

Student Handbook 2021-2022



Bethlehem Academy
Faribault MN

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MISSION STATEMENT

Bethlehem Academy, a Catholic school in the Sinsinawa Dominican tradition, strives to empower its students and staff to achieve personal, spiritual and academic excellence. We challenge ourselves to love as Jesus Christ loved, to lead, to serve, to inspire and to seek the truth: *Veritas*.

PHILOSOPHY

Bethlehem Academy believes we prepare students for the present and the future by providing an academic curriculum which integrates religious truths and values with living and learning. This process prepares a student to live as a contributing individual who draws strength within a faith community in the Catholic tradition through the teachings of Jesus Christ.

VALUES

To establish a positive learning environment and faith community we help students:

1. Realize their dignity and individuality as Christians recognizing their relationship to God.
2. Pursue fulfillment of individual spiritual, academic, intellectual, cultural, and physical potentials.
3. Search for realistic life goals by offering career counseling and a variety of course offerings.
4. Acquire knowledge of challenging activities that will provide growth and enrich leisure time.
5. Develop personal qualities such as self-direction, creativity, critical thinking, eagerness for discovery, independence of thought and a sense of the aesthetic.
6. Understand their rights, responsibilities and limitations as contributing members of a global society.
7. Follow the example of Christ in giving service to others.
8. Appreciate and defend the rights, human dignity, and worth of all people.
9. Participate in the enhancement of a strong Christian community.

Non-Discrimination Policy

Bethlehem Academy, a coeducational, college preparatory school, accepts all students regardless of race or creed who present the necessary qualifications for participating in and achieving success both academically and behaviorally. Students are accepted based on academic and behavior records which are assessed for placement purposes only. Students who are not Catholic will be expected to attend all Masses and other prayer-related activities and fulfill the theology requirements for graduation.

Administrative Interpretation of Handbook

The administration of Bethlehem Academy reserves the right to interpret the procedures and policies in this handbook as individual situations and needs arise as well as address any situation that is not covered in this handbook, but clearly violates the rights of the school, or member of the school or outside community. Furthermore, the administration reserves the right to amend the *Student and Parent Handbook* for just cause. Families will be notified when changes are made.

ACADEMIC EXPECTATIONS

Bethlehem Academy is committed to developing students' capacities for learning. Programs are designed to provide a strong knowledge base, the ability to effectively communicate in a variety of ways and integrate technology to enhance the learning process. Students are expected to be active participants in this process by engaging in class discussions, practicing concepts through homework and using resources designed to help them be successful. Research shows a direct correlation between attendance and active participation in the classroom for academic success. Consistent classroom attendance is expected.

Bethlehem Academy promises to provide educational opportunities and programs. Bethlehem Academy believes that a rich partnership and positive working relationship is essential between the school, scholar, and student's family in fulfillment of the BA mission.

ATTENDANCE

Participation in the educational process is the only way to derive the full benefits of Bethlehem Academy. Many lessons cannot be replicated because they involve the classroom dynamics of focused discussion, expert demonstrations, directed simulations, or complex laboratory experiments. Furthermore, school Masses, prayer services, and assemblies are integral aspects of the BA culture and should not be missed. Every effort should be made to schedule appointments with dentists, doctors, and other professionals during times when school is not in session. Attendance will be taken at the beginning of every class period. Students who are absent are responsible for obtaining make-up work, and establishing deadlines with their teachers.

A parent or guardian should call or email the school office (507-334-3948 or attendance@bacards.org) between 7:30 and 8:30 AM each day their son/daughter is absent. A parent or guardian not notifying the school will be contacted at home or place of business by the Principal or their designee. A student returning to school after any absence is responsible for meeting with their teachers and making up any work missed during the absence. When a student is absent from a class and has not been excused by a parent/guardian, someone from the school will contact a family member by reaching out to both their home or work place contact number.

When a student must leave school for an appointment of any kind, he/she **MUST** present a note or send an email from a parent, or the parent must make a personal phone call to the school office **BEFORE** the start of the school day. The note and phone call should identify the date, release time for the student, reason for the absence and the anticipated return time. No student will be released without a specific reason listed on the note or described within the phone conversation. Students must sign out in the office and sign in upon return.

From the school's point of view and that of Minnesota state law, there are reasons that are acceptable for missing school:

- illness
- medical appointments
- court dates
- funeral

Excused absences do **not** include:

- sleeping late
- attending a sporting event as a spectator
- staying home to study for tests or to complete homework
- sleeping in because your team got home late
- your sport/activity has a big game later that evening

It is ultimately at the discretion of the school to determine if an absence or tardy is excused or unexcused, based on the reason provided by the parent.

A student who becomes ill during the school day shall report to the Main Office. A parent/guardian will be contacted. No student who is ill will be allowed to leave the building without a parent/guardian's permission obtained by the school nurse/office personnel, and an agreed upon destination.

School Administration will contact parents when a student reaches 5 absences in a semester. A conference will be held with the parent, student, counselor and Assistant Principal to design an attendance plan. If a student or parent believes exceptional circumstances are involved, he/she may request a review from the President or Assistant Principal. When a request for review is made, the President or Assistant Principal will appoint a committee to review the exceptional circumstances and make a recommendation to the President whose decision is final.

Students with excessive excused absences that exceed the 5 absences allowed because of medical appointments may be required to bring in a note from the doctor/dentist office, either when they return to school, come into school if they are tardy, or the following day if they are excused early.

Coming late to school or leaving early and missing a class does not excuse the student from turning in the homework for the classes missed. An excessive number of absences will result in follow up from administration for evaluation. Additionally a student may not earn a desired grade

if he/she has excessive absences. Should a student fall too far behind because of tardiness or absence, a tutor may need to be found at the parents' expense.

Absences in the Future

Any planned absence of any length requires communication from parent/guardian to BA's main office with dates of absence **at least one week** prior to a student absence. This is especially true for family trips as we have a class form request that needs to be completed prior to the trip. If a request is not made at least one week prior to the absence, teachers may not be able to provide make-up work in advance. Students are responsible for completing all the work missed during the absence and will be able to check their teacher's online class list for makeup work or talk directly with their teachers.

Long Term Absences based on Illness

Occasionally, a serious illness may require long term absences. It is important in these cases to allow communication between the school and the medical professionals so that the school can best respond and help those families that are dealing with such illnesses. The school will need:

- ⇒ a medical diagnosis in writing from the family physician or specialists
- ⇒ specific documentation that outlines the attendance/work expectations and recommended allowance for the student
- ⇒ a release signed by the parent which allows appropriate school personnel to contact the physician (or other professional working with the student) and discuss the educational consequences/expectations

Once that information is shared with the school, it will be the responsibility of the student and family to follow the procedures highlighted from the physician and worked out with BA staff. The student/family may also be expected to provide updated documentation as the illness continues (or improves). The school will do its best to respond to the individual needs of the student in these cases; however, when attendance becomes a significant issue, we cannot guarantee specific desired grades or graduation within 4 years.

Online Learning Options:

Bethlehem Academy is dedicated to in-person learning as the best environment for students to thrive. Under very special circumstances and with pre-approval from administration, a student may be allowed to join a class remotely for a duration of time. Administration will evaluate a request from a parent for consideration. Online learning is not available during family vacations and short illnesses. The school may move to online learning during snow days or extenuating circumstances as needed. This will be announced to students and families for planning purposes.

Unexcused Absences/Truancy

A student may not leave the school premises during school hours without specific permission. If a student chooses to leave school grounds without permission, parents will be notified and law enforcement may be involved to ensure student safety. Students leaving school during the school day with parent permission must sign out in the school main office.

Students with an unexcused absence must meet with the Assistant Principal. The student must make up the time missed (detention or in-school suspension) and make arrangements with the teacher for the classwork missed. The student will be allowed to make up missed work. The school will notify parents of the truancy.

Bethlehem Academy gathers weekly to celebrate Mass. It is expected that all faculty, staff and students attend and actively participate at Mass in keeping with their religious tradition. Excessive absences on Mass days will be addressed by the Assistant Principal.

Attendance and Participation in Athletics and Other Events

Tardiness and absences will affect participation in extracurricular activities. Administration and the activities director will make a decision on participation. In any attendance case, the Assistant Principal/President shall have the final decision regarding athletics eligibility.

A student that leaves school for illness is ineligible to participate in extracurricular activities for the day. A student that misses an entire day of school for health reasons is not eligible to participate in any extracurricular activities that day.

Inclement Weather

Whenever Faribault Public Schools are closed due to inclement weather, Bethlehem Academy will close. Bethlehem Academy will send emails or text messages to parents as soon as Faribault Public Schools announces the closing. Closings will be posted on the school website and Facebook page. Faribault Public School closings will also be announced through media outlets KDHL Radio, WCCO, KARE 11, KMSP and KSTP. Families with school-aged children may also sign up to receive announcements from Faribault Public Schools. BA will announce if closings will result in an online learning day.

Athletics and Inclement Weather

If school closes early due to weather conditions, during the school day, and students are sent home on buses or private transportation, all practices will be cancelled and regular season games will be postponed/cancelled. If the game is a MSHSL playoff game, the region or the MSHSL will make the final decision on the postponement.

If school is closed due to weather conditions before the start of the school day and the weather clears and the conditions are good, practices may be scheduled for later in the day. Participation will be at the parents' discretion whether they will drive their student to practice or allow them to drive to practice. In such cases, the student's absence from practice will be excused with no consequences for missing the practice.

If weather should result in games or practices being postponed, announcements will be made through:

- | | |
|--------------------------------|--------------|
| → School PA | → Email |
| → BA website & online calendar | → KDHL Radio |

Educational Neglect

Any student between the ages of 11 and 17 years old, who accumulates 7 or more absences throughout a school year and whose academics are negatively affected by their attendance, may be referred to Rice County Health and Human Services to be considered for Educational Neglect. Excused absences can include, but are not limited to, parental excuses for students and/or excuses with a doctor's note. BA will make initial efforts to remedy attendance issues with the parents and student (phone calls, meeting with parents, letters, etc.) prior to making an Educational Neglect referral.

Tardiness

Students are expected to be in their classrooms and ready to learn at the start of each class period. Appropriate amounts of passing time have been established at both the middle and high school. Consistent lack of punctuality is a choice and one that negatively impacts school culture. It disrupts classes, hinders learning, reinforces poor habits, and is extremely disrespectful.

Students who are late for school will need to check in at the main office before they are admitted to class. There are two procedures for tardy students: 1) Students that are tardy to their first period class and 2) Students that are tardy for all other period classes. First Period Tardy: When a student has accumulated three unexcused tardies, they will be given a 30-minute detention. Detentions may be served before or after school as agreed upon by the student and Administrator. Students will be assigned detention for every subsequent unexcused tardy and parents will be notified.

Other Period Tardy: A student tardy 3 times to a specific class will be given a 20 minute detention with the teacher of that class. The teacher will communicate with the student and parent when the student is to serve the detention. It may be served before school or after school based on the teacher's schedule. If a student fails to serve the detention the Assistant Principal will be notified who will determine additional consequences.

Warning Bell: 8:00 A.M.

Attendance: 8:05 A.M. in first period class

Attendance is taken every period.

It is helpful for the school to know when parents are out of town but leaving their student at home with a caregiver. Should an emergency arise, the contact number for the caregiver may be essential.

Closed Campus

All students are expected to remain on campus throughout the school day. Students who are dismissed early for appointments, field trips or travel to school-sponsored activities must remain in class within the school building until the arranged transportation is ready to leave.

Students wishing to bring another student to visit should contact Kris Sauer, Enrollment Director, for information and approval. Normally, student visitors should have an interest in attending BA in the future.

SCHEDULE CHANGES

Class schedules are designed and faculty assigned according to the choices made by the student during registration prior to each semester. Every effort is made to schedule students in the electives they have selected. Should a change be required the following procedures will be in effect:

Faculty Initiated Class Changes

Faculty initiated class changes require prior approval of the Guidance Counselor and an Administrator. A teacher is to meet with the Guidance Counselor to discuss the reasons for the recommended class change and parents will be contacted. Upon approval from the Administrator, the Guidance Counselor will process the change.

Student Initiated Class Change On or After the First Class Day of School

A class change at the beginning of the school year will be made if the scheduled class differs from the spring selection of courses. A parent signed, student-requested class drop on or after the first day of school is to be processed by the Guidance Counselor. The grade for the dropped class will be a W (withdrawal--no credit--not included in GPA--appears on transcript) if the withdrawal is during the first five weeks of Quarter 1 or 3. The grade for the dropped class will be a WF (withdrawal failing--no credit--F included in GPA--appears on transcript) if the withdrawal occurs through student initiation after 5 weeks from the start of Quarter 1 and 3 regardless of the current course grade.

Factors that are considered when making schedule changes:

- ⇒ Credit for a scheduled course was earned during the summer/fall.
- ⇒ Student does not meet the prerequisite established for the course.
- ⇒ The course is at the inappropriate academic level for the student.
- ⇒ An error was made by the scheduling office during the scheduling process.

All courses taken outside of BA require pre-approval of an Administrator and/or Guidance Counselor. Students taking courses outside of BA that are concurrently offered at BA may not receive credit for the course. To ensure graduation standards are met (4.0 credits), students must take religion and English courses at BA.

Academic Support

Students and families are encouraged to seek academic assistance from teachers and academic support staff, when it is needed. Often, extra time outside of class with a teacher is the best approach for students to attain the understanding they need to succeed. Teachers may be available before or after school to work with students or by appointment. All coaches and moderators understand that keeping up with academic work is important; therefore, if a student is required to stay after school with a teacher, an activity is secondary to an academic appointment. Students arriving late to a practice will be provided a note from the teacher.

In addition to seeking direct help from classroom teachers, students and families may also

- ⇒ Meet with a counselor to discuss learning needs;
- ⇒ Participate in homework help after school;

- ⇒ Meet with the middle school or high school support staff person during study hall;
- ⇒ Participate in a peer tutoring program.

Credit Recovery for Class Failure

If a student does not successfully complete a course required for graduation, the student will be responsible for making up the lost credit in order to graduate on time. Students may elect to:

- repeat the course the following school year
- complete a course makeup packet to pass
- take an online course at the student's expense (BYU Independent Study ~\$170)
- coordinate with your counselor for Credit Recovery through the Faribault ALC

The counselor and administrative team will work with the student and family to determine the best plan of action should this happen and will keep them aware of graduation status.

Communications with Teachers

Bethlehem Academy teachers understand the importance of communication. Family members may email faculty or request an appointment with faculty. Most teachers are present at school between 7:30AM-3:30PM. Faculty will try to respond to messages within 24 hours during the work week. Email is the best way to contact teachers. Phone calls are welcome but may need to go to voicemail until the teacher is free to return the message. Teachers and staff are not expected to respond to emails and phone calls after hours or on the weekend. Unless appointments have been made in advance, teachers are not available during the school day for unscheduled discussions. Their responsibilities to their students, whether in class, study hall or supervision demand complete attention.

Study Halls

Students must report to assigned study halls. They should bring study materials with them. If a student would like to meet with a teacher or counselor during study hall, the student should obtain a pass from the teacher or counselor **prior** to study hall. Study halls are quiet places for student independent study. They are designed to provide work time during the school day to alleviate time constraints put on students with other commitments including work, school and Church activities, and family obligations.

Students may only register for one study hall per semester. Administration and the Guidance Counselor may recommend additional study hall time for students with specific learning or health needs and/or PSEO enrollment.

Cell Phones and Digital Cameras

To ensure an effective learning environment, parents should not call their student during the school day; contact should be made via the main office (507-334-3948). High school students may check messages on their phones during hallway passing time or lunch. Students should not be texting parents or others during the school day. No picture taking is allowed in the locker rooms or restrooms at any time for any reason. Students taking videos at school is not allowed without staff permission. It is best practice to keep cell phones out of restrooms at all times.

Middle school students are expected to keep cell phones in their lockers from 8:05 a.m. through the end of the school day. They may check for messages between classes if they wish. High school students may carry their cell phones throughout the day. High school teachers may require students to stash cell phones as they enter the classroom.

Examinations and Tests

Tests are given periodically throughout each course to determine students' mastery of material and to give teachers insight into individual needs. Cumulative assessments are required in most courses at the end of each semester. While the types of assessments may vary according to the variations in course objectives, these assessments are important. Families should encourage students to prepare for these exams and ensure attendance outside of student illness.

Final Examinations

All teachers are expected to have students work on a meaningful classroom activity or assessment during final exam time.

Mid-Term Reports

Midterm reports are mailed home at the end of Quarter 1 and Quarter 3. These are grades in progress and not grades of record.

Danger of Failure Notices

One month prior to the end of the semester, families will receive a letter detailing a student's progress when a student is earning a grade of D- (62%) or below in one or more classes for the semester. Families have access to updated student grades through the school information system and are encouraged to be proactive in monitoring grades throughout the semester.

Report Cards

Report cards will be mailed home at the end of each semester with grades of record, which will be listed on the student's high school transcript. Middle school class grades are not included on high school transcripts. Any high school classes taken early will appear on the high school transcript.

Incomplete Grades

Incomplete grades are generally given only to students in cases of illness or prolonged absence from school for approved reasons when work is not complete at the end of a grading term. Failure to complete work within two weeks after the last day of the grading term or in a time frame determined by the teacher and approved by administration will result in a zero for the work and a lower final grade. An incomplete may become an F grade if work is not completed.

Unsatisfactory Progress/Academic Probation

Students must earn passing grades at the end of every term. Students that do not pass all of their classes will be placed on *Academic Probation Status* for the next term. During that time, the student's progress will be closely monitored by the administration team. Should the student fail additional classes while on academic probation status, there will be a meeting with the student and his/her family to discuss current progress toward graduation.

A student who is not making satisfactory progress toward graduation as determined by the Counselor and Administration and upon the recommendation of the faculty, will be put on an *Academic Probation Contract*. A contract will be written describing the steps the student needs to take and the timeframe allowed for the student to return to satisfactory progress. Both the student and parent must sign the contract. If the student does not meet the terms of the academic probation contract, he/she may be unenrolled at the end of the next grading period or timeframe as determined by Administration.

Academic Eligibility to Participate in Athletics/Activities

Students at Bethlehem Academy must be successfully passing enrolled courses and ***making satisfactory progress towards graduation***. In order to be making satisfactory progress towards graduation, students must be properly enrolled and earning the minimum number of credits needed for graduation.

- If a student receives an **Unsatisfactory Notice** or **Danger of Failing Notice**, the student will have probationary eligibility. Criteria for continued eligibility will be developed. Parents will be informed of the situation. *If there is no improvement, the student may become ineligible until the desired improvement is achieved.*
- If at the end of a grading term of record, a student receives a **Failing Grade**, the student will be **ineligible for the next 2 weeks or the next 2 games, whichever is greater**, of the next grading term. Parents will be informed of the situation.
- When a student receives a Failing Grade as a final grade, the Activities Director, Principal and Guidance Counselor will meet to *review the student's academic history*. The committee will determine if the student is **making satisfactory progress towards graduation** as required by the Minnesota State High School League. If they are not making progress, the student will retain their eligibility by participating in credit recovery.
- A student who is suspended from attending a class or school is not satisfactorily enrolled and will be ineligible to participate in athletics/activities during the suspension. The ineligibility will begin immediately with the suspension.

Whenever a student is declared to be academically ineligible, the Activities Director, an Administrator and Guidance Counselor will determine if:

1. The student may continue to practice during the period of ineligibility, or
2. Require the student to attend an after school study session.

GRADING

Bethlehem Academy Graduation Requirements (Grades 9-12)

Theology - 4.0 credits

English - 4.0 credits

Social Studies - 3.5 credits

Mathematics - 3.0 credits

Electives - 7.0 credits

Science - 3.0 credits

Fine Arts - 1.0 credit

Physical Education - 0.5 credit

Health - 0.5 credit

Weighted Grades

Bethlehem Academy weights grades in certain classes. Under the weighted system, AP and CIS courses are weighted an additional 25% in GPA points as follows:

Grade	Percent	Unweighted	Weighted
A	94-100	4.00	5.00
A-	90-93	3.67	4.58
B+	87-89	3.33	4.17
B	83-86	3.00	3.75
B-	80-82	2.67	3.33
C+	77-79	2.33	2.91
C	73-76	2.00	2.50
C-	70-72	1.67	2.08
D+	67-69	1.33	1.67
D	63-66	1.00	1.25
D-	60-62	0.67	0.83
F	0-59	0.00	0.00

Weighted grading allows students to earn a semester or cumulative GPA in excess of 4.0. Class valedictorian and salutatorian are selected by cumulative grade point average. Students who achieve the following cumulative high school grade point average throughout their school careers will be recognized at commencement:

Cum Laude	3.700 – 3.799
Magna Cum Laude	3.800 – 3.899
Summa Cum Laude	3.900 – 4.000 +

Honor Roll

Honor rolls are published each semester to give recognition for academic excellence.

Honors	4.0 + Average
A Honor Roll	3.5 – 3.99 Average
B Honor Roll	3.0 – 3.49 Average

Unranked School

Due to small class sizes, Bethlehem Academy is an unranked school. If class rank is required in the application process for a scholarship, it will be provided if the student would be otherwise ineligible for the scholarship. Contact the Guidance Counselor for assistance with this process.

International Student Diplomas

International students wishing to earn a Bethlehem Academy Diploma must be enrolled in a United States high school during their junior and senior high school years and meet Bethlehem Academy graduation requirements. Enrollment at Bethlehem Academy is required for a minimum of one full academic year. International students that enroll at Bethlehem Academy for only one full academic year are ineligible for valedictorian or salutatorian honors.

Diplomas

Diplomas will be awarded at a graduation ceremony. If tuition, fees and/or other obligations including disciplinary ones are not met, a diploma will be held until Bethlehem Academy requirements have been fulfilled.

Future Goal Considerations

In addition to fulfilling high school graduation requirements, students must consider entrance requirements at the post-secondary school of their choice. Please use the following information as a guideline. Each college/university may have unique entrance requirements.

Four-Year College Entrance Requirements:

Minnesota State Universities require completion of the following coursework – see the Bethlehem Academy curriculum guide for most up-to-date information:

- ⇒ Four years of English (including composition and literature)
- ⇒ Three years of math (two years of algebra and one year of geometry)
- ⇒ Three years of science (courses can vary, but most university look for biology, physics and chemistry)
- ⇒ Three years of social studies (including one year of both U.S. history and geography; some degrees may require more sciences)
- ⇒ Two years of a single world language (ASL may not be accepted by all colleges/universities)
- ⇒ One year of either fine arts or world cultures

Technical College Requirements:

Technical colleges offer many opportunities in a wide range of vocational fields. Students having a particular field in mind should check with the counselor for advice on high school courses that may be helpful. Apply early, as many technical colleges have limited seats in certain areas of study. Please remember that technical and community colleges highly encourage students to complete college prep classes which include three years of math, science, social studies and four years of English. Students will also take placement tests in the areas of reading, writing and math upon acceptance.

Post Secondary Education Option (PSEO):

"PSEO offers high school juniors and seniors (whether currently in public, nonpublic, or home schools) the opportunity to take courses at eligible post-secondary institutions. Students must meet the admissions requirements of the post-secondary institution, but do not pay for tuition, fees, or books. They earn high school course credit and, if students continue their education beyond high school, colleges or universities may choose to transfer their completed coursework through PSEO as college credits." -*Minnesota Department of Education*

Community is a hallmark of a Bethlehem Academy education. PSEO students desiring to earn a Bethlehem Academy Diploma must maintain part-time enrollment status at BA. This is equivalent to four BA credit earning courses. Bethlehem Academy full-time enrollment status is equivalent to eight high school courses. One (1) PSEO course can replace two (2) BA courses. For example, a student may take 6 BA courses and 1 PSEO course or 4 BA courses and 2 PSEO courses. Should a student desire to be a full-time PSEO student, they would need to enroll and graduate from a different high school.

Please note that students interested in taking PSEO courses are responsible for meeting program deadlines. Often colleges have a summer registration deadline for submitting fall course paperwork and/or various exams. If a student chooses to enroll in a PSEO course in the spring there is also a spring sign up deadline. Contact the Guidance Counselor for more information.

College in the Schools (CIS) Credit Eligibility

Students must have a 3.5 cumulative grade point average (GPA) to receive college credit for a CIS course. Should a student have a genuine interest in the course but not meet the GPA qualifications, they are encouraged to speak to the Guidance Counselor and the course instructor. Students are responsible for the additional fee as required by the University of Minnesota.

Field Trips

The written consent of parents is required whenever students participate in educational experiences off campus. Teachers are responsible for providing the necessary forms identifying the location, date, time, mode of transportation and school employee in charge of the event. No student may attend a field trip without this signed form.

Students are expected to travel to and from field trips on the transportation provided for them. In rare situations, the administration may approve a student's being dropped off or picked up by a parent. To consider this situation, a written note from a parent/guardian must be presented to the administration well in advance of the trip. Unless directed otherwise, the school's dress code is in effect for all field trips as are all other school rules.

BEHAVIORAL EXPECTATIONS

In order to uphold its mission, the entire community of Bethlehem Academy must meet and accept certain responsibilities and expectations. Basic Christianity requires teachers, students and staff to treat everyone at Bethlehem Academy with the dignity and respect that is due to all God's people. The policies and procedures listed in this handbook are in effect for the entire school day, on school buses, at all school functions (both on and off campus), and on school property. It is important to remember that faculty/staff and students are representatives of BA.

The intent of all discipline policies and procedures is to address situations in which poor choices have been made in order to deter similar situations and to assist students in learning to accept the consequences of their actions while helping them grow in their ability to make positive decisions in the future.

Defiance of Authority/Repetitive Disruption of a Learning Environment

A student who refuses to follow reasonable behavioral instructions from a teacher or who disrupts the learning environment of the classroom can expect a wide range of responses from the teacher. These may include, but are not limited to: a verbal request for compliance, a seating change, a call home to parents, a detention, etc. When defiant or disruptive behavior rises to a level that the behavior interferes with other students' ability to learn, the student exhibiting negative behavior will be asked to leave class and go to the School Office. An administrator will meet with the student to determine the appropriate consequences for the student in conjunction with the classroom teacher. If such behavior is not corrected, consequences could result in removal from class or dismissal from school.

Code of Conduct

School leadership may declare a student ineligible for participation in athletic and/or non-athletic extracurricular activities for any discipline situation that may arise not addressed by other school policy. Parents and the student may request a meeting with the Administration within ten (10) days to appeal ineligibility decisions due to Code of Conduct violations.

Academic Integrity

As a school committed to Catholic Christian values and academic excellence, Bethlehem Academy believes that success is grounded in personal and academic integrity. Honesty, trust, fairness, respect and responsibility are the foundations of academic and personal integrity for all members of the BA community. It is necessary to treat all individuals, ideas, environments, and property with respect, courtesy, and dignity. Based on these values, students, teachers and parents must work together to prevent and deter opportunities for cheating and plagiarism.

Bethlehem Academy defines acts of cheating to include, but are not limited to:

- ⇒ Copying someone else's work or allowing someone to copy your work.
- ⇒ Representing someone else's work or ideas, whether in part or whole, as your own or creating work for use by some other person.
- ⇒ Using any unauthorized aid (including both unauthorized printed and electronic materials on a test or any other form of assessment.)

- ⇒ Sharing or receiving information about an assessment with those who have yet to complete the assessment. Communication may be verbal, non-verbal, written or by electronic means.
- ⇒ Employing others to do your work.
- ⇒ Downloading, purchasing, or stealing materials that provide an advantage unintended by the teacher.

Instances of cheating and plagiarism will be addressed by the teacher and Administration to design consistent consequences. Suggested guidelines are below:

First Offense: Zero credit on the assignment and a reworking of the assignment, which could still result in zero credit. Reworking of the assigned material must be completed and submitted in the allotted time in order to receive credit for the course. The teacher will notify the student's parents and send an email to the school administrator.

Second Offense: Zero credit on the assignment and a reworking of the assignment, which could still result in zero credit. Reworking of the assigned material must be completed and submitted in the allotted time in order to receive credit for the course. The teacher will notify the student's parents and send an email to the school administrator. A meeting with a school administrator, counselor, student and teacher will be scheduled.

Third and all Subsequent Offenses: Consequences may include loss of credit for the class, academic probation, suspension and/or dismissal at the discretion of the administration.

STUDENT CONDUCT

At times, it is necessary to point out when improper behavior may occur. Behavior for which a student may expect a corrective response (warning, insistence on change, detention, etc.) from faculty or staff include, but need not be limited to:

- ⇒ Disruptive classroom conduct
- ⇒ Disrespect to others
- ⇒ Disrespect for property
- ⇒ Wandering halls
- ⇒ Improper dress
- ⇒ Verbal or written language
- ⇒ Noncompliance with school expectations

Students who regularly refuse to meet school expectations will be referred to administration and subject to increased consequence levels.

CONFLICT/RESOLUTION PROCEDURE:

Conflict is a natural part of life that occurs whenever there is dissent... Conflict is neither positive nor negative; rather it is our reaction to it that determines if its outcomes will be constructive or destructive (Crawford & Bodine, 1996)

Students who are in conflict with another student or staff person should follow these steps to resolve the conflict at BA.

Step One: Resolve the conflict with the other person alone.

- A. Identify the problem - Is this a big problem? Is this something that can be ignored or walked away from?
- B. Develop a solution/plan. (Who will do what to improve this conflict?)
- C. Implement the plan. (Talk it out, apologize, ignore or find another way to implement your plan.)
- D. Evaluate the solution and plan. Did this resolve the issue?

Step Two: The conflict needs BA staff support for resolution. The student can come to a guidance counselor, classroom teacher or school administrator with their concern about another student or staff member.

- A. **Discussion:** The student will share their concern with a staff member verbally or in writing. (The staff member will make a determination about this conflict and if it can be resolved quickly without further steps.)
- B. **Determination and Documentation of Major Incidents or Conflicts:**
 - a. The staff member will determine if this is an ongoing or major incident of conflict.
 - b. The staff member will document the student's concern, including date when notified, with a description, in an email to administration.
 - c. Is this a larger conflict or problem? A staff member may decide to turn this over to administration at this time for follow through.
- C. **Research:** The staff member will investigate the concerns brought forward within a timely manner.
- D. **Resolution:** The staff member will follow through with a plan for resolution which may or may not include a consequence, apology, and additional support. (Parents may be notified by a staff member or administration as a valued partner in resolving conflict.)

If a student is experiencing **bullying or harassment**, please go to that section in our handbook for steps and resolution.

Some behaviors constitute a more serious offense and will be addressed with more severity. Conduct not reflective of the moral spirit of Bethlehem Academy will be referred to administration immediately. Such behaviors include:

- ⇒ Hitting or striking another student or school personnel.
- ⇒ Using physical force such as shaking, pushing or shoving, seizing clothing, improperly touching other students, or sexually exploiting other students.
- ⇒ Using abusive, vulgar language, swearing, or sexually provocative language.
- ⇒ Using language which undermines ethnic, religious, or social groups, or which exhibits gender-related prejudice.
- ⇒ Demonstrating unfair/unequal treatment to certain students or groups of students.
- ⇒ Using behavior which demeans other people.
- ⇒ Using poor judgment such as endangering the safety and good health of students and staff.

Consequences for being involved in behaviors listed above may include but are not limited to:

- ⇒ Verbal reprimand
- ⇒ Conference with student
- ⇒ Parent communication
- ⇒ Conference with parent, staff, counselor, and/or administration
- ⇒ Detention
- ⇒ Loss of school privileges

- ⇒ Removal from class
- ⇒ Social suspension (unable to attend extracurricular or other events)
- ⇒ Suspension (in or out of school)
- ⇒ Behavior contract
- ⇒ Dismissal

Detentions

Detention takes place 1/2 hour before school, during the lunch period (eating upstairs) or 1/2 hour after school (7:30 AM or 3:00 PM) or as arranged by the teacher and/or Administrator.

Reasons for detention include but are not limited to:

- ⇒ Unexcused tardies (3 unexcused tardies are allowed for the beginning of the school day prior to assigning detention. After 3 unexcused tardies, detention is assigned for that instance and each future infraction.)
- ⇒ Unexcused absences from class (Students serve detention equivalent to class time missed.)
- ⇒ Leaving the School premises without permission during class or noon hour.
- ⇒ Dress code violations (When the 3rd dress code violation occurs, detention will be assigned for that instance and each future infraction.)
- ⇒ Violation of cell phone usage (When the 3rd cell phone violation occurs, detention will be assigned for that instance and each future infraction.)

Excess violations or detentions may result in in-school suspension or increased disciplinary measures.

Suspensions

Students who are suspended will be asked to complete their suspension in our out-of-school. Students will be expected to make up work in a reasonable time frame.

Dismissal from Bethlehem Academy

A student could be immediately dismissed from Bethlehem Academy for very serious reasons.

These include but are not limited to:

- ⇒ Harassment or bullying of staff or peers
- ⇒ Possession, facilitation of transfer/sale, or use of alcohol/drugs and/or paraphernalia
- ⇒ Possession of an item that can be considered a weapon
- ⇒ Habitual tardiness and/or truancy
- ⇒ Habitual disrespect
- ⇒ An offense, on or off campus, which can be considered a misdemeanor or felony
- ⇒ Placing the school community at risk
- ⇒ Habitual disregard for school policies, procedures and/or school dress code

When the school administration deems behavior severe enough for immediate dismissal, a decision about whether the student is welcome to attend school social events and activities will also be determined.

The Administration believes communication and cooperation among school personnel, parents and students are essential to the development of young people. For this reason, parents/guardians will be notified immediately whenever their child participates in one or more

concerning examples of unacceptable behavior. In addition to responses made by the administration of Bethlehem Academy, offenses involving violations of civil or criminal law may be referred to appropriate authorities. The following list identifies conduct of significant concern but is not all-inclusive:

- ⇒ Academic dishonesty (cheating/plagiarism)
- ⇒ Substance abuse
- ⇒ Conduct disregarding the safety of students and staff
- ⇒ Sexual harassment & misconduct
- ⇒ Harassment
- ⇒ Bullying
- ⇒ Recording teachers, students or events without permission
- ⇒ Defiance of authority/repetitive disruption of a learning environment
- ⇒ Pranks/vandalism
- ⇒ Stealing
- ⇒ Missing excessive class/cutting class
- ⇒ Leaving campus without permission

Posters

Any class, club, team or organization that wishes to publicize an activity must submit its poster design to administration for approval. Posters must be stamped in the main office prior to posting around the school. Signs must be taken down by those that put them up at the conclusion of the event or by the agreed-upon date.

Valuables

It is wise to leave large amounts of money or valuable possessions at home. If, however, it is necessary for a student to bring something of value to school, it should be brought to the Main Office for safekeeping during the school day. Bethlehem Academy is not responsible for the loss of money or other valuables students bring to school if they choose to carry it or place it in an unsecured locker.

Withdrawal from School

Families that choose to withdraw their students from Bethlehem Academy should notify Administration. After a meeting to discuss, if student is withdrawing, the Guidance Counselor will assist with the transfer of records. All books, computers, calculators and other school materials must be returned and financial obligations cleared prior to transcripts being sent. Refer to the tuition agreement regarding continued payment of tuition and percentages.

Dress and Appearance Code

Bethlehem Academy is committed to advocating for the dignity of every person within our school community. The purpose of the dress code is threefold: modesty, consistency, and safety which impact student learning. Students are held responsible for the clothing they choose to wear.

Shirts

All students will wear a collared or crew neck shirt with sleeves. Shirts must be opaque and buttoned with the exception of the top button at the neck. Polo type, button up and dressier styled crew neck shirts without large graphics are acceptable. Other acceptable shirts include any Bethlehem Academy, Faribault coop sports (in which students actively participate), Minnesota High School League section/state tournament shirts (in which students actively participate), college/university/military shirt, or any positive youth activity shirt (examples include: athletic camps, club sports teams, community theater productions, church youth group). Shirts with large graphics that advertise a business, workplace or marketing brand are not acceptable (Examples include but are not limited to: designer labels, sporting goods stores, restaurant chains). Additional items that may be worn over the shirt include zip-ups, fleecewear, sweaters and crew/hooded sweatshirts that meet the requirements above. Midriffs, cleavage, and undergarments must be covered.

Pants/Shorts

All students will wear pant/trouser style bottoms (of any color) including jeans that meet the top of the ankles except on Mass days. Prior to MEA and following spring break, students may wear dress shorts or bermuda shorts that are knee length with a sewn hem. Short lengths may not be more than 2 inches above the knee cap. Students are allowed to wear capri pants of any color. Dress pants and jeans are acceptable. Jeans and jogger pants are not acceptable on Mass days.

Dresses/Skirts

All dresses must have a crew or collared neckline. All skirt and dress lengths must not be more than 2 inches above the kneecap.

Mass Days

Young men will wear dress pants and a collared shirt. Young women will wear dress pants, collared or crew neck dress shirt, dress (crew or polo style neckline) or skirt. Skirt and dress lengths must not be more than 2 inches above the kneecap. Shoulders should be covered. **Jeans, shorts and hooded sweatshirts are not permitted on Mass days, this includes black jeans.**

Shoes

All students will wear shoes. State law requires that for health reasons, no bare feet will be allowed in the school building. Backless shoes are acceptable. Flip flops may be worn before MEA and following Spring Break.

Hair

Hairstyles that draw undue attention to the student will not be permitted. Highlights, braids and extensions must be of a color that occurs naturally in humans and not be in such contrast as to draw undue attention to the student. Facial hair should be kept neat and clean.

Unacceptable Clothing Items

Unacceptable clothing items include: leggings, jeggings, yoga pants, skorts, athletic jogger pants, sweatpants, nylon sport pants, athletic shorts, transparent shirts, sleeveless shirts, hats (once inside the building should be removed), cut-off shorts, torn clothing, and clothing with inappropriate designs and/or messages including, but not limited to, inappropriate references, alcohol, drugs, and tobacco references.

All student groups are allowed to wear uniform tops (jerseys, t-shirts, hoodies, jackets) with dress code bottoms on event days to celebrate team unity and bring awareness to the community about student events.

Students not in acceptable attire will be expected to do the following:

- ⇒ Go to the office to change in order to meet dress code expectations.
- ⇒ Call parents to provide alternative clothing.
- ⇒ Remain in the office until proper clothing is attained. (Unexcused absence)

Dress Down Days

Throughout the school year, there may be declared “Dress Down Days” for various reasons. On these days, the items listed in the “Unacceptable Clothing Items” section (above) from this handbook, continue to be UNACCEPTABLE.

The list of unacceptable items includes:

leggings, jeggings, yoga pants, skorts, athletic jogger pants, sweatpants, nylon sport pants, athletic shorts, transparent shirts, sleeveless shirts, hats (once inside the building should be removed), cut-off shorts, torn clothing, and clothing with inappropriate designs and/or messages including, but not limited to alcohol, tobacco and other drug references.

For some Dress Down Days, the organization sponsoring the day may specify specific clothing items that are or are not acceptable. Special criteria specified for a specific Dress Down Day, as advertised by the organization sponsoring the day, takes precedence.

EXPECTATIONS

Dances

School expectations for dress and behavior are in effect for all dances. While attire may be more or less formal than the school day, it will continue to be evaluated in terms of being clean, neat and modest. It is possible that a student would be asked to change before entering the dance.

Students will be expected to dance in a manner that is respectful. Students that are dancing in ways that are deemed inappropriate by the chaperones will be asked to stop. Students that do not adjust their dancing may be asked to leave. Parents will be notified.

Once students arrive at the dance, they are expected to stay until the conclusion. Should a student choose to leave early, parent notification will take place prior to releasing the student. Once a student has left, they may not return to the dance.

Students may bring a guest from another school and must sign them up in the main office prior to the dance. Guests may be asked to show a student ID from their current school to verify attendance. Guests will be expected to follow the same expectations as Bethlehem Academy students. By bringing the guest, a Bethlehem Academy student is taking responsibility for the behavior and actions of the guest and any potential consequences related to the guest's actions.

Should students choose to consume alcohol or other controlled substances before or while attending the dance, parents will be contacted to pick up their child from the dance and law enforcement may become involved. See the Alcohol & Chemical Use policy for consequences.

Spectator Conduct

All members of the Bethlehem Academy school community are held to the same standard of audience/fan behavior. Everyone is expected to stand at the playing of the National Anthem and school song. Positive cheers for Bethlehem Academy participants are encouraged. Negative and otherwise inappropriate cheers will be stopped. Harassment in any form of coaches, players/performers and officials will not be tolerated. Violence relating to poor sportsmanship is subject to serious disciplinary sanctions and may include losing the privilege of attending future school events.

Lockers and Locks

Students will be assigned a locker at the beginning of the school year. Students are not allowed to switch lockers. Locks are available from the office and only BA locks may be used. There is a \$20 fee for locks not returned or that are lost, damaged or stolen. Bethlehem Academy is not responsible for damage to or loss of possessions in an unlocked locker.

School officials are allowed to inspect lockers for any reason, at any time, without notice, without a student's consent, and without a search warrant. Students' personal possessions within a

locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

Students in physical education or participating in athletics may check out a red BA lock for the locker room from the office. Students are expected to return the lock at the end of the course or athletic season. There will be a \$10 fee for locks not removed from locker room lockers. There will be a \$20 fee for a locker room lock that is lost or damaged.

Locker rooms are opened from 7:50-8:00AM and 2:55-3:05PM for students to store belongings. During the school day locker rooms will be accessed by the physical education teacher. Students are welcome to place athletic equipment in their gym locker at the beginning of the day and retrieve it at the end of the day. Bethlehem Academy is not responsible for damage to or loss of possessions in an unlocked locker or for items left out by the student's locker.

School ID Cards

Each student will be issued a school ID card which may be used for admission to school events. *Lost or damaged cards will result in a \$10.00 charge for a new card.*

Motor Vehicles

Students who drive to school must register the vehicle type and license with the main office and agree to our parking regulations. Students may not use or go to the vehicle during school day without permission from an administrator or office personnel and only in emergency situations. Students may park in the school parking lot or use available city street parking. Use of the BA parking lot is a privilege for students and vehicles may be searched or inappropriate signs or materials may be asked to be removed.

Students should respect **No Parking** signs between DMCS and BA and near the Divine Mercy Adoration Chapel. If a student fails to drive responsibly a meeting will be held with the parents, student and Principal.

School Lunch

Bethlehem Academy provides a hot lunch for students while striving to produce quality meals in an efficient and fiscally responsible manner. A monthly menu is posted on the BA website. Every student is assigned a lunch account number. Hot lunch is paid for separately. Families may submit checks to the main office made out to BA Hot Lunch for any amount, pay online or the student may pay cash. The money will be credited to the family account. Families may apply for free and reduced meals anytime during the school year. Applications will be mailed to all families prior to the beginning of the school year: they are available in the Main Office or Kitchen Office throughout the year.

Families are expected to make deposits on their family account to cover all lunch and extra purchases. Parents will be notified when the account balance is getting low or has a negative balance through email. Lunch account statements will be sent with quarterly school mailings. A detailed account statement is available upon request. Bethlehem Academy will not "pull a tray"

from a student but will make every effort to collect payments from families through email, phone calls, and additional mailings.

According to Federal Lunch program guidelines, students may not bring pop into the cafeteria nor bring food from an outside vendor during lunch periods. They may bring a lunch from home. Beverages will be available for purchase during all lunch periods. Cell phones are not permitted for middle school students.

Each student is assigned a lunch period. He/she is expected to remain in the cafeteria for the entire period except for the use of the restroom or rare meetings with teachers. Students should have obtained a pass from the teacher **prior** to coming to lunch. Food and drink is expected to remain in the cafeteria.

Students must eat lunch in the lunchroom. The only adjustment to this is if they are in a class during their lunch period. (A teacher may tutor a student during lunch but this is limited to twice a week.) Students who are working with a teacher during lunch must report to the lunchroom, and use a pass, issued by the teacher who will be working with them, to exit.

Tuition and Tuition Assistance

All financial assistance is based on the submission of the TADS Financial Aid application. In order to maximize opportunities for aid from the Archdiocese and other organizations deadlines must be met. Information is sent via email once those deadlines are determined each winter. Questions should be addressed to the Enrollment Director (ksauer@bacards.org). No aid is given until the online financial aid application is complete. The amount of aid available for those who do not meet the application deadline will be dependent on remaining funds once the first round of allocations is completed. Tuition payments will be set up in FACTS.

School Communications

Photos of Bethlehem Academy events and/or student achievements outside of school, may be sent to Kris Sauer, Director of Enrollment at ksauer@bacards.org. Bethlehem Academy reserves the right to edit all submissions.

Students that are mentioned on Bethlehem Academy social media will either a) not be pictured, but full name given or b) will be pictured with only first name given, in accordance with the Archdiocese Protection of Minors charter. Full names may be used if published in the local newspaper edition.

HEALTH AND SAFETY

Emergency Drills

Students and staff participate in multiple drills throughout the school year to prepare for possible emergency situations. Students will participate in fire, tornado and lockdown drill procedures. The drills help us to develop the routines necessary to evacuate quickly and safely or take cover efficiently and effectively. Routes to the nearest exit are posted in each room. Teachers will

follow their classes, while students need to move through halls quietly and listen for any additional communication.

Smoking

Bethlehem Academy is a tobacco-free campus. Smoking, vaping, and chewing tobacco on campus and at school events is prohibited. Students caught using tobacco on campus will be sent to the office. Consequences will include: parents being notified and school detention. Additional violations will result in out of school suspension and being placed on a behavior contract that could lead to dismissal from school. Other consequences based on state law and the MSHSL guidelines will be in effect for athletes.

School Nurse and Medications

The State of Minnesota, through Faribault Public Schools, provides a nurse for part of the school day to all nonpublics. A nurse will be assigned annually to BA.

Illness:

Students who become ill during the day should report to the nurse who will contact parents if it has been determined the student needs to leave school. Students should not send messages to parents to obtain permission to leave without checking with the nurse. A student must check in at the Main Office or Nurse's Office before being released from school. No student should be picked up from school without the knowledge of the nurse or main office.

Prescriptions/Medications:

A parent/guardian and physician must sign the appropriate form authorizing the administration of all prescription medication during school hours. Medication must be delivered to the Main Office in the original containers, appropriately labeled by the pharmacist. Medication will be kept in a locked area and distributed only by authorized personnel. Students are responsible for requesting their own medications. The nurse will let parents know if students are not taking their prescriptions. The parent/guardian is asked to notify the school nurse, counselor or other personnel when medication is being discontinued.

According to MN Stat. 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students), students in grades 7-12 may self-administer and self-carry non-prescription pain medication during the school day provided that:

1. A written request by the parent/guardian has been provided to the school.
2. The medication is brought in its original container.
3. The student signs an agreement with the building nurse after demonstrating the skills to possess and use the medication safely.
4. The medication does not contain ephedrine or pseudoephedrine.

The school may revoke the student's privilege to possess and use nonprescription pain relievers if it is determined that the student shared with other students or did not take as authorized.

Immunizations:

When Bethlehem Academy students start here as a new student, or in 6th grade, our nurse will send home a copy of the **immunization** requirements. The nurses will review students' immunization records on the MIIC system or from records that are transferred with them. (The MIIC is the state immunization database). Students and families must follow the rules aligned in the Minnesota statute for required immunization:

<https://www.revisor.mn.gov/statutes/cite/121A.15>.

If upon review the student's immunizations need updating, the nurses office will contact the family to inform them of the requirement. If a family objects to the vaccination, Bethlehem Academy must receive a notarized conscientious objector form.

Allergies:

Bethlehem Academy families inform the school office of any severe allergies, health conditions or asthma at the time of enrollment. These forms are required to be renewed every year and notices are sent out at the end of the school year for renewal. Teachers will be notified of students with allergies, listing their allergy and medication. For field trips, teachers inform the nurse and an allergy/health list is created as well as a first aid kit with medications and phone numbers to be used in case of emergency. In addition, for students with food allergies, a parents complete a State form and a copy is given to the kitchen staff for that student.

Computer Accounts/Email

Students are provided school email and school information system accounts. In order to successfully complete course work and receive communication from instructors, students must learn how to navigate these accounts. Links to access school email and the student information system are located on the Bethlehem Academy website.

Computer Support:

Faculty members are able to help students navigate computer programs and ensure that students are trained and have access to the necessary educational tools to be successful at school. If a student is struggling, they should contact the classroom teacher, guidance counselor or technology integration coordinator, Ed Friesen, efriesen@bacards.org, with their concerns.

College/Career Resources

The Counselor supports students in planning for their future. By reviewing graduation goals, current class plans, and future needs, the student and counselor work together to make the best decisions to support the student's goals. BA students will also have access to an online career and college planning program called Naviance. If students or parents would like to learn more, contact the counselor to set an appointment or students may stop in during the school day to visit with the counselor.

Lost & Found

Unattended or found personal items should be given to the staff in the Main Office. Students may check for lost clothing in the cafeteria Lost & Found area. Valuable items will be stored in

the Main Office. At the end of each semester, unclaimed items will be donated to charity. Emails are sent to students and parents as a reminder.

Textbooks, Novels and Calculators

Textbooks are provided by Bethlehem Academy and tracked by a sign out form at the beginning of each course or unit. Prior to signing out a book, the item is assessed for wear. Books need to be returned at the end of each course or unit in reasonable condition. A replacement fee will be assessed if a textbook or novel is not returned or determined to be unusable. At the discretion of the teacher students may be required to cover textbooks to ensure minimal wear throughout the school year.

There are a limited number of TI-84 calculators that may be loaned for a fee to students for upper level math courses. Interested students should speak to their math teacher at the beginning of the course if they are in need of a calculator. Should a calculator be loaned to a student and not returned, the student will be responsible for the replacement cost.

Building Access

Students are welcome to enter the building in the morning through any entrance beginning at 7:30 a.m., unless there is an earlier meeting or event. Once the school day begins at 8:00 a.m. all doors, except door C by the main office, will be locked. For safety and security reasons we ask that students not open doors to admit late-comers or visitors during the school day.

End of School Day

Students who are not involved in extracurricular activities or meeting with a teacher are expected to leave school premises in a timely manner. Students waiting for a ride may

- Attend homework club
- Use the weight room on days it is supervised
- Study quietly in the hallway or a classroom

POLICIES

Adult Volunteers/Volunteering

The Archdiocese Safe Environment Policy and Requirements are designed for all adults who work with youth. The following Essential 3 requirements are identified below:

All adult volunteers having either regular (more than once) or unsupervised interaction with children, youth or vulnerable adults are required to attend a ***VIRTUS: Protecting God's Children for Adults*** awareness session. Sessions are available throughout the year and online at different parishes and Catholic schools. Volunteers may register for a session by going to Virtus.org, selecting "registration," and choosing the Archdiocese of St. Paul and Minneapolis. A list of classes will be provided. In addition, volunteers must submit information for a ***background check***. Finally, volunteers are expected to sign the ***Code of Conduct for Adult Volunteers Who Interact with Minors or Vulnerable Adults***.

Alcohol and Drug Use

The safety of all students is our highest priority at Bethlehem Academy. We are dedicated to protecting students from the harmful effects of alcohol and other drugs as well as keeping all other students safe in a drug-free environment.

If parents notice behavior that they believe indicates their son/daughter may be using drugs or alcohol, they are encouraged to call BA to discuss the situation or the behaviors. Several resources are available to help parents who have questions or concerns. Students are also encouraged to talk to a trusted adult in the building when they believe that a friend or peer is abusing or addicted to alcohol and/or drugs. If a student does choose to drink and/or use drugs the school has a responsibility to respond to that choice.

When an incident occurs (by self report, parent report, police report, school official report or other official report) of a student using or possessing an illegal drug or alcohol, an investigation will occur by school administration. Parents/guardians will be contacted to discuss the violation and consequences for students involved. Students may be asked to complete a drug/alcohol assessment and will be subject to MSHSL penalties.

When an incident occurs on-campus or at a school sponsored event, the use adds to the severity of the incident. Consequences may include:

- parents being asked to pick up son/daughter from current location
- suspension (in-school or out-of-school)
- loss of NHS/sports privileges
- parent, student, administration meeting
- behavior contract implementation
- involvement of local law enforcement
- issuing of citation/ticket and/or removal from premises by law enforcement

If a second offense regarding chemical use occurs, the student will be dismissed from Bethlehem Academy for a minimum of one grading period. In order to return to school the student must successfully complete the following:

1. An assessment of his/her chemical use.
2. A treatment program, if found chemically dependent.
3. An approved educational to be chemical dependency program, if not found chemically dependent.
4. One successful grading term at another institution, i.e., exhibited freedom from chemicals, positive academic performance and a positive record of behavior. After successfully completing the above, the student may petition to reapply for admission.

Any student found selling or "pushing" any illegal drugs/chemicals during the school day or on school premises or at any school related function will be immediately subject to dismissal and law enforcement will be notified.

Drug Dogs and Law Enforcement

Students that bring drugs to school add an unnecessary safety risk to all students. Bethlehem Academy reserves the right to have the Rice County Sheriff's Department and/or other law

enforcement or health departments bring in narcotic detection canines. The school building, the school grounds, and parking lot of Bethlehem Academy will be subject to this search.

After the search, parents will be notified with the results. If proof of drug use or possession is found, the school will follow the consequences listed for drugs/alcohol. Bethlehem Academy seeks to provide its students and their parents a safe, drug-free environment for learning.

MSHSL Chemical (Drug/Alcohol/Tobacco) ATHLETICS ELIGIBILITY Policy

Twelve (12) months of the year, a student shall not at any time, regardless of the quantity: (1) use or consume, have in possession a beverage containing alcohol; (2) use or consume, have in possession tobacco; or, (3) use or consume, have in possession, buy, sell, or give away any other controlled substance or drug paraphernalia.

Bethlehem Academy will enforce penalties greater than the minimum penalties required by the Minnesota State High School League.

1. A Bethlehem Academy student found to be in violation of the above bylaw may be required to undergo a chemical assessment before any eligibility is restored.
2. First Violation: After confirmation of the first violation, the student shall lose eligibility for 25% of the season in which the student is a participant or for the next season in which the student participates.
3. Second Violation: After confirmation of the second violation, the student shall lose eligibility for 50% of the season or 6 events, whichever is greater from the date of confirmation, during the season in which the student is a participant or for the next season in which the student participates.
4. Third and subsequent violations: After confirmation of the third or subsequent violation, the student will lose eligibility for further participation. If, after the third or subsequent violations, the student has been assessed to be chemically dependent and the student, *on his/her own volition*, completes a chemical dependency program or treatment program, the student may appeal to the President/Assistant Principal for eligibility to be restored (minimal penalties of the MSHSL must be met). The Athletic Director or a counselor of a chemical dependency treatment center must issue such certification of completion.
5. Penalty overlaps into a second season: If a season ends before a penalty is served, the remaining percentage will be applied in the next season in which the student is a participant.
6. Denial disqualification: A student who denies the violation, is allowed to participate and is subsequently found guilty of the violation, will be ineligible an additional 9 weeks beyond the ineligibility period specified above
7. The VERITAS Clause: A student who self-reports a violation *may* have a reduced period of ineligibility. The period of ineligibility will minimally meet the requirements of the Minnesota State High School League.
8. The period of ineligibility will begin once the school has confirmed a violation.

Violations are accumulative throughout the student's high school career.

WEAPONS

In order to assure a safe school environment for students, staff, and the public, the following policy is in effect at Bethlehem Academy.

GENERAL STATEMENT OF POLICY

No student or non-student, including adults and visitors shall possess, use or distribute a weapon when in a school location.

Definitions

1. A **"weapon"** is defined as any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No student shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects. Devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No student shall use articles designed for other purposes (i.e. belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of weapon
4. **"School Location"** includes the school building, school grounds, school activities or trips, school buses or school vehicles, school-contracted vehicles, and all school-related functions.
5. **"Possession"** means having a weapon on one's person or in an area subject to one's control in a school location. A student who finds a weapon on the way to school or in the school building, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon.

Consequences for Weapon Possession/Distribution: Bethlehem Academy takes a position of "Zero Tolerance" in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:

1. Immediate out-of-school suspension;
2. Confiscation of the weapon;
3. Immediate notification of police;
4. Notification of parent or guardian; and
5. Recommendation of dismissal for a period of time.

Pursuant to Minnesota law, a student who brings a **firearm**, as defined by federal law, to school will be expelled for at least one year. The administration/school board may modify this requirement on a case-by-case basis.

Policy Application: While Bethlehem Academy takes a firm "Zero Tolerance" position on the possession, use or distribution of weapons by students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students. Such equipment and tools when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons by students. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

Administration Discretion: While Bethlehem Academy takes a "Zero Tolerance" position on the possession, use or distribution of weapons by students, administration may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

HARASSMENT

HARASSMENT (POLICY #3750-1-s/c Archdiocese of St. Paul/Minneapolis-February, 1996) Bethlehem Academy shall maintain a learning and working environment that is free from harassment. This policy applies to all students, faculty, staff, administrators, members of the Board of Directors, parents, vendors, volunteers, coaches, guests, and others who act on our behalf. Anyone who violates this policy is subject to appropriate disciplinary action, which may include separation from the school.

Harassment is determined by the administration, not the intentions of the one who has been accused, whether the act is verbal, written, physical, sexual, psychological or cyber. Harassment includes, but is not limited to, unwanted and unwelcome words, actions, gestures, or symbols that make the recipient feel uncomfortable. Harassment also includes offensive, threatening or intimidating speech or actions made toward another person(s) or through a third party.

Harassment may include, but is not limited to, the following:

- **Abusive Relationships:** any relationship involving any type of harassment by an individual or group toward another individual or group, regardless of whether requests to cease such contact have been made. This includes contact that occurs both in and outside of school. Bethlehem Academy reserves the right to interview students, involve students in a counseling process, contact parents, and require students to participate in a contractual process which may include, but is not limited to, on-going participation in groups, no contact contract, and one-to-one counseling. If deemed necessary or required, appropriate legal authorities may be contacted. School administration also reserves the right to refuse attendance to students not abiding by these provisions.
- **Cyber Harassment:** when a student or adult is tormented, threatened, humiliated, embarrassed, intimidated or otherwise harassed by another using any type of electronic media, including, but not limited to, the internet, interactive and digital technologies or phone. Behaviors include cruelty, taunting, name calling, put-downs, intimidation, slander and posting of threats of any kind toward another person or group, whether it occurs in or outside of school. This form of harassment includes, but is not limited to, flaming, denigration, impersonation, outing and trickery, posting inappropriate images of self and others, and/or cyber stalking.
- **Hazing:** any activity undertaken by a student or group of students towards another student or group of students with the sole purpose of "initiation" into Bethlehem

Academy, a student organization, or a team. This includes, but is not limited to, any physical, sexual, verbal or psychological abuse that is demeaning, harming, or embarrassing to anyone as a “rite of passage.”

- **Physical:** physical force or touch that is unwanted, that shames, hurts, alienates, threatens, intimidates or attacks another person. This form of harassment includes, but is not limited to, stealing another’s possessions and damaging or destroying another’s property.
- **Psychological:** humiliating or abusive behavior that lowers a person’s self esteem or causes him/her torment or emotional harm. This can take the form of verbal or written comments, actions or gestures.
- **Racial:** the harassment of an individual or a group because of their race or ethnicity.
- **Religious:** the harassment of an individual or group because of their religious beliefs and/or practices.
- **Verbal:** face-to-face interaction using offensive speech, i.e., taunts, name calling, put-downs, intimidation, slander and threats of any kind toward another person or group. This form of harassment includes, but is not limited to, offensive speech made toward another through a third party.
- **Written:** written statements that offend, taunt, name call, put down, intimidate, slander or threaten another person or group. This form of harassment includes, but is not limited to, written statements made toward another through a third party (cf. cyber bullying).

One particular category of harassment, sexual harassment, consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature which substantially interferes with an individual’s employment or education, or creates a hostile, intimidating, or offensive working or learning environment. It also includes situations where submission to such behavior affects decisions about the individual’s employment or education. Sexual harassment may be directed to members of the same or opposite gender. Sexual harassment includes, but is not limited to:

- **Sexual:** physical, psychological, or any behavior that offends, shames, taunts, hurts, threatens, intimidates, dismisses, and ultimately violates the gender, sexual identity, or sexual orientation of another person. This form of harassment includes, but is not limited to, unwanted sexual advances, sexual gestures, sexual jokes, sexual comments, sexual symbols, inappropriate questioning, unwanted and unwelcome touching, inappropriate remarks about one’s clothing, body type, gender, orientation, or sexual activity, displaying pornography, and/or promoting rumors of a sexual nature.
 - **Gender Harassment:** is a form of sexual harassment that consists primarily of repeated comments, jokes, actions, and innuendos directed at a person or group because of their gender or sexual orientation.
 - **Sexual Abuse:** physical, psychological and other behavior that abuses the gender, sexual identity, or sexual orientation of another, especially a child or vulnerable adult, by any person responsible for their care (cf. Minnesota Criminal Sexual Conduct Code).
 - **Sexual Exploitation:** sexual, physical and/or emotional contact between an adult member and a student, regardless of who initiated the contact (the employee or the student) (cf. Minnesota State Laws and Statutes).

Procedure: Any member of the school community who experiences or witnesses harassment, including sexual or protected class harassment is encouraged to ask the person to stop immediately, and, report the incident to a school administrator, guidance counselor and classroom teacher.

Administration will assume responsibility for the investigation of all harassment complaints, whether formal or informal, verbal or written, of sexual or protected class harassment. Based on the investigation, appropriate action will be taken. An investigative report documenting interviews, conclusions and recommendations will be completed. The complainant, the alleged harasser and their parents will be advised of the outcome of the investigation, in writing or other communication. In cases involving minors, a report to the Child Protection Agency or the police will be filed if required by state law.

Reporting Harassment: If a student has experienced harassment in any way, he or she is encouraged to tell a trusted faculty or staff person. A faculty/staff member is obligated to tell an administrator. Having proof is an important part of reporting harassment; therefore, individuals should save emails, text messages, voice mail messages and other documentation. As difficult as it can be to tell another person, reporting the experience is the first step toward reestablishing a safe and respectful environment for that person and the school. Thus, if a student has received some form of harassment, (inclusive of the forms cited above, but not limited to), or has knowledge of anyone (student, faculty, staff, visitor, volunteer or group) involved in a form of harassment, the student is encouraged to report it.

Every student has the right to feel safe at school. The faculty, staff, and administration make every effort to be aware of what goes on in the school building, on campus and off campus. Parents who have concerns about their son/daughter or friend being the victim of harassment of any sort, are asked to contact administration.

How To File A Report: The initial report may be verbal or written. Reporting is intended to be non-threatening for the one reporting the incident(s). He/She is strongly encouraged to give the information to a trusted adult. The person taking the report cannot promise confidentiality, and a faculty/staff member is obligated to tell an administrator immediately. All reports, including verbal reports, will be documented.

No Retaliation: Retaliation of any form will not be tolerated. The range of discipline is determined by the administration and may include, but is not limited to, detention, parent conference, loss of co- curricular/athletic eligibility, loss of ability to participate on a school trip, suspension, and/or dismissal.

Investigation and Procedures of Discipline: The school administration will notify the parents/guardians of the student(s) involved and will investigate in a confidential manner to the extent possible. Certain actions and disciplinary procedures will be followed depending on the severity, frequency, and impact of the offense. The range of discipline will be determined by the administration and may include, but is not limited to: detention, parent conference, suspension, loss of co-curricular/athletic eligibility, loss of ability to participate on a school trip, and/or dismissal.

Harassment Board of Review Committee: In situations where the information gathered in the investigation differs from the perspective of the victim(s) and/or accused, the school may elect to convene a Harassment Board of Review Committee. The role of the Harassment Board of Review Committee would be to review the information gathered by the administrator that

handled the initial investigation and provide recommendations. The Harassment Board of Review Committee will consist of one or more administrators, one or more appointed board members, and one or more faculty members selected by the administration. The Board will make recommendations to the administration.

Mediation: Prior to invoking the above Harassment Policy and upon the voluntary agreement of all involved (students and their parent(s)/guardian(s), school counselors and/or administrators) a counselor and/or administrative directed, mediation session may be used as a means to correct the situation. Mediation can be invoked upon the request of any of the involved, but may not move forward without the agreement of all. The objective of the mediation session is to end all unwanted behavior, and put impacted relationships in position to be moved forward in a positive manner. If this process ends with satisfaction, for all impacted parties, the above Harassment Policy will not be invoked. If the process does not end with the satisfaction of all impacted parties, the above Harassment Policy will be invoked. Note: If state or federal law, or Archdiocese Policy requires the reporting of particular types of harassment, this mediation process may not be used.

BULLYING AND BULLYING PREVENTION

In April 2014 the State of Minnesota passed a bill on bullying and bullying prevention. Although Bethlehem Academy and other private institutions are exempt from this bill, many of the principles, including the definition of bullying, have been included in this policy.

As defined by the State of Minnesota "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and: there is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and the conduct is repeated or forms a pattern; or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

"Cyberbullying" means bullying using technology or other electronic communication. This may be done on a social network or website forum, transmitted through a computer, cell phone, or other electronic device. "Cyberbullying" can include the development of parody accounts generally set up anonymously and to impersonate other people or a facet of the school. They can easily turn into mean spirited entertainment at the expense of other students, and/or faculty/staff/administrators. Parody accounts set up as coming from Bethlehem Academy, and/or anyone from Bethlehem Academy will fall under the category of cyberbullying. Bethlehem Academy does not give any student or individual the right to use the school name especially for the purpose of harassing other people.

Procedure: Any member of the school community who experiences or witnesses bullying, is encouraged to deal with the situation immediately advising those involved to stop. The individual should report the problem directly if the problem persists to an administrator, counselor, or teacher.

Bullying Reports may be made confidential when requested. Reports may also be made anonymously. Both anonymous and confidential reports may make it difficult to investigate or corroborate the alleged bullying. Disciplinary action may not be taken against a student solely on the basis of an anonymous report.

Bethlehem Academy, in accordance with the State of Minnesota, will receive reports and follow up on any accusations of bullying. Administration will assume responsibility for the investigation of all bullying complaints. Based on the investigation, appropriate action will be taken. An investigative report documenting interviews, conclusions and recommendations will be completed. The complainant, the alleged harasser and their parents will be advised of the outcome of the investigation, in writing or other communication.

Bethlehem Academy reserves the sole discretion to determine the scope and adequacy of the investigation.

How To File A Report: The initial report may be verbal or written. Reporting is intended to be non-threatening for the one reporting the incident(s). The scholar is strongly encouraged to give the information to a trusted adult. The person taking the report cannot promise confidentiality, and a faculty/staff member is obligated to tell an administrator immediately. All reports, including verbal reports, will be documented.

Every student has the right to feel safe at school. The faculty, staff, and administration make every effort to be aware of what goes on in the school building, on campus and off campus. Parents who have concerns about their son/daughter or friend being the victim of bullying behaviors, are asked to contact Administration.

No Retaliation & Consequence: Retaliation of any form will not be tolerated. The range of discipline is determined by the administration and may include, but is not limited to, detention, parent conference, loss of co- curricular/athletic eligibility, loss of ability to participate on a school trip, suspension, and/or dismissal.

Once a decision is made, remedial responses will be established case by case to stop immediate behavior and to prevent the behavior from continuing. The school retains the sole discretion to determine whether bullying has occurred and what the response should be.

Bullying Board of Review Committee: In situations where the information gathered in the investigation differs from the perspective of the victim(s) and/or accused, the school may elect to convene a Bullying Board of Review Committee. The role of the Bullying Board of Review Committee would be to review the information gathered by the administrator that handled the initial investigation and provide recommendations. The Bullying Board of Review Committee will consist of one or more administrators, one or more appointed board members, and one or more faculty members selected by the administration. The Board will make recommendations to the administration. Administration may accept or overturn this recommendation.

Mediation: Prior to invoking the above Bullying Policy and upon the voluntary agreement of all involved (students and their parent(s)/guardian(s), school counselors and/or administrators) a counselor and/or administrative directed, mediation session may be used as a means to correct the situation. The objective of the mediation session is to end all unwanted behavior, and put impacted relationships in position to be moved forward in a positive manner. If this process ends with satisfaction, for all impacted parties, the above Bullying Policy will not be invoked. If the process does not end with the satisfaction of all impacted parties, the above Bullying Policy will be invoked. Note: If state or federal law, or Archdiocese Policy requires the reporting of particular types of harassment, this mediation process may not be used.

TECHNOLOGY RESPONSIBLE USE

Student laptops are the property of Bethlehem Academy. Students are responsible to take good care of their laptop. Students must use their laptops responsibly in a manner consistent with our mission as Christian, Catholic school. The use of a laptop and Bethlehem Academy's network & technology resources is a privilege. The primary purpose of laptop usage is to support student academic endeavors.

Study Hall & Class Computer Expectations

- ⇒ Computers are to be used for classwork.
- ⇒ When homework is complete, students may browse the internet or other activity, within the limits of the responsible acceptable use policies.
- ⇒ Any activity on the computer must be within the limits of the responsible, acceptable use policies.
- ⇒ Headphones may be used only with teacher approval, in conjunction with doing a homework assignment.
- ⇒ Teachers may take a student's computer away for the remainder of the class period due to inappropriate usage.

Consequences for inappropriate usage may include any of the following:

- Parent/Guardian Contact
- Detention
- Loss of laptop privileges for a specified period of time
- Loss of privilege to take laptop home
- Suspension from school
- Loss of laptop privileges for a period of time.

Misuse of computer technology may be a violation of rules listed below and any other activity that is contrary to the mission of the school. Student computer activity is monitored by the faculty in the classroom and remotely by the computer network administrators. Network administrators may monitor a student's laptop at any time, *including when off-campus*.

Parents of middle school scholars are asked to choose one of the following usage profiles:

- A. The laptop will automatically turn off at 8:00pm and turn on at 6:00am.
- B. The laptop will automatically turn off at 10:00pm and turn on at 6:00am.
- C. The student will have no time restrictions on usage.

Parents may request the usage profile be changed at any time.

High school scholars have no time restrictions configured on their laptops; however, parents may request time limits be configured on the student's laptop. It is highly recommended that laptops and all devices be shut off and left in a family area to charge at night so that scholars receive enough sleep.

By parental request, laptops can also be configured to block specific websites (for example, Facebook). The school network does filter for content; however, with an ever-changing internet, some inappropriate content may not be caught by the filters (until after the filters have been updated). Non-school networks, including home networks, may not have content filtering installed.

Please note the following items regarding the use of laptops, email, the internet and other technology tools:

1. The use of computer technology is to serve educational purposes.
2. Transmission of any material in violation of any U.S. or state regulation is prohibited. *This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Students are to comply with copyright laws when using copyrighted material in student projects or printing such copyrighted material.*
3. Bethlehem Academy utilizes services from Microsoft (Office 365) and Google (Google Apps). These services include email, office suites (word processing, spreadsheets, presentations), file sharing and other collaboration tools. Student email and data stored with these services are the property of Bethlehem Academy and may be monitored at any time by Bethlehem Academy, as well as by officials at Microsoft or Google.
4. Internet content is monitored for obscene or objectionable material. If a student should come across obscene or objectionable material that slipped past our content filtering, the student is expected to leave that website or webpage. The student should report the site to the school's technology staff.
5. Students are to keep their password and account information private. Students should not share this information with others.
6. Students will respect the accounts of others. Students will not attempt to gain access or modify the passwords and data of other users.
7. Students are not to attempt to access and modify system software & settings, application software or network resources. Students will not modify the system and its software.
8. Students will not try to gain access or modify the computer hardware or network equipment.
9. Students will not use online shopping services.
10. Students are to keep food and beverages away from their laptop.
11. Students are to carry their laptops in a backpack with a laptop compartment. Students may also utilize a laptop sleeve or place their laptop in a protective shell case.
12. Students are to keep their laptops secure when not in use - locked in a locker, teacher's classroom, at home, etc. Leaving the laptop in a car or school bus is discouraged.
13. Students are not to expose laptops to weather elements.
14. Students are to avoid accessing, sending, sharing, forwarding, or posting files and content that contain defamatory, obscene, pornographic, harassing, bullying,

threatening, illegal or otherwise contrary to our school mission and Catholic, Christian values.

15. Students should avoid sending emails and posting content on websites that may reveal their identity or location to strangers.
16. Students are to avoid sending emails or posting pictures & other content that may damage their character and the character of others.
17. Students need to understand that whatever is sent in an email or post on a website is never truly private and is recorded/cached on internet servers throughout the world for many years to come.
18. Students are to avoid letting others use their laptop.
19. Students are to keep their laptops clean – avoid touching the display, keep a protective cloth between keys and display when not in use, no stickers
20. Students are not to plagiarize or copy digital content to turn in as their own work. Students are to give appropriate credit and citations for work that is not their own.
21. Students are not to illegally copy or share copyrighted digital content (music, movies, pictures and other work).
22. Students are responsible for lost, theft, accidental damage or other damage not covered by warranty to their laptops or accessories. Students will be charged for any repair or replacement not covered by warranty or insurance. The insurance deductible is **\$500**.
23. At the end of the school year, students will be charged the **REPLACEMENT COST** for any item(s) not returned. Additionally, students may be subject to a \$25 late equipment return fee. *Students not returning to Bethlehem Academy that fail to return their laptop and accessories will be considered to be in possession of stolen property.*
24. Students are to use their laptops in school in support of class activities. If a student is not using a laptop appropriately in class, the teacher may ask the student to put the laptop away or take the laptop away from the student for the remainder of the class period.
25. Students are responsible for all schoolwork, even when the laptop is unavailable for use.

Additional Athletics Policies and Requests

Sports Physical – A participant must have a valid sports physical on file in the activities office. Sports physicals are good for 3 years from the date of exam. Usually students get a physical for 7th grade and 10th grade.

Registration/Permission Form – A registration and parent permission form is required each season. The annual health questionnaire and eligibility statement needs to be completed once each school prior to the first season of participation.

Activity Fee – The activity fee is set each season. See registration materials for annual fees.

Transfer Student – A student who changes schools *after* starting 9th grade is considered to be a transfer student by the MSHSL. If the change in schools is not due to a change in parent residence or court-ordered custody change, the student has 2 options:

- A. Ineligible at the *varsity* level for 1 calendar year at the new school. There is an appeal process through the MSHSL for "extreme or unusual conditions."
- B. Retain eligibility at the old school for all sports for 1 calendar year.

International Students/Exchange Students – International students may be eligible for non-varsity competition. Foreign exchange students may have 1 year of varsity eligibility (starting first day of attendance); otherwise foreign exchange students may participate in non-varsity competition.

MSHSL Non-School Competition/Off-Season Training

- A. During the high school season, a student cannot be a member of a non-school team in the same sport. (Some exceptions exist for individual competitions.)
- B. Lessons/Training – students may take lessons from professionals and other non-school coaches. These instructors cannot be members of the high school coaching staff in that sport.
- C. High school coaches may only coach players in sport skills during the school season and the summer waiver period. High school coaches may run conditioning programs outside of the school season.
- D. Students may participate on non-school teams outside of the school season. Coaches for these teams cannot be members of the high school coaching staff in that sport during the school season.

Conflict Resolution – It is inevitable that in a competitive environment that frustration, difference of opinions and other conflicts can develop. Please consult the Parent/Student/Coaches Handbook for procedures.

Please consult the BA Parent-Player-Coach Handbook for more information on athletic policies, procedures and expectations. The handbook may be found at <https://sports.bacards.org>.

Please consult the MSHSL Eligibility Brochure for a more detailed summary of MSHSL student eligibility rules. The MSHSL handbook is also available on the MSHSL website: www.mshsl.org

BELL SCHEDULES

REGULAR DAILY SCHEDULE

High School

1	8:05 AM	9:20 AM
2	9:25 AM	10:40 AM
A	10:44 AM	11:24 AM
B	11:28 AM	12:08 PM
C	12:12 PM	12:52 PM
D	12:56 PM	1:36 PM
3	1:40 PM	2:55 PM

Middle School

1	8:05 AM	8:49 AM
2	8:52 AM	9:36 AM
3	9:39 AM	10:23 AM
Lunch	10:26 AM	10:59 AM
4	11:03 AM	11:47 AM
5	11:50 PM	12:34 PM
6	12:37 PM	1:21 PM
7-Advisory	1:24 PM	2:08 PM
8	2:11 PM	2:55 PM

*Students should not be in the building prior to 7:30 a.m. unless they are here for a meeting, detention or approved time with a teacher for support.

*Students are tardy if they arrive after 8:05 a.m.

Additional schedules posted on the school website and/or in the *Friday Focus* as needed.