



# Bethlehem High School Student/Parent Handbook 2019-20

*This handbook contains recommendations from the Archdiocese of Louisville Office of Catholic Schools and has been approved by the Bethlehem School Board. The principal retains the right to amend the handbook for just cause. Parents and students will be notified of such changes. The principal reserves the right to be the final authority for interpreting any policy concerning the school.*

**Bethlehem High School**  
**309 West Stephen Foster Ave.**  
**Bardstown, Kentucky 40004**  
**Phone: (502) 348-8594**  
**Fax: (502) 349-1247**  
**[www.bethlehemhigh.org](http://www.bethlehemhigh.org)**

## SCHOOL MISSION AND VISION

### MISSION

Bethlehem High School is a Christ-centered college preparatory school built upon Catholic teachings that empowers students' spiritual, academic, social and moral development.

### VISION

Bethlehem High School will thrive as a Catholic college preparatory school for students by providing educational and extracurricular programs that are challenging and competitive. Our commitment to our students ensures that Bethlehem graduates are prepared to excel in higher education and become lifelong learners and contributing citizens. Our young men and women, living faith-filled, healthy lifestyles, will serve the community in volunteer and leadership roles. By embracing social responsibility, Bethlehem graduates will demonstrate tolerance, respect and compassion for others and as members of the Bethlehem family, they will enable the legacy of our commitment to Catholic education into our third century.

### CORE VALUES

- Academic Excellence in the Liberal Arts and Sciences
- Faith Formation and Community Service
- Leadership and Social Responsibility
- Tolerance, Respect, and Compassion
- Personal Fitness, a Healthy Lifestyle, and Competitive Athletics

### PHILOSOPHY

- Recognize the primary importance of an in-depth exposure to and a respect for our Catholic faith expressed in doctrine, community, worship, prayers, and moral behavior.
- Provide an inclusive educational atmosphere that is data driven and uses multifaceted educational practices, meeting the needs of each student.

- Create a community that respects the dignity of each person and instills principles of honesty, justice, patriotism, respect for authority, self-discipline, self-respect, and respect for others.
- Develop and maintain programs, curricular and extracurricular, that enable students to identify their own strengths, talents, and leadership abilities.
- Maintain an open dialogue with parents.
- Provide a variety of programs and experiences that will prepare students to make personal choices concerning career opportunities.
- Recognize the importance and necessity of maintaining strong ties to the broader community.

# CURRICULUM AND ACADEMIC POLICIES

## SCHOLASTIC REQUIREMENTS

All students will take seven courses per semester. One half credit is granted for the successful completion of a class for each.

To earn a diploma from Bethlehem High School, a student must earn 22 credits plus a Theology credit for each year they attend Bethlehem. The total credits must include the following courses:

Theology	4 credits
English	4 credits
Mathematics	4 credits
Science	3 credits
Social Studies	3½ credits
Health	½ credit
Physical Education	½ credit
History of Visual & Performing Arts	½ credit
Performing Arts	½ credit

Students may choose electives for the remaining credits but should consider that four-year public universities in Kentucky require two years of study in foreign language for admission.

## CLASS RANK

A quality point index is used to determine where students are ranked in the class in relation to their classmates. Class rank determines which students are recognized as Valedictorian, Salutatorian or Honor Graduate. Class rank is also requested by colleges for admissions consideration.

Courses are assigned numerical values according to the degree of difficulty, the depth of the subject matter, and the requirements of the course. The Quality Point Index multiplies the assigned value of the course by the letter grade earned in the course to establish total quality points. All courses are assigned 3 points with the exception of Dual Credit

or Honors courses which are worth 4 points, and Advanced Placement courses which are worth 5 points.

Students will not be able to count more quality points than the maximum allowable based on the courses in the Program of Studies. For example: If a student takes a pre-approved AP course online in addition to every AP course offered in the Program of Studies, the quality points will be adjusted so as not to exceed the number of points offered to all students. Seven classes per semester will be considered for Grade Point Average (GPA), class rank and honor roll.

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Letter Grade Value    X    Quality Point Value of Course    =    Quality Points Earned

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A = 4 points	Required Courses and Most Elective Courses	3 Quality Points
B = 3 points	Dual Credit/Honors Courses	4 Quality Points
C = 2 points	Advanced Placement Courses	5 Quality Points
D = 1 point		

**Examples:**

A student earning a B in Integrated Science would earn 9 points toward class rank.

A student earning a C in Dual Credit Trigonometry would earn 8 points toward class rank. A student earning an A in Advanced Placement Biology would earn 20 points toward class rank.

**VALEDICTORIAN/SALUTATORIAN/HONOR GRADUATES**

The student(s) ranked #1 under the quality point system will be considered the valedictorian(s) of the class. Student(s) ranked #2 will be considered salutatorian(s). At least 50% of a student's coursework must be completed at Bethlehem to earn valedictorian or salutatorian recognition.

Students will receive the distinction of Honor Graduate if they are in the top 25% of seniors in total quality points.

## **ADVANCED PLACEMENT PROGRAM**

Advanced Placement (AP) courses are offered to qualified students during the junior and senior years. Following guidelines established by the College Board, these courses provide students with an accelerated and in-depth examination of the subject area at a collegiate level. Students enrolled in these courses are expected to take the AP examinations offered each May. Students may see the Dean of Academics to be granted a waiver from taking the exam for just cause. There are more than 2,500 universities and colleges nationwide giving college credit and/or sophomore placement for sufficiently high scores. There is a fee for each exam.

The AP courses currently offered are as follows:

- AP Biology
- AP Computer Science Principles
- AP Language and Composition
- AP Psychology
- AP Calculus
- AP Government and Politics Or AP Comparative Government
- AP Literature and Composition
- AP U.S. History

## **DUAL CREDIT**

Students have the opportunity to earn high school and college credit simultaneously for some courses. Students seeking college credit must meet the prerequisite test scores and pay the tuition fees to the credit issuing institution. Current partnerships are with Western Kentucky University and Campbellsville University. These credits are transferable to all public colleges in Kentucky and some private ones also.

## **REPORT CARDS**

The scholastic progress of each student is evaluated and reported at the end of each of the four school quarters. The first and third quarter reports are progress reports and allow the teachers to communicate with students and their parents about academic progress. The second and fourth report cards are end of the semester report cards and indicate whether or not a student has earned a credit in a course and reports the grade earned. This credit will be recorded on the student's transcript, and the grade will be used to calculate the student's official Grade Point Average and Cumulative GPA. Parents may monitor their student's progress at any time by logging in to PowerSchool.

## **GRADING SCALE (Effective 2018-19 School Year)**

**A | 90-100**

**B | 80-89**

**C | 70-79**

**D | 60-69**

**F | 59**

## **DROP POLICY**

Students may not drop a class after ten class periods. Dropping a class is dependent on another class being available to take its place in the student schedule. Students must be enrolled in 7 periods.

## **HONOR ROLL**

At the end of each quarter, the Honor Roll is prepared and published in the local newspaper, on our website and in the school. The “A” Honor Roll requires the student to obtain an “A” in each subject. The “A-B” Honor Roll requires the student to obtain at least a “B” in each subject. Students on the honor roll the first three quarters will be recognized on Awards Day by “lettering” in academics.

## **ADVANCEMENT TO THE NEXT GRADE**

At the conclusion of each school year, all student academic records will be reviewed to determine if sufficient progress is being made toward meeting the graduation requirements. Students must have earned at least 5.5 credits to be considered a sophomore, at least 12 credits to be considered a junior, and at least 19 credits to be considered a senior.

## **ELIGIBILITY**

A student must be passing in at least six subjects to be eligible for participation in any sport, extracurricular activity or field trip. Grade checks are conducted each week.

## **OUTSIDE COURSEWORK**

Students are sometimes encouraged to make up credits through online or independent study programs. These allowances are generally for remediation purposes only. Bethlehem does not typically grant credit toward a diploma from outside institutions except in the case of transfer students. Any exceptions to this policy must be pre-approved by the principal or Dean of Academics.

## **ACADEMIC MERIT SCHOLARSHIPS**

Bethlehem High School believes that attracting and retaining students of the highest caliber enhances our mission as a Catholic co-educational secondary school. Therefore, Bethlehem will award academic scholarships to prospective students based on scores on the Bethlehem Placement Exam.

\$1,000 scholarships are awarded to prospective students scoring in the 98th percentile or better on the Bethlehem placement test.

\$750 scholarships are awarded to prospective students scoring in the 95th to 97th percentile on the Bethlehem placement test.

\$500 scholarships are awarded to prospective students scoring in the 90th to 94th percentile on the Bethlehem Placement test.

Students must maintain a cumulative GPA of at least a 3.5 to renew the scholarship. The cumulative GPA's are checked at the end of each year. If the student falls below the 3.5 level, the student will forfeit the scholarship, and it will not be reinstated. If the student officially withdraws from Bethlehem, and later re-enrolls, the scholarship will not be reinstated.

## **KENTUCKY EXCELLENCE IN EDUCATION SCHOLARSHIP**

KEES, Kentucky's merit-based scholarship administered by the Kentucky Higher Education Assistance Authority, is available to eligible students based on their high school grades and highest ACT score. Students must have an annual 2.50 or better GPA for the base amount of the scholarship and a 15 or higher ACT (or equivalent SAT) score for the bonus award.

Students can earn up to \$2,500 that can be applied to their college costs each year within the state of Kentucky. Students do not need to apply for the scholarship; Bethlehem will provide information about eligible students to the Kentucky Department of Education. The Department will compile and forward the student data to KHEAA, and KHEAA will send award notifications to students after the end of each school year. Grades earned in dual credit and Advanced Placement courses are reported to KEES on a 5.0 scale.

### **NATIONAL HONOR SOCIETY**

Bethlehem is proud to host a chapter of the National Honor Society. The National Honor Society serves to honor those students who have demonstrated excellence in the areas of scholarship, leadership, service and character. Incoming junior students with at least a 3.6 Grade Point Average and a total quality point score of at least 300 may apply.

### **BETHLEHEM ONLINE**

When Bethlehem is closed due to weather, Plan B will be put into effect which is delivery of instruction through electronic means. The Bethlehem Online days will count as regular school days. On days when school is closed, teachers will post lessons via Google Classroom. The lessons should mirror as closely as possible what would have been covered had school been in session.

- As soon as Bethlehem makes an announcement that school is closed, we will also indicate whether Bethlehem Online will go into effect.
- On Bethlehem Online days, teachers will post lessons and assessments to Google Classroom by 10:00 a.m.
- Students will login to Google Classroom and visit each class, study the lesson, complete the assessments, and submit their classwork by the same class period time the following day. Teachers will be available via e-mail until 3:00.
- A phone number will be given out to students to call for support in case of technical difficulties, power outages, missing assignments, etc.
- If a student is ill, he or she will be able to call the support number, and it will be treated just as if the student were absent from school, and the same absentee policies about make-up work would go into effect.
- Students without internet access will be identified early in the year, and special consideration will be given to those students in preparing the work ahead of time when possible or extending due dates on assessments.

## BELL SCHEDULE

	<b>Standard</b>		<b>Mass</b>		<b>Assembly</b>
<b>1st Bell</b>	8:10		8:10		8:10
<b>1st Period</b>	8:15-9:05		8:15-8:50		8:15-9:05
<b>2nd Period</b>	9:09-9:54		8:54-9:27		9:09-9:54
<b>3rd Period</b>	9:58-10:43		9:31-10:04		9:58-10:43
<b>4th Period</b>	10:47-11:32		10:08-10:41		10:47-11:32
<b>HR/Lunch</b>	11:36-12:33		12:00-12:50		11:36-12:33
<b>JR/SR Lunch</b>	11:36-12:00		12:00-12:23		11:36-12:00
<b>Fr/Soph Lunch</b>	12:04-12:33		12:27-12:50		12:04-12:33
<b>5th Period</b>	12:37-1:22		12:54-1:33		12:37-1:07
<b>6th Period</b>	1:26-2:11		1:37-2:16		1:11-1:41
<b>7th Period</b>	2:15-3:00		2:20-3:00		1:45-2:15

## STUDENT SERVICES

### CAMPUS MINISTRY

In addition to the theology classes every student takes, each student has the opportunity to be involved in service, retreats, and in other programs which have as their aim the spiritual enrichment of our students and faculty.

The goal of service learning is to encourage students to live out their faith by serving others. In serving others, we are better able to recognize that the presence of Christ is alive in all people. Service learning opportunities are offered on a school-wide, course-wide and individual level.

The retreat program is considered central to a student's spiritual, personal, and interpersonal growth. The focus of the retreats are as follows:

- “Discovery: Building Leaders for Tomorrow”
- “Footprints”
- “Servant Leadership”
- “Christian Awakening”

Prayer and worship is incorporated throughout the school year in the form of monthly liturgies, reconciliation services, prayer services, rosary celebrations, and daily prayer.

## STUDENT SERVICES

### COLLEGE & CAREER COUNSELING SERVICES

The work of the counseling office is based on the philosophy that everyone counts, that each individual has certain aptitudes that should be discovered and developed, and that every individual person can contribute something unique and worthwhile to family, community, and society. The Guidance office supports the school's mission as it strives to offer the following services:

- Provide academic counseling throughout the student's high school career
- Provide students with college selection information through college visitation days, college fairs, on-campus visits from college representatives, and in-class research
- Publicize information related to college admissions and financial aid deadlines
- Publicize scholarship opportunities and assist with applications
- Assist families in understanding and applying for financial aid
- Assist in defining career interests
- Assist in developing career interest through the Job Shadowing program

### COLLEGE VISITATION AND CAREER SHADOW DAYS

Each senior is allowed two excused absences during the senior year for a college visit and/or a career shadow day. Each junior is allowed one excused absence during the junior year. A completed college visitation or career shadow permission slip must be given to the guidance counselor two days prior to the visit. Students are responsible for informing their teachers and making up any work missed. On the day following the visit, a written confirmation from the college or supervisor must be turned in to the guidance counselor and a copy to the front office. The last day for a senior to take a college day or career shadow day is the last school day of April. A senior may be denied the days due to a poor academic or attendance record.

## EXTRACURRICULAR ACTIVITIES AND CLUBS

Students are encouraged to participate in at least one activity or club to help in their development as well-rounded persons. Most clubs are accessible since most meetings are held during homeroom period. Students may not hold office in more than two clubs. It is the club sponsor's responsibility to ensure that this policy is upheld.

A student must be passing in at least six subjects to be eligible for participation in any sport, extracurricular activity or field trip.

### The following activities are currently offered at Bethlehem:

Academic Team	International Thespian Society (Drama)
Advancement Council	National Honor Society
Beta Club	Prom Committee
BioClub	Robotics
Choir	Spanish Honor Society
Drama	Speech
French Honor Society	Student Ambassadors
Green Dot	Student Council
Interact Club	

### The following athletics are currently offered at Bethlehem:

Archery	Baseball	Basketball	Bass Fishing	Cheer	Cross Country
Football	Golf	Soccer	Softball	Swim	Tennis
Track & Field	Volleyball				

## HOMEROOM

A twenty-five minute period is scheduled in each school day so that students may attend club meetings, study, complete work in the Media Arts Center or library, make up exams or meet with teachers.

## LIBRARY

Students may come to the library during the day with their class or as an individual. Students may also use the library for research or book checkout during home-room, provided space and supervision are available. Classes are scheduled into the library for research and special projects with collaboration between teachers and the librarian. Students are given instruction and updates on how to use the library resources by the librarian.

## FOOD SERVICES

Bethlehem High School offers a hot lunch and salad bar program to all students. The cost of lunch for the academic year will be \$4.00. A la carte items will be available for less. In order to better serve our students, we will no longer be participating in the federal lunch program. We will be offering free and reduced lunches to those who qualify. Please see the Cafeteria Manager for more information.

Payments will be taken in the cafeteria between 7:45 and 8:10 a.m. or may be made online at [My School Bucks](#). Unused money will be carried over to the following year or refunded to the graduating seniors.

Food deliveries are not allowed at school by anyone other than a parent for their own child. Fast food lunches should not be brought in by students, parents, or others for consumption by students.

## **PREGNANCY COUNSELING SERVICES**

The Catholic Church teaches that the creation of human life is a privilege and a unique blessing reserved for married couples. Bethlehem High School supports and promulgates this teaching. As a Catholic school, Bethlehem encourages sexual abstinence among the student body as premature sexual activity is immoral and can interfere with the physical, emotional, educational, and spiritual well-being of still-developing adolescents. At the same time, the faculty and staff offer help and encouragement to the student who chooses life for her unborn baby. If a student becomes pregnant, the student/parent must inform an administrator or counselor immediately. A meeting will be held to ensure that prenatal care is being received and that the student is medically and emotionally prepared to stay in school. The Parent/guardian and the student must also sign a statement releasing the school from any liability regarding safety during the student's pregnancy.

## ENROLLMENT

### **NON-DISCRIMINATORY POLICY**

Bethlehem High School admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school.

It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs or athletic and other school administered programs.

### **PARENTAL AUTHORITY**

Any students enrolled at Bethlehem, regardless of age, are seen as the responsibility of his or her parent(s) or legal guardian(s). Even if they are 18 years of age or older, students may not report themselves absent, sign their own progress reports, etc. Students are required to reside with and live under the care and authority of their parents or legal guardians.

Any short-term exceptions to this policy must be reported to the administration.

### **REGISTRATION FEE**

There is a \$50 fee for Registration. By paying this fee, the parents or guardian indicate that their child will attend Bethlehem. The school uses these commitments to schedule courses, assign teachers and make other necessary plans for the beginning of the school year.

## TUITION PAYMENT OPTIONS AND RESPONSIBILITIES

Tuition for the 2019-2020 school year is as follows:

- 1 student \$8,000
- 2 students \$15,500
- 3 students \$23,000

### Payment Options:

Option 1: Single payment due on or before July 15, 2019. The amount due reflects \$100 per student discount. One student \$7,900, two students \$15,300, three students \$22,700. (Discount does not apply to students receiving financial aid.)

Option 2: Semi annual payments with no discount, ½ due July 15, 2019 and ½ due January 15, 2020.

Option 3: Automatic monthly withdrawal payment plan through Bethlehem High School and its bank. Payments are taken out over 10 months beginning in July on either the 5th or the 20th of the month and continue through April. For this option, the Authorization Agreement for Auto-Withdrawal Payments form must be completed.

### FINANCIAL AID

Financial aid is available to those students who are approved for aid by FACTS. Financial aid applications are available in the school office and are submitted directly to [FACTS](#). Contact the accounting office for more information.

All financial obligations not covered by merit or need-based aid are expected to be paid in full.

All financial obligations are expected to be met by the custodial parent or immediate family.

## **WITHDRAWAL PROCEDURE**

Any student who withdraws must do the following:

- Have a parent or guardian notify the school of the withdrawal date.
- Return all textbooks and library books.
- Pay all tuition and other financial obligations.
- Inform the new school that they must officially request, in writing, school records.

Students who withdraw from Bethlehem High School are obligated for tuition according to the following:

25% of tuition if the student withdraws prior to Oct. 1, 2019

50% of tuition if withdrawn from Oct. 1, 2019 through Nov. 30, 2019

75% of tuition if withdrawn from Dec. 1, 2019 through Jan. 31, 2020

100% of tuition if withdrawn after Feb. 1, 2020

## **BOOK AND TECHNOLOGY FEE**

There is a non-refundable textbook rental and technology fee of \$225 per student. This includes all textbooks, the use of locks and lockers and maintenance of the computer network available to your students. Book/tech fees are due the first week of August. Prior to Christmas break, any unpaid book/tech fees and any delinquent tuition balances based on the payment options listed above will be assessed and restrictions may be applied prior to students returning in January.

## **TUITION DELINQUENCY**

Bethlehem High School recognizes that delinquencies may be the result of unforeseen circumstances and acknowledges that student needs are the most significant part of our mission. Therefore, the administration may suspend any portion of the delinquency policy, provided that the student's parents/guardians substantiate the circumstances and make arrangements to bring the account current to Bethlehem High School's satisfaction.

Students who are not current with their tuition and fees may not be entitled to attend classes, sit for semester or final exams, receive report cards, or participate in school activities. Transcripts will not be issued, diplomas will not be awarded, nor will the student or immediate family members be allowed to return to classes for as long as the delinquency remains.

## **TRANSCRIPTS**

Please notify the office of any changes in address, e-mail or phone number during the year.

All students must have up-to-date immunization certificates, a social security number, and a birth certificate on file with the school. If these are not in within the first 10 days of school, a student may be sent home until these are obtained.

Transcripts are accessible to the student and his/her parents through Parchment. Semester grades, rank, grade point average, national test results and attendance are recorded on the transcripts. The first five transcripts requested by seniors will be sent free. There is a \$5 fee for a transcript at [www.parchment.com](http://www.parchment.com).

# STUDENT CONDUCT

## ATTENDANCE

We believe that student achievement and personal discipline correlate directly with prompt and routine attendance. Therefore our attendance policy is designed to encourage the student to be present and on time. All absences and tardies are recorded on the student's transcript which is made available upon request to colleges and prospective employers.

- Once a student has arrived on campus, he/she must stay for the remainder of the day unless permission is granted by the office.
- If a student is to be absent, it is the parent's/guardian's responsibility to report the absence by phone before 8:10 a.m. on the first day. A written excuse should be given to the main office before 8:10 a.m. the day the student returns to school.
- Each student will be allowed three (3) absences per quarter that may be excused by a note from the parent/guardian stating the reason for the absence. Once a student has used his/her three (3) parent notes per quarter, a doctor's note will be required for any additional absences. The original statement (not a photocopy) from the doctor or health care provider must be provided. An appointment card is not considered a doctor's Statement.
- Without a written excuse from the parent or a doctor's note, the student's absence is considered unexcused. Students with unexcused absences will not be allowed to make up their school work.
- If a class or day is missed, it is the student's responsibility to present the teachers with the note from the office and see that his/her work is made up. As a rule, students have the number of days absent plus one to make up their work.
- If a student has accumulated 12 or more days, excused or unexcused, a conference with the administration will be required.
- The administration reserves the right to judge whether or not an absence, check-out, or tardiness is justified and expects the cooperation of parents.
- Students who are feeling ill and need to leave should report to the front office for the secretary to contact a parent/guardian.

- Half-Day Absence: When a student misses more than three hours of a school day total, it will be recorded as a half-day's absence.
- Students must be at school for at least ½ day to participate in extracurricular activities that evening.

## **TARDINESS**

Students who arrive to school after 8:15 will be considered tardy. These students should report directly to the main office where they will be given a note to be admitted to class. Each student will be allowed three (3) tardies per quarter that may be excused by a note from the parent/guardian. Students with an unexcused tardy may be assigned a Post-School Detention and may not be able to make up work missed for the time they were not in class.

## UNIFORM CODE

In an attempt to foster a professional atmosphere and a sense of pride in one's personal appearance, Bethlehem's uniform code reflects a traditional style of grooming and dress. The school uniform is to be worn on each school day unless a special exception has been announced. It should be neat, clean, pressed and in good repair. The basic regulation uniform consists of the following articles and must be purchased at Choice Uniforms on Chambers Blvd. in Bardstown. The administration of Bethlehem High School reserves the right to determine whether the student's clothing or grooming fits within the school dress code or is distracting.

**Slacks:** Plain front khaki pants with embroidered Bethlehem Star Logo for males and females. These are the only pants permitted and must be purchased at Choice Uniforms. Pants must always have a normal black or brown belt with a normal size belt buckle. No sagging pants are permitted.

**Shirts:** Light blue, navy or white knit polo shirts with Bethlehem High School embroidered on the left front of the shirt may have either long or short sleeves. Also, light blue or white oxford cloth shirts with Bethlehem High School embroidered on the left front of the shirt may have long or short sleeves. Only these shirts are acceptable and they must be purchased at Choice Uniforms. It is expected that shirttails will be tucked in during school hours.

### Other Clothing Guidelines:

- Undershirts and all upper undergarments must be plain white without lettering.
- On special occasions, when jeans are allowed, they must be properly fitted and have no holes in them.
- Black, navy and white socks, with no logos, should be worn.
- Girls may wear navy blue, black or gray opaque tights with their skirts. No patterns.
- Shoes will include sneakers, casual or dress shoes that tie. All shoes must have enclosed toes and backs. No boots or slippers or shoes without proper heels are permitted.

**Skirts:** Female students may also wear a plaid uniform skirt. The skirt must be purchased at Choice Uniforms. Skirts should be no shorter than three inches above the knee, front and back. No long legged apparel, other than approved tights, may be worn under skirts during the school day. Students may not wear long-legged apparel under skirts to church services. When the weather is too cold for skirts, female students should wear uniform pants.

**Sweater:** Choice Uniforms sells approved navy crewneck sweaters, fleece pullovers, cardigans and sweatshirts with Bethlehem High School embroidered on the left side.

A uniform shirt must be worn underneath.

- Hair should be clean and neatly groomed. Boys must be clean shaven, and their hair should not cover their eyes, be longer than the bottom of the shirt collar, and the height should be no more than one inch above the head. Unnatural hair color and/or extreme hair styles are not permitted.
- The school reserves the right to restrict items such as, but not limited to, excessive jewelry or cosmetics. No body piercings other than ears are allowed. No tongue piercings are allowed. No excessive piercings, including gauges and ear spears. Visible tattoos are not allowed. Student may not cover obvious body piercings or tattoos with bandages or any other coverings. The prohibition against piercings and tattoos extends to students when they are participating in school sponsored events.
- Clothing or jewelry that promotes violence or drugs, denotes satanic worshiping, advertises alcohol or tobacco products, is imprinted with nudity, vulgarity, obscenities, profanity, double entendre messages or pictures, or suggests sexual, racial, or other prejudicial messages is not permitted.
- Students may use a carry-all type purse/bag that can be placed inside of a student desk.
- No Confederate States of America clothing or accessories.

**Field Trips**-Students will wear uniforms on school-sponsored field trips unless otherwise noted.

**Out-of-Uniform Days** - Occasionally, the school allows out-of-uniform days for specific occasions. On these days, students may not wear shorts. Jeans must be properly fitted and have no holes in them. Girls may not wear clothing that allows for bare shoulders, bare midriffs or plunging necklines. Skirts must be no shorter than three inches above the knee. Boys may not wear oversized clothing, including baggy pants.

**Spirit Days** - Those who desire may wear a Bethlehem “spirit” shirt as their outside shirt (such as T-shirts for the district ball game championship, the play, the class T-shirt, etc. or athletic related warm-ups including jackets). Uniform pants or skirts must be worn. Those not wearing a school “spirit” shirt or warm-up must wear a uniform. All general rules apply.

**Team Spirit Day** - On special occasions teams may request a “team spirit day,” limited to two per regular season. On “team spirit days” the entire team must wear the same jerseys, warm-up shirts or T-shirts with their uniform pants or skirts. All other rules apply.

## GENERAL CONDUCT EXPECTATIONS

- Tobacco products, alcohol and drugs are not permitted on school property at any time.
- Students are not permitted to bring food or drinks outside the cafeteria unless approved by the administration.
- Students may carry bottled water during the school day if it is purchased from the school cafeteria.
- All students are expected to keep the campus and school clean. Defacement or abuse of the personal property of another student or of school property will be paid for by the student responsible and could result in other disciplinary action.
- The use of cell phones, electronic audio/video players, etc. may be used only at designated times and in designated areas. See Electronic Device Use Policy.
- Students are responsible to school authorities for any conduct which involves the reputation or image of the school.
- Dances are limited to Bethlehem students and one guest. Guests must be registered with the school office on the school day before the dance.
- Those attending must arrive within the first hour and must remain until the last hour. Those attending may not leave and be readmitted. All attendees are subject to an alcohol detection test upon entry and exit. Any student who exhibits unacceptable behavior may be dismissed from the social function. Parents will be notified prior to the student's dismissal.
- Lockers are school property. A student may go to his/her locker before school, between classes, and after school. The locker must be kept locked. Administration reserves the right to search any locker and/or seize any contents of lockers at any time.
- Students who ride buses are to obey all transportation rules while traveling to and from school and school events.
- For all school sponsored trips, students must use transportation mandated by Bethlehem. This includes all sporting events.
- Students are expected to follow school rules and to show appropriate behavior at school functions. Periodically, assemblies will be scheduled to add a dimension for the student otherwise unavailable in the curriculum. Since school time is being used, all assemblies are mandatory except when announced by the administration. Students are to give proper attention and respect to all speakers.
- Parking at school is a privilege, not a right. Those who drive to school must register their vehicles, display their Bethlehem parking permits, show respect for safety rules, and be considerate of others. Driving recklessly on school property may result in forfeiture of driving and parking privileges. No student is permitted to go to the parking lot while school is in session without

permission from the office. Students are not allowed to sit in their cars before school. The school is not responsible for cars or their contents while parked on school property. The administration reserves the right to disable a vehicle, if necessary, search any car and/or seize contents therein while parked on school property. Parking passes are \$10 and may be purchased from the Dean of Students.

- Students must conform to the norms of conduct and expectations established by the teacher for his/her classroom. Teachers are professionals, and will develop and exercise their own classroom management procedures. When classroom management procedures are not a deterrent to irresponsible student behavior, a discipline referral will be written to the Dean of Students or Principal concerning the issue. Parents/guardians will receive a copy of this referral, and another will remain in the student's file.

- A student must have a school approved hall pass in order to be in the halls at times other than between classes.

If there is ever a time when an adult is not in the classroom, students are expected to notify the office immediately.

- Unlawful possession of a weapon on school property in Kentucky is a felony punishable by a maximum of five years in prison and a ten thousand dollar fine. Any student possessing a weapon on school property or at a school function may be dismissed.
- Cheating on the part of a student is a form of stealing. Plagiarism from resource material or other students is a form of cheating. Individual classroom teachers have the authority to prescribe consequences in the written expectations provided students. Serious cheating offenses or repeated incidents may be reported to the administration and disciplinary action and/or the loss of credit can result.

## COMPUTER/INTERNET USAGE

Students may bring laptops, iPads, tablets, readers, etc., to school to aid in their learning . The school is not responsible for the loss or damage of personal technology. Individual teachers may restrict or limit the use of such devices in their classroom. Internet access is provided for students to conduct educational research. Because telecommunications can lead to any publicly available file server in the world, Bethlehem subscribes to a filtering system to block inappropriate material. Students should place all personal electronic devices on airplane mode while on school property. This allows the use of wifi on the devices that would be channeled through the school server and allow filtering of Internet material through the school filtering device. No filtering system is foolproof, however. Therefore, students are expected to act responsibly when using these resources. School personnel may review files and communications to ensure that students are using the system responsibly. Users should not expect that files or communications are private.

### **The following types of use are not permitted:**

- Online purchasing on school property
- Sending, receiving or displaying offensive messages or pictures
- Using obscene language
- Making unauthorized photographs or videos of classroom activities or posting such files on the internet without the permission of the teacher or administration
- Harassing, insulting, or threatening others via email
- Submitting documents from the Internet as personal work
- Changing network or system settings
- Damaging computer systems or computer networks
- Violating copyright laws and fair-use laws
- Trespassing in someone else's folder, work or files
- Using another person's password
- Intentionally wasting limited resources
- Using the network for commercial purposes
- Propagating chain messages
- Making unauthorized downloads
- Participating in personal chat or instant messaging
- Using school equipment to research and/or gather information about individuals unrelated to assigned school work
- Any other activity specifically prohibited by the administration or teachers

Violations may result in loss of access to Bethlehem High School computers and other disciplinary actions.

## PERSONAL ELECTRONIC DEVICES

Cell phones, eReaders, tablets, iPads, iPod Touches, etc. may be used before school in the morning and in the cafeteria during the student's lunch period. If a cell phone or other electronic device is used during a prohibited time period, the device will be confiscated and turned over to the Dean of Students for a minimum of one week (7 calendar days) from the date of the infraction.

All personal electronic devices should be placed in airplane mode while on school property. This allows the use of wifi on the devices that would be channeled through the school server and allow filtering of Internet material through the school filtering device.

**1st Offense:** Parent/legal guardian may pick up the cellular phone/electronic device prior to the completion of the one week confiscation period. The phone/device will only be turned over to a parent or legal guardian.

**2nd Offense:** Parent/legal guardian must schedule a conference with the Dean of Students to retrieve the cellular phone/electronic device no earlier than the conclusion of the one week confiscation period.

**3rd Offense:** Cellular phone/electronic device will be held for a minimum of two weeks; parent/legal guardian must schedule a conference with the Dean of Students to determine any further intervention (Post School Detention, etc.)

Parents/legal guardians needing to contact students during the school day are strongly encouraged to call the school office at (502)348-8594 instead of contacting the student directly. Any message or information will be promptly sent to the student at the earliest opportunity.

## EXPECTATIONS FOR FACULTY REGARDING ELECTRONIC COMMUNICATION WITH STUDENTS

- Each faculty/staff member has a school provided email account and Google account which provides storage, social networking, and file sharing tools. Faculty/Staff should only communicate with students electronically via the school provided accounts. Teachers and coaches may use their cell phones to call or text students with pertinent information regarding school business only.
- Teachers should always maintain confidentiality regarding school policy and students. Teachers should not "friend" current Bethlehem High School students on their personal social networking sites as this is a breach of professional boundaries.

## **ALCOHOL, DRUG, TOBACCO AND E-CIGARETTE AND NICOTINE PRODUCTS POLICY**

Bethlehem High School is committed to providing a safe alcohol, drug, and tobacco/e-cigarette/nicotine based product free learning environment for all students and staff. To achieve this environment, the school has established a procedure for the alcohol, drug, and tobacco/e-cigarette offenses to assure students, parents and the community that this school will be free of alcohol and other illicit drugs.

When a student violates the school policy, the procedures outlined below provide fair and progressive discipline, early prevention and referral services.

The administrator reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.

No student shall possess, use, be under the influence, transfer or sell any alcohol beverage, narcotic, drug, counterfeit controlled substance, nor possess sell or transfer drug paraphernalia. Prescription drugs and over-the-counter medications are not to be sold, transmitted, distributed, or transferred by students. The above stated behavior is prohibited on or about school property, at any location of a school-sponsored activity, or in route to or from school or a school-sponsored activity. Prescription drugs are to be used and possessed only by the person named on the prescription.

Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance which may be added by the Kentucky Cabinet for Human Resources under regulations pursuant to KRS 218A.020 or KRS 217.900(2). In the instances involving look-alike substances, there must be evidence of the student's intent to pass off the item as a controlled substance. Use of medications prescribed or ordered by a physician or dentist shall not be considered a violation of this policy.

The principal shall determine whether there is a violation of the Drug and Alcohol Policy. Once the violation has occurred, the principal or principal designee shall contact the parent/guardian and may notify the local police department, sheriff or Kentucky State Police of the violation on school premises, on a school bus, or at a school sponsored or sanctioned event. The principal or designee shall conduct a conference with the student, parents, and the Youth Services counselor.

### **Possession, Use of Under the Influence**

**First Offense:** for possession, use or under the influence, while enrolled as a student at Bethlehem High School, shall result in an immediate out of school suspension of 5 school days. Two of those days may be probated if the parents agree that the student will attend a drug and alcohol awareness program provided outside of the school day. In addition, the student shall also be suspended for the next three (3) consecutive interscholastic events or the next three (3) weeks of the season, whichever is greater.

**Second Offense:** a student's second offense for possession, use or being under the influence will result in an immediate suspension of 10 days. The student will also be suspended for the next nine (9) consecutive interscholastic events or the next three (3) weeks of the season, whichever is greater. The student must complete the Adolescent Substance Abuse Subtle Screening Inventory (SASSI) and, at the expense of the family, follow the recommendations of the SASSI screening.

**THIRD OFFENSE:** a student's third offense for possession, use, or being under the influence shall result in an immediate dismissal from Bethlehem.

### **Sale or Transmission**

**First Offense:** for sale or transmission, while enrolled as a student in the Bethlehem High School, will result in an immediate suspension of 10 days and the student must complete the Adolescent Substance Abuse Subtle Screening Inventory (SASSI) and, at the expense of the family, follow the recommendations of the SASSI screening.

**Second Offense:** for sale or transmission, while enrolled as a student at Bethlehem High School, will result in an immediate dismissal.

Confidentiality between students, teachers, staff, administration and outside referral agencies will be observed at all times.

The normal appeals process, which governs Bethlehem High School, will also be used for appeals concerning the alcohol/drug policy.

### **RANDOM DRUG TESTING**

Bethlehem administers random drug tests to student drivers and all students participating in athletics or other competitive non-athletic programs. Students who test positive during testing procedures will follow the guidelines established by the random drug testing policy of Bethlehem High School.

## **DISCRIMINATION, HARASSMENT AND VIOLENCE**

Bethlehem High School is committed to providing a safe, positive, learning and working environment for everyone. Therefore, we prohibit harassment, discrimination and violence in any form.

Harassment/Discrimination/Violence is defined as intimidation by threats of or actual physical violence: the creation by whatever means of a climate of hostility, intimidation, embarrassment, or personal discomfort; or the use of language, conduct, the Internet, or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice, or to have the effect of insulting, stigmatizing, or embarrassing an individual.

*Example:* Harassment is any conduct, verbal or physical, on or off campus including the Internet, which has the intent or effect of unreasonable interference with individuals' or groups' educational or work performance at school or which creates an intimidating, hostile, or offensive educational, work or living environment.

Harassment on the basis of race, color, gender, disability, religion, national origin, sexual orientation or age includes harassment of an individual in terms of a stereotyped group characteristic, or because of the person's identification with a particular group.

*Example:* Non-sexual conduct, such as intimidation, hostility, rudeness or name calling, can be abusive and therefore harassment.

Sexual harassment may take many forms. Sexual assault and requests for sexual favors which affect educational or employment decisions constitute as sexual harassment. However, sexual harassment may also consist of unwanted physical contact and request of sexual favors, visual displays of degrading sexual images, sexually suggestive conduct or offensive remarks of a sexual nature.

All of these behaviors including those that are not included in this policy but are determined to be harmful are prohibited under this policy.

Employees or students who engage in harassment/discrimination/violence toward another employee or student on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex, or disability shall be subject to disciplinary actions as directed by the administration. These actions may include, but not limited to the following:

**Informal**

- A verbal warning/reprimand
- A written warning/reprimand, entered into the student's /employee's file
- An apology to the victim

**Formal**

- Probation (see Bully-watch)
- Detention
- Suspension
- Expulsion
- Referral for psychological assessment

- A parent/student/administrator conference
- Police involvement
- Probation or termination
- Not being permitted to participate in extracurricular activities for specific periods of time
- Community service
- Other sanctions of lesser or greater severity which are deemed appropriate by the administration

All employees will report to the principal or appropriate supervisor any suspicion of abuse, harassment, or violence. This requirement does not alter or amend the reporting requirements of KRS 620.030 of any person to report abused children to the appropriate law enforcement agency. Information concerning complaints shall be treated confidentially and consistently with the school's legal disciplinary policy if it is found that harassment or bullying has occurred.

Bully-watch is a form of probation for students who have been identified as a possible bully. Parents of the suspected student and all teachers will be informed confidentially of behaviors that might constitute abuse.

Bully-watch can last up to a semester. Students who violate this policy while on bully-watch will be suspended at home after a conference with the parents.

Any person, who believes that he or she has been a victim of harassment or abuse by a student or employee of this school, shall report the conduct immediately to the principal or immediate supervisor. Any third person with knowledge or belief of conduct which may constitute harassment or abuse shall report the conduct immediately to a supervisor.

## **CYBERBULLYING/HARASSMENT**

Cyber bullying/harassment includes, but is not limited to, offending, harassing or threatening others through technological means, including e-mail, instant messages, web pages, blogs, video and digital photo images, and/or text messages. It is considered inappropriate speech when it involves the following:

- obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful messages;
- posting information that could cause damage, danger, or disruption of the educational process;
- making a personal attack, including prejudicial or discriminatory attacks;
- knowingly or recklessly posting false or defamatory information about a person;
- using technological communication to intimidate, bully, harass, or embarrass others in any area included in this policy.

A student's home and personal use of technology can have an impact on the school and on other students. If a student's personal expression involving technology, such as a threatening message to another student or a violent website, creates a likelihood of disruption of the educational process, the student may face school discipline as well as criminal penalties. The courts have ruled, in fact, that the school has not only an ethical obligation but also a legal obligation to take action in these kinds of situations.

## **DISCIPLINARY INTERVENTIONS**

The parent's and student's choice of Bethlehem High School for their education is a choice to develop spiritually, academically, socially, and morally. In making that choice, parents and students agree to be governed by the basic philosophy of the school, its rules, and procedures.

A system of interventions is in place to hold students accountable and to provide feedback on their behavior. It is our desire to help students become responsible for their own behavior and develop respect for themselves, other students, and the staff at Bethlehem High School. The following discipline interventions were established to create a fair and consistent policy and will be enforced to provide our students with a positive and safe learning climate. It is our belief that all of us need expectations to be communicated so that we can better work together to make our educational experience positive and productive.

The administration reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at their discretion.

### **Conference**

Bethlehem High School's first level of intervention is a private conference with the student. The conference may include the teacher, student, and/or administrator. This conference will be documented, and the student will be expected to adapt his/her behavior to be in compliance with school policy. Further conference interventions will include parents and other personnel as needed.

### **Detention**

Post-school detention (PSD) is our second level intervention plan to help students develop responsibility for their behavior without missing regular classroom instruction. Detention may be assigned to students for various academic or behavior problems. Parents/guardians will be given notice prior to a student's PSD date in order to make transportation plans. Detention is from 3:05-4:00 p.m. in a designated classroom. Students are expected to be on time and complete a reflective written packet provided by the PSD moderator. Students are expected to follow all rules and regulations of detention. Failure to do so will result in additional time being assigned. The student cannot participate in any extra-curricular activities on the day that the detention is served. An administrator must approve exceptions in writing.

## **Suspension from Extracurricular Activities and Sports**

Extra-curricular activities are considered a privilege for students in good standing. A student may be suspended from extra-curricular activities when that student persistently demonstrates that additional interventions are needed to modify behavior or if his or her conduct reflects negatively on the reputation of the school or creates disruption. The suspension will last from one to twelve weeks.

## **Suspension**

1. Out of school suspension is an intervention plan used when other options have been unsuccessful or the problem is serious enough to warrant removal from the classroom. Suspension is considered an unexcused absence, therefore no work can be made up and no credit given for the suspended days. If a student is sent home on suspension, the following will apply:  
First time: One to ten days. The administration will contact a parent or guardian for a conflict resolution conference during the suspension. The student may return to school before the completion of the suspension if, after the conference, the administration is convinced the problem has been resolved.
2. Second time: Three to ten days. The parent must accompany the student back to school and should, at the completion of the suspension, have a conference with the administration. At the administration's discretion, a portion of the suspension may be probated based on the completion of a prescribed intervention outside of the regular school day.
3. Third time: Five to ten days. The parent and student must attend a conference with the administration and sign a behavior contract before returning to school.
4. The first three steps will be eliminated if the nature of the offense is sufficiently serious.

## **Dismissal**

Dismissal is the last and final intervention in our discipline policy. The administration reserves the right to dismiss any student from Bethlehem if their conduct, whether inside or outside of school, is judged to be in violation of the basic philosophy of the school, detrimental to the reputation of our school, or if prior interventions have proven to be ineffective.

# GOVERNANCE

## CONFLICT RESOLUTION

Authority as exercised in the Catholic school system depends in a large measure upon a spirit of willing cooperation among administrators, staff and students. However, honest disagreements can, and sometimes do, occur between persons at various levels. Normally, disagreements or complaints should be discussed and resolved at the level closest to the disputed question. It is assumed that all personnel involved in a complaint situation will be attempting to find the simplest, most effective way to resolve differences.

## GRIEVANCE PROCEDURE

In the event that a parent or guardian believes that a school policy in this handbook has been violated or a procedure not followed, he or she may, after meeting with the administration to try to resolve the situation, appeal to the school board by submitting a written form detailing the nature of the complaint, the specific policy or procedure that was violated, and the desired remedy. Forms can be obtained from Bethlehem's main office. The appeal must be submitted within ten calendar days of the school administration's decision. The Board's executive committee will determine if the appeal falls within the jurisdiction of the School Board and will decide if it should be placed on the agenda for the next board meeting. The appellant will be notified within ten calendar days of the board's decision.

## THE BETHLEHEM SCHOOL BOARD

The Bethlehem School Board, consistent with Diocesan policy, is a board of limited jurisdiction. Unlike some Catholic schools or even public schools, our board only has the power to act on certain limited matters. The day-to-day operations of the school are internal matters to be handled by the school administration, not the board. According to the Constitution for the Bethlehem High School Board of Education, the Board has the following responsibilities.

1. To hire the principal, with the approval of the Archbishop or his delegate\* and to perform an annual assessment of the principal's performance and contract renewal;
2. To develop a long-range plan and submit it to the Archbishop or his delegate for his approval;
3. To oversee the accreditation of Bethlehem High School by an accrediting agency recognized by the Archdiocese;
4. To formulate school policies and oversee the effectiveness of their implementation;
5. To review and approve the annual operating budget and provide regular financial reports to the Chancery;
6. To oversee the implementation of public relations and developmental efforts; and
7. To report annually to the Archbishop or his delegate on all aspects of its responsibilities.

*\*The Archbishop's delegate is generally the Pastor of St. Joseph Parish.*