

Student Handbook  
2018-2019



Bethlehem Academy  
Faribault MN

# Bethlehem Academy Student Handbook

## 2018-19

	<b>Topic</b>	<b>Page</b>	
	Mission statement	1	
	Philosophy	1	
	Values	1	
	Non-Discrimination	1	
	Administrative Interpretation of Handbook	2	
<b>Academic Expectations</b>	Attendance	2	
	Absences in the Future	4	
	Long Term Absences Based on Illness	4	
	Unexcused Absence/Truancy	4	
	Attendance in Athletics and Other Events	5	
	Inclement Weather	5	
	Athletics and Inclement Weather	6	
	Educational Neglect	6	
	Tardiness	6	
	Closed Campus	7	
	<b>Schedule Changes</b>	Faculty Initiated	7
		Student Initiated Change	7
Academic Support		8	
Communication with Teachers		8	
Study Hall		8	
Cell Phones and Digital Cameras		9	
Examinations and Tests		9	
Midterm Reports		9	
Danger of Failure Notices		9	
Report Cards		9	
Incomplete Grades		9	
Unsatisfactory Progress/Academic Probation		10	
Academic Eligibility to Participate in Athletics	10		
<b>Grading</b>	Graduation Requirements	11	
	Grading Scale	11	
	Honor Roll	12	
	Unweighted Grades	12	
	Unranked School	12	
	International Student Diplomas	12	
	Diplomas	12	
	Future Goal Considerations	12	
	Four-year College Entrance Requirements	12	
	Technical College Requirements	13	
	Post-Secondary Education Option	13	
	College in the Schools	13	
Field Trips	14		

	Behavioral Expectations	14
	Defiance of Authority/Repetitive Disruption of Learning	14
	Code of Conduct	14
	Academic Integrity	15
<b>Student Conduct</b>		16
	Detentions	17
	Suspensions	17
	Dismissal from Bethlehem Academy	17
	Posters	18
	Valuables	18
	Withdrawal from School	18
	Dress and Appearance Code	19
<b>Expectations</b>	Dances	20
	Spectator Conduct	21
	Lockers and Locks	21
	School ID cards	22
	Motor Vehicles	22
	School Lunch	22
	Tuition and Tuition Assistance	23
	School Communication	23
<b>Health and Safety</b>	Emergency Drills	23
	School Nurse and Medications	23
	Computer Accounts/Email	24
	Computer Support	24
	College and Career Resource	25
	Lost and Found	25
	Textbooks/Novels/Calculators	25
	Building Access	25
	End of School Day	25
<b>Policies</b>	Volunteers/Volunteers	26
	Alcohol and Drug Use	26
	Drug Dogs and Law Enforcement	27
	MHSL Chemical/Drug/Tobacco	28
	Weapons	29
	Harassment	30
	Bullying and Bullying Prevention	31
	Technology Responsibilities	34
	Consequences of inappropriate Usage	34
	Additional Athlete Policies and Requests	35
	Daily Schedules	36

## 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 from a faith community, Catholic tradition, and 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 accepted based on academic and behavior records are assessed for placement purposes only. Students who are not Catholic must be willing to attend all Masses and other prayer-related activities and fulfill the theology requirements for graduation.

## **Administrative Interpretation of Handbook**

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

## **ACADEMIC EXPECTATIONS**

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

Bethlehem Academy promises to provide educational opportunities and programs. Bethlehem Academy believes that positive working relationships between the school, student and student's family is essential to fulfill the school mission. Student success by all students is our academic expectation.

## **ATTENDANCE**

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

A parent or guardian should call the school office (507-334-3948) between 7:30 and 8:30 AM each day their son/daughter is absent. A parent or guardian not notifying the school will be contacted at home or place of business by the assistant principal or their designee. A student returning to school after any absence is responsible for meeting with their teachers and making up any work missed during the absence. When a student is absent from a class and has not been excused by a parent/guardian, someone from the school will try to make contact with a family member. If no contact is made when calling the home, a call will be made to the appropriate workplace to confirm the absence.

When a student must leave school for an appointment of any kind, he/she MUST present a note signed by a parent or the parent must make a personal phone call to the school office

BEFORE the start of the school day. The note and phone call should identify the date, release time for the student, reason for the absence and the anticipated return time. No student will be released without a specific reason listed on the note or described within the phone conversation. Students must sign out in the office and sign in upon return.

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

- illness
- medical appointments
- court dates
- funeral

Excused absences do **not** include:

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

A student who becomes ill during the school day shall report to the Main Office. A parent/guardian will be contacted. No student who is ill will be allowed to leave the building without a parent/guardian's permission and determined location.

Credit may not be given for work missed or not turned in as a result of an unexcused or unapproved absence. Teachers may not teach students when they miss class for unapproved reasons.

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

Coming late to school or leaving early and missing a class does not excuse the student from turning in the homework for the classes missed. An excessive number of missed classes in a semester (excused or unexcused) may result in a student being removed or receiving special support. Parents will be contacted prior to removal. Additionally a student may not earn a desired grade if he/she has excessive absences. Should a student fall too far behind because of tardiness or absence, a tutor may need to be found at the parents' expense.

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

### **Absences in the Future**

Any planned absence of any length requires a signed note from parent/guardian, turned in to BA's main office with dates of absence **at least one week** prior to a student absence. This is especially true for family trips. If a request is not made at least one week prior to the absence, teachers may not be able to provide make-up work in advance. Students are responsible for completing all the work missed during the absence. Teachers are not responsible for providing tutorial services for such absences.

### **Long Term Absences based on Illness**

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

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

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

### **Unexcused Absences/Truancy**

A student may not leave the school premises during school hours without specific permission. If a student chooses to leave school grounds without permission, parents will be notified and law enforcement may be involved to ensure student safety.

Students with 2 or more unexcused absence must meet with an Assistant Principal. The student must make up the time missed (detention or in-school suspension) and make arrangements with the teacher for the class work missed. The student may be allowed to make

up missed work for credit at the discretion of the teacher. The school will notify parents of the truancy.

### **Attendance and Participation in Athletics and Other Events**

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

Bethlehem Academy expects each student to arrive at school in time for the first attendance period of the day. In the event that this is not possible, the student must be in school for the 2<sup>nd</sup> attendance period of the day (9:20AM) in order to participate in extra-curricular activities on that day. The Activities Director (or Assistant Principal in absence of the Activities Director) may, with valid reason, excuse tardiness or absence that extends beyond two class periods.

Students who are absent or tardy from school the morning after an event may be ineligible to participate in the next game/event. The Activities Director (or Assistant Principal in absence of the Activities Director) will make the decision.

Repeated tardiness to school will affect participation in extracurricular activities. 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 extra-curricular activities that day.

In any attendance case, the President/Principal shall have the final decision regarding athletics eligibility.

### **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. Please contact Faribault Public Schools for more information.

### **Athletics and Inclement Weather**

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

If school is closed due to weather conditions before the start of the school day and the weather clears and the conditions are good, practices may be scheduled for later in the day.



Participation will be at the parents' discretion whether they will drive their student to practice or allow them to drive to practice. In such cases, the student's absence from practice will be excused with no consequences for missing the practice.

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

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

### **Educational Neglect**

Any student between the ages of 11 and 17 years old, who accumulates 12-15 excused absences throughout a school year and whose academics are negatively affected by their attendance, can be referred to Rice County Health and Human Services to be considered for Educational Neglect. Excused absences can include, but are not limited to, parental excuses for students and/or excuses with a doctor note. BA will make initial efforts to remedy attendance issues with the parents and student (phone calls, meeting with parents, letters, etc.) prior to making an Educational Neglect referral.

### **Tardiness**

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

Students who are late for school will need to check in at the main office before they are admitted to class. There are 2 procedures for tardy students-students: that are tardy to their first period class and students that are tardy for all other period classes.

First Period Tardy: when a student has accumulated 3 unexcused tardies, they will be given a 30-minute detention. Detentions may be served before or after school as agreed upon by the student and Administrator. Students will be assigned detention for every subsequent unexcused tardy. A parent meeting will be called after the 5th tardy.

Students that fail to serve their detention in that week will not be allowed to participate in any extra-curricular activities until the detention is served. Participation in extra-curricular activities is a privilege afforded to young men and women. Students need to meet the school's basic expectations to take advantage of that privilege.

Other Period Tardy: A student tardy 3 times to a specific class will be given a 20 minute detention with the teacher of that class. The teacher will communicate with the student and

parent when the student is to serve the detention. It may be served before school or after school based on the teacher's schedule. If a student fails to serve the detention the Assistant Principal will be notified who will determine additional consequences.

Warning Bell: 8:00 A.M.

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

Attendance is to be taken every period.

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

### **Closed Campus**

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

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

## **SCHEDULE CHANGES**

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

### **Faculty Initiated Class Changes**

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

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

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

Factors that are considered when making schedule changes:

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

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

### **Academic Support**

Students and families are encouraged to seek academic assistance from teachers 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, unless they are assigned coaching responsibilities, are available after school to work with students until 3:30PM or by appointment. All coaches and moderators know and 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 the classroom teachers, students and families may also

- Meet with a counselor to discuss learning needs
- Participate in homework help after school
- Participate in a peer tutoring program

### **Communications with Teachers**

Bethlehem Academy teachers are aware they are most effective with students if communication with parents/guardians is available. Therefore, family members should feel welcome to request information or to set up appointments to work together.

Most teachers are present at school between 7:45AM-3:30PM. They will try to respond to messages within 24 hours during the work week. Unless appointments have been made in advance, teachers are not available during the school day for unscheduled discussions. Their responsibilities to their students, whether in class, study hall or supervision demand complete attention. Email is the best way to contact teachers. Phone calls are welcome but may need to go to voicemail until the teacher is free to return the message.

### **Study Halls**

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

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

### **Cell Phones and Digital Cameras**

Parents should not call their student during the school day; contact should be made via the main office (507-334-3948). Students may check messages on their phones during hallway passing time. Cell phones are not to be used during lunch. Students should not be texting parents or others during the school day. No picture taking is allowed in the locker rooms or restrooms at any time for any reason. Student-taking videos at school is not allowed without staff permission. Teachers may require students to stash cell phones as they enter the classroom. It is best practice to keep cell phones out of restrooms at all times. Cell phones and digital cameras may be used in the classroom for academic purposes under the supervision of the classroom teacher.

### **Examinations and Tests**

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

### **Mid-Term Reports**

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

### **Danger of Failure Notices**

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

### **Report Cards**

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

### **Incomplete Grades**

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

### **Unsatisfactory Progress/Academic Probation**

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

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

### **Academic Eligibility to Participate in Athletics**

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

- If during a grading term (quarter or semester), 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 the student is unable to meet the stated criteria by the established deadline, the student will be ineligible to participate in games for **one calendar week**, beginning on the Monday of that week. *If there is still no improvement at the end of that week, ineligibility continues until the desired improvement is achieved.*
- If at the end of a grading term, a student receives a **Failing Grade**, the student will be **ineligible for 2 games or 2 weeks of games, whichever is greater**, of the next grading term in which the student is a participant. (The ineligibility will carry over to the next school year if necessary.) Parents will be informed of the situation.
- When a student receives a Failing Grade as a final grade, the Activities Director, Assistant Principal and Guidance Counselor will meet to *review the student's academic history*. If

this committee determines the student is not **making satisfactory progress towards graduation**, the student will be ***ineligible for the entire next grading term*** as required by the Minnesota State High School League.

- A student who is suspended from attending a class or school is not satisfactorily enrolled and will be ineligible during the suspension. The ineligibility will begin immediately with the suspension.

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

1. the student may continue to practice during the period of ineligibility, or
2. require the student to attend after school study sessions

## GRADING

### Bethlehem Academy Graduation Requirements (Grades 9-12)

<p><b>Theology - 4.0 credits</b>  <b>English - 4.0 credits</b>  <b>Social Studies - 3.5 credits</b>  <b>Mathematics - 3.0 credits</b>  <b>Elective - 7.0 credits</b></p>	<p><b>Science - 3.0 credits</b>  <b>Fine/Practice Arts - 1.0 credit</b>  <b>Physical Education - 0.5 credit</b>  <b>Health - 0.5 credit</b></p>
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### GRADING SCALE

<u>Grade</u>	<u>Percent</u>	<u>Honor Points</u>
A	94 – 100%	4.000
A-	90 – 93%	3.667
B+	87 – 89%	3.333
B	83 – 86%	3.000
B-	80 – 82%	2.667
C+	77 – 79%	2.333
C	73 – 76%	2.000
C-	70 – 72%	1.667
D+	67 – 69%	1.333
D	63 – 66%	1.000
D-	60 – 62%	0.667
F	0 – 59%	0

Students who achieve the following cumulative high school grade point average throughout their school careers will be recognized at commencement:

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

## **Honor Roll**

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

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

## **Unweighted Grades**

Bethlehem Academy does not weight grades based on course difficulty. All courses are equally counted towards a student's grade point average. Class valedictorian and salutatorian are selected by cumulative grade point average. While selecting courses at Bethlehem Academy, keep in mind that colleges will consider the rigorousness of your high school curriculum as part of their admissions decision.

## **Unranked School**

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

## **International Student Diplomas**

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

## **Diplomas**

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

## **Future Goal Considerations**

In addition to fulfilling high school graduation requirements, students must consider entrance requirements at the post-secondary school of their choice. Please use the following information as a guideline. Each college/university may have unique entrance requirements. More information for Minnesota college entrance requirements can be viewed at <http://www.mnscu.edu/students/admissions/highschoolchecklists.html>

## **Four-Year College Entrance Requirements:**

Minnesota State Universities require completion of the following coursework:

- Four years of English (including composition and literature)
- Three years of math (two years of algebra and one year of geometry)
- Three years of science (including one year of both biological and physical science)

- Three years of social studies (including one year of both U.S. history and geography)
- Two years of a single world language (ASL may not be accepted by all colleges/universities)
- One year of either world fine arts or world cultures

**Technical College Requirements:**

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

**Post Secondary Education Option (PSEO):**

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

Community is a hallmark of a Bethlehem Academy education. PSEO students desiring to earn a Bethlehem Academy Diploma must maintain part-time enrollment status at BA. This is equivalent to four BA credit earning courses. Bethlehem Academy full-time enrollment status is equivalent to 8 high school courses. One (1) PSEO course can replace two (2) BA courses. For example, a student may take 6 BA courses and 1 PSEO course or 4 BA courses and 2 PSEO courses. Should a student desire to be a full-time PSEO student, they would need to enroll and graduate from a different high school.

Please note that students interested in taking PSEO courses are responsible for meeting program deadlines. Often colleges have a summer registration deadline for submitting fall course paperwork and taking the accuplacer, or other entrance exam. If students choose to enroll in a PSEO course in the spring there is also a spring sign up deadline. Contact the guidance office for more information.

**College in the Schools (CIS) Credit Eligibility**

Students must have a 3.5 cumulative grade point average (GPA) to receive college credit for a CIS course. Should a student have a genuine interest in the course but not meet the GPA qualifications, they are encouraged to speak to the guidance counselor and the course instructor. Students are responsible for the additional fee as required by the University of Minnesota. International students may take CIS courses for high school credit only.



## **Field Trips**

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

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

## **BEHAVIORAL EXPECTATIONS**

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

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

### **Defiance of Authority/Repetitive Disruption of a Learning Environment**

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

### **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 President/Principal or Assistant Principal within ten (10) days to appeal ineligibility decisions due to Code of Conduct violations.

## **Academic Integrity**

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

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

- copying someone else's work or allowing someone to copy your work.
- representing someone else's work or ideas, whether in part or whole, as your own or creating work for use by some other person.
- using any unauthorized aid (including both unauthorized printed and electronic materials on a test or any other form of assessment.
- sharing or receiving information about an assessment with those who have yet to complete the assessment. Communication may be verbal, non-verbal, written or by electronic means.
- employing others to do your work
- downloading purchasing, or stealing materials that provide an advantage unintended by the teacher.

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

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

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

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

## STUDENT CONDUCT

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

- Disruptive classroom conduct
- Disrespect to others
- Disrespect for property
- Wandering halls
- Improper dress
- Noncompliance with school expectations

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

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.

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

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

- verbal reprimand
- conference with student

- parent communication
- conference with parent, staff, counselor, and/or administration
- detention
- loss of school privileges
- removal from class
- social suspension (unable to attend extracurricular or other events)
- suspension (in or out of school)
- behavior contract
- dismissal

### **Detentions**

Detention takes place 1/2 Hour before School or 1/2 Hour after School (7:30 AM or 3:00 PM) or as arranged by the teacher and/or administrator.

Reasons for Detention include but are not limited to:

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

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

### **Suspensions**

In- and out-of-school suspensions are considered unexcused absences. Students will be expected to make up work in a reasonable time frame agreed upon with the teacher.

### **Dismissal from Bethlehem Academy**

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

- harassment of staff or peers
- possession, facilitation of transfer/sale, or use of alcohol/drugs and/or paraphernalia
- possession of an item that can be considered a weapon
- habitual tardiness and/or truancy
- habitual disrespect
- an offense, on or off campus, which can be considered a misdemeanor or felony
- placing the school community at risk
- habitual disregard for school policies, procedures and/or school dress code.

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

The administration believes communication and cooperation among school personnel, parents and students are essential to the development of young people. For this reason, parents/guardians will be notified immediately whenever their child participates in one or more concerning examples of unacceptable behavior. In addition to responses made by the administration of Bethlehem Academy, offenses involving violations of civil or criminal law may be referred to appropriate authorities. The following list identifies conduct of significant concern but is not all-inclusive:

- academic dishonesty (cheating/plagiarism)
- substance abuse
- conduct disregarding the safety of students and staff
- sexual harassment & misconduct
- harassment
- bullying
- recording teachers, students or events without permission
- defiance of authority/repetitive disruption of a learning environment
- pranks/vandalism
- stealing
- missing excessive class/cutting class

→ leaving campus without permission

### **Posters**

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

### **Valuables**

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

### **Withdrawal from School**

Families that choose to withdraw their students from Bethlehem Academy should notify the counselor who will assist with the transfer and will formally request transcripts. All books, computers, calculators must be returned and financial obligations cleared prior to transcripts being sent.

## **Dress and Appearance Code**

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

### **Shirts**

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

### **Pants/Shorts**

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

### **Dresses/Skirts**

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

### **Mass Days**

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

### **Shoes**

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

## **Hair**

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

## **Unacceptable Clothing Items**

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

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

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

- go to the office to change in order to meet dress code expectations.
- call parents to provide alternative clothing.
- remain in the office until proper clothing is attained. (Unexcused absence)

## **EXPECTATIONS**

### **Dances**

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

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

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

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



behavior and actions of the guest and any potential consequences related to the guest's actions.

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

### **Spectator Conduct**

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

### **Lockers and Locks**

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

School officials are allowed to inspect lockers for any reason, at any time, without notice, without a student's consent, and without a search warrant. Students' personal possessions within a locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

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

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

### **School ID Cards**

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

### **Motor Vehicles**

Students who drive to school must register the vehicle type and license with the main office. Students may not use or go to the vehicle during school day without permission from an administrator or office personnel and only in emergency situations.

Students may park in the school parking lot or use available city street parking.

Students should respect **No Parking** signs between DMCS and BA and near the Divine Mercy Adoration Chapel.

If a student fails to drive responsibly a meeting will be held with the parents, student and Assistant Principal.

### **School Lunch**

Bethlehem Academy provides a hot lunch for students 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. Families may submit checks made out to BA Hot Lunch for any amount, pay online or the student may pay cash. The money will be credited to the family account. Families may apply for free and reduced meals anytime during the school year. Applications will be mailed to all families prior to the beginning of the school year: they are available in the Main Office or Kitchen Office throughout the year.

Families are expected to make deposits on the account to cover purchases. A student will be notified when the account balance is getting low or has a negative balance, verbally and an email will be sent to the parent. Lunch account statements will be sent with quarterly school mailings. A detailed account statement is available upon request. Bethlehem Academy will not "pull a tray" from a student but will make every effort to collect payments from families through email, phone calls, additional mailings and notification to the student.

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

Each student is assigned to a lunch period. He/she is expected to remain in the cafeteria for the entire period except for the use of the restroom or rare meetings with teachers. Students should have obtained a pass from the teacher **prior** to coming to lunch. Food and drink is expected to remain in the cafeteria. Cell phones are not permitted.

### **Tuition and Tuition Assistance**

All financial assistance is based on the submission of the TADS Financial Aid application. In order to maximize opportunities for aid from the archdiocese and other organizations deadlines must be met. Information is sent via email once those deadlines are determined each winter. Questions should be addressed to the Admissions Director ([ksauer@bacards.org](mailto:ksauer@bacards.org)). No aid is given until the online Financial Aid application is complete.

### **School Communications**

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

Students that are mentioned on Bethlehem Academy social media will either a) not be pictured, but full name given or b) will be pictured with only first name given, in accordance with the Archdiocese Protection of Minors charter.

## **HEALTH AND SAFETY**

### **Emergency Drills**

Students and staff participate in multiple drills throughout the school year to prepare for possible emergency situations. The drills help us to develop the routines necessary to evacuate quickly and safely or take cover efficiently and effectively. Routes to the nearest exit are posted in each room. Teachers will follow their classes, while students need to move through halls quietly and listen for any additional communication. Students will participate in fire, tornado and lockdown drill procedures.

### **Smoking**

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

### **School Nurse and Medications**

The State of Minnesota through Faribault Public Schools provides a nurse for part of the school day.

A student that reports to the school nurse must decide if he/she feels well enough after 25 minutes to go back to class or if he/she needs to go home. When in the building the nurse will notify a parent/guardian of an sick child. The student will remain in the nurse's office until he/she can be picked up. Students who become ill during the day should report to the nurse who will contact parents if it has been determined the student needs to leave school. Students

should not send messages to parents to obtain permission to leave without checking with the nurse.

A student must check in at the Main Office or Nurse's Office before being released from school. Please do not allow your son/daughter to text you without having first gone to the Main Office. No student should be picked up from school without the knowledge of the nurse or main office.

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

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

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

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

### **Computer Accounts/Email**

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

### **Computer Support**

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

### **College/Career Resources**

The Guidance Counselors look forward to working with all students to help them plan for their future. Students have access to an online career and college planning program called Naviance. If students or parents would like to learn more, an appointment with a counselor should be arranged.

### **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 to students for upper level math classes. 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. Once the school day begins at 8:00AM, all doors, except door C by the main office, will be locked from the outside through the security system. We ask that students not open doors to admit late-comers or visitors during the school day for safety and security reasons.

### **End of School Day**

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

- attend homework club
- use the weight room on days it is supervised
- study quietly in the hallway or a classroom

## POLICIES

### Volunteers/Volunteering

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

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

### Alcohol and Drug Use

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

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

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

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

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

An assessment of chemical use will be made by a licensed drug counselor, another approved private counselor or the drug counselor sponsored by Rice County. A recommendation will be given to school administrators regarding the need for assessment and treatment. If assessment or treatment is recommended, further attendance at Bethlehem Academy will depend upon involvement in and successful completion of a program. If the student or the family of the student refuse to honor the recommendation, attendance at Bethlehem Academy will be terminated. If a formal treatment is not recommended, the student will be expected to meet with the school counselor every two weeks for six times to discuss involvement with chemical use.

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

The drug dogs can detect drugs on two distinct levels. On the first level, the dog will show strong interest in a locker, car or piece of property. At this level the drug dog senses that drugs may be present or have been present in the recent past. At the second level, the dog will sit indicating that drugs are currently present. In either case, school administrators will search the area in the presence of the student. 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 believes we owe it to the students in this building and their parents to provide 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 for 50% of the season or 6 events, whichever is greater from date of confirmation, during the season in which the student is a participant or for the next season in which the student participates.
4. Third and subsequent violations: After confirmation of the third or subsequent violation, the student will lose eligibility for further participation. If, after the third or subsequent violations, the student has been assessed to be chemically dependent and the student, *on his/her own volition*, completes a chemical dependency program or treatment program, the student may appeal to the President/Principal for eligibility to be restored (minimal penalties of the MSHSL must be met). The Athletic Director or a Counselor of a chemical dependency treatment center must issue such certification of completion.
5. Penalty overlaps into a second season: If a season ends before a penalty is served, the remaining percentage will be applied in the next season in which the student is a participant.
6. Denial disqualification: A student who denies the violation, is allowed to participate and is subsequently found guilty of the violation, will be ineligible an additional 9 weeks beyond the ineligibility period specified above
7. The VERITAS Clause: A student who self-reports a violation *may* have a reduced period of ineligibility. The period of ineligibility will minimally meet the requirements of the Minnesota State High School League.
8. The period of ineligibility will begin once the school has confirmed a violation has taken place.

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

### **WEAPONS**

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



## GENERAL STATEMENT OF POLICY

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

### **Definitions**

1. A "**weapon**" is defined as any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

No student shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects. Devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

No student shall use articles designed for other purposes (i.e. belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of weapon

2. "**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.

3. "**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/USE/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 to the President/Principal 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 TO INSTRUCTIONAL EQUIPMENT/TOOLS

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.

#### ADMINISTRATIVE DISCRETION

While Bethlehem Academy takes a "Zero Tolerance" position on the possession, use or distribution of weapons by students, the President/Principal, 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**

(POLICY #3750-1-s/c Archdiocese of St. Paul/Minneapolis-February, 1996)

Bethlehem Academy shall maintain a learning and working environment that is free from harassment. This policy applies to all students, faculty, staff, administrators, members of the Board of Directors, parents, vendors, volunteers, coaches, guests, and others who act on our behalf. Anyone who violates this policy is subject to appropriate disciplinary action, which may include separation from the school.

Harassment is unwelcome verbal or physical conduct which has the purpose or effect of unreasonably interfering with an individual's performance, or which creates an intimidating, hostile or offensive working or learning environment. The basis for harassment may be any protected class, including age, creed, color, disability, national origin, race, marital status, status with regard to public assistance, religion, gender, and sexual orientation.

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:

- teasing or joking of a sexual nature, sexual name calling, making references to past or present sexual activity, spreading sexual rumors, or making derogatory or dehumanizing sexual remarks
- subtle pressure for sexual activity

- intentional brushing against a person's body
- display of offensive pictures, poster, or other graphics
- leering, inappropriate patting or pinching, and other forms of unwelcome inappropriate touching
- use of school computers for statements or graphics of a sexual nature
- Otherwise creating a hostile, intimidating, or offensive environment.

PROCEDURE: Any member of the school community who experiences or witnesses sexual or protected class harassment is encouraged to deal with the situation immediately by politely but firmly advising those involved that the behavior is inappropriate and should stop. However, if the individual does not wish to deal with the problem directly or if a request to stop is not respected, he or she should report the incident to an appropriate official (School Administrator, Guidance Counselor, Classroom Teacher).

The President/Principal or Assistant Principal will assume responsibility for the investigation of all complaints, whether formal or informal, verbal or written, of sexual or protected class harassment. Based on the investigation, appropriate action, including but not limited to counseling, disciplinary warnings, or other disciplinary actions, 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. Anyone who retaliates against a person who testifies or otherwise participate in an investigation related to a harassment complaint will be subject to disciplinary action.

## **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.

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

"**Cyberbullying**" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including

a post on a social network Internet Web site or forum, transmitted through a computer, cell phone, or other electronic device.

“Cyberbullying” can include the development of parody accounts generally set up anonymously and to impersonate other people or a facet of the school. They can easily turn into mean spirited entertainment at the expense of other students, and/or faculty/staff/administrators. Parody accounts set up as coming from Bethlehem Academy, and/or anyone from Bethlehem Academy will be 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.

When the school becomes aware of an incident that may include bullying, by self-report, through witnesses that recount the bullying behavior, or from a faculty/staff member, the Assistant Principal will investigate the report, including notifying parents, interviewing witnesses and the accused, and coming to a conclusion. Bullying Reports may be made confidentially 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 will not be taken against a student solely on the basis of an anonymous report.

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

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.

Bethlehem Academy, in accordance with the State of Minnesota, will also designate the President/Principal as the primary staff member to receive reports and follow up on any accusations of bullying and to make sure that the policies and procedures of the bullying policy are being followed.

Retaliation against a target, witness of bullying, a person who makes a good faith reporting of bullying, or who provides information during an investigation of bullying, is prohibited.

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, especially bullying behaviors, are asked to contact the President/Principal or Assistant Principal.

## TECHNOLOGY RESPONSIBLE USE

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

### Study Hall & Class Computer Expectations

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

**Consequences for inappropriate usage** may include any of the following:

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

Misuse of computer technology may be a violation of rules listed below and any other activity that 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 Students are asked to choose one of the following usage profiles:

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

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

High School Students have no time restrictions configured on their laptops. However, parents may request time limits be configured on the laptop.

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

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

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

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

### **Additional Athletics Policies and Requests**

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

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

Activity Fee – The activity fee is \$135 per season. The cheerleading fee is \$75 per season.

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

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

International Students/Exchange Students – Approved foreign exchange students are limited to 1 year of high school eligibility. International students not participating in a CSJET approved

foreign exchange program are eligible only at the b-squad or JV level for one calendar year. (MSHSL policy).

MSHSL Non-School Competition/Off-Season Training

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

Conflict Resolution – It is inevitable that in a competitive environment that frustration, difference of opinions and other conflicts can develop. Please consult the August 2018 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](http://www.mshsl.org))

**REGULAR DAILY SCHEDULE**

High School Class Schedule

Warning Bell: 8:00am  
Period 1: 8:05 – 9:20  
Period 2: 9:25 – 10:40  
Cardinal A: 10:44 – 11:24  
Cardinal B: 11:28 – 12:08  
Cardinal C: 12:12 – 12:52  
Cardinal D: 12:56 – 1:36  
Period 3: 1:40 – 2:55

Middle School Class Schedule

Warning Bell: 8:00am  
Period 1: 8:05 – 8:48  
Period 2: 8:51 – 9:35  
Period 3: 9:38 – 10:21  
Period 4: 10:24 – 10:47  
Lunch: 10:47 – 11:17  
Period 5: 11:20 – 11:55  
Period 6: 11:58 – 12:41  
Period 7: 12:43 – 1:26  
Period 8: 1:29 -- 2:12  
Period 9: 2:15 -- 2:55



## MASS DAY SCHEDULE

### High School Mass Schedule

Warning Bell: 8:00am

Homeroom: 8:05 - 8:25

Mass: 8:25 - 9:30

Period 1: 9:30 – 10:30

Period 2: 10:35 – 11:35

Cardinal A: 11:39 – 12:09

Cardinal B: 12:13 – 12:43

Cardinal C: 12:47 – 1:17

Cardinal D: 1:21 – 1:51

Period 3: 1:55 – 2:55

### Middle School Mass Schedule

Warning Bell: 8:00am

Homeroom: 8:05 - 8:25

Mass: 8:25 - 9:30

Period 1: 9:30 – 10:09

Period 2: 10:12 – 10:51

Period 3: 10:54 – 11:33

Lunch: 11:36 – 12:06

Period 6: 12:09 – 12:48

Period 7: 12:51 – 1:30

Period 8: 1:33 – 2:12

Period 9: 2:15 – 2:55