Bellarmine COLLEGE PREPARATORY

2018-2019 Parent Student Handbook
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Philosophy

Bellarmine College Preparatory is a community of students, faculty, staff, parents, alumni and friends. We believe that God has gathered us together to educate the mind, spirit, heart, body, and imagination of the student. Our philosophy finds its origin in the experience of St. Ignatius of Loyola, the Founder of the Society of Jesus, and forms the basis of our mission. Through the vision of St. Ignatius we are rooted in the larger and living tradition of the Catholic Church. Our belief is expressed in our school program: a series of experiences directed to help each student become a “man for others.” The rigor of the curriculum prepares the graduate to succeed in college, but more importantly to use his critical skills in a larger sense. We want him to have a passion for justice by recognizing that God desires a life of happiness and peace for everyone. The Bellarmine community embraces this belief as the core of its mission of education.

Bellarmine cherishes its diversity as it strives to educate each student to accept that all persons are created in God’s image and are unique expressions of the divine. This varied diversity inspires the men and women of our community to create a loving and nurturing environment where each student’s talents, abilities and desires can reach their highest expression. Our school challenges us to excel according to a pattern of Christian service—to fulfill all of our God-given potential and to place that fullness at the service of others. Jesus Christ is the model for this service. While such a notion is contrary to much contemporary understanding of success, we believe it offers the student a rich capacity to engage in a loving dialogue with the world to which we send him at graduation. Our hope is that this dialogue will build a more just and faith-filled world.

Mission Statement

Bellarmine College Preparatory is a community of men and women gathered together by God for the purpose of educating the student to seek justice and truth throughout his life. We are a Catholic school in the tradition of St. Ignatius of Loyola, the Founder of the Society of Jesus. As such, our entire school program is dedicated to forming “men for others”—persons whose lives will be dedicated to bringing all their God-given talents to fullness and to live according to the pattern of service inaugurated by Jesus Christ.
Bellarmine’s Profile of the Graduate at Graduation

Open To Growth

The Bellarmine student at the time of graduation has matured as a person—emotionally, intellectually, physically, socially, religiously—to a level that reflects some intentional responsibility for one’s own growth (as opposed to a passive, drifting, laissez-faire attitude about growth). The graduate is at least beginning to reach out in his development, seeking opportunities to stretch one’s mind, imagination, feelings, and religious consciousness.

Intellectually Competent

By graduation, the Bellarmine student will exhibit a mastery of those academic requirements for advanced forms of education. While these requirements are broken down into departmental subject matter areas, the student will have developed many intellectual skills and understandings which cut across and go beyond academic requirements for college entrance. Moreover, the student is beginning to see the need for intellectual integrity in his personal response to issues of social justice.

Religious

By graduation, the Bellarmine student will have a basic knowledge of the major doctrines and practices of the Catholic Church. The graduate will also have examined his own religious feelings and beliefs with a view to choosing a fundamental orientation toward God and establishing a relationship with a religious tradition and/or community. What is said here, respectfully of the conscience and religious background of the individual, applies to the non-Catholic graduate of a Jesuit high school. The level of theological understanding of the Jesuit high school graduate will naturally be limited by the student’s level of religious and human development.

Loving

By the time of graduation, the Bellarmine student is well on the way to establishing his own identity. The graduate is also on the threshold of being able to move beyond self-interest or self-centeredness in relationships with significant others. In other words, the student is beginning to be able to risk some deeper levels of relationship in which one can disclose self and accept the mystery of another person and cherish that person. Nonetheless, the graduate’s attempts at loving, while clearly beyond childhood, may not yet reflect the confidence and freedom of a mature person.
Committed to Doing Justice

The Bellarmine student at graduation has achieved considerable knowledge of the many needs of local and wider communities and is preparing for the day when he will take a place in these communities as a competent, concerned, and responsible member. The graduate has begun to acquire the skills and motivation necessary to live as a person for others. Although this attribute will come to fruition in mature adulthood, some predisposition will have begun to manifest itself earlier.

Pursuit of Leadership Growth

By graduation, the Bellarmine student has become aware of the difference between actions appropriately taken as an individual and the effectiveness of concerted group actions in affecting the outcome of issues in which he is interested. The student has learned through study, observation, and experience that some tasks are performed better by individuals acting on their own initiative, and that other projects are better undertaken by group actions, directed, supervised, and coordinated by leaders. The student has learned that not all leaders are entirely ethical and moral in their conduct, and that there is a great need for educated Christian leaders to assist all vocations to conduct themselves in accord with Christian principles.

The graduate has had some experience as a follower and as a leader at a variety of levels within groups and has begun to acquire some leadership qualities.
Intended Student Outcomes (ISOs)

I. Open to Growth and Leadership Opportunities

*The Bellarmine student:*

- Is open to the values expressed and promoted by the school’s mission: the search for justice, truth and service. Understands his growth as spiritual, intellectual, emotional, imaginative and physical.
- Develops and shares talents that have been given as gifts from God. Sees leadership as an opportunity for service to others in the local and global community.
- Takes intentional responsibility for ethical growth as a person. Is developing a sense of humility and gratitude in his social and spiritual life.
- Grows through individual and group reflections. Is learning to approach failure and challenges as valuable to his development.

II. Religious and Committed to Social Justice

*The Bellarmine student:*

- Encounters Jesus’ teaching and demonstrates an understanding of His teaching and His redeeming mission.
- Is learning to express himself in various methods of prayer. Experiences Ignatian spirituality through communal worship and individual prayer.
- Works to serve others, seeks justice, reflects upon his experiences, and comes to an empathetic appreciation for the value of life and human dignity.
- Takes responsibility for initiating social changes that work to restore God’s Creation to its fullness.

III. Intellectually Engaged

*The Bellarmine student:*

- Communicates effectively. Thinks logically, critically, and creatively. Effectively uses and critically assesses the role of technology in learning.
- Recognizes the need for and acts with integrity. Takes ownership in his learning.
- Demonstrates critical awareness of and cultivates an ability to respond to the contemporary challenges facing our larger society.
- Understands the variety of human condition and experience through academic, artistic and service pursuits.
As members of the Bellarmine community, we are called to faithfully model the teachings of Jesus Christ: seeking truth, honor and justice. As members of this community, we are individuals of character whose commitment to integrity is at the core of our true being. The Code of Integrity is based on the fundamental, positive principles of honesty, respect, fairness, and support. The spirit of the Code is concisely stated as... “Do the Right Thing and Live with Character.” Therefore, as a member of the Bellarmine community I subscribe to the following code:

**Bellarmine Code of Integrity**

I choose truth.

I will not give my family, teachers or peers any reason to doubt my word.
I expect others to be responsible and to do the same. I will not avoid the truth by means such as forgery, falsification or misrepresentation.

I choose honesty.

I will neither give nor receive unauthorized aid from any source on any academic endeavors, including but not limited to, exams, homework, quizzes, papers, projects or presentations.

I choose respect.

I will respect the property, belongings and person of others. I will never take anything that does not belong to me, unless I have received permission from the owner.

I choose Truthfulness, Honesty and Respect.

As a Man for Others and a community member of Bellarmine, these are traits of integrity which I choose and to which I commit myself.

My name and/or my signature on all my work affirms my character and is a declaration of my integrity.
Principles of an Active Learner

The basic principle of our school’s philosophy is that every student must actively engage in the educational process. Consequently, we expect each student to realize that the primary responsibility for learning rests squarely on his own shoulders. Parents, teachers, and friends may guide and direct the learning process, but real achievement in the academic endeavor is not possible if a student is not actively involved.

Each student is expected to be on time for each class and not to miss class except in the case of illness or another serious reason. Each teacher expects that a student will come to class fully prepared, ready, willing, and able to participate in the lessons of the day. Learning deserves an environment of respect and freedom from distraction; furthermore, each student is expected to assist in maintaining order by refraining from disruptive conduct.

If a student is absent, he is expected to contact his classmates for each day’s assignment and make arrangements for securing appropriate books. In the case of a prolonged absence, a student’s parents should contact the student’s counselor for assistance. In such cases, it is also prudent for students or their parents to contact teachers by e-mail in order to secure missed assignments and materials. Parents should feel free to contact teachers whenever they have a question or concern about their son’s progress in a particular class. If you do not receive a response within a reasonable time frame, we encourage you to contact the department chair.

Academic Ethics/Integrity Code Violations

1. A student will not use or give to another any notes, materials, other sources of information, or other assistance for a class, including but not limited to a quiz, test, paper, project, oral presentation or power-point presentation, which have not been approved by the teacher. All work is expected to be completed individually, rather than through a collaborative process, unless explicitly prescribed otherwise by the teacher. A student may not submit the same item for credit in different classes unless he has been granted prior approval by both teachers.

   a. A student’s homework and in-class work fulfill the intention of the instructor in a specific class.

   b. Individual assignments must be represented by individual work.

2. Group assignments must be represented by group work. In no case is direct copying allowed.
3. A student must represent his work honestly. That is, any and all work submitted by a student certifies that the student himself did the work. In other words, if a student assignment is about a book, it is presumed that he read the book; if the assignment is about an event he attended, it is presumed he attended said event; if the assignment is a translation of a work from a foreign language into English, or vice versa, it is presumed that the student performed the translation himself without the use of any other aids. A violation of this certification will result in the imposition of an academic penalty and may result in further disciplinary action at the discretion of the Dean. The examples provided above are only illustrative and other situations, as determined by the Faculty or the Administration, may give rise to a violation of this section.

4. A student will not plagiarize in any form. Plagiarism presents the work or ideas of another as one’s own. This includes:
   a. Direct copying of another person’s (living or dead) work.
   b. Using any amount of another person’s material or ideas without proper documentation.

5. Paraphrasing another person’s original material without proper documentation.

Any infringement or violation of the norms stated above will affect both the student’s status in the relevant class and his status as a Bellarmine student. In all cases of cheating or the appearance of cheating the teacher will give the student a significant academic punishment for the violation and will notify the parent(s). All incidents of academic dishonesty will be kept on file in the Dean’s Office. In the case of a student's second offense, while at Bellarmine, the student will be dismissed from school.

In all cases the Principal has and reserves the right to dismiss a student for academic deceit when she considers the circumstances warrant that action. Contested cases of cheating will always be referred to the Dean who will thoroughly investigate the instance, consult the student's disciplinary and academic history, confer with faculty persons in the subject area as needed, and render a judgment.

If any student has concerns about the copyright of his work, he should consult his teacher.

**Academic Deficiency / Remediation**

Any student who fails a class(s) must first meet with his counselor to define a plan for remediation. Students who earn a D should remediate the grade by taking an additional semester equivalent, earning a C or better. Students who earn an F, must remediate the grade. Courses can be remediated through Bellarmine Summer School or through an equivalent at a local high school, community college, or approved online alternative. Original grades will remain on the transcript and factored in the GPA, but the improved grade will also appear demonstrating remediation. Bellarmine will use the improved
grade to meet the graduation requirements and colleges will use the improved grade to show mastery of coursework.

If the student fails to fulfill or achieve the minimum outcomes described in his remediation plan, he may be dismissed from school.

**Academic Probation**

Any student whose academic grade point average (GPA) falls below a 2.00 at the end of a quarter and/or semester will be placed on probation or he may be asked to leave Bellarmine. This decision rests with the Assistant Principal for Academics and will be based on the student's academic, disciplinary, and personal history. Seniors must attain a 2.00 GPA in academic subjects in each semester of their senior year in order to graduate.

A student must have at least 2.00 GPA in all courses to have eligibility in any interscholastic sport, participate in forensics, theater, journalism, student government, robotics, or band. If a student is below, but close to, the 2.00 GPA, he may request a hearing from the Assistant Principal for Academics in order to receive a probationary status for a limited time.

Any appeal will be reviewed by the Principal. The decision of the Principal is final.

**Final Examinations**

Final exams represent an entire semester’s work and therefore are significant. Should a proctor observe or suspect cheating he/she will collect all materials and send the student to the Dean’s office. After the exam, the proctor will speak with the Dean of Students to discuss the matter. Should it be determined that the student has been cheating, the exam will be disregarded and the student will receive an F on the final exam. This integrity violation may produce a failing grade in the course and lead to immediate dismissal.

**Home Study**

Should a matter arise with regards to school discipline, academic standing, class attendance, personal behavior in the community or otherwise unfulfilling the expectations of the school, the school may choose to place a student on home study until a decision can be made which best corresponds with the needs of the school and that of the student. The home study program will be coordinated by the counselor, in collaboration with the Assistant Principal for Academics.

**Incomplete**

In very rare circumstances, teachers may issue the grade of “Incomplete” in order to provide a student with additional time to complete work for a semester. This “I” grade may only be given with the approval of the Assistant Principal for Academics and is
offered in circumstances where a prolonged illness or extenuating circumstances prevented the student from completing all work due in a semester. In all cases, a written schedule for making up work should be crafted by the teacher, who will work with the student, his counselor, and his parents to arrive at an appropriate timeline. This schedule for completion of work must include a definite deadline by which the work must be completed, which is ordinarily no more than six weeks after the conclusion of the semester.

**Remediation Plan Requirements**

Any student who fails a class(s) must first meet with his counselor to define a plan for remediation. If the student fails to fulfill or achieve the minimum outcomes described in his remediation plan, he may be dismissed from school.

**Research and Term Papers**

Research and term papers represent a significant dimension of many classes. In these classes, a significant portion of the course grade resides in the quality of the research or term paper. The papers themselves often are the culmination of multiple, earlier assignments. If a student plagiarizes or cheats on a research or term paper, he will receive an F on the paper. This integrity violation may lead to immediate dismissal.
BEHAVIORAL EXPECTATIONS AND POLICIES PROCEDURES

Disciplinary Detention (JUG)

Disciplinary detention (JUG) is action taken for misconduct within the daily movements of the school. The consequences involve written or physical work and will be administered for approximately one hour after school, beginning 10 minutes after the final bell. A student is expected to serve his JUG the day of the infraction. Failure to attend JUG will result in two days of JUG.

JUG may be given for any behavior or conduct that a faculty or staff member finds inappropriate.

Saturday JUG

Misconduct of a more serious nature that does not warrant suspension or probation may result in four hour Saturday JUGs. Given the serious nature of Saturday JUG, it is assigned only by the Dean. Saturday JUG is scheduled at the convenience of the school and takes precedence over any personal plans the student or family may have made. Failure to attend Saturday JUG will result in 8 hours of JUG. Students will be notified of the date they are to serve Saturday JUG via their BCP email addresses.

Disciplinary Probation

A student is placed on probation for any serious misconduct. It is assigned to those students who have not shown improvement in conduct after warnings from the Dean or who have been involved in a serious offense against school policy. Probation is both a formal notification to parents that their son faces possible dismissal from Bellarmine and a trial period for the student in which he must demonstrate a significant improvement in behavior. The student will receive a behavioral contract that must be signed by a parent. As part of this contract, the student is allowed to attend classes, to participate in liturgies, and to perform Christian Service. In addition, a student participating in co-curricular activities (sports, theatre/musical arts, speech and debate, etc.) serves as an ambassador for the Bellarmine school community. Therefore, a student placed on Disciplinary Probation may be subject to additional policies, suspension and/or dismissed from that particular co-curricular. At the Dean’s discretion, the student may also be allowed to attend some school activities or functions.

A violation of probation will result in a recommendation for dismissal from the Dean or may result in immediate dismissal by the Principal if circumstances warrant this action.

At the end of probation, the student’s behavior will be reviewed and if there has been no change, further disciplinary actions will be taken.
Suspension

Suspension is an action taken in cases where there is misconduct that is considered extremely serious. The suspension may allow time for the Dean to conduct a thorough investigation. Students who go before the Student Conduct Board are automatically suspended until the conclusion of the Board process. When a student is suspended, class work and tests will not be accepted for that period of suspension. In cases where students are cleared of any wrongdoing that led to the suspension, teachers will be instructed to accept the given student’s work.

Extraordinary Student Conduct

A student could be dismissed for the following reasons:

1. Use, sale, distribution, possession or being under the influence of drugs (including drug paraphernalia);
2. Alcohol, or any other controlled substance, in the school zone or at any school functions;
3. Theft, dishonesty, forgery, or a second Integrity Code violation;
4. Harassment;
5. Flagrant disrespect, disobedience, or insubordination;
6. Misconduct while on probation;
7. Any conduct on or off campus which could be detrimental to others or damage the good name of the school;
8. Possessing, handling, or transmitting any object that could reasonably be considered a weapon while in the school zone or at any school activity or event;
9. Failure to satisfactorily complete the yearly Christian Service commitment; flagrant disregard for attendance expectations and policies;
10. Accumulating an excessive number of JUGs; repeated involvement in serious infractions.

Off Campus 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 reflect on the school and will call into question the student’s continuance as a member of the Bellarmine College Preparatory community. Disciplinary action, up to and including expulsion, could be taken against the student.

Theft

Any theft that occurs on campus cuts to the core of trust necessary to foster the
community we strive to be, and is a violation of Bellarmine’s Code of Integrity. Students found to have stolen an item or items from faculty members, staff members, or other students will be liable for consequences up to and including, dismissal. Students are expected to store and lock personal belongings at all times, either in their locker or car. Bellarmine is not responsible for any items lost, stolen or damaged on campus.

Harassment Policy: Racism, Sexism, and Homophobia

The Bellarmine philosophy states: “Bellarmine cherishes its diversity as it strives to educate each student to accept that all persons are created in God’s image and are unique expressions of the divine.” This sentence derives from both biblical and Catholic teaching. It also expresses the Jesuit commitment to personal faith in God that shows itself in a passion for justice to be guaranteed to all persons in all circumstances. Further, it represents the highest acknowledgment of each person’s innate and inestimable value as created by God and in God’s image. Finally, it expresses how all people are endowed with his or her fundamental God-given human rights.

For all these reasons, the language that we use to speak to and about one another must reflect and develop these fundamental attitudes. In an ideal setting, we are called to love one another. But in any circumstance, we must tolerate and accept one another. All violations of this mandate of love or tolerance radically deny the reasons for Bellarmine’s existence. When these violations are expressed openly in any language or behavior that specifically denies these rights, these expressions are particularly reprehensible. Specifically, Bellarmine will not allow any expression that mocks, diminishes, or imputes the dignity or integrity of any person or group. No racist, sexist, homophobic expression, behavior, or abusive language will be tolerated at Bellarmine.

Harassment thus runs contrary to the mission and philosophy of the school. Harassment occurs when an individual is subjected to treatment or to a school environment that is hostile or intimidating because of the individual’s race, creed, color, national origin, physical disability, gender, or sexual orientation. Harassment can occur any time during school-related activities. It includes, but is not limited to, any of the following behavior.

Verbal harassment includes derogatory comments and jokes as well as threatening words spoken to another person.

Physical harassment refers to unwanted physical touching, contact, assault, deliberate impeding or blocking movements, as well as any intimidating interference with normal work or movement.

Visual harassment includes derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures.

Sexual harassment includes unwelcome sexual advances, requests for sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:
a) Submission to such conduct is made either explicitly or implicitly a term of condition of a student’s academic status or progress;

b) Submission to such conduct by a student is used as the basis of academic decisions affecting the individual;

c) Such conduct has the purpose or effect of unreasonably interfering with an individual’s academic performance or of creating an intimidating, hostile, or offensive educational environment.

Specific examples of sexual harassment include, but are not limited to the following: making unsolicited sexual advances and propositions; using sexually degrading words to describe an individual or an individual’s body; displaying sexually suggestive objects or pictures; telling inappropriate or sexually-related jokes; making reprisals, threats of reprisals, or implied threats of reprisals following a negative response to sexual advances.

California Senate Bill 1454, also known as “Matt’s Law.” The law codifies within California penal code the definition of hazing and prescribes misdemeanor penalties for people or organizations that haze and felony penalties that result in death, great bodily injury, or great psychological injury. To learn more about hazing please go to this useful website: http://www.stophazing.org.

The school is watchful for conditions that create or may lead to a hostile or offensive school environment. It will treat allegations of harassment seriously. The Dean will review and investigate such allegations in a prompt, confidential, and thorough manner. It is important to remember that because Bellarmine is a school, we will attempt at first to treat violations of this principle in a way that resolves the conflict in an educational and developmental manner. However, any serious violation of the dignity of the other or any repetition or flagrant expression can result in disciplinary action up to and including dismissal.

To avoid committing an act of harassment, it is the responsibility of the student to conduct himself in a manner that contributes to a positive school environment. Students must avoid any activity that may be considered discriminatory, intimidating, or harassing. When told that he is perceived as engaging in discriminatory, intimidating, harassing, or unwelcome conduct that person must cease that conduct immediately.

Should a student be the object of behavior that is offensive and unwelcome, he should tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the individual must report the harassment to the Dean.

The following procedures must be followed for filing and investigating a harassment claim. The student making the complaint should report the matter to the Dean. The individual alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties.
Confidentiality will be maintained as much as possible. The investigation will begin with a meeting of the person(s) accused of the harassment, the Dean, and the Principal. At that meeting the nature of the allegations and the name(s) of the person(s) bringing the allegations will be presented. If appropriate, the accused student(s) will be suspended. When a student is suspended, class work and tests will not be accepted for that period of suspension. In cases where students are cleared of any wrongdoing that led to the suspension, teachers will be instructed to accept the given student’s work. Once the facts of the case have been gathered, the Dean will consult with the Principal and decide whether disciplinary action is warranted. This disciplinary action will relate to the nature, context, and seriousness of the harassment. Penalties may include any form up to and including dismissal.

If the complaint to be made is against a school employee, the student should report the harassment to the Principal. The individual alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.

If the complaint is against a person who is not a student or employee of Bellarmine, the school will take steps, within its power, to investigate and eliminate the recurrence of the problem.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to and including dismissal. Students found to have filed frivolous charges will also be subject to disciplinary action, up to and including dismissal.

**Standards for All School Workers Regarding Interaction with Youth**

(1) School workers must be aware of their own and others’ vulnerability to appearance or perception of impropriety when working alone with youth. At all times, School workers should, therefore, use a team approach to managing youth activities. At least two adults (preferably a team of several adults) will organize and supervise youth activities.

(2) Except in an emergency or urgent circumstance involving the youth’s safety, School workers shall never be alone with a youth during any school activity or setting. For example, adults should avoid situations that put them in a position of being alone with a minor in a rectory, parish building, school, or other closed room (except as required for the Sacrament of Reconciliation).

(3) School workers will observe careful boundaries concerning any type of physical contact with youth. Beyond a simple handshake or a friendly, brief hug, any physical contact should only take place in public circumstances, and prudent discretion and
respect should be applied by School workers in order to avoid any appearance of impropriety.

(4) Clergy and religious shall never permit a youth to stay overnight in their private accommodations or residence nor shall clergy or religious ever be permitted to share a room overnight with a youth. An exception can be made in the case of immediate family members of the clergy or religious, provided that a parent or adult guardian of the youth also stays overnight and that separate accommodations are provided for the youth and his or her parent or adult guardian.

(5) School workers will not provide shared, private, overnight accommodations for individual youths, including, but not limited to, accommodations in any Church-owned facility, private residence, hotel room, or any other place where there is no other adult supervision present.

(a) School workers will use a team approach to managing emergency situations. A team of adults will consult with each other about the best approach to take in emergency situations.

(6) School workers are prohibited from taking youth home or to another location unless another adult is present in the vehicle or the parent/guardian of the youth has given express prior permission. School workers likewise shall not permit other adults to take a youth home or to another location unless at least two adults will be present in the vehicle or the parent/guardian of the youth has given express prior permission.

(7) School workers shall not give gifts to a specific youth under their care or supervision unless a gift is given to all other youth under their care, and even in such situations, any such gifts shall be modest, inexpensive tokens of friendship or appreciation. This provision shall not be construed from precluding clergy and religious from giving gifts to youth who are members of their immediate families, such as nieces and nephews.

(8) School workers will familiarize themselves with, and understand the contents of, the child abuse regulations and reporting requirements for the State of California and will comply with those mandates. School workers shall also complete, in a timely manner, any safe environment and/or youth protection training required of them.

(9) School workers shall take all necessary action to ensure that that no one working with youth is either in possession of illegal drugs or under the influence of alcohol or illegal drugs. School workers shall take all necessary action to ensure that youth under their care or supervision do not have access to illegal drugs or alcohol. School workers may never serve or supply alcohol to youth or adults under the age of 21. Persons under 21 may, of course, partake of both species of the Eucharist, including the Precious Blood, according to the norms of canon law.
Illegal/Controlled Substances

The use of alcohol or other illegal/controlled substances contradicts the mission of Bellarmine College Preparatory. Therefore, any possession, use, sale, and/or distribution of any quantity of alcohol or other illegal/controlled substances be handled with great seriousness and care. In determining what is best for the student and the school, the Administration will consider all the relevant facts and circumstances surrounding any incident that is brought to its attention.

Any student who comes forward to a teacher or counselor, of his own initiative and volition, with an alcohol or drug problem, will be met with pastoral care. No disciplinary actions will be taken in these cases. Such a student will be directed towards an assessment, counseling, and/or rehabilitation program that will enable him to overcome his abuse or misuse of drugs and/or alcohol. Any costs associated with assessment or treatment will be borne by the family of the student.

Any student who is discovered or reasonably suspected of possessing, using, selling, and/or distributing alcohol or other illegal/controlled substances as well as any student who is in possession of what may be construed as drug paraphernalia will face a disciplinary process which could ultimately result in penalties up to and including dismissal. Bellarmine will notify the police of any drug-related crime that occurs in the school zone. Bellarmine will employ “For Cause” drug testing for any student suspected of being under the influence of an illegal substance at school or a school event. Parents and counselors will be notified and the test will be administered on campus.

Bellarmine College Preparatory does not permit the use of marijuana.

A student participating in co-curricular activities (sports, theatre/musical arts, speech and debate, etc.) serves as an ambassador for the Bellarmine school community. Therefore, students in violation of the illegal substance use policy may be subject to additional policies, suspension and/or expulsion from that particular co-curricular as prescribed by the Dean, his moderator/coach, or as a result of the Student Conduct Board’s deliberations.

As part of an investigation or as a condition for remaining at Bellarmine in cases where dismissal is not the outcome, a student may be required to obtain, at his parent’s expense, a drug assessment at a school-approved facility. In such circumstances, continued enrollment will be contingent upon completing the assessment and recommended follow up care.

In addition to any school sanctions, it is also important to bear in mind that a person who supplies alcohol or other illegal/controlled substances to a minor, or who allows alcohol or other illegal/controlled substances to be used by a minor when (s) he is in position to prevent that use, may be liable for damages resulting from the minor’s impairment. For example, a person who supplies alcohol to minors or hosts a party where drinking is allowed, could be assessed for significant damages if the minor causes injury to him/
herself, others, or property. Even if no injury or damage occurs, a person who furnishes alcohol for a minor may be subject to fines and possible jail time.

**Vandalism**

Destruction or defacing of any Bellarmine property, including but not limited to, buildings, lockers, desks, computers and athletic equipment, is prohibited. Full restitution for damaged property is expected. Punishment for violations may range from JUG hours to a recommendation for dismissal from the Dean. Immediate dismissal by the Principal is possible if circumstances warrant this action.

**Weapons**

The school prohibits any person, other than authorized law enforcement or security personnel, from possessing weapons of any kind, including, but not limited to imitation firearms or other dangerous instruments, in school buildings, on school grounds, or at school related or school sponsored activities away from campus. In the event a student is caught with a weapon, the Dean will consult with the Principal and decide whether disciplinary action is warranted. This disciplinary action will relate to the nature, context, and seriousness of the incident. Disciplinary action, up to and including expulsion, may be taken.

**School Grounds**

Footballs, frisbees, hacky-sacs, etc., may be used on athletic fields and the Quad.

Students are provided the privilege of frequenting the businesses on the corner of Emory and Elm Streets during break, lunch and/or a free period. Use of these businesses is intended only for the purpose of food purchase. Once the food has been purchased, students are required to immediately return to the Bellarmine campus.

Loitering in the neighborhood is not permitted during school hours.

**Presence on Campus During the School Day**

Bellarmine’s campus is closed for all students. Students not being supervised by a coach or moderator should not arrive to campus prior to 7:30am and likewise should leave by 4:00pm. The store and restaurant at the intersections of Emory and Elm Streets are approved for students during break, lunch and free periods to purchase food, after which the students must return immediately to the Bellarmine campus.

Unless prior approval has been received from the Dean or his staff, students are not permitted to leave campus during the school day. Violators will receive a Saturday JUG. The lone exception to this rule pertains to students who have a free period that occurs at the start or end of the day. Any student who has a free period that ends the school
day is permitted by Bellarmine to leave campus only after his last scheduled class. No student may leave campus if his free period falls at any other time during the school day. No student who serves as a TA may leave campus during the period in which he is a TA.

**Rules for Student Protest and Disruption (on or off campus)**

If a Bellarmine student, after prayerful reflection and discernment, wishes to protest peacefully or disrupt an event or school day, we present the following rules and processes.

Should a student (or students) disregard these rules and processes, disciplinary action, up to and including expulsion, could be taken against the student.

**At a public event (athletics or other co-curricular programs):**

1. Students must remember that as members of a team, their actions impact their teammates and coaches/moderators as well as the overall Bellarmine community. A student intending to protest or disrupt a team, event, game, or activity, must speak with his head coach or moderator in advance of the action. If the coach or moderator supports the student's plan to protest or disrupt, the student must then proceed through the process outlined below.

2. Once the student has received approval from his coach or moderator, he must meet with the Athletic Director or Dean of Students. As a Jesuit, Catholic, college-prep school, we will ask students who intend to protest or demonstrate to reflect upon and articulate the reasons for the decision to the best of their ability.

3. Once the student has the approval of the Athletic Director or Dean of Students, he will meet with the Principal, the Superior of the Jesuit Community, and an administrator to discuss that desire. The student may invite one other adult to this conversation (parent, counselor, faculty member or Jesuit). The purpose of this meeting will be to ensure that the decision flows from an informed conscience, that the student feels safe, and that the student and Bellarmine staff learn as much as possible from this experience and the ensuing dialogue.

The Principal, Jesuit Superior, and administrator must be unanimous in their approval of the public protest or disruption. The decision-making criteria will include plans for subsequent service, active advocacy, significant relationships that inspired the choice, and/or sustained, evolving personal commitment to the issue being protested as well as the impact of the protest to the overall Bellarmine community.

**Individual protest or disruption on campus during the school day:**

1. As a Jesuit, Catholic, college-prep school, we will ask students who make the decision to protest or disrupt the school day to reflect upon and articulate the reasons for the decision to the best of their ability. A student who makes the decision to protest or disrupt will meet with the Dean of Students to discuss that decision.
2. The Dean of Students will approve, deny, or recommend an alternative and contact parents.

3. If the student’s actions are approved, the administration will inform the student’s instructors of the official response and give recommendations on how to move forward with the student.

_Demonstration or protest involving multiple students and taking place during the school day:_

1. As a Jesuit, Catholic, college-prep school, we will ask students who make the decision to protest or disrupt the school day to reflect upon and articulate the reasons for the decision to the best of their ability. All students who are organizing the protest or demonstrate during the school day will meet with the Dean of Students to discuss that decision.

2. The Dean of Students will consider the appropriateness of the action and the impact on campus safety. Campus safety is essential, and the administration will work with the students to ensure that safety is not compromised.

3. Should a student (or students) disregard these rules and processes or if the disruption is designed to incite fear or violence, disciplinary action, up to and including expulsion, could be taken against the students.

**Personal Appearance**

Considerable freedom is allowed with respect to clothes and grooming. Neatness, cleanliness and due regard for the legitimate sensibilities of others constitute both the basic goals and the norms of Bellarmine, an all-male Catholic, Jesuit institution. In general, we rely upon the good judgment and taste of both students and their parents in the implementation of these goals. If you have questions related to these guidelines, please consult with the Dean’s Office. Students whose dress or appearance draws undue attention will be subject to disciplinary action.

The following guidelines must be observed during school hours and at all school activities:

**Pants:** Any type of pants may be worn that are neat, clean and hemmed, with no holes or rips. Pants must be secured at or above the waist. Pajama bottoms are not allowed.

**Shirts:** Shirts with sleeves must be worn at all times during the school day. No sleeveless shirts or tank tops are permitted. The following imprints on shirts are not allowed: alcoholic beverage, tobacco or other controlled substance advertising; sexist, obscene or suggestive lettering or pictures; satanic lettering or pictures, violent expressions, words or images that are meant to incite fear or anger, torn and/or ragged shirts may not be worn.

Bellarmine issued athletic equipment may not be worn as leisure wear, on or off campus.
**Shoes:** Any type of conventional footwear may be worn. Slippers and indoor moccasins are not allowed.

**Hair:** Hair length cannot extend below the eyebrows so as to cover the eyes. Hair must be clean, neat and a natural color. Extremes in hair style (Mohawks, etc.) or color are not permitted.

**Facial Hair:** Beards and mustaches are not permitted at Bellarmine. Students are expected to be clean shaven daily. Any student who is unshaven at the beginning of the day will be expected to shave immediately. Permission to waive the shaving rule must be received from the Dean’s Office and must be renewed yearly.

**Earrings:** One small stud or loop earring only, may be worn in each ear. Piercing decorations other than of the ear are not permitted.

**Tattoos:** Students who have a tattoo must wear clothing that covers it.

**Head Coverings:** Students may not wear apparel such as hats, beanies, bandannas, skull caps, etc. in any building, office or room on campus. Items that are confiscated will be turned into the Dean’s Office and will be returned at the discretion of the Dean.

Some interpretation and judgment in matters pertaining to dress and personal appearance is obviously necessary. In this area the Dean is the final and sole judge of what is, or is not, acceptable for an individual student.

A few days during the year are designated on the school calendar as “**Dress Up Days.**” The school requires that long pants (no jeans), shoes (no sandals, flip flops), a shirt and tie be worn on Dress Up Days. Students are expected to remain in this attire for the entire day. Permission to wear something other than the specified Dress Up Day attire must be received from the Dean’s Office. Failure to abide by this dress code will result in JUG hours or you may be asked to change into appropriate attire.

**Fines**

Fines may be given for the following reasons: damage to school property; requesting and having locker opened ($1); library fees for overdue or lost books; failure to return any borrowed school materials, lock replacement, parking and vehicle violations.

**Searches**

School employees may search the belongings, including but not limited to bags, automobiles, and lockers, of any student in conjunction with an investigation into any possible violations of school policy.
Police Interviews

The following policy, taken from the opinions of the State Attorney General, the Education Code, and the Santa Clara County District Attorney, explains the legal requirements of schools and the rights of students when students are to be questioned by peace officers. If peace officers need to meet with a student during the school day, it is the duty of the school official to exercise “reasonable care” in verifying the identity of the officer before releasing the student for interviews or for the officer to take a student suspect into custody. If possible, the Principal or Dean will notify the parent, guardian, or responsible relative of the removal of a student, the reason for the removal, and the place where the minor was taken, except when the child is placed in custody as a victim of child abuse or neglect.

Parental permission is not legally required to authorize the interview or removal of a student. The school official has no right to be present for an interview and may not insist upon it. However, a child victim has the right to have a school support person of his own choice present during an interview and must be advised of that right by the child protective services worker or peace officer prior to the interview. Parents or legal guardians will be contacted by a school official as soon as is reasonably possible.

Mandated reporters such as teachers and school officials will not notify parents that a child abuse report has been made or is going to be made. In such cases, a school official shall provide the peace officer with the address and telephone number of the minor’s parent or guardian. The peace officer shall take immediate steps to notify the parent or guardian, or responsible relative that the minor is in custody and the place where he is being held. If the officer has a reasonable belief that the minor would be endangered by this disclosure, the officer may refuse to disclose the place where the minor is being held for a period not to exceed 24 hours.

Corporal Punishment / Use of Physical Force

Neither corporal punishment, nor threats of corporal punishment, shall be administered under any circumstances. Reasonable physical force, however, may be used in the following situations: self-defense or in defense of others, to obtain possession of a weapon or other dangerous object.

Interpretation of Expectations and Policies

If at any time a conflict arises concerning the rules of Bellarmine, the Dean reserves the right to clarify and make all interpretations.

Failure to respond to an inquiry from a Bellarmine administrator will be interpreted as insubordination and “motive to hide the truth”. Thus, this act will face probable dismissal.

Any student who believes a JUG he has received is unfair may appeal to the Dean during the class day. Because of this appeal policy, no student may refuse to go to the Dean's
Office for a JUG when instructed to do so by a faculty or staff member.

**Authority of the Principal**

The Principal has the right to, immediately and without advanced notice, expel any student who demonstrates actions or is reasonably suspected of actions, which the Principal believes to be contrary to the school’s mission and philosophy. The Principal will be the sole determiner as to when this rule will be applied. Final decisions on any and all school matter including, but not limited to, the above rules and regulations will be at the Principal’s discretion.

Education of our students is a partnership between parents and Bellarmine College Preparatory. If, in the opinion of the Principal, this partnership is irreversibly broken and contrary to the school’s mission and philosophy, Bellarmine College Preparatory reserves the right to require the parents to withdraw their son immediately and without advanced notice. The Principal will be the sole determiner as to when this rule is applied. Final decisions on any and all school matters including, but not limited to, the above rules and regulations will be at the Principal’s discretion.
ATTENDANCE POLICIES AND PROCEDURES

Class attendance is an essential part of the educational philosophy and process at Bellarmine. It is the expectation of Bellarmine that each student be in school and on time every day. When students are absent, all pertinent procedures below must be followed in the ways described. Students and parents are expected to be familiar with the school’s attendance procedures. Failure to follow these policies will result in a student receiving JUG. Honesty about any absence is one of the most important ways that parents and school officials can collaborate in forming responsible adults.

Appointments/Partial Day Absences

Students should not make appointments during the school day. After school, Friday afternoons, holidays, and vacation periods should be used for appointments.

In the rare instance where a student wishes to be excused from class for a medical, dental or orthodontist appointment, or a court appearance, the following procedure should be followed:

- Students who will miss the start of the school day for an appointment must call the attendance line by 8:00 a.m. on the day of the appointment. When he returns to school, he must present a note or card from the doctor or a court appearance form, as verification.
- Students who need to leave campus for an appointment must present a written note from his parents to the Dean’s Office before his first class. A doctor’s verification card of the appointment or a court appearance form is required upon the student’s return to school.

Any other appointments or partial absences, other than those specified above, should be handled in the same manner as a “Planned Absence” which is detailed below. This includes DMV appointments, any observations, holidays, or celebrations of a religious nature, any family matters, and any non-medical personal appointments, including passports, INS, and job interviews.

Any student who does not follow the above procedure will be considered as having cut a class and will be dealt with accordingly.

Attendance at Co-Curricular Activities

In order for a student to attend or participate in any co-curricular activities the student must attend at least three full classes on the day of the activity. This includes all co-curricular activities: all clubs, sports, theater, robotics, and speech and debate. Any exceptions must be approved by the Assistant Principal for Academics.
**Cutting Class**

When a student decides to “cut class” or leave campus without approval that is a behavior violation. His teachers will be notified by the Dean’s Office, informed of the situation and teachers will not accept any work missed during the student’s absence. The student will receive a Saturday JUG for each period missed.

**Excessive Absences and Disenrollment**

A student who misses class repeatedly is missing essential instruction. This pattern may well result in a lowering of his grade, no credit received and/or dropped from the class.

Student absences of five (5) or more in a particular class period in a single semester may result in academic consequences and possible disenrollment if absences continue. Absences for school-sanction activities such as athletic contests, campus ministry retreats, speech and debate, robotics, are exempt from the computation towards disenrollment, but are included in the cumulative total.

The procedure for notifying students and parents is:

1. Upon the fifth absence in a particular class will result in a letter being sent home by the Dean; student will be referred to his counselor

2. If the student accrues eight (8) absences, the counselor will contact the parents for a meeting and develop a plan for the student to be at school

3. When a student has ten (10) or more absences he is in jeopardy of successfully completing the course. This may include:
   a. Dropping the class
   b. No credit received for class
   c. Disenrollment from Bellarmine

Any teacher who has concerns about a student’s absences and/or who wishes a student to be disenrolled will notify the Assistant Principal for Academics. The Assistant Principal for Academics will weigh all the pertinent information in order to make a decision on the matter. A student who is disenrolled from the course will receive a grade of W/F (Withdraw Failing) or W (Withdraw) in cases where the student was not failing at the time he was disenrolled.

In addition, a student who has more than five total absences in a semester will be placed on Attendance Watch.
Excused Absences

Missing school due to illness, religious holidays or to attend a funeral is considered an excused absence. All other absences are considered unexcused.

The following procedures must be followed on any day a student is absent from school:

- It is the student’s responsibility to have a parent notify the Attendance Line by phone (408-294-0645) before 8:00 a.m. Please note that it is necessary to call on each day of an absence.

- Only a parent or legal guardian can excuse an absence (even if the student is 18). In the event that a student no longer lives with a parent or legal guardian, the Dean must be notified immediately of the new living situation.

- Upon the student’s return to school, it is the student’s responsibility to return an “Absentee Note,” including a signature from a parent/guardian, and present it to the Dean’s Office before his first class on the day of his return. For your convenience, an Absentee Note template can be downloaded from the BCP website.

- The admit slip that the student receives from the Dean’s Office must be presented to each of his teachers.

- The absent student is expected to consult Canvas and/or contact his classmates for each day’s assignment and make arrangements for securing appropriate course materials.

- If a student is absent due to illness for more than 3 consecutive school days, he must bring a doctor’s note to the Dean’s Office upon his return.

If a student misses school due to a diagnosis of a communicable disease, e.g. chicken pox, the parents must notify the Dean’s Office as soon as possible in order to prevent a further spread of the illness. In addition, a doctor’s note will be required for re-admittance to school.

The Dean’s Office will investigate absences that appear irregular. If circumstances warrant further verification of the reason for an absence, the Dean reserves the right to ask for a doctor’s note.

Planned Absences

Students and parents are strongly discouraged from using school days for absences other than medical or emergency reasons. It is important to note that Bellarmine does not concede to parents the right to alter the school calendar for their own convenience.

Credit for any work missed because of the Planned Absence will be at the discretion of each teacher.
Students are not permitted to take Planned Absences during classes the first week or the last two weeks of each semester inclusive of final exams. Students out of school during these weeks may yield academic consequences.

When a student anticipates missing school for a non-school related reason, such as college visits, non-Bellarmine athletic contests, or appointments as described above, the student must obtain a “Planned Absence Form” from the Dean’s Office or download one from the BCP website. The completed form must be reviewed, discussed and signed by the student’s counselor and submitted to the Dean’s Office no later than one week prior to the first day of absence.

**Grace Period for Retreat Policy**

It is understood that any major assignments that are due during the retreat should be turned in before the student leaves on retreat (unless other accommodations have been made between the teacher and student).

A student returning from a Bellarmine retreat shall have a grace period during and after the retreat (tests, papers, quizzes, homework, etc). During the grace period, students are not required to take assessments or turn in homework. However, they are **strongly encouraged** to start doing so. Once the grace period ends, students are fully responsible for all missing work. Students should know that poor planning on the part of the student during the grace period may lead to consequences when the grace period expires.

The student should consult with the teacher to determine how to best use the grace period. For example, teachers could exempt students from certain assignments and assess that knowledge on a future test. Teachers are not expected to hold one-on-one office hours with all students who attend a retreat.

The general rule for the grace period will be: for every whole day of the retreat, students be granted one class.

**Freshmen Weekend Retreat (Saturday):** Students will have a one class grace period. They are responsible for any outstanding work by the second class meeting of the following week (Tuesday for Periods 1-5, Period 6-7 on Wednesday).

**Sophomore Leadership Overnight (Tuesday-Wednesday) Retreats:** Students will have a two class grace period. They are responsible for any outstanding work by the first class meeting of the following week (typically Monday for Periods 1-6, Period 7 on Tuesday).

**Junior/Senior Kairos (Wednesday-Friday) Retreats:** Students will have a three class grace period. Students are responsible for any outstanding work by the fourth class meeting of the following week (Thursday for Periods 1-2, Periods 3-7 on Friday).
Tardiness

Classes begin at the sound of the second bell. A student arriving late to school is to report to the Dean’s Office for a tardy slip or JUG slip. This slip must be shown to the teacher and such tardies are noted on a student’s attendance record. Arriving for the first period of the day after missing more than half the class period will result in an unexcused absence for that period. During the day, students arriving late to any class may be marked tardy by the teacher. Arriving tardy to class during the day will result in a JUG. Students who display a pattern of tardiness may receive a greater number of JUG hours for any subsequent tardiness. During final exam periods, students who are tardy to their scheduled exam are liable to not be provided the full hour to complete the exam.
GENERAL STUDENT INFORMATION

Athletics

The goal of our athletic program at Bellarmine is to provide opportunities for growth and development that mirror the Jesuit mission of the school. Students will mature physically, emotionally, socially, and spiritually through their participation in the Bellarmine athletic program. All athletes will have the opportunity to utilize their God-given talents, and through developing loyalty, integrity, pride, and commitment to their team, all athletes will gain the most from their participation in Bellarmine athletics.

Below is a list of expectations relative to each role within the Bellarmine athletic community.

**Athletic Directors:**
- Model positive sportsmanship and representation of the Bellarmine mission
- Provide athletic programs with the tools and resources to perform at the highest level
- Oversee the coaching staff
- Foster the development of rapport with all members of the Bellarmine community (athletes, parents, co-coaches, teachers, and staff)
- Communicate with coaches and administrators to keep all members of the Bellarmine staff appropriately informed
- Provide guidance to Bellarmine community members as issues arise (teachers, staff, coaches, athletes, and parents)

**Coaches:**
- Model positive sportsmanship and positive representation of Bellarmine mission
- Provide an environment of fairness and respects towards all athletes
- Create an athletic experience that attracts people to the program
- Focus on team development
- Develop rapport with all members of the Bellarmine community (athletes, parents, co-coaches, teachers, and staff)
- Provide ongoing communication to keep community informed and athletes aware of their role on the team

**Athletes:**
- Display positive sportsmanship and representation of Bellarmine mission
- Be fair and respectful in interactions with opponents, teammates, and coaches
- Understand the importance of team development, and the goal of our programs as team-based
• Develop rapport with all members of the Bellarmine community (athletes, parents, coaches, teachers, and staff)

• Communicate with the coach to keep him fully informed of any issues

Parents:
• Model positive sportsmanship (cheer for all our teams, athletes, officials, and coaches in a positive fashion)

• Provide positive representation of Bellarmine mission

• Be fair and respectful to all parents, coaches, athletes, and administrators

• Understand the importance of team development, and the goal of our programs as team-based

• Develop rapport with all members of the Bellarmine community (athletes, parents, coaches, teachers, and staff)

• Encourage your son/athlete to communicate with the coach to keep him fully informed of any issues, and if necessary to follow-up with the coach

Students:
• Model positive sportsmanship (cheer for all our teams, athletes, officials, and coaches in a positive fashion)

• Be fair and respectful to all athletes, coaches, administrators, and officials

• Provide positive representation of Bellarmine mission

Christian Service Program
Failure to complete the Christian Service requirements will result in JUG hours being assigned. Students failing to satisfy their yearly Christian Service commitment will be prohibited from participating in the Junior Prom and/or Senior Ball.

Commuting/Public Transportation
A large number of Bellarmine students utilize public transportation to commute to school. For the most current schedule for CalTrain, families should check the CalTrain web site: www.caltrain.com. Students are expected to comply with all rules and regulations of the various public transportation agencies. A student must present his student body card, when requested, to any proper authority or any adult passenger with just cause. The Dean reserves the right to invoke disciplinary action, including the restriction of a student’s use of public transportation to Bellarmine if a student’s actions and behaviors have been negative and harmful to those working on or those using the system.
Dances

The values and regulations given below emerge from our mission in promoting Catholic, Christian values that recognize the dignity and self worth of all people. Within this setting, dances are viewed as an opportunity for students to socialize in a supervised and safe environment. Student behavior and manner of dress should reflect this guiding principle. Bellarmine College Preparatory School, its officers, agents and employees, are harmless from any and all liability or claims, which may arise out of, or occur, in connection with a student’s participation in this activity.

Students failing to satisfy their yearly Christian Service commitment will be prohibited from participating in the Junior Prom and/or Senior Ball.

Dance Regulations

• Guests are not admitted without a high school ID. No guest over 20 years old will be permitted.

• All students in attendance must provide student ID upon request from school personnel. In the event of any violation of these regulations or any other behavior deemed inappropriate, the Dean of the guest’s school will be notified of the incident.

• Large jackets, purses, and backpacks may be inspected by school personnel before admittance to the dance. Students bring valuables at their own risk. Bellarmine is not responsible for any lost or stolen items.

• For the duration of the dance, students will be expected to be in compliance with the standards of dress stated below.

• All dance styles must comply with standards of Christian morality, standards that include modesty and safety. School personnel will be the final judge of the appropriateness of dance style. School personnel will confront any student behavior or dancing deemed inappropriate. This includes the following stipulations: no body parts other than the student’s feet may be on the floor, students must be in an upright position at all times (no bending over.) Additionally, a student’s legs cannot wrap around a dance partner nor may he or she pick up another student. When hands are placed on another student’s body, they should be in appropriate places such as the waist or shoulders. Any dancing or movement that implies any sexual activity or motion is not permitted. Students should dance facing each other, not back to front.

• The use of tobacco, alcohol, or any other illegal drug is not permitted.

• Students violating any of these rules may have their parents phoned and may be asked to leave the dance. Students who are in violation of school policies will also be subject to school disciplinary procedures up to and including dismissal.
Manner of Dress

• Students are expected to be clean and neat in their personal appearance, observing standards of modesty, moderation, and good taste. Any interpretation and judgment in these matters lies with school personnel supervising the dance.

• Any boy who attends a dance at any high school in the Diocese of San Jose must wear clothes that meet the following guidelines. Boys will wear shirts with sleeves. Pants, or shorts, must be secured around the waist. Shoes must be worn at all times. Hats are not permitted.

• Any girl who attends a dance at any high school in the Diocese of San Jose must wear clothes that meet the following guidelines. Overly tight pants or spandex pants or shorts (i.e., bike shorts) may not be worn as outer garments. Shorts, skirts, and dresses may be no shorter than mid-thigh. Slits on dresses or skirts that end above mid-thigh are not permitted. Blouses, dresses, and tops that are strapless, tube tops, halter tops, or tops that are low cut, off the shoulder, or that show a bare back or midriff are not permitted. Shoes must be worn at all times. Hats are not permitted.

In addition to the diocesan-wide policies given above, here at Bellarmine, the following regulations are also in effect.

• Mixers begin at 7:30 p.m. and end at 10:30 p.m. Students must arrive to the dance by 8:00 p.m. and may not leave until 10:00 p.m. Any Bellarmine student who has not been picked up by 11:00 p.m. will receive a JUG.

• Students who drive to dances must park on campus.

• Students receiving rides either to or from dances must use the Liccardo parking lot, off Hedding Street or the parking lot on Emory Street, for drop-off and pick-up. At the conclusion of the dance, students will be guided towards these lots.

Drop-Off Area (Before and After School)

Any student who receives a ride to or from school must use the “Drop-Off Area.” A map of this is available on the BCP website. The map also demonstrates the one-way traffic flow that governs this area both for morning and after school. At no time should cars be parked in the red zones fronting and adjacent to the Fire Station. Violation of these procedures may result in the student receiving JUG.

An alternate “Drop-off Area,” is located in the school parking lot on Emory Street and may be used to drop off and pick-up students before and after school.

Emergency Procedures

Should an unforeseen emergency force the closure of school, students will be directed to the football field, where they will gather in a pre-determined area with their homeroom class. Students must remain on campus until they are given to the custody of their parents unless the parents have completed and returned the Emergency Release Form.
available in the Dean’s Office. Please note that, in such an event, students may only leave campus after the entire Bellarmine student body has, as part of the Emergency Procedure, convened on the football field and student and staff attendance has been completed satisfactorily.

If phone lines or cell phones are operational, parent permission to leave campus may be given over the phone.

**Field Trips**

Field trips are a privilege, not a right. Students may be withheld from a field trip if there is an academic concern, on probation, or if the student’s behavior might disrupt the activity. Bellarmine College Preparatory School, its officers, agents and employees, are harmless from any and all liability or claims, which may arise out of, or occur, in connection with a student’s participation in this activity.

**Graduation**

In addition to satisfying the academic requirements set forth by Bellarmine for graduation, a senior must satisfy the following to receive a diploma:

1. Complete all outstanding JUG hours
2. Pay all outstanding library fines/fees
3. Complete CSP requirements, including reflection paper

**ID Cards**

Students are required to carry student ID cards with them whenever they are on campus or at any Bellarmine function. They must present and possibly surrender their cards upon request from any teacher, staff member, or administrator, as well as in other circumstances in which it is reasonable to do so. In the event of a lost ID card, call Bacosa Photography (408-441-7111) to obtain a new one.

**Illness or Injury Procedures (Incurred on Campus)**

All personal injuries incurred on campus should be reported immediately to the Dean’s Office. If a student becomes ill while on campus, he should report first to the Trainer’s Office. If the Trainer’s Office is closed, students should report to the Dean’s Office. Under no circumstances should an injured or ill student leave campus without notifying the Dean’s Office. If a student is sent home due to illness or injury thereby missing a partial day of school, an absentee note is required upon his return to school.

If a student’s illness or injury requires emergency services, e.g. a call to 911 resulting in an ambulance or paramedics, a doctor’s note clearing the student to return to school must be presented to the Dean’s Office upon his return to school.
Lockers

Every student will be assigned a locker on campus. Lockers remain the property of the school and may be opened at any time by a member of the Administration. Students may not change their locker assignments without permission from the Dean’s Office.Returning students may use their original locks or purchase a new one from the Campus Store. Only Bellarmine-issued locks are permitted on the school lockers. Key locks are reserved for book lockers; combination locks are reserved for gym lockers. Any damage to school lockers will be billed to the student assigned to that locker. Bellarmine is not responsible for anything taken from the lockers. Students missing their locker key may have their locker opened by a member of the Dean’s Office once per day at $1 per day. Lockers will be opened before school and at lunch.

Lost and Found

Lost and found items may be claimed in the Dean’s office. Unclaimed items are discarded after one week. Bellarmine is not responsible for items or valuables left on campus, in classrooms, in hallways, or in athletic areas. Found items should be brought to the Dean’s Office.

Messages

If a message of urgent nature must be delivered to a student, please contact the Dean’s Office or the student’s counselor.

Parking and Vehicle Regulations

All students who wish to park on campus must register their cars in the Dean’s Office prior to parking on campus. Once a student’s vehicles have been registered, a parking permit must be purchased in the campus store ($5) to display in the vehicle. The following is a list of specific regulations regarding student parking and the consequences for violations.

- Parking privileges can be revoked by the Dean at any time.
- Parking Permits are non-transferable.
- Any family car which will be driven to campus must be registered online.

1. Reserved Campus Parking
   - Faculty assigned lots: O’Donnell Lot, Elm Street Lot, Liccardo Lot, and Wrestling Center Lot.

2. Open Student Parking
   - Overpass Lot, Soccer Field Lot, Wrestling Center Lot, Hedding Street Lot.
3. Visitor Parking
• No student is to use any visitor parking area unless the student has received permission from the Dean’s Office.

4. Parking Enforcement
• Unauthorized vehicles parked in assigned spaces must be moved immediately. The school will attempt to notify the owner of the vehicle; however, if that fails, the vehicle may be towed so that the authorized vehicle may use the assigned spot.
• If the unauthorized vehicle belongs to a student, that student will receive a JUG and a fine of $10—even if it is towed.

5. Proper Driving Regulations
• Reckless driving and/or speeding are not tolerated on campus or in the College Park neighborhood. Driving violations may result in a Saturday JUG and possible revocation of parking privileges and suspension.
• A parking permit is necessary for a student to park on campus during school hours: 7:30 a.m.—3:00 p.m.
• At its discretion, at any time, the school may tow a vehicle that impairs public safety, is parked in a non-parking area, or whose driver has refused to follow school policies regarding parking and/or driving. Cost of vehicle retrieval will be the full responsibility of the vehicle’s owner.

Use of a Student’s Image
Bellarmine College Preparatory, and its agents, have the irrevocable and unrestricted right to reproduce the photographic and/or video images taken of students for the purpose of publication, promotion, illustration, advertising or trade, in any manner or in any medium, without recompense or royalty.

Work Permits
Applications for a Work Permit can be obtained from the Dean’s Office. When school is not in session, they may be obtained from the receptionist at Mathewson Hall. Upon completion of the Work Permit application and submission of the student’s Social Security Card, a Work Permit will be issued.
TECHNOLOGY USAGE & ELECTRONIC DEVICES’ POLICIES

Intended Purposes of Campus Technology
The use of campus technology is intended to promote greater academic collaboration and communication among the Bellarmine community.

Any unauthorized use may result in the loss of Network/Internet privileges and/or further disciplinary action ranging from JUG to dismissal. Violation of the technology policy can result in penalties up to and including dismissal.

Ethics and the Internet
Bellarmine strongly endorses the National Science Foundation Division of Network, Communications Research, and Infrastructure, which in paraphrase, characterized as unethical and unacceptable any activity which purposely:

1. Seeks to gain unauthorized access to the resources of the Internet;
2. Disrupts the intended use of the Internet;
3. Wastes resources (people, capacity, computer or financial) through such actions;
4. Destroys the integrity of computer-based information;
5. Compromises the privacy of users.

Specific Rules and Policies:

When using computers:

1. Tampering with computers or peripheral devices is defined as destruction of school property and may be deemed grounds for probation or dismissal. If a student discovers that a computer has been tampered with, he should notify a faculty or staff member immediately.

2. Software is not to be copied to or from any school computer, unless a faculty or staff member has given prior consent. Most software is copyrighted, and unauthorized duplication is illegal and is covered by the normal school policy for stealing.

3. Ignorance is not an acceptable excuse for the misuse of hardware or software. When in doubt, seek assistance.

4. Games, social networking, and video sites are prohibited on computers at all times.
When using the Internet:

1. Material that can be defined as pornographic, obscene, or vulgar should not be accessed, downloaded, printed, or viewed intentionally. Students who are found in violation of appropriate use of the Internet (either through viewing inappropriate material or playing games on campus computers) will have their account privileges revoked. Repeated or especially egregious violation of this usage policy is grounds for suspension and could lead to dismissal.

2. Respect and observe copyright laws.

3. Bellarmine reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology may subject the student to disciplinary action up to and including dismissal. Inappropriate use includes, but is not limited to, harassment, use of the school name, remarks directed to or about teachers or administrators, offensive communications and safety threats made on any internet sites (examples: Social Networking websites, blogs, Journaling websites).

When using Bellarmine e-mail accounts:

E-mail accounts are intended to facilitate communication within the Bellarmine community. Students should bear in mind that e-mail is not necessarily private and may be subject to review and supervision. Students also must bear in mind that when using a Bellarmine e-mail account, they need to maintain the same level of respect that they would associate with communication in a classroom setting. Inappropriate behavior might include, but is not limited to, making any statements that are explicitly or implicitly threatening, demeaning, lewd, or intolerant. Using an e-mail account inappropriately will result in the loss of a student’s account and may lead to dismissal.

Students are required to check their e-mail accounts daily as teachers may elect to communicate with their students via e-mail on a regular basis. It is equally as important that students do not sign up for non-school related distribution lists or services as this leads to an excess of SPAM (unwanted) e-mail messages that could render an e-mail account less useful for academic purposes. JUG may be given if a student’s mailbox is too full to accept new messages.

Accessing the Bellarmine network:

All students are issued a network login starting with their freshman year. A student’s network login consists of a school-supplied username which is linked to their e-mail address. All student passwords must be kept confidential at all times. Students will be required to use their network login any time they use a computer on Bellarmine’s network. Under no circumstances may one student use another student’s network login. Students will be allotted a limited but sufficient amount of storage space on Bellarmine’s servers. Additionally, students will be allotted a limited but sufficient number of pages printable to any of the school’s network printers or copiers. The only types of files
that may be stored are those that are deemed to have educational value in the context of their current year classes. Inappropriate materials stored on the network can and will be removed without prior notification and will usually spur disciplinary action.

**State Law and School Policy**

Bellarmine computers may not be used for commercial or profit-making purposes or political purposes. Nor may the computers be used for personal benefit where such incurs a cost to Bellarmine and is not academically related.

State law prohibits unauthorized access to computer systems.

Bellarmine retains the right for its computer systems staff to examine the user’s files if required as part of their official duties, or at the request of the Principal or Dean’s Office.

Sharing of a computer account, work, or supplies with other persons is prohibited. Each user must have his own individual account, submit his own work, and possess his own supplies.

**Safety**

To the greatest extent possible, harassment or unwanted or unsolicited contact of members of the school community is prohibited. Any community member who receives threatening or unwelcome communications should bring them to the attention of a teacher/administrator. Users must, however, be aware that there are many services on the Internet that could potentially be offensive to certain users or groups of users. The designers of the school network cannot eliminate access to all such services, nor could they even begin to identify them. Thus, individual users must take responsibility for their own actions in navigating the Internet.

**Electronic Devices**

Cell phones may be brought to the Bellarmine school zone area or for school activity under the following conditions:

1. Cell phones may not be used for picture taking or video recording without permission.

2. Harassment or threatening of persons via cell phone is strictly prohibited and will not be tolerated.

3. Cell phones may not be used for game playing in any academic building or used for any reason during class. If a student uses their cell phone during class they will received a JUG unless prior permission has been given by the teacher or librarian. In the Library, mobile devices may be used for internet research or e-mail if it is done silently without disturbing others. At no time is talking or texting on mobile devices allowed in the library. Ringers must be on silent or vibrate at all times.
4. If a student is found in violation of this policy the cell phone and battery pack will be confiscated.

5. Multiple violations may result in forfeiture of the privilege to bring a cell phone to school.

6. No video recording devices may be used without the permission of the Dean of Students.

**All non-academic uses of electronic devices are prohibited in academic buildings and the Chapel. This includes, but is not limited to, game playing (apps and online), social networking sites (Facebook, Instagram, etc...), video sharing sites (YouTube, Vimeo, etc...).**

Electronic devices of any kind are brought to school at the student’s own risk. Bellarmine absolves itself of any responsibility in the case of theft and will not initiate any investigation into the matter.