

# BELLARMINE PREPARATORY SCHOOL



## Student Life Handbook 2020-2021

The Administrative Team reviews this document annually and makes updates and revisions as needed throughout the year. Parents and students will be notified in a timely manner when updates are made.

Revised August 2020

## QUICK REFERENCE

**Attendance:** To report an absence or tardy, please call 253-752-7701 option 2 or email at [attendance@bellarmineprep.org](mailto:attendance@bellarmineprep.org).

**Building Accessibility:** The Campus Center and Orton doors are unlocked at 7:00 a.m. when school is in session. Academic Commons hours are as follows:

Monday 7:15 a.m. - 4:30 p.m.

Tuesday 7:15 a.m. - 4:30 p.m.

Wednesday 8:30 a.m. - 4:30 p.m.

Thursday 7:15 a.m. - 4:30 p.m.

Friday 7:15 a.m. - 3:15 p.m.

All other Buildings on Campus are unlocked at 7:30 a.m.

**Calendar:** For the most up to date school calendar, please visit the Bellarmine Prep website. [www.bellarminerep.org/calendar](http://www.bellarminerep.org/calendar)

**Daily Schedule:** [www.bellarminerep.org/daily-schedule/](http://www.bellarminerep.org/daily-schedule/)

**Directory:** Please visit [www.bellarminerep.org/directory](http://www.bellarminerep.org/directory) for a full listing of office phone numbers and emails for faculty/staff.

**Inclement Weather:** Bellarmine notifies families of school delays and closures by 6:00 a.m. Delayed start times are 9:00 a.m. or 10:00 a.m. School Messenger will contact families regarding school delays or closers by phone call, email and text message. School delays or closers can also be found on our website [www.bellarminerep.org](http://www.bellarminerep.org)

**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.

**Main telephone number:** The main telephone number is 253-752-7701

We understand that there are times when a student may forget an important assignment, their iPad, or their lunch. If a parent/guardian decides to bring the items to the school, please have the parent/guardian bring the item to the Student Services Office, located in the Connelly Campus Center. The office staff will send an email to the student notifying them of the arrival of their items. The office staff will not interrupt class to deliver items.

**Security of Personal Belongings:** Students are advised to secure all belongings, especially valuables, in their lockers when it is not possible to maintain personal, continuous control over

them.

**Student Visitors:** All guests must secure a visitors pass from the Student Services office upon arrival. All Student guests must have had prior approval (24 hours) and be accompanied by a Bellarmine student. For student guest approval, please contact Dean of Students, Cari Harrison. For potential Lions please contact Admissions Director, Maddy Freeberg.

**Website:** Please visit the Bellarmine Prep webpage at [www.bellarmineprep.org](http://www.bellarmineprep.org)

## TABLE OF CONTENTS

MISSION STATEMENT	6
VISION	
INSTITUTIONAL VALUES	
LEADERSHIP PROGRAM	7
COMMITMENT TO THE MISSION, VISION AND VALUES	7
NON-DISCRIMINATION AND INCLUSION POLICY	8
ACADEMIC POLICIES	9
ACTIVITIES	10
Philosophy	
Goals	
Programs	
Code of Conduct	
Transportation	
Procedures for Handling Concerns	
ASB Care Use	
ATHLETICS	13
Philosophy	
Responsibilities	
Code of Conduct	
ATTENDANCE	16
Philosophy	
Absenteeism	
Reporting Absences	
Tardiness	
Closed Campus	
DISCIPLINE POLICIES AND PROCEDURES	19
Ignatian Values and Approach to Discipline	
Corrective Measures (Detention, JUG, Suspension)	
The Discipline Review Board	
Academic Integrity (Cheating and Plagiarism)	
ACADEMIC INTEGRITY	24
Honesty and Integrity	
Cheating and Plagiarism	
How to Avoid Cheating and Plagiarism	
Forgery or Misrepresentation	
Plagiarism	
Violations of Integrity Policy	
STUDENT LIFE	28
Anti-Bullying, Harassment & Intimidation	
SUBSTANCE ABUSE POLICY	34
Drug, Alcohol, and Tobacco	

Disciplinary Action	
Amnesty Provision	
ACCEPTABLE USE POLICY	37
Education Purpose (One to One)	
Approved Device	
Student Responsibilities	
Inappropriate Use	
Consequences for Violations	
CAMPUS PROCEDURES	41
Cell Phones, Electronic Devices, and Device Free Fridays	
Dress Code	
All School Mass	
Earbuds and Headphones	
Gambling	
Littering	
Leaving Campus without Permission	
Loitering	
Lockers	
Medication on Campus	
Bellarmino Dances	
Campus Center	
Guests of Campus	
Library	
Lost and Found	
Lunch Room	
Messages to Students	
Parking	
Parking Lot	
Physicals	
Search and Seizure	
Student Insurance	
Students Living Alone	
Student Records	
Student Valuables	
OFF CAMPUS EXPECTATIONS	47
Extraordinary Parental Conduct	
Extraordinary Student Conduct	

## **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.

## **VISION**

Bellarmino is the premier educational choice for the South Sound region for families seeking a college preparatory experience centered on Jesus Christ, grounded in His message of Mercy, Love and Service. It is a relationship-driven and student-centered environment, dedicated first and foremost to the service of God and the families and students of our community.

## **BELLARMINE'S INSTITUTIONAL VALUES**

*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.

*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.

*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.

*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.

*Stewardship* – we practice good and responsible stewardship of all that is entrusted to our care, especially our mission, people, resources, and relationships.

To achieve our Mission, we are committed to:

- Providing a learning environment in which all members are treated with dignity and respect.
- Applying the highest standards of excellence in the planning, evaluation and revision of all programs for our continuing growth and development.
- Encouraging enthusiastic participation by all students, parents and faculty/staff in the full range of activities offered within the Bellarmine community.
- Insisting upon forthrightness, honesty and genuine accountability of everyone in maintaining and enhancing the common good of the community.

The young men and women in our care today will be among those who shape and influence our society of the future. Graduates from Bellarmine Preparatory School are formed so that their influence is to be a positive one, one that seeks to bring about a peaceful and just society, one that is true to the Ignatian ideal of seeking the greater good for the greater glory of God. Their education at Bellarmine Preparatory School prepares them to be discerning, transformational

leaders who are intellectually competent, spiritually alive, open to growth, loving and committed to justice.

## **BELLARMINE LEADERSHIP PROGRAM** [www.bellarmineprep.org/student-leadership-1/](http://www.bellarmineprep.org/student-leadership-1/)

A key aspect of our Mission Statement speaks to the goal of graduating “young men and women of competence, compassion and conscience, who are committed to leadership and service.” The Bellarmine Student Leadership program exists to provide Bellarmine students with opportunities to develop their own unique leadership style by combining their own personal characteristics with learned skills to transform the world around them. Our vision is that *every* student will graduate from Bellarmine with a strong, foundational understanding of how to actively use her or his influence to improve the world.

The focus on Student Life and School Culture is at the heart of everything that we do at Bellarmine. The school’s mission and vision of “developing the whole person, and creating a relationship-driven and student-centered environment”, are the fundamental guides to how every person – student, staff, faculty and administration – views the importance of co-curriculars, programs and leadership. All students are encouraged to become involved in clubs and programs and to experience the wide array of opportunities, whether that be acting on stage for the first time or traveling to a different country.

We believe that every student at Bellarmine is a leader. Our goal is to provide students with opportunities to lead in ways that enhance their own lives, and more importantly, the lives of those in our community. There are countless ways for students to serve on campus and beyond through clubs, retreats, athletics, student government, student activities or mentorship.

## **COMMITMENT TO THE SCHOOL MISSION, VISION & VALUES**

With Bellarmine’s Mission, Vision and Institutional Values as our guide, it is an expectation of all members of the Bellarmine community to be concerned for every person as a member of God’s family. To achieve this ideal, all of us are expected to contribute through words and actions to an environment characterized by respect, and honesty. Students are expected to support Bellarmine Prep’s mission by demonstrating respect for themselves, respect for others, and adherence to school rules. It is imperative that students recognize their high school experience not simply as a set of demands or a schedule of activities but as a formative part of their 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.

## **NON-DISCRIMINATION AND INCLUSION 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.

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. 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. These characteristics, outlined by the Jesuit Schools Network and held in common by Jesuit schools across the country, are essential to our Ignatian heritage. These characteristics are open to growth, intellectually competent, spiritually alive, loving and committed to justice.

### **Committed to Justice**

Bellarmino Preparatory School students at graduation have achieved considerable knowledge of the many needs of local and wider communities and are preparing for the day when they will take a place in these communities as competent, concerned, responsible members. Our graduates have begun to acquire skills and motivation necessary to live as a person for others. Although this quality will have begun by graduation, it will come to full maturity in adulthood.

### **Intellectually Competent**

By graduation, Bellarmine Preparatory School students will exhibit a mastery of those academic skills and understandings that are required for success in advanced education. While many of these requirements are subject matter specific, students will also have developed an array of academic skills which cut across disciplines and which go beyond requirements for college entrance. Our students will have begun to see the need for intellectual integrity in their personal quest for religious truth, spiritual experience and in their response to issues of social justice.

### **Loving**

By the time of graduation, Bellarmine Preparatory School students are well on their way to establishing their own identity. Our graduates are also on the threshold of being able to move beyond self-interest or self-centeredness in relationships with significant others. In other words they are beginning to be able to risk deeper levels of relationship in which they can disclose themselves and accept the mystery of another person and cherish that person.

## **Open to Growth**

As a Catholic school in the Jesuit/Ignatian tradition, Bellarmine Preparatory School students at the time of graduation have matured as persons – emotionally, intellectually, physically, socially, spiritually – to a level that they are able to accept responsibility for their own growth. Ideally, Bellarmine Preparatory School graduates have begun to reach out in their development, seeking opportunities to expand their minds, imagination, feelings and religious/spiritual consciousness.

## **Religious**

By graduation the Bellarmine Preparatory School student will have a basic knowledge of the major doctrines and practices of the Catholic Church. The graduate, whether Catholic or of another sacred tradition, will also have examined his/her own religious feelings and beliefs in order to choose a fundamental orientation toward God and to establish a relationship with their religious tradition and/or community.

## **ACADEMIC POLICIES**

**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. Probationary Study, an academic resource program designed for academic support, will be assigned to students whose grade point is below a 1.8 g.p.a. The program meets Mondays through Thursdays, 2:35-3:20 in the Learning Resource Center. During that 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 their grade, and with parent permission, may be excused from the program if grades are above a 1.8 at that time.

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.

**ACADEMICS STUDENT RESOURCES** - See Course Catalogue (Academics Policy/Procedure and Curriculum) on the Website at [www.bellarmineprep.org/course-catalog](http://www.bellarmineprep.org/course-catalog)

**ACADEMIC COMMONS (LIBRARY AND LRC)**- Support the equitable access to materials and resources needed for academic and personal success [www.bellarmineprep.org/academic-commons/](http://www.bellarmineprep.org/academic-commons/)

## **ACTIVITIES**

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

## **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 a 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.

### **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.

## **ATHLETICS**

### **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.

### **Bellarmino Preparatory School Athletic Community Responsibilities**

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 of Conduct**

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:

- Be under twenty (20) years of age.
- Be in attendance as a full-time student the previous semester.
- 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.
- 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.
- Have a current physical examination uploaded to Family ID.

**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. Student Athletes who have outstanding JUG need to complete their JUG hours before attending practices or games or have a plan set in place for completion of hours with the Athletic Director.

**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:**

**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.

**Second Offense:** Suspension from all athletic participation for one (1) calendar year and subsequent referral to Bellarmine approved Drug and Alcohol agency.

**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.

## **ATTENDANCE**

### **Philosophy of Attendance**

Consistent attendance is vital for academic success at Bellarmine, and consistent attendance is required to support the academic climate of the school. The interaction and personal relationships between students and teachers and between students and peers are aspects of education that cannot be made up once they are missed. In addition, because the curriculum is heavily devoted to hands-on, experiential and cooperative learning activities, student presence and engagement

are essential to Bellarmine's educational philosophy. Students and parents/guardians should make every effort to schedule doctor and dental appointments, family vacation and other absences around the academic calendar. **A parent/guardian decides when an absence is necessary. Bellarmine Prep determines the type of absence that obligates the teacher to assist in make-up work and/or which disciplinary consequences may be appropriate.** Students are encouraged to contact their teacher using school email and/or Moodle to access missed assigned work. It is the student's responsibility to promptly make up all work missed due to absence. Students are expected to familiarize themselves with the attendance policy and procedures. Individual student attendance records are accessible through FamilyLink.

### **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.

#### **Process for reporting absences:**

All students absent from school for one or more classes must have a parent/guardian call 253-752-7701 option 2 or email attendance at: [attendance@bellarmineprep.org](mailto:attendance@bellarmineprep.org) the day of the absence.

**School Related Absences** - These absences are defined as those that occur because of a school-sponsored event or activity: i.e. athletics, field trips, retreats, and other co-curricular activities.

**Non-School Related Absences** - All other absences are classified as non-school related. They include such things as illness, medical, dental and counseling appointments that cannot be scheduled outside of school hours, absences related to a death or serious illness in the family, college visits, and co-curricular and athletic events not related to Bellarmine Prep. These absences are typically excused, with notification from a parent/guardian.

#### **Make-up work due to absenteeism (school-related or non-school related)**

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. Students missing tests or quizzes should expect to have the test/quiz 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 a scheduled day. If a student is observed missing test days on a frequent basis a conference will be required.

### **Unexcused Absence**

Failure to notify the attendance office of an absence (**this includes one or more classes**) will result in an **unexcused absence**. Any absence that is not excused by a parent/guardian via email or phone call within 24 hours after the day of the absence is considered an unexcused absence. An email will be sent to both the parent and the student notifying them of the unexcused absence. The student/parent will have 3 days to resolve; if left unresolved the student will be assigned **JUG**. Any work missed as a result of unexcused absences will not be accepted for credit.

### **Process for Planned Absences - 3 or more days Absent**

- Students may pick up a planned absence form in the Student Services Office or on Bellarmine's website.
- Each teacher must complete the Planned Absence form
- Parent note with signature is required
- Return completed form to the attendance office 3 days prior to absence for final approval from the Dean of Students.
- The Dean of Students will contact the family **if** there are concerns regarding the Planned Absence.

### **Process for Tardies:**

A student arriving late to class (any time after the period's final bell) must report to the attendance office to receive a pass to class. Students will take a late arrival pass to the teacher (with a time stamp from the Attendance Office) and the teacher will admit the student to class. The passes will be collected on a daily basis, to ensure that students are arriving to class immediately after reporting in at the Attendance Office. **Tardies are not excusable**. On a student's 6th and any subsequent tardies (up to 9) for a class during the semester, the Dean of Students will assign one hour **JUG**. If a student has 10 or more tardies, other possible consequences may result at the discretion of the Dean of Students. If a student is more than 20 minutes late to class, the student will be marked absent. Students arriving late due to appointments need to have a note upon arrival.

**Early Dismissal** – If a student is leaving school early for any reason they must have parent /guardian permission. It is the responsibility of the student to notify the attendance office **PRIOR to the early dismissal time to obtain a pass in order to leave class early**. The student then must **SIGN OUT** with the attendance office **PRIOR** to leaving. This process must also be followed if the student leaves campus during the passing period or at lunchtime. Communication on the part of the student is essential to limiting the academic disruption of early dismissals. **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. To leave campus for any reason the student must bring a note from their parents to the attendance office and receive an Early Dismissal slip to leave class and sign out with the attendance office. **This should be taken care of PRIOR to the early dismissal time. Students must sign out with the attendance office even if the early dismissal time falls during the passing period or at lunch time.** Students who leave campus without permission will receive discipline for unexcused absences, including **JUG** being assigned for not following procedures.

## DISCIPLINE POLICIES & PROCEDURES

### Ignatian Values as Framework for Approach to Discipline



Bellarmino Prep has established the following underpinnings to guide our approach to discipline. This framework is categorized into four areas: Values of the Community, Characteristics of Student Discipline, Qualities of Adult Interaction with Student Discipline, and the Student Experience.

### 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 interaction. The following principles provide the foundation for Bellarmine Prep's disciplinary policies and rules:

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, including loss of co-curricular privileges or a recommendation for withdrawal. Students shall demonstrate a willingness to cooperate in finding a remedy for violations of policies and procedures. A wide range of consequences, many with student or parent input, are available to address inappropriate behavior. These consequences are implemented consistently but not necessarily equally depending on the elements of the situation and the student's context. 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. A student who shows a lack of respect for faculty, staff or other students will receive disciplinary consequences. This may include emergency removal from school, including immediate suspension or expulsion for serious infractions.

### **Characteristics of Student Discipline**

- Authoritative versus authoritarian or permissive
- A system possessing clear expectations and clear immediate consequences
- Decentralized and process oriented
- A system that promotes open dialogue and emphasizes student responsibility
- A system that emphasizes empathy and communication - opportunities for mediation exist in this system, where resolution is the goal.
- *Cura Personalis* (care or concern for the student)

### **Qualities of Adult Interaction with Student Discipline**

- Compassion
- Consistence (within the elements of each situation)
- Ignatian: emphasizes paradigm of context-experience-reflection-action-evaluation
- Open dialogue and feedback with the community

### **Student Experience – Students should:**

- Feel valued and respected.
- Experience due process in disciplinary proceedings.
- Have input into the process through which decisions are made.

### **Values of the Community**

- Student Centered: adults are agents for the student's reflection on behavior.
- Mutual respect: always upholding the dignity of other individuals and groups.
- Continuous direction toward student responsibility.
- Consultative: emphasizes student participation and shared ownership.

These underpinnings, together with our approach to discipline, informs and guides faculty and staff action, at the different levels of discipline, in response to student behavior not meeting prescribed expectations.

**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 wrongdoing.

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

### **Corrective Measures:**

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

**Lunch Detention-** Students must check in with the lunch supervisor at the beginning of 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, the supervisor will walk them to the lunch line after the 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 – JUG** is a form of discipline and is approved by the Dean of Students. JUG is derived from the Latin word, jugum, meaning yoke. Jugum – putting a burden upon. But also note that most yokes are for two; that is, one carries the burden with the other.

Students who receive **JUG** will do service to the school in the form of maintenance work. There may be times a student is asked to write a reflective statement on the situation that caused them to receive **JUG** and discuss his/her reflection with the Dean of Students.

Previously scheduled medical appointments, emergencies and serious extenuating personal or family circumstances coordinated in advance with the Dean of Students are the only acceptable reasons for not completing **JUG** on the day assigned. Athletic or other co-curricular practices, meetings or competitions, work (school related) or outside employment and carpools/ride

arrangements are not acceptable reasons. Students will incur additional time if they fail to serve **JUG**. Students are required to arrive at **JUG** on time (no later than ten minutes after their last class) and adhere to the guidelines established by the **JUG** moderator.

**Behavioral Contract** – A student will be required to sign a behavioral contract if there is a significant infraction that leads 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 a 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.

**The 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) 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.

## **Dignity & Respect**

All are expected to treat others with dignity and respect. Respect for the individual person, oneself, other students, teachers, staff and visitors are key to cura-personalis at Bellarmine Prep. The school will demonstrate a compassionate, Christian attitude toward all students and strive to create a safe, supportive environment. All students will be treated with dignity, respect and sensitivity. The school will insist upon the safety, dignity and inclusion of all students. The same treatment is expected of our students toward each other and all faculty, staff and Administrators.

## **Respect & Discipline**

Families are expected to support Bellarmine's disciplinary policies. Students and

parents/guardians are expected to respect the confidentiality of all individuals who are related in matters involving disciplinary action. Parents/guardians, students and Bellarmine's representatives will, to the greatest extent possible, maintain privacy, cooperate in the support of Bellarmine's values, and discourage gossip and rumor.

## **SPECIFIC POLICY REGARDING STUDENT BEHAVIOR**

### **Academic Integrity Policy**

#### **Honesty & Integrity**

Bellarmino Prep highly values the academic achievement of its students. Thus, any activity which violates the integrity of the process of academic learning such that the academic product is impaired, divided, or corrupted runs counter to the values and mission of the school and cannot be tolerated. Bellarmine Prep expects a high quality academic performance from every student, commensurate with his/her ability. Another, even greater concern, however, is that every student sees the tremendous importance of honesty and integrity in these academic pursuits. It is the school's sincerest hope that everyone understands the notion that NO grade, test, lab report, or paper is more important than one's personal integrity. At Bellarmine Prep we wish to foster the integrity of each student. We also desire to support the real humility it takes to attribute all sources and the hard work it takes to develop the conscience in those areas where right and wrong may not be self-evident. We hope this document will be a step further along the road to a healthy, adult, Christian conscience. Cheating guidelines are in effect at all times, including distance learning situations

### **Academic Integrity Infractions**

#### **Cheating and Plagiarism**

Cheating - It is by following the voice of conscience and choosing to be upright, honest and good that one becomes a person of integrity. At some times the voice of conscience is clear. It tells us that it is dishonest to forge a signature on a test, absence note, progress report, etc., and that it is dishonest to cheat on quizzes, tests, and on class exams. Such cheating may include:

- leaving books or notebooks open during a test period
- using unauthorized crib-sheets with study notes

- writing answers on desk tops, or on hands, legs, arms and other parts of the body
- looking on another's test paper, talking with another student during a test period directly or by text-messaging
- writing down answers copied from others when tests are handed in
- talking with students from previous class periods in order to get test information
- using unauthorized programs on calculators
- There are also clearly dishonest actions on written assignments such as:
- turning in work which has been composed by another student
- handing in a paper for credit which has already been graded in another class, without the approval of the teacher
- presenting material taken from another source as one's own work
- using translation programs or the words and grammar of native speakers in foreign language classes

*Cheating in any form is clearly dishonest and not acceptable.*

### **How to Avoid Cheating and Plagiarism**

Be prepared. Always give yourself sufficient time for homework, essays, papers, presentations and study. With careful preparation, you will not put yourself into a situation where you might be tempted to compromise your integrity. During tests and quizzes, avoid turning around, looking toward other students' papers, talking, etc. You do not want to give the impression of cheating. In the less obvious areas of working together on homework, lab reports and the like, always talk with your teachers. Find out what is acceptable and what is not. Do not assume what might be acceptable for one teacher will be acceptable to another.

It is always wiser "to err on the side of caution" than of carelessness. If you think you might need to cite a source for a passage, cite it. If you think you are taking too much help from another student, take less. If you are concerned about having over-relied on other sources, talk to your teacher before you turn the assignment in.

### **Forgery or Misrepresentation**

Any student falsifying a name on passes or misrepresenting him/herself to authorities; falsifying a parent's signature on attendance excuses; falsifying a name or school official's signature, impersonating a parent on the phone, and/or falsifying any communication between home and school will be receive consequences deemed appropriate by the Dean of Students. Repeated occurrences will result in more serious consequences.

### **Plagiarism**

The Scott Foresman Handbook with Writing Guide defines plagiarism as "representing the words or ideas of a source as your own" (Hairston and Ruszkiewicz, 553). Such instances may include:

- papers or passages of papers which are copied verbatim (word-for-word) from primary and secondary sources
- Papers or passages which are copied nearly verbatim
- papers which are copies of a fellow or former student's work

When we quote a source word-for-word, we should always place this quote within quotation marks. Then we should attribute the quote to its source by identifying the author, work, publisher, date, and location of the quote through some sort of documentation (e.g. footnote, endnote). We must do both: the quotation marks tell that "these are not my own words or ideas;" the attribution tells us whose words or ideas they are.

Another type of plagiarism that needs to be addressed is non-attributed paraphrasing and summarizing (i.e. "nearly verbatim" plagiarism). Paraphrasing and summarizing involve more than changing one or two words. They recount another's ideas in your own words and your own style. It may or may not be shorter than the original work, for the purpose is not so much to condense as to retell a work in your own words and style. Thus it should be evident that even here one needs to attribute the ideas to their source, for while the text is mine (these are my words), it is at the same time not mine (these are not my ideas).

Bellarmino Prep defines plagiarism in the following way: Plagiarism is the use of words, ideas, or information of another without informing the reader/listener of the source of these words, ideas or information. Any time you do not attribute information taken from a source to that source, you are committing plagiarism. One must document all sources used in composing a paper, report or presentation and acknowledge when a particular idea stems from another source. Both the complete documentation (e.g., a bibliography of sources) and the specific documentation (e.g., a footnote) are essential to avoid the suspicion of plagiarism.

Bellarmino Prep encourages all teachers to use [turnitin.com](http://turnitin.com) as a resource in detecting plagiarized work. Students who need computer resources to work with [turnitin.com](http://turnitin.com) should contact their teacher or Digital Services.

Working Together: What about working together? Often, teachers advise students to cooperate and work together. In science classes, it is commonplace for students to work with lab partners and get the same data. In foreign language classes, students are encouraged to assist each other in acquiring new language skills in dialogues and written exercises. When does working together cross the line into dishonest action? When I can no longer state with integrity, "This is my work."

**Issues of concern include:**

- to copy answers when working together
- to copy another person's work with minor changes
- to stop trying to figure out a task or problem on one's own and simply to write down another person's solution

These are instances when working together has crossed the line into dishonest behavior. Such dishonesty is in essence a capitulation: I have refused to learn any more on my own. I have given up on my potential to learn and chosen the easy way out. At Bellarmine Prep, we do not in any way support this type of behavior.

One solution is made clear in this example from the science classroom: when working on laboratory research, students work with partners. All lab data should be shared with my partner, but after that our joint work stops. Each of us should then process and calculate the data individually. Thus our lab reports will never contain verbatim results.

### **Proper Use of Materials and Technology**

Academic responsibility also involves the proper use of materials and technology. An area of concern is the misuse or abuse of such materials. Improper use includes: damaging materials; for example, writing in books or magazines, tearing out pages, destroying computer files, putting inappropriate messages on computers. Sending email or cell phone text-messages that are obscene or intended to harass. Using materials that are inappropriate in the Bellarmine Prep school setting; for example, the use of any books, periodicals, software and/or on-line services such as may be found on the Internet that are inappropriate for our school. Intentional alteration of computer operating systems. It should be noted that individuals, even students, who make unauthorized copies of copyrighted software may be subject to civil and criminal penalties.

Both the selection of materials and the use of materials should be consistent with the mission of Bellarmine Prep. Each student should answer the question, "Is this material appropriate for school?"

### **Violations of Integrity Policy**

#### **1st incident in student's career at Bellarmine Prep:**

All students actively involved will receive a Zero for the assignment in question. Faculty/Staff members observing the incident will contact the Dean of Students and submit a written description of the event. Parents/Guardians will be notified by an administrator. Notation of the incident will be made in the student's discipline file. The student will complete a reflection defining integrity and including a reflection on the event, which must be approved by the Administration and Faculty/Staff members reporting the incident.

#### **2nd incident in student's career at Bellarmine Prep:**

All students actively involved will receive a Zero for the assignment in question. Faculty/Staff members observing the incident will contact the Dean of Students and submit a written description of the event. Parents/Guardians will be notified by the teacher and Dean of Students. The student will submit an essay of at least one typed page on integrity detailing his/

her commitment to maintaining academic integrity which must be approved by the Administration and Faculty/Staff member reporting the incident. The student may serve a short-term suspension of one to three days. A re-admittance meeting with the Dean of Students is required before a student is allowed to return to classes.

### **3rd incident in student's career at Bellarmine Prep:**

All students actively involved will receive a Zero for the assignment in question. Faculty/Staff members observing the incident will contact the Dean of Students and submit a written description of the event. Parents/Guardians of the involved students will be notified by the teacher and Dean of Students. Student(s) will undergo a required discipline board review and may be expelled.

### **Alteration/Accessing of Records**

Falsification, alteration, or unapproved accessing of any school record is an even more serious breach of Integrity than dishonest production of a single assignment and will incur even more significant consequences.

#### **First Offense:**

The student will serve a one to three-day suspension  
The student will submit an essay of at least one typed page on integrity which must be approved by the Dean of Students. The student will sign a contract detailing his/her commitment to maintaining integrity as a requirement for continued enrollment at Bellarmine Prep.

#### **Second Offense:**

Expulsion: A student who accesses, falsifies, or otherwise alters school records a second time will be expelled from Bellarmine Prep.

## **Student Life**

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

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 Bellarmine 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

- Interviews with other 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:

- 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 an 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.

## **SUBSTANCE ABUSE POLICY**

### **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 observes 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.)**

**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 of 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:** Students will be long-term suspended. Second offense of distribution or selling of alcohol or tobacco: Expulsion.

### **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 Bellarmino'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 Bellarmino's anti-drug and anti-alcohol policy.

## **ACCEPTABLE USE POLICY (AUP)**

The primary purpose of technology at Bellarmino Preparatory School is to enhance and support the school's educational programs. Information systems used at Bellarmino Preparatory School must be used in a manner that is consistent with the school's educational purposes and environment. The use of Bellarmino Preparatory School's technology is a privilege not a right. This policy applies to the operation of any information and communication device at Bellarmino Preparatory, regardless of who owns it. Everyone using Bellarmino'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 Bellarmino's web site at: <http://www.bellarminoprep.org/acceptable-use-policy/>

## **Educational Purpose (One to One)**

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.

## **Student Responsibilities**

### **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:

- Follow the guidelines and advice of their teacher or supervisor when using a
- Bellarmine Approved Device;
- Use Bellarmine Approved Devices only for educational purposes;
- During school hours, use only the Bellarmine Approved Device;
- Mute their Bellarmine Approved Device to ensure minimal disruption;
- Disable notifications during school hours; and
- 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:

- Comply with the school's bullying and harassment policy;
- Report any instance of cyber-harassment or cyberbullying to the Dean of Students office
- 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:

- Respect intellectual property and comply with copyright law;
- Give credit where credit is due by properly citing their sources;

- Follow the academic integrity guidelines in the student handbook (See Academic Integrity Policy and Procedures);
- 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;
- Report any loss or damage to equipment promptly to the Student Services office;
- 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.
- Follow the directions of their teachers with regard to storing and using the Bellarmine Approved Device in classrooms;
- Charge their Bellarmine Approved Device before coming to school;
- Secure their devices while on campus;
- Carry their equipment in a student provided protective case; and
- 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:

- Take responsibility for protecting their privacy;
- Safeguard their home or personal phone, email numbers, likeness, whereabouts, SSN#, personal checks, credit card information and other personal information;
- Be cautious when opening email attachments or downloading programs;
- Check that the anti-virus protection, where applicable, is updated and running;
- Report malfunctions, damage or other evidence of tampering to the Student Services office;
- 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
- Only use their sound, photo or movie recording features when authorized by their teacher.
- 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:

- Only use the account assigned to them;
- Take reasonable steps to safeguard their account;
- Report theft or inappropriate use of their account to the Student Services office;
- Commit their account information to memory; and
- 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:

- Sharing password with others;
- Using a device that is logged in by another person;
- Leaving your device unattended;
- Use of smartphones and/or electronic devices other than Bellarmine Approved Devices outside of the acceptable areas (see cell phone/electronic device policies);
- Use of Bellarmine Approved Device as a phone or for texting; and
- Not following guidelines and/or advice of the teacher or supervisor when using a Bellarmine Approved Device;
- 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:

- 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;
- 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;
- Illegal activity: Use of the school's information systems for any illegal activity is strictly prohibited;
- 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;

- 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;
- 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);
- 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;
- 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;
- 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);
- Malicious use/Vandalism: Any attempt to destroy hardware, software or data is strictly prohibited;
- 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, 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.

## **CAMPUS PROCEDURES**

**Cell Phones** - While technology is a great gift to Bellarmine Prep students, it does present potential discipline issues that need to be understood and addressed. Please see the Accepted Use Policy for the full policy. Cell phones have become the number one distraction to students at school. To foster the educational experience for all students, Bellarmine Prep has adopted a strict policy regarding the use of cell phones:

**Cell phones must be turned off and not visible on campus from the first bell for class that day and continuing through the end of the school day.** Should an emergency arise for the use of a student's phone, approval must be given from the Dean of Students/Attendance Officer/Teacher/Administrator.

### **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

**Device Free Fridays** - The Campus Center/Gym/School Building Hallways and Outdoor Common Areas are all Device Free Zones on Fridays (throughout the school year). IPads are allowed in the classroom and the Academic Commons (with permission). There may be a few exceptions to this policy, but students should plan accordingly. Creating Device Free Zones is key to taking back important time and allowing students to connect with one another.

### **Dress Code - General Guidelines**

The administration reserves the right to make individual judgements regarding appropriateness of dress and appearance.

Students should wear clothing and practice personal grooming that respects the dignity of self, other individuals and groups. Clothing decisions should always be conducive to a positive learning environment, not distracting to others and reflective of our Jesuit values.

- Clothing and personal grooming must be neat, clean and modest. Modesty includes, but is not limited to the following: Shirts must be appropriate for school – no tank tops, no spaghetti straps, halter tops, or tube tops. Skirts and dresses should be of sufficient length (at knee or below).
- Clothing should fully cover undergarments and mid-section.
- Clothing/Jeans should be in good condition - **NO HOLES IN JEANS or any other clothing.**
- Clothing, including face masks and face coverings should be free of messages that promote either violence or drugs, alcohol and/or tobacco use, or ideologies that could be perceived as divisive. Clothing with messages communicating double entendres, while humorous, may be inappropriate, possibly offensive to others and should not be worn.
- Shoes must be worn at all times -dress shoes, sandals, tennis shoes and boots are appropriate.
- No hats allowed on campus.
- No hoods worn in buildings.
- Athletic shorts and sweats are not allowed Monday - Thursday.
- Relaxed Dress Code **ONLY** on Fridays - sweats/athletic wear are allowed. Except on All School Mass days.

Students who violate the dress code may be sent home to change attire or have parent/guardian bring a change of clothes. Second and/or subsequent offenses may result in **JUG** or additional consequences.

**All School Mass Dress Code or Special Events** - The dress code for All School Mass is more formal than the everyday dress code to help students understand and respect the importance of these events to the Bellarmine Prep community. The dress code for all school Mass will be strictly enforced – students out of dress code will receive **JUG** and parents/guardians will be called and asked to bring their student appropriate clothing so he/she can attend Mass.

Boys are to dress in long pants (no jeans) and a collared shirt. Girls are to dress in a skirt/dress knee-length (or longer) or dress pants and a top with sleeves (shoulders must be covered). **NO SWEATSHIRTS.** If families have clarifying questions or concerns regarding the dress code policy, they should contact the Dean of Students in advance for clarification.

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. Dress Code Violators will be asked to change into appropriate attire.

**Earbuds and Headphones - Students will NOT wear earbuds/headphones during school**

**hours** - Exceptions may be granted by teachers, coaches, counselors, administrators, or immediate supervisor. Faculty and staff reserve the right to confiscate any electronic equipment they see as disruptive to the educational process.

**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 5 hours of **JUG**.

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

**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. 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.

**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. 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 hours of **JUG**.

**Medication on campus** – Prescription medication must be stored and administered in the student service office. A Medication Form with written permission from the student’s parent/guardian must accompany the medication and be on file in the Student Services Office . 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. Cell phones confiscated will result in **Lunch Detention** for that student. **A student whose cell phone is confiscated will not have that cell phone returned to him/her until the end of the school day. Repeat offenders will receive JUG. Parents will be required to pick up confiscated cell phones of students who violate this policy 3 times in an academic year.**

We ask that parents or guardians do not call or text students’ cell phones as they are not to be on during school hours. It is important an adult at Bellarmine Prep is aware of any emergency situation your family may be facing while your student is here during school hours.

Teachers reserve the right to grant zero credit on academic assignments when a student is found using a cell phone during the class period.

**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 hours JUG for the first offense, second offense the student will lose parking privileges for the remainder of the school year.

**Parking and Driving (Neighborhood)** - All laws concerning parking and driving apply both on campus and in the neighborhood. It is essential that students respect the dignity and property of our neighbors.

**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 incidents occurring while attending/participating in a school sanctioned event.

**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.

**Sick Room Policy** - Students who report to the Student Services Office due to illness must immediately sign in with office staff and contact their parents or guardian to receive permission to miss a limited amount of class time in the sick room. If parental approval is granted, the student may remain in the sick room for no longer than 20 minutes before being sent back to class. If the student is still ill they must contact their parents/guardian or their emergency contact for approval to be dismissed or picked up. We cannot keep ill students in the sick room for extended time. If the parent or guardian is unable to get the student, it will be imperative that the parent make arrangements for another trusted adult to pick up the student from school.

**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 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 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.

**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.

## **OFF CAMPUS EXPECTATIONS**

### **Extraordinary Parental Conduct**

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 forms 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.

**No handbook can address in detail every situation which may arise during a school year. The Administration at Bellarmine Preparatory School reserves the right to address all situations which may arise in light of the school's mission and commitment to the principles of Catholic and Jesuit education.**