

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:

### **Bellarmino 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.**

**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.**

## **ACADEMIC EXPECTATIONS AND POLICIES**

### ACADEMIC ETHICS

The relationship between the teacher and the student must be characterized by the highest level of integrity. When a teacher gives a student an assignment—homework, paper, project, presentation, lab, etc.—or when she/he gives a quiz or exam, that teacher is building the framework for the student’s learning. Please note the following guidelines and follow them in your work at Bellarmine.

The Academic Ethical Guidelines state:

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.
2. A student’s homework and in-class work fulfill the intention of the instructor in a specific class:
  - Individual assignments must be represented by individual work.
  - 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 Assistant Principal for Student Affairs. 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:
  - Direct copying of another person’s (living or dead) work.
  - Using any amount of another person’s material or ideas without proper documentation.
  - 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 Assistant**

**Principal for Student Affairs' Office. In the case of a student's second offense, while at Bellarmine, the student will face probable dismissal.**

In all cases the Principal has and reserves the right to dismiss a student for academic deceit when he considers the circumstances warrant that action. Contested cases of cheating will always be referred to the Assistant Principal for Student Affairs 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.

Bellarmino subscribes to Turnitin.com, a website that verifies the originality of student work. English teachers require that students submit their term papers to this service, and teachers may require other papers to be submitted to this site as well. When submitting papers to this service, student papers become part of the service's database, which means that students may forfeit copyright privileges for their work. If any student has concerns about the copyright of his work, he should consult his teacher.

### 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 Assistant Principal for Student Affairs' Office 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.

### 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. In addition to receiving a grade of zero for the paper, a student is liable to receive a significant academic punishment on any prior assignment connected to the paper.

### FINAL EXAMINATIONS

Teachers are required to administer a final examination in the time period allotted for that exam unless specific permission is given by the Assistant Principal for a variance. 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 Assistant Principal for Student Affairs' office. After the exam, the proctor will go there her/himself to discuss the matter. Should it be determined that the student has been cheating, the exam will be disregarded and the student will receive a significant academic punishment. This act may produce a failing grade in the course. In addition, disciplinary action up to, and including, expulsion will be taken against the student at the discretion of the Assistant Principal for Student Affairs.

### ACADEMIC PROBATION

Any student whose academic grade point average (GPA) falls below a 2.00 at the end of a semester will be placed on probation or he may be asked to leave Bellarmine. This decision rests with the Principal 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 in order to receive a probationary status for a limited time.

Any grade dispute will be reviewed by the Principal or his designate.  
The decision of the Principal is final.

#### 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. **Bellarmino is not responsible for any items lost, stolen or damaged on campus.**

#### FALSIFICATION OF NOTES AND/OR MISREPRESENTATION BY PHONE

Forging a parent's or guardian's signature on a note or other communication, altering a note or communication in any way, making or having someone else make a phone call to the school in which the caller falsely claims to be a parent or guardian, is illegal, dishonest, and a violation of Bellarmine's *Code of Integrity*. Moreover, notes written by parents giving false reasons for absences or requests to be off campus are dishonest. Students will receive JUG hours for any of these infractions. Students may be suspended and liable for dismissal for any of the above offenses.

#### INTERPRETATION OF DISCIPLINARY POLICY

If at any time a conflict arises concerning the rules of Bellarmine, the Assistant Principal for Student Affairs 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 Assistant Principal for Student Affairs during the class day. Because of this appeal policy, no student may refuse to go to the Assistant Principal for Student Affairs's Office for a JUG when instructed to do so by a faculty or staff member.

#### 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. Excuses for missing JUG will not be accepted. Failure to attend JUG will result in two days of JUG.

JUG may be given for any behavior or conduct that the Assistant Principal for Student Affairs finds inappropriate. Typically, but not exclusively, JUG is given for the following reasons: truancy; tardiness (oversleeping, missing the bus, car trouble, or staying at home for any questionable reason); unacceptable personal appearance; leaving campus for any reason without permission from the Assistant Principal for Student Affairs during regular school hours; classroom disturbance; use and/or possession of any tobacco product during school hours or at school events; littering on campus or in surrounding neighborhood; parking or driving violation on or around campus; failure to return Special Reports and other required documents signed by a parent at the required time; possessing a cell phone/pager that is used or heard; failure to update student-family records; failure to follow all school procedures/policies.

#### FINES

Under some circumstances, violation of the code of conduct may result in fines. Fines may be given for the following reasons: damage to school property; requesting and having locker opened (\$1.00); library fees for overdue or lost books; failure to return any borrowed school materials, lock replacement (\$12.00), parking and vehicle violations.

#### 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 Assistant Principal for Student Affairs. Saturday JUG is scheduled at the convenience of the school and takes precedence over any personal plans the student or family may have made. The dates for Saturday

JUG appear on the school calendar; however, they are subject to change at the Assistant Principal for Student Affairs' discretion. 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.

### 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.

### 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 Assistant Principal for Student Affairs 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 expulsion from that particular co-curricular. At the Assistant Principal for Student Affairs' 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 Assistant Principal for Student Affairs 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 Assistant Principal for Student Affairs 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

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 Prep community.

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 violation of the Academic Ethics Guidelines;
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 (Students with seven or more JUGs in a semester will be reviewed at the end of that semester to determine whether they will be allowed to remain at Bellarmine); repeated involvement in serious infractions.

### STUDENT CONDUCT BOARD

The Student Conduct Board meets at the initiative of the Assistant Principal for Student Affairs and convenes on the authority of the Principal. It is designated with the responsibility of investigating and of providing all the circumstances surrounding the student's offense and to provide him with the most complete hearing possible. Its ultimate concern is to consider what course of action is best for the student and for the school. The Board makes a recommendation to the Principal, who makes the final decision.

The board is comprised of the following school members: the Assistant Principal who is the *ex officio* chairman; two faculty members who are elected by the faculty; a faculty member who the Principal appoints from a list of three nominees provided by the ASB. The Principal has the right to appoint an alternate for any of the faculty board members. The Assistant Principal for Student Affairs is present to ask or answer questions that may arise.

After the Principal agrees to the Board's convening, the Assistant Principal for Student Affairs notifies the parents and suspends the student. The Assistant Principal for Student Affairs will notify the parents that they may submit a letter to the Assistant Principal, which he will read to the entire Board and share with the Principal. The student then asks a faculty member to be his advocate.

The faculty advocate will assist the student and his family throughout the Board process. The advocate will discuss the matter with the student and family, answer parents' questions regarding the letters to the Assistant Principal and their meeting with the Principal, assist the student in preparing for the Student Conduct Board meeting, and address the Board on the student's and his parents' behalf. During the Student Conduct Board meeting, the student and the faculty advocate appear before the Board to present their understanding of all the circumstances that are relevant to the Board's deliberations. The faculty advocate is always present when the student is in the room. He or she may also address the Board when the student is not in the room.

After the Student Conduct Board meeting, the Assistant Principal presents the Principal with the recommendation of the Board. The Principal then weighs the recommendation of the Board along with information he has gathered from the parents in order to make his final decision. The Principal then notifies the parents and the student of his decision in person. The President of Bellarmine College Preparatory may be appealed to only in the event of new information or to present him with circumstances hitherto unknown.

## 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.

1. **Verbal harassment** includes derogatory comments and jokes as well as threatening words spoken to another person.
2. **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.
3. **Visual harassment** includes derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures.
4. **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 Assistant Principal for Student Affairs 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 Assistant Principal for Student Affairs.

The following procedures must be followed for filing and investigating a harassment claim. The student making the complaint should report the matter to the Assistant Principal for Student Affairs. If the complaint to be made is against the Assistant Principal for Student Affairs, 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. The investigation will begin with a meeting of the person(s) accused of the harassment, the Assistant Principal for Student Affairs, 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. Once the facts of the case have been gathered, the Assistant Principal for Student Affairs 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 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.

### ILLEGAL SUBSTANCE POLICY

The use of alcohol or other illegal drugs contradicts the mission of Bellarmine College Preparatory. Therefore, any possession, use, sale, and/or distribution of any quantity of alcohol or other illegal drugs will 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.** 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 drugs 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.**

A student participating in co-curricular activities (sports, theatre/musical arts, speech and debate, etc.) serve 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 Assistant Principal for Student Affairs, 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 drugs to a minor, or who allows alcohol or other illegal drugs 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.

### 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.

### 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 the school. In general, we rely upon the good judgment and taste of both students and their parents in the implementation of these goals. Students whose dress or appearance draws undue attention will be subject to disciplinary action.

The following guidelines should 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. All sweat pants must have drawstrings. 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 or images, torn and/or ragged shirts may not be worn. Long underwear tops may not be worn with short sleeve shirts.

**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 length that extends below the collar in back must be worn in a ponytail. Hair must be clean, neat and a natural color. Extremes in hair style 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 Assistant Principal for Student Affairs's Office and must be renewed yearly.

**Bellarmine issued athletic equipment:** may not be worn as leisure wear, on or off campus.

**Earrings:** One small stud or loop earrings, only, may be worn. **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 Assistant Principal for Student Affairs's Office and will be returned at the Assistant Principal for Student Affairs's discretion.

**Some interpretation and judgment in matters pertaining to dress and personal appearance is obviously necessary. In this area the Assistant Principal for Student Affairs 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.” In addition to the usual dress code, a collared shirt, long pants (no jeans) and closed toe shoes are required. In addition to this, the school may require that a shirt and tie be worn on special occasions, as announced by the administration. Failure to abide by this dress code will result in JUG hours.

### PRESENCE ON CAMPUS DURING THE SCHOOL DAY

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

**Unless prior approval has been received from the Assistant Principal for Student Affairs or his staff, students are not permitted to leave campus during the school day.** 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.

### ATTENDANCE 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.**

#### EXCUSED ABSENCES

An excused absence occurs when a student unexpectedly misses an entire school day. Generally, unanticipated absences occur when there is an illness. Missing school to attend a funeral is also considered an excused absence.

**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 in the Assistant Principal for Student Affairs’ Office by phone (408-294-0645) before 9:00 a.m. An email to [sswenson@bcp.org](mailto:sswenson@bcp.org) by 9:00 a.m. is acceptable so long as it is followed up by a phone call to the Attendance line by 12:00 p.m. the same day of the absence. Please note that it is necessary to call on each day of absence.
- Only a parent or legal guardian can excuse an absence. In the event that a student no longer lives with a parent or legal guardian, the Assistant Principal for Student Affairs must be notified immediately of the new living situation.
- Upon the student’s return to school, **it is the student’s responsibility to return the “Absentee Note”, including a signature from a parent/guardian, and present it to the Assistant Principal for Student Affairs’ Office before his first class on the day of his return.**
- The admit slip that the student receives from the Assistant Principal for Student Affairs’ Office must be presented to each of his teachers.
- The absent student is expected to contact his classmates for each day’s assignment and make arrangements for securing appropriate books.

If a student misses school due to a diagnosis of a communicable disease, e.g. chicken pox, the parents must notify the Assistant Principal for Student Affairs’ 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 readmittance to school.

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

#### UNEXCUSED ABSENCES

When a student misses class for an unexcused reason, his teachers will be notified by the Assistant Principal for Student Affairs’ Office, informed of the situation and advised that they have no obligation to accept the work missed during the student’s absence.

## APPOINTMENTS

**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 9:00 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 Assistant Principal for Student Affairs' 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.

## 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.**

When a student anticipates missing school for a non-school related reason, such as family vacations, college visits, non-Bellarmine athletic contests, or appointments as described above, the student must obtain a "**Planned Absence Form**" from the Assistant Principal for Student Affairs' Office. The student must take the form to all of his teachers for signatures. If a student receives the disapproval from a teacher, the absence may be considered unexcused. **The completed form must be returned to the Assistant Principal for Student Affairs' Office no later than one week prior to the first day of absence.** If travel expenses are involved, the "Planned Absence Form" must be completed before any significant expenditure is committed to the trip. Credit for any work missed because of the absence will be at the discretion of the teacher.

Failure to follow any of these procedures will result in a JUG.

## TARDINESS

Classes begin at the sound of the second bell. A student arriving late to school is to report to the Assistant Principal for Student Affairs' Office for a tardy slip. This slip must be shown to the teacher and such tardies are noted on a student's attendance record. During the course of the day, students arriving late to any class must also immediately report to the Assistant Principal for Student Affairs' Office for a tardy slip. 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.

## ATTENDANCE AT CO-CURRICULAR ACTIVITIES

In order for a student to attend or participate in any co-curricular activities, without the prior permission of the Assistant Principal for Student Affairs, **the student must attend at least two full classes on the day of the activity.** This includes sports, speech & debate, newspaper, yearbook, etc.

## 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. Should a student miss seven or more classes in a semester, he may be assigned additional work by the teacher in order to make up for the absences. In addition, he is liable to be disenrolled from the class. Any teacher who has concerns about a student's absences and/or who wishes a student to be disenrolled will notify the Assistant Principal. The Assistant Principal will weigh all the pertinent information in order to make the final decision on the matter. A student who is disenrolled from the course will receive a grade of W/F

(Withdraw Failing) or the grade of Incomplete. The Incomplete will be given in cases where the student was not failing at the time he was disenrolled. Either grade will remain on his transcript until such time as the course has been repeated.

Absences for school related reasons are exempt from the computation towards disenrollment.

## GENERAL STUDENT INFORMATION

### BIKES/SKATEBOARDS

At no time may students ride bikes, skateboards, scooters, shoes with wheels, or any other such devices on campus. All students who ride a bike to school must park and lock it in the designated bicycle area in front of O'Donnell Hall. Skateboards must be stored in lockers.

### CAFETERIA/FOOD

Students who use the cafeteria are responsible for cleaning up after themselves. Students who do not follow the instructions of the faculty and staff working in the cafeteria will be assigned to JUG or some other appropriate action at the discretion of the Assistant Principal for Student Affairs.

Food or beverages may not be taken into any campus building, office or classroom without prior permission.

### CHRISTIAN SERVICE PROGRAM

Failure to complete the Christian Service requirements will result in JUG hours being assigned.

### COMMUTING

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](http://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 Assistant Principal for Student Affairs 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.

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 Assistant Principal for Student Affairs 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.
- 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 11:00pm 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 St., for drop-off and pick-up. At the conclusion of the dance, students will be guided towards this lot.

#### 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 students before school. Because of this lot’s limited size, it cannot be used as a pick-up area after school.

## ELECTRONIC DEVICES

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

1. Cell phones may not be used for picture taking.
2. Harassment or threatening of persons via a cell phone is strictly prohibited and will not be tolerated.
3. Cell phones may not be used for game playing, Internet or email access, gambling or making purchases of any kind.
4. Any student who possesses a cell phone that is seen, heard or used during class will receive a JUG. His cell phone, including battery pack, may also be confiscated. Confiscated cell phones will be returned at the end of the school day.
5. If a student is found in violation of this policy a second time, the cell phone will only be released to his parent(s).
6. Multiple violations may result in forfeiture of the privilege to bring a cell phone to school.

Possession of pagers of any kind is not permitted within the school zone area. Violation of this policy will result in consequences as with cell phones.

Musical listening devices, and headphones, may be brought to school, or for a school activity under the following conditions:

1. The device must be kept in the off position and be kept in the student's locker area or backpack during class or at school events.
2. The device may not be seen or heard at any time during the school day except for use during a student's free period, morning break, or lunch in the following areas: Student Activities Center, the lounge areas in Student Services, the Library and the Liccardo Cafeteria.

**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.**

## 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 Assistant Principal for Student Affairs' 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. The Assistant Principal for Student Affairs may withhold a student from a field trip if there is academic concern, on probation, or if the student's behavior might disrupt the activity. Classroom permission slips will be required for attendance on all field trips.

## 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 Assistant Principal for Student Affairs' Office. If a student becomes ill while on campus, **he should report first to the Infirmary**. If the Infirmary is closed, students should report to the Assistant Principal for Student Affairs' Office. **Under no circumstances should an injured or ill student leave campus without notifying the Assistant Principal for Student Affairs' 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 Assistant Principal for Student Affairs' Office upon his return to school.

## LOCKERS

Lockers remain the property of the school and may be opened at any time by a member of the Administration. All locker assignments are indicated on the student data sheet sent with the Bookstore's mailing in mid-July. Students may not change their locker assignments without permission from the Assistant Principal for Student Affairs' Office. Returning students may use their original locks, or purchase a new one for \$12.00 from the Assistant Principal for Student Affairs' Office. 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.

## LOST AND FOUND

Lost and found items may be claimed in the Assistant Principal for Student Affairs' office. Unclaimed items are discarded after two weeks. 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 Assistant Principal for Student Affairs' Office.

## MESSAGES, ETC.

Neither the Assistant Principal for Student Affairs' Office nor the Student Activities Center is staffed to deliver messages. Delivery of messages also results in classroom disruption. Nevertheless, if a message of urgent nature must be delivered, please contact the Assistant Principal for Student Affairs' Office.

## TRANSPORTATION FORM

The transportation form, sent home with the mid-July mailing, must be completed and returned to the Assistant Principal for Student Affairs' Office or to the receptionist in Mathewson Hall by September 4. Any student not returning this form may be subject to JUG hours or another punishment as determined by the Assistant Principal.

## PARKING AND VEHICLE REGULATIONS

All Students who wish to park on campus must register their cars in the Assistant Principal for Student Affairs' Office prior to parking on campus. The following is a list of specific regulations regarding student parking and the consequences for violations.

- Parking privileges can be revoked by the Assistant Principal for Student Affairs at any time.
- Parking Permits are non-transferable.
- Any family car which will be driven to campus must have its own parking permit.

### 1. Reserved Campus Parking

- Faculty assigned lots: O'Donnell Lot, St. Roberts Drive Lot, Carney Lot, and Emory Fitness Center Lot.
- Seniors, Jesuits and other faculty: Liccardo Lot.

### 2. Open Student Parking

- Overpass Lot, Athletic Field Lot, Emory Street Lot, College Park Lot, West Hedding Frontage Road Lot.

### 3. Visitor Parking

- No student is to use any visitor parking area unless the student has received permission from the Assistant Principal for Student Affairs' 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.
- Senior students who find their assigned spot taken should inform the Assistant Principal for Student Affairs' Office immediately with the license plate number and assigned parking spot number.

### 5. Proper Driving Regulations

- Reckless driving and/or speeding are not tolerated on campus or in the College Park neighborhood. Driving violations result in a \$25, 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: 7:30am – 2:40pm.

- Vehicles illegally parked or without a proper Bellarmine Prep permit will be fined \$10 for the first offense, \$20 for the second offense. In addition, each offense will warrant JUG time. On the third offense, JUG will be assigned and parking privileges will be revoked for a period of not less than one month. Should a student merit an opportunity to again enjoy campus parking privileges, a \$25 fee will be assessed to use on campus parking. Any future parking or driving violations will result in the permanent loss of parking privileges.
- 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.

#### PERMISSION FOR PHOTOGRAPHS, VIDEOS ETC.

Students may appear in Bellarmine-related photographs, videos, or on the school website without recompense or royalty. Parents who do not want their sons to appear in such media must contact the Assistant Principal for Student Affairs' office.

#### 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 Assistant Principal for Student Affairs 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 pupil. 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 after an interview has taken place.

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.

#### SCHOOL GROUNDS

Footballs, Frisbees, hacky-sacs, etc., are to be used exclusively on athletic fields. The Quad and Old Town are not considered athletic fields.

Students are provided the privilege of frequenting the business 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. No loitering at the neighboring businesses is permitted.

#### SCHOOL VISITS

Students may not invite friends from other schools to our campus without receiving prior approval from the Assistant Principal for Student Affairs. A guest pass must be requested in advance of any visit. Failure to follow the procedures that are clearly stated on the pass will result in a JUG for the student, and the guest will be sent home.

#### SMOKING

Use of any tobacco products by students contradicts the mission of Bellarmine. In addition to causing severe individual health problems, second hand smoke may affect others in the environment. Therefore, smoking by any student in the school zone is strictly prohibited.

## VANDALISM

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

## WORK PERMITS

Applications for a Work Permit can be obtained from the Assistant Principal for Student Affairs' 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.

## **COMPUTER USAGE POLICY**

### INTENDED PURPOSES OF CAMPUS TECHNOLOGY

Bellarmino intends that computer use and the use of other technologies by its students enhance the learning experience. All such use should be directed toward honest academic endeavors. Bellarmine further intends that the use of its campus computer network, all Internet use, and especially use of the e-mail addresses provided to each student by Bellarmine, is intended to promote greater academic collaboration and communication among students, and between faculty and students. Network use is primarily intended for the support of class work, and for other purposes that students and teachers determine to be of educational value. Use for other purposes (e.g. for-profit activity or extensive personal business) is not acceptable.

The school network and classroom have limited time available for network-support teaching and learning activities. Any use of the network which adversely affects its operation in pursuit of teaching and learning or jeopardizes its use or performance for other school members is prohibited. Any unauthorized use may result in the loss of Network/Internet privileges and/or further disciplinary action ranging from JUG to dismissal.

Bellarmino reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer), may subject the student to consequences. Inappropriate use includes, but is not limited to, harassment, use of school name, remarks directed to or about teachers or other students, offensive communication and safety threats.

The policy below, portions of which have been taken from the Diocese of San Jose Technology Use Agreement, governs student use of computers and related equipment operated by Bellarmine. The purpose of this policy is to maximize freedom of use consistent with state and federal law, Bellarmine community standards, official school policy, and a productive working environment. This policy applies to all those who use Bellarmine's computer/networks. Violation of the policy can result in penalties up to and including dismissal.

### ETHICS AND THE INTERNET

Access to and use of the Internet is a privilege and should be treated as such by all users of the system. 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. Systems components such as the keyboard, mouse, and/or hard drive should not be tampered with, deleted, moved, or otherwise modified. Tampering with computers 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. If the software required for a given task is unavailable, please consult with a teacher, librarian, or school administrator.
  3. Ignorance is not an acceptable excuse for the misuse of hardware or software. When in doubt, seek assistance.
  4. Do not eat or drink when working with the computers.
  5. **Games are prohibited on computers at all times.**

*When using the Internet:*

1. Show the same respect and ethical behavior that is expected of Bellarmine students at all times.
2. Remember that the Internet provides access to a vast amount of material and information. Some of this is appropriate for minors and for educational purposes; some of it is not. 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 for two weeks time at the first offense, four weeks time at a second offense, and one semester's time at a third offense. Repeated or especially egregious violation of this usage policy is grounds for suspension and could lead to dismissal.
3. Respect and observe copyright laws. Do not use Internet access to download or exchange pirated software/media. If the distinction between Freeware, Shareware, public domain software, and copyrighted commercial material is unclear, check with a faculty member. Remember that some material accessible on the Internet may already have been obtained or copied illegally, and for one knowingly to use such material is not only unethical, but also illegal.
4. As with written resources, electronic resources must be documented properly if used in completing assignments. If unsure of the proper format to use in quoting electronic resources, check with your English teacher or librarian.

*When using Bellarmine e-mail accounts:*

All Bellarmine students are issued e-mail accounts that are accessible via the Bellarmine web site ([www.bcp.org](http://www.bcp.org)). These 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. As in all areas of student life, if a student is unsure about the appropriateness of something he has received or intends to send, he should consult a faculty or staff member immediately.

Students should check their e-mail accounts frequently as teachers may elect to communicate with their students via e-mail on a regular basis. Additionally, frequent usage will aid in the deletion of unnecessary messages. 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.

*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 email address. A student may change his password at any time, may request to shorten his username by abbreviating his first name, but may not request a username or email address that does not comply with the standard username format. All student passwords must be kept confidential at all times. Additionally, students are required to change their password at least once per semester. Students will be required to use their network login any time they use a computer on Bellarmine's network. This will afford students the opportunity and convenience to store their work 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. These allotments will be set each school year by the administration and students will be notified of this and other policies each summer via U.S. Post during the mailing that includes their course schedule. 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. Copyrighted materials which Bellarmine does not own or inherit rights to may never be stored or used. Finally, student access to Bellarmine's network is available from any location on campus during business hours and in some cases from off campus via the Internet in a secure fashion.

STATE LAW AND SCHOOL POLICY

Bellarmino 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. Access of or attempts to access another person's directory, files, mail, whether protected or not, without permission of the owner is prohibited. Attempts to access unauthorized machines via the computer network, to decrypt encrypted materials, or to obtain privileges to which the user is not entitled are prohibited. Bellarmine has signed software licenses for the software that is available on the school computer systems: removal or transfer of such software without authorization is prohibited.

Bellarmino 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 Assistant Principal for Student Affairs.

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.

#### PRIVILEGES AND PRIVACY RIGHTS OF BELLARMINE NETWORK MEMBERS

All members of the Bellarmine community have the right to privacy in their e-mail and files per the network limitations/requirements. However, if a user is believed to be in violation of the guidelines stated in this policy, an administrator or teacher may need to gain access to private correspondence or files. An attempt will be made to notify the user of such inspections whenever possible. Administrators/teachers may periodically make requests to study or view correspondence and files, but confidentiality is ensured in such circumstances. Also, it is important that users recognize the fundamental differences between public (e.g. news) and private (e.g. mail) forms of communication and shape their content accordingly.

#### 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/WWW 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 Network/Internet/WWW.