, showing effects of use, or distribution of alcoholic beverages or illegal drugs
- Possession or use of fireworks, smoke bombs, stink bombs or any other property which could reasonably be considered (intentionally or not) to cause mischief or injury
- Disregard for safety in Brother Rice's, Marian's, or St. Regis's parking lots
- Driving unsafely and/or illegally
- Failure to comply with the terms of a Disciplinary Probation
- Violations of the iPad Acceptable Use Policy
- Misuse of fire alarms, fire extinguishers or any other safety equipment
- Causing or participating in any bus disorder problems
- Excessive minor violations and/or constant disregard for any school policy

#### Electronic Devices and Cell Phones

The learning process in a safe, secure Catholic, Christian atmosphere is paramount – anything which prevents such an experience for any or all students will be handled appropriately. To protect the individual's privacy and rights, students are forbidden to take pictures of school employees or other students without their explicit written permission. Posting any pictures on public or private websites without permission may result in suspension and possible expulsion.

Brother Rice reserves the right to confiscate any electronic devices and/or cell phones being used during school hours, being used

without permission and/or being used for no educational purpose. If confiscated, the device(s) will be taken to the Dean of Student Formation and be placed in the school safe and only an administrator will release it.

**Electronic Devices:** Brother Rice High School utilizes an iPad system for all its students and faculty. Therefore, non-approved electronic devices including, but not limited to, smart watches, personal iPads, iPods, tablets and laptops should not be used throughout the school day without permission from the teacher or moderator and should only be used to further the learning process. Students should not access inappropriate websites, play games or participate in other activities that have no connection to education.

**Cell Phones:** Cell phones must be turned off and remain out of sight. If a student's cell phone is seen or heard, it may be confiscated even if it was not being used.

If a cell phone becomes a distraction, it may be confiscated.

If accessing and interacting with a cell phone via Apple watch or any kind of smart watch becomes a distraction, it may result in both devices being confiscated.

If headphones of any type (over ear, on ear, and in ear) become a distraction, they may be confiscated.

Any student whose device is confiscated will be subject to the following:

**First Offense:** One (1) detention and the student's device will be returned at the end of the school day.

**Second Offense:** One (1) detention and the student's device will be returned at the end of the school day. A parent/guardian will be contacted.

**Third Offense:** One (1) Saturday Detention and the device will be held until the following school day. A mandatory parent/guardian meeting will be schedule.

**Subsequent Offenses:** The device will be held until a parent/guardian is able to come into school to meet with the Dean of Student Formation.

Teachers may collect electronic devices and/or cell phones during testing situations as they deem appropriate. In these instances, the devices will be returned at the end of the class period.

Refusal to surrender an electronic device and/or cell phone to a faculty or staff member when instructed, may result in the student being suspended from school and extracurricular activities until the Disciplinary Committee has considered the student's future at Brother Rice.

As with all personal property, Brother Rice is not responsible for any lost or stolen electronic devices and cell phones. Students who choose to bring devices assume responsibility for it at all times.

#### Social Media

*The new digital technologies are, indeed, bringing about fundamental shifts in patterns of communication and human relationships...The desire for connectedness and the instinct for communication that are so obvious in contemporary culture are best understood as modern manifestations of the basic and enduring propensity of humans to reach beyond themselves and to seek communion with others. In reality, when we open ourselves to others, we are fulfilling our*

*deepest need and becoming more fully human. Loving is, in fact, what we are designed for by our Creator.*  
~Pope Benedict XVI, 2009 World Communications Day

**Students are representatives of Brother Rice both in and out of school, in the real world and the virtual world, and thus, students should aspire to represent the mission and values espoused by Brother Rice High School at all times. Students will be subject to appropriate disciplinary action for on and off campus internet use, including, but not limited to, cell phones, websites, emails, blogs, Twitter, SnapChat, Facebook, Instagram, YouTube, Vine, TikTok, and where such use causes, or is likely to cause, a negative effect on the general safety and welfare of teachers, staff and/or students, both of Brother Rice and other schools, or on the good order and functioning of the school.**

**Sexing, defined as the act of sending and receiving sexually explicit messages, should not be participated in under any circumstances. Due to the nature and seriousness of the issue, any student found to be sexting, even those forwarding images sent to them, will immediately have their device confiscated and their parents/guardians will be contacted. Considering the ages of the students, there exists a strong likelihood any explicit images sent and/or received may involve a minor and therefore local law enforcement will be notified.**

#### Cafeteria

Each student is to clean up after himself. At the discretion of the Dean of Student Formation, students with disciplinary problems may be required to help keep the cafeteria clean during part of their lunch periods.

Running, making unnecessary noise, throwing food, leaving trash and litter, and/or any behavior deemed disorderly or inappropriate by the cafeteria supervisors are not permitted. Failure to adhere to cafeteria expectations may result in detention(s), loss of full lunch period(s) and/or any consequence deemed appropriate by the Dean of Student Formation.

Students must pay for their food prior to taking it away from the cash register area and/or prior to eating it. Failure to do so will result in detention(s) and/or suspension(s). Stealing food or beverages from the cafeteria will result in immediate suspension up to and including expulsion.

Water may be drunk anywhere in the building other than the chapel, the prayer room, the science labs, computer labs, and Center for Learning and Achievement. It must be in a clear, colorless bottle. Students are encouraged to purchase a refillable bottle rather than use disposable bottles.

**No food is allowed outside the cafeteria in the halls and rooms in the Academic areas, the Activity Wing, or the Gymnasium. There is no eating outside the cafeteria.**

**Gum chewing is not permitted in the school building.**

#### Parking Lot and Motor Vehicle Regulations

1. Students driving to school must have a current, valid Brother Rice Parking Permit. These are available from the Bookstore.
2. Students must register any vehicle they may drive to school and the Parking Permit may only be used with the registered vehicle(s). To change the vehicle's registered, students should see the Bookstore.
3. Students who drive to school must park on school property in the parking lot area they are permitted to park in. Non-seniors may not park in the senior- designated parking spots. Students who park

without a Parking Permit, use an expired or invalid Parking Permit, parking not in their designated area, at St. Regis, Marian, the neighboring subdivisions or in undesignated or non-student spaces may result in their vehicle being towed away at the student's expense.

4. Speeding, reckless driving or making excessive noise on school property may result in loss of driving privileges. The speed limit on school property is 5 MPH.
5. Students may not go to their vehicles or be in the parking areas during the school day without an escort from Security.
6. Students may not change clothes in or around a car parked in the parking lot.
7. Loitering, playing, running, ball playing, etc. in parking lots before, during or after school is not permitted.

To ensure the safety and welfare of the students and parents/guardians of Brother Rice, Marian and St. Regis, students are expected to follow all Michigan laws pertaining to operating a vehicle. Driving in a reckless manner is strictly prohibited. Any student who does so may receive multiple detentions, suspension of driving-to-school privileges, suspension from school, being ticketed by local law enforcement and/or the requirement to take a remedial driver's education course at the student's expense. Damage to automobiles on school property is to be covered under the owner's vehicle insurance policy.

Student parking on campus is considered a privilege and may be revoked by the Dean of Student Formation for infractions of school policy for some or all of the school year and no refund will be provided for the purchase of the Parking Permit.

#### Cheering/Fan Behavior

The student section at Brother Rice events is a source of great pride to the community and support for the teams. Behavior at events, whether on campus or not, must be consistent with the school's mission statement as the students are representatives of Brother Rice High School. Any verbal, written or physical conduct related to race, gender, ethnicity, disability, sexual orientation, or religion shall not be tolerated. Any student displaying any of the aforementioned, or any other topic deemed inappropriate, toward their own school and/or athletes, the competing school and/or athletes and/or event's officials will be removed from the event and face disciplinary action upon returning to school up to and including expulsion.

#### Restricted Areas

**Athletic Areas:** Due to possible injury or damage to property, students are not to be in the Fitness Center, gym, weight room, athletic fields, and/or locker room without faculty or staff supervision.

**Boiler Room:** Fire regulations prohibit students from having access to the boiler room and therefore students are not to use the doors which adjoin this area at any time.

**Marian/St. Regis/Other Schools:** Brother Rice students may go to Marian for any classes they attend there. However, at other times, they should not be in Marian, St. Regis or any other school before, during or after the school day. Failure to comply may result in suspension. If serious business must be conducted, written permission must be obtained from the Dean of Student Formation. The Marian parking lot and the grassy area between Marian and Brother Rice are included in the restricted area.

**Other:** Students may not be out of the classroom in hallways, bathrooms, the cafeteria, the Center for Learning and Achievement (CLA), or elsewhere in the building without permission.

**Students may not be in any area of the building that is unsupervised.**

#### Theft

Theft is a violation of the trust on which a Christian community depends. Theft of school property, of faculty or staff member's property or a fellow peer's property may result in immediate expulsion. Students possessing property not belonging to them, especially stolen property, may face consequences for theft. Although theft is contrary to the values of Brother Rice High School teaches and expects, students must take precautions against theft on campus. Brother Rice High School is not responsible for student's lost or stolen property.

#### Fighting

Any actions that endanger or threaten to endanger any member of the Brother Rice community are clearly contrary to the ideals of an Edmund Rice education. Any student who engages in fighting or physical threats may face serious disciplinary action including Saturday Detention, required counseling, suspension, up to and including expulsion.

#### Weapons and Dangerous Items

Students may not use, possess, conceal, sell, distribute or bring on to Brother Rice property or to any school-sponsored activity any materials or items that are dangerous, illegal, inappropriate or disruptive to the educational process or to any athletic or school-sponsored activity. Examples include, but are not limited to, the following: illegal drugs (including prescribed and over-the-counter medications used in an inappropriate manner), alcohol, firearms, a knife with a blade three inches or longer, dagger, box cutter or similar item and explosives. Use of any weapon or similar item in a threatening or assaulting manner is strictly prohibited and any weapons, drugs or dangerous items will be confiscated by Brother Rice. Possession, use, sale, or distribution of a toy weapon, a look-alike or replica of a weapon or dangerous item is prohibited except with the prior approval by the Principal for appropriate educational use. The decision whether items are dangerous, inappropriate, disruptive or are used in a threatening or assaulting manner is within the sole discretion of the school. Violation of this will result in disciplinary action, up to and including expulsion, law enforcement involvement and full compliance with any mandatory reporting obligations.

In an effort to maintain a safe environment for students, Brother Rice also requires that parents/guardians or visitors refrain from carrying or bringing weapons, concealed or open carried, or other dangerous materials onto school property or to school-sponsored events.

#### Searches in School Buildings or on School Property

The school administration retains control over lockers and desk space loaned to students and regulates admission and parking of automobiles on school grounds. Therefore, if there is reasonable suspicion that drugs; weapons; dangerous, illegal, or prohibited matter; or stolen goods are likely to be found, the Principal and/or designee has the right and duty to inspect and search student lockers, desks, book-bags, personal electronic devices and student or non-student automobiles. The school Principal and/or designee, in exercise of the school's duty to enforce school discipline and to protect the health and safety of the student body, also has the right and duty to search a student's person if there is a reasonable degree of suspicion that drugs; weapons; dangerous, illegal, or prohibited matter; or stolen goods are likely to be found on the student's person. All items or goods of search may be turned over to the police, resulting in possible criminal or juvenile court prosecution.

### D. ACADEMIC INTEGRITY

Respect, Integrity, Character and Excellence are keys to true learning and are the foundation of a Brother Rice Catholic education. Brother Rice strives to build a community of trust that will support student achievement and live up to our standards of *Sanctitas Per Scientiam*: Holiness through Knowledge. Students who accept responsibility for creating a climate of academic integrity will benefit for a lifetime.

Brother Rice High School requires adherence to the highest standards of conduct in academic and extra-curricular affairs. These standards include the expectation that no student will engage in academic integrity. Examples of academic integrity include, but are not limited to, the following activities:

1. Taking credit for work that is not one's own or attempting to do so.
2. Allowing another student to claim one's own work as his/her own.
3. Communicating with another student, physically or via electronic media, during any assessment (i.e. test, quiz) situation.
4. Relaying or accepting information, physically or via electronic media, about an assessment.
5. Using unauthorized supplemental materials (calculators, notes, etc.) in an assessment situation without explicit prior approval from the teacher.
6. Intentionally omitting information.
7. Failing to report students one has witnessed engaging in any of the foregoing activities.

The school will generally implement the following steps, but has the right to skip, merge, or alter steps where deemed appropriate. Failure to adhere to the Academic Integrity expectations will result in:

**First Offense:** A zero (0) on the assignment, parent/guardian contact and a detention.

**Second Offense:** A zero (0) on the assignment, a Saturday detention, and two weeks of Disciplinary Probation.

**Third Offense:** A zero (0) on the assignment, a one (1) day in-school suspension, and a month of Disciplinary Probation beginning when student is eligible to return to school.

**Fourth Offense:** Expulsion from Brother Rice High School.

Any infractions relating to academic dishonesty are cumulative throughout the entire time a student is enrolled at Brother Rice High School.

### E. STUDENT HEALTH

#### Communicable Disease

It shall be a serious responsibility of a parent/guardian to inform the Administration of Brother Rice by confidential communication from the student's medical doctor any time a positive diagnosis of any reportable communicable disease is obtained on their son. Failure to report a communicable disease will result in exclusion from school with further consequences because of the irresponsible behavior which puts the school community at risk. A communicable disease is defined as follows: "An illness due to a specific infectious agent or its toxic products which results from the transmission of that agent or its products from a reservoir to a susceptible host, directly as from an infected individual or animal host, vector or the inanimate environment" (Michigan Public Health Code 333.5101, Article "A"). "Dangerous communicable disease means a communicable disease which is so designated by

the department pursuant to this part” (Michigan Public Health Code 333.5101, Article “B”).

The Administration of Brother Rice may, in its sole discretion, suspend a student with a known communicable disease for a reasonable period of time. During the time of suspension, the parent/guardian shall be obligated to obtain appropriate diagnostic information and furnish it to the Administration of the school and obtain any/all appropriate treatment for the student.

A student who has been suspended by the Administration of Brother Rice pursuant to the preceding paragraph shall be excluded from school and all extra-curricular activities until a physician certifies that the student may return. The Administration shall be guided by the applicable regulations of the Department of Health. The school will provide the suspended student in such a situation with the opportunity to gain access to a tutoring program provided by outside agencies, if the need arises.

Each parent/guardian, student and teacher should inform the Administration of Brother Rice when a student has been exposed to, but not necessarily contracted, a communicable disease.

#### Illness

Students who have symptoms of pinkeye, strep throat, communicable skin rashes or infections must be excluded from school for at least 24 hours after prescription treatment has started and will only be able to return with a physician note. Students absent from school may not participate in extra-curricular activities. Skin issues must be covered, fevers must be resolved for 24 hours without medication and students must be vomit-free for over 12 hours. The Guidance Department will advise on all mental health issues and should be consulted before a student returns to school.

Any student feeling ill in the morning must stay home. If a student becomes ill in school and it is the opinion of the school that he should be sent home, a parent/guardian will be contacted to pick the student up promptly regardless whether the student drives to school or not.

**Sick Bay:** Students may report to the sick bay only after having written permission from the teacher of the class they are missing (Attendance Officer has forms). Students are allowed to rest for one period only and then must return to class or will be dismissed home by the school. No participation in any school activity for the rest of the day if students leave school early.

#### Immunizations

Since 1978, state law has required that each student entering a new school in grades 1-12 must have a certificate of immunization at the time of registration or not later than the first day of school. Students will not be allowed to start school if this documentation is not in place on the first day of school. Please contact the Attendance Officer with any questions or concerns.

#### Medication

Students should only carry medication necessary for emergency situations including, but not limited to, asthma inhalers, Epi-Pens and diabetic supplies. Any student needing to carry medication in school, in accordance with Michigan Public Health Code, must have that information documented in the Attendance Office.

All other medications brought to school, both prescription and nonprescription, must be left in the Attendance Office with the proper forms on file. These medications may only be dispensed from the Attendance Office according to the instructions indicated on the signed doctor’s note.

## F. SUBSTANCE ABUSE POLICY

Brother Rice High School strives to provide a smoke- and drug-free environment for the academic, spiritual and emotional development of students, faculty and staff, and will adopt and apply rules and guidelines to implement this Policy.

Any student who possesses tobacco, alcohol or illegal drugs poses a threat to the health of young people and creates an obstacle to his full development as a Christian person. Counseling and other preventative approaches are available at Brother Rice High School to assist students in coping with the problem of chemical dependency. The use of prescribed drugs must be consistent with the school’s policy and in accordance with doctor’s directions.

Rules and guidelines directed to any student who possesses or is under the influence of narcotics, marijuana, barbiturates, amphetamines, hallucinatory drugs, performance enhancing drugs, etc., or alcohol will (a) apply to student conduct on and off campus; (b) encourage and promote rehabilitation; (c) provide progressive discipline, recognizing that some chemical substances are addictive and relapses can and do occur; and (d) utilize expulsion of students as a last resort.

In drafting and applying rules and guidelines dealing with students who use chemical and regulated substances, the Administration shall consider, as a factor, the reputation of Brother Rice High School, which should be known as an institution which promotes the academic, spiritual and emotional development of all students, and is not intolerant of youthful, correctable indiscretions, including those involving the use of chemical and regulated substances.

#### Guidelines For Substance Abuse

Since chemical use, problems and dependency are of a progressive nature, these offenses accumulate throughout a student’s entire enrollment period at Brother Rice. However, each violation of the Substance Abuse Policy as listed below will be addressed individually.

The Dean of Student Formation may depart from strict application of the rules and guidelines dealing with chemical and regulated substances as they deem appropriate in individual cases to fulfill the spirit of this policy, the Essential Elements or the mission of Brother Rice. The Dean of Student Formation, in all events, reserves the right to expel or suspend any student whenever the distribution, use or possession of alcohol or substances is involved. In its discretion, the school may involve local law enforcement authorities whenever it considers it appropriate to do so.

Brother Rice High School reserves the right to require a screening for alcohol and drugs at the cost of the student if there is reasonable suspicion that a student is under the influence of a controlled substance. This screening includes, but is not limited to, the standard test materials used for random drug testing, the use of a certified breathalyzer device, or any other test or method deemed necessary by the Brother Rice administration.

**By acceptance of enrollment, students and their parents/guardians consent to and authorize all reasonable action on the part of school authorities to enforce this rule including, but not limited to, the utilization of searches, questioning, and other investigative tools.**

#### Tobacco/Vaping:

Brother Rice High School takes a strong stance against the use or possession of tobacco and vaping products due to the harmful effects to both the user as well as to those subjected to the secondary inhalation.

While on school property or at school-sponsored events, a student enrolled at Brother Rice may not use or possess tobacco or vaping products including, but not limited to, cigarettes, e-cigarettes, cigars, chewing tobacco, powdered or pulverized tobacco for use in pipes, vape devices, vape oil/juice (containing nicotine or not),

or any other smoking paraphernalia. Violation of this will result in the following:

- Suspension from school until a parent/guardian meeting has taken place;
- Two-week minimum Disciplinary Probation beginning when the student is eligible to return to school;
- Possible expulsion

#### **Alcohol:**

Recognizing that the use or possession of alcohol is unlawful for individuals under the age of 21, any use or possession of alcohol, on or off campus, will result in:

- Suspension from school until a parent/guardian meeting has taken place;
- Enrollment in an alcohol abuse counseling program at the student's cost;
- Two-week minimum Disciplinary Probation beginning when the student is eligible to return to school;
- Required completion of the alcohol abuse counseling program
- Possible expulsion

If a student has involvement with law enforcement due to an alcohol-related event, whether the student receives a Minor in Possession (MIP) or not, the student and family are expected to notify the Dean of Student Formation prior to law enforcement reporting. If this is done, there will be no additional consequences beyond the aforementioned set forth by the school.

#### **Marijuana/THC:**

Any situation in which a student is in possession and/or using marijuana/THC (currently or in the past), on or off campus, will result in:

- Suspension from school until a parent/guardian meeting has taken place;
- Law enforcement involvement;
- Enrollment in a drug abuse counseling program at the student's expense;
- Drug testing every two at the student's expense through the end of the school year;
- Two-week minimum Disciplinary Probation beginning when the student is eligible to return to school (student will remain on Disciplinary Probation until clean, even if beyond the two-weeks);
- Required completion of the drug abuse counseling program
- Possible expulsion

**Prescription Drugs:** Any situation in which the student tests positive through a 10-panel test for prescription drugs will result in:

- Suspension from school until a parent/guardian meeting has taken place;
- Law enforcement involvement;
- Enrolled in a drug abuse counseling program at the student's expense;
- Drug testing every two weeks at the student's expense through the end of the school year;
- Two-week minimum Disciplinary Probation beginning when the student is eligible to return to school (student will remain on Disciplinary Probation until clean, even if beyond the two-weeks);

- Required completion of the drug abuse counseling program
- Possible expulsion

Proper use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule so long as the parent/guardian and student follow the proper protocol outlined in the Student Health section. A student on such medication must provide the administration with written notification from the parent/guardian and a signed doctor's note if the medication is to be brought onto, consumed, or utilized on campus or at any school-sponsored activity.

#### **Heavy Drugs:**

Any situation in which the student is caught using (currently or in the past) narcotics including, but not limited to, heroin, cocaine, LSD, barbiturates, amphetamines, etc., on or off campus, will result in:

- Suspension from school until a parent/guardian meeting has taken place;
- Law enforcement involvement;
- Enrolled in a drug abuse counseling program at the student's expense;
- Drug testing every two at the student's expense through the end of the school year;
- Two-week minimum Disciplinary Probation beginning when the student is eligible to return to school (student will remain on Disciplinary Probation until clean, even if beyond the two-weeks);
- Required completion of the drug abuse counseling program
- Possible expulsion

#### **Performance Enhancing Drugs:**

As pursuant to law MCLA 380.1318, students may not use any performance enhancing substance, including but not limited to any substance listed in by-law 31.2.3 of the National Collegiate Athletic Association, as well as any substance that may be listed as a banned substance by the Michigan Department of Community Health. The use of banned substances will subject the student to the same consequences that the school has established for Heavy Drugs. For a complete list of banned substances, refer to the NCAA website ([www.ncaa.org/health-safety](http://www.ncaa.org/health-safety))

#### **Distribution and/or Sale of Substances:**

Distribution, sale or intent to distribute or sell any vaping substances, vaporizers, tobacco products, alcohol, illegal or unauthorized medicines, drugs or narcotics including, but not limited to, marijuana, heroin, cocaine, LSD, barbiturates, amphetamines, Ritalin, inhalants and ecstasy on school property or at school-sponsored events may result in law enforcement involvement and expulsion from the school.

In the event of off campus distribution, sale or intent to distribute or sell any substance mentioned above, the school will investigate and take appropriate action.

#### **Drugs and Alcohol and International Travel:**

While the laws of other countries may differ from the laws of the United States, students are expected to lead a life with the values of a good Christian and their actions should always reflect the Brother Rice High School mission. Due to this, the substance abuse policy and consequences apply to Brother Rice High School students no matter what soil they stand on; foreign or domestic.

#### **G. HARASSMENT AND ANTI-BULLYING POLICY**

Brother Rice High School is committed to promoting a safe, healthy, caring, spiritual and respectful learning environment for

all of its students. The school is committed to protecting its students from bullying and/or harassment. As such, bullying and/or harassment are strictly prohibited, will not be tolerated and shall be just cause for disciplinary action. Therefore, this anti-bullying policy prohibits any unwelcome physical, social, electronic, nonverbal, verbal or written conduct directed at a student by another student that has the effect of:

- physically, emotionally or mentally harming a student;
- damaging, extorting or taking a student's personal property;
- placing a student in reasonable fear of emotional or mental harm;
- placing a student in reasonable fear of damage to or loss of personal property;
- creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities of the Catholic mission of the school; or
- disrupting the orderly operation of the school.

#### Definitions

The definitions hereunder apply to any student who either directly engages in an act of bullying and/or harassment or who, by their behavior, actions and/or conduct, supports another student's act of bullying and/or harassment.

**Bullying** is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying results in physical hurt or psychological distress of an individual. Bullying is unwanted purposeful written, verbal, nonverbal or physical behavior and/or actions, including but not limited to, teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, threatening, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, public humiliation, theft, destruction of personal property, physical violence, cyber-bullying and cyber-stalking.

**Harassment** means to engage in a course of conduct directed at a specific student, which causes emotional distress to that student and serves no legitimate purpose.

**Cyber-stalking** means to engage in a course of conduct to communicate or to cause to be communicated, words, images or language by or through the use of electronic mail or electronic communication, directed at a specific student, causing emotional distress to that student and serving no legitimate purpose.

**Cyber-bullying** is the willful and repeated harassment and intimidation of a student through the use of digital technologies, including but not limited to, texting on cell phones or devices, social websites and apps (e.g. Snapchat, Twitter, Facebook, Instagram, kik, Vine, TikTok, etc.), email and blogs. Cyber-bullying includes misuses of digital and/or electronic technology to tease, intimidate or make false accusations about another student by way of any technological tool.

**Course of conduct** means a pattern of conduct composed of a series of acts over a period of time, however short, which evidences a continuity of purpose.

#### Scope/Expectations

Brother Rice expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other students and the educational purpose underlying all school activities. As such, the school prohibits bullying and/or harassment of any student that occurs:

- on school premises at any time;
- during any educational program or activity conducted by the school;

- during any school-related or school-sponsored program or activity;
- on any bus or vehicle as part of any school activity;
- through threats and/or other communications made outside of school hours, which are intended to be carried out during any school-related or school-sponsored activity or program.

Though an incident of alleged bullying and/or harassment occurs off Brother Rice's campus and may not entail threats of acts to occur during school hours, disciplinary action may be issued if a student's ability to receive an education or a school's ability to provide an education is significantly impaired as determined by the school's administration.

#### Reporting Complaints

Each student, parent/guardian and/or any other member of the Brother Rice's community has a duty to immediately report any incident of bullying and/or harassment to the Dean of Student Formation, or through SPRIGEO. The Dean will provide a link to SPRIGEO with the Bullying, Harassment, or Intimidation Reporting Form which must be completed, dated and signed by the reporting party so that the school may initiate further inquiry and investigate when appropriate.

#### Disciplinary Action

Concluding whether a student's action, conduct, behavior or a particular incident constitutes a violation of this policy requires a determination based on the facts and circumstances of each complaint, followed by the determination of disciplinary sanctions. Any student found to have violated this anti-bullying policy will be subject to the appropriate disciplinary action, which may include, but is not limited to, temporary removal from the classroom, loss of privileges, Disciplinary Probation, detention, counseling, parent/guardian meeting, suspension, expulsion and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the school's sole discretion.

False reports or accusations of bullying and/or harassment also constitute a violation of this anti-bullying policy and will subject the offending party to appropriate disciplinary action.

Retaliation against anyone who, in good faith, reports perceived harassment or discrimination, or participates in an investigation of a complaint is not permitted and will subject the offending party to the appropriate disciplinary action.

### **H. DISCIPLINARY POLICIES**

The discipline system at Brother Rice High School follows directly from the school philosophy with its emphasis on Christian communication, community and commitment. Discipline is the very basis for learning. Students at Brother Rice are expected to conduct themselves as Christian men within and outside of the school.

A Disciplinary Committee composed of the Vice Principal, the Dean of Student Formation, the Director of Guidance and a Guidance Counselor reviews major infractions of school policy and regulations and makes recommendations to the Principal. Final action taken is determined by the Principal.

Teachers address discipline issues within their classrooms and students are expected to follow the directions of the teacher. In the event a student is instructed to report to the Dean of Student Formation's office, they must do so immediately. Failure to do so will be considered a deliberate act of defiance and disrespect and will not be tolerated, resulting in further disciplinary action.

### Group/Team/Band/Class Responsibility

Everyone shares the responsibility for the good order of a class, activity, assembly, etc. Due to this, on some occasions, an entire group, team, band or class can be held responsible for disturbing the peace of the school or the community. The teacher, coach or moderator may impose a penalty for all members of the group, team, or class.

### Detention

For minor violations against either the spirit or the letter of school rules, students may receive a detention. Detention will be supervised by the Dean of Student Formation or the Dean's designee. Detention is held Mondays, Tuesdays, and Thursdays after school. A student has two days to serve a detention from the day it was issued.

- Students must report to the detention room on time and in dress code on the designated day or they will not be able to serve the detention, resulting in further consequence(s).
- Failure to serve a detention within the allotted time frame will result in a second detention issued and/or a Saturday detention. Consistent failure to serve scheduled detentions may result in further disciplinary action.
- Misbehavior during detention will result in removal from detention and further consequences including additional detentions, Saturday detention and/or suspension.

Students with excessive detentions will be subject to the following consequences. These numbers are for the entire school year and do not start over at the semester.

- 3 detentions: Saturday detention
- 4 detentions: Mandatory parent/guardian meeting
- 6 detentions: Referral home and two (2) day in-school suspension
- 8 detentions: Out of school suspension from school and extracurricular activities until the Disciplinary Committee has considered the student's future at Brother Rice

### Referrals

A referral is an official notification of a discipline problem issued by the Dean of Student Formation and is e-mailed to the parents or guardians of the student involved. Referrals are issued at the discretion of the Dean of Student Formation for a single incident of serious misconduct or for repeated violations. Any serious behavioral violations that create a pattern of misconduct may result in suspension and/or expulsion.

### Saturday Detention

The Dean of Student Formation will notify those students who must serve a Saturday Detention. Saturday Detention will be served on campus. Students will be supervised by the Dean of Student Formation or the Dean's designee and should come prepared to work outside the building or study. Failure to report for a scheduled Saturday detention may result in being placed on Disciplinary Probation and subject to further detentions and/or suspension.

### Suspension

When a suspension is issued, the parents/guardians and the student are notified of the situation and of the date(s) the suspension is to be served. The Dean of Student Formation may meet with the parents/guardians and the student to discuss the situation and the student's future at the school. Suspensions may be either in-school or out-of-school. For more extreme circumstances, an out-of-school suspension will be issued. Students who are suspended are responsible for all coursework.

#### In-school suspension:

1. The student will not attend classes on the day(s) of the suspension.

2. The student will report to the Dean of Student Formation for assignments.
3. While on in-school suspension, the student will lose all privileges but will receive full credit for all classwork, homework, quizzes and tests.
4. The student may not attend or participate in any school-sponsored athletic or extra-curricular activities for the day(s) of the suspension. Additional time may be added for more severe infractions.

#### Out-of-school suspension:

1. The student will not be permitted on campus.
2. Students are responsible for all work missed upon return to school.
3. The student may not attend or participate in any school-sponsored athletic or extra-curricular activity for the day(s) of the suspension.

### Disciplinary Notice

Students on Disciplinary Notice have demonstrated a disregard for the Brother Rice Code of Conduct. Disciplinary Notice is formal communication that continued misbehavior will result in being placed on Disciplinary Probation.

### Disciplinary Probation

Students on Disciplinary Probation are not allowed to participate in or attend any Brother Rice extra-curricular activity including but not limited to clubs, sports and honor societies. The Dean of Student Formation will determine that length of time a student will be placed on Disciplinary Probation.

### Expulsion

Major violations and/or repeated minor violations of the Student Code of Conduct may result in expulsion. Expulsion is the ultimate disciplinary action taken against a student in which he is dismissed from Brother Rice High School. This decision is made by adhering to the following process:

- The Dean of Student Formation will meet with the student/parent(s)/guardian(s) to gather information/discuss the student's disciplinary infraction(s).
- If an expulsion is recommended, the parent(s)/guardian(s) shall be notified in writing.
- A student, parent, or guardian requesting an expulsion hearing shall do so in writing to the principal within two (2) business days of the date of receipt of the written notice of the expulsion. If no such hearing is requested, the expulsion shall be deemed final.
- Upon receipt of a request for an expulsion hearing, an Expulsion Hearing Committee will be assembled, comprised of no fewer than three people including the Principal, the Vice Principal (or other administrator), and a counselor.
- The Principal shall provide the parent(s)/guardian(s) written notice of the time, date, and location of the Expulsion Hearing in advance of the hearing.
- During the hearing, the Dean of Student Formation and/or other administrator(s) shall first present to the Expulsion Hearing Committee the facts of the incident and the bias for the expulsion. Thereafter, the student (and/or the student's parent(s)/guardian(s)) may present to the committee on the student's behalf. The Expulsion Hearing Committee and other participants in the hearing may ask questions of participants. While the hearing process is subject to due process and may have some similarities to a court proceeding, it is not conducted in a court of law and court rules are not applicable.
- After conducting a hearing, the Expulsion Hearing Committee may:
  - a) Affirm the expulsion; or

- b) Modify the terms and conditions of such expulsion, with or without new conditions. In modifying the expulsion, the Expulsion Hearing Committee may impose consequences that are different than those imposed by the Dean of Student Formation; or
- c) Set aside the expulsion.
- Through the Principal, the Expulsion Hearing Committee shall issue a decision in writing within a reasonable time following the appeal hearing.
- Only expulsions may be appealed to the President and must be done so in writing within two (2) business days of the Principal's decision of expulsion. The President will respond to the student/parent/guardian within five (5) days of receiving the appeal. The decision of the President is limited to the procedural review of the enforcement of the school policies by the Principal and Administrative Team. The decision of the President will be rendered in writing to the student and his/her parents/guardians with a copy sent to the Principal. The decision of the President in the appeal process is final.

### **I. IPAD/MOBILE DEVICE ACCEPTABLE USE POLICY**

Brother Rice High School is committed to student use of technology as a tool to expand learning opportunities and conduct scholarly research. The use of technology facilitates global collaboration—a vital skill for 21st century learners. Students at Brother Rice utilize iPad, Internet, and other technology resources, which are provided strictly for educational use consistent with the school's educational goals. Along with the opportunity this provides, comes responsibility. This Acceptable Use Policy is designed to give the student and the students' family, as well as others on campus, clear and concise guidelines regarding the appropriate use of Technology. The underlying premise of this policy is that all members of the Brother Rice community must uphold the values of honesty and integrity. We expect our students to exercise good judgment and to utilize technology with integrity.

#### E-mail

- The use of e-mail during class is prohibited unless authorized by faculty or staff.
- Students should always use appropriate language in their e-mail messages.
- E-mail services provided by the school are to be used only for the exchange of appropriate information.
- No inappropriate e-mail will be tolerated, including derogatory, obscene, or harassing messages. E-mail messages of an abusive or harassing nature will be regarded as a major violation and will be subject to a disciplinary response.
- Students are prohibited from accessing anyone else's e-mail account.
- E-mail etiquette should be observed. Email messages may be monitored and reviewed by the school. Email messages should be reflective of the values and mission of Brother Rice as determined in the sole judgment of the Administration.
- Only approved e-mail programs may be used for student e-mail.
- School e-mail addresses should only be used for academic and/or school-related reasons.
- Only school-related attachments may be sent on the school e-mail system.

#### Chatting and Blogging

- Instant messaging is prohibited on campus except as part of an assigned, in-class activity that is supervised by faculty or staff.

- Blogging may be utilized on campus only for academic purposes.
- Participation in chat rooms is prohibited during the school day, except as part of an assigned, in-class activity.

#### Audio and Video

- Audio should be turned off unless required for the activity being conducted.
- Students may listen to music when appropriate and have been given permission to. In these instances, headphones must be used and music must be at a reasonable volume.
- When sound is needed, headphones must be used.
- The use of the apple iPad to watch movies, unless assigned by a teacher, is not permitted during the school day.
- Any audio or video recording may be done only with prior permission of all parties being recorded and with the approval of the administration.
- Sharing of music (including iTunes music sharing) over the school network is strictly prohibited and is subject to disciplinary action.

#### Games

- The playing of game apps is only permitted during non-class times unless part of an assigned, in-class activity or permission from the teacher has been given.
- Games must be school appropriate and not go against the school's mission.
- Brother Rice reserves the right to remove any game apps from a school iPad that is considered inappropriate or impedes the educational purpose of the Apple iPad program, as determined by the administration.

#### Apple iPad

- Student iPads must not be left unattended at any time. If an iPad is found to be unattended, it will be turned in to the Technology Department.
- Brother Rice is not responsible for theft or loss.
- The iPad must be in a student's possession or secured in a locked classroom or locker at all times.
- A student may not lend his Apple iPad to another student.
- A student may not borrow an iPad from another student.
- The iPad must be carried and transported appropriately on campus in the school-issued protective casing. Failure to do so could damage the device and result in permanent loss of data.
- The iPad should be handled with care. Inappropriate treatment of the school iPad is not acceptable.
- Do not remove, move or write on the identification sticker on your iPad.
- Students are not allowed to create any administrative passwords on their Apple iPads.
- Students are expected to come to school with a fully charged battery on a daily basis.
- Students are expected to have their iPads ready to connect to Apple Classroom. Failure to do so may result in detention.

**Note: it is the student's responsibility to insure the reliability of iPad data. Therefore, use of daily scheduled iCloud backups is highly recommended.**

#### Network Access

- Students must not make any attempt to access servers or network information that is not available to the public.
- The utilization of proxy avoidance IP numbers and programs is strictly prohibited.

- Students may not use the school network for personal or private business reasons including but not limited to online ordering and purchases.
- Students are not to knowingly degrade or disrupt online services or equipment. This includes tampering with iPad hardware or software, vandalizing data, invoking iPad viruses, attempting to gain access to restricted or unauthorized network services or violating copyright laws.
- Brother Rice is not responsible for damaged or lost data transferred through the school's network or other cloud-based servers.

#### Deleting Files

- Do not delete any folders or files that you do not create or that you do not recognize. Deletion of certain files will result in iPad failure and will interfere with your ability to complete class work and may affect your grades.
- There is a re-imaging charge to correct system files.

#### Downloading and Loading of Apps

- Students are not permitted to install custom/individual applications that require administrator privileges.
- Students are not permitted to install unapproved or beta software on their iPads.
- All installed apps must be a legally licensed copy. The downloading of music files, video files, games, etc. through the school's network is absolutely prohibited unless it is part of an assigned, in-class activity.
- Brother Rice reserves the right to remove any apps/files that have been loaded onto the iPad that impedes the educational purpose of the iPad program.
- The iPad should be used solely for educational purposes. If the student wishes to install a paid app, he can either purchase an iTunes App Store gift card or the parent may wish to assign a credit card to the student Apple iPad ID. However, the school assumes no liability for credit card purchases made through the Apple App Store using the student Apple ID.
- There is a re-imaging charge to remove any unapproved apps.

#### Internet Use

- The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet and are strictly prohibited. These materials include items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display or store this type of material.
- Information obtained through the Internet must be properly cited and in compliance with copyright laws. Due to the quickly changing nature of the Internet, a hard copy of referenced material is recommended.
- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text.
- Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism.
- If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, he is to notify a teacher, the school administration or the IT Department as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

#### Privacy, Use and Safety

- Students should not give any personal information regarding themselves or others through e-mail or the Internet including name, phone number, address, passwords, etc. Receipt of messages by unknown senders should be reported to the administration.
- Students are not to provide the e-mail address or other personal information regarding other students, faculty or administration to anyone without their permission.
- Students must secure and maintain private passwords for network and iPad access. This is important in order to protect the privacy of each student. Do NOT share personal passwords or usernames.
- Brother Rice respects the privacy of every student, faculty member and administrator with respect to stored files and e-mail accounts. However, if inappropriate use of e-mail accounts or the school's network is suspected the school's administration has the right to view these files in order to investigate suspected inappropriate behavior.
- Brother Rice will monitor iPad activities, including logging website access, newsgroup access, bandwidth and overall network use.
- Students are prohibited from accessing faculty and staff file servers for any reason.
- Students are prohibited from using any method to obtain control of another person's iPad or AppleTV through the use of their own iPad.
- Students are prohibited from utilizing peer-to-peer networking or any method of file sharing unless authorized by the technology staff.
- No identifiable photographs of students, faculty or staff will be allowed to be published on the Internet or used in print without appropriate written consent. Concerning a student, appropriate, written consent means a signature by a parent or legal guardian of the student.
- Cyber-bullying is the use of electronic information and communication devices to willfully harm a person or persons through any electronic medium, such as text, audio, photos or videos. Examples of this behavior include, but are not limited to:
  - Sending/posting false, cruel, hurtful or vicious messages/comments.
  - Creating or contributing to websites that have stories, cartoons, pictures and jokes ridiculing others.
  - Breaking into an e-mail account and sending vicious or embarrassing materials to others.
  - Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.
  - Posting of a student picture without their permission.
- Any electronic communication that creates a hostile, disruptive environment on the school campus is a violation of the student's and of the staff member's right to be safe and secure. Actions deliberately threatening, harassing or intimidating an individual or group of individuals; placing an individual in reasonable fear of harm; damaging an individual's property; or disrupting the orderly operation of the school will not be tolerated.
- The iPads that are provided by Brother Rice continue to be the property of the school. Therefore, the school has the right to view all content at any time.
- Any electronic device used on the school network, even if privately owned, is subject to all policies and consequences of the Acceptable Use Policy, including the right to view the content of the device at any time, the right to remove content from the device and the right to retain the device in the school's possession if there is an infraction to the Acceptable Use Policy that deserves that

consequence, as determined by the schools' administration.

#### Copyright

- Unauthorized duplication, installation,
- alteration or destruction of data programs, hardware, or software is prohibited.
- Data, programs, hardware, software and other materials including those protected by copyright may not be transmitted or duplicated.

#### Consequences

- Brother Rice reserves the right to enforce appropriate consequences for the violation of any section of the Acceptable Use Policy, including all disciplinary action up to and including expulsion.
- Violation of any aforementioned policy may result in individualized password protected restrictions being placed on a student's device for an extended period of time as determined by the administration.
- These consequences apply to students participating in the iPad program at Brother Rice as well as to students who are using the school's iPads on campus.
- Any iPad with illegal or inappropriate apps or materials on it will be reformatted or "re- imaged" and the student will be charged a fee.
- In the case of repeated iPad abuse and/or damages, Brother Rice has the right to revoke the use of the school's Apple iPad and the student will be restricted to using it only on- campus. Repeated Acceptable Use Policy offenses or iPad abuses may lead to the loss of a student's privilege of using an iPad on campus.
- Students are to report any known violations of this policy to appropriate administrative staff members. Random checks of student iPads may be conducted throughout the year to ensure that these policies are being followed.
- Brother Rice takes no responsibility for activities conducted on the iPads, for materials stored on the iPad or on the school's network.
- Brother Rice reserves the right to contact law enforcement when it believes a law has been broken.
- Students with repeated Acceptable Use Policy violations may, at the discretion of the administration, have password protected iPad restrictions placed on their devices for a specified amount of time limiting usage strictly to educational needs.

#### iPad Repair Policy

- The Brother Rice Apple iPad Use Agreement signed by students and parents at orientation indicates that if an iPad is defective in any way, it must be immediately turned in to the IT Department for repair. iPad cases are issued to students along with the iPad to prevent damage. Cases are to remain on the iPad at all times or detentions may be issued.

#### Repair Fees

- 1st damage: \$50
- 2nd damage: \$125
- 3rd or more: \$200+
- Any damage resulting from improper care, use, or iPad not in approved case may result in an additional \$50 fee.

#### Additional Costs Incurred by Students/Parents

- Replacement Case: \$5-60 depending on which parts are to be replaced
- Replacement Cost for iPad in the event of loss/theft:
- \$400-600.00

- Reconfiguration due to student violation of Acceptable Use Policy: \$50.00 per incident

#### Withdrawal from School

Upon withdrawal from Brother Rice High School the iPad and any outstanding tuition/fees must be settled prior to taking final exams and/or posting final grades.

### **ONLINE PARENTAL CONSENT AND PRIVACY POLICY**

While face-to-face instruction is ideal, there may be circumstances under which our best method of educating your child is through remote instruction. Distance learning may be necessary at any time that we are required to close the building or isolate (a) class(es) or (an) individual student(s) or teacher(s) due to continuing challenges with the COVID-19 virus or under any unforeseeable circumstances such as inclement weather. During these times, Brother Rice High School will employ the Zoom, Google Meet, etc. platforms and other tools for distance learning for its students, teachers, staff, and parents. At any time, learning and study resources may also be made available using electronic means. These tools will allow us to stay in touch with you and interact with your child. We rely upon a strong partnership with our parents for success in this new way to learn.

#### **Remote Instruction Policy**

Protecting our students is a priority for Brother Rice High School. The intent of our remote instruction policies to prevent unlawful activities by online users and to prevent the access to, and the disclosure of, your child's sensitive and personal information.

Our remote learning tools and associated applications include electronic methods of direct or indirect instruction. This may include Google Meet, Zoom, email, instant/private messaging, virtual office hours, videoconferencing, pre-recorded lessons, and other electronic means of instruction or interaction between our teachers and students. Only students and parents are authorized to use and access our applications. Families should have no expectation of privacy while using our equipment, network, accounts, Internet access, files, or any electronic communication in a remote learning environment.

Technology use in our school is governed by laws including:

#### **Children's Online Privacy Protection Act (COPPA)**

COPPA limits the ability of commercial companies to collect personal information from children under the age of 13. Advertising will be blocked and no personal student information will be collected for commercial purposes. The school's use of student information is solely for education purposes and will not be shared with Zoom, Google Classroom, or any other outside party.

#### **Child Internet Protection Act (CIPA)**

We are required by CIPA to have policies and technology in place to protect students from harmful electronic materials, including those that are obscene and pornographic. No materials such as these will be allowed in any classroom, "chat," private or group setting.

#### **Health Insurance Portability and Accountability Act (HIPAA)**

HIPAA applies to schools that offer healthcare services to students and sets requirements under which your child's medical care records are maintained and restrictions on the sharing of information relative to a student's medical care.

#### **Parent & Student Responsibility**

Parent acknowledges, understands, and agrees to all of the following user requirements:

- Parent will monitor and guide student activity at home, including monitoring the websites and applications that student accesses or uses.
- Parent and student will practice positive digital citizenship, including appropriate behavior and contributions during videoconference instruction and all other electronic communications. Parent/Student will not engage in behavior that disrupts the learning environment or videoconference instruction or compromises school and student safety and security.
- Parent/Student will not record any video conference instruction. Any student violating this section shall be subject to appropriate disciplinary action.
- Parent/Student will not share personal information about themselves or others, including, but not limited to, names, home addresses, telephone numbers, birth dates, or email addresses.
- Parent/Student will abide by all laws and all School policies including this Remote Instruction Policy.
- Parent/Student will not share any passwords or classroom links with anyone, nor directly or indirectly allow another person to use them.
- Parent/Student will not access the account information of others.
- Parent/Student will log out of classroom links when online instruction has ended in order to maintain privacy and security.
- Parent/Student will not use School equipment or websites and applications associated with the school's remote learning practices to obtain unauthorized information, attempt to access information protected by privacy laws, or impersonate other users or persons.
- Parent/Student will report system security weaknesses or security events to school administrators.
- Parent will reimburse the school for the cost of repair or replacement of a lost or broken device.
- Parent/Student will, at all times, act in accordance with the school's Code of Conduct and in keeping with the tenets of the Catholic Church.

#### **Consequences for Misuse and Inappropriate Behavior**

Parent/Student who misuses the school's equipment and/or abuse the access or use of websites, applications, or other means of electronic instruction, will have their access restricted and will face disciplinary action. Such misuse may also lead to legal action.

#### **Disclaimer**

The school makes no guarantees about the quality of the electronic platform services provided and is not liable for any claims, losses, damages, costs, or other obligations arising from use of said platforms. The school reserves the right to revise its policies from time to time.

#### **Consent**

Parent acknowledges that remote instruction requires the student to be photographed, videotaped, or recorded. Parent consents to allowing student to be photographed, videotaped, or audio recorded for purposes of remote instruction and for the student's image and voice to be transmitted and viewed by other students, teachers, and others involved in the school's remote instruction, via the Internet and in diverse settings and with an unrestricted geographic area.

#### **Acknowledgement**

By utilizing and participating in the school's remote instruction program, Parent is consenting and agreeing to all of the terms of use as outlined in this document. This agreement shall continue until revoked in writing, delivered to the School Principal.

## **PARENT/GUARDIAN INFORMATION**

### Hours of Operation

#### School Hours:

- M, T, Th, F... 7:50am – 2:46pm
- Wednesday 7:50am – 1:49pm

#### Business Hours:

- School Days 7:30am – 3:30pm
- Summer... 8:00am – 2:00pm

### Visitors and Guests

All doors are locked during normal school hours and visitors must enter the building through the front entrance. There is a call button near the entrance allowing the visitor to contact the main office and explain to the receptionist what business is to be conducted. After being admitted, all visitors must report to the Main Office to sign in and get a visitor pass. Prior to leaving the building, visitors are to sign out and return the visitor pass.

### Contacting Students

Unless it is an emergency, students will only be called out of class at the end of the school day to receive messages or to pick up items left for them in the office (homework, jackets, etc.).

### Civility Policy

All members of the Brother Rice community are expected to act in a civil and courteous manner towards one another. An environment of mutual respect must prevail for parents/guardians, faculty, staff, coaches and students to effectively work together. The administration endorses the concept of chain of command in resolving disputes. Students and parents/guardians should first communicate with the individual teacher or coach. After a discussion with the teacher or coach, Department Chairs, Dean of Faculty, Dean of Student Formation, Vice Principal or Athletic Director can be consulted. In all cases, a spirit of respect and civility by all parties involved is essential to the resolution of disputes. By enrolling at Brother Rice, both parents/guardians and the student agree that they will comply with the standards for behavior that are essential to a Catholic educational institution.

### Communication

The importance of home-school communication is evident. The Marketing Office produces emails each month and print publications throughout the year for distribution to the entire Brother Rice community. These publications are also posted on the school's website. With suggestions or items of interest for these publications, contact the Marketing Coordinator.

A parent/guardian may contact a teacher at Brother Rice by using the following address: teacher's last name@brrice.edu. A complete phone listing may be found on Brother Rice's website ([www.brrice.edu](http://www.brrice.edu)).

### Change of Address

Families who change their residence, mailing address, email address or telephone number after enrollment should immediately report the change(s) to the Main Office so all records may be promptly corrected.

### Parents' Clubs

The Moms' and Dads' Clubs promote cooperation and enthusiastic participation among the various people concerned with Brother Rice. These clubs give support to various school-oriented activities and sponsor many different events throughout the year – religious, athletic, academic, fundraising and just plain “fun”.

The success of the school's various projects can certainly be attributed to the involvement of so many Brother Rice parents/guardians over the past years. All parents/guardians are

invited to be active members of the Moms' and Dads' Clubs and to participate in helping to provide support for Brother Rice High School.

#### Parent/Guardian Service Hour Program

In line with the Three Party Partnership for Excellence, Brother Rice High School strongly believes that the education of our students is a partnership with our families. Every family is expected to perform service hours for the Brother Rice community, helping to accomplish the common goals in providing a solid Catholic education and a healthy, safe, and attractive atmosphere in which to learn.

Guidelines – Each family with a student registered at Brother Rice High School is required to volunteer ten (10) service hours annually. The service hours must be completed or scheduled (for an end-of-the-year event) no later than the first week in May. Any hours not fulfilled will be billed at \$10 an hour.

Protecting God's Children: Parents/guardians who work directly with students are required to complete Virtus Training (Protecting God's Children) and complete a background check.

#### **Volunteer Hours:**

- **Volunteer hours count towards the family obligation if the activity directly benefits Brother Rice High School.** Approved activities include Parent Club and/or Advancement Department sponsored events, sports activities, and extra-curricular activities. If there are any questions about whether an activity qualifies, please contact Julie Nelson at 248.833.2294, before performing the volunteer hours. Families will find many opportunities to fulfill service hours at school events that will be communicated throughout the school year.
- **Athletic-Related Hours:** A maximum of five (5) service hours may be counted for supporting an athletic team, club or extra-curricular.
- **Cash Donation:** For families unable to give their time, donations of \$100 may be made to Brother Rice High School.
- **In-Kind Donation:** For those families unable to give of their time, donations of food and/or beverages for events will be considered as volunteer time.

*\*Auction donations do not count towards parent volunteer hours.\**

**Reporting/Reviewing Parent Service Hours:** Parent/guardians are responsible for recording their service hours on the Parent Service Hour form located on the Brother Rice Website. Please email the completed form to Julie Nelson at [nelson@brrice.edu](mailto:nelson@brrice.edu). To review your parent volunteer hours accumulated during the year, log into PowerSchool and click on Parent Service Hours.

#### Statement of Consent

As a student at Brother Rice High School, there will be school-sponsored events that take students away from school property and that students will be under the supervision of the designated school-sponsored chaperone(s) on the stated dates. In return for students allowed participation, parent(s)/guardian(s) agree on behalf of themselves and their student to waive, hold harmless, and release Brother Rice High School and any affiliated organization, their employees, directors, agents, representatives, and/or volunteers from any and all claims, liability, or damages arising directly or indirectly from the parent(s)/guardian(s)' student's participation in the event. This does not apply to claims of gross

negligence and does not apply to the extent of commercial insurance coverage for any claim.

### **SURVEILLANCE CAMERA POLICY**

The administration of Brother Rice High School has great concern for the safety of all students, faculty, staff and visitors on school property. To better provide a safe and healthy environment, surveillance cameras are used. Areas under surveillance may be recorded at all times. Video surveillance is viewed as being useful in enhancing the safety of students, faculty, staff and visitors. Protecting school property against theft or vandalism and aiding in identification of intruders and of persons breaking the law. Only individuals authorized by the administration or designee may view surveillance video. In addition, discipline measures for information derived from video surveillance may result in a conference, detention, suspension, expulsion, and parent/guardian and/or law enforcement notification depending on the nature and severity of the situation.

### **CHILD PROTECTION POLICIES**

On May 4, 1990, the Board of Directors of Brother Rice examined, adopted and promulgated two policies regarding "Child Protection" and "Child Abuse and Neglect". The first policy concerns itself with any faculty and/or staff person alleged to be involved in the abuse of a child in school either emotionally, sexually or physically. The second policy deals with a faculty and/or staff person suspecting "Child Abuse and Neglect" by either a parent or guardian. State Law of Michigan mandates reporting incidents of both abuses. The full and entire document is available to each family upon written request made to the Principal.

### **MEDIA CONSENT**

Brother Rice High School showcases a myriad of talents, accomplishments, and achievements of its students within the internal publications, external marketing pieces, on the school's website and through social media as well as opportunities in local media outlets via press releases.

If parents/guardians wish to prohibit all contact their son has in and with the media, they must contact the Dean of Student Formation. Otherwise, the school will presume that parents/guardians permit their son, his picture, and/or his work to be used in the media under the school's supervision. However, the school has control over the media only in the publications it produces and in photographs and official Brother Rice press releases 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.

Students representing Brother Rice or identified as students from Brother Rice High School should not be interviewed by any member of the media without consent from the principal and from their parents/guardians. 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 may be a warning, detention, Saturday detention, suspension up to and including expulsion, or any other consequence deemed fitting for the severity of the offense.

## CRITICAL INCIDENT RESPONSE

The safety and well-being of our students is of paramount importance to every faculty and staff member. Whenever an emergency situation exists, students are to observe complete silence and are to follow all directions of any faculty or staff member in the immediate area. Any student who does not comply with these requirements or whose actions jeopardize the safety of

others will be subject to disciplinary action. Drills are to be conducted with the same degree of seriousness as an actual emergency. The emergency situation will be signaled by the sound of an alarm, by announcement over the P.A., or by a messenger if the communications systems have been disrupted.

### A. Building Evacuation/Fire

- At the sound of the alarm signal, all students are to assume complete silence and are to maintain that silence throughout the drill or emergency.
- The students are to follow the teacher out of the room and along the evacuation route to Ambrose Field and assemble by Band Grouping.
- Attendance will be taken once classes reach the assembly area.
- Students in general areas such as the ARC and the cafeteria are to exit the building and assemble in the designated area and follow all directions of the adults in that area.
- Students will be notified once it is safe to re-enter the buildings. Students are to return to class in complete silence.

### B. Tornado

- At the announcement of a tornado, all students are to assume silence and are to maintain that silence throughout the emergency.
- Students are to move to the hallways quickly and quietly.
- Students should sit crouched against and facing the wall away from windows, glass and swinging doors.
- Persons in the cafeteria should proceed to the bookstore hallway.

- Persons outside must immediately return to the building and move to the nearest shelter area.
- No one will leave the shelter area until the "all clear" is sounded.

### C. Power and/or Communication Failure

- In the event there is a loss of power and/or communication, students are to assume complete silence until given further instructions by the teacher.
- Students are to remain where they are until given instructions to move to the next class or to some other area.

### D. Shelter In Place

Activated only by the Dean of Student Formation or Administrator in charge, Shelter In Place indicates a situation in the neighboring area that requires all students, faculty, staff and visitors to remain inside the school.

### E. Secure Mode

Activated only by the Dean of Student Formation or Administrator in charge, Secure Mode indicates a threat is near the school or an emergency situation has occurred that requires all students, faculty, staff and visitors to remain inside the school and designated areas..

Specifics of this are not published for safety reasons.

### F. Lockdown (Code Red) Procedures

Activated only by the Dean of Student Formation or Administrator in charge, Code Red indicates an emergency that requires all areas of the school to be secured (locked in/locked down).

Specifics of this are not published for safety reasons.

### F. Inclement Weather Policy

During hazardous weather conditions, the decision to close Brother Rice High School will rest with the Principal.

Parents/guardians will be notified through an automated alert system and local news and radio stations will be notified

**\* The interpretation and enforcement of disciplinary policies included in this handbook are at the discretion of the Administration. The Principal is the final recourse and reserves the right to amend this handbook at any time. Parents/guardians will be given prompt notification. \***

## The Four Pillars of Brother Rice:

In the spirit of Blessed Edmund Ignatius Rice, the school fosters the spiritual, intellectual, cultural and moral development of its students. The Brother Rice community promotes excellence through an environment conducive to life-long personal growth, and responsible, moral decision making in a Christian atmosphere.



R = Respect. Show kindness and honor to all.

I = Integrity. Honesty, morality, and compassion to the highest degree.

C = Character. Do the right thing regardless of who is watching, even if it is the hard choice.

E = Excellence. Excellence is earned through hard work and is made evident through accomplishments in the classroom, on the field, and in life.



## STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENT

Student's Name: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

We have read the provisions of the Brother Rice Student/Parent Handbook, especially the provisions presented in the Student Regulations and Parent/Guardian Information sections.

We understand that these school regulations, policies, and procedures have been adopted to fulfill the requirements of the Brother Rice High School Mission Statement, as it is presented at the beginning of the Handbook, to foster "the spiritual, intellectual, cultural, and physical development of its students" and to promote "excellence through an environment conducive to lifelong personal growth, responsible moral choice, and critical thinking".

We understand, therefore, that the provisions of the Student/Parent Handbook are intended to benefit the entire school community by creating a positive learning atmosphere and an environment of mutual respect for the rights of others.

By enrolling our son at Brother Rice High School, we agree to cooperate with the school's administration, faculty, and staff to ensure that our son complies with all of the provisions of the Handbook and with any other regulation or policy which is now in effect or which may become effective during his term of enrollment at Brother Rice High School.

Being the most important persons in our son's life, we realize that our influence on him is vital if he is to conduct himself as an upright young gentleman who contributes positively to the orderly and peaceful atmosphere at Brother Rice High School by respecting himself, his peers, the faculty and staff, and the fine reputation of his school.

Parent/Guardian Printed Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Printed Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

- *I agree to respect and honor the standards of discipline and to adhere to the Student Regulations outlined in the Student/Parent Handbook. By assuming the status of a Brother Rice High School student, I am aware of my commitments and responsibilities as a representative of Brother Rice High School and our community.*
- *I acknowledge that I am responsible for my actions. I always accept and understand the impact of my actions and behaviors, and how these actions and behaviors reflect upon our school and community.*
- *I agree to respect the rights of my peers to learn in a safe and positive environment.*
- *I agree to respect the rights of the Faculty and Staff to perform their duties.*
- *I will do all that I can through my words and actions to support the fine tradition for which the Brother Rice community stands.*

Student Printed Name \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_