



STUDENT/PARENT  
HANDBOOK  
2024-2025



Welcome to the Home of the Golden Hawks!

As Bethlehem Catholic's Principal, I am blessed and humbled to invite you to visit our school and explore our website. For nearly 100 years, Becahi has consistently been a Christ-centered Roman Catholic school steeped in faith and tradition. Our students receive a first-class academic education and the opportunity to grow in their faith. We encourage our students and families to join us as we prepare to celebrate our Centennial from July 2025 through June 2026.

As the oldest high school in the diocese of Allentown, Bethlehem Catholic is an academic institution where we balance faith and reason, according to our motto, "Fides et Scientia!" Thus, we offer a highly engaged and academically rigorous curriculum. Students are challenged to succeed academically and become self-motivated, lifelong learners to achieve their dreams to the best of their abilities. Dedicated faculty members work for the success of their students and foster a "family-like" atmosphere in their classrooms. Simply put, we seek to embrace every challenge together.

At Bethlehem Catholic, we offer a wide range of extra-curricular activities. Students are encouraged to participate in music, drama, and other art-related programs. We offer academic-based opportunities outside the classroom and a robust athletics program.

Whatever your goal, whatever your dream, you can achieve it here at Bethlehem Catholic. I invite you to meet us in person by scheduling a visit, and I look forward to personally welcoming you to our school and our family.

Dr. Dean Donaher  
Principal, Bethlehem Catholic High School  
**Go Hawks!**

**Bethlehem Catholic High School, Inc.**

2133 Madison Avenue | Bethlehem, PA 18017-4699

610-866-0791 | [Becahi.org](http://Becahi.org)



### CATHOLIC SCHOOLS SHARED VISION AND UNDERSTANDING

As a parent/guardian of a student in a Catholic school, I understand, affirm, and support the following:

- The primary purpose of Catholic school education is to form students in the values of Jesus Christ and the teachings of the Catholic Church.
- Catholic schools are distinctive religious education institutions operated as extensions of the Catholic Church; they are not private schools but are administered and supported by the sponsoring parishes and Diocese.
- Attending a Catholic school is a privilege, not a right.
- The school and its administration have the responsibility to ensure that Catholic values and moral integrity permeate every facet of the school's life.
- In all questions involving faith, morals, faith teaching, and Church law, the final determination rests with the Diocesan Bishop.
- This handbook does not create or imply the existence of a contract or contractual obligation on the part of Bethlehem Catholic High School or the Diocese of Allentown.
- The interpretation and application of this handbook are the sole responsibility of the school's administration. The administration reserves the right to address any situation by any means it deems necessary to ensure student safety.

**As a parent/guardian of a student enrolled Bethlehem Catholic High School, I share this vision and understand the Catholic identity of this school. I pledge to support this identity and to be governed by the handbook of Bethlehem Catholic High School.**

Diocese of Allentown, Secretary of Education: 610-866-581

Bethlehem Catholic High School: 610-866-0791

[www.becahi.org](http://www.becahi.org)

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### ADMINISTRATION & SCHOOL OFFICE CONTACT INFORMATION

The following are phone numbers that you may use sometime during the school year. Bethlehem Catholic High School offices, through the number provided, can receive fax transmissions.

<b>ADMINISTRATION</b> <b>FAX #: 610-866-4429</b>			
<b>Name-Position</b>	<b>Email</b>	<b>Phone Ext.</b>	<b>Questions Regarding:</b>
Principal Dr. Dean Donaher	<a href="mailto:ddonaher@becahi.org">ddonaher@becahi.org</a>	316	Daily school operation, instructional leadership, curriculum and faculty development
Rev. Steve Isaac Chaplain	<a href="mailto:sisaac@becahi.org">sisaac@becahi.org</a>	332	Spiritual life, religious formation programs and retreats. Promote vocations and the Catholic Identity of the school
Ms. Amy Solano Assistant to the Principal	<a href="mailto:asolano@becahi.org">asolano@becahi.org</a>	350	Curriculum alignment and implementation
Mr. Shane Schneider Dean of Students, DSO	<a href="mailto:sschneider@becahi.org">sschneider@becahi.org</a>	333	Personal issues regarding the welfare of students & disciplinary issues. SEVIS Program
Mr. Mr. Stephen Tomaszewski Director of Athletic	<a href="mailto:stomaszewski@becahi.org">stomaszewski@becahi.org</a>	352	Athletics
Mrs. Christine Calantoni Director of Admissions	<a href="mailto:ccalantoni@becahi.org">ccalantoni@becahi.org</a>	313	Admissions, school tours and bonding activities
Ms. Sue De Sousa Technology/ PDSO	<a href="mailto:skurtz@becahi.org">skurtz@becahi.org</a>	228	Technology, LMS, Website SVEIS Program
Mrs. Lisa Toolan Tuition/Financial Aid Coordinator	<a href="mailto:ltoolan@becahi.org">ltoolan@becahi.org</a>	317	Tuition, financial aid and food certificates
Mrs. Barbara Kozo Accounting Manager	<a href="mailto:bkozo@becahi.org">bkozo@becahi.org</a>	315	Bookkeeping and Business Accounts
Principal's Administrative Assistant		318	Principal's calendar, faculty, staff, school and general questions
Ms. Karen Minorics Main Office Assistant	<a href="mailto:kminorics@becahi.org">kminorics@becahi.org</a>	340	Transportation and Admission Activities
Mrs. Connie Morrow Student Affairs Office Coordinator	<a href="mailto:cmorrow@becahi.org">cmorrow@becahi.org</a>	330	Attendance files, absences/lateness and Vo-Tech liaison
Mr. Matt Corsi Mr. Tyler Ward Assistant Athletic Director	<a href="mailto:mcorsi@becahi.org">mcorsi@becahi.org</a> <a href="mailto:tward@becahi.org">tward@becahi.org</a>	325	Assists with athletic scheduling, eligibility

<b>ADVANCEMENT OFFICE</b> <b>FAX #: 610-866-9892</b>			
Mr. Thomas Vresics Director of Advancement	<a href="mailto:tvresics@becahi.org">tvresics@becahi.org</a>	322	Directs multi-faceted development efforts through, marketing, alumni and public relations and event planning.
Ms. Regan Downey Events Coordinator	<a href="mailto:rdowney@becahi.org">rdowney@becahi.org</a>	323	Coordinates Special Events through advancement
Mrs. Tina Giordano Advancement Assistant	<a href="mailto:tgiordano@becahi.org">tgiordano@becahi.org</a>	321	Assists in Advancement Office
<b>COUNSELING OFFICE</b> <b>FAX #: 610-866-9483</b>			
Mrs. Kathy Henry Counselor	<a href="mailto:khenry@becahi.org">khenry@becahi.org</a>	363	Students A-F
Mrs. Danielle Frio Counselor	<a href="mailto:dfrio@becahi.org">dfrio@becahi.org</a>		Students G-P
Mr. Casey McCloskey	<a href="mailto:cmccloskey@becahi.org">cmccloskey@becahi.org</a>		Students Q-Z
Ms. Paula Staples Counselor	<a href="mailto:pstaples@becahi.org">pstaples@becahi.org</a>	357	
Ms. Rachael Compos Counseling Office Assistant	<a href="mailto:rcompos@becahi.org">rcompos@becahi.org</a>	354	Transcripts, counseling appointments



## MISSION STATEMENT

Bethlehem Catholic High School, a Catholic, Christ-centered educational community strives to empower its students to live their faith, achieve academic excellence, serve with compassion, and be life-long disciples.

### **Bethlehem Catholic Belief Statements**

#### **Christ-Centered**

We believe that Jesus Christ is the cornerstone of our community. Our students grow as disciples of Jesus through living a Sacramental life, bearing witness to the Gospel, and upholding the dignity of all human life.

#### **Academic Excellence**

We believe in the need to educate the whole person based on his or her inherent dignity as a beloved son or daughter of God. This approach to learning includes a rigorous curriculum that prepares students to think critically, work collaboratively, and communicate effectively.

#### **Discipleship**

We believe that by upholding Christ as the model of human action, we encourage our students to embody respect, responsibility, and integrity as they strive to become disciples who live lives of Christian virtue.

#### **Service**

We believe that we are called to develop a universal awareness of those in need and to respond in faith with loving and compassionate service.

#### **Family**

We believe in supporting our BECAHI family in all aspects of the high school experience. By imitating the Holy Family, we strive to love one another as Christ loves us.

#### **Graduate Profile**

##### **Live Their Faith**

Witness the Gospel message, uphold human dignity, and respect all religions.

##### **Pursue Academic Excellence**

Continually challenge themselves to reach their fullest intellectual potential.

##### **Serve With Compassion**

Affirm the rights and dignity of every person through faithful service in the local and global communities.

##### **Lead as Disciples**

Maintain high moral standards and make decisions based upon Christian values.

The words of the ALMA MATER exhort us to faithfully follow the truths we have received here at Bethlehem Catholic High School as we teach, like the Magi before us, to follow the true Star of Bethlehem – Christ the Lord.

## THE ALMA MATER

Throned 'mid Bethlehem's verdant hills  
our Alma Mater reigns.  
While we, her loyal subjects  
the love of Christ proclaim  
Her colors proud we wave on high;  
Her seal impressed on heart,  
As sign of truths that she has taught,  
We never shall depart.

O Fides et Scientia! Our aegis this shall be;  
The light that erst the Magians led  
to knowledge is the key.  
Then up and on! With courage blest  
Her summons we obey;  
The Star, the Star of Bethlehem  
Henceforth our roundelay!

## **ACADEMICS**

Please refer to the Bethlehem Catholic [Program of Studies](#)

## **AFTER-SCHOOL MEETINGS/ACTIVITIES**

- No student meetings or activities may be held after 2:40 pm, unless a faculty member is present
- All students should be out of the building by 3:45 pm, unless participating in a school function or attending a school meeting proctored by an activity or club moderator
- All classroom wings may be locked by 5:00 pm
- Any student meetings to be held in the evening or on weekends are to be cleared by the faculty proctor
- Use of the Gym, Auditorium, Band Room, Cafeteria, Weight Room, etc. must be scheduled with the Athletic Office Assistant

## **ALCOHOL AND ILLEGAL DRUGS**

Our school policy on drug and alcohol abuse follows Diocesan Policy No. 5131 and Regulation No. 5131.5. As per the Diocesan Policy and Regulation issued by the Allentown Diocese, each situation involving drugs and/or alcohol abuse by students will be dealt with on an individual basis. Our administrative team will be involved in the decision-making process. If the situation involves a student who participates in an extra-curricular activity or sport, the Moderator, Coach and/or Dean of Student Life will also have input. In addition, depending upon the circumstance, an official from the Diocese and/or law enforcement may also be included in the process.

The outcome can result in consequences and disciplinary actions ranging from probation to suspension to expulsion.

## **ANTI-HAZING POLICY**

The Diocese of Allentown prohibits any form of hazing of or by employees, volunteers or students.

Hazing is defined as: "Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person, or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding". (PA Act 2016-31)

Any student who experiences some form of hazing or staff member who becomes aware of hazing should report it to the school administration. Any staff member who permits or encourages hazing will face disciplinary action, including possible dismissal. Any student who engages in hazing is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct. Every elementary and

secondary school shall promulgate this policy to parents and provide a copy to all athletic coaches and moderators of activities in accordance with Pennsylvania state law.

Superintendent's Regulation - Adopted: August 1, 2016

## **ATTENDANCE POLICY**

Following the attendance guidelines as set forth by the Board of Education of the Allentown Diocese, Policy 5113.1, students who are absent for more than twenty (20) days a year, for whatever reason, except for a special health condition, will not be issued report cards or marks until work is made up.

1. Through summer school, or...
2. Make-up assignments as approved by the principal outside of regular class assignments. A fee may be charged if the teacher has to provide special services.
3. In light of extenuating circumstances, the principal can waive (1) or (2).

Students who have a chronic health condition that causes frequent or repeated absence from school, must have a letter on file from their physician identifying and explaining the specific medical condition. Excessive absences (more than 20 days) may warrant a special program of study to meet the needs of these students.

### **Parent/Guardian Notification**

1. When students reach **5** absences, parents/guardians will be notified by mail to make them aware of the school policy and current absences to date.
2. At **10** absences, parents may be contacted by a School Administrator to seek solutions to the attendance problem.
3. When students reach the maximum allowed number of absences, i.e., twenty (20) days, a meeting may be scheduled with the Principal or designee, the purpose of which is to determine an appropriate course of action.

## **ATTENDANCE PROCEDURES**

### **ABSENCE NOTIFICATION**

If a student is going to be absent or late, a parent or guardian **MUST** call the Student Affairs Office by 8:00 am by contacting 610-866-0791, Ext. 330. This is an attendance voicemail which is available 24/7. To reach the voicemail after school hours, be sure to enter the extension. The following information should be included in the message:

- Name of the student
- Grade level (freshman, sophomore, etc.)
- Reason for absence
- Identity of the caller (mother, father, guardian, etc.)

When a phone call is not received by 8:00 am, the Student Affairs Office may attempt to contact the parent/guardian. Notification is required on each consecutive day the student is absent.

**Student Absence Excuse Note:** In addition to the phone call, on the day the student returns to school, a physician's note or a standard Student Absence Excuse form signed by a parent/guardian must be provided. Please use the standard form which is available on the Becahi website under the tab **STUDENTS**, sub-tab **ATTENDANCE FORMS**. Absence excusal forms are also available at the Student Affairs Office. For record keeping purposes the standard form is required. (Appendix C)

### **VACATION POLICY**

Parents who are taking their children out of school for family vacations must submit a completed Vacation Request Form to the Student Affairs Office specifying the dates of absence and reason. Upon completion and submission of the form to Student Affairs, it will be sent to the principal for approval. This letter **MUST** be received at least one week in advance of the vacation. Students should notify their teachers of their impending absence and will be responsible for any missed assignments.

### **ADVANCE NOTICE OF ABSENCE**

If a student knows in advance that he/she will be absent from class (e.g. vacation, funeral, college visit, etc.) a written note must be received at least one day in advance. If written notification is given in advance, you will not be required to call Student Affairs on the specified day(s).

### **ADVANCE NOTICE REQUIRED FOR APPOINTMENTS**

If your child has an appointment and will be late to school, please notify the Student Affairs Office by 8:00 am. If your child needs to be released early for a doctor appointment, you must notify the Student Affairs Office at least one day in advance by phone, or by submitting an Early Dismissal Request (available on the Becahi website, under the tab **STUDENTS**, sub-tab **ATTENDANCE FORMS**). Additional forms are also available at the Student Affairs Office. Parents/Guardians must sign out their child at front desk.

#### **Students should follow this procedure:**

1. Pick up a release pass at the Student Affairs Office on the day of the appointment.
2. Present this to the classroom teacher at time of release and report to the Main Office to be signed out by a parent or guardian. Student drivers leaving for an appointment are required to sign out in the Student Affairs Office.
3. Students must provide a verification slip from the office of the professional which should include the date and time of the appointment. If the student does not return to school the day of the appointment, an appointment verification slip must be provided on the following day.

#### **Student Drivers:**

Parents of student drivers who are requesting an early release must notify the Student Affairs Office by phone one day in advance. Students who drive are permitted to drive to/from school for appointments. If a student is sent home by the nurse, parental permission may be required for the student to drive.

## **ATTENDANCE/ACADEMIC REQUIREMENTS**

It is the student's responsibility to complete all academic work missed during all absences. Upon the student's return to school, the following timetable will be in effect:

**One Day Absence:** The student must be prepared to make-up all homework, quizzes, tests, presentations, etc., on the day he/she returns to school, unless this varies from the teacher's individual classroom policy.

**Two or More Consecutive Days Absence:** Students and parents/guardians are encouraged to visit Canvas to check their individual classes for missed assignments when they are absent and/or email their teachers directly.

- (1) Upon returning to school it is the student's responsibility to meet with each teacher to make arrangements to make-up work, quizzes or tests.
- (2) The student will have a maximum of five (5) school days to make up all missed work.

Teachers have been instructed to give a failing grade to any student who fails to comply with the five (5)

day time limit.

## **CAFETERIA**

Although the cafeteria period provides an opportunity for relaxation and pleasant companionship, all students must be mindful of the fact that many people use the same facilities and, therefore, they are expected to keep their places clean. Students must place disposable waste, cans and bottles in their proper containers. Students must follow the instructions of the cafeteria proctors in order to facilitate the serving of food and to maintain order.

Food purchased/ordered from an outside vendor for the purpose of sharing it with other students is not permitted.

Food orders delivered to the school will be turned away. Students may not leave the cafeteria without permission. Any student who is absent without explicit permission from a cafeteria proctor during their scheduled lunch period may be cited for cutting cafeteria.

**Food may not be taken out of the cafeteria at any time during the school day. The school dress code remains in full effect during lunch and cafeteria study periods.**

## **CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care of all books, supplies and furniture. The individual(s) responsible must report any breakage or damage to school property to the Main Office. Students who disfigure/damage property, break windows or steal may be required to make restitution and/or face disciplinary consequences.

## **CELEBRATION OF MASS AND OTHER LITURGIES**

The Celebration of the Holy Eucharist is the heart and summit of the Church's life. It is the whole Christian community united with Christ, its Head. By its very nature the Mass calls for a full, conscious and active participation of the faithful. The entire school community will gather at least twice monthly to celebrate Mass together. Mass will be celebrated in the chapel on a regular basis as well.

Reverence is always the fitting response to the Lord. At Mass we gather before the Lord who reveals Himself to us under the appearance of bread and wine. The reverence and respect for Christ present in the Most Blessed Sacrament must be unequalled.

### **GUIDELINES FOR CONDUCT AT MASS**

Reverence and devotion, faith and unity are celebrated in a variety of ways. Disrespect and irreverence at Mass are intolerable. Misbehavior, such as talking, laughing, chewing gum, etc. may warrant disciplinary action. Profane, rude or disrespectful conduct during the celebration of Mass or any other form of common worship warrant's one's removal from that service. Such conduct may warrant disciplinary action and the parent/guardian will be notified.

## **CELL PHONES and SMARTWATCHES**

Due to technology capabilities (e.g. videotaping, photographing, recording, etc.) students are not permitted to use cell phones or Smartwatches anywhere during the school day except the Cafeteria during lunch. These items are to be **turned off** and **out of view** other than when approved. Violation of this rule may result in disciplinary action each and every time.

A student who uses a cell phone to record or video tape any school employee (teacher, staff, etc.) without his/her permission may be liable for any or all of the following: suspension, failure in conduct, legal action or expulsion.

A **student** who, for any reason, must contact a parent/guardian during the school day is to do so from the Student Affairs Office or the Health Room. A **parent or guardian** who needs to contact a student before 2:30 p.m. is asked to do so by calling the Student Affairs Office at (610) 866-0791, Ext. 330. Messages will be relayed as quickly as possible. If a student is found to have texted or phoned a parent/guardian, for the purpose of being picked up or dismissed early without the knowledge of the Nurse, Attendance Officer or Administration, he or she may be given (2) infraction points for "unauthorized use of a cell phone".

## CHAPLAIN

Father Stephen Isaac is the Chaplain of Bethlehem Catholic High School. As appointed by the Bishop, he is given the sacred task of fostering Catholic Identity at Bethlehem Catholic. He, along with the Principal, is ultimately responsible for all religious programs, liturgical/sacramental celebrations, matters of faith, morals and spirituality at Bethlehem Catholic. If you would like to discuss any questions or concerns, Father may be contacted at Ext. 332.

## CHEATING/PLAGIARISM

See Honor Code.

## CLASSROOM POLICY

Each teacher has a classroom policy that governs specific academic procedures. Parents and students are informed of the teacher's expectations, grading policies and classroom procedures with this policy, which is distributed the first week of school, and can also be found on individual teachers' web pages. Both the parents and the student should review this policy paper.

## CODE OF CONDUCT

Bethlehem Catholic High School is a community, and therefore, it has rules to govern the behavior of its members for the sake of good order. Rules and regulations are not intended to be restrictive or punitive in nature. They are necessary to act as a positive guide to good order and ultimately to a well-rounded education.

Our rules, regulations and policies are conceived to assist our students to develop Christian ideals, attitudes, understanding and good habits of behavior that will help to prepare them to take a responsible place in society.

Only those students who fail to obey our rules and regulations and who violate the rights of the school community need to be concerned with punishment. Correction should always be viewed as remedial in nature rather than punitive.

### TO THE STUDENT

- Rules and regulations are intended to preserve our rights and ensure good order for the entire school community

- Rules remain merely a guide to preserving the good order of the school community and cannot be regarded as absolute; they are not matters for open debate, discussion or personal interpretation
- Some cases may result in more or less severe consequences, depending upon the circumstances.
- The Principal and/or designee will make the determination
- Rules and regulations are to be obeyed by all

#### **TO THE PARENT(S) AND GUARDIAN(S)**

Our goal is to provide a safe environment that will allow your children to develop as young Catholic men and women and to reach their full potential in the spiritual, academic, athletic and social aspects of their lives. We, at Bethlehem Catholic High School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life--physically, mentally, spiritually, emotionally and psychologically. Your choice of Bethlehem Catholic involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Once you have chosen to enter into a partnership with us at Bethlehem Catholic High School, we trust you will be cooperative, supportive and loyal to this commitment. During these formative years, your child needs constant support from both parents and faculty to develop his/her moral, intellectual, social, cultural and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their education partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Attending Bethlehem Catholic High School is not a right, but a privilege. Therefore, Bethlehem Catholic High School reserves the right to discipline and/or disenroll any student if the administration has a moral certainty that said student has engaged or is engaging in any behavior the administration deems immoral or inappropriate. Further, students can be disciplined for conduct, whether inside or outside the school, that is detrimental to the reputation of the school.

#### **COLLEGE VISITATIONS**

"Excused" college visits are limited to three (3) per year for seniors and one (1) per year for juniors. Any additional visits may be considered "unexcused". All requests for college visitations must be submitted in writing, or by phone call, **in advance** of that visitation. The visit must be verified in some way (i.e. a note from the Administration Office, parking pass, itinerary, etc.) and presented to the Student Affairs Office upon that student's return to school.



## COMMUNITY SERVICE HOURS

As part of character formation, and to witness Christ's love in the world, students are required to volunteer in their community. Each student will be required to complete a minimum amount of community service hours as follows: Freshman, 10 hours; Sophomores, 15 hours; Juniors, 20 hours; Seniors, 25 hours. If the requisite amount of hours is not fulfilled by the end of the year, the student may receive an **incomplete (I) for service**. Until the "I" has been fulfilled, the student may not receive a schedule for the following year, or receive his/her diploma. Any questions or concerns regarding the fulfillment of the service hour requirement should be directed to the student's Guidance Counselor.

## COMPUTER USAGE

See Acceptable Student Internet Use Policy found at <https://becahi.org/students/aup/> (Appendix B).

## CONDITIONS FOR APPOINTED AND ELECTED OFFICERS

Team captains, club officers, school officers and other official school representatives are advised of these conditions connected with their position. This notice constitutes an official announcement of this policy. **No other warning needs to be given.**

No student shall be nominated for any elected or appointed office without the consent of faculty members, the moderator of the organization and the school administration.

No student shall be nominated for any elected or appointed office who has failed conduct in any quarter during the current academic year.

Standing officers and official school representatives in danger of failing conduct shall be advised either verbally or in writing by a suitable school official. Moderators of clubs and organizations shall likewise be informed of this prospect.

Standing officers and official school representatives who fail conduct shall surrender that office and a successor shall be appointed according to the bylaws of that body.

Standing officers and official school representatives whose public decorum, whether inside or outside the school, falls beneath the standards their appointment requires, or is detrimental to the reputation of the school, shall be subject to those censures and penalties deemed fit by the school administration. This includes the loss of privileges and of office dependent upon the gravity of the offense.

No student shall be nominated for any elected or appointed office who has failed two major subjects in any quarter during the current academic year.

Standing officers and official school representatives whose academic standings fall beneath the standards their appointment requires shall be subject to those censures and penalties deemed fit by the school administration including the loss of privileges and office.

## COURSE CHANGE PROCEDURE

Please refer to the Bethlehem Catholic [Program of Studies](#)

## DISCIPLINE POLICY/CONDUCT GRADES

The discipline policy is based upon a point/demerit system. Students acquire points by way of written infractions. The point value of the infraction depends upon the nature of the offense and may vary in value from one to seven (1-7) points. Parents will be emailed upon every behavior infraction.

**DETENTIONS:** A student may receive a LUNCH detention. These detentions may be served in the Student Affairs Office and will require the student to pack a lunch on the day serving detention. After-school detentions are held on assigned days from 2:40 pm – 3:40 pm. A student who does not comply with and fulfill his/her detention requirements may be liable for any or all the following: social suspension, in-school suspension, out of school suspension, parent meeting, discipline contract, withholding of report card, grades/diploma or mandatory transfer. The duration and terms are decided by the Administration.

**SOCIAL SUSPENSION:** This suspension may include any of the following: Student may be prohibited from attending dances, attending prom, taking part in school-related activities (field trips, dress-down days, etc.), parking on the school lot and using school facilities before or after the school day (weight room, gym, etc.) Students may be required to do extra community service. The implementation date, terms and duration of the suspension will be determined by the Administrative Team. Additionally, social suspension may also be applied to instances where a student maligns, harasses, ridicules or threatens a teacher or fellow student via the internet, phone or any other electronic device.

**OUT-OF-SCHOOL SUSPENSION:** This suspension occurs when a student refuses to obey a rule or regulation of the school, verbally disrespects a teacher or staff member or is involved in extreme misbehavior (fighting, stealing, destroying property, drinking, drug activity, etc.) at any time, on or off school property. In the event the misbehavior becomes public knowledge either through legal actions, published police reports or articles written in newspapers, additional consequences may be incurred. The duration of the suspension will be determined by Administration. An out-of-school suspension may cause an automatic failure in conduct and possible social suspension. The duration and terms are decided by the Administration. A student may not be permitted to return to school until his/her parent/guardian meets with an Administrator.

**DISCIPLINE CONTRACT:** The terms of this contract will be determined by the principal. A meeting will be held with the student and his/her parents for the purpose of explaining and discussing the conditions set forth in the contract. If all parties are in agreement, the contract is signed and becomes active and binding at that time. In the unfortunate event that the student does not meet the terms of the contract, he/she may be disenrolled.

## DRESS CODE

All uniform articles, except knee socks, tights/leotards and shoes, **must be purchased from Flynn & O'Hara Uniform Company** (online order form is available under the "Student Resources" section of the Bethlehem Catholic website).

- All students will be issued a student ID tag. Students are not required to wear the tag as a part of their daily uniform.
- Lost or damaged ID tags or lanyards may be replaced (tag \$3, lanyard \$2) at Student Affairs.
- Uniforms are to be neat, clean and in good condition. Any part of the uniform that is outgrown or damaged beyond repair, must be replaced

**Face Masks:** Face masks are optional for students. However, face masks may not be used to cover facial hair, facial piercings, tattoos, or any other item that may violate the dress code. Only Bethlehem Catholic school

activity or athletics mask or solid-colored masks are permitted. Print, patterned, lettered, etc. masks will not be allowed. Dress code regulations still apply if a student chooses to wear a mask

#### **THE GIRLS' UNIFORM IS AS FOLLOWS:**

The uniform kilt (must cover the thigh) or uniform khaki slacks (worn at the waist) or uniform khaki shorts (worn at the waist). A kilt which is deemed to be too short must be lengthened or worn with tights.

**1<sup>st</sup> and 4<sup>th</sup> Quarter:** Kilt, khaki slack Uniform golf shirt (sleeves may not be rolled). Plain dark brown or white knee socks (acrylic and cotton cable-knit knee socks are not permitted) with brown or white crew socks and the uniform shoes.. *Optional:* Flynn & O'Hara uniform sweater (must be in acceptable condition – clean and free of holes) may be worn, uniform quarter zip, khaki walking shorts. Only plain white undershirts/camisoles may be worn.

**2<sup>nd</sup> and 3<sup>rd</sup> Quarter:** Kilt or khaki slacks. Uniform blouse (collar buttons must be fastened) and uniform sweater or quarter zip (required). Sweaters must be clean and free of holes. Dark brown or white leotards or slacks with brown or white crew socks and uniform shoes.. Only plain white undershirts/camisoles may be worn.

#### **THE BOYS' UNIFORM IS AS FOLLOWS:**

The uniform khaki slacks or khaki shorts must be worn at the waist. Plain black, brown or tan belts are optional. Oversized buckles are not permitted.

**1<sup>st</sup> and 4<sup>th</sup> Quarter:** Khaki slacks. Uniform golf shirt (sleeves may not be rolled) with brown or white crew socks and uniform shoes. *Optional:* uniform quarter zip, Flynn & O'Hara (no other brand) khaki walking shorts worn with plain (no logos) black, brown. Only plain white undershirts may be worn. No graphics or writing is permitted.

**2<sup>nd</sup> and 3<sup>rd</sup> Quarter:** Uniform dress shirt with a necktie or bow tie (collar buttons must be fastened, and the necktie/bow tie must be securely fastened at the collar; uniform sweater or quarter zip (required). Sweaters must be clean and free of holes. Black, brown, tan or white crew length socks with uniform shoes. Only plain white undershirts may be worn. No graphics or writing is permitted.

#### **ALL STUDENTS:**

##### **HAIR**

- Extreme styles and cuts are not permitted
- Non-traditional colors (pink, purple, green, etc.) are not permitted

##### **BOYS**

- All male students, regardless of race or ethnicity, are expected to maintain a style of hair that does not go below the top of the collar. Hair is not to be tied up. No unnatural colors are allowed.
- No ponytails or man buns allowed
- Hair may not cover the eyebrows
- Sideburns may not extend below the earlobe
- Moustaches, beards or goatees are not permitted
- Face must be clean-shaven. ***Only a note from a licensed dermatologist stating frequency of shaving and length of treatment time will excuse a student from the daily shaving requirements.*** The student must keep facial hair neatly trimmed. In the event the length of treatment exceeds one quarter, a new note from the dermatologist must be provided. Failure to do so will nullify the shaving exemption for the quarter, or until the new note is provided.

Notes from a doctor or other health care practitioner is acceptable only in the case of a facial injury.

### **FOOTWEAR**

Plain black, brown or tan shoes are required. Sneakers, sneaker-style shoes (Vans, Keds, etc.), shoes with logos, moccasins, backless shoes, flannel or fur/sheepskin lined slippers (Uggs), Crocs, and boots are not permitted. A suggested style would be a leather boat shoe. **No canvas style shoes are permitted.** Shoes are expected to be worn appropriately.

### **JEWELRY/ACCESSORIES**

- Inappropriate, excessive or oversized items are not permitted
- Facial piercing jewelry (e.g. lips, eyebrows, noses, cheeks, jaws, chins, etc.) is not permitted during school hours or during participation of any school sponsored event
- Visible tattoos must be covered
- Earrings: Boys are not permitted to wear earrings during school hours or during participation of any school sponsored event. Girls: earrings are to be modest in size, length and number per ear. Ear bars are not acceptable. Any student who gets a new facial piercing or any boy who gets a new ear piercing(s) at any time during the school year will be in violation of the dress code and will be required to remove the item(s). **Band-aids and/or clear plugs may not be worn to cover or fill new piercings.**

### **CASUAL/DRESS DOWN DAY:**

BECAHI casual and dress down days are scheduled when students participate in activities in the gym or outdoors as part of a special event (i.e. pep rally, field day, etc.), as a reward for significant accomplishments or for charitable causes. A Becahi casual or dress down day expresses and supports BECAHI pride and spirit.

***BECAHI Casual:*** Permitted: BECAHI team or club activity shirts, school store t-shirts, BECAHI sweatshirts or jackets, class shirts, PIAA tournament shirts, BECAHI sweatpants, jeans, uniform shorts, uniform slacks/kilts and sneakers or regulation shoes. All items must be clean, modest and in good repair. Boys must be clean shaven and may not wear earrings. Visible tattoos must be completely covered; no facial piercings.

***Dress Down:*** Permitted: appropriate tops, jeans/pants. Sneakers or regulation shoes. All items must be clean, modest and in good repair. Boys must be clean shaven and may not wear earrings. Visible tattoos must be completely covered; no facial piercings.

The following items are **NOT** permitted: Any item in poor repair (i.e. rips, holes), jeans/ sweat pants not worn at the waist, pajama pants, leggings/tights/yoga pants, inappropriate tops (i.e. tanks, low-cut, cropped, sleeveless, etc.), shirts with questionable pictures/logos or sayings, and unsafe footwear (i.e., high heels, etc.)

**A student who does not follow to the stated guidelines may not be permitted to take part in future dress down/casual days.**

Bethlehem Catholic High School is a school built upon strong values, traditions and beliefs. Therefore, any types of clothing, makeup, hair style, tattoo, jewelry or any other accessory deemed to be inconsistent with these values, traditions and beliefs are not acceptable and may not be permitted at any time during school hours. **The school administration reserves final judgment in all dress code matters.**

## **DRESS CODE VIOLATIONS**

A student in violation of the uniform dress code (non-uniform pants, sneakers, etc.) may receive a write-up and disciplinary action if the violation is unable to be rectified immediately.

**PLEASE NOTE:** Only a note written by a Medical Professional or the School Sports' Trainer, with a diagnosis and prognosis specified, including the length of time indicated, may exempt a student from a dress code violation or any other school rule or policy. Only sweatpants/BECA shorts or basketball length shorts may be worn in place of the standard uniform. The School Nurse and/or administration reserve the right to verify any medical excuse if deemed necessary. .

## **ELECTRONIC DEVICES WITH INTERNET ACCESS**

Electronic devices (iPads, iPods, tablets, laptops, etc.) may be used only with teacher approval and supervision and only for academic purposes (research, note taking, dictionary, etc.). These items may also be used in homeroom lunch periods or cafeteria study halls. A student who is found to be accessing non-academic sites (Facebook, Twitter, YouTube, games, etc.) may lose his/her usage privilege for the remainder of the year. **Use of Electronic devices other than approved times is strictly prohibited and will result in write-ups and disciplinary action.**

## **ENTERING AND LEAVING THE SCHOOL BUILDING/SECURITY SYSTEM**

**Doors:** Outside access doors will remain locked throughout the day. Entrance through the main, gymnasium and auditorium doors can be gained by pushing the buzzer. Upon proper identification you may be given access.

**Buses:** All buses will pick-up and discharge student passengers in the front of the school building. Student drivers or students being dropped off **must** use the gymnasium and auditorium entrances **only**. For the safety of students and staff, parents are requested to pick-up and drop off students at the north side (auditorium) entrance and/or the south side (gymnasium) entrance located in the side parking lots. Students are **not** to be dropped off or picked up at the front entrance during arrival or dismissal.

**Parent Drop Off/Pick up:** Students may be dropped off or picked up during arrival and dismissal times at the gymnasium or auditorium entrances.

Students who are not directly supervised by a teacher, moderator or coach should leave school property by 3:00 pm. Any emergency contact or authorized pickup person, listed in the family portal, who comes to pick up a student during the school day may be required to show a photo ID.

**Doors are NEVER to be propped open using door stops, garbage cans, or other items. Students are NEVER to open the door for any person(s).**

## **FIGHTING**

A student who physically assaults another student at any time anywhere on school property may warrant, in addition to the failure in conduct, the following:

1. Parent(s)/Guardian(s) will be notified.
2. Student may be examined by a nurse or health professional.
3. Student may be sent to the Guidance Office for an initial assessment. Based upon the findings of this assessment, additional mandatory professional assessment may be required.
4. Depending upon the circumstances, additional action may include out-of-school suspension, social suspension, discipline contract, police notification and/or expulsion.

Incidents, **both on and off** school property, may be handled on a case-by-case basis. The administration will determine the disciplinary course of action. The disciplinary action may include any or all of the following: an unsatisfactory in conduct, a failure in conduct, loss of financial aid, out-of-school suspension, social probation, police notification and/or expulsion.

## FINANCIAL OBLIGATIONS

Bethlehem Catholic is committed to providing an affordable opportunity for all students to experience educational excellence and spiritual growth. Scholarships and financial aid are offered based on need, merit and available resources. Students face the possibility of losing financial aid due to a poor academic record or conduct/behavior issues. However, the majority of the school's funding comes from tuition and fees. We cannot fulfill our mission or provide fundamental school operations unless the obligations of every student are met on a timely basis. Therefore, it is imperative that families pay all tuition and fees (collectively, "Tuition") in a timely manner.

1. Fifteen Days Past Due: A "Past Due Notice" will be sent to any family with Tuition more than 15 days past due. If all past-due Tuition is not paid in full, or a mutually acceptable agreement for the payment of all past-due Tuition is not reached, the steps outlined in the Policy may be strictly enforced. Recognizing that various circumstances may impact a family's ability to pay Tuition in a timely manner, all families receiving a Past Due Notice that are not able to pay all past-due Tuition in full are encouraged to contact the School to discuss an agreement to make alternative arrangements for payment.
2. Forty-Five Days Past Due: If all past-due Tuition is not paid in full, or a mutually acceptable agreement for the payment of all past-due Tuition has not been reached within 45 days after the Tuition is due, the School may withhold report cards and transcripts from the student. In addition, a second "Past Due Notice" may be sent to the family.
3. Sixty Days Past Due: If all past-due Tuition is not paid in full, or a mutually acceptable agreement for the payment of all past-due Tuition has not been reached within 60 days after the Tuition is due, in addition to step 2 above, the student may not be permitted to participate in School events or extra-curricular activities (including, but not limited to, prom, sports teams, band, play, etc.). In addition, a third "Past Due Notice" may be sent to the family.
4. Ninety Days Past Due: If all past-due Tuition is not paid in full, or a mutually acceptable agreement for the payment of all past-due Tuition has not been reached within 90 days after the Tuition is due, in addition to steps 2 and 3 above, the student may not be permitted to register for the following or any subsequent semesters.

It is Diocesan Policy that no student shall receive a diploma or transcript, if any financial obligations are outstanding. Bethlehem Catholic High School reserves all rights, at law or in equity, to collect any past-due Tuition.

## **GAMBLING (BOOKMAKING, CARD PLAYING, DICE, etc.)**

These activities are not permitted at any time or anywhere on school property. Appropriate penalties (e.g. confiscation, parent notification, etc.) may be enforced.

## ***GENDER IDENTITY***

Bethlehem Catholic believes that the body and soul are intimately united and dependent upon each other. We believe that the sexes are complementary and that as “male and female he made them”. Our given biological sex is part of the divine plan. The Church teaches that sexual identity is “a reality deeply inscribed in man and woman,” it constitutes but is more than one’s biological identity, and a person “should acknowledge and accept his sexual identity”. One’s biological sex and gender expression are not to be separated but should be seen in harmony, according to God’s plan. As such, behaviors that are contrary to our Catholic morality and the expectations of this school include expressing a gender that is discordant with one’s biological sex.

The school will interact with students according to their biological sex based on physical differences at birth. A member of the school community who wishes to express a gender other than his or her biological sex at birth is understood as operating outside of the teachings of the Catholic Church. Any student found to be in violation may be denied admission or may be asked to leave the school.

Bethlehem Catholic recognizes that occasionally there may be instances where young people experience dissonance between their biological sex and the roles and norms advocated by society. Some young people might feel drawn to dress, act, and even manipulate their physical bodies in ways contrary to God’s plan. The school advocates that young people, while working with their parents, bring these types of issues to their pastor as well as to other trained professionals who might best assist them in clarifying and defining issues of self (and sexual) identity in accord with Catholic teaching and God’s natural plan. The school’s pastoral and counseling services are available to all members of the school community.

## **GIFT CARD PROGRAM**

Food certificates and other gift cards may be purchased in the Main Office during designated hours. Families are encouraged to participate in this program to help pay your child’s tuition. An online option is also available through [www.shopwithscrip.com](http://www.shopwithscrip.com). For additional questions regarding the gift card program, please contact Mrs. Toolan at Ext. 317 or Mrs. Minorics at Ext. 340.

## **GRADE POINT AVERAGES AND CLASS RANK**

Please refer to the Bethlehem Catholic [Program of Studies](#)

## **GRADING – ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES**

In accordance with PIAA regulations, a student must be passing four (4) major subjects at all times to be eligible for extra-curricular activities.

## **GRADING SYSTEM – GRADE REPORTS AND HONOR ROLL**

Student report cards are issued at the end of each quarter or nine-week session. Numeric grades are used to designate student progress. The quarter grades are an average of class tests, class participation and homework assignments for the grading period. The semester grade is the average of the first two quarters and the semester examination (1/5th of the semester grade is derived from the examination mark). The final

grade is the average of the two semester averages. The honor roll is published at the end of each quarter. Students whose grades average 90% or above are accorded First Honors; 85% or above merits Second Honors. To achieve honors, a student must have passing grades in all subjects and in conduct. A passing grade is 70% or higher. Any and all incompletes issued on a Report Card may be changed to a failure if work is not made up within two weeks of issuing the report card. Exceptions may be considered for extenuating medical reasons. Report Cards will be emailed to parents each quarter.

## GRADUATION REQUIREMENTS

Please refer to the Bethlehem Catholic [Program of Studies](#)

## HARASSMENT/BULLYING & CYBER BULLYING

- **Bullying** (intentional, repeated, hurtful acts, words or other behavior such as name calling, threatening and/or shunning by one or more individuals against another) or **cyber bullying** (sending or posting harmful or cruel text or images using the Internet, cell phone or any other digital communication device) will not be tolerated. If a student experiences any type of harassment, he or she (or a parent) should immediately contact/tell one of the following: the Dean of Students, guidance counselor, a faculty member or a Peer Listener concerning the matter. This report will be dealt with **confidentially**
- Harassment of any kind is taken very seriously. Any proven case of harassment, which cannot be resolved through standard methods of conflict resolution or restorative practice, may result in one or more of the following consequences: parent notification and/or conference, infractions, social suspension, out-of-school suspension, discipline contract and/or expulsion

A copy of the Diocese of Allentown's Policy #5139 regarding these issues is available upon request by contacting the Dean of Students at 610-866-0791, ext. 333.

## HEALTH ROOM

A student wishing to go to the Health Room must ask the classroom teacher for a Health Room pass. This pass must be presented to the nurse upon arrival to the Health Room. Students who request to see the nurse near the end of the class should see their next class period teacher for a pass. Any student who is too ill to remain in school will have a parent/guardian contacted by the School Nurse. This student must be signed out by a parent or guardian in the Health Room. A student who drives will not be permitted to leave school until a parent or guardian phones, emails or faxes permission indicating a student may do so. In the event the nurse is not in attendance, a student who feels too ill to remain in school must report to the Student Affairs Office where he/she can contact a parent or guardian. Students who text or call a parent/guardian without the express knowledge of the nurse, attendance officer or disciplinarian may warrant a write-up and disciplinary action for "unauthorized use of cell phone". If a student is sent home by the nurse and the student is a driver, parental permission may be required for the student to drive.

### MEDICATIONS

- Administration of medication to students shall be done only in **exceptional** circumstances when the child's health may be jeopardized without it
- A written statement by the family physician shall be required. This statement should indicate the necessity of the medications being given to the child during school hours, the name of the medication, the time it is to be given, the dosage and possible reaction if any (see Appendix A)
- Medication must be brought to school by a parent or guardian and marked with the student's name, name of physician, dosage of drug to be given and when it is to be given



- Prescribed medications must be kept in the Health Room **unless indicated by a physician**
- Students are not permitted to give medication (aspirin, Midol, etc.) to another student
- All medications, **including over-the-counter brands**, must be in the original pharmacy container
- If these procedures are not followed, the medication that is sent to school (not delivered in person) may not be administered

#### **MEDICAL CONDITIONS**

The parent/guardian of any student who suffers from a chronic illness or condition **must** submit a doctor's letter which includes a diagnosis, prognosis and any additional medical information deemed necessary to both the School Nurse and the Student Affairs Office at the beginning of **each** school year.

#### **HOMEROOM POLICY**

- Students are expected to attend homeroom. Failing to attend homeroom will result in disciplinary action, detention, parent meeting, suspension, and or removal from school
- No student (other than those authorized to collect attendance slips, deliver materials to the Main Office, Advancement Office, Student Affairs Office, hand in absence notes, or those called for over the intercom) is permitted to leave his/her homeroom
- Any student who does not report for an announced p.m. homeroom session may incur similar infraction and disciplinary action.
- Any student who is marked absent in homeroom, and who has not signed in late in the Student Affairs Office, may receive an infraction for failing to follow procedure

#### **HONOR CODE POLICY (Cheating/Plagiarism)**

The Honor Code is based on the belief that true learning depends on honesty. Bethlehem Catholic High School functions on the basis of mutual trust and respect among all members of the community. As a result, students are expected to demonstrate integrity and individual responsibility, both personally and academically, in order to maintain a fair and honest environment. Students who commit themselves to upholding Bethlehem Catholic's honor code will be instilled with a sense of honor and integrity that will last beyond their high school years.

#### **AFFIRMATION OF HONESTY**

I affirm that the work I submit is my own and that I have neither received nor given unauthorized help, and I will not tolerate those who do.

This will be posted in all classrooms.

#### **PARENT/GUARDIAN RESPONSIBILITIES**

- Will support Bethlehem Catholic in its goal of helping students to grow in moral values by encouraging academic honesty in their child
- Will provide clear communication between home and school
- Will respect the actions taken by the school

#### **FACULTY/ADMINISTRATOR RESPONSIBILITIES**

- Will support Bethlehem Catholic in its goal of helping students to grow in moral values by encouraging academic honesty in their students
- Will be vigilant in maintaining an environment conducive to academic honesty by being active and present while testing (display Honor Code, circulate around room, and maintain constant awareness of testing situation)
- Will provide clear communication between home and school

#### **STUDENT RESPONSIBILITIES**

- Help establish an academic environment where all members of the school community view academic honesty as an obligation to themselves, their peers and their school
- To uphold and sustain academic integrity at Bethlehem Catholic High School by serving as an example to all students
- Will be accountable for my personal and academic actions in and outside of the school
- Will respect the actions taken by the school

#### **EXPLANATION OF HONOR CODE**

While a member of the Bethlehem Catholic Community, each student is expected to conduct himself/herself with integrity and to uphold the honor code. Though not exhaustive, the following represent examples of actions, which violate the honor code:

**Cheating:** Copying work or giving your own work to another; unauthorized use of study aids or collaboration during testing; obtaining or distributing copies of testing materials; giving or receiving information regarding a test before, during, or after the test.

**Plagiarism:** Representing others' ideas or expressions, whether knowingly or unknowingly, as your own without proper citation of credit.

**Falsifying data/citations:** Buying, selling, giving, sharing or receiving term papers, notebooks, or other acts that allow for falsely taking credit, from any source, including the Internet.

**Purposeful misuse of electronic media:** Improper use of cell phones, translators, graphing calculators, Smartwatch, etc.

**Lying to an administrator or teacher:** Lying during inquiries of academic dishonesty.

#### **PARENT/GUARDIAN RESPONSIBILITIES**

- Will support Bethlehem Catholic in its goal of helping students to grow in moral values by encouraging academic honesty in my child
- Will provide clear communication between home and school
- Regardless of agreement, they will respect the actions taken by the school

#### **FACULTY/ADMINISTRATOR RESPONSIBILITIES**

- Will support Bethlehem Catholic in its goal of helping students to grow in moral values by encouraging academic honesty in my students
- Will be vigilant in maintaining an environment conducive to academic honesty (display, review, uphold honor code)
- Will provide clear communication between home and school

#### **STUDENT RESPONSIBILITIES**

- Help establish an academic environment where all members of the school community view academic honesty as socially acceptable
- To uphold and sustain academic integrity at Bethlehem Catholic High School by serving as an example to all students
- Will be accountable for both my personal and academic actions and understand that they are my own
- Will be accountable for both social and academic endeavors in and outside of the classroom
- Regardless of agreement, I will respect the actions taken by the school

#### **ACADEMIC SANCTIONS FOR HONOR CODE VIOLATIONS FOR:**

##### **TESTS, QUIZZES, PAPERS & PROJECTS**

##### **1<sup>st</sup> Offense**

Student receive a 0 for assignments with no opportunity for make-up.

1. Teacher notifies parent.

2. Teacher notifies the Assistant Principal.

#### **2<sup>nd</sup> Offense**

1. Student receives a 0 for assignment with no opportunity for make-up.
2. Parent, teacher, administration, and student conference.
3. Student must relinquish any/all leadership positions (e.g. class or club officer, athletic captain) for the remainder of that school year.

#### **SUBSEQUENT OFFENSES**

In addition to the above consequences, a student could be ineligible for any future leadership positions at Bethlehem Catholic High School, and/or disenrollment from the school.

#### **Academic Sanctions for Honor Code Violations for Homework:**

Student receives a 0 for assignment with no opportunity for make-up.

### **INTERNET USAGE POLICY**

See Acceptable Use Policy (Appendix B).

### **LASER DEVICES**

Laser devices of any kind are not permitted. Nonconformance may result in the confiscation of the item.

### **LATENESS POLICY**

Unexcused lateness to school is unacceptable and will warrant a write-up, except for the following reasons:

- A late bus.
- Notes signed by a professional (doctors, dentists, therapists, etc.) A note written by a parent/guardian is not necessary in as much as it does not exempt the student from an unexcused lateness.
- Verifiable emergencies, situations or weather conditions.
- Documented court appearance.
- DOT appointment.

**Note:** Students who arrive after 11:30 am may be coded absent for the day with no detention penalty.

It is a Pennsylvania State Department of Education requirement that every absence, absence note and lateness be recorded.

### **LAWSUITS**

Student(s) of any family or parent/guardian who files a lawsuit against Bethlehem Catholic High School or any faculty or staff member of Bethlehem Catholic may be immediately disenrolled.

### **LOCKS AND LOCKERS**

Lockers are the property of the school and the Administration has the right to inspect them at all times. The school is **not** liable for property lost or stolen from lockers whether locked or unlocked. Stopping at one's locker is **not** an excuse for lateness to class. In the event a locker cannot be opened the student is to go to

class to avoid being late. The teacher will report the problem to the Student Affairs Office. Students are responsible for the proper care of his/her locker and may be held accountable for any damage to the locker. A student who intentionally disables the locking mechanism will receive disciplinary action.

## **LOST AND FOUND**

Lost articles may be claimed from the Student Affairs Office. Students who find lost articles are asked to take them to the Student Affairs Office where the owner can claim them. **The school can accept no liability for lost or stolen property.** At the end of each month, any remaining articles may be donated to a charitable cause.

## **MATRIMONY**

The Sacrament of Matrimony, along with many other serious requirements, mandates a commitment that a full-time high school student is unable to fulfill. As such, a Bethlehem Catholic High School student may not be married. Public announcement of engagement is also prohibited, and the student may not be allowed to participate in Graduation exercise.

## **NATIONAL HONOR SOCIETY**

**Scholarship:** Sophomores and juniors who have a cumulative grade point average of 3.5 or above at the end of the third quarter are eligible to apply for National Honor Society membership. These candidates will be judged on service, leadership and character.

**Service:** This quality is defined through voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous and enthusiastic spirit.

**Leadership:** Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea contributors, dependable and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activities while working with or for others.

**Character:** The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern and respect for others and generally maintains a good clean lifestyle.

See the Bethlehem Catholic High School website for more details.

## **OFF-CAMPUS INCIDENTS**

Students conduct off campus at any time of the year may result in a discipline contract or expulsion from the school for what would be considered "Conduct Unbecoming of a Bethlehem Catholic Student".

## **PARKING (STUDENT VEHICLES)**

School parking privilege is granted only to students who are properly registered. Students may be required to pay a \$35 parking permit fee for the year (4 quarters). Students who wish to purchase parking permits at different times during the year may do so (assuming availability) for \$10 per quarter. Students must submit a completed application which clearly explains the rules and penalties for non-conformance pertaining to parking on school lots. An unregistered car or a car without a visible tag may warrant but is not limited, towing (paid at the owners expense), or other outcomes at the administrations discretion. Parking privileges are suspended until the fine is paid.

**Any student (whether registered or not) caught speeding; entering the wrong way or driving carelessly on school property may have their parking privileges revoked.**

**PLEASE NOTE:** There may be days during the school year when BECAHI is holding a special event which will disrupt parking. On these days students are not guaranteed a spot in our lots.

## **PREGNANCY POLICY**

Available upon request. Contact the Dean of Students.

## **RETREATS**

Retreats are a vital part of our spiritual life. A retreat is our chance to disconnect from this world and reconnect to God. During times of retreat, students are provided the opportunity to examine their lives and their relationship with God. Recognizing the great spiritual value of retreats, every student is given the opportunity to make at least one retreat during the school year. Students are required to participate in at least one (1) retreat a year. Please note, an absence from school on the day of any in school retreat, does not absolve the student of this requirement. Any questions or concerns regarding the retreat programs or retreat participation should be directed to the Chaplain.

## **SCHOOL BUS REGULATIONS AND CONDUCT REQUIREMENTS**

School bus transportation is a privilege. Unacceptable behavior and attitudes that threaten order on the bus, and consequently the safety of others, will not be tolerated. Any complaint from a school bus driver will be dealt with promptly in accordance with our discipline policy.

## **SCHOOL SAFETY AND SECURITY**

In a concerted effort to provide and maintain a safe and drug-free campus, the following methods/procedures are, may be or will be employed:

- All entry doors are locked throughout the day. Access is controlled from the Main Office or from the Student Affairs Office
- All teachers, staff and visitors wear ID tags
- Video cameras are located in strategic areas throughout the building
- No student will be permitted to return to his/her car during the school day without permission from an administrator or the Attendance Officer in Student Affairs Office
- Periodic safety drill and procedures (i.e. fire, lock-down, tornado, emergency evacuation, etc.) will be practiced
- Periodic random locker checks may occur. If warranted, backpacks, purses, students' pockets and cars (including trunks) parked on school property may be checked
- K-9 Units periodically may be brought in to check hallways, lockers and parking lots
- Any questions or concerns regarding school safety and security should be directed to the building Principal

## **SOCIAL BEHAVIOR**

Public display of affection (hand-holding, kissing, embracing, etc.) is neither appropriate nor acceptable school behavior and, therefore, will not be tolerated. If deemed necessary, parent or guardian will be notified.

## STUDENT AFFAIRS OFFICE

Many concerns arise in the nurturing and educating of youth. The Student Affairs staff can provide a helpful support for parental efforts. Sometimes incidents occur in school, at home or among friends that concern and worry us. Please make us aware of any matters that affect your child's well-being. **Your call will be treated confidentially.**

Feel free to contact us should any questions arise concerning your child. Should your concern be academic, contact the classroom teacher and then, if necessary, the Guidance Office or the Director of Administrative Services.

## STUDENT ASSISTANCE PROGRAM (SAP)

The purpose of the Student Assistance Program is to provide early recognition and intervention services to students who are exhibiting self-destructive behaviors.

**PLEASE NOTE: At times students experience events such as serious medical conditions or death in the family that make it difficult for them to perform at their usual level in school. If such an event is occurring in your family, please notify their guidance counselor, so that appropriate support can be given.**

## STUDENT INSURANCE

Every student is covered by school insurance. Accident insurance for all students includes:

- Insurance coverage for injury during the hours and days when school is in session and while attending or participating in school-sponsored and supervised activities on or off the school premises.

## STUDENT LEADERSHIP

Whether arrived at through election or appointment, the responsibility to set a good example always accompanies the privileges of rank. The model for leadership in a Catholic school remains that of Jesus who "came not to be served but to serve". The task of leadership carries with it both an obligation to promote the good of the community and the authority to carry out necessary tasks. If a student fails to do these things, he/she may be removed from any leadership position.

## SUMMER SCHOOL/CREDIT RECOVERY

Regarding failures, the Board of Education, Diocese of Allentown School Policy #5123 states that students must successfully complete make-up work for all subjects failed. With the exception of Theology, this may be accomplished through summer school at the student's local school district, on-line or virtual high school credit recovery, a community college or by hiring a qualified private tutor.

**As per Diocesan policy, two failures are able to be made up through credit recovery to enable a student to be promoted to the next grade; with three or more failures, a student may be disenrolled. All failed**

courses must be made-up prior to the beginning of the next academic school year in order for the student to continue at Bethlehem Catholic High School. **No classes will be rescheduled for the following year.**

## **TEACHER ISSUES/CONFERENCES**

A parent who has any question or concern about their son/daughter in any class is encouraged to contact the teacher in question via email or by phone. However, if a personal meeting is preferred, or if a parent wishes to meet with all of the student's teachers, a scheduled conference can be arranged by contacting the Guidance Office. Meetings may be scheduled for 2:45 pm on any school day.

## **TESTS**

Major tests should be returned to students within a reasonable amount of time following; however, not all tests may be kept by the student. Some teachers/departments prefer to keep the tests on file in the school. Parents may schedule an appointment to see any test file held by teachers. Term papers should be returned within four weeks. Make-up tests: See Attendance/Academic Requirements.

## **TEXTBOOKS**

All textbooks are the property of Bethlehem Catholic High School. The replacement cost of any textbook that is not turned in during the end-of-the-year collection may be billed to the student's individual tuition account. All monies/tuition accounts must be paid in full prior to graduation.

## **TOBACCO USE (SMOKING AND SMOKELESS PRODUCTS)**

**Bethlehem Catholic High School is a "smoke free environment."** Students are not permitted to use or to be in possession of tobacco products, electronic cigarettes or any non-medical inhalant device (vaping, etc.) anywhere on school property at any time. The penalty for violation is a minimum 1-day suspension.

## **TRANSCRIPTS**

The Guidance Department will send a transcript, upon request, to any properly accredited institution of learning, as well as to any industry, which legally can qualify as a recipient for classified information. No official transcript is ever given to individual students or relatives for personal delivery. For current students, there is a \$3 fee for each transcript requested. For graduates and former students, there is a \$5 fee for each transcript requested. A two-week period should be allowed for the processing of records both at this school and the receiving institution. Transcript requests may not be processed until the appropriate fee is paid.

## **TRUANCY**

A student who is found to be truant may warrant a failure in conduct.

## **VALUABLES**

**Do not bring expensive belongings to school!** The school can assume **no** liability for lost money, jewelry or personal property including cell phones, iPads, and laptops.

## VISITORS

All visitors, including former students, **must enter through the Main Office entrance and report to the Main Office** as soon as they enter the school. Former students are requested to call for appointments with the teacher(s) they wish to visit. School policy does not permit social visits during the instructional day. Perspective students wishing to participate in our "Golden Hawk for a Day" program must have a parent or guardian contact the Director of Admissions in advance. Please visit the [admissions page](#) on our school website for more details. All student visitors are expected to be dressed appropriately.

## VO-TECH STUDENTS

If a student is going to be absent, telephone notification must be made by a parent/guardian by 8:00 am to the Student Affairs Office **and also** to the BAVAS Attendance Office at 610-866-8013, ext. 306. On the day of return, a note of excuse signed by a parent/guardian must be given to the Attendance Officers at **both** schools.

Both schools mutually honor school suspensions.

Bethlehem Catholic High School students are excused from Vo-Tech classes only on days when Bethlehem Catholic High School does not meet for classes. A student has the option to remain at Bethlehem Catholic High School for Mass but he/she must report to the Student Affairs Office.

For snow delays of 1 or 2 hours, the a.m. students report directly to Bethlehem Catholic High School; p.m. students report to Vo-Tech classes at the regular times.

## WEAPONS/VIOLENCE

Any and all verbal or written threats to do physical harm to oneself or to other student(s) or bring a weapon of any type (including explosive devices) to school will be taken seriously. Depending upon the circumstances, discipline action(s) such as suspension, police notification and/or expulsion may be taken. See Appendix F to review a copy of the Diocese of Allentown's "Safe School Policy (#5140) to Exclude Weapons and Prevent Violence" policy.

## RIGHT TO AMEND

Bethlehem Catholic High School reserves the right to amend this handbook. Notice of amendments may be sent to parents via email communication.

<b>Infraction/Occurrence</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>Subsequent Occurrence Infractions</b>
Tardy to School (Unexcused)	Warning	Warning	Detention	Detention/ Parent Meeting/
Absent from School (Unexcused)	Warning	Warning	Detention	Detention/ Parent Meeting (10 Days)



Late to Class	Warning	Warning	Detention	Parent Meeting/ Detention
Class Cut (Truant from Campus)	In-School Suspension/Parent Meeting	Out of School Suspension/ Parent Meeting	Out of School Suspension/Parent Meeting	Out of School Suspension/Parent Meeting
Dress Code	Warning/Opportunity to Rectify	Detention	Detention	Detention/ Parent Meeting
Cell Phone/ Smart Watch	Warning	Detention	Detention	Detention/ Parent Meeting
Misue of Computer/Technology	Warning	Detention	Detention	Detention/ Parent Meeting
Failure to Follow Procedure	Warning	Detention	Detention	Detention/ Parent Meeting
Insubordination/Defiance toward staff	Detention	Detention	Out-of-School Suspension/ Parent Meeting	Out of School Suspension/Parent Meeting
Class Disruption	Detention	Detention	Detention/Parent Meeting	Out of School Suspension/Parent Meeting
Disrespect/Harassment/Bullying	Detention	Detention/In- School Suspension/Parent Meeting	In-School Suspension/ Out of School Suspension/Parent Meeting	
Unacceptable Behavior	Detention	Detention	Detention/Parent Meeting	In-School Suspension/ Out of School Suspension/Parent Meeting
Gross Misconduct (I.E. Drugs Non Prescribed Medication/ Street Drugs, Weapon (Blades, Firearms, Explosives) ,Terroristic Threats...)	Out of School Suspension (3-10 Days)/Police Involvement/Parent Meeting/ and or Expulsion			

*Appendix A*

**Bethlehem Catholic High School  
Standing Medication Order Parent Consent**

Dear Parents/Guardians:

The Pennsylvania school health guidelines and the State Board of Nursing in Pennsylvania require written orders from a physician or nurse practitioner for a student to receive any medication in school. This includes all over-the-counter medications.

To help students with common complaints and minor injuries a standing order has been obtained. This means that a school physician wrote an order for school students to receive selected medications within the following guidelines. To comply with BASD policy, written parental permission is required. This form must be signed and returned to the school. Please note this authorization is valid for the current school year and MUST be completed each year.

- Written approval will be required from the parent, this form must be signed and on file in the nurse's office.
- The nurse reserves the right to refuse to dispense medication at any time based on the assessment of the situation and every effort will be made to notify parents of this situation (i.e. repeated requests or overuse).
- Acetaminophen and Ibuprofen will not be given more than 3 times in a thirty day period for headaches without further written instructions from the student's health care provider

I have read the standing order guidelines and I agree my student may receive these medications at school during the school day. If my student may not receive one of these medications, I have crossed that medication out. My student is not allergic to these medications.

- Acetaminophen 2 tablets (325 mg each) once during the school day for an uncomplicated headache or menstrual cramps. (headache without fever, head injury and/or other signs and symptoms of illness)
- Ibuprofen 2 tablets (200 mg each) once during the school day for an uncomplicated headache or menstrual cramps. (headache without fever, head injury and/or other signs and symptoms of illness)
- Antacid 1 to 2 tablets complaints of heartburn, sour stomach, indigestion without fever or vomiting.
- Bacitracin for open wounds (cuts, blisters, and abrasions etc.)
- Burn spray or gel to minor burns.
- Caladryl (anti-itch lotion) applied sparingly to bug bites and poison ivy rashes.
- Sting Swabs applied to insect bites/stings.
- Anbesol for toothaches, gum pain and mouth sores.
- Throat Spray (Chloraseptic) 3 sprays for sore throat.
- Throat Lozenges 1 lozenge for cough or throat irritation.

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Student Name  
Grade

I do hereby release, discharge and hold harmless Bethlehem Area School District and Bethlehem Catholic High School, its agents and employees from any and all liability and claims whatsoever in connection with the administration of the above medication to my child. Medication will not be sent on field trips unless specific arrangements have been made.

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Parent Signature  
Date

*Appendix B*

**BETHLEHEM CATHOLIC HIGH SCHOOL**  
**TECHNOLOGY USER AGREEMENT AND POLICY**



## ACCEPTABLE USE POLICY

Bethlehem Catholic High School recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, Bethlehem Catholic High School encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of Bethlehem Catholic High School.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, Bethlehem Catholic High School adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on Bethlehem Catholic High School owned equipment or through Bethlehem Catholic High School affiliated organizations.

### *Bethlehem Catholic High School Rights and Responsibilities*

It is the policy of Bethlehem Catholic High School to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, Bethlehem Catholic High School recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, Bethlehem Catholic High School retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To provide content filtering of the network, restrict access to content deemed inappropriate. It is understood that content filtering may not block all content deemed inappropriate.
3. To remove a user account on the network.
4. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
5. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Bethlehem Catholic High School -owned equipment and, specifically, to exclude those who do not abide by Bethlehem Catholic High School acceptable use policy or other policies governing the use of school facilities, equipment, and materials. Bethlehem Catholic High School reserves the right to restrict online destinations through software or other means.
6. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.
7. All computers are property of Bethlehem Catholic High School and must be returned to Bethlehem Catholic High School at the schools request, including any power supplies, peripheral devices or accessories provided to the student, unless explicitly stated.
8. Upon success student graduation, ownership of the laptop assigned to the student is transferred to the student. Any licensed, proprietary software installed by Bethlehem Catholic High School may be removed or disabled. Access to the network, including, but not limited to email, online accounts, and cloud storage (e.g. OneDrive) will also be disabled approximately one year post graduation.
9. Any student leaving Bethlehem Catholic prior to successful graduation must return their assigned computer, including any power supplies, peripheral devices or accessories provided to the student.
10. International students must return their assigned computer, including any power supplies, peripheral devices or accessories provided to the student. Exception may be made for student's depending upon length of enrollment at Bethlehem Catholic, graduation plan, or other factors deemed appropriate by Bethlehem Catholic High School.
11. Bethlehem Catholic technology resources shall be periodically monitored to ensure compliance with this and other policies including monitoring of users' online activities. Bethlehem Catholic High School shall ensure that regular monitoring is completed pursuant to this section. However, Bethlehem Catholic High School

- shall also implement procedures to ensure that technology resources are not utilized to track the whereabouts or movements of individuals, and that remotely activated cameras and/or audio are not utilized except where necessary to recover lost or stolen technology belonging to Bethlehem Catholic High School.
12. The policies and expectations of use of Bethlehem Catholic High School technology applies to any use on campus, off campus, during school hours, or off school hours.

**Failure to return a device may be considered theft and constitute an appropriate response, which may include, but is not limited to law enforcement contact, financial restitution, disenrollment, etc.**

#### *Staff Responsibilities*

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of Bethlehem Catholic High School.
2. Staff should make reasonable efforts to become familiar with the Internet, online textbooks, online resources, computers, or other educational technology and its use so that effective monitoring, instruction, and assistance may be achieved.

#### *User Responsibilities*

1. Use of the electronic media provided by Bethlehem Catholic High School is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and other patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

#### *Acceptable Use*

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of Bethlehem Catholic High School.
2. Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the network should be assumed to be private property.
5. Bethlehem Catholic High School email may be monitored and maintained.
6. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
7. From time to time, Bethlehem Catholic High School will make determinations on whether specific uses of the network are consistent with the acceptable use practice.
8. It is the user's responsibility to safely, morally, and ethically navigate the network and Internet as to avoid any content deemed inappropriate.

#### *Unacceptable Use*

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
2. The use of Bethlehem Catholic High School computers and or network for financial gain through illegal, commercial, political, for-profit, or gambling purposes is strictly prohibited.
3. Excessive use of the network for personal business shall be cause for disciplinary action.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
8. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
9. The unauthorized installation of any software, including shareware and freeware, for use on Bethlehem Catholic High School computers is prohibited.

10. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
11. The Bethlehem Catholic High School network may not be used for downloading entertainment software or other files not related to the mission and objectives of the Bethlehem Catholic High School for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of Bethlehem Catholic High School.
12. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
13. Use of the network for any unlawful purpose, facilitate illegal activities, and facilitate the sale of drugs, alcohol, smokeless tobacco, electronic cigarettes (e.g. vapes) is strictly prohibited.
14. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
15. Playing games is prohibited unless specifically authorized by a teacher or administrator for instructional purposes.
16. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.
17. The use of Bethlehem Catholic High School computers and or network for financial gain through illegal, commercial, political or gambling means is strictly prohibited.
18. Leaving ones computer logged in, accessible, unsecured thus allowing access to the network, student accounts, assume your student identity, or other materials is prohibited.
19. The use of social media sites is prohibited unless specifically authorized by a teacher or administrator.
20. The use of proxy servers, VPN's, or similar such devices to browse the Internet anonymously or mask the users actual identity and intentionally bypass any Bethlehem Catholic High School security measures is strictly prohibited and may be grounds for disciplinary action.
21. Any form of vandalism, physical or electronic dissemination of malicious software, or intentional acts that cause disruption to the services of the Bethlehem Catholic High School network is prohibited and may result in disciplinary and/or law enforcement action.

#### *Disclaimer*

1. Bethlehem Catholic High School cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. Bethlehem Catholic High School will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
4. Bethlehem Catholic High School makes no warranties (expressed or implied) with respect to:
  - o the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and
  - o any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
5. Bethlehem Catholic High School reserves the right to update this policy at any time. The current policy may be found at <https://becahi.org/students/aup/>
6. Violations of this policy may result in the temporary or permanent revocation of a user's right to access Bethlehem Catholic High School technology resources. Additionally, users may be subject to other forms of disciplinary actions for violations of this policy and/or local, state, and/or federal law pursuant to the Child Internet Protect Act – Enactment Act of Nov. 30, 2004, P.L. 1556, No. 197
7. Bethlehem Catholic High School makes no warranties of any kind, whether express or implied, for the service it is providing through its various technology resources. Bethlehem Catholic High School is not responsible, and will not be responsible, for any damages, including loss of data resulting from delays, non-deliveries, missed deliveries, or services interruption. Use of any information obtained through Bethlehem Catholic High School technology resources is at the user's own risk.

#### *Expectation of Privacy*

1. The network, computers, hardware, software, email, or any item similar in nature are not private. The user assumes no right to privacy, nor should any expectation of privacy. Bethlehem Catholic High School assumes the right and privilege, at any time, without any prior notice, to monitor, review, inspect, confiscate, and copy any and all technology devices. All Internet traffic and usage may be monitored, logged, and reviewed by the Internet Service Provider, and/or local collection methods. Bethlehem Catholic High School technology resources may be assigned or allocated to an individual user for his/her use (e.g. individual e-mail accounts, laptop computers, etc.). Bethlehem Catholic High School shall also implement procedures to ensure that technology resources are not utilized to track the whereabouts or movements of individuals, and that remotely activated cameras and/or audio are not utilized except where necessary to recover lost or stolen technology belonging to Bethlehem Catholic High School. Despite being allocated to a particular user, the technology resources remain the property of Bethlehem Catholic High School and may be revoked, suspended, or inspected at any time to ensure compliance with this and other policies. Users do not have an expectation of privacy in any Bethlehem Catholic High School provided technology resource or any of its contents.

#### *Student Responsibilities*

1. Laptops are to be fully charged prior to coming to school every day.
2. Students are expected to exercise care and appropriate cautions while using, possessing, and transporting their device. Any damages caused to the device due to neglect, intentional misuse, loss, or other circumstances not listed, or outside of the manufactures warranty, may be the responsibility of the student to fix or replace. If a student experiences a laptop issue they should bring their device to the Bethlehem Catholic Technology Department, located in room 226.
3. Laptops may be collected at the end of the school year to inventory, reimaged, repair, or complete any other needed services.
4. Students may carry their laptop in a secure carrying case such as a sleeve, laptop case, bag, or book bag. Students are encouraged to use a book bag with a dedicated laptop compartment. Please exercise care and caution when using any bag. Be sure to not overload the bag/case which may cause items to press against the laptop and cause damage.
5. If a laptop is lost it will be the responsibility of the student to provide financial restitution to Bethlehem Catholic High School for the purchase amount of a new laptop, which may include any power supplies, peripheral devices or accessories provided to the student.
6. If a laptop is stolen the student must alert Bethlehem Catholic High School immediately. A police report must be provided to Bethlehem Catholic High School before a replacement laptop is issued.
7. Laptops are not to be used in the cafeteria during lunch periods.

# ***RETURN THIS PAGE***

***The Acceptable Use Policy can be found at <https://becahi.org/students/aup/>. This page must be returned prior to being given a device.***

## **User Agreement**

I have read, understand, and will abide by the above Acceptable Use Policy when using computer and other electronic resources owned, leased, or operated by Bethlehem Catholic High School. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be initiated.

I understand that any use of technology to violate the Bethlehem Catholic High School Honor Code may result in loss of access to technology, school discipline, or other appropriate actions.

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date

## **Parent/Guardian Agreement**

As parent or guardian of [please print name of student] \_\_\_\_\_, I have read the Acceptable Use Policy. I understand that this access is designed for educational purposes. Bethlehem Catholic High School has taken reasonable steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree that I will not hold Bethlehem Catholic High School responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to use network resources, including the Internet, which are available through Bethlehem Catholic High School.

\_\_\_\_\_  
Parent Name (please print)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name (please print)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**\*ONLY ONE PARENT/GUARDIAN SIGNATURE REQUIRED**



Bethlehem Catholic High School  
Bethlehem, Pennsylvania

STUDENT ABSENCE EXCUSE

☐

Doctor's Note  
Attached

To Parents/Guardians:

The Pennsylvania Department of Education requires a written excuse for every absence. Policy states this excuse is due no later than the third school session following the absence. Please see reverse side for school policy regarding absence.

To: Student Affairs Office

Please excuse \_\_\_\_\_ for his/her absence on  
\_\_\_\_\_

For the following reason:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

(Additional absence forms are available in the Student Affairs Office)

Appendix D

## Early Dismissal Request

Student's Name \_\_\_\_\_  
Last First

Year of Graduation \_\_\_\_\_

Date for Dismissal \_\_\_\_\_ Time of Dismissal \_\_\_\_\_ AM/PM

Reason for Early Dismissal \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Student will return to school: ☐ Yes ☐ No

Parent/Guardian Signature \_\_\_\_\_

Phone Number \_\_\_\_\_  
(Area Code) (Phone Number)

**DIOCESE OF ALLENTOWN**

Office of Education

Developed by

Annette Cremo, M.Ed PerformancePlus 1996 revised 1998, 1999, 2001

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**POLICY PROHIBITING SEXUAL HARASSMENT**

## A. Harassment Prohibited

The schools of the Diocese of Allentown are committed to maintaining a school environment that is free from discrimination and unlawful harassment, including sexual harassment. All students are required to take care that the dignity of others is not abused through unlawful, objectionable and offensive behavior of any kind.

The school will not tolerate harassing conduct that affects, interferes unreasonably with an individual's school performance or that creates an intimidating, hostile or offensive school environment, in violation of the applicable law.

Such conduct is prohibited by this policy and by law.

## B. Sexual Harassment Defined

For purposes of this policy, the term "sexual harassment" refers to any unwelcome sexual attention, sexual advances, requests of sexual favors and other verbal, visual or physical conduct of a sexual nature when:

- a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individuals' status as a student; or
- b) Submission to or rejection of such conduct by an individual is used as the basis for a decision affecting the individual's status as a student; or
- c) Such conduct has the purpose or effect of unreasonably interfering with a student's school performance; or
- d) Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive school environment.

Examples: Examples of sexual harassment include, but are not limited to, threatening adverse actions if sexual favors are not granted; promising preferential treatment in return for sexual favors; unwanted and unnecessary physical contact; a pattern of offensive remarks, including unwelcome comments about appearance, obscene jokes or other inappropriate use of sexually explicit or offensive language; the display of sexually suggestive objects or pictures.

### C. Persons Covered

This policy prohibits discrimination or unlawful harassment of any Diocesan school student by any other employee, student, volunteer, vendor or visitor. No person is authorized on behalf of the school to engage in conduct violative of this policy.

### D. Enforcement of the Policy

The school principal, or another administrator, shall disseminate information about this policy, answer questions about this policy, investigate complaints, and take appropriate corrective action. Any person who feels that he or she has been a victim of discrimination or unlawful harassment shall bring the problem to the immediate attention of the principal. If the complainant is uncomfortable for any reason with discussing such matters with the principal, or in the alternative, if the complainant is not satisfied after bringing the matter to the attention of this individual, the complainant shall report the matter promptly to the Secretariat of Catholic Education of the Diocese of Allentown.

The school will investigate all allegations of discrimination or unlawful harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted. Any employee or student who is determined, as a result of such an investigation, to have engaged in conduct in violation of this policy will be subject to appropriate disciplinary action, up to and including termination of employment in the case of an employee and dismissal in the case of a student.

### E. Enforcement in Case of Allegations Made Against a Priest or Religious

Notwithstanding the procedure set forth in Paragraph D, any complaint alleging discrimination or unlawful harassment by a priest, deacon, or member of a religious congregation or order who is associated with the Diocese's schools shall promptly be put in writing and referred to the Diocese's Secretary for Clergy or Vicar General in the case of a diocesan priest or deacon, or to the Provincial or Major Superior in the case of a member of a religious congregation or order, whose procedures shall be utilized and whose determination of the matter shall be final and binding on all concerned. The school principal will advise any person so requesting of the place where such a complaint should be lodged.

### F. Retaliation

Retaliation in any form against a student who exercises his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action as specified above in Paragraphs D and E.

# DIOCESE OF ALLENTOWN

## SEXUAL HARASSMENT COMPLAINT FORM

Name of alleged harasser \_\_\_\_\_

Date of place of incident(s) \_\_\_\_\_

\_\_\_\_\_

Description of incident(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Names of witnesses \_\_\_\_\_

\_\_\_\_\_

Evidence of harassment, e.g., letters, photos, etc. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any other information \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree that all the information on this form is accurate and true to the best of my knowledge.

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Received by \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

**Diocese of Allentown**  
**Bullying Reporting Form**

Today's Date: \_\_\_\_\_ School: \_\_\_\_\_

1. Name of student victim:

\_\_\_\_\_

2. Name(s) of alleged offender(s) (If known):                      Age      School (if known)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Where did the incident occur?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Describe what happened (Attach separate sheet if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. What did the alleged offender(s) say or do? (Attach separate sheet if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Why did the bullying occur? (Attach a separate sheet if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Did physical injury result?

NO    YES, but did not require medical attention    YES, and it required medical attention

8. Was the student victim absent from school as a result of the incident?

NO    YES

If YES, please indicate how many days the student victim was absent from school as a result of the incident \_\_\_\_\_.

9. Did psychological injury result from this incident?

NO    YES, but psychological services have not been sought    YES, and psychological services have been sought

10. Had steps been taken to resolve such activity prior to this report?

NO    YES    Not Applicable

11. If there any additional information you would like to provide? (Attach separate sheet if necessary)

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**SIGNATURE:** \_\_\_\_\_

\_\_\_\_\_  
**DATE:**

**Person Reporting Incident**

**Name:**

**Best Time of day to contact:** AM    PM

**Telephone:**

\_\_\_\_\_  
**Email**

\_\_\_\_\_  
**CIRCLE the appropriate description:**

**Student**

**Parent/Guardian**

**Close Relative**

**Other (specify)**

\_\_\_\_\_

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*For Office Use*

Received By (School Personnel Name and Position): \_\_\_\_\_

Date Received: \_\_\_\_\_



Appendix F

## BOARD OF EDUCATION

### DIOCESE OF ALLENTOWN

## Policy 5140

### Safe Schools Policy to Exclude Weapons and Prevent Violence

“God, the Lord of Life, has conferred on man the surpassing ministry of safeguarding life, ministry which must be fulfilled in a manner which is worthy of man. Therefore, life must be guarded with the greatest care ... (Vatican II, Constitution of the Church in the Modern World).

The Catholic Church has consistently proclaimed the Christian obligation of love and respect for one’s neighbor. It is, therefore, appropriate and a matter of obligation that the environment of a Catholic school be safeguarded to protect the health and well-being of all students, teachers, administrators and others.

#### **Firearms and Explosives**

Any student or other person who possesses any firearm, shotgun, pistol, rifle or explosive on school premises or on the premises of a school sponsored event shall be turned over to law enforcement personnel, expelled from the school, and subjected to criminal sanctions, authorized by law. The parent(s) of a student shall be notified immediately by the principal or his/her designee. Any firearm, shotgun, pistol, rifle or explosive confiscated by the school shall also be turned over to law enforcement personnel and disposed of according to law.

#### **Other Weapons and Violence**

Any student who possesses any other weapons (as defined below and not specified above) on school premises or on the premises of a school sponsored event or any student who initiates violent conduct may be subject to:

- ✓ Local disciplinary sanctions.
- ✓ Suspension from school activities or extra-curricular activities.
- ✓ Out of school suspension or expulsion.

Note: Weapons shall include but not be limited to: any knife, cutting instrument, cutting tool, nun chucks, firearm, shotgun, rifle, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

#### **Procedures and Records**

Administrators should consult the [Student Crisis Assistance Manual, Section 7 Violence](#) for a review of procedures for prompt intervention concerning students with weapons or threatening violence.

Catholic schools in the Diocese of Allentown shall maintain records of all incidents of violence, incidents involving possession of a weapon and convictions or adjudications of delinquency for acts committed on school property by students enrolled there in on both a Diocesan wide basis and school-by-school basis. Records maintained under this section shall be contained in a format developed by the PA State Police in cooperation with the P.D.E. Safe

Schools Office. A statistical summary of these records shall be made accessible to the public for examination by the public during regular business hours. (PA Safe Schools Act, Section 1307A)

A student's disciplinary record must be available on request for inspection by the student and his or her parents or guardian, to school officials and to state and local law enforcement officials as provided by law. Permission of the parent or guardian shall not be required for transfer of the individual's student record to another school in which the student seeks enrollment. (PA Safe Schools Act, Section 1306A)

Catholic schools in the Diocese of Allentown may request parents of a transfer student applicant to disclose the student's disciplinary record as a condition of admission. A disclosure request may include:

- ✓ Whether the student was previously suspended or expelled from the prior school of attendance for an act or offense involving any of the following:
  - ❖ Weapons
  - ❖ Alcohol or drugs
  - ❖ Willful infliction of injury to another person
  - ❖ Any act of violence committed on school property

The disclosure response may be maintained as part of the student's disciplinary record. (PA Safe Schools Act, Section 1304A)

Policy adopted 5/9/06  
Episcopal approval 8/14/96

## **VIRTUAL LEARNING**

***Virtual learning may be implemented in the event a disruption to the educational process occurs, requiring students to attend remotely. Virtual learning is not an option for daily instruction. The implementation of virtual learning will be disseminated by administration for all students.***

The virtual learning platform will provide a synchronous classroom experience for students who are scheduled out of the classroom on a particular day or have chosen the option of learning in a fully virtual model. In order to create a quality educational experience, students participating in virtual learning will be expected to adhere to the following guidelines and expectations:

### **Student Schedule/Attendance**

1. Students are expected to adhere to the daily bell schedule.
2. Students must be on time to their scheduled class, meaning students shall be logged in and ready to participate at the start of class.
3. Students arriving five minutes late to class may not be admitted.
4. All attendance policy guidelines apply. Students are expected to attend classes daily. Any student who is absent should consult the attendance policy. A parent/guardian must call the Student Affairs Office by 8:00 am by contacting 610-866-0791, ext. 330. This is an attendance voicemail, which is available 24/7. In addition, parents/guardians must submit a completed absence form, via email or fax within the policy guidelines.
5. All requests for early dismissal from virtual should follow the attendance policy guidelines and submit the early dismissal form at least one day in advance.
6. Please see <https://becahi.org/students/attendance-forms/> to obtain necessary attendance forms for absences or early dismissal.

### **Dress Code**

1. Students are expected to adhere to school dress code while at home with the following exceptions:
  - a. Face coverings are not required while participating in virtual learning.
  - b. Student IDs are not required while participating in virtual learning.

### **Classroom Environment/Instructional Expectations**

1. Code of conduct guidelines apply.
2. Students must provide their own device (with an operable camera) and Internet connection. There will be no individual technology support for student devices. If a student does not have a device with an operable camera, a school device may be loaned.
3. Students should choose a quiet area suitable for a rigorous academic setting.
4. Students are expected to be seated in a chair at a table, desk or other work area. Students are not permitted to lay down on a sofa, bed or other furniture.
5. Students must remain on camera during the entire class.
6. Students are not permitted to eat during class time. Students should utilize their scheduled lunch times for that purpose.
7. Students should do their absolute best to minimize background noise from interfering with instruction. Students must utilize mute buttons if extraneous noise occurs.
8. Cell phone/smart watch use is prohibited during the school day.
9. Students will be utilizing Becahi-issued email accounts only. Students private email accounts will not be recognized by teachers or staff.

**After School Activities**

1. Students are permitted to participate in after school activities.
2. No student will be permitted to miss class time to travel to campus for the start of the activity.

**Assignments**

1. The Honor Code Policy (cheating/plagiarism) still applies. It is the expectation of Bethlehem Catholic High School staff that parents and students will adhere to this policy. Failure to adhere may result in consequences.
2. Students will use the Canvas learning management software to access virtual learning content. Students should communicate regularly with their teachers for clarification, support, etc.
3. Classes will not be recorded. Therefore, students who miss class for any reason must communicate with their teacher to access make up work, notes, or any other pertinent information.

**FLEXIBLE INSTRUCTION DAY****Appendix I**

### **Expectations for Teachers:**

- Complete the Microsoft Form sent out by Administration to record teacher attendance
  - 2 consecutive “office hours” must be noted
- Post Assignment(s) -
  - Teachers are expected to post an assignment, keeping in mind that students might not have all of their required materials (textbook, workbook, supplemental materials) at home with them. Additionally, they may be working with limited internet and/or lack of laptops or tablets – they might be doing all of their schoolwork on their smartphones
  - The assignment is to count as a graded assignment. In addition to it counting as a graded assignment, submission of the assignment will also satisfy the student’s attendance for the class period
  - Information regarding assignments must be posted to Announcements on Canvas
    - Must be posted by 9:00 am
    - Assignments should be extensions of the lesson from the last in-school instructional day
    - Assignments should include approximately 20-30 minutes of student work, per class
    - Assignments must be able to be completed independently
    - Assignments must be measurable
    - Students must have rubric/understanding of grading criteria
  - Communicate method students will use to turn in/complete the assignment
- Post Office Hours
  - Teachers are required to hold 2 consecutive hours of “office hours” at some point throughout the FID. The schedule for these hours needs to be posted on Canvas by 9:00 am
  - Office hours may consist of one of the two following: Teams meeting held throughout the entirety of the designated office hours’ time, or two consecutive hours replying to emails sent by students throughout the office hours period
  - Check/respond email for any student correspondence during office hours
- Upon return to school, provide alternate methods to complete assignments for students who were lacking technology during the flexible instruction day
- Assess and post scores for flexible instruction day assignment(s)

### **Expectations for Students:**

- Visit Canvas to view assignment(s) from each class
  - Information regarding assignments will be posted to Announcements by 9:00 am
- Comply with teacher directives for turning in work/completing assignment(s)
- View teachers’ office hours on each class’ announcements

\*Students unable to access Canvas will have the opportunity to provide a note to their homeroom teacher upon return to school. Those students will have two school days after the last flexible instruction day to turn in/complete work for classes.

\*Teachers will have the ability to cancel sick or personal days that were planned in advance, if they choose to utilize the flexible instruction day. That should be noted on the Microsoft Form.

## **Acknowledgement of Catholic Education**

I acknowledge that Bethlehem Catholic High School is unabashedly Catholic in its beliefs, purpose, and mission. I further understand that my son/daughter, as a student at Becahi, will be given Catholic instruction and taught Catholic values. I also understand that my son/daughter will be expected to participate in all school Masses and required religion classes and retreats. He/She will also be expected, while at school functions (plays, concerts, sporting events, practices, dances, school trips, etc.), to behave in ways that accord with Catholic standards of modesty and civility.