

Student & Parent Handbook 2024-2025



Bethlehem Academy
Faribault MN



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.

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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 are expected to attend all Masses, other prayer-related activities, and to fulfill the theology requirements for graduation.

EXPECTATIONS

Bethlehem Academy follows CARDS and the four Dominican Pillars of prayer, study, community, and service.

CARDS

Character: A Cardinal's character has the attributes of a good Christian citizen. They are respectful to teachers and peers; they work hard in their classes; they support others. A Cardinal thinks of others first and is honest, loyal, compassionate, and practices self-control.

Accountability: A Cardinal is accountable for his/her actions and acts in a manner appropriate for a young Christian. Cardinals keep up with their assignments and activity commitments. Should a Cardinal fall behind, he/she takes responsibility for make-up work or activities. A Cardinal asks for help when needed.

Respect: Cardinals show respect in how they treat themselves and others, how they care for their property and the property of the school. They strive to see others and the world through the eyes of Christ. They are open to other ideas and empathize with other perspectives. A Cardinal always shows respect by following rules and guidelines.

Decision-Making: A Cardinal asks, "What would Jesus do?" A Cardinal makes positive choices. When needed, Cardinals seek opportunities to get support and advice in their decisions.

Service: A Cardinal is fulfilled through service and looks for opportunities in and out of school to serve as Christ asks us to do. A Cardinal is always willing to help when asked.

Mass Expectations

As a Dominican school, Mass is an integral part of the mission of Bethlehem Academy. BA students are required to attend the weekly Mass. Because Mass is core to the mission of our school, it is expected that all students, including non-Catholics, follow CARDS and actively participate in Mass in a respectful manner.

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. In addition, administration may address any situation that is not covered in this handbook, but clearly violates the rights of the school, a member of the school, or the wider community and/or does not follow our school mission. Furthermore, the administration reserves the right to amend the *Student and Parent Handbook* for just cause. Families will be notified when changes are made.

ATTENDANCE

Regular and consistent participation in the educational process is the only way to derive the full benefits of the education Bethlehem Academy offers. In addition to classroom attendance, 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.**

If a student is to be absent or late a parent or guardian must contact the school office at 507-334-3948 or attendance@bacards.org before the start of the school day. Parent/guardian notification must include the date of the absence, release time for the student, specific reason for the absence, and the anticipated return time. Parents/guardians will be contacted if a student is late or absent without prior notification.

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

In accordance with state attendance laws and regulations, it is at the discretion of the school to determine if an absence or tardy is excused or unexcused. Excused absences include but are not limited to illness, medical/dental appointments, court dates, funeral, significant family events.

Students leaving during the school day must sign out in the office and sign in upon return. Students are responsible for meeting with their teachers and making up work missed during their absence.

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 levels. Consistent lack of punctuality hinders learning, disrupts classes, and negatively impacts school culture. Students who are late for school will need to check in at the main office before they are admitted to class.

Warning Bell: 8:00 am

Final Bell: 8:05 am - students must be in their first period class

Attendance is taken every period.

First Period Tardy: When a student has accumulated three unexcused *first period* tardies in a semester, 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 to a class will be expected to follow the attendance guidelines established by that teacher, which may include detention. Students not in

compliance with the teacher's class guidelines may be reported to administration for additional follow up.

Unexcused Absences/Truancy

A student may not leave the school premises during school hours without specific permission. If a student leaves school grounds without permission, parents will be notified and law enforcement may be involved to ensure student safety. Students are not allowed to participate in any after school activity the day of their unexcused absence.

Students with an unexcused absence must meet with administration. The student must make up the time missed (detention or in-school suspension) and make arrangements with the teacher for the classwork missed; however, unexcused absences may result in the inability to make up some assignments. The school will notify parents of the truancy.

Planned Absences

Any planned absence, including family trips outside of regularly scheduled school breaks, requires communication from a parent/guardian to BA's main office **at least one week in advance of the planned absence**. Students missing more than two days must get a class absence form from the main office and speak directly with each teacher regarding their absence from class. Students are responsible for completing all work missed and are asked to check their Schoology class page for classwork and assignments while absent. Faculty will do their best to provide advance notice of required materials and assignments and will allow additional time for makeup work, within a reasonable time period.

Attendance and Participation in Athletics and Other Events

Tardiness and absences will affect participation in extracurricular activities. Administration will make a decision on participation and 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. Unexcused absences may result in the student's ineligibility to participate in the next game/contest. The administrator responsible for attendance will track and report as needed to the Athletic Director, who will inform coaches and advisors.

Excessive Absences & Academics

Because students perform best when consistently in attendance, administration may contact parents when a student reaches five or more absences (excused or unexcused) in a semester particularly if the absences are impacting the student's academic performance. A conference may be held with the parent, student, counselor, and administrator to design an attendance plan as needed.

Students that exceed the five absences allowed because of medical/dental appointments, may be required to bring in a note from the doctor/dentist office for all future appointments.

Educational Neglect

Any student between the ages of 12 and 17 years old who accumulates seven or more unexcused absences during a school year is, by law, habitually truant and may be referred to Rice County Health and Human Services to be considered for Educational Neglect. BA will make initial efforts to remedy attendance issues with the parents and students (phone calls, meeting with parents, letters, etc.) prior to making an Educational Neglect referral.

Long Term Absences based on Illness/Injury/Mental Health

Occasionally, a serious illness or injury may require long term absences. Administration, together with the school counselor, will partner with the family to develop an educational plan for the student.

To do so, the school may 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; and
- ⇒ A release signed by the parent/guardian allowing the student's medical care provider to share information with school officials.

Once an educational plan is in place, 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 situation 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 four years.

Illness During School

A student who becomes ill during the school day must report to the main office and a parent/guardian will be contacted. Students not getting picked up from school may leave once the school nurse/office personnel have a parent/guardian's permission and approval of the student's destination.

Closed Campus

All students are expected to remain on campus through the end of the school day except in the case of an excused absence or early dismissal for appointments, school field trips, or travel to school-sponsored activities. Students dismissed early must remain in class until the arranged transportation is ready to leave.

Open Campus for Seniors

Open campus is available to seniors as a privilege during the 4th quarter of the school year. Seniors and parents will receive a request form prior to the start of the 4th quarter.

Online Learning Options

Under very special circumstances parents may request that administration allow a student to join a class remotely for a duration of time (such as a long term absence due to illness or injury). Online learning is not available during family vacations and short illnesses.

Online Learning Days

Bethlehem Academy may move to online learning under extenuating circumstances as needed. This will be announced to students and families for planning purposes.

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 canceled and regular season games will be postponed/canceled. 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, dependent on 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 public address system | → Email |
| → BA website & online calendar | → KDHL radio |

General Guidelines

Parent Communication with Teachers

Bethlehem Academy teachers understand the importance of effective communication in partnering with parents in their son or daughter's education. Most teachers are at school between 7:30am-3:30pm. Due to their classroom and student responsibilities during these school hours, email is the best way to contact teachers. Faculty will try to respond to messages within 24 hours during the work week and may schedule a phone call or meeting as needed. Phone calls are welcome but may need to go to voicemail until the teacher is free to return the

message. Please note that 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 generally not available during the school day for unscheduled discussions.

Study Halls

Students must report to assigned study halls and bring study materials with them. If a student would like to meet with a teacher or counselor, 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. Phones and earbuds are only allowed during study halls for academic purposes with teacher permission.

Cell Phones and Wearable Devices (Earbuds/Smartwatches)

To ensure an effective learning environment, ***all high school students will put their cell phones in designated cell phone caddies during each class period. Middle school students will put their phone in a cell phone caddy during homeroom where it will remain for the duration of the school day.*** The expectation is that students should be actively learning and participating in class and working during study halls, not distracted by mobile or other personal devices. General rules for these devices are as follows:

- Students are not allowed to take photos or videos while on campus unless authorized by a faculty member for a specific assignment.
- Phones are not allowed *at any time* in the restrooms or the BA locker rooms.
- Teachers may authorize the use of cell phones for academic purposes.
- Earbuds may not be used during the school day unless a teacher authorizes them.
- Teachers may request students remove smart watches during class and at Mass.
- Students may not use or access cell phones, earbuds, or smartwatches during Mass, prayer services, and assemblies.

Parents are asked to respect the learning environment and not call or text their student's cell phone during the school day. If parents need to reach their son or daughter during the school day, contact should be made via the main office (507-334-3948). The school will contact parents if a student falls ill and needs to go home.

Grade-level policies include:

- **High school** students will put their cell phones into a designated cell phone caddy during each class period. During lunch we encourage students to engage in conversation with each other, but they may access their cell phone during this time.
- **Middle school** students will put their cell phones in a designated cell phone caddy during homeroom and may pick it up at the end of the school day. Students with a pass to leave early (excused absence or illness) may retrieve their phones when they leave school. Cell phones and earbuds are not permitted during the school day, including during lunch, for middle school students.

Consequences for improper use of a cell phone/earbuds may include:

1. Verbal warning
2. Removal of cell phone/earbuds until the end of the day
3. Detention if violations become a repeated issue
4. Cell phone/earbud rights being taken away at school

Posters

Any class, club, team, or organization that wishes to publicize an activity must submit its poster to administration for approval. 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.

Tuition and Tuition Assistance

Bethlehem Academy strives to make our Catholic Dominican education affordable. We believe in the long-term value of our faith-based education and recognize that choosing Bethlehem Academy means an investment in your child and in their future. We work to make our education accessible to all our families, partnering with TADS (www.mytads.com) to provide a tuition assistance application process. All families concerned about affording tuition and fees are encouraged to apply. Doing so provides us with the ability to fairly assess needs and make objective aid allocations based on our available resources. Please note that no aid may be considered until the online financial aid application is complete.

Assistance application deadlines generally fall in February to meet Archdiocesan scholarship deadlines, with a later deadline in April. Information is sent via parent emails and posted to our website once those deadlines are determined each winter. Applications received after the deadline will be allocated aid based on funding availability. Tuition agreements, a \$100 enrollment deposit, and payment schedules are to be set up in EduTrak (<https://lobby.wordwareinc.com/>) in May. Students receiving Bethlehem Academy tuition assistance are expected to give their best scholarly effort, have minimal absences from school, and serve their school and community in a positive manner. Bethlehem Academy reserves the right to review and possibly adjust aid if students cannot meet these expectations. Please address questions to the Enrollment Director (ksauer@bacards.org).

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 but must be checked out in the front office. Only BA locks may be used. There is a \$20 fee for locks not returned or for locks that are lost, damaged, or

stolen. Bethlehem Academy is not responsible for damage to or loss of possessions in an unlocked locker.

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 open from 7:40-8:00 am 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 encourages the use of locks in the locker room and is not responsible for damage to or loss of possessions in an unlocked locker or for items left out by the student's gym 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.

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. BA is part of the federal hot lunch program and breakfast and lunch are free. Families are encouraged to fill out the free and reduced meal application each year as this may provide BA with access to additional funds and grants for lunch and other school services such as athletics and internet access that are based on a school's free and reduced lunch count.

Additional helpings and snacks are available for purchase. Families may submit payment in three ways: checks to the main office made out to **BA Hot Lunch** for any amount, pay online, or the student may pay cash. Money received will be credited to the family account. Parents will be notified via email when the account balance is getting low or has a negative balance. A detailed account statement is available through your EduTrak account.

According to Federal Lunch program guidelines, students may not bring soda pop or other sugary drinks into the cafeteria nor bring food from an outside vendor during lunch periods. Students may bring lunch from home. Beverages will be available for purchase during all lunch periods.

Each student is assigned a lunch period and is expected to eat lunch in the cafeteria. Students may be excused for meetings with teachers, provided they have a pass from the teacher prior to coming to lunch. Food and drink is expected to remain in the cafeteria unless they have a class scheduled during their lunch period.

Activities

Bethlehem Academy students are encouraged to participate in activities. They should follow CARDS when participating in activities and sports. For specific athletic rules, see page 35-36 in this handbook. While most BA clubs and activities are open to all student participation, the following activities have an application or election process:

- **Student Council:** Elected each year; ties are determined by a run-off vote.
- **Class Officers:** Elected each year; ties in the election are determined by a run-off vote.
- **National Honor Society:** BA's National Honor Society chapter is a member of the National Honor Society organization. Specific national guidelines are followed during the application process to become a member; criteria includes the following four components: scholarship, leadership, service, and character:
 - To apply, 11th or 12th grade students must complete the application packet by the deadline.
 - Students must be enrolled at Bethlehem Academy for a minimum of one full academic year to apply.
 - Students must have a cumulative 3.5 GPA.
 - Students should be enrolled in challenging courses that are a true reflection of the God-given abilities of BA's top students.
 - Students may be disqualified for behavior violations or if they do not exhibit the CARDS character attributes.
 - A student who is not admitted in his/her first application year may reapply his/her senior year.

Dances

Bethlehem Academy dances are open to specific grade levels as follows: Middle School Dances: grades 6-8 only; Homecoming: only grades 9-12; SnoBall: grades 9-12 only; and Prom: grades 11-12 only, sophomores may attend if invited by a BA upperclassmen. Students may bring a guest from another school but they must be registered in the main office prior to the dance and provide a form signed by an administrator verifying their attendance, grade and status as a "student in good standing." Guests are held to the same standards and expectations as Bethlehem Academy students. A Bethlehem Academy student bringing a guest is taking responsibility for the behavior and actions of the guest and any potential consequences related to the guest's actions. A guest who has graduated from high school must be a BA alumnus or receive administration approval to attend.

School expectations for dress and behavior are in effect for all BA dances. While attire may be more or less formal than the school day, it will continue to be evaluated in terms of being neat, clean, and modest. As such, a student may be asked to change before entering the dance if he/she is wearing inappropriate attire.

Students are 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 sit out for a period of time or leave the dance entirely. 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, parents will be notified prior to releasing the student. Once a student has left, he/she is not allowed to return to the dance.

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 directed toward coaches, players/performers, or 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.

Motor Vehicles

Students who drive to school must submit a form to the Main Office that both registers the vehicle type and license number and indicates agreement with BA's parking regulations. Parking spaces are limited and seniors have priority. Students may not use or go to their vehicle during the school day without permission from an administrator or office personnel and then 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 and/or inappropriate signs or materials may be asked to be removed.

Students should respect **No Parking** and designated parking signs. If a student fails to drive responsibly or displays inappropriate materials on his/her vehicle, parents will be notified and the student may lose his/her parking privilege.

ACADEMIC EXPECTATIONS

Bethlehem Academy is committed to developing students' capacities for learning. Programs are designed to provide a strong knowledge base, to enhance the ability to effectively communicate in a variety of ways, and to integrate technology to enhance the learning process.

- 1) Students are expected to be active participants in their learning (doing homework, participating in class, etc.)
- 2) Consistent classroom attendance is expected.

Bethlehem Academy believes that a rich partnership and positive working relationship is essential between the school, scholar, and a student's family in fulfillment of the BA mission. Students are most successful when all parties are working together.

ACADEMICS & GRADING

Course Assessments

Academic assessments are given periodically throughout each course to determine students' mastery of material and to give teachers insight into individual needs. Cumulative assessments or meaningful activities are required in most courses at the end of each semester as a final exam. 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, unless ill, ensure attendance for these assessments.

Midterm Reports

Midterm reports are emailed to parents/guardians 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 each semester, families will be mailed a letter when their student is in danger of failing one or more classes for the semester. Families have access to updated student grades through PowerSchool/Schoology and are encouraged to be proactive in monitoring grades throughout the semester.

Unsatisfactory Notices

Report Cards

Report cards will be mailed or sent home electronically at the end of each semester with grades of record, which will be listed on the student's high school transcript.

Transcripts

Middle school class grades are not included on high school transcripts. Any high school classes taken early will appear on the high school transcript and the student will receive high school credit toward graduation. Administration will evaluate and determine if a course taken during middle school meets high school eligibility standards and may be allowed as a credit for high school.

Incomplete Grades

Incomplete grades for work not completed at the end of a grading term are generally given to students only in cases of illness or prolonged absence from school for approved reasons. 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.

High School Credit Recovery

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

- 1) Repeat the course the following school year.
- 2) Complete a course make-up packet for a pass/fail grade.
- 3) Take an online course at the student's expense (BYU, etc).
- 4) Coordinate with the counselor for credit recovery through the Faribault Alternative Learning Center (ALC) or BA summer program.

Academic Probation

A student who is not making satisfactory academic progress toward graduation as determined by the counselor and administration and upon recommendation of the faculty will be put on *Academic Probation*. A meeting will be set up with the family, student, administration, counselor and applicable faculty. BA's academic team will work, together with the family, to ensure that the student meets the agreed-upon terms of his/her academic probation. However, continued lack of progress may result in a review of and possible reconsideration of his/her continued enrollment at BA.

Academic Eligibility to Participate in Athletics/Activities

Students at Bethlehem Academy must be successfully passing enrolled courses and ***making satisfactory progress toward graduation in order to participate in athletics/activities.*** Students must be properly enrolled and earn the minimum number of credits needed for graduation.

- A teacher may have a student not making satisfactory academic progress to report before or after school to work on classwork. It is the responsibility of the student to alert a coach or advisor of an expected late arrival prior to the start of the practice or activity.
- The administrative team will review grades periodically throughout each grading term. A member of the administrative team may reach out to a struggling student to work with them on a plan to improve their grade in order to stay active in their sport or activity.
- 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**. Parents will be informed of the situation.
- When a student receives a Failing Grade as a final grade, the administrative team will meet to *review the student's academic history*. The committee will determine if the student is **making satisfactory progress toward graduation** as required by the Minnesota State High School League. If he/she is not making progress, the student will retain his/her eligibility by participating in credit recovery.

Whenever a student is declared to be academically ineligible, the activities director, an administrator, and counselor will determine if:

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

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.

Credits and Grading Scale

Bethlehem Academy Graduation Requirements (Grades 9-12)

Theology - 4.0 credits

Science - 3.0 credits

Electives - 7.0 credits

English - 4.0 credits

Fine Arts - 1.0 credit

Social Studies - 4.0 credits

Physical Education - 0.5 credit

Mathematics - 3.0 credits

Health - 0.5 credit

Weighted Grades

Bethlehem Academy weights grades for college-level classes taught at BA. Under the weighted system, BA's AP and CIS courses are given an additional 25% in GPA points as follows:

Grades	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

Class valedictorian and salutatorian are selected by cumulative grade point average. Students who achieve the following cumulative high school grade point average 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 +

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 only if the student would be otherwise ineligible for the scholarship. Contact the Counselor for assistance with this process.

International Student Diplomas

To earn a diploma from Bethlehem Academy, international students must complete a minimum of two academic years at BA and meet all high school graduation requirements set by the state of Minnesota. Exceptions to the two-year rule will be considered on a case-by-case basis for those that have transferred from another high school in the United States. 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.

College in the Schools (CIS) / Advanced Placement Courses

College in the Schools is a concurrent enrollment program that allows Bethlehem Academy students to take University of Minnesota-Twin Cities classes at BA, earning both high school and college credit. Students must meet the eligibility requirements to enroll in a CIS course. Should a student have a genuine interest in the course but not meet the course qualifications, he/she is encouraged to speak to the school counselor and the course instructor. Students are responsible for the additional fee as required by the University of Minnesota.

Students enrolled in Advanced Placement (AP) courses are required to take the May AP exams. Students are responsible for the exam fees; exams are administered at Bethlehem Academy. College credits may generally be earned when a student scores a 3 or higher on the AP exam.

Post Secondary Education Option (PSEO):

PSEO offers high school juniors and seniors 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.

Students interested in taking PSEO courses at South Central or other colleges and universities must work with the counseling office prior to registration; many schools have deadlines as early as the beginning of April. No more than four PSEO classes—generally only an option senior year—may be taken in a semester and only with counselor and principal approval. Students taking PSEO classes will have a scheduled study hall for each PSEO class. PSEO classes count as elective credits for graduation purposes. Generally speaking, PSEO classes should be chosen to take advantage of elective courses not offered at BA.

For each PSEO class taken in a high school semester, tuition may be reduced 3.5% if, upon successful completion of the course, parents make a request to the BA Business Office within the time period set by the school administration. There is no reduction for fees. Financial aid will be reduced by the same amount.

See the course guide for additional information on these and all our academic offerings.

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 that communicate the location, date, time, mode of transportation, and school employee in charge of the event. No student may attend a field trip without a signed permission form.

Students are expected to travel to and from field trips via the transportation provided for them. In rare situations, the administration may approve a student being dropped off or picked up by a parent provided a written note from a parent/guardian is 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.

SCHEDULE CHANGES

Class schedules are designed and faculty assigned according to the choices made by the student during registration the prior school year. 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 counselor and an administrator. A teacher is to meet with the counselor to discuss the reasons for the recommended class change, and parents will be contacted. Upon approval from the administrator, the counselor will process the change.

Student Initiated Class Change after the start of each Semester

A class change may be made at the beginning of each semester by request of the student with a parent and teacher signature on a form provided by the counselor. This must be made within the first **3 weeks** of the semester with a teacher signature.

Factors that are considered when making schedule changes:

- ⇒ Credit for a scheduled course was earned during the summer/fall.
- ⇒ A 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.

Outside Courses

Bethlehem Academy offers opportunities to take PSEO and courses not taught by our teachers. Students interested in pursuing these options must meet with the counselor. All courses taken outside of BA require pre-approval of an administrator and/or counselor. Outside classes generally may not replace existing BA courses except in the case of unavoidable

scheduling conflicts. In order to graduate with a BA diploma, a student must take a minimum of four BA courses per semester, including theology, and have their schedule approved by the BA counselor and administrator.

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.

BEHAVIORAL EXPECTATIONS

Basic Christianity requires teachers, students, and staff to treat everyone at Bethlehem Academy with the courtesy, 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 we are all representing Bethlehem Academy.

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.

For suspicion of drugs and alcohol, please go to page 32 for clarification of disciplinary protocols.

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. 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 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. This includes presenting Artificial Intelligence (AI) generated work as your own.
- ⇒ 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, with specific policies listed in each class syllabus:

First Offense: The teacher will communicate with the school administrator and will notify the student's parents. Initially zero credit will be given on the assignment and a reworking of the assignment for partial credit will be allowed, which could still result in zero credit. Reworking of the assigned material must be completed and submitted in the allotted time established by the teacher in order to receive credit for the assignment.

Second Offense: The teacher will communicate with the school administrator and will notify the student's parents. Initially zero credit will be given on the assignment and a reworking of the assignment for partial credit will be allowed, which could still result in zero credit. Reworking of the assigned material must be completed and submitted in the allotted time established by the teacher in order to receive credit for the assignment. In addition, a meeting with a school administrator, counselor, student, and teacher will be scheduled.

Third and all Subsequent Offenses: Consequences may include at minimum zero credit on the assignment/test, and could result in loss of credit for the class, academic probation, suspension, and/or dismissal at the discretion of the administration.

Inappropriate Student Work

Students who turn in or present inappropriate material, including but not limited to racist or sexual pictures, jokes, or comments will be referred to administration for the appropriate consequences which may include:

- Detention
- Loss of grade
- Removal from class
- In/out of school suspension

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 or insubordination
- ⇒ Disrespect for property
- ⇒ Wandering the halls
- ⇒ Inappropriate verbal or written language
- ⇒ Inappropriate touching and personal contact
- ⇒ 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 at BA should follow these steps to resolve the conflict.

Chain of Process:

- 1) Student discusses with teacher, staff member, or counselor
- 2) Parent discusses with teacher, staff member, or counselor
- 3) After the student and/or parent has met with the teacher, staff member, or counselor if they feel this is still unresolved, they should bring this forward to the counselor and/or administration.

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.)
- 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 his/her concern about another student or staff member.

- A. **Discussion:** The student will share his/her concern with a staff member verbally or in writing. (The staff member will make a determination about this conflict, regarding 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. (pages 36-41)

Serious Offenses

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, racist, 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.
- ⇒ Repetitive behavior which demeans other people.
- ⇒ Using poor judgment, such as endangering the safety and good health of students and staff.

Parents/guardians will be notified when their scholar participates in one or more concerning examples of unacceptable behavior after the investigation is completed.

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 (plagiarism/copyright)
- ⇒ Substance abuse
- ⇒ Conduct disregarding the safety of students and staff
- ⇒ Sexual harassment & misconduct
- ⇒ Racial discrimination/harassment
- ⇒ 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

Consequences for being involved in behaviors listed above should expect a progressive discipline process (except in severe cases), which includes but is not limited to the following:

- ⇒ Conference(s) with student and/or parents
- ⇒ 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
- ⇒ Loss of eligibility for activities or athletics, if applicable (See MSHSL rules pages 33-35)
- ⇒ Dismissal

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 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, 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 office. An administrator will meet with the student to determine, in conjunction with the classroom teacher, the appropriate consequences for the student. If such behavior is not corrected, consequences could result in removal from class or dismissal from school and activities.

Detentions

Detention takes place before school (7:30 am), during the lunch period (eating upstairs), after school (3:00 pm), or as arranged by the teacher and/or administrator. Detention times may vary in length depending on the violation.

Reasons for detention include but are not limited to:

- ⇒ Unexcused tardies: assigned after 3 unexcused tardies at the beginning of the school day per semester and for each tardy thereafter.
- ⇒ Unexcused absences from class: teachers may assign students detention equivalent to class time missed. Excessive unexcused absences will be brought to the attention of administration.
- ⇒ Beyond absences, tardies from class, teachers may assign detentions based on violation of stated and/or written classroom expectations
- ⇒ Leaving the school premises without permission during class or lunch.
- ⇒ Dress code violations: detention will be assigned when the 3rd dress code violation occurs and for each future infraction thereafter that semester.
- ⇒ Violation of cell phone usage: detention may be assigned for repeated infractions.

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

Suspensions

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

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.

Dismissal from Bethlehem Academy

A student could be immediately dismissed from Bethlehem Academy for very serious reasons. These include but are not limited to:

- ⇒ Continued or severe 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
- ⇒ 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 and/or procedures

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

Withdrawal from School

Families that choose to withdraw their students from Bethlehem Academy should notify administration. All books, computers, calculators, and other school materials must be returned and financial obligations cleared prior to official transcripts being sent. Tuition is prorated based on withdrawal time. Families are expected to pay the remaining tuition and all outstanding fees. Annual school fees are not prorated.

DRESS CODE EXPECTATIONS

Bethlehem Academy is committed to advocating for the dignity of every person within our school community while also providing a set of expectations that promotes a positive learning environment that is in keeping with our mission and values as a Dominican Catholic school.

Cooperation is key to the implementation of a non-uniform dress code. Being in dress code is a requirement for attending school. Students should dress in a neat, clean and modest manner

that is appropriate for a school setting. As a general guideline, if you do not know whether something is appropriate attire, please do not wear it to school.

The list below is not exhaustive, and questions concerning the interpretation of the dress code will be resolved by the administration.

Regular School Day Dress Code

Student expectations:

- Student outfits should not require regular adjustment to abide by the dress code.
- Shirts must extend to the edge of the shoulder and to the top of pants.
- Skirts or dresses must be mid-thigh or longer.
- Sweatpants are not acceptable.
- Under a skirt or dress of appropriate length, tights and tight-fitting pants such as yoga pants, leggings, or similar pants may be worn.
- Shorts may be worn before MEA and following spring break. Shorts must be dress or Bermuda/cargo style shorts, mid-thigh or longer, with sewn hems. No athletic shorts, cut-offs, or biking shorts.
- Clothing should not be sheer, midriff-baring, low cut, or reveal undergarments.
- No intentional or unintentional ripped or torn clothes.
- Hoods and/or hats may not be worn during the school day.
- Clothing, accessories, or grooming in a manner that represents and/or promote inappropriate messages, politics, political candidates, drugs, alcohol, tobacco or other illegal substances, violence, threats, gangs, hate groups, or anything that is overly distracting to the school community or counter to our mission as a Dominican Catholic school are prohibited.
- Bare or stocking/sock feet and slippers are not permitted. Flip-flops and sandals may be worn before MEA and following spring break. For safety reasons, appropriate footwear (tennis shoes, closed toe shoes) must be worn in PE and art classes and in the woodshop or science labs.
- Hair styles, highlights, braids, and extensions must be of a natural color.

Mass/Dress Up Days

Mass is a time of reverence and respect for God and our dress should reflect that. On Mass and other days designated as dress-up days additional dress expectations are as follows:

- As with our regular dress code, student outfits should not require regular adjustment or be ripped, torn, sheer, midriff-baring, low cut, or reveal undergarments.
- Boys must wear shirts with sleeves and a collar. Girls may wear a dressy top with sleeves or a top or dress that extends to the edge of the shoulder.
- Sweaters and crewneck sweatshirts may be worn; boys should ensure that a shirt collar is visible. No hoodie shirts, sweaters, or sweatshirts.
- Students should wear nice pants or dresses/skirts of appropriate length (mid-thigh or longer). No blue jeans, sweatpants, athletic/warm-up pants, or shorts.

Dress Code Consequences:

Students will be sent to the office and referred to administration to determine if out of dress code. If so, a dress code violation will be issued. A student may be asked to change clothes. Options include borrowing from the school's supply of clothing or calling parents/guardians to provide alternate clothing.

- **First Offense:** Dress code violation issued.
- **Second Offense:** Dress code violation issued. Parents/guardians emailed.
- **Third Offense:** Dress code violation issued. Parents/guardians emailed. Detention assigned.
- **Fourth & Subsequent Offense:** Dress code violation issued. Detention assigned. Parent/guardian conference with administration.

When the school has special dress theme days for Homecoming, SnoBall, and other school spirit days, students should wear the themed attire or come to school in the normal dress code.

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. These 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; 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 are 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 are based on state law, and the MSHSL (Minnesota State High School League) guidelines will be in effect for athletes.

School Communications and Student Photos

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 with permission or if published in the local media.

School Health Services

The purpose of school health services is to ensure that all students are healthy and ready to learn.

Illness:

Students who become ill during the school day should report to the nurse, who will contact parents if determined that the student needs to leave school. Students should not send messages to parents to obtain permission to leave without first checking with the nurse. Students must check out at the main office, or health office, before being released from school. No student should be picked up from school without the knowledge of the nurse or main office personnel.

Mandatory Exclusion due to illness includes the following:

- Temperature of $\geq 100^{\circ}\text{F}$, and should remain at home for 24 hours after the temperature returns to normal without medication to keep the temperature down
- Vomiting / Diarrhea
- Persistent cough
- Has a rash without a physician's diagnosis
- Has open or draining skin sores.
- Has inflamed or draining eyes or ears.
- Has strep, should remain home until prescription medication has been taken for at least 12 hours.
- Has head lice

Any other questions please call your child's school health office.

Prescriptions/Medications:

The goal of the Minnesota Guidelines for Medication Administration in Schools is to increase the safe and efficacious administration of medications to students in school. The following information is aligned with Minnesota Guidelines:

- A parent/guardian and physician must sign the Medication Authorization Form (or equivalent) consenting the administration of all prescription medication during school.
- Medication must be delivered to the main office in the original pharmacy labeled container. 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 responsible to notify in writing to 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 under the following conditions:
 - A written request by the parent/guardian has been provided to the school.

- The medication is supplied by parents and brought into the school Health Office in its original container. The student signs an agreement with the school's nurse after demonstrating the skills to possess and use the medication safely.
- 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:

Bethlehem Academy requires all students to follow Minnesota State Statute 121A.15 (<https://www.revisor.mn.gov/statutes/cite/121A.15>) regarding immunization requirements. The nurse will review students' immunization records annually. If a family objects to vaccination, Bethlehem Academy must receive a notarized conscientious objector form.

Allergies:

Bethlehem Academy families must 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, who then creates an allergy/health list and provides a first aid kit with medications and phone numbers to be used in case of emergency. In addition, for students with food allergies, 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, he/she should contact the classroom teacher, school counselor, or technology director with their concerns.

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 am, unless there is an earlier meeting or event. Once the school day begins at 8:05 am, all doors will be locked. For safety and security reasons, we ask that students not open doors to admit latecomers 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 front lobby or a supervised classroom

POLICIES

Adult Volunteers/Volunteering with Youth

The Archdiocese Safe Environment Policy and Requirements are designed for all adults who work with youth. The following three essential 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. If a student does choose to drink and/or use drugs, the school has a responsibility to respond to that choice.

Off Campus: When an incident occurs (by self report, student 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. After research is completed, parents/guardians will be contacted to discuss the violation and consequences for students involved, including suspension, loss of leadership/club membership or probation, and MSHSL penalties. Students may be asked to complete a drug/alcohol assessment.

On Campus: 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

Second Offense, On or Off Campus: 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 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 department 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.

MSHSL Consequences

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, from date of confirmation, for 50% of the season or 6 events, whichever is greater, 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 but 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.

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 three years from the date of exam. Usually students get a physical prior to 7th grade and 10th grade.

Registration/Permission Form – A registration and parent permission form is required each season.

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 two 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 – Rules regarding athletics vary from year to year, but, typically, students may participate in athletic teams but may be limited by level or years. See the activities director for the most up-to-date information.

Academic Probation: If at the end of a grading term, a student receives a failing grade, the student will be ineligible for the next 2 games or 2 weeks of games, whichever is greater, in which the student is a participant. (The ineligibility will carry over to the next school year if necessary.)

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 in a competitive environment that frustration, differences of opinion, and other conflicts can develop. Please consult the Parent/Student/Coaches Handbook for procedures.

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.

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. 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; use of these articles in this context will be treated as the possession and use of a 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, whether the act is verbal, written, physical, sexual, psychological or cyber, is determined by the administration, not the intentions of the one who has been accused. Harassment includes, but is not limited to, the following: 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:** 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 toward 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 his/her race or ethnicity.
- **Religious:** the harassment of an individual or group because of 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:** a form of sexual harassment that consists primarily of repeated comments, jokes, actions, and innuendos directed at a person or group because of 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 to report the incident to a school administrator, guidance counselor, and/or 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, but not limited to, the forms cited above) 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 to 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 move 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; moreover, 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 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. If the problem persists, the individual should report the problem directly 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 by means of 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 move 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 a 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 will follow teacher expectations. When allowed, 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 when in conjunction with completing 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 will note that the school may turn the laptop off automatically and turn it on in the morning. Specific times may vary from year to year and parents have input. Parents may request the usage profile be changed.

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 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 a trade secret. Students are to comply with copyright laws when using copyrighted material in student projects or when 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.
2. Students will not try to gain access or modify the computer hardware or network equipment.
3. Students will not use online shopping services.
4. Students are to keep food and beverages away from their laptop.
5. 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.
6. 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.
7. Students are not to expose laptops to weather elements.
8. Students are to avoid accessing, sending, sharing, forwarding, or posting files and content that contain defamatory, obscene, pornographic, harassing, bullying, threatening, or illegal materials or are otherwise contrary to our school mission and Catholic, Christian values.
9. Students should avoid sending emails and posting content on websites that may reveal their identity or location to strangers.
10. Students are to avoid sending emails or posting pictures and other content that may damage their character and the character of others.

11. 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.
12. Students are to avoid letting others use their laptop.
13. Students are to keep their laptops clean – avoid touching the display, keep a protective cloth between keys and display when not in use; students should not use stickers anywhere on the laptop.
14. 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.
15. Students are not to copy or share copyrighted digital content (music, movies, pictures and other work) illegally.
16. 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**.
17. 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.*
18. Students are to use their laptops in school in support of class activities. If a student is not using a laptop appropriately, 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.
19. Students are responsible for all schoolwork, even when the laptop is unavailable.