

# BELLARMINE PREPARATORY SCHOOL STUDENT HANDBOOK 2018-2019

## **BELLARMINE'S MISSION STATEMENT**

Bellarmino, as a Catholic college preparatory school in the Jesuit tradition, through dedication to academic excellence and development of the whole person, graduates young men and women of competence, compassion and conscience, who are committed to leadership and service.

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# Bellarmine Prep Schedules 2018-19

## A Days

### First Lunch

Period 1 (80)	8:00-9:20
Passing (10)	9:20-9:30
Period 2 (80)	9:30-10:50
Lunch (45)	10:50-11:35
Period 3 (80)	11:35-12:55
Passing (10)	12:55-1:05
Period 4 (80)	1:05-2:25

### Second Lunch

Period 1 (80)	8:00-9:20
Passing (10)	9:20-9:30
Period 2 (80)	9:30-10:50
Passing (10)	10:50-11:00
Period 3 (80)	11:00-12:20
Lunch (45)	12:20-1:05
Period 4 (80)	1:05-2:25

## B Days

### First Lunch

Period 5 (80)	8:00-9:20
Passing (10)	9:20-9:30
Period 6 (80)	9:30-10:50
Lunch (45)	10:50-11:35
Period 7 (80)	11:35-12:55
Passing (10)	12:55-1:05
Period 8 (80)	1:05-2:25

### Second Lunch

Period 5 (80)	8:00-9:20
Passing (10)	9:20-9:30
Period 6 (80)	9:30-10:50
Passing (10)	10:50-11:00
Period 7 (80)	11:00-12:20
Lunch (45)	12:20-1:05
Period 8 (80)	1:05-2:25

## Late Start Wednesdays on A Days

### First Lunch

Period 1 (70)	9:00- 10:10
Passing (5)	10:10-10:15
Period 2 (70)	10:15-11:25
Lunch (40)	11:25-12:05
Period 3 (70)	12:05-1:15
Passing (5)	1:15-1:20
Period 4 (70)	1:20-2:30

### Second Lunch

Period 1 (70)	9:00-10:10
Passing (5)	10:10-10:15
Period 2 (70)	10:15-11:25
Passing (5)	11:25-11:30
Period 3 (70)	11:30-12:40
Lunch (40)	12:40-1:20
Period 4 (70)	1:20-2:30

## Late Start Wednesdays on B Days

### First Lunch

Period 5 (70)	9:00- 10:10
Passing (5)	10:10-10:15
Period 6 (70)	10:15-11:25
Lunch (40)	11:25-12:05
Period 7 (70)	12:05-1:15

### Second Lunch

Period 5 (70)	9:00-10:10
Passing (5)	10:10-10:15
Period 6 (70)	10:15-11:25
Passing (5)	11:25-11:30
Period 7 (70)	11:30-12:40
Lunch (40)	12:40-1:20

Passing (5)	1:15-1:20
Period 8 (70)	1:20-2:30

Period 8 (70)	1:20-2:30
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**Late Start Tutorial (Prep for Finals) occurs only on B Days**

**First Lunch**

Period 5 (80)	9:30-10:50
Lunch (45)	10:50-11:35
Period 7 (80)	11:35-12:55
Passing (10)	12:55-1:05
Period 8 (80)	1:05-2:25

**Second Lunch**

Period 5 (80)	9:30-10:50
Passing (10)	10:50-11:00
Period 7 (80)	11:00-12:20
Lunch (45)	12:20-1:05
Period 8 (80)	1:05-2:25

**Early Dismissal (ED) occurs only on B Days**

Period 5 (80)	8:00-9:20	No Lunch but a Break (11:00 Bell at end of break)
Passing (10)	9:20-9:30	
Period 7 (80)	9:30-10:50	
Passing/Break (20)	10:50-11:10	
Period 8 (80)	11:10-12:30	

**Emergency Schedule (Snow) A Day**

**First Lunch**

Period 1 (55)	10:00-10:55
Passing (5)	10:55-11:00
Period 2 (55)	11:00-11:55
Lunch (35)	11:55-12:30
Period 3 (55)	12:30-1:25
Passing (5)	1:25-1:30
Period 4 (55)	1:30-2:25

**Second Lunch**

Period 1 (55)	10:00-10:55
Passing (5)	10:55-11:00
Period 2 (55)	11:00-11:55
Passing (5)	11:55-12:00
Period 3 (55)	12:00-12:55
Lunch (35)	12:55-1:30
Period 4 (55)	1:30-2:25

**Emergency Schedule (Snow) B Day**

**First Lunch**

Period 5 (55)	10:00-10:55
Passing (5)	10:55-11:00
Period 6 (55)	11:00-11:55
Lunch (35)	11:55-12:30
Period 7 (55)	12:30-1:25
Passing (5)	1:25-1:30
Period 8 (55)	1:30-2:25

**Second Lunch**

Period 5 (55)	10:00-10:55
Passing (5)	10:55-11:00
Period 6 (55)	11:00-11:55
Passing (5)	11:55-12:00
Period 7 (55)	12:00-12:55
Lunch (35)	12:55-1:30
Period 8 (55)	1:30-2:25

## Unified Schedule with Period 6

### First Lunch

Period 1 (40)	8:00-8:40
Passing (5)	8:40-8:45
Period 2 (40)	8:45-9:25
Passing (5)	9:25-9:30
Period 3 (40)	9:30-10:10
Passing (5)	10:10-10:15
Period 4 (40)	10:15-10:55
Lunch (50)	10:55-11:45
Period 5 (40)	11:45-12:25
Passing (5)	12:25-12:30
Period 6 (30)	12:30-1:00
Passing (5)	1:00-1:05
Period 7 (40)	1:05-1:45
Passing (5)	1:45-1:50
Period 8 (40)	1:50-2:30

### Second Lunch

Period 1 (40)	8:00-8:40
Passing (5)	8:40-8:45
Period 2 (40)	8:45-9:25
Passing (5)	9:25-9:30
Period 3 (40)	9:30-10:10
Passing (5)	10:10-10:15
Period 4 (40)	10:15-10:55
Passing (5)	10:55-11:00
Period 5 (40)	11:00-11:40
Lunch (50)	11:40-12:30
Period 6 (30)	12:30-1:00
Passing (5)	1:00-1:05
Period 7 (40)	1:05-1:45
Passing (5)	1:45-1:50
Period 8 (40)	1:50-2:30

## Unified Schedule without Period 6

### First Lunch

Period 1 (40)	8:00-8:40
Passing (10)	8:40-8:50
Period 2 (40)	8:50-9:30
Passing (10)	9:30-9:40
Period 3 (40)	9:40-10:20
Passing (10)	10:20-10:30
Period 4 (40)	10:30-11:10
Lunch (45)	11:10-11:55
Passing (10)	11:55-12:05
Period 5 (40)	12:05-12:45
Passing (10)	12:45-12:55
Period 7 (40)	12:55-1:35
Passing (10)	1:35-1:45
Period 8 (40)	1:45-2:25

### Second Lunch

Period 1 (40)	8:00-8:40
Passing (10)	8:40-8:50
Period 2 (40)	8:50-9:30
Passing (10)	9:30-9:40
Period 3 (40)	9:40-10:20
Passing (10)	10:20-10:30
Period 4 (40)	10:30-11:10
Passing (10)	11:10-11:20
Period 5 (40)	11:20-12:00
Lunch (45)	12:00-12:45
Passing (10)	12:45-12:55
Period 7 (40)	12:55-1:35
Passing (10)	1:35-1:45
Period 8 (40)	1:45-2:25

## Final Exam Schedule Day One – No Lunch

Period 1 (80)	8:00-9:20
Passing (10)	9:20-9:30
Period 2 (80)	9:30-10:50

Passing/Break (20)	10:50-11:10	
Period 3 (80)	11:10-12:30	

**Final Exam Schedule Day Two - No Lunch**

Period 4 (80)	9:30-10:50	
Passing/Break (20)	10:50-11:10	
Period 5 (80)	11:10-12:30	

**Final Exam Schedule Day Three – No Lunch**

Period 7 (80)	9:30-10:50	
Passing/Break (20)	10:50-11:10	
Period 8 (80)	11:10-12:30	

## **CHARACTERISTICS OF JESUIT EDUCATION**

Jesuit education: is world-affirming; assists in the total formation of each individual within the human community; includes a religious dimension that permeates the entire education; is an apostolic instrument; promotes dialogue between faith and culture.

Jesuit education: insists on individual care and concern for each person; emphasizes activity on the part of the student; encourages life-long openness to growth.

Jesuit education: is value-oriented; encourages a realistic knowledge, love, and acceptance of self; provides a realistic knowledge of the world in which we live.

Jesuit education: proposes Christ as the model of human life; provides adequate pastoral care; celebrates faith in personal and community prayer, worship and service.

Jesuit education: is preparation for active life commitment; services the faith that does justice; seeks to form “men and women for others;” manifests a particular concern for the poor.

Jesuit education: is an apostolic instrument, in service of the church as it serves human society; prepares students for active participation in the church and the local community

Jesuit education: pursues excellence in its work of formation; witness to excellence.

Jesuit education: stresses lay-Jesuit collaboration; relies on a spirit of community among: teaching staff and administrators; the Jesuit community; governing boards; parents; former students; benefactors. Takes place within a structure that promotes community.

Jesuit education: adapts means and methods in order to achieve its purposes most effectively; is a “system” of school with a common vision and common goals; assists in providing the professional training and ongoing formation.

## **BELLARMINE’S INTUITIONAL VALUES**

- Respect – all that we do is guided by loving respect for the dignity of individuals, both those who make up our community and those beyond our campus, whom we are called to serve;
- Stewardship – we practice good and responsible stewardship of all that is entrusted to our care, especially our mission, people, resources, and relationships;
- Excellence – we strive for the pursuit of excellence in all things, and foster the same in our students;
- Magis – we seek always through discernment to choose that which leads us to deeper, more meaningful, more substantive service to God;
- Service – all of our work is grounded in service – to God, to the Church, to our students and families, to one another, and to our community;
- Openness to growth – we strive to be a community that is flexible, adaptable, discerning and learning, modeling the life-long openness to growth we seek to instill in our students.

## **STUDENT CODE OF CONDUCT**

As members of the Bellarmine Community, we are called to recognize our high school experience not simply as a set of demands or a schedule of activities but as a formative part of our life's journey. The Gospel messages of Jesus Christ challenge us to become people for others. God's will for us is to develop our true selves in honesty and integrity, that we may be trustworthy members of our community. Such personal growth, when genuine, lives itself out in respect for ourselves and reverence for others.

Ultimately, it is the care and concern we have for ourselves and others that will help us discover our most precious gifts, whether they be intellectual, physical, artistic, spiritual, or emotional. Moreover, it is in the discovery and sharing of our gifts that we may make the greatest difference in the world, and become a crucial part of the design of our loving God.



## **BELLARMINE STUDENT PROFILE**

The Bellarmine Student Profile is not a new document. In fact, its various elements are already present in the *Profile of the Graduate at Graduation*. What follows here is designed to be a specification of those principles for the lives of students at Bellarmine Preparatory School.

Students and their families, when they come to Bellarmine, join a *community* of fellow learners and believers, ever-moving toward God. As community, we pledge to support, console, and challenge one another in the spirit of Christian charity and love. We cannot approximate any of these high hopes for our students unless our communal support system is intact and sure. And, we cannot encourage their journeys unless we are struggling to be faithful to our own as well.

This profile will be used for extended reflection, challenge, and guidance for students and their teachers, coaches, moderators, and parents. At a number of points through their career at Bellarmine, students will stop, reflect, and make some preliminary judgments about their approximation of these high ideals. Are they being realized in the student's life? If so, how can the student mark that growth with gratitude? If not, how can the student take a more active role in seeking these characteristics before graduation? How can Bellarmine be more effective in instilling these characteristics deeply within each and every student who comes to us?

These questions are the central questions for the Jesuit educational enterprise as it is realized at Bellarmine Preparatory School -- we embrace, under the guidance of our loving and gracious God, the challenges of answering them together.

## OPEN TO GROWTH

Jesus said to Simon, *“Push the boat out further to the deep water and you and your partners let down your nets for a catch.”*

*“Teacher,”* Simon answered, *“we worked hard all night long and caught nothing. But if you say so, I will let down the nets.”* They let them down and caught such a large number of fish that the nets were about to break.

### **Luke 5**

Bellarmino students continually mature to a level that reflects some intentional responsibility for their own growth. Indeed, they are called to accept personal responsibility for their learning and development, rather than viewing Bellarmino’s educational and formational activities as something simply “done to” them. Students reach out in their development; they pursue healthy ways for deepening themselves as Christian people. From accepting the challenge of servant leadership in A.S.B. and other activities, to demonstrating a faith commitment at masses and retreats, students will experience many opportunities for personal growth. We hope that students will ultimately demonstrate their openness to growth by applying the school’s mission beyond campus, becoming people of Christ-like action within their parish, home, and community.

Therefore, a Bellarmino Prep student will:

- learn how to accept self, both talents and limitations
- break down stereotypes
- explore career and life-style choices within a value framework
- actively select and read literature, continually seeking deeper meaning
- annually recommit to school mission, with defined set of expectations
- practice discernment through reflection, journal writing, discussion
- display increasing personal responsibility for physical condition of campus
- become more conscious of feelings and more authentic in expressing them

## INTELLECTUALLY COMPETENT

*Jesuit education acknowledges God as the author of all reality, all truth and all knowledge. God is present and working in all of creation: in nature, in history and in persons. Jesuit education, therefore, affirms the radical goodness of the world “charged with the grandeur of God,” and it regards every element of creation as worthy of study and contemplation, capable of endless exploration. From Go Forth and Teach*

Bellarmino strives to create a sense of wonder and mystery in learning about God’s creation. A more complete knowledge of creation can lead to a greater knowledge of God and a greater willingness to serve God’s ongoing creation. Courses are designed to encourage students’ curiosity, helping them to find joy in learning and to thirst for greater and deeper knowledge. Since God is revealed in the mystery of the student as a human being, Bellarmino faculty endeavor to move beyond “the basics” of helping students master fundamental language and mathematic skills. Rather, we hope to explore the meaning of human life; we are concerned with the total formation of each student as an individual personality loved by God. Ultimately, while an objective of Bellarmino educators is to provide a challenging college preparatory program, we more importantly strive to assist in the fullest possible development of all the God-given talents of each student.

Therefore, a Bellarmino Prep student will:

- display critical thinking when reading, and in both written and oral expression
- apply knowledge and skills to new experiences
- take pride in his or her school accomplishments, and enjoy a variety of intellectual and aesthetic pursuits
- relate current issues and perspectives to some of their historical antecedents
- grow in appreciation of his or her own cultural heritage and accept all cultural diversity as part of God’s plan
- critically evaluate the influence of technology and mass media
- understand rights and responsibilities as a U.S. citizen and be aware of both the strengths and weaknesses of the U.S. form and practice of government
- develop a repertory of exemplars – model human beings encountered in literature, history, biography – who engender compassion for the human community
- from a Christian perspective, analyze issues facing contemporary men and women
- understand the physical, intellectual, and spiritual connectedness of their human nature

## RELIGIOUS

Nothing is more practical than finding God, that is, than falling in love in a quite absolute, final way. What you are in love with, what seizes your imagination, will affect everything. It will decide what will get you out of bed in the morning, what you will do with your evenings, how you spend your weekend, what you read, what you know that breaks your heart and what amazes you with joy and gratitude. Fall in love, stay in love and it will decide everything.

*Fr. Pedro Arrupe, S.J. 27<sup>th</sup> Superior General of the Society of Jesus*

Far from being merely one aspect among many of the student's education, the formation of religious faith is central to the mission of Jesuit Education. Such formation of spirit animates and supports the formation of both mind and body. Indeed, without such formation, students are subject to the competitive and confusing messages of their surrounding culture with neither the resources nor the critical faculties to judge the truth or falsehood of these messages. Bellarmine believes that Christian faith is vital for truly fulfilled living in this culture of competition, violence, and inequity. Thus, ample opportunity is afforded students to grow and mature in their relationship with Jesus Christ and the Church.

Therefore, a Bellarmine Prep student will:

- come to know Jesus Christ as He is presented in the New Testament Gospels and Epistles
- understand how Christ's redeeming mission is embodied by the ministry of the church
- learn about other religious traditions, in order to grow in respect for both religious diversity and Christian identity
- receive God's grace through various methods of personal prayer, liturgy and sacrament, and retreats
- begin to appreciate the subtleties of spiritual discernment
- develop knowledge of challenges facing the dream of Jesus Christ for the world – political, personal, and governmental.
- apply the principles of faith to life's daily choices, knowing that such choices are vital to the formation of character

## LOVING

*Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It is not rude, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. Love does not delight in evil but rejoices with the truth. It always protects, always trusts, always hopes, and always perseveres.*

*Love never fails. But where there are prophecies, they will cease; where there are tongues, they will be stilled; where there is knowledge, it will pass away. For we know in part and we prophesy in part, but when perfection comes, the imperfect disappears. When I was a child, I talked like a child; I thought like a child, I reasoned like a child. When I became a man, I put childish ways behind me. Now we see but a poor reflection as in a mirror; then we shall see fact to face. Now I know in part; then I shall know full, even as I am fully known. And now these three remain: faith, hope and love. But the greatest of these is love.*

### **Corinthians 13:1-13**

The human person is created in God's own image, and inscribed in each human heart is the same message: that the core, universal vocation is to love and to be loved. Bellarmine strives to provide opportunities that allow students to move beyond self-interest, encouraging them to become "people for others." Such a shift in focus – from self to others – is only possible when one accepts oneself, recognizing oneself as loved by God at all times, and thus seeing oneself as necessary to others, necessary to God's plan. Bellarmine challenges students to risk, through deeper levels of relationship, the mystery of one another.

Therefore, a Bellarmine Prep student will:

- make a specific contribution to building community at Bellarmine
- appreciate deeper personal friendships, but also learn that not all relationships are profound and long-lasting
- realize that real love involves continually seeking the highest good for the other person
- become aware of Jesus' higher calling to forgive when one is wronged
- understand sexuality as a part of oneself and strive to express it within a Christian context
- through Christian service, begin to appreciate the satisfaction of sharing one's gifts with those in need
- demonstrate compassion for others' feelings, whether similar to or different from our own
- be sensitive to the beauty of our universe and more appreciative about life and the natural world

## COMMITTED TO JUSTICE

*The mouth of the righteous talks of wisdom. His tongue speaks justice.*

*Psalms 37:30*

*Blessed are those who keep justice. Blessed is one who does what is right at all times.*

*Psalms 106:3*

A critical element of the Ignatian paradigm, after context, experience, and reflection, is action. It is our hope that the Bellarmine student will engage with society in a way that reflects compassion for those less fortunate. Recognizing that our culture often ignores those in most need, the Bellarmine student should reach out and work to defend the rights of the oppressed throughout the world. Indeed, in response to immoral and unethical treatment of others, the Bellarmine student will gain confidence in voicing concerns and then taking action. As a way to help hone these skills, students are given repeated opportunities to help others outside of school. Such service opportunities allow students to serve disenfranchised elements of society, including those dying of terminal illnesses and those living in abject poverty. Ultimately, each student will begin to see that Christian faith involves an obligation and responsibility to a virtuous world community.

Therefore, a Bellarmine Prep student will:

- become aware of selfish propensities, and consciously attempt to be more thoughtful, accepting and generous with others
- grow in attentiveness to worldwide social problems and begin to understand the structural roots of injustice
- recognize the needs of disadvantaged communities
- demonstrate compassion and empathy when working among the oppressed and disadvantaged
- reflect on their experiences with disadvantaged communities and recognize alternatives in public policy
- recognize moral ambiguities embedded in contemporary cultural values
- understand the Christian obligation to participate in building a humane world

### **ADMINISTRATION**

Robert Modarelli – President  
Cindy Davis – Principal  
Teresa LaBonte – CFO Comptroller  
John Fuchs, S.J. - Superior of the Jesuits  
Dean Hanks – Vice President for Development  
Aaron Rogers – IT Director/ Facilities Director

### **SCHOOL LIFE ADMINISTRATORS**

Bill Baerg – Vice Principal of Curriculum and Instruction/English  
Jody DeGroot – Vice Principal of Professional Development  
Ed Ploof – Vice Principal of Athletics and Activities/English  
Cari Harrison – Director of Enrollment Management/Co-Director Summer School  
Kevin Meines – Dean of Students and Activities Director

### **FACULTY**

Emily Andresen – Science/ Marine Chemistry  
Alejandro Baez – Music  
Hope Bales – Band  
Rick Barnhart – Science  
Joshua Barnes – Religion  
Becky Bernards – Religion  
Ken Brown – Social Studies Chair  
James Bryan – Language  
Mary Campbell – Physical Education/Health  
Shannon Casey – English  
John Chase – Science  
Dan Cohen – Art  
Jose Cruz – Math  
Dave DeGroot – Science/Marine Chemistry  
Jim Dempsey – Social Studies/Leadership  
Bill Eckert – Religion  
Matt Ellis – Social Studies  
Anita Emery – Science  
Jazz Etter – Science  
Patea Fernandez – Spanish  
Aida Galbraith – Spanish  
Tigre Garcia – Physical Education/Health Athletic  
Trainer  
Kelly Goodsell – Director of Learning Resource  
Center  
Kristen Gormely - LRC  
Tom Gross Shader – Art Chair

Cari Harrison- English  
Jeanne Hanigan – English/Newspaper  
Kathy Heiser – Spanish/French  
Foreign Language Chair  
Barbara Henderson – Director of Diversity  
Julie Hiles – Physical Education/Health Chair  
Anna Hunthausen – English  
Cameron Irving – Counselor  
Brian Jensen – Physical Education/Health  
Rick Keller-Scholz – Religion  
Marie Krueger – Counseling Chair  
Tom Larsen – Math  
Brandy Lindstrom – Religion  
Megan Matthew – Social Studies  
Kathy Maxey – Library  
Gary Mayne – Counseling  
Ben Meeker – Art  
Caroline Meines – Social Studies  
Melissa Minjares – English  
Mark Modarelli – English  
Mindi Morin – Yearbook  
Ron Nilsen – Science/ Marine Chemistry  
Bridget Nuno – Science  
Daniel O’Connor – English Chair  
Brien O’Loughlin-Drama/English  
Jennifer O’Loughlin – English/Learning Specialist  
Martha Parent – Science  
Robert Payne – Social Studies  
Heidi Pettit – Math

Michael Peterson – Physical Education/Health  
Jenny Phillips – Science Chair  
Donna Pitt – Math  
Tony Rehberger – Math Chair  
Charlie Rousseau – Math  
Bernie Salazar – Spanish  
Debra Sauvage – Religion  
Allison Scanlin – Religion Chair  
Lindley Schmitt – Math  
Jacob Singer – English  
Kristin Torgerson – Japanese  
Lila Transue – Math/Science  
Hiroe Une – Japanese  
Ginny White – French  
Casey Whitson – Music  
Jay Wiley – Science  
Tawanna Wilson – Counseling

### **SUPPORT STAFF**

Jessica Achziger – Administrative Assistant– Principal	Kim Schultz – Director of Marketing
Paige Banks – Donor Database Coordinator	Anita Staeheli – Main Office Receptionist/ Administrative Assistant – Facilities & Athletics
Jerry Chapdelaine, S.J. – Chaplain	Cate Ward – Facilities Assistant
Byron Chow – Technology	Katey Ward – Annual Giving Manager
Craig Coovert – Director of Communications	Joe Waters – Campus Center Supervisor
Amy de Guia – Development Coordinator	Sally Wood – Assistant to the CFO
Maddy Freeberg – Manager of Alumni Outreach	Jake Zimmerman – Assistant Comptroller
Mary Graves – Student Billing & Financial Aid Specialist	Kristine Zelazny – Assistant to the Dean of Students & Activities
Dave Grisaffi – Athletic Field Maintenance	
Jeannie Hamilton – Administrative Assistant/Counseling	
Dean Hanks – VP of Advancement	
Will Howard – Security	
Rory Johnson – Security	
Dianna Martin – Administrative Assistant–President	
Fred Mayovsky, S.J. – Donor Chaplain	
Linda McGowan – Attendance/Office Manager	
Melinda Michaelson – Registrar	
Lynn Miller – Director of Engagement Events	
Frank Petoski – Maintenance	
Raymond Respicio – Junior Network Admin	
Aaron Rogers – Technology Director	
Chelsey Rosario – Technology Support Specialist	
John Seeberger – Gym Manager	



## **COMMITMENT TO INCLUSION**

According to its mission statement, Bellarmine Preparatory School's "ultimate aim is to produce graduates who will be leaders in action, modeled on Christ, fearless in pursuing a Christian transformation of our world." To be faithful to this bold proclamation, Bellarmine students must find in their school community a commitment to the Gospel call to move beyond prejudice to a reverence for each person. Its students must also grow in their understanding of the heterogeneous and multicultural world which they are called to transform. To accomplish this, Bellarmine must foster among its governing board members, administrators, faculty members, staff persons and students a commitment to embrace and celebrate the diversity of the school's family and the broader community which it serves.

This call to embrace diversity is an inherent element of the key documents which define the school. The *Profile of a Graduate at Graduation* outlines characteristics the school seeks to engender in its students. During his or her experience at Bellarmine, if the *Profile* is realized, each student "has begun to come to grips with personal prejudices and stereotypes, communicates more easily with others, especially peers of other races, religions, nationalities, and socio-economic backgrounds." If students are to experience such growth, faculty must, as the *Faculty Profile* states, "appreciate diversity within the Bellarmine community and work to achieve an inclusive environment."

The *Profile* calls for students to grow in "intellectual competence." They will therefore be exposed to curriculum and experiences which will help them grow in "awareness of local and global social problems and their public policy implications and moral ambiguities." If it is to graduate students "committed to doing justice," as the *Profile* calls for, Bellarmine itself must model inclusion by providing greater access to underrepresented ethnic, racial and economic groups.

## **NOTICE OF NONDISCRIMINATORY POLICY**

Bellarmino Preparatory School admits students of any race, color, gender, sexual orientation, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, sexual orientation, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## ACADEMICS AND CURRICULUM

**Academic Requirements** – Teachers are responsible for assigning, collecting and evaluating class assignments and homework. Bellarmine utilizes MOODLE as its learning management system and teachers are expected to maintain a current syllabus on this platform for students and parents to access. It is equally expected that students will expend the time and effort required for success at Bellarmine. Individual students who are repeatedly negligent will be referred to the Vice Principal of Curriculum and Instruction or Principal.

Teachers who wish to require a student to remain after school under their own supervision may do so and students are obliged to stay. Students may also be assigned to RASH (Required After School Help). RASH is assigned on a daily basis and is moderated by an assigned faculty proctor. RASH may be assigned for test make-up or extended testing time; for homework or class work completion; for makeup work due to absences. RASH is held daily for one hour after school. Failure to complete RASH assignment(s) will result in a zero.

**Grades** – Students are ordinarily graded with a letter grade, ranging from an A for excellence to an F for failure. Students' cumulative grade point averages are determined by their semester grades. Students scheduled as Teacher Assistants will receive .5 credits and a Pass/Fail grade unless approved by the Vice Principal of Curriculum and Instruction. Grades will depend upon a student's performance in class discussions, class attentiveness, homework performance, attendance and testing. Teachers use a variety of methods of determining the grading standards for their course. These will be explained at the beginning of each course and semester.

**Grading** – The faculty of Bellarmine Preparatory School believes it is important to keep open lines of communication with parents regarding student grades. Students and parents are provided with a password for the "familylink" on-line gradebook at the beginning of each school year for grade progress and attendance. Parents and students will be able to access this information at any time, utilizing the student ID number and confidential password. There are two official grading periods each semester. Reports will be mailed home at the mid-semester (9 weeks) marking period. The semester grade (18 weeks) is the only grade calculated as part of a student's cumulative grade point average (g.p.a.). Parent-Teacher conferences are scheduled at the mid-point of each semester.

### ***Make-up work due to absenteeism***

Excused Absences – Students will be responsible for homework and class assignments on the day they return to class. Students are responsible to obtain class notes and any review materials when they are absent.

Make-up Exams – Missing tests or quizzes should be scheduled on the day the student returns to school. Ordinarily, the test or quiz will be made up the day of their return to class unless stated otherwise in department policies. Students missing days prior to a test or quiz are responsible for getting notes and will take the test/quiz on scheduled day. If a student is observed missing test days on a frequent basis a conference will be required.

Unexcused Absences – Any work missed as a result of unexcused absences will not be accepted for credit.

**Failure Policy** – Any student who receives a failing grade in a required course will ordinarily be required to repeat the course in summer school or in the following school year with prior course approval by the Vice Principal of Curriculum and Instruction. Upon completion of the course, the grade received will be recorded with the registering school also noted on the transcript. The original grade (F) will remain as recorded. Exceptions to this policy are at the discretion of the Vice Principal of Curriculum and Instruction.

**Drop and Add Procedures** – Students are permitted to drop and/or add classes on an individual basis with counselor review and recommendation. Students who elect a course and find that the course is not meeting their needs may request a schedule change before the end of the second week of the semester. If available, courses may be added through the second week of a semester. All schedule change drops after the third week of a semester will be failure drops. This will apply to changes created by failure to keep up with the course, lack of motivation and other failures on the part of the student that make it impossible for the student to continue with the course. In these cases of approved Drop Failures, the approval is to permit students to quit attending the class, but the student does receive an “F” for the course and the “F” will be part of the student’s permanent grade point average.

Students will be permitted to drop classes: a) when they have been forced to drop because of extended illnesses and b) when they have been misplaced due to inaccurate testing and recommendations. These requests must be initiated by parent or teacher and approved by the Vice Principal of Curriculum and Instruction.

**Incomplete Policy** – An “Incomplete” grade may be given on a semester report card for extended illness or extenuating circumstances as approved by the Vice Principal of Curriculum and Instruction. The student has up to three (3) weeks to complete course work for the class. After three (3) weeks, the student will receive the grade as calculated with incomplete work. Any further extension requires approval by the Vice Principal of Curriculum and Instruction.

**Academic Probation** – Students with a g.p.a. below a 1.8 at the mid-semester and semester grading period will be reviewed by the Vice Principal of Curriculum and Instruction, Student Service Program Directors and Counseling staff (Academic Review Committee), and the student will be placed on probation. Their work will be monitored by advisors and the Counseling Department, and Probationary Study and support will be assigned. The probation may be extended for a second semester when there are not adequate signs of improvement.

Ordinarily, students will not be permitted to remain at Bellarmine after two semesters of probation. In cases where a student has failed to utilize the Probationary Study program – or other academic support programs – and/or show academic improvement after probation, he/she may be dismissed for academic reasons. The Principal will be responsible for this decision following review and recommendation of the Academic Review Committee. In the case of academic dismissal, students have a right to appeal, as described in the paragraphs on Expulsion.

**Probationary Study** -Academic progress will be evaluated at weeks 5, 9, 14 and semester for Freshmen and Sophomores and at weeks 9 and 14 for Juniors and Seniors. Probationary Study, an academic resource program designed for academic support in the 9<sup>th</sup> and 10<sup>th</sup> grade, will be assigned to students whose g.p.a. is below a 1.8 g.p.a. The program meets directly after school 2:35-3:20. During this time, students are expected to work on homework, participate in tutorial, or work with teachers for help outside of class. After notification that a student has been assigned to Probationary Study, they have one calendar week to improve grades, and with parent permission, may be excused from the program if grades are above a 1.8 at that time.

Likewise, students in the 11<sup>th</sup> and 12<sup>th</sup> grade whose g.p.a. is below a 1.8 are assigned to the Probationary Study program and are encouraged – though not required – to take advantage of the academic resources available of which they are notified.

All students who fail to attend Probationary Study or take advantage of other available academic resources, and who do not demonstrate academic improvement may be dismissed from Bellarmine for academic reasons. Probationary Study takes precedence over any other after school activity. Students may, however, attend after school activities at the completion of Probationary Study.

**Seniors at mid-year (end of 1st semester)** -Any senior who has been on academic probation (below a 1.8 g.p.a. at any grading period in his or her junior year) and is allowed to enter the senior year shall be notified that he/she may be dismissed at mid-year if one or more of the following occur:

- Below 1.8 g.p.a. at a grading period during first semester
- Failed two (2) required classes/credits for graduation
- Semester grades (January) remain below 1.8

**Seniors at Graduation Policy** – Any senior who has a failing grade at the end of first semester shall be notified that his or her right to participate in the graduation ceremony is in jeopardy. Failing grades in more than two (2) courses for the senior year will result in automatic denial to participate in the graduation ceremony. Second grading period (9 weeks) grades will be checked and if there are two or more failing grades, final grades will be asked for early.

### **Valedictorians and Salutatorians**

Bellarmino Preparatory School recognizes students as Valedictorians and Salutatorians at the graduation ceremony. Recognition and designation of Valedictorians and Salutatorians will be determined by a cumulative weighted GPA at the end of the 7<sup>th</sup> semester. \* The weighted GPA is used solely for the purpose of recognizing and designating Valedictorians and Salutatorians and will factor in the weight of AP and Honors level courses on a 5.0 scale. The Valedictorian(s) is the student with the highest weighted GPA and the Salutatorian(s) is the student with the second

highest weighted GPA. Please note that Bellarmine official transcripts reflect an unweighted GPA (4.0 scale).

\*The use of a cumulative weighted GPA to determine Valedictorians and Salutatorians will begin with the class of 2021.

**Graduation Requirements (2018-19 school year)**

At Bellarmine, a total of 21 credits are specified as department requirements. A total of 26 credits will be required for graduation and a College Preparatory Diploma which fulfills admissions requirements for college.

GRADUATION REQUIREMENTS ..... 26 Credits

The department requirements for graduation are:

- 1 Fine Arts  
(.5 in Visual Arts is required)  
(.5 in Music, Art, or Theater)
- 4 English
- 2 World Language
- 3 Mathematics
- 1.5 Health/Physical Education
- 3.5 Religion
- 3 Science
- 3 Social Studies
- 21 Credits in Required Subject Areas

The four-year semester program provides opportunities for students to earn 28.5 credits.

**Transfer students and International Students**

Credit from coursework earned prior to entering Bellarmine Preparatory School is not added to the Bellarmine transcript. Credit and placement are evaluated prior to acceptance to verify Bellarmine graduation requirements from the time of enrollment. Final transcripts from the previous school will be requested by Bellarmine directly from schools within the United States. International Students must provide final transcripts to Bellarmine from previous schools outside the United States.

Transfer and International students need to provide additional official transcripts from their previous schools for college applications.

**College Admission Requirements**

As a college preparatory school students, advisors, and counselors will plan the high school program carefully. The high school program should include meeting admission requirements specific to schools being considered. Generally academic admission requirements for two and four year colleges are as follows and include enrollment in an advanced mathematics or algebra based science course the senior year:

English	4 credits
World Language	2-3 credits
Social Science	3 credits
Laboratory Science	3-4 credits
Mathematics	3-4 credits of college preparatory mathematics

**Diploma Requirements**

College Preparatory Diploma: Minimum of 26 credits earned including all required courses.

High School Diploma: In extenuating circumstances, as approved by the Principal or Academic Vice Principal of Curriculum, a student may earn a diploma with fewer than 26 credits. The student must meet all state graduation credits and courses required by Bellarmine.

Students who attend Bellarmine through spring of their senior year but do not earn credits required for a college preparatory diploma or who do not earn required credit (course specifically required for graduation) are given until the age of 21 to take courses at an approved institution to complete graduation requirements and submit a transcript to earn a Bellarmine diploma.

**Grading Scale:**

93 - 100.....A	4.0
91 - 92.....A-	3.7
89 - 90.....B+	3.3
84 - 88.....B	3.0
82 - 83.....B-	2.7
80 - 81.....C+	2.3
75 - 79.....C	2.0
73 - 74.....C-	1.7
71 - 72.....D+	1.3
66 - 70.....D	1.0
0 - 65.....F	

## ATTENDANCE AND DISCIPLINE

### Philosophy of Attendance

Consistent attendance is vital for academic success at Bellarmine. While sometimes unavoidable, parents should make every effort to schedule doctor and dental appointments, family vacations and other absences around the academic calendar. Students are required to attend assigned classes and to be in class before the final bell.

### Process for reporting absences:

- All students absent from school all day or even one period must have a **parent/guardian call the Bellarmine Attendance line between 7:00 AM and 9:00 AM the day of absence.** (A note from a parent to the attendance office upon the students return is also helpful). Notice of an absence beyond **48** hours OR failure to notify the attendance office of an absence will result in an unexcused absence and will result in JUG being assigned.
- The Attendance officer and/or Dean of Students will determine if an absence is excused or unexcused. Upon returning to school, students **must** check in with the attendance office to determine if the absence is excused or unexcused. **Failure to check in/out of the attendance office will result in JUG.**
- Necessary absence due to illness or injury, doctor /dental appointments or death in the family will be excused.
- Medical appointments require a note from the doctor.
- Teachers will supply reasonable assistance in helping students to keep pace with their studies. Parents can access our learning management system, Moodle, to access missing work **OR** families can email faculty to obtain assignments. Email addresses can be found on Bellarmine's website. A minimum of 24 hour's notice is necessary in order to contact teachers to secure assignments. In cases of necessary absence, the faculty will assist students with homework assignments, make-up exams and after-school tutoring in order to assist a student with make-up work.
- Make up work **must** be completed within the time frame determined by the teacher.
- It is the teacher's responsibility to maintain accurate attendance records. Teachers' records are the official records maintained by the school.

**Unexcused Absence** – is any absence that is not approved or authorized by the attendance office and/or Dean of Students. The following steps will be taken for unexcused absences:

- Unauthorized absences such as oversleeping, leaving campus without permission, cutting class, being more than 20 minutes late for class, and/or failing to complete the planned absence process could lead to JUG being assigned. Reoccurring infractions may result in disciplinary probation and/or suspension.
- **Any work missed as a result of an unexcused absence will not be accepted for credit. This includes suspension.**

## Process for Planned Absences

- Students may pick up a planned absence form from the Student Services Office or download one from Bellarmine's website.
- Students need to have teachers **complete the form, including current grade, attendance in class and work to be completed, with due date.**
- Once the form is complete, with a parent/guardian note attached, students then seek final approval from the Dean of Students.
- Students are encouraged to check in with the **Dean of Student's office** before leaving for the planned absence and upon the student's return.
- A planned absence of more than 3 days requires additional paperwork and must be approved by the Dean of Students. A long-term absence requires a week's notice. Failure to provide adequate notice may result in JUG for not following procedures.
- If the absence is approved, instructors will be informed and, where it is reasonable, homework assignments will be provided. Teachers are not expected to prepare an alternate to their classroom preparation, class discussions, testing, etc. Ordinarily, it will be the responsibility of the family to acquire tutoring when a student falls behind because of a planned absence.
- **When a planned absence is not approved, it is considered an unexcused absence and therefore, instructors will not accept any work missed. The Dean of Student's will contact the family if the absence is not excused.**

**Parents and students especially need to understand that any choice to extend vacation times, whether at the start of school, in October, Thanksgiving, Christmas or Spring Break, will bring about serious issues regarding attendance.** Students and parents who choose to extend vacation periods could be jeopardizing the student's grade because of absenteeism and should seriously consider those choices ahead of time. Bellarmine Prep will not accept responsibility for providing special assignments and examinations for students not in attendance because of family vacations. (See policy on absenteeism.)

## Policy on Absenteeism

When a student misses six (6) classes, excused or unexcused, (not including school related (SR) absences), a letter will be mailed home outlining our process for reviewing the student's attendance and academic status. The student's attendance and academic progress will be monitored weekly by a committee consisting of the Vice Principal of Curriculum and Instruction; Dean of Students; and representatives from the Counseling Department. At eight (8) missed classes, a letter will be mailed home stating the student may be dropped from the class (es) with a failing grade at nine (9) missed classes. Chronic illnesses will be reviewed individually and every attempt will be made to assist the student academically. Students who have significant attendance issues related to chronic illness or injury must provide medical documentation that allows for an exemption to the attendance policy. This also helps in the writing and implementation of an Individualized Accommodation Plan – if needed – to support academic success.



## Tardy Policy

A student is tardy when the student arrives to the classroom after the final bell. A student arriving late to class is to report to the attendance office. If more than twenty (20) minutes late, the student will be marked absent. See absenteeism policies above.

**Early Dismissal** – Sometimes medical appointments and special scheduling needs necessitate early dismissal for students. It is the responsibility of the student to notify the attendance office before school and pick up an early dismissal form. Students are not allowed to leave without parent/guardian permission. The student then must inform the teacher in advance, discuss the procedure for make-up work and obtain the homework assignment. Communication on the part of the participant is essential to limiting the academic disruption of early dismissals. Planned absence report forms may also be required. **The office staff is not obligated to call students out of class without an early dismissal slip.**

**Closed Campus** – Bellarmine Prep's campus is closed. This means that students may not leave campus unless they have a written request from parents to do so and that request is approved by the attendance office and/or the Dean of Students. For example, to leave campus for a doctor's appointment, the student must bring a note from their parents to the attendance office and receive a blue Early Dismissal slip, to be off campus. **This should be taken care of as early in the school day as possible.** Students who leave campus without permission will receive discipline for unexcused absences, including JUG being assigned for not following procedures.

### Process for Excused Absence for Bellarmine State Competitions:

- Parental note required asking for permission to attend specific event.
- Student must take that note, along with excused absence form, around to all teachers for their permission. (If even one teacher denies permission, the student cannot go to the event.)
- Both of these actions must be taken care of 4 days before the date of the event. Excused absence forms must then be turned into the attendance office at least 2 days before the requested date of absence. Final permission will be granted after review of each form.
- Students who do not follow this procedure will not be excused to miss any school time, even with parental note or phone call.
- Any student not following this procedure will be considered to be skipping class and will be subject to discipline for unexcused absences, including 5 demerits for the first offense.

## Philosophy of Discipline

The rules of the school are intended to help create a respectful and orderly environment conducive to learning and appropriate student and faculty/staff interaction. Students in the classroom environment should give the teacher and his or her fellow students the respect that each is entitled. This means listening to the ideas of other students and a willingness to

participate in those activities that develop the common good in the classroom. The classroom is a place to learn, not only academic subjects, but also about feelings and those of others. Bellarmine belongs to each of us and, therefore, property and equipment is to be respected and treated as our common interest and concern.

The following principles provide the foundation for Bellarmine Prep's disciplinary policies and procedures:

- Any conduct detrimental to the learning environment and other students shall result in an immediate disciplinary consequence.
- All students shall comply with the Student Policies and Procedures set forth herein, and failure to do so shall be cause for disciplinary action.
- Students shall demonstrate a willingness to cooperate in finding a remedy for violations of this code.
- Students are expected to cooperate with the investigation. This includes, but is not limited to, allowing Bellarmine to review cell phone call history, messages, text messages, internet social networking sites, email and any similar means of electronic communication. All such investigations will be limited to matters related to the particular infraction involved.
- Discipline measures to correct a student's action are progressive.
- Depending on the circumstances and student cooperation, the administration reserves the right to determine the procedural level at which the action should be handled, including immediate suspension or expulsion for serious infractions.
- A student who is dishonest in regards to any action that led to a disciplinary consequence will receive additional consequences.
- A student's failure to cooperate with a disciplinary investigation shall be an additional, separate basis for disciplinary action.
- Classroom procedure and disruptions are under the control of the individual teacher. His or her judgment is to be respected and his or her leadership recognized. If any question of procedure arises, the student should meet with the faculty member privately and if no agreement can be mutually reached, the student and faculty member will submit to the judgment of the Dean of Students. Students who are sent out for disrupting the class must report immediately to the Dean of Students. If the Dean of Students is unavailable, the student is to report to the Student Services office.

## **Description of Offenses**

**Academic Integrity** – The relationship between the teacher and the student must be characterized by the highest level of trust. It is expected that the student will do any assignment, test, project, etc. to the best of his/her ability. Cheating is both a violation of academic integrity and a detriment to learning in that personal knowledge is not acquired. Academic integrity means producing original work on all assignments; therefore all forms of cheating and plagiarism are violations. Academic integrity violations include, but are not limited to:

- Copying or claiming another student's work as your own.
- Permitting other students to copy your work.

- Plagiarizing published work or copying information obtained from the internet without proper citation.
- Using or seeking to use unauthorized references during a quiz or exam.
- Jeopardizing the integrity of an exam or project in any way (such as asking for or sharing test contents with students enrolled in another class period and/or taking or receiving a picture of a formal assessment).
- Failing to report scores accurately or honestly when students correct their own work.
- Giving or attempting to give or receive any aid unauthorized by the instructor.

Students involved in cheating will receive a “0” grade for the assignment or test for cheating. Asking for or stealing an exam or answer key may result in immediate expulsion. The penalties are enforced throughout the student’s four years at Bellarmine Prep and are cumulative. **(See Discipline Procedures)**

**Acceptable Use Infraction** – A violation will be classified either minor or major. An incident may be classified as minor if it does not break any other school policies, does not threaten a person or the school, and is not illegal. Anything that cannot be classified as a minor violation will be considered major (see Acceptable Use Policy).

**Assault and/or Fighting** – Assault is defined as an act of violence against another individual. A student shall not intentionally threaten, cause or attempt to cause physical injury to anyone on or around the school grounds at any time. This includes any school event at home or away. Disciplinary consequences will also ensue for individuals that are aware of a planned fight and do not notify the school personnel. Behavior which results in serious injury or fights that are premeditated will lead to more serious consequences up to and including dismissal. At the discretion of the Dean of Students, acts of violence will be reported to the police (see policy on harassment).

**Cell Phone Use** – During school hours, cell phones/smart phones can only be used in the Campus Center. Cell phones/smart phones may never be used in the library or elsewhere on campus during the school day unless given permission by an instructor for educational purposes. Phones will be confiscated and turned into the Student Services office (see School Response to Disciplinary Infractions for consequence).

**Cutting Class** – Cutting class (or skipping class or avoiding class) is defined as the intentional practice of missing a designated class without administrative permission. This includes leaving the classroom without explicit permission from the teacher.

**Disrespectful Behavior** – A student speaking or behaving in a way that demonstrates disregard or rudeness is considered disrespectful behavior. Repeated offenses will result in a parent conference. Student is subject to a behavioral contract or probation.

**Disruptive Behavior** – Disruptive behavior is any behavior that interferes with the learning environment. This includes distracting and disrespectful behavior. Repeated offenses will result

in a parent conference. Student is subject to a behavioral contract or probation.

**Dress Code** – The purpose of the dress code at Bellarmine Preparatory School is to lend dignity to both the individual and the school; and to enhance the learning environment at BPS. See dress code guidelines. Repeated offenses will result in a parent conference. Student is subject to a behavioral contract or probation.

**Eating or Drinking in the classroom** – Drinking or eating food, including chewing gum, in classrooms is forbidden. The only exceptions will include special events for special classroom activities, which should be cleared through a School Life Administrator. Teacher and students are responsible for necessary cleanup after such a special circumstance.

**Extraordinary Parental Conduct (Including off-campus behavior)** – Membership in the Bellarmine community is a privilege and requires a commitment from all to the furtherance of the School’s mission. In this respect, if a parent or guardian’s conduct interferes with the full development of a student’s intellectual, emotional, spiritual and/or physical formation, it is deemed detrimental to the furtherance of the School’s mission and therefore is unacceptable. Parents or guardians who do any of the following acts are considered to be acting contrary to Bellarmine’s mission and policy as reflected in this policy handbook:

- Intentionally providing tobacco, alcohol or other mind-altering drugs, except where such drugs are prescribed, to any Bellarmine student or students.
- Knowingly providing a location where any Bellarmine student or students consume or ingest tobacco, alcohol or other mind-altering drugs, except where such drugs are prescribed.
- Any other intentional act or failure to act which has the effect of assisting or enabling any Bellarmine student or students to engage in conduct that violates any school policy and/or extraordinary conduct provisions of this policy handbook.

As a consequence of any parent or guardian engaging in any of the acts or failure to act identified above, Bellarmine shall have the right to suspend or expel any or all of that parent or guardian’s student or students from the Bellarmine community. *Parental cooperation is essential for the welfare of students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever the relationship with the school.*

**Extraordinary Student Conduct** - Usually the school does not involve itself in student conduct apart from school or school events. However, there may be an occasion when student conduct, even though separate from the school, will be of such nature as to negatively reflect on the school and will call into question the student’s continuance as a member of the Bellarmine Preparatory Community.

Extraordinary Student Conduct includes, but is not limited to, any conduct, illegal and/or criminal activity which seriously violates the expectations of students attending Bellarmine

Preparatory School.

Extraordinary Student Conduct also includes off-campus activity, whether through use of e-mail, social networking, text messaging, other form of communication or other acts, which would foreseeably create a risk of substantial disruption within the school environment. The student(s) will be suspended pending an investigation of extraordinary conduct which may or may not include a police investigation.

**Forgery** – It is considered forgery if a student signs or uses any signature, other than their own, whether written or electronic.

**Gambling** – If money or anything else of value is exchanged based on the outcome of any activity, the student is considered to be gambling. This includes bets on games, etc.

**Harassment/Bullying** – (See Harassment/Bullying Policy)

**Improper Display of Affection** –Public displays of affection are inappropriate and not acceptable.

**Initiating a false alarm** – Purposefully and inappropriately engaging an alarm of any kind is costly to the school, disruptive to the school environment and is a significant infraction.

**Insubordination** – A student will be charged with insubordination when the student fails to cooperate with an adult’s request to follow policy and/or procedure.

**Language** – Profanity and derogatory language is not allowed on campus or at school events.

**Leaving campus without permission** – Students must provide parental permission **and check out with the attendance office before leaving campus during school hours**. Additionally, because our parking lot is off limits during the school day, students must get permission from the Student Services Office to retrieve something from their car. Students in the parking lot during the school day without permission will receive demerits.

**Littering** – Students are responsible for disposing garbage appropriately.

**Loitering** – Students are never allowed in unsupervised areas. This includes the parking lot during the school day. Students must receive permission from the Student Services Office or the Dean of Students to go to the parking lot during school hours. **Students loitering or sitting in a car during school hours are subject to disciplinary action.**

**Parking Lot Conduct** – Students are to display parking permits on the rear view mirror at all times while on campus. Students can only park in their assigned lot during school hours. Safety rules must be adhered to at all times.

**Physical Violence/Fighting** – A student shall not intentionally threaten, cause or attempt to

cause physical injury to anyone on or around the school grounds at any time. This includes any school event at home or away.

**Possession of a Weapon or Threat to use a Weapon** – Weapons of any type are strictly forbidden on school property and call for immediate suspension and liable for expulsion. A weapon is defined as any device designed to inflict injury or death to another person. Any student who threatens to use a weapon either verbally or in writing will also be immediately suspended and liable for expulsion.

**Skateboards** – Skateboards, roller or blade skates, and “Heelys” (shoes with retractable wheels) are not allowed on campus. Any of these items brought to school will be confiscated and returned only to the student's parents.

**Stealing** – Stealing school or private property of any kind makes a student liable for expulsion. Selling and buying goods between students in the school without prior authorization is not allowed and calls for suspension from school. If articles bought and sold are stolen, the transaction makes one liable for expulsion. This includes incidences occurring while attending/participating in a school sanctioned event.

**Tardy** – A student is tardy when the student arrives to the classroom after the final bell. A student arriving late to class is to report to the attendance office. If more than twenty (20) minutes late, the student will be marked absent. Teachers will enter demerits for tardies to classes other than 1<sup>st</sup> or 5<sup>th</sup> period. Students will be assigned to JUG after the fourth tardy to 1<sup>st</sup> and or 5<sup>th</sup> period class by the Dean of Students. A student tardy six or more times to 1<sup>st</sup> or 5<sup>th</sup> period may be suspended.

**Unexcused Absence** – This includes cutting class, being more than 20 minutes late and parent failing to respond to the attendance offices’ request for verification of the reason for an absence. Student will be placed on a behavioral contract and/or probation for repeated offenses.

**Unprepared** – Students are expected to bring required materials to class. Students are also expected to be mentally prepared for lessons.

**Vandalism** – Students who deface or damage school property will be charged with vandalism and further, they will be subject to restitution and/or punishment by law.

## **School Response to Disciplinary Infractions**

**Bellarmino will take such disciplinary action it deems necessary and appropriate to end inappropriate behavior.** Retaliation against other students or staff for making a report of inappropriate behavior or for providing testimony and/or assisting in the investigation of such a report will not be tolerated and disciplinary action will be taken against those involved. Bellarmino Preparatory will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with Bellarmino's legal obligations and the necessity to investigate allegations of wrong doing.

Documentation, record of complaints and action taken will be maintained throughout the students' years at Bellarmine. The purpose of any disciplinary action will be to prevent further incidents.

<b>LEVEL OF INFRACTION</b>	<b>VIOLATION</b>	<b>1ST OFFENSE</b>	<b>2ND OFFENSE</b>	<b>3RD OFFENSE</b>
1	Bringing a guest to campus without permission	Lunch detention	Lunch detention	1 hr. JUG
1	Disrespectful, Disruptive Behavior	Lunch detention	Lunch detention	1 hr. JUG
1	Eating, drinking or chewing gum in unauthorized areas	Lunch detention	Lunch detention	1 hr. JUG
1	Improper display of affection	Lunch detention	Lunch detention	1 hr. JUG
1	Inappropriate Language	Lunch detention	Lunch detention	1 hr. JUG
1	Leaving device unattended	Lunch detention	Lunch detention	1 hr. JUG
1	Littering	Lunch detention	Lunch detention	1 hr. JUG
1	Loitering	Lunch detention	Lunch detention	1 Demerit
1	Not following guidelines and/or advice of the teacher or supervisor when using a Bellarmine Approved Device	Lunch detention	Lunch detention	1 hr. JUG
1	Sharing password with others	Lunch detention	Lunch detention	1 hr. JUG
1	Skateboards, etc.	Lunch detention	Lunch detention	1 hr. JUG
1	Unprepared	Lunch detention	Lunch detention	1 hr. JUG
1	Use of cell phones and/or electronic devices other than Bellarmine Approved Devices outside of the acceptable areas	Lunch detention	Lunch detention	see AUP policy 1 hr. JUG
1	Using a device that is logged in by another person	Lunch detention	Lunch detention	see AUP policy 1 hr. JUG
2	Disruptive/Disrespectful Behavior – Especially Egregious	1 hr. of JUG	5 hrs. JUG	Discipline Board
2	Cutting Class	5 hrs. JUG	Suspension	Discipline Board

2	Leaving campus without permission	5 hrs. JUG	Suspension	Discipline Board
2	Speeding	5 hrs. JUG	5 hrs. JUG	Loss of Parking Privilege
2	Unexcused Absence	5 hrs. JUG	5 hrs. JUG	5 hrs. JUG
3	Academic Integrity	Loss of Credit (assignment etc.)	Suspension	Discipline Board
3	Forgery	Suspension	Discipline Board	
3	Gambling	Suspension	Discipline Board	
3	Harassment, Intimidation and/or Bullying	See Harassment Policy		
3	Initiating a fire alarm	Suspension	Discipline Board	
3	Possession of or under the influence of any illegal drug	See the Drug/Alcohol Policy		
3	Violation of the Technology Policy	See the Acceptable Use Policy		
4	Assault (Physical, and/or Sexual) Fighting or threat of physical violence	Discipline Board		
4	Distribution and/or selling of any illegal substances	See the Drug/Alcohol Policy		
4	Extraordinary Student Behavior	Discipline Board		
4	Jailbreaking	Discipline Board		
4	Inappropriate material on technical device	Discipline Board		
4	Illegal activity while using the school's Internet and/or email accounts	Discipline Board		
4	Stealing	Discipline Board		
4	Unauthorized Access to other students devices, accounts, files or data	Discipline Board		



4	Use of technology/Academic Integrity Infraction	Discipline Board		
4	Use of technology to bully, harass or intimidate	Discipline Board		
4	Use of Camera's without permission from teacher/administrator	Discipline Board		
4	Use or possession of weapons on campus	Discipline Board		
4	Vandalism	Discipline Board		
4	Violating Copyright Laws	Discipline Board		

## Corrective Measures

Listed below are descriptions of the progressive discipline policy. Lunch detention, JUG, Behavioral Contracts, Behavioral Probation, Short Term Suspension, Long Term Suspension, Discipline Board and Expulsion Hearings (Bellarmine will respond to law enforcement authorities regarding potential criminal incidences such as assault, drugs and alcohol violations, theft, vandalism and weapons).

**Lunch Detention-** Students must check in with the lunch supervisor at beginning of lunch (11:35 for 1<sup>st</sup> lunch, 12:30 for 2<sup>nd</sup> lunch) at the next lunch period after being assigned. Failure to check in on time will result in the assigning of 1 hr after school JUG. If the student is buying lunch supervisor will walk them to the lunch line after line dies down (10 minutes). They will eat lunch in silence with no other distractions. They will assist in cleaning the lunch area as lunch ends and be released 5 minutes before class.

**JUG** – The traditional Jesuit term for school detention is JUG, derived from the Latin *jugum*, meaning yoke or burden, and is designed as a measure of corrective discipline. (**Note: No student will be excused because of employment, athletic practice or games.**) JUG will be supervised by a faculty or staff member and will be available every day school is in session, and occasionally on Saturdays. If the student fails to serve JUG without justification provided by parent/guardian, the student will be placed on behavioral probation (see below) until the JUG is served.

**Behavioral Contract** – A student will be required to sign a behavioral contract if there is a significant infraction leading to a suspension and/or repeated infractions. Parents will receive formal notice stating the student's attendance at Bellarmine is in jeopardy. The contract will

state conditions of the contract which will include plan for improvement.

**Behavioral Probation** – Assigned to students who have not shown improvements in conduct, students who do not meet the conditions of the Behavioral Contract and students who do not serve JUG when assigned. Students who are placed on Behavioral Probation will not be allowed to attend school sponsored events i.e. sporting events, dances etc. A behavioral infraction while on probation will result in a discipline board of review.

**Short-Term Suspension** - Suspension is a temporary denial of a student's right to be on the school grounds, attend classes or participate in school activities. One to three days of suspension for disruptive or negligent behavior may be administered by the Principal, Vice Principal of Curriculum and Instruction or the Dean of Students. A re-admittance meeting with the Dean of Students is required before a student is allowed to return to classes. JUG hours will be assigned at the re-admittance meeting.

**Long-Term Suspension** - A long-term suspension is four or more days. Long-term suspensions are consensus decisions reached by the Principal in consultation with other administrators. Upon deciding that a student's academic negligence or disruptive behavior merits a long-term suspension, the student and parents shall receive written notice, which includes reasons for the long-term suspension, duration of suspension and procedures for requesting appeal. A re-admittance meeting with the Dean of Students is required before a student is allowed to return to classes. JUG hours will be assigned at the re-admittance meeting.

**Re-Admittance Meeting** - Any suspension requires a parent/student meeting with the Dean of Students before the student returns to school. Any student who is suspended is placed on disciplinary probation. The terms of the probation will vary depending on the offense and those terms will be outlined during the re-admittance meeting.

**Discipline Board** consisting of the Dean of Students and two other School Life Administrators reviews all violations that could result in expulsion. The following process will be followed:

- The Dean of Students will contact the student and parents informing them of the process and the behaviors under investigation.
- The Discipline Board will review pertinent information regarding the case.
- The Discipline Board may interview the student under investigation and any other individual who the discipline board deems appropriate.
- The Dean of Students will notify the student and parents of the Discipline Board's decision and a letter will be sent explaining the grounds of the decision. If expulsion is the decision the procedure for an expulsion hearing will be outlined.

**Expulsion** – Expulsion is Bellarmine's refusal to continue a student's enrollment. Expulsion is a consensus decision reached by the Discipline Board, or substitutes designated by the Principal in cases where appropriate members of the Discipline Board are not available. Upon deciding that a

student's academic negligence or disruptive personal behavior merits expulsion, the student and parents shall receive notice, which includes the reasons for expulsion and procedures for requesting an expulsion hearing. Parents may request copies of all official documentation considered by the Discipline Board, which may be used in their testimony in an appeal to the Principal.

**Procedure for Expulsion Hearing (Appeal)** - The hearing shall be held before the Principal, or when necessary, by someone else designated by the President. Parents must request a hearing within three (3) business days of expulsion notification, to the Principal, by email, telephone or mail. If the request for hearing is not initiated by phone or mail within three (3) business days the hearing is understood to be forfeited. The student, with parents, shall be allowed to present evidence and testimony showing that the procedure and/or decision of the discipline board were inappropriate. The Principal (or designee) will render a decision promptly, citing reasons for affirmation or denial of the discipline board. The Principal (or designee) will provide with her decision a copy of the policy on appealing the Principal's (or designee's) decision to the President. The President will only hear appeals pertaining to process.

**Yearly Disciplinary Review** – Any student whose behavior placed them on Disciplinary Probation during the school year is required, accompanied by at least one parent, to meet with the Dean of Students to review school expectations for the student's future at Bellarmine Prep. The student and parent will be notified prior to the last day of school and a meeting will be required. All meetings are scheduled before June 30th of the given year.

## **DRESS CODE GUIDELINES**

### **General Guidelines**

- **Time Frame** – The dress code shall apply to all students while on campus (7:00 am to 3:00 pm) and/or representing Bellarmine at school-sponsored events.
- **Off campus school events** – When classes, teams or musical groups etc. travel as representative of Bellarmine, the Dean of Students and advisor shall be responsible for setting a standard of dress appropriate for the occasion.
- **Co-Curricular practices/rehearsals** – Appropriate dress for after-school practices/rehearsals is expected. The coaches, directors and/or moderators will monitor the dress attire.
- **Athletic Game Days/Program Events** – Students are encouraged to wear team jerseys or sweatshirts on game days. Programs are encouraged to wear their team t-shirt/sweatshirt. Cheerleaders are allowed to wear cheer tops with dress code appropriate pants or skirts.
- **Spirit Days** – Students are encouraged to dress in class colors, dress code appropriate attire.

**Guidelines for Dress Attire** – The administration reserve the right to make individual judgments regarding appropriateness of dress and appearance.

### **Tops**

- Tops should be long enough to tuck into pants, walking shorts or skirts. Middrifts must be covered
- Advertisement should be school appropriate
- No tank tops allowed
- Undergarments should not be visible

### **Pants and Shorts**

- Slacks/jeans must be worn with a belt for male students
- Jeans with rips/tears or distressed marks are not allowed
- Athletic attire such as Yoga pants, athletic shorts, and sweats are not allowed. Female students are allowed to wear non-athletic leggings. Sweatshirts and t-shirts cannot be worn with non-athletic leggings.
- Walking shorts (non-athletic) that appropriately cover the student
- Pants with elastic bands around the ankles are not permitted.

### **Dresses and Skirts**

- Dresses with the same guideline as stated above with tops
- Skirts and dress length should appropriately cover the student.
- Fabric must not be see-through

### **Shoes** (must be worn at all times)

- Dress shoes
- Sandals
- Tennis shoes
- Boots

### **Accessories**

- Earrings (1-2) per ear; small stud allowed in nose
- Non-distracting accessories can be worn
- No earring in lip, brow, etc. No gauges allowed

### **Hair**

- Must be neat, clean and non-distracting
- Facial hair neatly groomed

### **Hats**

- **No hats allowed on campus**
- No hoods worn in buildings

**Parental Note: We feel that it is not only the school's responsibility to determine the student dress code; but, also the student's and parent's responsibility to adhere to a dress code that is conducive to a proper learning environment. Ultimately modesty should prevail, not the latest in fashion trends. We appreciate your attention to, concern with, and responsibility for the manner in which your child dresses for learning. Dress Code Violators will be asked to change into appropriate attire prior to 8:00 am. If they are**

**unable to do so, the student will either be sent home or they can seek permission from parents to purchase appropriate attire from the Lions Den.**

## **POLICIES AND PROCEDURES**

### **Drug, Alcohol and Tobacco**

Student use of tobacco, alcohol and other mind-altering drugs is illegal and interferes with the learning process. These substances are capable of producing substance abuse and chemical dependency. Therefore, all use by adolescents is considered substance abuse.

It is the policy of Bellarmine Preparatory School to support abstinence from tobacco, alcohol and other mind-altering drugs for adolescents in order that their development can reach full intellectual, emotional, social, spiritual and physical potential. Given the pervasive high rates of adolescent use of tobacco, alcohol and other drugs, the school is committed to a comprehensive home school-community partnership supported program, which includes as essential components, education, prevention, intervention and aftercare. Students receiving a Bellarmine ASB card are consenting to random checks for drugs and/or alcohol when entering any school sponsored event. Bellarmine will continuously develop and maintain programs in education, prevention, intervention and school re-entry support. Professional treatment and aftercare, when needed, will remain the responsibility of the student and parent or guardian.

The purpose of the policy and the administrative procedures is to provide directions to school and staff in the development of a comprehensive program designed to address the issues related to student use of tobacco, alcohol and other drugs. Implementation of this policy, including staffing, in-service training and instructional materials, will be provided within the resources allocated in the annual budget of the school.

### **Drug Offenses**

The following regulations shall be applicable to students at Bellarmine while they are in school, on school grounds or at school-sponsored events:

It shall be a violation of this policy for a student to be under the influence of, or to use, sell, distribute or possess tobacco, drug paraphernalia, dangerous or controlled substances or any substances purported to be such, except drugs prescribed by a physician or other person authorized to prescribe drugs for the personal use of the student. Any student required to possess or use prescription drugs shall notify the Dean of Students prior to possessing or using the same in school, on school grounds or at school-sponsored events. Dangerous or controlled substances and substances purported to be such, include, but are not limited to, narcotics, amphetamines, marijuana, hallucinogens, barbiturates, prescription or non-prescription drugs of any nature and medications such as diet pills and caffeine pills. All tobacco, alcohol, drug paraphernalia and drugs in possession by a student, except drugs prescribed for use by a student as set forth above, shall be confiscated. Vaping paraphernalia will be considered drug paraphernalia under RCW 69.50.102

## **Confrontation of Student**

If a staff or faculty member observer behavioral signs or detects the odor of alcohol which leads to a reasonable suspicion that a student is under the influence of drugs or alcohol, the staff or faculty member will confirm those signs or detected odor with another adult, either a staff member or police member. The student will then be asked whether he or she is under the influence of alcohol or drugs. If the student denies that he or she is under the influence of alcohol or drugs, the student will be given the opportunity to provide physical confirmation through the use of an oral swab, breathalyzer, or at the option of Bellarmine, a urinalysis. The parent or adult student shall pay for the urinalysis. If the student acknowledges that he or she is under the influence of alcohol or other drugs, the disciplinary policy will be enforced. If a student refuses to take an oral swab test, breathalyzer test, or urinalysis the student may be expelled.

## **Disciplinary Action for Alcohol and Other Drugs: (Offenses are cumulative during a student's enrollment at Bellarmine.)**

### **Use**

***1st Offense of being under the influence of alcohol and/or other drugs:*** The student will be suspended for 3 days. The student will be required to take a chemical use assessment for re-entry into Bellarmine Prep. This will be done by our professional chemical dependency counselor within 1 week of the offense. All costs of the assessments are the responsibility of the parent or guardian.

- The student, accompanied by a parent or guardian, must meet with the Dean of Students before re-entry.
- If the student refuses to take an assessment, the student may be expelled.
- If the assessment indicates the need for treatment, the student is obligated to follow those recommendations. The Dean of Students will monitor student compliance with the recommendations.
- If the student does not complete the recommendations of the assessment, the student may be expelled.
- The student must complete 20 hours of school service for Bellarmine within four months of the infraction.

***2nd Offense of being under the influence alcohol and/or other drugs:*** The student will be expelled. The student can reapply after one full semester, pending enrollment in a treatment program.

***1st Offense for use of tobacco:*** When there is reasonable cause to believe that use of tobacco products by a student has occurred in school, on school grounds or at school-sponsored activities, then the student will be subject to disciplinary procedures. The student will be assigned 5 hours of JUG.

***2nd Offense for use of tobacco:*** The student will be suspended up to 3 days. Suspension may

be modified if the student participates in an assessment with the building chemical dependency counselor and follows the assessment recommendations.

### **Possession**

***For a first offense of possession of any illegal substance:*** The student will be suspended for three (3) days. The student will be required to take a chemical use assessment, including an oral fluid exam, for reentry into Bellarmine. Re-entry will only occur after an interview with student and parents/guardians and an investigation of intent of possession. If the assessment indicates the need for treatment, the student is obligated to follow those recommendations. The Dean of Students will monitor student compliance with the recommendations. If the student does not complete the recommendations of the assessment, the student may be expelled.

***For a second offense of possession of any illegal substance:*** The student will be expelled. The student can reapply after one full semester, pending enrollment in a treatment program.

### **Distribution**

***For a first offense of distribution or selling of any illegal substance other than alcohol or tobacco:*** Student will be suspended pending an investigation. If findings support allegations the student will be expelled.

***For a first offense of distribution or selling of alcohol or tobacco:*** Student will be long-term suspended. Second offense of distribution or selling of alcohol or tobacco: Student will be expelled.

### **Amnesty Provision**

Bellarmino has a very strict policy about the use of alcohol and other drugs by its students. It is absolutely forbidden at any time, on any part of the school property, in the vicinity of the school, in connection with any school activity, or to or from a school activity. Under normal circumstances, if a student possesses or uses drugs or alcohol, their parents/guardians are notified, counseling is mandated, and the student may face disciplinary sanctions up to and including expulsion. However, because the health and safety of Bellarmine's students is the School's paramount concern, to minimize any hesitation a student may have to report a violation of the School's Harassment Policy, while not overlooking a violation of our Student Handbook, the School will place great weight on the positive impact of reporting an incident in deciding if any action is appropriate for the reporter's breach of Bellarmine's anti-drug and anti-alcohol policy.

## **Anti-Bullying, Harassment & Intimidation Policy and Procedure**

Bellarmino's mission, as a Catholic college preparatory school in the Jesuit tradition, through dedication to academic excellence and development of the whole person, is to graduate young men and women of competence, compassion and conscience, who are committed to leadership and service. In light of our mission, it is essential for our school community to be committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and patrons that is free from harassment, intimidation or bullying. Harassment, intimidation and bullying of any student by any other student, staff member or other members of the school community are prohibited. This policy applies to such actions at school and also to off-campus school sponsored events and to other situations where such actions create a substantial disruption of the educational process. The school will treat allegations of harassment, intimidation and bullying seriously and will investigate such allegations in a prompt, confidential and thorough manner as outlined below.

“Harassment, intimidation and bullying” means any intentionally written message or image including but not limited to those that are electronically transmitted, any oral or physical acts, either direct or indirect, when such intentional electronic, oral, written or physical act, physically harms a student or causes damage to a student's property, substantially interferes with a student's education, threatens the overall educational environment, is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment, and/or substantially disrupts the orderly operation of the school. This includes but is not limited to, harassment, intimidation and bullying based upon race, color, religion, ancestry, national origin, socio-economic status, gender, sexual orientation including gender expression or gender identity, physical appearance, weight, apparel, mental, physical, or sensory disability or other distinguishing characteristics.

Conduct that “substantially interferes with a student's education” will be determined by considering a targeted student's grades, attendance, demeanor, and interaction with peers, participation in activities and other indicators.

Harassment, intimidation or bullying can take many forms including, but not limited to slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical, or electronically transmitted messages or images. There is no requirement that the targeted student actually possesses the characteristic that is the basis for the harassment, intimidation or bullying.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited, as outlined by other Bellarmino policies, classroom or program rules.

A charge of harassment, intimidation and/or bullying shall not, in and of itself, create the presumption of wrongdoing. However, any confirmed act of bullying, intimidation and/or harassment will result in disciplinary action, up to and including dismissal. Any student found to



have filed a false or frivolous charge, or knowingly corroborating a false charge will also be subject to disciplinary action, up to and including dismissal.

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.

### **Reporting Harassment, Intimidation and Bullying**

All staff members shall intervene when witnessing or receiving reports of harassment, intimidation or bullying. Minor incidents that staff is able to resolve immediately, or incidents that do not meet the definition of harassment, intimidation or bullying, may require no further action under this procedure.

Any student who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation, or bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of unresolved, severe, or persistent harassment, intimidation, or bullying, should may report incidents verbally or in writing to any staff member or to the Counseling Office. If warranted, the complainant will be encouraged to complete the Harassment, Intimidation and Bullying (HIB) form. Completed forms will be given and reviewed by the Dean of Students.

#### Status of Reporter

**Anonymous** - Individuals may file a report without revealing their identity. No disciplinary action will be taken against an alleged aggressor based solely on an anonymous report. Possible responses to an anonymous report may include enhanced monitoring of specific locations at certain times of the day or increased monitoring of specific students or staff.

**Confidential** - Individuals may ask that their identities be kept confidential from the accused and other students. Like anonymous reports, no disciplinary action will be taken against an alleged aggressor based solely on a confidential report.

**Non-Confidential** - Individuals may agree to file a report non-confidentially. Complainants agreeing to make their complaint non-confidential will be informed that procedural requirements may require that Bellarmine release all of the information that it has regarding the complaint to individuals involved in the incident, but even then, information will still be restricted to those with a need to know, both during and after the investigation. Bellarmine will, however, fully implement the anti-retaliation provision of this policy and procedure, to protect complainants and witnesses.

#### Complaint Process

**Informal** - Anyone may use informal procedures to report and resolve complaints of harassment, intimidation or bullying. Informal reports may be made to any staff member. Staff members shall always inform complaints of their right to, and the process for, filing a formal complaint. Staff

shall also direct potential complaints to the Counseling Office who can explain the informal and formal complaint process and what a complainant can expect.

**Formal** - Anyone may initiate a formal complaint of harassment, intimidation or bullying, even if the informal complaint process is being utilized. A formal complaint must be in writing (complete the Harassment, Intimidation and Bullying report form) and will be heard and investigated by the Dean of Students.

### **Investigation Process**

All reports of unresolved, severe, or persistent harassment, intimidation or bullying will be investigated with reasonable promptness. Any student may have a trusted adult with them throughout the report and investigation process.

All students will be informed of their right to protection against harassment, intimidation and bullying behaviors and the right to file a complaint if they believe they have been the victim of that behavior. The Dean of Students is responsible for investigating each complaint, determining if the complaint is valid in accordance with the above definition, and taking appropriate corrective action. Students (be they the victim or the bystander) may initiate a complaint by completing a confidential reporting form and returning it to the Dean of Students.

Upon receipt of the formal complaint of harassment, intimidation and bullying, Bellarmine will begin the investigation. If there is potential for clear and immediate threat of physical harm to the complainant, Bellarmine will immediately contact Tacoma Police Department and inform the parent/guardian.

During the course of the investigation, Bellarmine will take reasonable measures to ensure that no further incidents of harassment, intimidation or bullying occur between the complainant or targeted student and the alleged aggressor. If necessary, Bellarmine will implement a safety plan for the student(s) involved. The plan may include changing seating arrangements for the complainant, targeted student and/or the alleged aggressor in the classroom, at lunch and at determined co-curricular events; identifying a staff member who will act as a safe person for the complainant or targeted student; altering the alleged aggressor's schedule and access to the complainant, and other measures.

Within two (2) school days after receiving the formal complaint, the Dean of Students will notify the families of the students involved that a complaint was received and direct the families to Bellarmine's policy and procedure on harassment, intimidation and bullying.

In rare cases, where after consultation with the student and appropriate staff (such as a school counselor), Bellarmine has evidence that it would threaten the health and safety of the complainant, targeted student or the alleged aggressor to involve his or her parent/guardian, Bellarmine may initially refrain from contacting the parent/guardian in its investigation of harassment, intimidation and bullying. If professional school personnel suspect that a student is subject to abuse or neglect, they must follow Bellarmine's policy for reporting suspected cases to Child Protective Services and/or law enforcement. The investigation will include, but not limited to, the following steps:

- An interview with the complainant and/or targeted students
- An interview with the alleged aggressor, which will include a reminder to the alleged aggressor that any form of retaliation is prohibited;
- A review of any previous complaints involving either the complainant or the alleged aggressor; and
- Interviews with others students or staff members who may have knowledge of the alleged incident.

The Dean of Students may determine that other steps will be taken before the investigation is complete. The investigation will be completed as soon as practicable but generally no later than five (5) school days after the Dean of Students receives the initial formal complaint or report. If more time is needed to complete an investigation, Bellarmine will provide the parent/guardian and/or the student with weekly updates.

No later than two (2) school days after the investigation has been completed, the Dean of Students will respond in writing or in person to the parent/guardian of the complainant and the alleged aggressor stating:

- The results of the investigation;
- Whether the allegations were found to be factual;
- Whether there was a violation of policy; and
- The process for the complainant to file an appeal if the complainant disagrees with the results.

The appeal will be heard by the Principal. If the Principal determines it is appropriate to re-open the case, he or she will designate a person to investigate the original complaint.

Because of the legal requirements regarding the confidentiality of student records, the principal may not be able to report specific information to the targeted student's parent/guardian about any disciplinary action taken unless it involves a directive that the targeted student must be aware of in order to report violations.

### **Preventative Measure**

Student Education/Training - Bellarmine will provide students with strategies aimed at preventing harassment, intimidation and bullying. In its efforts to train students, Bellarmine will seek partnerships with families, law enforcement, and other community agencies.

Staff/Parent Education/Training - This policy is a component of Bellarmine's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and will be implemented in conjunction with comprehensive training of students, staff, parents and volunteers. Staff will be trained on how to intervene when witnessing or receiving reports of harassment, intimidation or bullying.

**Intervention/Consequences** - Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate.

Reports of bullying, harassment and intimidation are taken seriously and will be dealt with quickly and effectively. If a student is found guilty of bullying, harassment or intimidation behavior the consequences shall depend on the results of the investigation, frequency of incidents, developmental age of the student, and the severity of the incident. Consequences may include but are not limited to, one or more of the following:

- Mediation
- Parent conference
- Counseling
- JUG
- Suspension
- Dismissal
- Referral to Tacoma Police Department

## **Police Investigation**

Bellarmino will cooperate by allowing police to question students on campus during the school day with an administrator present, when:

### Police Questioning:

- Parent(s) are notified by school official and have given approval for interview without parent's presence; or,
- Parent(s) are notified by school official and given sufficient time to be present when police question student; or,
- An imminent danger is brought to the attention of a school official. Attempts to notify parents(s) of interview prior to police questioning will be made, but in the case of an imminent danger, police will be allowed to question and arrest even if the parent(s) cannot be reached.
- Police with warrants do not require parental consent and school officials will cooperate with the arresting officer.

### Administrative Policies:

- Any arrests on or off campus that become known to school administrators will require a parent/student meeting and may result in the school taking action.
- In matters that deal with a possible violation of school rules, on campus or off, failure to cooperate, including giving false information may result in a disciplinary action, including suspension or dismissal. A parent meeting will be required to determine continued enrollment at Bellarmino.

## **Acceptable Use Policy (AUP)**

The primary purpose of technology at Bellarmine Preparatory School is to enhance and support the school's educational programs. Information systems used at Bellarmine Preparatory School must be used in a manner that is consistent with the school's educational purposes and environment. The use of Bellarmine Preparatory School's technology is a privilege not a right. This policy applies to the operation of any information and communication device at Bellarmine Preparatory, regardless of who owns it. Everyone using Bellarmine's information systems is expected to act in a spirit of mutual respect and cooperation while adhering to the regulations and guidelines set forth in the latest version of this document. The latest version of this policy can be found on Bellarmine's web site at: <http://www.bellarmineprep.org/acceptable-use-policy/>

### **Educational Purpose**

The One to One program at Bellarmine Preparatory School expands the educational opportunities for students. The goal is to prepare our students for higher education and the work world in the 21<sup>st</sup> century in ways that support Bellarmine's mission. Use of technology at Bellarmine Preparatory School is also intended to foster leadership, communication, achievement, collaboration, problem solving skills, responsibility and ethical decision making.

### **Bellarmino Approved Device**

A Bellarmine approved device is an iPad on which Bellarmine's mobile device management software (i.e. Meraki) is installed. Mobile phones are not approved (see Mobile Phone Policy and Procedures).

### **Student Responsibilities**

#### **A. Protection and Promotion of Bellarmine's Culture**

Bellarmino creates an atmosphere that is educational, academically challenging, friendly, respectful, and fun. Students at Bellarmine should feel safe, establish friendships, and find it easy to focus on learning. Students shall:

1. Follow the guidelines and advice of their teacher or supervisor when using a Bellarmine Approved Device;
2. Use Bellarmine Approved Devices only for educational purposes;
3. During school hours, use only the Bellarmine Approved Device;
4. Mute their Bellarmine Approved Device to ensure minimal disruption;
5. Disable notifications during school hours; and
6. Utilize their Bellarmine email address when communicating with others on behalf of the school.

**B. Protection of Dignity**

Every person has dignity as a child of God and deserves understanding and respect. Our community is called to be honest, ethical, life and growth affirming, merciful, hardworking and loving. When using Bellarmine Approved Devices, students shall:

1. Comply with the school's bullying and harassment policy;
2. Report any instance of cyber-harassment or cyber-bullying to the Dean of Students office; and
3. Only post information online that reflects positively on oneself and Bellarmine.

**C. Protection of Property**

Bellarmino students recognize the ownership of the property people buy and the intellectual property they create. We are good stewards of our own property and respect the legal and ethical boundaries around the property owned by others. When using Bellarmine Approved Devices, students shall:

1. Respect intellectual property and comply with copyright law;
2. Give credit where credit is due by properly citing their sources;
3. Follow the academic integrity guidelines in the student handbook (See Academic Integrity Policy and Procedures);
4. If they find an iPad or other electronic device that does not belong to them, then promptly return it to the owner or the Student Services office;
5. Report any loss or damage to equipment promptly to the Student Services office;
6. Only connect their Bellarmine Approved Device to Bellarmine's network by using Wi-Fi services designated by Bellarmine. Turn off all hot spots while on campus or while riding on school vehicles.
7. Follow the directions of their teachers with regard to storing and using the Bellarmine Approved Device in classrooms;
8. Charge their Bellarmine Approved Device before coming to school;
9. Secure their devices while on campus;
10. Carry their equipment in a student provided protective case; and
11. Not walk with an open device.

**D. Privacy and Security**

Bellarmino is responsible for creating a safe environment for students and employees. Bellarmine has the right to inspect and limit access to any data and devices that are within the school's information systems. The Dean of Students and/or his/her designee(s) may request access to student data and activity logs at any time. Students shall:

1. Take responsibility for protecting their privacy;

2. Safeguard their home or personal phone, email numbers, likeness, whereabouts, SSN#, personal checks, credit card information and other personal information;
3. Be cautious when opening email attachments or downloading programs;
4. Check that the anti-virus protection, where applicable, is updated and running;
5. Report malfunctions, damage or other evidence of tampering to the Student Services office;
6. Secure access to their devices with a password that they do not share. Passwords for Bellarmine Approved Devices are set by the school and may not be changed except by the school; and
7. Only use their sound, photo or movie recording features when authorized by their teacher.
8. Disable AirDrop services when files are not being intentionally shared between two consenting parties.

**E. Maintaining A Personal Account**

Each person will be held responsible for all actions originating from his/her Bellarmine account, no matter who uses it. Students shall:

1. Only use the account assigned to them;
2. Take reasonable steps to safeguard their account;
3. Report theft or inappropriate use of their account to the Student Services office;
4. Commit their account information to memory; and
5. Use their Bellarmine email address to communicate with the school.

**Inappropriate Use**

Students in violation of the Acceptable Use Policy will be subject to disciplinary action through the Dean of Students office. A violation will be classified as either major or minor. An incident may be classified as minor if it does not break any other school policies, does not threaten a person or the school and is not illegal. Anything that cannot be classified as a minor violation will be considered major infraction.

Bellarmino Preparatory School reserves the right to, at all times, make the sole and final decision as to what is deemed a violation of Acceptable Use. The Dean of Students or designee shall make this determination.

**A. Minor Infractions**

Minor infractions of the Acceptable Use Policy are those infractions that do not break any other school policy, do not threaten a person or the school, and are not illegal. The following are examples of minor violations of the Acceptable Use Policy:

1. Sharing password with others;

2. Using a device that is logged in by another person;
3. Leaving your device unattended;
4. Use of smart phones and/or electronic devices other than Bellarmine Approved Devices outside of the acceptable areas (see cell phone/electronic device policies);
5. Use of Bellarmine Approved Device as a phone or for texting; and
6. Not following guidelines and/or advice of the teacher or supervisor when using a Bellarmine Approved Device;
7. Jailbreaking: Jailbreaking results in a less secure device. Use of such devices on Bellarmine's network is strictly prohibited.

Multiple minor infractions may result in a more serious disciplinary action.

## **B. Major Infractions**

Major infractions of the Acceptable Use Policy are infractions that break other school policies, threaten a person or the school, are illegal and/or which cannot be classified as a minor infraction. The following are examples of major violations of the Acceptable Use Policy:

1. Inappropriate material: All material on the Bellarmine Approved Devices must be in keeping with the values and mission of Bellarmine Preparatory School. Students are not allowed to send, access, upload, download, or distribute offensive, profane, threatening, pornographic, obscene, or sexually explicit materials;
2. Non-educational use: Unapproved use of the school's information systems for financial or commercial gain is prohibited. Frivolous use of educational resources that detract from a student's educational pursuits is prohibited;
3. Illegal activity: Use of the school's information systems for any illegal activity is strictly prohibited;
4. Slander and libel: Specifically, using the school's information systems in ways that harm Bellarmine's reputation or that harm members or supporters of the Bellarmine community are strictly prohibited;
3. Violating copyrights: Students are allowed to have music and install approved apps on their Bellarmine Approved Device; however, the items downloaded and synced to the Bellarmine Approved Device must be in compliance with federal copyright laws;
4. Academic Integrity Policy: The use of technology to seek an unfair advantage on tests, daily assignments or other school work is a violation of our Academic Integrity Policy are strictly prohibited (see Academic Integrity Policy and Procedure);
5. Cameras: Use of the camera, including screenshots, and microphone is strictly



prohibited in all areas of the campus unless permission is granted by a teacher or administrator. Students must use good judgment and the student agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way;

6. Passwords/Unauthorized access: Students must use a passcode to their Bellarmine Approved Device to prevent other students from misusing their Bellarmine Approved Device. Students are prohibited from attempting to gain, or gaining, access to another student's device, accounts, files or data;
7. Bullying, Harassment or Intimidation: Bullying, harassing or intimidating another individual through the use of technology or otherwise is strictly prohibited (see Anti-Bullying, Harassment and Intimidation Policy and Procedure);
8. Malicious use/Vandalism: Any attempt to destroy hardware, software or data is strictly prohibited;
9. Theft: Any attempt to steal another student's Bellarmine Approved Device or any other device is strictly prohibited.

## **Consequences for Violations of the Acceptable Use Policy**

A person who is found in violation of the Acceptable Use Policy may be subject to the following:

- Disabling of the person's account;
- Submission of an incident report to the student's discipline file;
- Disciplinary action by the Dean of Students for Minor Infractions may include but is not limited to, limitation of use, termination of computer privileges, demerits, assignment to JUG or suspension from Bellarmine Preparatory School;
- A Major Infraction will be reviewed by the Discipline Board and may result in dismissal from Bellarmine Preparatory School, suspension and/or any of the lesser consequences described above for a Minor Infraction;
- Exclusion from various school memberships or events;
- Charges to recover damages;
- Referral to law enforcement authorities for criminal prosecution; and
- Other legal action, including action to recover civil damages and/or other remedies.

## **Managing the Acceptable Use Policy**

The Acceptable Use Policy will be managed by the Dean of Students in collaboration with the ICT department. Acceptable Use Violations, minor or major, should be reported to the Dean of Students office. The following steps will be followed, but not necessarily in this order, when an infraction of the Acceptable Use Policy is reported:

- Interview the individual reporting the incident;
- Interview the student(s) involved in the incident;
- Consult with ICT;
- Review the facts collected from the investigation;
- Contact parents of the student(s) involved; and
- Determine the disciplinary action.

## **COMMUNITY PROCEDURES**

### **Bellarmino Dances**

- Bellarmine students are allowed one (1) approved guest per student.
- All guests will be held to the same standards and expectations of Bellarmine students regarding behavior and random checks prior to entry to the dance.
- All guests of Bellarmine students must be registered on a guest list prior to the dance. To be placed on a guest list, guests must be approved by the Dean of Students
- Guests must be under 20 years of age
- Students who have been expelled, or who are currently on suspension from Bellarmine will not be allowed to attend dances
- Dancing and body contact shall be appropriate and should not contain sexual gestures or movements
- Bellarmine administration will contact other school administrators seeking guest approval

**Campus Center** - The Campus Center is open every day that school is in session, from 7:00 AM to 5:00 PM. Students are asked to abide by the Rules and Regulations as posted in the Campus Center. Students are expected to pick up after themselves and to be respectful and courteous toward each other and the staff in charge of the Campus Center. The Campus Center can be used by students with assigned "free" periods; however, the Campus Center is closed during all liturgies.

**Guests on Campus** – All guests must secure a visitors pass from the Student Services office upon arrival on campus. Student guests must be accompanied by a Bellarmine student and must have prior (24 hours) approval. Guest forms can be found in the Student Services office. Complete and return to the Student Services office.

**Inclement Weather** – Staff attempts to announce school delays and closures by 6:20 AM at the latest. Delay means a 9:00 AM or a 10:00 AM start. If conditions worsen or predictions are bad, listen again by 7:30 AM before you leave to see if school delay has been changed to “cancelled.” Radio: KOMO 1000; KIRO 710. TV: KOMO (4) KING (5) KIRO (7). Updated information will be on the website and we will make every effort to reach all families via text messaging or email. Always, student safety is our number one concern; parents who are concerned about weather conditions are encouraged to keep their children home from school.

**Library** – Bellarmine Prep Orell Library serves the students, faculty, staff, and parents of the school community by providing a variety of circulating and research resources for academic and personal growth. Available is a large library media collection including books, periodicals, and audiovisual materials, as well as computer access to the library catalog, online research programs and the Internet. The Orell Library pages on Bellarmine’s website offer online resources and additional information. Students come to the library during class time as a whole, or in small groups, but are encouraged, as are teachers, staff and parents, to come individually to the library before and after school, during break and at lunches. Library hours of operation: Monday-Thursday 7:00 a.m. -4:45 p.m., Friday 7:00 a.m.-4:15p.m. Early Dismissal Days – 7:30 a.m. - 2:00 p.m. Exceptions will be published on the web site and in the school bulletin and P.A. announcements where possible.

**Lion’s Den** – Philomatheia opens the school store daily from 7:30 AM to 3:00 PM. (*except during CP*) Students and parents are free to shop anytime during the day for all items available. Students can purchase their P.E. gear from the Lion's Den. All athletes can purchase their practice gear through the bookstore also.

**Lockers** – Lockers are school property entrusted to the students for their use. Do not let anyone know or see your combination. Report to the Dean of Students any problems or anyone who learns or attempts to learn your combination. Students must furnish their own locks. Lockers are assigned to students in the spring and only to those students requesting a locker. Underclassmen are given the highest priority. Lockers are not to be switched at any time during the school year. Each student is responsible for his or her own locker care; any damage to a locker will be the student's responsibility. Locks should always be on lockers to prevent possible theft. The school is not responsible for items lost or stolen. Lockers and desks are the property of the school and may be opened by the Dean of Students without the presence or permission of the students who use them.

**Lost and Found** – A lost and found department will be maintained in the Student Services office. The school cannot be responsible for items and valuables left in classroom, hallways or athletic areas. Unclaimed items will be discarded after thirty days. As a matter of policy, students are encouraged to write their name in their textbooks and notebooks in order to facilitate their return in case they are lost.

**Lunch Room** – Students are expected to support our efforts to be environmentally friendly. Plates and silverware are the property of the Campus Center and are NOT allowed outside of the facility. Demerits and/or JUG will be assigned to students who fail to follow the procedures outlined for the Campus Center.

**Medication on campus** – Prescription medication must be stored and administered in the student service office. Written permission from the student’s parent/guardian must accompany the medication. The medication must be in its original prescription container. Non-prescription medication must also accompany a physician’s note and/or a parent note. Students are forbidden

to distribute any medications (prescription or over-the-counter) to anyone else.

**Messages** – Only messages of serious importance will be conveyed to students during school hours. Parents may call and leave messages or articles (lunches, homework, etc.) in the Student Services office. We encourage parents to NOT reach out to students via cell phones during the school day. Students on phones during the school day will have them confiscated and the student will receive JUG.

**Parking** – Students are required to have a parking permit to park on campus. Students must park in their assigned lot and display the parking permit at all times. Students parking on campus without a permit will receive 1 written warning a second violation the vehicle will be towed at the parent's expense. Any student with a permit, who is in violation of our parking policy, will receive 1 written warning a second violation the student will lose their parking permit for a minimum of two weeks. Any student driving recklessly or speeding (exceeding ten (10) miles per hour), and/or exhibiting any unsafe driving will be given 5 demerits for the first offense, 10 demerits for the second offense and if there is a third offense the student will lose parking privileges for the remainder of the school year.

**Parking Lot** – Students are not to be in the parking lot during the regular school day without permission. Students who need to visit their car are required to check in with the Attendance Officer in the Student Services Office for permission and a pass. They are to check back in upon their return. The administration reserves the right to make individual judgments regarding granting or denying access to the parking lot. Students in the parking lot without a pass will receive 5 demerits and 5 hours of JUG. (*See Leaving Campus without Permission*).

**Physicals** – All freshmen and transfer students are required to have a valid physical on file in order to attend school. These physicals are valid for two years from the date of the physical and must be updated before the junior year. Completed physical forms, signed by a physician, should be sent to the Athletic Director prior to the start of school. Fall athletes have an earlier deadline of the second Monday in August because practice begins in mid-August. Any questions should be directed to Anita Staeheli, Administrative Assistant to the Athletic Director, [staehelia@bellarmineprep.org](mailto:staehelia@bellarmineprep.org), 253-879-9722.

**Search and Seizure** – Bellarmine Prep reserves the right, with reasonable suspicion, to examine any student's personal possessions, and will seize any items pertaining to an infraction of the Disciplinary Code. This includes, but is not limited to, clothing, backpacks, knapsacks, and cars.

**Student Insurance** - Bellarmine assumes that all students are covered under some sort of medical/hospital insurance with their individual families. In order to assist those who do not have insurance and help with the deductible for those who do have insurance, Bellarmine has contracted with a medical insurance provider should an injury occur to a student while attending Bellarmine. The claim forms can be picked up in the Comptroller's office.

**Students Living Alone** - Experience has shown that students living on their own (that is, not with a parent or other legal guardian) often encounter frequent difficulties with attendance and

discipline. Consequently, Bellarmine Preparatory School reserves the right to review all such living arrangements and, quite possibly, deny continued enrollment until living conditions are acceptable to the school.

**Student Records** - Students' educational and health records will be confidentially maintained by Bellarmine and not released without the parent and/or student's consent in accordance with applicable state and/or federal law. Directory information may be released by Bellarmine without consent. Directory information is defined as the student's name, address, telephone number, date and place of birth, dates of attendance, participation in officially-recognized activities and sports, weight and height of members of athletic teams, diplomas and awards received major field of study and name of most recent school attended. Student records may be released to Bellarmine staff that have a legitimate, educational interest in, and a specific need for access to those records. Student records will also be provided to other schools upon an official request from that school. Student records will also be released to another school where the student has enrolled or seeks to enroll.

**Student Valuables** – Students are solely responsible for their personal property. Students are cautioned not to bring large amounts of money, cameras or other valuables to school. Students are encouraged to LOCK UP all valuables.

Student information, including health information, may be released to appropriate persons and agencies in connection with an emergency to protect the health and safety of the student or other persons. Student information may be released in compliance with a judicial order or lawfully issued subpoena after a reasonable effort is made to notify the parent or adult student in advance of such compliance. Student information may be released in compliance with a subpoena issued for law enforcement purposes without notifying the parent or adult student in advance if the issuing court or law enforcement agency orders Bellarmine not to disclose the existence or content of the subpoena or Bellarmine's response to the subpoena.

## STUDENT SERVICES

### COUNSELING DEPARTMENT

Bellarmino has a full-time counseling staff to meet the academic and personal needs of the student body. Students are assigned to a counselor by Ignatian Formation and that counselor will work with them through graduation. The counseling offices are located upstairs in the Connelly Campus Center.

#### Counselors Areas of Responsibility

**Marie Krueger** Counselor, Department Chair, Scholarships & Special Programs Coordinator

**Cameron Irving** Counselor, Testing Coordinator

**Tawanna Wilson** Counselor, Graduation Coordinator

**Gary Mayne** Counselor

#### **Marie Krueger's Ignatian Formation Classes:**

Senior: Matthew, Minjares, White  
Junior: Brown, Fernandez, Parent  
Sophomore: O'Connor, Whitson  
Freshman: Bernards, Bryan, Henderson

#### **Cameron Irving's Ignatian Formation Classes:**

Senior: Galbraith, Pettit, Phillips  
Junior: Gross Shader, Heiser  
Sophomore: Ellis, Singer  
Freshman: Cruz, Rehberger, Hunthausen

#### **Gary Mayne's Ignatian Formation Classes:**

Senior: Payne, Schimitt, Sauvage  
Junior: Degroot D., Meeker, Meines, C.  
Sophomore: Hanigan, Jensen.  
Freshman: Etter, Larsen, Salazar

#### **Tawanna Wilson's Ignatian Formation classes:**

Senior: Andresen, Chase, Rousseau  
Junior: Casey, Modarelli  
Sophomore: Barnhart, Emery, Peterson  
Freshman: McCarthy, Nuno, Payne

The Counseling Office uses *Family Connection*, an interactive college planning resource, to help students prepare for college and careers. Click on [Naviance](#) for more information.

Naviance

For parents and students interested in help with the college search and application process, see the Naviance website – an interactive college planning resource.

Naviance is a customizable planning portal for students and families that includes:

- Self-discovery assessments
- Goal-setting
- College research tools
- Course planning
- Career exploration resources
- Individual learning plans

### ADVISORS AND HOUSES 2018-2019

MODERATOR	HOUSE	THERESE LISIEUX	FRANCIS XAVIER	KATERI TEKAKWITHA	MAXIMILLIAN KOLBE	GUADALUPE	ALPHONSUS RODRIGUES
Dempsey	12	Andresen (TW)	White (MK)	Phillips, J (CI)	Pettit (CI)	Schmitt (GM)	Payne (GM)
	12	Matthew (MK)	Minjares (MK)	Galbraith (CI)	Rousseau (TW)	Sauvage (GM)	Chase (TW)
Garcia	11	Brown (MK)	Parent (MK)	Heiser (CI)	Casey (TW)	Modarelli (TW)	Meines, C. (GM)
	11	Meeker (GM)	Fernandez (MK)		Gross Shader (CI)		DeGroot, D. (GM)
Dempsey	10	Peterson (TW)	O'Connor (MK)	Singer (CI)	Emery (TW)	Jensen (GM)	Hanigan (GM)
	10		Whitson (MK)	Ellis (CI)		Barnhart (TW)	
Hiles	9	Bryan (MK)	McCarthy (TW)	Nuno (TW)	Hunthausen (CI)	Maxey (TW)	Larsen (GM)
	9	Bernards (MK)	Henderson (MK)	Rehberger (CI)	Cruz (CI)	Etter (GM)	Salazar (GM)

College Counselors: Cameron Irving (CI), Marie Krueger (MK), Tawanna Wilson (TW), Gary Payne (GP)

## **ADVISING AND IGNATIAN FORMATION**

In addition to the personal guidance, academic assistance and post-secondary support provided by the Counseling Department, the Advisor/Advisee program gives another layer of academic and personal support to the student. The advisor is the student's primary advocate and communication link for all school matters. Within the Ignation Formation, advisors meet with their advisees for formation activities designed to promote holistic growth spiritually, intellectually, morally and socially. This relationship of the student/teacher/advisor is based on a deep respect for the integrity and freedom of the individual.

The Ignation Formation provides a balance to the extended schedule, giving time for the many co-curricular parts of a Bellarmine education, without shortening instructional time. Chief among these are the weekly liturgy and the formation activities described above. Assemblies, service projects, study time and house activities designed to build cohesion between the classes will also fit into the Ignation Formation.

## **ATHLETICS AND ACTIVITIES**

### **Athletic Department Statement of Philosophy**

It is the mission of Bellarmine Preparatory School to teach values based on the teachings of Jesus. To this end, Bellarmine provides programs of excellence that develop and harmonize the intellectual, the spiritual, the emotional, and the physical characteristics of individual students. The ultimate goal of this integration is to give our students the means to translate Christian values into action. Since Bellarmine first opened its doors in 1928, athletics have played a vital role in the formational process which enables this translation to take place.

The Bellarmine athletic philosophy is centered on the educational foundations outlined in the JSEA document "The Graduate at Graduation." Through participation in athletics, the Bellarmine athlete matures and learns to take responsibility for his/her growth as a person by developing loyalty, pride, integrity and commitment. As athletes seek the challenges of competition, even at the risk of failure, they learn that success demands the development and integration of physical skill and intellectual preparedness. One of the most visible characteristics of the "Grad-at-Grad" that athletics promotes is the need to move beyond self-interest. Team centered activities enable our athletes to share their God given talents for the betterment of others rather than their own glory. Also, as athletes take their individual skills and apply them toward achieving team goals, a strong understanding of the importance of leadership naturally evolves. The commitment to justice outlined in the "Grad-at-Grad" comes to light in our athletic program through the ideals of good sportsmanship. The concepts of fair play and sportsmanship require forethought, maturity, respect, generosity and integrity. By actively promoting these values, Bellarmine athletes learn to take them beyond the athletic field and into their everyday lives.

Success in athletics at Bellarmine is ultimately determined by how well our athletic community, which includes parents, coaches, athletes and fans, adheres to these standards and utilizes them in



the process of forming men and women for others. In seeking to produce graduates who will be leaders in action, modeled on Christ, we are ultimately asking our coaches and athletes to do more than simply win games. Although winning is certainly a by-product of holding our athletes to these higher standards, it is not our primary goal.

## **The Bellarmine Athletic Community**

Although many alumni and loyal fans follow Bellarmine athletics closely, the cornerstone of our athletic community is the triangular relationship that exists between coaches, athletes and parent(s). The dynamic that exists in this relationship in many ways mirrors the dynamics that exists between teacher, student and parent(s).

Like the teacher, the coach's primary function is to instruct his/her athletes in the fundamental skills, strategy and physical training necessary for them to realize a high degree of individual and team success. At the same time, the coach, through actual instruction and role modeling, communicates the importance of self-sacrifice, integrity, commitment, respect, and good sportsmanship, and actively promotes the philosophy of Bellarmine athletes.

The process of learning in athletics demands the same dedication and attention to detail and positive work ethics on the part of the individual athlete as classroom work does on the individual student. The athletes must also dedicate themselves to promoting the values outlined in the athletic philosophy and integrating these values into their everyday lives.

The primary role of the parent(s) is to not only support the athlete in the formational process that takes place in athletics, but also support the coach in his/her attempts to promote the philosophy of Bellarmine athletics. Like the coach, the parent(s) must commit to educating their children by modeling both the ideals of good sportsmanship and the need to move beyond self-interest and become men and women for others.

## **Bellarmino Preparatory School Athletic Code**

Participation in the Bellarmine Preparatory School athletic program is completely voluntary. Involvement does, however, require a commitment on the athletes' part with respect to academic standing, citizenship, physical conditioning and obligations to the goals and philosophies of the school and the athletic department. Therefore, the following code of conduct has been adopted for those students who accept the role of athletes:

- I. **Eligibility** – To meet all of the Washington Interscholastic Activities Association (WIAA) and Bellarmine Preparatory School requirements, all student athletes must:
  - A. Be under twenty (20) years of age.
  - B. Be in attendance as a full-time student the previous semester.
  - C. At semester grading periods, athletes must pass a minimum of six (6) classes and obtain a 1.8 G.P.A. An athlete who is declared ineligible at semester may regain

his/her eligibility at the next five (5) week grading period. At interim grading periods, an athlete must be passing six (6) classes to maintain his/her eligibility.

- D. Be in attendance a minimum of **three (3)** class periods in order to participate in practice or an athletic contest that same day. Exceptions to this rule (field trips, college presentations, family emergencies, doctor appointments, etc.) must be approved by the Athletic Director.
- E. Have a yearly physical examination on file.

**II. Sportsmanship and Citizenship** - Bellarmine student athletes are expected to demonstrate exemplary conduct on the field/court, in the classroom, and at school-related functions. Both players and parents will promote and practice the ideals of good sportsmanship and show respect to the opposing team, their administration and fans, and the game officials at all times. Serious disciplinary infractions in any area of school life, including off-campus infractions, could result in suspension or dismissal from an athletic team by the coach and the Athletic Director. Any violation of the Athletic Code, which is also a violation of the student discipline rules, may result in disciplinary sanctions under both the Athletic Code and the Student Discipline rules.

**III. Alcohol and Drug** - Athletics, more than any extra-curricular, demand a strong commitment to a healthy lifestyle. Therefore, throughout the school year and summer months, including any time prior to trying out for a particular sport, Bellarmine student athletes will be in violation of the Athletic Code if they use or possess tobacco products, alcohol, or dangerous or controlled substances, or any substance purported to be such, except drugs prescribed by a physician or other person authorized to prescribe drugs for the personal use of the student. Athletes are also in violation of the Athletic Code any time during the school year or summer months if they remain present where illegal drugs and/or alcohol are being used. Failure to leave any such function in a reasonable and prudent amount of time constitutes a violation of the Athletic Code.

Violation of this policy will result in the following:

- A. **First Offense:** Suspension from the team for one-fourth of the season's scheduled contests and immediate referral to a Bellarmine approved Drug and Alcohol agency. Failure to abide by the recommendations of the Bellarmine approved Drug and Alcohol agency will delay reinstatement to the team.
- B. **Second Offense:** Suspension from all athletic participation for one (1) calendar year and subsequent referral to Bellarmine approved Drug and Alcohol agency.
- C. **Third Offense:** The student athlete will be prohibited from participating in athletics for the remainder of their years at Bellarmine.

These sanctions are separate and in addition to disciplinary sanctions applicable to all students for violation of Bellarmine's policies regarding drugs, alcohol and tobacco.

**Athletic Equipment** Equipment issued to athletes belongs to Bellarmine Preparatory School. Loss of issued equipment is the student's financial obligation. Until this obligation is fulfilled, the student will not be allowed further competition or receive grades and/or transcripts.

**Activities Program Statement of Philosophy** - The philosophy of our co-curricular activities program is taken from the educational foundations outlined in the JSEA document, Profile of the Graduate of a Jesuit High School at Graduation (“The Grad at Grad”). Through the experiences offered in our activities program, students are given the opportunity to take responsibility for their own intellectual, emotional and spiritual growth by becoming men and women for and with others. In group centered activities and competitions, they are challenged to move beyond their own self-interests in order to share their God-given talents for the betterment of others and of their community.

Our activities program exposes students to recreational and practical experiences that allow them to develop their many gifts, apply their knowledge and skills to real life problems and gain an awareness of the realities of the broader society. In striving toward inclusiveness within the student body, we encourage students to extend themselves beyond their own self interests in order to build up a more just community of students, parents, faculty and staff.

## **Activities Program Goals**

The goals of our Activities Program are as follows:

- To create an active student body through fun and engaging activities.
- To promote the educational values outlined in “The Grad at Grad.”
- To make practical use of skills students will need as adults. To provide opportunities, in conjunction with our athletics and Campus Ministry program, for all students to be able to participate in some activity.

## **Activity Programs**

As a school, we are committed to provide opportunities for all students to participate in school activities. However, the nature of some programs makes it necessary to limit the number of participants involved. Requirements for participation and/or tryout procedures in any program are explained to hopeful participants by program directors. While some activities have specific participation requirements, a number of other activities (like intramurals and student generated clubs) have open ended participation. Our school has traditionally offered activities in the following programs:

- Cheerleading
- Drama
- Exchange Programs
- Intramurals
- Robotics

- Student Government
- Student Clubs - Student Generated Clubs can be found on the Bellarmine website following the Fall Club Fair.

## **ASB Card Use**

Your ASB card is an important student ID that should be in your possession at all times. By accepting the ASB card students consent to random substance checks when entering a Bellarmine sponsored event. It is required for checking out library materials, lunch room purchases, and for entrance at all athletic events. Lost or stolen ASB cards should be reported to the Student Services office.

## **Activity Code of Conduct**

All events involving our Activities Program are considered school-related functions. Consequently, all students, while participating in an Activity Program event, are subject to the Student Code of Conduct and all the Directives of the Dean of Students in the Student Handbook. Students who participate in specific programs involving contracts are subject to the code of conduct and consequences specified therein. Any violation of the Activity Code of Conduct, which is also a violation of the student discipline rules, may result in disciplinary sanctions under both the Activity Code of Conduct and the Student Discipline rules. The nature and purpose of some activity programs demand a higher level of behavioral expectations for students than what is expected of a typical Bellarmine student. The criteria used to make this determination are as follows:

- Any program that holds elections for students in leadership positions voted in by 50 or more students.
- Any program that appoints students to positions where they are held up as role models for other students.
- Any program whose students represent Bellarmine to the community at large.

Co-curricular programs that meet any of these criteria are required to use contracts that must be approved by the Activities Director. Curricular programs which include an activity that meets any of these criteria are required to use a contract for participating in that activity and must be approved by the Activities Director.

These contracts will include a description of the activity, performance and behavioral expectations, the term of the contract and require parent and student signatures. Students who violate the drug/alcohol provision of any contract will be immediately referred to the Dean of Students and required to complete an evaluation through an approved Bellarmine Drug and Alcohol agency. Failure to abide by the recommendations of the Bellarmine Drug and Alcohol agency will delay reinstatement to the activity. The consequences for violating contract will be

clearly defined for first, second and third offenses. If a student violates the drug or alcohol policy prior to engaging in a co-curricular activity and then violates the policy a second time while involved in an activity, he/she will be subject to the consequences as stated for the second offense.

### **Requirements for Participation**

Most school activities require the following prior to being allowed to participate in any activity:

- A student must maintain a minimum of 1.8 G.P.A. each semester and pass five full-time classes.
- Parental Permission Statement. Some events and activities in which students leave campus, require a permission slip which must be signed by parent(s)/guardian(s) and student and on file before participation in an activity.

### **Transportation**

When provided, students must travel both to and from events on school transportation. Participants may be released to their own parent(s) at the conclusion of the contest. If participants are to ride home with anyone other than their own parent(s), they must have their parents request permission prior to the day of the event from the Principal or Dean of Students and the director/moderator.

### **Procedures for Handling Concerns**

Because concerns can best be handled closest to the source, directors immediately involved in the area of concern should first be contacted by the student participant or parent. This contact should not take place during or immediately after an event, but during regular school hours. In the event that the concern cannot be resolved at this level, it should be referred to the Dean of Students.

## **PARENT SUPPORT GROUPS**

Bellarmino strives to involve parents in the education of their children. The following groups and associations are available. If interested, please refer to the Bellarmine website for contact names and phone numbers. Those groups include:

- Booster Club
- PAASA (Parents of African American Students Association)
- Philomatheia

## **PARENTS CAN MAKE A DIFFERENCE**

Be very aware of the role model you are presenting. If you do not want your son or daughter to

abuse alcohol and drugs, do not abuse them yourself.

Become educated and informed about alcohol and drugs and their effects. Be a credible source of information to your child.

Become aware that we live in a drug-oriented society. Look closely at commercials, advertisements, and song lyrics.

Take a firm stand against the abuses of alcohol and drugs. Do not be surprised if your children experiment. Keep the dialogue open on alcohol and drugs as well as on any problems they may be having.

Encourage your children to participate in meaningful, thoughtful, and unselfish activities and services within the community, your family, and here at school.

ENCOURAGE your children to become involved in extracurricular activities. Everyone is “good” at something. Help them identify their strengths. SUPPORT their efforts. PRAISE them often. Have confidence in your ability to make a difference. In working together with other parents, you become many. In a time of powerful adolescent peer pressures, PARENTS NEED PEER SUPPORT TOO!

Establish communication with other parents, particularly the parents of your son’s or daughter’s peer group. Work together for a community set of standards and provide reinforcement and support for one another. Strive to develop a cooperative, working relationship among parents, administrators, teachers and students here at Bellarmine.

### **BELLARMINE FIGHT SONG**

FIGHT LIONS, FIGHT ALL THE WAY,  
WE’RE WITH YOU LIONS, THIS IS YOUR DAY,  
FOES WHO FEAR THE LIONS MIGHT,  
CHEER THE VICTORIOUS BLUE AND WHITE.  
WHETHER THE ODDS BE GREAT OR SMALL,  
BELLARMINE LIONS WILL WIN OVERALL,  
WHILE OUR LOYAL TEAMS GO MARCHING  
ONWARD TO VICTORY!