



Bellarmino
College Preparatory™





Bellarmine
College Preparatory

MONDAY-THURSDAY	
8:25	Passing Period
8:30-9:35	Block A
9:35-10:20	Community Time
10:20	Passing Period
10:25-11:35	Block B (with Prayer)
11:35	Passing Period
11:45-12:50	Block C
12:50-1:30	Lunch
1:30	Passing Period
1:35-2:40	Block D
2:40	Dismissal

FRIDAY	
8:25	Passing Period
8:30-9:35	Block A
9:35	Passing Period
9:45-10:50	Block B (with Prayer)
10:50-11:15	Break
11:15	Passing Period
11:20-12:25	Block C
12:25	Passing Period
12:35-1:40	Block D
1:40	Dismissal

MASS/ASSEMBLY SCHEDULE	
8:25	Passing Period
8:30-9:30	Block A
9:30-9:50	Break
9:50	Passing Period
9:55-10:55	Block B
10:55	Go to Mass/Assembly
11:05-12:00	Mass/Assembly
12:00-12:40	Lunch
12:40	Passing Period
12:45-1:45	Block C
1:45	Passing Period
1:55-2:55	Block D
2:55	Dismissal

Bellarmino College Preparatory

960 West Hedding Street
San Jose, California 95126-1215

Phone: (408) 294-9224

Fax: (408) 294-2072

Attendance Line: (408) 294-0645



It's on Blue!

For campus events, news, resources, and scheduling:
b.bcp.org

Student Planner/Handbook 2024–2025

Name: _____

Student ID#: _____

We're Here to Help

Attendance/Dean's Office/Parking

24 Hour Attendance Line(408) 294-0645
Dean of Students:..... Mr. Miller • kmiller@bcp.org
Assistant Deans:..... Mrs. Pluth • dpluth@bcp.org
Mr. Scialabba • mscialabba@bcp.org

General Support – Counseling (schedules, care, general assistance)

Class of 2028

[Ablao-Krug] Mr. Atkins • catkins@bcp.org
[Kung-Zverok-Chai]..... Ms. Rolfson • hrolfson@bcp.org

Class of 2027

[Abe-Manullang]Mrs. Fasoli • mfasoli@bcp.org
[Maragliano-Zucek]..... Mr. Colletti • ccolletti@bcp.org

Class of 2026

[Acosta-Lien] Ms. Maka • mmaka@bcp.org
[Linton-Zullo] Mr. San Hamel • wsanhamel@bcp.org

Learning Specialist.....Mrs. Hogan • khogan@bcp.org

College Counselors

Class of 2025

[Adams-Chen] Ms. Kohirkar • skohirkar@bcp.org
[Chettiar-Greene]..... Mr. McGee • mmcgee@bcp.org
[Guitierrez-Lee] Ms. Murphy • kmurphy@bcp.org
[Lekkelapudi-Nava].....Ms. Duckhorn • mduckhorn@bcp.org
[Newberry-Shah] Ms. Uribe • juribe@bcp.org
[Shepelev-Zooby].....Mr. Romano • jromano@bcp.org

Student Activities

ASB/Leadership Mrs. Slater • bslater@bcp.org
Athletics..... Mr. Saldivar • ksaldivar@bcp.org
Diversity/Inclusion/EquityMr. Jiménez • cjimenez@bcp.org
Robotics.....Mrs. Johnson • ajohnson@bcp.org
Speech and Debate Mr. Langerman • alangerman@bcp.org
Theatre Mr. Carlson • gcarlson@bcp.org

Technology – General Assistance

Helpdesk..... helpdesk@bcp.org

Textbooks

Bookstore..... Mrs. Brannan • sbrannan@bcp.org

Student having an academic concern, begin by talking to your teacher, coach, or program director. If the issue is not resolved, contact the Department Chair and finally the Assistant Principal for Academics.



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Philosophy

Bellarmino College Preparatory (BCP) is a Catholic school in the Jesuit tradition. We are a diverse and inclusive community of students, Jesuits, faculty, staff, parent(s)/guardian(s), alumni, and friends, drawn together by God's grace to form men for and with others who live a faith that does justice. We challenge young men to become contemplatives in action; young men who know they are loved by God and, as a response, discern how best to put their talents at the service of others. We develop the whole person through a rigorous and holistic curriculum, expansive opportunities beyond the classroom, and a vibrant spiritual formation program. We cherish our diversity as we educate each student to see all people as created in God's image and as unique expressions of the Divine.

Bellarmino'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:

Embraces the values expressed 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. Develops a sense of humility and gratitude.

Grows through individual and group reflections. Learns to approach failure and challenge as valuable to his development.

II. Religious and Committed to Social Justice

The Bellarmine student:

- Encounters Jesus' teaching and demonstrates an understanding of His redeeming mission.
- Learns to express himself in various methods of prayer. Experiences Ignatian spirituality through communal worship, retreats and individual prayer.
- Serves 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.

Acts with integrity and takes ownership of his learning.

Demonstrates critical awareness of and responds to the contemporary injustices facing our larger society.

Bellarmino Code of Integrity

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.

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.

Expectation of Bellarmine Community Members

The education of a student is a partnership among parent(s)/guardian(s), the student, and the school. It is essential that students and parent(s)/guardian(s) familiarize themselves with the policies in this handbook and that students, parent(s)/guardian(s), and school officials work together to assure that each student receives a values-based, Catholic, Christian education. Normally, differences between families and the school can be resolved. Just as a family has the right to withdraw a student, the school administration reserves the right to take disciplinary action, including requiring withdrawal of a student if the administration determines that the partnership is irretrievably broken. Some guidelines for working with the school include, but are not limited to, the following:

Bellarmino College Prep expects parent(s)/guardian(s) and students to work courteously and cooperatively with the school to assist each student in meeting the academic, moral, and behavioral expectations of the school. This includes respectful treatment of all faculty, coaches, moderators, School Counselors, administrators, support staff, other students, and other parent(s)/guardian(s);

Parent(s)/guardian(s) and students are encouraged to express their concerns about school operations and personnel to the appropriate staff and administrators; however, they must do so in a manner that is courteous, based on facts, and in the spirit of seeking solutions and building community.

These behavioral guidelines/expectations of parent(s)/guardian(s) and students include, but are not limited to, all school-sponsored events (i.e., athletics, performances, field trips, etc.) as well as interaction with school staff, other Bellarmine College Prep students and parent(s)/guardian(s), and individuals who are part of the Bellarmine College Prep Community at any other time.

Bellarmino College Prep reserves the right to determine, at its sole discretion, when violations of this policy have occurred. Such violations may result in a warning, disciplinary action short of dismissal, a suspension of a student and/or parent/guardian's privilege to attend or to participate in school activities, or dismissal of a student, depending on the severity of the offense.

Bellarmino Branded Merchandise Purchase Policy

When purchasing Bellarmine branded uniforms, athletics gear, hats, fanwear and general merchandise we ask that you only buy directly from the School or from authorized Bellarmine vendors who are the only parties approved to make and sell merchandise with the School's name and/or logos. The Bellarmine name and its associated logos are protected by copyright, trademark or other proprietary rights and may not be used without the school's written permission.

ACADEMIC EXPECTATIONS AND POLICIES

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 their shoulders. Parent(s)/guardian(s), teachers, and friends may guide and direct the learning process, but real achievement in 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.

Our faculty is committed to providing your sons with an outstanding Jesuit education. If parent(s)/guardian(s) have a concern about their son's performance in a class, they should contact the teacher via e-mail. Parent(s)/guardian(s) should receive a response within two business days. If a teacher does not respond within two business days, parent(s)/guardian(s) may contact the department chair for assistance with reaching the teacher.

In addition, the teacher is available for a meeting with parent(s)/guardian(s) via a phone call or Teams video call if requested. Department chairs or counselors may attend the meeting as well.

If the above steps have not addressed the concern, parent(s)/guardian(s) are invited to contact the Assistant Principal for Academics (APA).

Graduation Requirements

College Prep Electives	Six semesters	(30 units)
English	Eight semesters	(40 units)
History/Social Science	Seven stemesters	(35 units)
Laboratory Science	Six semesters	(30 units)
Language	Four semesters	(20 units)
Math	Six semesters	(30 units)
PE – Health & Fitness	Two semesters	(10 units)
Religious Studies	Six semesters	(30 units)
Visual/Performing Arts	Three semesters	(15 units)

Additional Requirements

9th Grade: CURA and Elective

10th - 12th Grades: CURA each semester for social, spiritual, and academic support and advising. College Guidance, Christian Service, Campus Ministry, DEIB, and other departments schedule CURAs and provide programming to students.

Members of the class of 2025 and 2026 are required to complete two (2) semesters of CURA. The class of 2027 has a requirement of one (1) semester of CURA and Study Hall. The class of 2028 and subsequent classes have a requirement of one (1) semester of CURA and a semester elective.

BCP Graduation requirements exceed the minimum course pattern required by the UC/CSU, but admission to those institutions depends on the total curriculum and academic achievement.

Courses meeting graduation requirements must be taken at Bellarmine during the academic year.

Students choosing to leave Bellarmine to attend another high school program and then re-enroll are not guaranteed special consideration in completing graduation requirements.

AP and Honors Policy

Our recommendation is that no student should take more than three (3) AP/Honors courses per semester. However, we recognize some might like to challenge themselves more. Below are the maximum AP/Honors courses any student can take during each year in school.

Freshmen Year: Maximum of three (3) Honors courses, based upon challenge test results

Sophomore Year: Maximum of three (3) AP/Honors courses

Junior Year: Maximum of four (4) AP/Honors courses if a student has a free period OR if the 7th period is VPA or PE. Maximum of three (3) AP/Honors courses if a student is taking seven (7) classes and the 7th class is Computer Science AP

Senior Year: Maximum of four (4) AP/Honors courses

Abbreviations and Definitions:

AP: Advanced Placement level course

CP: College Preparatory

H: Honors

9th Grade		10th Grade		11th Grade		12th Grade
English I or English I Honors		English II or English II Honors		English Elective Year-Long or Semester		English Elective Year-Long or Semester
Math		Math		Math		Math <i>(recommended)</i>
Modern Classical Language		Modern Classical Language		Modern Classical Language <i>(recommended)</i>		Modern Classical Language <i>(recommended)</i>
Hebrew Scriptures	Christian Scriptures	Health & Wellness	Creed, Community, & Call	Christian Ethics	Social Justice	Religious Studies Elective PE or Elective
Physics		Chemistry or Chemistry Honors		Biology or Biology Honors or AP Biology		Science Elective <i>(recommended)</i>
Ethnic Studies		VPA		US History or AP US History		Social Science Elective Year-Long or Semester
CURA	Elective	CURA <i>(No credit)</i>	CURA <i>(No credit)</i>	CURA <i>(No credit)</i>	CURA <i>(No credit)</i>	CURA <i>(No credit)</i>
Free Period	Free Period*	**Elective or Free Period	**Elective or Free Period	**Elective or Free Period	**Elective or Free Period	**Elective or Free Period
*Students will have a free period each semester unless they are in band. Band students have no free period one (1) semester.		**Elective defined as VPA, PE, or Computer Science. Students need to complete their first two (2) sequences of VPA prior to enrolling in a Computer Science course.				

Drop Policy

A student can only drop an AP/Honors course - OR if he has seven (7) classes, he may drop the Visual and Performing Arts, Computer Science, or Fitness and Health course - to have a Free Period. No drops will be considered until the third day of the semester.

All drops need to be completed by the end of the 8th school day of the First Semester.

When dropping an AP/Honors course, if there is a college prep equivalent, the student who drops the AP/Honors course will be placed in that course. If there is no college prep equivalent, the student will be assigned to a non-AP/Honors course in the same department as the course he dropped.

Please note: If a student drops an AP/Honors course, purchase of new books or materials may be required for the new course.

Add Policy

Students may add a Visual Performing Arts, PE, or non-AP Computer Science course in their Free Period. The schedule will not be rearranged, rather the student will need to consider what course offerings are available based on the assigned Free Period.

Department Specific Policies

Computer Science

General

Students must complete their Visual and Performing Arts requirement before enrolling in AP Computer Science.

Readiness Assessment, Pre-Requisites, and Policies for Honors and AP Courses

Students seeking to enroll in Computer Science AP are recommended to have taken a previous programming class in the department.

Students seeking to enroll in Data Structures must have an A or B grade in AP Computer Science or recommendation of a teacher from a Computer Science class they have taken at Bellarmine, and a 4 or 5 on the AP Computer Science exam.

Students enrolled in an AP course can choose whether to take the AP exam in May.

English

Readiness Assessment, Pre-Requisites, and Policies for Honors and AP Courses

No readiness assessment.

Students enrolled in an AP level course must take the AP exam in May.

Other Policies

Students must complete all major analytic writing assignments to earn a passing grade in a BCP English class. In the case that a student fails to complete their major analytic writing assignments, at the discretion of the teacher and department chair in consultation with the Assistant Principal for Academics (APA), the student may receive an incomplete in the class for up to six (6) weeks. If the student has not

completed their major analytic writing assignments after this period, they cannot earn a passing grade.

MLA formatting is the standard formatting style of the BCP English Department and is expected from all students. Citations should always be provided when appropriate, using MLA style.

Students are expected to read assigned material when generating an essay on a piece of literature. A student that submits analytic work without having read the material fails to meet the integrity standards of the English Department and may face relevant academic and disciplinary consequences.

Fitness and Health

Two (2) semesters required for graduation:

- Health class required during Sophomore Year (one semester)
- 2nd Semester may be completed in these ways:
 - Choose a Fitness and Health elective course (Advanced PE, Intro to Fitness, Tai Chi, Weight Training, Yoga)
 - Athletics Waiver completed by the end of Junior Year (See details below).

Athletics Waiver

For the classes of 2025, 2026, and 2027: The waiver is granted to students who fully participate in two (2) seasons of Bellarmine interscholastic (i.e., non-club) sports by the completion of Junior Year.

For the class of 2028: The waiver is granted to students who complete three (3) years of sports with an attendance record of at least 90%. Managers and club sport athletes will not be eligible to receive the waiver.

Grading

Grades will be based on the student's active participation and engagement in class activities, the student's adherence to course regulations and guidelines, and the satisfactory completion of FITGRAM testing, and in-class assessment.

Students will be evaluated on effort, cooperation, and individual progress, not on superior athletic performance. A student who wishes to earn an optimum grade in this course must consistently give his best effort in all activities and must be fully engaged and contribute during the units regarding personal care.

Injured Student Protocols and Class Expectations

When students are injured and their medical restrictions prevent them from fully participating in class activities, an adaptive plan will be implemented. Injured students are expected to remain active during their recovery, as guided by medical directives and their F&H teacher.

Students are expected to email their F&H teacher of their injury at least 24 hours in advance of class so that a plan can be developed to support the student during their recovery.

- General adaptive plans during recovery could include:
 - Work in the PLT4M digital Fitness & Wellness program.
 - Perform physical therapy plan, as prescribed by injured student’s medical director, during class to maximize time management.
 - Work on nutrition education and presentations as directed by student’s F&H teacher.

In-Season Athletes

Varsity Level

On game/competition days, and only game/competition days, varsity level athletes are not expected to participate in F&H activities if they do not desire. If they do, it is their own choice.

Junior Varsity and Freshmen Level

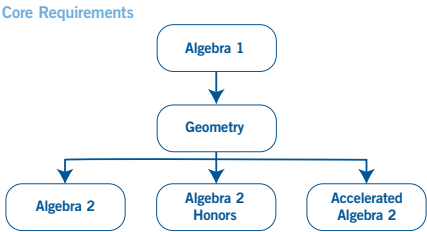
Are expected to participate in all F&H activities, even on game/competition days... *unless* the F&H class is after 12pm on a game/competition day.

Mathematics

Course Progression

All new students (including transfers) will take a math proficiency exam to ensure they are placed in the accurate course.

Completion of the core courses (see below), or their equivalent, is required before a student is allowed to enroll in advanced electives.



Beyond freshman year, a student is allowed to move between college prep and advanced sections each year. 9th grade students placed in Honors classes cannot move to CP of that level, instead they move to an Honors level of the previous class in our sequence.

Readiness Assessment, Pre-Requisites, and Policies for Honors and AP Courses

No readiness assessment.

Enrollment in Honors or AP sections requires a minimum grade in the pre-requisite course and teacher recommendation. Please consult the online course catalogue for details.

Students enrolled in an AP level course must take the AP exam in May.

Other Policies

Students are not allowed to advance in the math curriculum during the summer break or with outside courses.

Students are only allowed to take multiple math courses during their Senior Year.

Modern and Classical Languages

Readiness Assessment, Pre-Requisites, and Policies for Honors and AP Courses

No readiness assessment.

Enrollment in Honors and AP Courses requires completing pre-requisite requirements and teacher recommendations. Refer to the online course catalogue.

Additional Policies

Those students who are enrolled in our AP language courses are required to take the national exam in May.

AP Spanish Language requires summer work.

Placement exams are conducted in the spring for entering students. The department determines initial placement based on language mastery on the placement test, and counselors make final placement taking into consideration factors that may affect students' overall well-being and academic performance.

The point of language classes is to develop and practice the students' own language skills, not to turn in the most perfect piece of writing. Teachers need to see and hear the language the student has acquired. Therefore, the following policy applies:

Students may use an online dictionary to look up a word or two, just like a physical dictionary. Teachers will share appropriate instructions and resources you may use.

The use of online translators is strictly prohibited and may not be used to write longer phrases or full sentences on homework assignments, projects, or any work turned in. Failure to follow these guidelines will result in a zero on that assignment and contact your parent(s)/guardian(s) and the Dean.

Homework is assigned nightly, with varying degrees of length depending on if it's a college prep class or an Honors/AP class. All college prep classes require about 20-30 minutes of nightly homework, not counting study time for a summative assessment. Honors and AP courses require about 30-45 minutes of nightly homework.

Religious Studies

Readiness Assessment, Pre-Requisites, and Policies for Honors and AP Courses

Not applicable in this department.

Academic Integrity Policies

Department members uphold the policies outlined in the student handbook.

Science

Readiness Assessment, Pre-Requisites, and Policies for Honors and AP Courses

Effective this upcoming academic year, all sophomores will take Chemistry/Chem Honors. Juniors would then have the option of Biology/Bio Honors/Bio AP. AP Chem is only available at the senior year at this point.

Enrollment in Honors and AP Courses requires completing pre-requisite requirements and teacher recommendations. Please consult the online course catalogue for details.

Currently, a readiness assessment is also administered for students who wish to take Honors Chemistry. Any student who takes the Honors Chemistry readiness assessment and is not placed in Honors chemistry will be automatically placed in CP Chemistry.

All Science AP Courses (AP Physics 1, AP Physics C, AP Chemistry, AP Biology, and AP Environmental Science) require all students to take the AP Exam.

Most AP Courses require summer work.

Additional Policies

Students are not allowed to advance in the science curriculum during the summer break or with outside courses.

Students are allowed to move between college prep and advanced sections each year.

Social Science

General

The department's "Scope and Sequence" document indicates and describes the development of the following skills over the four (4) years students take classes in the department:

Reading Skills: comprehension.

Written and Oral Communication: constructing a thesis statement; supporting a thesis statement; note taking; understanding of plagiarism; public speaking or oral contributions.

Exposure to Sources: primary documents; maps, graphs, and charts; understanding of history as a discipline.

Mission: exposure to justice issues and understanding experiences of cultures other than my own.

Course Specific Requirements

The United States History class requires that a research paper be completed in accordance with the requirements established by the U.S. History course team.

Readiness Assessment, Pre-Requisites, and Policies for Honors and AP Courses

Enrollment in Honors and AP Courses requires completing pre-requisite requirements and teacher recommendations. Please consult the online course catalogue for details.

U.S. History AP and World History AP require a readiness assessment. Students enrolled in these AP level courses must take the AP exam in May.

The teacher determines whether the AP exam is required for students enrolled in AP courses.

Visual and Performing Arts

General

Students should consider VPA courses like any other academic class. They are expected to learn the strategies and techniques for their specific art and produce work demonstrating those skills. If they do not, their grades will be marked down.

Students must take level 1 and 2 of the same discipline and can then move on either to level 3 of the same discipline or level 1 of a new discipline.

Students must complete their Visual and Performing Arts requirement before enrolling in a Computer Science course.

Readiness Assessment, Pre-Requisites, and Policies for Honors and AP Courses

No readiness assessment.

AP Studio Art is open to students who pass a portfolio review.

Other Policies

All teachers accept late work. If an assignment is not turned in on time the gradebook will reflect an F or O as a placeholder until the assignment is received.

In the case of unforeseeable and/or extenuating circumstances, students are allowed extensions on assignments. However, the student must initiate dialogue with instructor to formulate a plan in these cases.

Content that is considered racist, homophobic, sexist, graphic or promoting drug use is strictly forbidden and will be reported to the Dean.

Instructors assign no more than five (5) hours of assigned homework per week.

Projects and performances account for the bulk of the VPA semester grade (50-100% depending on the instructor). Most courses have a minimum of four (4) projects per semester (in some classes more). Some instructors use category weighting while others use a points-based system.

Self-Study Guidelines

Freshmen are not allowed to self-study for an AP exam.

If a Sophomore, Junior, or Senior student chooses to self-study for an AP exam and Bellarmine offers that course of study, the student may not take the class afterward.

Sophomore, Junior, or Senior students may self-study for one (1) exam each year.

Bellarmine only offers AP exams for classes taught at the school.

Academic Ethics/Integrity Code Violations

Integrity is a core value of Bellarmine's educational programs. To prepare for college and to practice justice in the world, students must work to maintain the highest levels of integrity. Additionally, students' trustworthiness represents, to an extent, the trustworthiness of the school. In academic contexts especially, students should know that integrity is not only a matter of avoiding dishonesty, but also of proactive communication and intentional documentation.

To clarify expectations, specific norms and expectations are listed. This list is intended to provide a limited number of examples. Students are also expected to uphold additional norms or expectations communicated to them elsewhere such as in course descriptions, syllabi, or specific assignment instructions.

1. A student will not give to any person, or accept from any person, any assignment materials such as notes, assessment questions, completed assessments, essays, scripts, video, audio, or slides unless the teacher has explicitly approved or instructed such a transfer. If a student receives materials without their consent, such as in an electronic message, they are expected to close the material immediately upon recognition, delete the material from their devices, and notify their teacher or the Dean's Office.
2. All work is expected to be completed as instructed and explicitly approved by the teacher.
3. A student may not submit any identical or similar content for credit in multiple classes unless the student has been granted prior approval by all relevant teachers who are collecting the submissions.
4. If an assignment or assessment requires a file upload, students should immediately view the upload after submission to make sure that the file can be opened and read by the teacher. A student may not falsify a submission by modifying the file format, file name, typeface, time stamps, or other digital information or metadata.
5. Group assignments must represent group work. All group members are expected to contribute their own individual work to the group's assignment submission. In no case may one group member directly copy from another group member.
6. All work submitted by a student certifies that the student fulfilled the basic intentions of the assignment. For example, if an assignment pertains to a book assigned as class reading, the student must read the book. If an assignment requires a summary of a live event, the student must have attended the event. If an assignment is a translation, the student must perform the translation without the use of unauthorized aids. Submitted work that does not fulfill the main intentions of the assignment is considered a violation of academic integrity.
7. A student will not plagiarize in any form. Plagiarism presents the work or ideas of another as one's own and includes direct copying of any other person's work as well as paraphrasing any amount of another person's material or ideas without proper documentation. Plagiarism includes the unauthorized use of generative A.I.

8. Students must uphold behavioral norms and expectations during assessments as a matter of integrity. Regardless of their intentions, students that do not uphold behavioral norms or expectations can be considered to have violated academic integrity. For example, integrity violations may include improper communication with peers during an assessment or unauthorized transfer of individual work, even if the content of the communication or shared material was not used to plagiarize or otherwise cheat.

Any violation of the expectations or norms stated above will affect the student's status in the relevant class and their status as a Bellarmine student. In all cases of cheating or the appearance of cheating, the outcomes will include a significant academic penalty in the relevant class and a notification to the student's family. Contested cases of cheating will be referred to the Dean who will thoroughly investigate, consult the student's disciplinary and academic record, confer with faculty as needed, and render a judgment. All incidents of academic dishonesty will be kept on file by the Dean's Office.

The Principal may dismiss students for any integrity violation or instance of academic dishonesty when they consider the circumstances warrant that action. More generally, disciplinary actions following an integrity violation depend on the total number of violations recorded for an individual student across all classes. These outcomes are described below as general guidelines. Outcomes may be adjusted at the discretion of school administrators depending on the facts of individual cases, especially when a violation occurs in the context of a major assessment, such as a summative exam or major project, or the behavior is determined to be persistent or flagrantly dishonest.

After the first integrity violation is recorded, the student will receive a significant academic penalty for the assessment and, following a restorative process approved by the Dean's Office, may work with the teacher to demonstrate mastery. Partial credit for any resubmission of work will be discussed and may not be granted.

After the second violation is recorded, the student will receive no credit for the relevant assessments and will not be permitted to earn this credit with revisions or other assessments. Additionally, the student may be disenrolled or disqualified from Honors or AP classes, especially if the integrity violation occurred in such a class.

After the third integrity violation is recorded, the student may be required to report the integrity violations to institutions of higher education receiving their Bellarmine transcript.

After the fourth integrity violation is recorded, the student will be referred to the Conduct Board who will make a recommendation to the school administrators regarding the student's continued enrollment at Bellarmine.

Any subsequent violations after the fourth violation will be addressed directly by the Principal.

Academic Deficiency/Remediation

Any student who fails a class(s) must first meet with their 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 their remediation plan, the student may be asked to withdraw 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 may be asked to leave Bellarmine. This decision rests with the Assistant Principal for Academics (APA) 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 to graduate.

A student must have at least 2.00 GPA in all academic core courses to be eligible for participation in any co-curricular activities, but not limited to, interscholastic sports, club sports, speech and debate, theater, student government, robotics, band, yell leaders. If a student has earned a 2.00 GPA and has multiple grades below a C- they will be considered ineligible to participate in co-curricular activities.

Any student who wants to appeal the academic probation will submit a request to the APA.

Final Examinations

Final exams/Culminating Projects 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 discarded, 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.

Grades

Please note that during the final weeks of the semester, a student's grade may fluctuate due to final projects, papers, and exams. This could result in a final semester grade that is lower than a C-. Parent(s)/guardian(s) are encouraged to review course syllabi at the beginning of each semester to understand the requirements of each course.

Grade Changes: Teachers may change a final grade only if there was a computational error. All grade changes must be initiated by the teacher and approved by the Assistant Principal for Academics (APA). All grade changes should occur within three (3) weeks of the distribution of final grades.

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 (APA).

Incomplete

In very rare circumstances, teachers may issue the grade of “Incomplete” 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 (APA) 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, the counselor, and parent(s)/guardian(s) 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 (6) weeks after the conclusion of the semester.

Offsite Courses

Bellarmino does not approve courses taken at community colleges, on-line, or through another provider during the BCP academic year.

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, they will receive an F on the paper. This integrity violation may lead to immediate dismissal.

Student Resolution Process

There may be times during the academic year when a student (or parent/guardian) may have questions or concerns about progress in a particular class. We want to empower and encourage our students to initiate those conversations. When the need arises, students should contact their teacher to reach a resolution. If a resolution cannot be reached, the student should initiate a conversation with his teacher and the Department Chair. If there should be further need for conversation, the next step would be a meeting between the student, teacher, Department Chair, and parent/guardian. Should a resolution not be reached at this point, the next step would be a meeting with the parties previously mentioned and the Assistant Principal of Academics (APA).

Responses to requests of this type should be received within two (2) business days.

We are aware that it can be daunting for a student to initiate that process. The student's academic counselor is available to help provide tools for the student to initiate the process.

Transcripts

Official Bellarmino transcripts reflect only the courses completed at Bellarmino. Course work completed elsewhere should be forwarded to the BCP Registrar after the conclusion of the course.

When applying to college, Bellarmine will include the outside institution transcript, however, it is the responsibility of the Senior to request official transcripts from the other institution be sent to his chosen college.

Unattended Classroom

Should a teacher not be present for class, students should remain in the classroom and designate one (1) student to inform the Dean's or Principal's Office. The Dean's or Principal's Office will assign a substitute for the class.

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 parent(s)/guardian(s) 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 parent(s)/guardian(s) and school officials can collaborate in forming responsible adults.

Attendance Procedure

If a student is feeling ill or experiencing any symptoms, the student should stay home. Parent(s)/guardian(s) are expected to call in the absence to the Attendance Line: (408) 294-0645 prior to 8:00am on the day of the absence.

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 have a parent/guardian **call the attendance line by 8:00am** on the day of the appointment. When the student returns to school, the student 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 their parent(s)/guardian(s) to the Dean's Office before their 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

For a student to attend or participate in any co-curricular activities the student must attend at least two (2) full academic classes on the day of the activity. This includes all co-curricular activities, including, but not limited to clubs, club sports, athletics, theater, yell leader, robotics, and speech and debate. Any exceptions must be approved by the Assistant Principal for Academics (APA).

Cutting Class

When a student decides to “cut class” (leave campus without approval) that is a behavior violation. 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 their grade, no credit received, and/or dropped from the class.

Student absences of four (4) 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-sanctioned 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 parent(s)/guardian(s) is:

1. The fourth absence in a particular class will result in a letter being sent home by the Dean; the student will be referred to their counselor.
2. If the student accrues six (6) absences, the student will be contacted by the Dean’s Office. There may be the need to have a meeting with the student, parent/guardian, and Dean to develop a plan with the counselor and teachers for the student to be at school. (Student and parent(s)/guardian(s) will be presented with a letter detailing the possible consequences found in step 3)
3. When a student has eight (8) absences, the counselor will contact the parent(s)/guardian(s) for a meeting and develop a plan for the student to be at school.
4. When a student has ten (10) or more absences they are in jeopardy of NOT successfully completing the course. This may include:
 - a. No credit received for class
 - b. Dropping the class (Under the review of teacher(s), counselor, APA and family)
 - c. Loss of extra-curricular privileges
 - d. Disenrollment from Bellarmine

Any teacher who has concerns about a student’s absences should notify the APA.

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/guardian notify the Attendance Line by phone (408-294-0645) **before 8:00am**. Please note that it is necessary to call on each day of absence.

Only a parent/guardian can excuse an absence (even if the student is 18). If a student no longer lives with a parent/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 the first class on the day of their 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 their teachers.

The absent student is expected to consult Canvas and/or contact 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 three (3) consecutive school days, they must bring a doctor's note to the Dean's Office upon their return.

If a student missed school due to a diagnosis of a communicable disease, i.e., chicken pox, the parent(s)/guardian(s) must notify the Dean's Office as soon as possible to prevent 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 parent(s)/guardian(s) 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 parent(s)/guardian(s) 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 (2) weeks of each semester inclusive of final exams. Students out of school during these weeks may receive academic consequences.

When a student anticipates missing school for a non-school related reason, such as college visits, non-Bellarmino 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 (1) 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.

Junior/Senior Kairos and Sophomore Leadership Overnight Retreats: Students will have a one (1) class grace period. Students are responsible for any outstanding work by the second-class meeting upon return.

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 class period to complete the exam.

BEHAVIORAL EXPECTATIONS AND POLICIES PROCEDURES

Students at Bellarmine receive a holistic education, encompassing intellectual, spiritual, emotional, and moral formation. During their time at Bellarmine, students will experience a wide range of experiences and opportunities that will help shape them into men for and with others.

As members of this Catholic community, students' actions should reflect Gospel values of love and respect for themselves and for each member of the Bellarmine community. Our faculty and staff are deeply committed to the school philosophy of cura personalis, or care for the individual, recognizing that adolescents tend to learn by experience. We ask our students, in turn, to assume responsibility for his actions. As we walk with our students during their high school years, the school sets forth the following behavioral expectations.

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 may result in disciplinary action up to and including possible dismissal.

Any student who believes a JUG they have 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.

The education of our students is a partnership between parent(s)/guardian(s) 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 parent(s)/guardian(s) 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.

Community Time/Office Hours

Students are expected to be on campus for the duration of Community Time/Office Hours. This time is NOT a free period. Community Time occurs every Monday through Thursday during which all faculty, staff, and students are on campus but there are no scheduled classes. During this time, students are expected to exercise the responsible use of freedom. Students might choose to attend a club or CLC meeting, participate in intramurals, meet with a teacher or counselor, catch up on homework, spend time with friends, or simply take some personal time to rest. Many of the activities that used to occur at lunch have been moved to Community Time, allowing for the expansion of some programs, and protecting lunch as a true break in the day. Community Time will also be used periodically throughout the year for liturgies and assemblies.

Food on Athletic Field Areas

Eating food is not allowed in the Hall of Honor or any of the Athletic areas, to include the Track, Baseball Field, Football Field, Soccer/Lacross Field, Pool area, Weight Room and both the main and auxiliary gyms.

Free Periods

Throughout the school day, while students are on campus, they may find themselves in a free-period situation where they do not have a scheduled class. Students who decide not to go inside of a building are expected to follow all Santa Clara County guideline health protocols. Unless prior approval has been received from the Office of the Dean of Students, 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 their free period falls at any other time during the school day.

Gatherings, Demonstrations, and Protests

As a Catholic, Jesuit high school, our mission is to educate our students about all forms of injustice and empower students to use their voice to call attention to the injustices of our time. Bellarmine supports students who engage their minds and hearts regarding important issues and wishes to partner with students as they express their viewpoints through gatherings, demonstrations, or protests. The school sees students' efforts in this regard as extensions of Bellarmine's learning environment. To that end, students will be asked to work with the Principal, or their designee, to ensure that students' plans for gatherings or demonstrations have addressed the procedural aspects of planning large events (i.e. maintaining accurate attendance, consideration for student safety, preparing for external and internal communications). While the school believes in students' right to gather, demonstrate, or protest, the administration reserves the right to ultimately render a decision about whether the planned event is aligned with the school's mission and whether it may proceed in the manner proposed by students.

Personal Appearance

Considerable freedom is allowed with respect to students' personal appearance. Students' wellbeing and reasonable regard for community norms are underlying values for these policies at Bellarmine, an all-male, Catholic, Jesuit Institution.

In some matters pertaining to personal appearance, there may be dispute regarding enforcement. To resolve these disputes, the school prioritizes dialogue and equity in enforcement. Any questions about Personal Appearance policies should be directed to the Dean's Office. In disputes regarding Personal Appearance policies, the Dean of Students is responsible for final determinations.

For violations of these policies or for other personal appearance concerns, as determined by the Dean of Students, students may be required to change their attire immediately or be assigned formal disciplinary action such as JUG.

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

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

Dress-Up Days: A few days during the year are designated on the school calendar as “Dress Up Days.” In addition to all other Personal Appearance policies, the following is required on Dress-Up Days:

- Long, formal pants, that are not denim, worn with a belt,
- A long-sleeved collared shirt,
- A necktie worn underneath the shirt collar.

Students are expected to remain in this attire for the entirety of the school day. Permission to wear something other than the specified Dress-Up Day attire must be received from the Dean’s Office.

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

Facial Hair: Students may have facial hair that is trimmed to a uniform length. The length of all facial hair must be trimmed to one-half (1/2) inch or less.

Hair: Hair must not cover eyes. Hair coloring is permitted.

Headwear: Students should not wear hats, hoods, or other head covering indoors or during Catholic religious services. Students may never wear masks or other apparel that fully covers the face or conceals identity, unless approved for a school activity. Students may wear medical face masks and may be required to do so for health and safety reasons.

Makeup: Makeup and nail polish are permitted. Makeup that fully covers the face or conceals identity is not permitted.

Pants: Pants or other bottom apparel must be without holes or rips and secured at or above the waist. Swimwear, outside P.E. classes or as needed for school activities, and pajamas are not permitted.

Shirts: Shirts or other top apparel must have sleeves and fully cover the torso. No tank tops are permitted, and shirts must not have holes or rips.

Shoes: Appropriate shoes must be worn at all times. Open-toed shoes, flip-flops or backless shoes are not allowed. Slippers or “house shoes” are not appropriate for school.

Words, Images, and Other References: The following words, images, and other references are not allowed in any part of the students’ personal appearance: racism, sexism, homophobia, or other hate speech; alcoholic beverages, tobacco, or other controlled substances; sexual, obscene, or suggestive content; and violent expressions, words, or images.

Presence on Campus During the School Day

Bellarmino’s campus is closed to all students. Students not being supervised should not arrive at campus prior to 7:30am and likewise should leave by 4:00pm.

Students are not allowed to leave campus for break/lunch/free periods/community time, or after

arriving on campus. The parking lot, underpass, surrounding neighborhood, and any other unsupervised areas are off limits during school hours. The only time students may be in the parking lot is when arriving at and leaving campus. A student found off campus (or returning to campus without permission) will be considered as CUT and issued Saturday JUG.

Student Elevator Use

Student elevator use is strictly limited to students with physical limitations or under the direct supervision of a Bellarmine staff member.

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. The 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.

No food deliveries allowed.

No electric scooters permitted on campus.

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.

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 (1) hour after school, beginning 10 minutes after the final bell. A student is expected to serve this JUG the day of the infraction. Failure to attend JUG will result in two (2) 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 a four (4) hour Saturday JUG. 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 eight (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 parent(s)/guardian(s) that their child faces possible dismissal from Bellarmine and a trial period for the student in which they must demonstrate a significant improvement in behavior. The student will receive a behavioral contract that must be signed by a parent/guardian. 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 co-curricular. At the Dean's discretion, the student may also be allowed to attend some school activities or functions.

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

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 multiple Integrity Code violations;
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 dismissal, 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 may be liable for consequences up to and including dismissal. Students are expected to always store and lock personal belongings, either in their locker or car. Bellarmine is not responsible for any items lost, stolen, or damaged on campus.

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 their 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 them to overcome this 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. Parent(s)/guardian(s) 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 co-curricular as prescribed by the Dean, the 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 their parent's/guardian'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 himself, 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.

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 of any student, including, but not limited to, electronic devices (including cell phones), bags, automobiles, and lockers 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. Pursuant to Senate Bill (SB) 203, which was signed into law in late 2020, law enforcement is to ensure any minor seventeen (17) years of age or younger is provided with consultation with legal counsel prior to law enforcement engaging the youth in a custodial interrogation. This consultation may not be waived by either the youth or their parent(s)/guardian(s). In other words, a minor cannot waive their Miranda rights to be subject to custodial interrogation until

they are provided with a legal consultation, and this consultation may not be waived. If possible, the Principal or Dean will notify the parent(s), guardian(s), 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 victim has the right to have a school support person of their 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. Parent(s) or legal guardian(s) will be contacted by a school official as soon as is reasonably possible.

Mandated reporters such as teachers and school officials will not notify parent(s)/guardian(s) 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(s) or guardian(s). The peace officer shall take immediate steps to notify the parent(s) or guardian(s), or responsible relative that the minor is in custody and the place where they are 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.

School Response to Harassment

Our Guiding Principles

School leaders will follow these guiding principles when incidents of harassment or discrimination occur:

- Put Safety First
- Maintain Confidentiality
- Investigate
- Support Targeted Students
- Seek Justice, Avoid Blame
- Promote Healing and Closure

Mission Statement on Diversity, Equity, and Inclusion

- Bellarmine College Prep strives to create a community that is diverse, equitable and inclusive. Our goal is to form and educate each student to accept that all persons are created in God's image and are unique expressions of the Divine.

Our Diversity, Equity & Inclusion program is based on the core Ignatian value of “Finding God in All Things” which roots us in the awareness that God can be found in everyone, in every place, and in everything.

- Bellarmine College Prep is committed to nurturing and educating the whole student and creating a safe and welcoming community. We strive to interrupt any inequitable practices in school culture and curriculum, and to eliminate barriers to personal and academic success. We are committed to be an institution that validates and celebrates each student as an individual and as a part of a larger human family.

Harassment and Discrimination Policy

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 the following occurs:

- a. Submission to such conduct is made either explicitly or implicitly in terms of the 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.

Purpose of this Policy

This policy will be used to create a multi-tiered system to respond to situations of harassment and discrimination, including but not limited to racism, sexism, homophobia and cultural bias. In situations where this alone cannot fulfill the need for clear responses, cases can be brought to the Conduct Board for further investigation.

Reporting Procedures

Any student who believes they have experienced or witnessed harassment, violence, or discrimination in violation of this policy is encouraged to report the behavior immediately, or as soon as possible, to an administrator, counselor, trusted adult in the community, or the campus text hotline Speak Up! (408) 650-8292.

Any employee who observes or learns of an act of harassment, violence or discrimination must report it to an administrator immediately or as soon as reasonably possible.

Student Conduct Board

The purpose of the Conduct Board is to consider what actions are best for individual students and for the community following a disciplinary incident.

The Board meets at the initiative of the Assistant Principal for Academics (APA). When it is determined that the Student Conduct Board will be convened, parent(s)/guardian(s) will be notified by the APA (or Dean). Students may ask a Bellarmine

faculty or staff member to assist them as a representative. The representative's role is to assist the student in expressing themselves to the Board and to offer their input for the Board's considerations.

It is important to say that the Board is not a court. The Board's primary considerations include the circumstances, facts, and subsequent reflections following a documented disciplinary incident. The Conduct Board will hear the facts of the situation from the Dean (or designee) and the student will have an opportunity to explain his actions to the Board. The Conduct Board will accept a letter from the student's parent(s)/guardian(s) for consideration. At the conclusion of the Conduct Board meeting, the members will make a recommendation regarding the consequence to the Principal. The proceedings are confidential.

Cura Personalis and Reconciliation

As a Jesuit institution, we are called to be: *"Companions in a Mission of Reconciliation and Justice... All our ministries should seek to build bridges, to foster peace. To do this, we must enter into a deeper understanding of the mystery of evil in the world and the transforming power of the merciful gaze of God who labors to create of humanity one reconciled, peaceful family. With Christ, we are called to closeness with all of crucified humanity."* Superior General Arturo Sosa, 2017.

"Be careful how you think; your life is shaped by your thoughts." Proverbs 4:23 TEV

Level One

Insensitive or inappropriate language and/or behaviors. Perpetuation of "micro-aggressions" through use of stereotypical language, action, or implicit bias.

Examples of the Behavior(s)

Singular incidents or actions involving insensitive or inappropriate remarks, seemingly without intended hostility or malice.

Demeaning statements or degrading language stated between students in a manner without intended malice.

Joking between friends that includes racial, sexist, or anti-LGBTQ slurs, vocalizing song lyrics that include racial, sexist, or anti-LGBTQ slurs, and using racial, sexist, or anti-LGBTQ slurs as a form of camaraderie even among friends (including, in the classroom, on campus, and during athletics).

Any of the above actions or expressions on or through a student's social media accounts.

Communication and Action Steps

The Dean of Students conducts a prompt and thorough investigation.

If deemed necessary, student offenders may receive out-of-school suspension during the investigation.

The Dean of Students notifies parent(s)/guardian(s) regarding the incident and next steps while maintaining confidentiality of other involved parties.

The Dean of Students convenes the Conduct Board if needed to review facts and provide guidance.

The Dean of Students consults with Assistant Principal for Academics (APA), counselor, and DEI director throughout the investigation.

The Counselor works with the student to facilitate the restorative process and any academic or extra/co-curricular sanctions.

Possible Consequences

Parent/Guardian-Student-Dean-Counselor conference outlining procedures to re-enter community.

Behavioral Contract.

Restorative practices (apology, written reflection, training, additional counseling sessions).

Restrict extra/co-curricular activities including sports.

Level Two

Student(s) use hate language or engage in hateful behavior targeted at a specific person or group of people. Highly visible incidents, such as those happening in common spaces (bathrooms, the quad, cafeteria, SLC etc.).

Description of the Behavior

Any repeat offense from Level One.

Name calling, racial, sexist, or anti-LGBTQ slurs, or bigoted epithets (in absence of a physical threat).

The posting of demeaning jokes, or caricatures based on negative stereotypes directed at a particular group of people.

Harassment based upon an actual or perceived protected status which degrades on individual or negatively affects the individual's learning environment.

The presence of drawings or words considered offensive, such as graffiti, slurs, or printed clothing.

Defacing, removal, or destruction of posted materials or property.

Repeated inappropriate remarks which continue after disciplinary action.

Communication and Action Steps

The Dean of Students conducts a prompt and thorough investigation.

The student instigator receives immediate out-of-school suspension during the investigation.

The Dean of Students recommends convening the Conduct Board to review facts and provide guidance.

The Dean of Students consults with APA, counselor, and DEI director throughout the investigation.

The Dean of Students notifies parent(s)/guardian(s) regarding the incident and next steps while maintaining confidentiality of other involved parties.

The Counselor works with the student to facilitate the restorative process and any academic or extra/co-curricular sanctions.

The Dean of Students or another administrator communicates with faculty and staff, maintaining confidentiality of all involved parties.

Possible Consequences

Parent/Guardian-Student-Dean-Counselor conference outlining procedures to re-enter community.

Behavioral Contract.

Loss of extra/co-curricular activities including sports.

Withdrawal from school.

Level Three

Student(s) engage in hateful action or threaten violence against a specific person or group of people.

Description of the Behavior

Any repeat offense from Level Two.

Assault or threatened assault.

Racial, sexist, or anti-LGBTQ slurs, name calling, and bigoted epithets used with an intention to inflict injury.

Communication and Action Steps

The Dean of Students conducts a prompt, thorough, and confidential investigation.

The student instigator receives immediate out-of-school suspension during the investigation.

The Dean of Students consults with APA throughout the investigation.

The Dean of Students notifies parent(s)/guardian(s) regarding the incident and next steps while maintaining confidentiality of other involved parties.

The Principal communicates with faculty and staff, maintaining confidentiality of all involved parties.

Possible Consequences

Referral to law enforcement.

Expulsion.

Timeline and Notification to Parent(s)/Guardian(s)

- The parent(s)/guardian(s) of the students involved will be notified of the incident as soon as reasonably possible but not later than two (2) school days of the incident being reported, unless otherwise directed by law enforcement.
- The parent(s)/guardian(s) of the students involved will be notified immediately if there is a physical assault.
- Following the investigation, an administrator or counselor will communicate with the student who made the initial report and the student's parent(s)/guardian(s) once the investigation concludes.

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 (2) 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 to avoid any appearance of impropriety.
4. Clergy or 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 (2) adults are 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 or 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.

GENERAL STUDENT INFORMATION

Athletics

It is the overachieving mission of Bellarmine College Preparatory as a Catholic school in tradition of St. Ignatius of Loyola, the Founder of the Society of Jesus, to provide opportunities for the student body that lead to growth spiritually, intellectually, and physically. As a Jesuit institution, Bellarmine Athletics affirms and promotes the Ignatian values by engaging student-athletes fully in mind, body, and spirit. Bellarmine Athletics serves as an extension of the values and philosophies taught in the classroom by providing a nurturing environment while offering quality instruction to equip student-athletes to become independent, well-rounded people who will have a positive impact on the community. Each student-athlete will be challenged by their coaches to try their absolute hardest, to show grace in victory and defeat, and

to respect all opponents. Bellarmine Athletics strives to impart life lessons that our student-athletes will take with them beyond their high school athletic career.

Below is a list of expectations relative to each role within the Bellarmine athletic community. For more information, please also refer to the student athlete-parent handbook, available at bcp.org/athletics.

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, parent(s)/guardian(s), 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 parent(s)/guardian(s)).

Coaches

- Model positive sportsmanship and positive representation of Bellarmine mission.
- Provide an environment of fairness and respect 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, parent(s)/guardian(s), 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, parent(s)/guardian(s), coaches, teachers, and staff).

- Communicate with the coach to keep the coach fully informed of any issues.

Parent(s)/Guardian(s)

- 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 parent(s)/guardian(s), 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, parent(s)/guardian(s), coaches, teachers, and staff).
- Encourage your son/athlete to communicate with the coach to keep the coach 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 the Bellarmine mission.

Christian Service Program

Christian Service expectations for all four years constitute one of the overall graduation requirements. A description of CSP requirements (general & by grades) can be found on the CSP website (bcp.org/faith-service/christian-service-program).

- Students must complete their hours outside of class time. Students are highly encouraged to utilize afternoons and evenings, weekends, optional days of service, weekends, and breaks to complete their requirements. Provided that the student has a free period in either the first block or last block on any given school day, and after following Attendance Procedures and completing necessary forms with the Dean of Students, students may receive credit for volunteer hours completed outside of scheduled classes.
- It is the responsibility of the student to follow up and ensure that their service hours have been verified by an appropriate site supervisor, submitted properly, and approved by the CSP Office.
- Hours must be reported accurately. It is the responsibility of the student to verify the completion and acceptance of their hours.
- Any attempts to falsify volunteer hours will be referred to the Dean of Students for further action.

- While volunteering off-campus, all students are expected to adhere to Behavioral Expectations and Policies & Procedures as outlined in the Student/Parent Handbook. Please refer to the section “Off Campus Conduct”.

In the event of failure to complete the Christian Service requirements, CSP holds the discretion to determine the appropriate consequences, which may include the following:

Freshmen, Sophomores, and Juniors: Students who fail to complete their yearly Christian Service requirement will not be able to start the next school year until their hours are complete.

Juniors and Seniors: Students failing to complete their yearly Christian Service requirement will be prohibited from participating in the Junior Prom and/or Senior Ball.

Seniors: Seniors failing to complete their overall Christian Service requirements will have their diploma withheld.

College Counseling

The Bellarmine College Counseling program was built to provide information and support during the college admission process. College Counselors are assigned to individual students in January of the Junior Year and work with each individual student and their family to maximize college exploration, authentic representation of themselves in applications and essays, and to support final decisions. To assist and support, the College Counselors provide evening topical programs for parent(s)/guardian(s) and students, teach an 6-day College Guidance Class in the Junior Year, and run two (2) Senior Orientations for Seniors and their parent(s)/guardian(s), among other programming.

Responsibilities

We believe for the Bellarmine graduate to be a successful college student; they must be able to take responsibility for completing their own work. Our program puts the onus of completing processes on the student as we work with parent(s)/guardian(s) to move from managers to consultants in their students’ lives.

In College Counseling, our students have the responsibility to:

- read and follow directions given during presentations and sent in communications via email and other platforms.
- attend and work with their assigned College Counselors during scheduled meetings.
- complete their own applications, essays, and other documents prior to the appropriate deadlines.
- turn in forms on time.
- send reports of ACT, SAT, and/or AP assessments to colleges.
- take responsibility, upon admission under an Early Decision plan, for withdrawing all other applications submitted within one (1) week.

- limit their college applications to a maximum of 13 institutions, with the UC campuses counted as one (1), and the CSU campuses counted as one (1).
- update their Maia Learning platforms with information.

Parent(s)/guardian(s) are also responsible for reading and following directions given during presentations and sent in communications via email and other platforms.

College Counselors have the responsibility to:

- provide information on all aspects of the college admission process in a timely manner to students and parent(s)/guardian(s).
- remain up to date on issues and developments in the field of college admission as well as opportunities available at individual colleges and universities.
- work with each individual student to maximize the college opportunities available to each student.
- when a student applies Early Decision and is admitted, notify all other colleges to which that student applied, within two (2) weeks, that the student is withdrawing applications.
- send required supporting documents for no more than 13 college applications by stated deadlines.
- answer questions in a timely manner from assigned Juniors and Seniors and their parent(s)/guardian(s).

College Counselors are available to meet with assigned Juniors and Seniors throughout the academic year and hold college counseling meetings for rising Seniors and their parent(s)/guardian(s) during late Spring and June. They are available from 8:00am to 4:30pm schooldays for questions and meetings with students and will respond to phone and email messages only during those times, usually within 48 hours. College Counselors are not available to work with students during Bellarmine holidays or during July and the beginning of August.

Documents Supporting College Applications

The Bellarmine College Counselors are responsible for writing the Counselor Letter in support of a student's college application. They gather information from a variety of sources, including the student and their parent(s)/guardian(s), and describe the student's authentic accomplishments both within the Bellarmine community and in other areas.

To support students' applications, the Bellarmine transcript is sent to colleges along with any other transcript of work done at another institution. In addition, the Counselor letter, any required Teacher Letters, and the Secondary School report are sent at the initial phase. This process begins in early October for Seniors. A Mid-Year report, including the transcript of the Fall Senior Year semester, is sent in late January to all colleges appearing on the Senior's "Applying" list on Maia Learning. A final transcript and report are sent in late June to the college the student has chosen to attend. Note: it is the responsibility of the student to send their own reports of testing to all colleges.

The Bellarmine transcript includes only the courses taken at Bellarmine during the academic year. Transcripts of courses taken during Bellarmine's Summer Term are attached to the Bellarmine academic transcript as a supplement to the academic year transcript. Transcripts of any courses taken at other high schools, community colleges, or during summer programs at colleges offering college credit must be sent to the Bellarmine Registrar no later than August 30th of the Senior Year. Copies of those transcripts are sent by the College Counselors to colleges on the student's application list. Seniors are required to ask the additional institutions to send official transcripts to their chosen college in May.

Reporting Disciplinary Issues

If a student has yet to apply to college and, at any time, faced serious disciplinary action as determined by the Principal and Dean of Students, the student will be required to report that action on all college applications. This requirement will be documented in a letter sent to the student and their family when the determination is made.

If a Senior student faces discipline for their actions and is suspended from Bellarmine, or is required to leave Bellarmine, that student is given the opportunity during five (5) working days immediately following to notify the colleges to which they have applied and/or been admitted of their actions and the related consequences. This opportunity and the consequences of the student's action will be documented in a letter sent to the student and their family. In most cases the student's College

Counselor will be available to help the student write the appropriate message.

Commuting/Public Transportation

Many Bellarmine students utilize public transportation to commute to school. For the most current schedule for Caltrain, families should check the Caltrain website: www.caltrain.com. Students are expected to comply with all rules and regulations of the various public transportation agencies. A student must present their 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 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.

Dances: 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 the 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 7:30pm and end at 10:30pm. Students must arrive at the dance by 8:00pm and may not leave until 10:00pm. Any Bellarmine student who has not been picked up by 11:00pm will receive a JUG.
- Students who drive to a dance must park on campus.
- Students receiving rides either to or from a dance 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.

Dances: 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/Administrator 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 parent(s)/guardian(s) called 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.

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 in the 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.

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 parent(s)/guardian(s) unless the parent(s)/guardian(s) 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/guardian 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 fines/fees,
3. Complete CSP requirements, including reflection paper.

Handling/Storage/Administration of Prescription Medication

Bellarmino College Preparatory's nursing staff holds the ability to store, handle, and administer medications throughout the school day as needed and prescribed by a licensed medical provider. Examples include, but are not limited to, epinephrine, albuterol, insulin, and stimulants for treatment of known learning disabilities. Medications will be approved at the discretion of the nursing and sports medicine staff within a reasonable scope of practice for a high school. A copy of a prescription and/or a label must be present on any stored medications that include the student's name, date of birth, dosage, and frequency information, as well as the Provider's name and phone number. Medications will be stored in a locked cabinet in the Nurse's Office between uses. Parent(s)/guardian(s) must have an authorization form on file with the Nurse's Office. The authorization form can be found on Magnus. Any specific questions or requests should be submitted to the nurse directly. Contact information can be found on BCP's website.

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, they should report first to the Nurse's Office (currently located on the first floor of O'Donnell Hall.) If the Nurse'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, i.e., 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 Nurse's Office upon the student's return to school.

Lockers

Student lockers will be assigned on a first come first served basis. 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 (1) 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 (408-537-9480) or the student's counselor.

Parking and Vehicle Regulations

All students who wish to drive and park on campus must have their parent(s)/guardian(s) register their vehicle online prior to parking on campus. Once a student's vehicle has been registered, a parking permit must be purchased in the campus store to display in the vehicle. Purchasing a permit does not guarantee a parking spot. There are limited number of spaces available. 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.

Reserved Campus Parking

- Faculty assigned lots: O'Donnell lot, Luccardo It, and parking structure (lower floor).

Open Student Parking

- Parking structure (upper floors); soccer field lot, garden parking lot, and adjacent street parking.

Visitor Parking

- No student is to use any visitor parking area unless the student has received permission from the Dean's Office.

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.

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: 7:30am– 3:00pm.
- 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. The cost of vehicle retrieval will be the full responsibility of the vehicle's owner.

Personal Counseling

Bellarmino's Personal Counselors advise and guide the academic, personal, and early college admission planning for their counselees during their first three (3) years at Bellarmine. Assigned in the freshman year, counselors develop a personal relationship with their students to advise and guide them as they navigate their teen years and the college preparatory curriculum. Counselors also work closely with Bellarmine parent(s)/guardian(s) to facilitate the maturation process of the students and to guide the parent(s)/guardian(s) through challenges of college preparatory requirements.

Use of a Student's Image

Bellarmino 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

Bellarmino 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, they 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 always prohibited on computers.

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's name, remarks directed to or about teachers or administrators, offensive communications, and safety threats made on any internet sites (i.e., 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 always be kept confidential. 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 their own individual account, submit their own work, and possess their 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 received 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 or for school activity under the following conditions:

1. ***Cell phones may not be used during the school day.*** If a student uses their cell phone while on campus, they will receive a JUG unless prior permission has been given by the teacher.
2. Multiple violations may result in forfeiture of the privilege to bring a cell phone to school.
3. Harassment or threatening of persons via cell phone is strictly prohibited and will not be tolerated.
4. Cell phones may not be used for picture taking or video recording without permission.
5. No video recording devices may be used without the permission of the Dean of Students.
6. Smartwatches are not to be worn during a test/final.

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.

Electronic Bellarmine Tablet Program - Care, Liability, and Support Services

All students are provided with a Microsoft Surface Pro (tablet) to use for schoolwork while enrolled at Bellarmine. Students are responsible for taking care of the tablet and all associated accessories and are expected to return all components to Bellarmine at the end of their enrollment. Charges will apply for those components that are not returned in an acceptable working order.

Caring for the Tablet

- Always keep the tablet in the BCP-issued protective case and case closed when in transit.
- Never stuff the tablet into an overfull backpack/bag/etc.
- Never leave the tablet and/or backpack/bag/etc. unattended unless it's in a secure area.
- Following the care instructions outlined above should minimize loss, theft, and/or damage to the tablet. Each student is billed an annual tablet insurance fee that helps to limit additional liability costs to parent(s)/guardian(s) and Bellarmine.

Liability for Bellarmine issued Accessories and Tablets: All incidents must be reported to the Bellarmine Helpdesk as soon as possible and within 1 week of occurrence.

Tablet Accessories:

- Please bring any non-functioning or damaged accessories to the Helpdesk so we can assess the damage.
- Accessories with manufacturer defects will be replaced free of cost.
- Accessories that have been damaged will need to be purchased as advised by Bellarmine.
- The Helpdesk will provide replacement batteries and tips for approved pens.
- Tablet pens are available for purchase in the Campus store.

Damaged Tablets:

- The first incident is fully covered at no cost to the student/parent(s)/guardian(s).
- A second incident incurs a cost of \$300.
- A third or subsequent incident incurs a cost of \$500.
- In cases of tablet damages too severe for the repair center to accept, the lost or stolen fee structure, as described below, applies.

Lost or Stolen Tablets

A police report must be filed and made available to BCP staff within one (1) week of the incident.

- The first incident is partially covered – your family owes \$500 (half the replacement cost).
- The second or subsequent incident is not covered – your family owes \$1,000 (full replacement cost).
- Additional charges will apply for accessories that may also have been lost or stolen.

Parent(s)/guardian(s) will be notified of any reported damage, loss, or theft and are responsible for payment of the associated fee (via electronic invoice or billed through tuition management).

If the tablet is recovered, returned to Bellarmine while a student is enrolled, and in acceptable condition after a loss or theft, any replacement fees will be credited back to the payor.

Support: Contact the BCP Helpdesk for assistance. . .

- If you need help using your tablet,
- When the tablet isn't working,
- If the tablet or accessories have been lost, damaged, or stolen.

Replacements or loaners are typically provided the same day as reported to minimize any interruption to schoolwork.



*Please use this planner as a guide.
Check Blue regularly for additional events and details.*

Thursday, August 15

1-3-5-7

First Day of Classes

Class Pictures

Friday, August 16

2-4-6-8

Class Pictures

Saturday, August 17

Sunday, August 18

College Launch Part 2



Bellarmino
College Preparatory™

Monday, August 19

3-5-M-7-1

Mass of the Holy Spirit

Tuesday, August 20

4-6-A-8-2

Evacuation Drill

Fall Theatre Auditions

Wednesday, August 21

5-7-1-3

Thursday, August 22

6-8-2-4

Fall Theatre
Auditions

Back to School Night

Friday, August 23

7-1-3-5

Saturday, August 24

SATs

Sunday, August 25



Bellarmino
College Preparatory™

Monday, August 26

8-2-4-6

Tuesday, August 27

1-3-5-7

Wednesday, August 28

2-4-6-8

Thursday, August 29

3-5-A-7-1

All School Rally

Friday, August 30

4-6-8-2

Party in the Quad

Saturday, August 31

Sunday, September 1



Bellarmino
College Preparatory™

Monday, September 2

Holiday
Classes Do Not Meet

Labor Day

Tuesday, September 3

5-7-1-3

Wednesday, September 4

6-8-2-4

Thursday, September 5

7-1-3-5

Club Day

SEPTEMBER

Friday, September 6

8-2-4-6

Saturday, September 7

Sunday, September 8



Bellarmino
College Preparatory™

Monday, September 9

1-3-5-7

Tuesday, September 10

2-4-6-8

Kairos 168

Freshman & Transfer
Parent Night

Wednesday, September 11

3-5-7-1

Kairos 168

Thursday, September 12

4-6-8-2

Kairos 168

Friday, September 13

5-7-1-3

Kairos 168

Fall Mixer

Saturday, September 14

Sunday, September 15

Unity Picnic



Bellarmino
College Preparatory™

Monday, September 16

6-8-2-4

Tuesday, September 17

7-1-3-5

Shadow Day

St. Robert
Bellarmine Mass

Wednesday, September 18

8-2-4-6

Shadow Day

St. Robert
Bellarmine Mass

Thursday, September 19

1-3-5-7

Shadow Day

Friday, September 20

2-4-6-8

Saturday, September 21

Sunday, September 22

Mother-Son Event



Bellarmino
College Preparatory™

Monday, September 23

Classes Do Not Meet

Optional Day of Service

Tuesday, September 24

3-5-7-1

Wednesday, September 25

4-6-8-2

Shadow Day

Sophomore Retreat

Thursday, September 26

5-7-1-3

Shadow Day

Football Rally

Sophomore Retreat

Friday, September 27

6-8-2-4

Robotics Tournament

Saturday, September 28

Robotics
Tournament

Sunday, September 29

Robotics
Tournament



Bellarmino
College Preparatory™

Monday, September 30

7-1-3-5

Tuesday, October 1

8-2-4-6

Wednesday, October 2

1-3-5-7

Shadow Day

Thursday, October 3

2-4-6-8

Shadow Day

OCTOBER

Friday, October 4

3-5-7-1

Transfer Student
Retreat

Football Tailgate

Saturday, October 5

SATs

Sunday, October 6



Bellarmino
College Preparatory™

Monday, October 7

4-6-8-2

Tuesday, October 8

5-7-A-1-3

Safety Drill

Wednesday, October 9

6-8-2-4

Shadow Day

Thursday, October 10

7-1-3-5

Shadow Day

OCTOBER

Friday, October 11

8-2-4-6

Saturday, October 12

Sunday, October 13

Grandparent's Day
Mass & Brunch



Bellarmino
College Preparatory™

Monday, October 14

1-3-5-7

Tuesday, October 15

2-4-6-8

End of 1st Quarter

Wednesday, October 16

Classes Do Not Meet

Freshmen: Service
Day

Sophomores, Juniors,
Seniors: Testing Day

Thursday, October 17

Fall Break
Classes Do Not Meet

OCTOBER

Friday, October 18

Fall Break
Classes Do Not Meet

Saturday, October 19

Diwali Celebration

Sunday, October 20



Bellarmino
College Preparatory™

Monday, October 21

3-5-7-1

Tuesday, October 22

4-6-8-2

Shadow Day

Wednesday, October 23

5-7-1-3

Thursday, October 24

6-8-A-2-4

DEIB Assembly

OCTOBER

Friday, October 25

7-1-3-5

Wilderness Retreat

Saturday, October 26

Wilderness Retreat

Father-Son Work
Day



Sunday, October 27

Wilderness Retreat

Open House

Bellarmino
College Preparatory™

Monday, October 28

8-2-4-6

Spirit Week

Tuesday, October 29

1-3-5-7

Wednesday, October 30

2-4-6-8

Shadow Day

Thursday, October 31

3-5-A-7-1

Sprit Week Rally

OCTOBER

Friday, November 1

4-6-8-2

All Saint’s Day Mass

Fall Theatre
Performance

Saturday, November 2

SATs

Fall Theatre
Performance



Sunday, November 3

Dia de Muertos
Celebration

Fall Theatre
Performance

Bellarmine
College Preparatory™

Monday, November 4

5-7-1-3

Winter Sports Start
Date

NOVEMBER

Tuesday, November 5

6-8-M-2-4

Mass of
Remembrance

Wednesday, November 6

7-1-3-5

Shadow Day

Thursday, November 7

8-2-4-6

Shadow Day

Fall Theatre
Performance

Friday, November 8

1-3-5-7

Sibling Retreat

Fall Theatre
Performance

Saturday, November 9

Fall Theatre
Performance

Sunday, November 10



Bellarmino
College Preparatory™

Monday, November 11

2-4-6-8

Tuesday, November 12

3-5-7-1

First Day of Winter
Warmth Drive

Wednesday, November 13

4-6-8-2

Shadow Day

Thursday, November 14

5-7-1-3

Shadow Day

Fall Junior Parent
College Night

Friday, November 15

6-8-2-4

NOVEMBER

Saturday, November 16

Fashion Show

Sunday, November 17



Bellarmino
College Preparatory™

Monday, November 18

7-1-A-3-5

Justice Summit
Keynote Assembly

NOVEMBER

Tuesday, November 19

8-2-A-4-6

Interfaith Prayer
Service

Wednesday, November 20

1-3-5-7

Winter Theatre
Auditions

Thursday, November 21

2-4-6-8

Winter Theatre
Auditions

Friday, November 22

3-5-7-1

Last Day of Winter
Warmth Drive

FTC Robotics
Tournament

NOVEMBER

Saturday, November 23

FTC Robotics
Tournament

Sunday, November 24

FTC Robotics
Tournament



Bellarmino
College Preparatory™

Monday, November 25

Thanksgiving Break
Classes Do Not Meet

NOVEMBER

Tuesday, November 26

Thanksgiving Break
Classes Do Not Meet

Wednesday, November 27

Thanksgiving Break
Classes Do Not Meet

Thursday, November 28

Thanksgiving Break
Classes Do Not Meet

Thanksgiving Day

Friday, November 29

Thanksgiving Break
Classes Do Not Meet

NOVEMBER

Saturday, November 30

Sunday, December 1



Bellarmino
College Preparatory™

Monday, December 2

4-6-8-2

Tuesday, December 3

5-7-1-3

Wednesday, December 4

6-8-2-4

Las Posadas

Thursday, December 5

7-1-3-5

Friday, December 6

8-2-4-6

Confirmation

DECEMBER

Saturday, December 7

SATs

Winter Ball



Sunday, December 8

Fiesta de
Guadalupe

Bellarmino
College Preparatory™

Monday, December 9

1-3-5-7

Percussion Concert

Tuesday, December 10

2-4-M-6-8

Advent Prayer Service

Wednesday, December 11

3-5-7-1

Sophomore Parent
College Night

Thursday, December 12

4-6-8-2

Friday, December 13

5-7-1-3

DECEMBER

Saturday, December 14

Sunday, December 15

Father-Son
Christmas Mass &
Brunch



Bellarmino
College Preparatory™

Monday, December 16

6-8-2-4

BMG Candy Cane
Day

Symphonic Band &
Jazz Concert

Tuesday, December 17

7-1-3-5

DECEMBER

Wednesday, December 18

8-2-4-6

Chamber Orchestra
Concert

Thursday, December 19

1-3-5-7

Christmas in the Quad

Friday, December 20

2-4-6-8

Last Day of First Semester

DECEMBER

Saturday, December 21

Sunday, December 22



Bellarmino
College Preparatory™

Monday, December 23

Christmas Break
Classes Do Not Meet

Tuesday, December 24

Christmas Break
Classes Do Not Meet

Christmas Eve

Wednesday, December 25

Christmas Break
Classes Do Not Meet

Christmas Day

Thursday, December 26

Christmas Break
Classes Do Not Meet

Friday, December 27

Christmas Break
Classes Do Not Meet

DECEMBER

Saturday, December 28

Sunday, December 29



Bellarmino
College Preparatory™

Monday, December 30

Christmas Break
Classes Do Not Meet

Tuesday, December 31

Christmas Break
Classes Do Not Meet

New Year's Eve

Wednesday, January 1

Christmas Break
Classes Do Not Meet

New Year's Day

Thursday, January 2

Christmas Break
Classes Do Not Meet

Friday, January 3

Christmas Break
Classes Do Not Meet

JANUARY

Saturday, January 4

Sunday, January 5



Bellarmino
College Preparatory™

Monday, January 6

1-3-5-7

First Day of Second Semester

Tuesday, January 7

2-4-6-8

Wednesday, January 8

3-5-7-1

Thursday, January 9

4-6-A-8-2

All School Rally

Friday, January 10

5-7-1-3

JANUARY

Saturday, January 11

Sunday, January 12

Mother-Son Liturgy



Bellarmino
College Preparatory™

Monday, January 13

6-8-2-4

Tuesday, January 14

7-1-3-5

Kairos 169

Wednesday, January 15

8-2-4-6

Kairos 169

Thursday, January 16

1-3-5-7

Kairos 169

Friday, January 17

2-4-6-8

Kairos 169

JANUARY

Saturday, January 18

Sunday, January 19



Bellarmino
College Preparatory™

Monday, January 20

Holiday

Classes Do Not Meet

Martin Luther King,
Jr. Day

Tuesday, January 21

3-5-7-1

Wednesday, January 22

4-6-8-2

Thursday, January 23

5-7-1-3

Winter Junior Parent
College Night

Friday, January 24

6-8-2-4

JANUARY

Saturday, January 25

Sunday, January 26

Santo Niño
Celebration



Bellarmino
College Preparatory™

Monday, January 27

7-1-3-5

Tuesday, January 28

8-2-4-6

Wednesday, January 29

Justice Summit,
Required

Classes Do Not Meet

Thursday, January 30

1-3-5-7

Friday, January 31

2-4-6-8

Parent Child Retreat

JANUARY

Saturday, February 1

Sunday, February 2

BSU Cultural
Celebration



Bellarmino
College Preparatory™

Monday, February 3

3-5-7-1

Spring Sports
Start Date

Tuesday, February 4

4-6-8-2

Kairos 170

FEBRUARY

Wednesday, February 5

5-7-1-3

Kairos 170

Thursday, February 6

6-8-2-4

Club Day

Kairos 170

Friday, February 7

7-1-3-5

Kairos 170

Saturday, February 8

ASB Movie Night

Sunday, February 9

Bell Wars



Bellarmino
College Preparatory™

Monday, February 10

8-2-4-6

Tuesday, February 11

1-3-5-7

FEBRUARY

Wednesday, February 12

2-4-M-6-8

Bishop's Mass

Thursday, February 13

3-5-7-1

Friday, February 14

4-6-8-2

Saturday, February 15

Sunday, February 16



Bellarmino
College Preparatory™

Monday, February 17

Winter Break
Classes Do Not Meet

President's Day

Tuesday, February 18

Winter Break
Classes Do Not Meet

FEBRUARY

Wednesday, February 19

Winter Break
Classes Do Not Meet

Thursday, February 20

Winter Break
Classes Do Not Meet

Friday, February 21

Winter Break
Classes Do Not Meet

Saturday, February 22

Sunday, February 23



Bellarmino
College Preparatory™

Monday, February 24

5-7-1-3

Tuesday, February 25

6-8-2-4

FEBRUARY

Wednesday, February 26

7-1-3-5

Thursday, February 27

8-2-4-6

Friday, February 28

1-3-5-7

FEBRUARY

Saturday, March 1

Sunday, March 2



Bellarmino
College Preparatory™

Monday, March 3

2-4-6-8

Tuesday, March 4

3-5-A-7-1

March Madness Rally

Kairos 171

Wednesday, March 5

4-6-M-8-2

Ash Wednesday

Kairos 171

Thursday, March 6

5-7-1-3

Kairos 171

Friday, March 7

6-8-2-4

Kairos 171

Winter Theatre
Performance

Saturday, March 8

SATs

Golden Bell

Winter Theatre
Performance



Sunday, March 9

Winter Theatre
Performance

Bellarmino
College Preparatory™

Monday, March 10

7-1-3-5

Tuesday, March 11

8-2-4-6

Spring Theatre
Auditions

Wednesday, March 12

1-3-A-5-7

Justice Summit
Assembly

Spring Theatre
Auditions

Thursday, March 13

2-4-6-8

Winter Theatre
Performance

Friday, March 14

3-5-7-1

End of 3rd Quarter

NFL Qualifiers

Winter Theatre
Performance

Saturday, March 15

NFL Qualifiers

Winter Theatre
Performance



Sunday, March 16

NFL Qualifiers

Bellarmino
College Preparatory™

Monday, March 17

4-6-8-2

Tuesday, March 18

5-7-1-3

Food Drive Starts

Wednesday, March 19

6-8-2-4

Sophomore Retreat
(SLOR)

Thursday, March 20

7-1-3-5

ASB March Madness
Fundraiser for
Catholic Relief
Services

Sophomore Retreat
(SLOR)

Friday, March 21

8-2-4-6

Saturday, March 22

Sunday, March 23



Bellarmino
College Preparatory™

Monday, March 24

Classes Do Not Meet

Optional Day of Service

Tuesday, March 25

Classes Do Not Meet

Optional Day of Service

Wednesday, March 26

1-3-5-7

Thursday, March 27

2-4-6-8

Food Drive Bingo
Night

Friday, March 28

3-5-7-1

Saturday, March 29

Food Drive Ends

Pilipino Cultural
Night



Sunday, March 30

Bellarmino
College Preparatory™

Monday, March 31

4-6-8-2

Pride Week

Tuesday, April 1

5-7-1-3

Wednesday, April 2

6-8-2-4

Thursday, April 3

7-1-3-5

Friday, April 4

8-2-4-6

Eid Festival

Saturday, April 5

Sunday, April 6



Bellarmino
College Preparatory™

Monday, April 7

1-3-5-7

Mission Week

Tuesday, April 8

2-4-6-8

Wednesday, April 9

3-5-A-7-1

ASB Elections

Senior Networking
Luncheon

Thursday, April 10

4-6-A-8-2

Unity Assembly

Solidarity Dinner

Friday, April 11

5-7-1-3

Day of Silence

Global Village

Saturday, April 12

Jr. Prom

Sunday, April 13



Bellarmino
College Preparatory™

Monday, April 14

6-8-2-4

Tuesday, April 15

7-1-3-5

Wednesday, April 16

8-2-4-6

Thursday, April 17

Spring Break
Classes Do Not Meet

Holy Thursday

Friday, April 18

Spring Break
Classes Do Not Meet

Good Friday

Saturday, April 19

Sunday, April 20

Easter



Bellarmino
College Preparatory™

Monday, April 21

Spring Break
Classes Do Not Meet

Tuesday, April 22

Spring Break
Classes Do Not Meet

Wednesday, April 23

Spring Break
Classes Do Not Meet

Thursday, April 24

Spring Break
Classes Do Not Meet

Friday, April 25

Spring Break
Classes Do Not Meet

Saturday, April 26

Sunday, April 27



Bellarmino
College Preparatory™

Monday, April 28

1-3-5-7

Spirit Week

Tuesday, April 29

2-4-6-8

Wednesday, April 30

3-5-7-1

Thursday, May 1

4-6-8-2

Spirit Week Rally

Friday, May 2

5-7-1-3

Saturday, May 3

SATs

Senior Ball



Bellarmino
College Preparatory™

Sunday, May 4

Monday, May 5

6-8-2-4

Symphonic & Jazz
Concert

Tuesday, May 6

7-1-3-5

Wednesday, May 7

8-2-4-6

Chamber Orchestra
Concert

Thursday, May 8

1-3-5-7

Bells Give

Spring Theatre
Performance

Friday, May 9

2-4-6-8

AAPI Heritage
Celebration

Spring Theatre
Performance

Saturday, May 10

Spring Theatre
Performance

Sunday, May 11

Spring Theatre
Performance



Bellarmino
College Preparatory™

Monday, May 12

3-5-7-1

Percussion Concert

Tuesday, May 13

4-6-8-2

Wednesday, May 14

5-7-A-1-3

Awards Assembly

Thursday, May 15

6-8-2-4

ASB Fun Day

Friday, May 16

7-1-3-5

Saturday, May 17

Sunday, May 18



Bellarmino
College Preparatory™

Monday, May 19

8-2-4-6

Tuesday, May 20

1-3-5-7

Friday Bell Schedule

Wednesday, May 21

2-4-6-8

Friday Bell Schedule

Last Day of Second Semester

Thursday, May 22

Graduation Practice

Baccalaureate Mass

Friday, May 23

Graduation

Saturday, May 24

Sunday, May 25



Bellarmino
College Preparatory™



7 Principles of **CONSTRUCTIVE DIALOGUE**

1

Presume good intentions.

2

Use "I" statements.

3

**Understand that the speaker's
experience is valid for him/her.**

4

Ask questions of others as individuals.

5

Listen to understand, not to respond.

6

**Recognize that one's intent may differ
from one's impact.**

7

**Seek to raise the bar for yourself,
your teachers, and your classmates.**

Mission Statement

Bellarmino 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 their 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 and with others”—persons
whose lives will be dedicated to bringing all
their God-given talents to fullness and to living
according to the pattern of service
inaugurated by Jesus Christ.

