



Bellarmine
College Preparatory™

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

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

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



AI Guidelines
bc.org/ai

Bellarmino

COLLEGE PREPARATORY

960 West Hedding Street
San Jose, California 95126-1215

Phone: (408) 294-9224
Fax: (408) 294-2072
Attendance Line: (408) 294-0645



It's on Blue!

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

Student Planner/Handbook

2025–2026

Name: _____

Student ID#: _____

We're Here to Help

Attendance/Dean's Office/Parking

24 Hour Attendance Line(408) 294-0645

Dean of Students:..... Mr. Miller • kmiller@bcp.org

Assistant Deans:..... Mrs. Pluth • dpluth@bcp.org

Mr. Rodriguez • jrodriguez@bcp.org

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Personal Counseling Department Chair..... Mr. Vargas • wvargas@bcp.org

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..... Mrs. Slater • bslater@bcp.org

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Robotics Mr. Lawrence • alawrence@bcp.org

Speech and Debate..... Mr. Langerman • alangerman@bcp.org

Theatre..... Mr. Carlson • gcarlson@bcp.org

Technology – General Assistance

Helpdesk helpdesk@bcp.org

Textbooks

Bookstore Mrs. Brannan • sbrannan@bcp.org

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

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Philosophy

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

Bellarmino's Profile of the Graduate at Graduation

Open To Growth

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

Intellectually Competent

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

Religious

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

Loving

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

Committed to Doing Justice

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

Pursuit of Leadership Growth

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

The graduate has had some experience as a follower and as a leader at a variety of levels within groups and has begun to acquire some leadership qualities.

Intended Student Outcomes (ISOs)

I. Open to Growth and Leadership Opportunities

The Bellarmine student:

Embraces the values expressed by the school's mission - the search for justice, truth, and service. Understands his growth as spiritual, intellectual, emotional, imaginative, and physical.

Develops and shares talents that have been given as gifts from God. Sees leadership as an opportunity for service to others in the local and global community.

Takes intentional responsibility for ethical growth. Develops a sense of humility and gratitude.

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

II. Religious and Committed to Social Justice

The Bellarmine student:

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

III. Intellectually Engaged

The Bellarmine student:

Communicates effectively. Thinks logically, critically, and creatively.

Acts with integrity and takes ownership of his learning.

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

Bellarmino Code of Integrity

As members of the Bellarmine community, we are called to faithfully model the teachings of Jesus Christ: seeking truth, honor, and justice. As members of this community, we are individuals of character whose commitment to integrity is at the core of our true being. **The Code of Integrity** is based on the fundamental, positive principles of honesty, respect, fairness, and support. The spirit of the **Code** is concisely stated as... "Do the Right Thing and Live with Character." Therefore, as a member of the Bellarmine community I subscribe to the following code:

Bellarmino Code of Integrity

I choose truth.

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

I choose honesty.

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

I choose respect.

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

I choose Truthfulness, Honesty and Respect.

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

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

Expectation of Bellarmine Community Members

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

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

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

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

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

Bellarmino Branded Merchandise Purchase Policy

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

ACADEMIC EXPECTATIONS AND POLICIES

Principles of an Active Learner

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

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

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

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

Graduation Requirements

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

Fitness and Health

Two (2) semesters required for graduation:

- Health class required during Sophomore Year (one semester)
- 2nd Semester may be completed in these ways:
 - Choose a Fitness and Health elective course
 - Athletics Waiver completed by the end of Junior Year (See details below).

Athletics Waiver

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

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

Additional Graduation Requirements

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

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

9th Grade: Students are required to take 1 semester of CURA and a 1 semester elective course

10th - 12th Grades: CURA is a required course each semester, designed to provide students with social, spiritual, and academic support and advising. Various departments, including College Guidance, Christian Service, Campus Ministry, and Diversity, Equity, Inclusion, and Belonging (DEIB), are responsible for scheduling CURA sessions and delivering programming that supports student development in these areas. Participation in CURA is an essential component of the student experience and ensures engagement with important guidance and resources throughout the year.

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

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

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

AP and Honors Policy

Our recommendation is that students should take no more than three (3) AP/ Honors courses per semester.

At Bellarmine College Preparatory, students have the opportunity to enroll in Advanced Placement (AP) and Honors courses that align with their academic interests and abilities. Students may select any AP or Honors course for which they meet the established prerequisites and qualifications. Course placement is contingent upon meeting department-specific criteria, including but not limited to prior coursework, grades, teacher recommendations, and standardized assessments where applicable.

While students are encouraged to challenge themselves academically, they should carefully consider their overall course load and consult with academic advisors, department chairs, or counselors when making course selections. Enrollment in AP and Honors courses is subject to availability, and placement cannot be guaranteed.

For additional guidance on course selection and prerequisites, students and families are encouraged to review the course catalog or speak with their academic advisor.

Abbreviations and Definitions:

AP: Advanced Placement level course **CP:** College Preparatory **H:** Honors

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

Drop Policy

1. Eligibility for Course Drops

Students may request to drop a course under the following conditions:

- AP/Honors Courses: Students may drop a maximum of one (1) AP or Honors course per semester.
- Elective Courses: Students enrolled in Visual and Performing Arts, Computer Science, or Fitness and Health courses may request to drop the course in order to gain a free period, provided they are enrolled in a full seven-course schedule and receive approval from their counselor to ensure all graduation requirements are met.

2. Course Drop Process

Students seeking to drop a course must:

- Obtain a Drop Form found on Blue (under Resources) and complete all required sections.
- Follow the approval process as outlined in the form. In cases requiring further review, the request will be escalated to the Assistant Principal for Academics.

3. Dropping a Course After the Add/Drop Period

Course drops requested after the designated add/drop period are subject to the following conditions:

- Year-Long AP/Honors Courses: Students who withdraw from an AP/Honors course at the conclusion of first semester will receive their earned grade on their transcript and be placed in the corresponding college preparatory (CP) equivalent course.
- Mid-Semester Drops: Students who drop an AP/Honors course after the add/drop period but before the semester ends will

receive a W (withdrawal) on their transcript. Such drops are permitted only in exceptional circumstances and require approval from the Assistant Principal for Academics and completion of a Late Drop Form.

4. Course Placement After Dropping

When a student drops a course, their placement in an alternative course will follow these guidelines:

- **AP/Honors Course Drops:** Students will be placed in the corresponding college preparatory (CP) equivalent course, with their current grade transferring but without the AP/Honors grade bump.
- **No CP Equivalent Available:** If a CP equivalent does not exist and the student requires a course in that department to fulfill graduation requirements, they will be placed in a non-AP/Honors course within the same department.
- **Graduation Requirements Met:** If the student has already fulfilled the department's graduation requirements, they may be placed in a CP course from another department. In such cases, they must complete all key assignments designated by the course instructor and approved by the Assistant Principal for Academics.

5. Additional Considerations

- **Assessment Requirement:** During the add/drop period, AP/Honors courses must provide students with at least one graded representative assessment to facilitate informed decision-making.
- **Textbook and Material Purchases:** Students dropping an AP/Honors course may be required to purchase new books or materials for their reassigned course.

For any questions regarding course drops, students are encouraged to consult their counselor before making changes to their schedule.

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

Add Policy

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

Department Specific Policies

Computer Science

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

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

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

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

English

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

No readiness assessment.

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

Other Policies

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

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

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

Fitness and Health

Grading

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

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

Injured Student Protocols and Class Expectations

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

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

General adaptive plans during recovery could include:

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

In-Season Athletes

Varsity Level

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

Junior Varsity and Freshmen Level

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

Mathematics

Course Progression

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

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

Core Requirements

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

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

No readiness assessment.

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

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

Additional Policies

Students enrolled in Algebra 1 as freshmen may take Geometry Honors over the summer (through Bellarmine Summer Programs) if they meet the department specified prerequisite during the academic year.

No other advancement is allowed.

Modern and Classical Languages

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

No readiness assessment.

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

Additional Policies

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

AP Spanish Language requires summer work.

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

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

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

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

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

Religious Studies

Academic Integrity Policies

Department members uphold the policies outlined in the student handbook.

Science

Course Progression

All students follow the same science sequence for the first three years at Bellarmine.

Freshman – Physics

Sophomores – Chemistry or Chemistry Honors

Juniors – Biology, Biology Honors, or AP Biology

Seniors – Choice of any senior-level science course depending on prerequisites

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

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

All Science AP Courses require all students to take the AP Exam.

Most AP Courses require summer work.

Additional Policies

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

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

Social Science

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

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

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

Visual and Performing Arts

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

No readiness assessment.

AP Art & Design is open to students who pass a portfolio review or have completed 3 semesters of art.

Additional Policies

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

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

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

Instructors assign no more than two (2) hours of assigned homework per week.

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

Self-Study Guidelines

All students are allowed to self-study one (1) AP exam.

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

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

Academic Ethics/Integrity Code Violations

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

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

1. A student will not give to any person, or accept from any person, any assignment materials such as notes, assessment questions, completed assessments, essays, scripts, video, audio, or slides unless the teacher has explicitly approved or instructed such a transfer. If a student receives materials without their consent, such as in an electronic message, they are

expected to close the material immediately upon recognition, delete the material from their devices, and notify their teacher or the Dean's Office.

2. All work is expected to be completed as instructed and explicitly approved by the teacher.
3. A student may not submit any identical or similar content for credit in multiple classes unless the student has been granted prior approval by all relevant teachers who are collecting the submissions.
4. If an assignment or assessment requires a file upload, students should immediately view the upload after submission to make sure that the file can be opened and read by the teacher. A student may not falsify a submission by modifying the file format, file name, typeface, time stamps, or other digital information or metadata.
5. Group assignments must represent group work. All group members are expected to contribute their own individual work to the group's assignment submission. In no case may one group member directly copy from another group member.
6. All work submitted by a student certifies that the student fulfilled the basic intentions of the assignment. For example, if an assignment pertains to a book assigned as class reading, the student must read the book. If an assignment requires a summary of a live event, the student must have attended the event. If an assignment is a translation, the student must perform the translation without the use of unauthorized aids. Submitted work that does not fulfill the main intentions of the assignment is considered a violation of academic integrity.
7. A student will not plagiarize in any form. Plagiarism presents the work or ideas of another as one's own and includes direct copying of any other person's work as well as paraphrasing any amount of another person's material or ideas without proper documentation. Plagiarism includes the unauthorized use of generative A.I.
8. Students must uphold behavioral norms and expectations during assessments as a matter of integrity. Regardless of their intentions, students that do not uphold behavioral norms or expectations can be considered to have violated academic integrity. For example, integrity violations may include improper communication with peers during an assessment or unauthorized transfer of individual work, even if the content of the communication or shared material was not used to plagiarize or otherwise cheat.

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

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

Violation	Outcome
First Violation	<ul style="list-style-type: none"> • Family and counselor are notified • Significant academic penalty for the assessment • Student may be offered a restorative process to demonstrate mastery (partial credit is not guaranteed).
Second Violation	<ul style="list-style-type: none"> • Family and counselor are notified • No credit for the relevant assessment and not permitted to earn this credit with revisions on other assessments • May be disenrolled and/or disqualified from Honors/AP courses, especially if the integrity violation occurred in such as class.

Violation	Outcome
Third Violation	<ul style="list-style-type: none"> • Family and counselor are notified • Student may be required to report the integrity violation to institutions of higher education receiving their Bellarmine transcript
Fourth Violation	<ul style="list-style-type: none"> • Family and counselor are notified • Case will be referred to the Conduct Board, which will make a recommendation to school administrators regarding the student's continued enrollment at Bellarmine.
Subsequent Violations	<ul style="list-style-type: none"> • Family and counselor are notified • Addressed directly by the Principal

Academic Deficiency/Remediation

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

If the student fails to fulfill or achieve the minimum outcomes described in their remediation plan, the student may be asked to withdraw from school.

Academic Probation

Any student whose academic grade point average (GPA) falls below a 2.00 (cumulative) at the end of a quarter and/or semester will be placed on probation or may be asked to leave Bellarmine. This decision rests with the Assistant Principal for Academics (APA) and will be based on the student's academic, disciplinary, and personal history.

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

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

Final Examinations

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

Grades

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

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

Incomplete

In very rare circumstances, teachers may issue the grade of "Incomplete" to provide a student with additional time to complete work for a semester. This "I" grade may only be given with the approval of the Assistant Principal for Academics (APA) and is

offered in circumstances where a prolonged illness or extenuating circumstances prevented the student from completing all work due in a semester. In all cases, a written schedule for making up work should be crafted by the teacher, who will work with the student, the counselor, and parent(s)/guardian(s) to arrive at an appropriate timeline. This schedule for completion of work must include a definite deadline by which the work must be completed, which is ordinarily no more than three (3) weeks after the conclusion of the semester.

Offsite Courses

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

Research and Term Papers

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

Student Resolution Process

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

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

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

Transcripts

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

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

Unattended Classroom

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

ATTENDANCE POLICIES AND PROCEDURES

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

Definitions

An **Absence** is defined as any instance in which a student is not present for a scheduled class period or school day.

An **Excused Absence** is defined as missing school due to illness, religious holidays, or attending a funeral is considered an excused absence. All other absences are considered unexcused.

Appointments/Partial Day Absences

Students should follow these procedures any time they are absent.

Failure to follow these procedures will be treated as a class cut and handled accordingly.

Attendance Procedure

If a student is feeling ill or experiencing any symptoms, the student should stay home. Parent(s)/guardian(s) are expected to call in the absence to the Attendance Line: (408) 294-0645 prior to 8:00am on the day of the absence. Students should not make appointments during the school day. After school, Friday afternoons, holidays, and vacation periods should be used for appointments.

Procedure	Details
Reporting an Absence	<ul style="list-style-type: none">• A parent/guardian must call the Attendance Line (408-294-0645) before 8:00am each day the student is absent.• Only a parent/guardian may excuse an absence (even if the student is 18). If a student no longer lives with a parent/guardian, the Dean must be notified immediately of the new living situation.
Appointment Procedure	<ul style="list-style-type: none">• Morning Appointments: A parent/guardian must call the attendance line by 8:00am on the day of the appointment. Upon return, the student must provide verification from the doctor or court.• Appointments During the School Day: Students present a written note from a parent/guardian to the Dean's Office before their first class. Verification from the doctor or court is required upon return.
Returning to School	<ul style="list-style-type: none">• Upon return, the student must submit an Absentee Note (signed by a parent/guardian) to the Dean's Office before the first class. A template is available on the BCP website.
Admit Slip	<ul style="list-style-type: none">• The student will receive an Admit Slip from the Dean's Office, which must be shown to all teachers.
Missed Work	<ul style="list-style-type: none">• Students are expected to consult Canvas and/or contact classmates for assignments and make arrangements to obtain course materials.
Extended Absences	<ul style="list-style-type: none">• If absent more than three (3) consecutive days due to illness, a doctor's note is required.
Communicable Diseases	<ul style="list-style-type: none">• If a student is diagnosed with a communicable disease (e.g. chickenpox), the Nurse's Office must be notified immediately. A doctor's note is required for re-admittance.

Attendance at Co-Curricular Activities

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

Cutting Class

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

Excessive Absences and Disenrollment

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

Student absences of four (4) or more consecutive class periods in a single semester may result in academic consequences

and possible disenrollment if absences continue. Absences for school-sanctioned activities such as athletic contests, campus ministry retreats, speech and debate, robotics, are exempt from the computation towards disenrollment, but are included in the cumulative total.

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

The procedure for notifying students and parent(s)/guardian(s) is:

Absences	Action Taken
4 Absences	<ul style="list-style-type: none"> Letter sent home by the Attendance Clerk. Student's personal counselor, Dean, and Assistant Principal of Academics notified.
6 Absences	<ul style="list-style-type: none"> Letter sent home by the Attendance Clerk. Possible meeting with the student, parent(s)/guardian(s), Dean, personal counselor, and teachers to create an attendance plan. Students and parent(s)/guardian(s) will be presented with a letter detailing consequences to excessive absences.
8 Absences	<ul style="list-style-type: none"> Counselor will contact the parent(s)/guardian(s) for a meeting to develop a plan for the student to be at school.
10+ Absences	<ul style="list-style-type: none"> Student is at risk of not successfully completing the course/semester. <p>Possible Consequences:</p> <ul style="list-style-type: none"> No credit for the course Course withdrawal (reviewed by the teacher, counselor, APA, and family) Loss of extracurricular privileges Potential disenrollment from Bellarmine

Planned Absences

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

Credit for any work missed because of the Planned Absence will be at the discretion of each teacher.

Students are not permitted to take Planned Absences during classes the first week or the last two (2) weeks of each semester inclusive of final exams. Students out of school during these weeks may receive academic consequences.

When a student anticipates missing school for a non-school related reason, such as college visits, non-Bellarmino athletic contests, or appointments as described above, the student must obtain a "Planned Absence Form" from the Dean's Office or download one from the BCP website. The completed form must be reviewed, discussed, and signed by the student's counselor and submitted to the Dean's Office no later than one (1) week prior to the first day of absence.

Grace Period for School Activity Policy

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

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

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

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

Tardiness

Classes begin with the sounding of the second bell. Students who arrive after this time are considered tardy and must report directly to their scheduled class. The classroom teacher will update the attendance record accordingly and mark the student as tardy. Tardiness will result in a JUG and will be recorded on the student's attendance record.

During final exam periods, students who arrive late to an exam may not be granted the full class period to complete their assessment.

BEHAVIORAL EXPECTATIONS AND POLICIES PROCEDURES

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

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

Interpretation of Expectations and Policies

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

Failure to respond to an inquiry from a Bellarmine administrator will be interpreted as insubordination and "motive to hide the truth." Thus, this act may result in disciplinary action up to and including possible dismissal.

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

Authority of the Principal

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

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

Community Time/Office Hours

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

Food on Campus

Eating food is only allowed in Liccardo and the quads. Eating food is not allowed in the Hall of Honor, Student Life Center (SLC), any academic building, or any of the Athletic areas, to include the Track, Baseball Field, Football Field, Soccer/Lacross Field, Pool area, Weight Room and both the main and auxiliary gyms.

Free Periods

Throughout the school day, while students are on campus, they may find themselves in a free-period situation where they do not have a scheduled class. Students who decide not to go inside of a building are expected to follow all Santa Clara County guideline health protocols. Unless prior approval has been received from the Office of the Dean of Students, students are not permitted to leave campus during the school day. Violators will receive a Saturday JUG. The lone exception to this rule pertains to students who have a free period that occurs at the start or end of the day. Any student who has a free period that ends the school day is permitted by Bellarmine to leave campus only after his last scheduled class. No student may leave campus if their free period falls at any other time during the school day.

Gatherings, Demonstrations, and Protests

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

Personal Appearance

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Shoes: Appropriate shoes must be worn at all times. Open-toed shoes, flip-flops or backless shoes are not allowed. Slippers or “house shoes” are not appropriate for school. Crocs and other foot coverings that are sold as slippers are not allowed.

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

Presence on Campus During the School Day

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

Students are not allowed to leave campus for break/lunch/free periods/community time, or after arriving on campus. The parking lot, underpass, surrounding neighborhood, and any other unsupervised areas are off limits during school hours. The only time students may be in the parking lot is when arriving at and leaving campus. A student found off campus (or returning to campus without permission) will be considered as CUT and issued Saturday JUG.

Student Elevator Use

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

School Grounds

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

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

Loitering in the neighborhood is not permitted during school hours.

No food deliveries are allowed.

No electric scooters permitted on campus.

Vandalism

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

Weapons

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

Disciplinary Detention (JUG)

Disciplinary detention (JUG) is action taken for misconduct within the daily movements of the school. The consequences involve written or physical work and will be administered for approximately one (1) hour after school, beginning 10 minutes after the final bell. A student is expected to serve this JUG the day of the infraction. Failure to attend JUG will result in two (2) days of JUG. Failure to clear JUG in a timely manner may result in Saturday JUG being assigned.

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

Saturday JUG

Misconduct of a more serious nature that does not warrant suspension or probation may result in a four (4) hour Saturday JUG. Given the serious nature of Saturday JUG, it is assigned only by the Dean. Saturday JUG is scheduled at the convenience of the school and takes precedence over any personal plans the student or family may have made. Failure to attend Saturday JUG will result in eight (8) hours of JUG. Students will be notified of the date they are to serve Saturday JUG via their BCP email addresses.

Disciplinary Probation

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

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

Suspension

Suspension is an action taken in cases where there is misconduct that is considered extremely serious. The suspension may allow time for the Dean to conduct a thorough investigation. Students who go before the Student Conduct Board are automatically suspended until the conclusion of the Board process.

Extraordinary Student Conduct

A student could be dismissed for the following reasons:

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

Off Campus Conduct

Usually, the school does not involve itself in student conduct apart from school or school events. However, there may be an occasion when student conduct, even though separate from the school, will be of such nature as to reflect on the school and will call into question the student's continuance as a member of the Bellarmine College Preparatory community. Disciplinary action, up to and including dismissal, could be taken against the student.

Theft

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

Illegal/Controlled Substances

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

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

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

Bellarmine College Preparatory does not permit the use of marijuana.

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

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

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

Fines

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

Searches

Deans and/or administrators may search the belongings of any student, including, but not limited to, electronic devices (including cell phones), bags, automobiles, and lockers in conjunction with an investigation into any possible violations of school policy.

Police Interviews

The following policy, taken from the opinions of the State Attorney General, the Education Code, and the Santa Clara County District Attorney, explains the legal requirements of schools and the rights of students when students are to be questioned by peace officers. If peace officers need to meet with a student during the school day, it is the duty of the school official to exercise "reasonable care" in verifying the identity of the officer before releasing the student for interviews or for the officer to take a student suspect into custody. Pursuant to Senate Bill (SB) 203, which was signed into law in late 2020, law enforcement is to ensure any minor seventeen (17) years of age or younger is provided with consultation with legal counsel prior to law enforcement engaging the youth in a custodial interrogation. This consultation may not be waived by either the youth or their

parent(s)/guardian(s). In other words, a minor cannot waive their Miranda rights to be subject to custodial interrogation until they are provided with a legal consultation, and this consultation may not be waived. If possible, the Principal or Dean will notify the parent(s), guardian(s), or responsible relative of the removal of a student, the reason for the removal, and the place where the minor was taken, except when the child is placed in custody as a victim of child abuse or neglect.

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

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

Corporal Punishment/Use of Physical Force

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

School Response to Harassment

Harassment & Discrimination Policy

Definitions

- **Anti-LGBTQ Bias:** Prejudice and/or discrimination against people who are or who are perceived to be lesbian, gay, bisexual, transgender or queer/questioning (LGBTQ)
- **Anti-Racism:** Efforts and ideas that challenge and resist racism of all types with an emphasis on institutions, structures, and systems rather than primarily focusing on individuals who are socialized in a society built on racist ideologies, policies, and practices.
- **Bias:** Inclination or prejudice for or against someone or something
- **Bystander:** A person that is present at an event or incident but does not take part.
- **Discrimination:** The unjust, prejudicial treatment of categories of people or things, specifically common on grounds of ability, religion, race, age, sex, gender, and sexual orientation.
- **Equality & Equity:** the state of being equal especially in status rights, and opportunities; equity follows as justice in these areas.
- **Ethnicity:** Groups that share a common identity-based ancestry, language, or culture. It is often based on religion, beliefs, and customs as well as memories of migration and colonization.
- **Hate Crime & Speech:** A hate crime is a "criminal offense against a person or property motivated in whole or in part by an offender's bias against a race, religion, disability, sexual orientation, ethnicity, gender, or gender identity," including skin color and national origin. Hate crimes are overt acts that can include acts of violence against persons or property, violation, or deprivation of civil rights, certain "true threats," or acts of intimidation, or conspiracy to commit these crimes. "Hate speech" is generally defined as "any form of expression through which speakers intend to vilify, humiliate, or incite hatred against a group or a class of persons based on race, religion, skin color, sexual identity, gender identity, ethnicity, disability, or national origin."
- **Human Dignity:** Every person has an innate, God-given human dignity that no one can taken away.
- **Implicit Bias:** Refers to the attitudes or stereotypes that affect our understanding, actions, and decisions in an unconscious manner.
- **Inclusion:** the practice of providing equal access to opportunities and resources.
- **Marginalized:** A person, group, or concept that is treated insignificant or less than.

- **Microaggressions:** Comments or actions that subtly and often unconsciously or unintentionally expresses a prejudiced attitude toward a member of a marginalized group (such as a racial minority).
- **Oppression:** The unjust exercise of authority and power.
- **Prejudice:** An unreasonable assumption or opinion about someone based on individual's membership to a particular group; a preconceived notion that is not based on reason or reality.
- **Privilege:** An unearned advantage or immunity granted or available only to a particular person or group.
- **Race:** A socially-constructed classification of human beings for the purpose of assigning and maintaining access to power and advantage. This classification developed into a social construct that has real life implications for all individuals within a society.
- **Racial Equity:** Racial equity refers to the condition that would be achieved if one's racial identity, in a statistical sense, did not determine how one fares. b. Racial equity is also a commitment that resources are distributed based on need, recognizing that "equal" treatment, opportunities, and resources are not enough within the context of historical and structural racism and discrimination that continue to manifest in our society. c. This includes the elimination of policies, practices, attitudes, and cultural messages that reinforce differential outcomes or fail to eliminate them.
- **Racism:** A belief that race is a fundamental determinant of human traits and capacities and that racial differences produce an inherent superiority of a particular race. It translates to the systemic oppression of racial group to the social, economic, and political advantage of others.
- **Sexism:** The marginalization and/or oppression of women, based on the belief in a natural order based on sex that privileges men.
- **Social Justice:** Catholic social justice teaches us that all people are made in the image of God and so possess an equal and inalienable worth; because of this essential dignity, every person has the right to all that is needed to allow him or her to live their full potential as intended by God. Catholic social justice is the work that is done towards these ends.
- **Upstander:** An individual who defends, advocates, and supports human rights and dignity; one who acts when witnessing inequality, injustice, or oppression by providing empathy, dignity, and compassion; one who encourages others to stand up against injustice.

Mission Statement on Diversity, Equity, Inclusion, and Belonging

Bellarmine College Prep strives to create a community that is diverse, equitable and inclusive. Our goal is to form and educate each student to accept that all persons are created in God's image and are unique expressions of the Divine. Our Diversity, Equity, Inclusion, & Belonging program is based on the core Ignatian value of "Finding God in All Things" which roots us in the awareness that God can be found in everyone, in every place, and in everything.

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

Purpose and Use of this Document

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

Reporting Procedures

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

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

Our Guiding Principles

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

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

School Response

Cura Personalis and Reconciliation

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

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

LEVEL ONE		
Insensitive or inappropriate language and/or behaviors. Perpetuation of micro-aggressions through use of stereotypical language, action, or implicit bias.		
Description of the Behavior(s)	Communication and Action Steps	Possible Consequences
<p>Singular incidents or actions involving insensitive or inappropriate remarks, seemingly without intended hostility or malice.</p> <p>Demeaning statements or degrading language stated between students in a manner without intended malice.</p> <p>Joking between friends that includes racial, sexist or anti-LGBTQ slurs vocalizing song lyrics that include racial, sexist or anti-LGBTQ slurs, and using racial, sexist or anti-LGBTQ slurs as a form of camaraderie even among friends (Including: In the classroom, on campus, and during athletics).</p> <p>Any of the above actions or expressions on or through a student’s social media accounts.</p>	<p>Dean of Students conducts prompt and thorough investigation.</p> <p>If deemed necessary, student offender may receive out-of-school suspension during the investigation.</p> <p>Dean of Students notifies parents/ guardians regarding the incident and next steps while maintaining confidentiality of other involved parties.</p> <p>Dean of Students convenes Conduct Board if needed to review facts and provide guidance.</p> <p>Dean of Students consults with Assistant Principal for Academics, counselor and DEI director throughout the investigation.</p> <p>Counselor works with the student to facilitate the restorative process and any academic or extra/co-curricular sanctions.</p>	<p>Parent-Student- Dean-Counselor conference outlining procedures to re-enter community.</p> <p>Behavioral Contract.</p> <p>Restorative practices (apology, written reflection, training, additional counseling sessions).</p> <p>Restrict extra/co-curricular activities including sports.</p>

LEVEL TWO

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

Description of the Behavior(s)	Communication and Action Steps	Possible Consequences
<p>Any repeat offense from Level 1.</p> <p>Name calling, racial, sexist or anti-LGBTQ slurs, or bigoted epithets (in absence of a physical threat).</p> <p>The posting of demeaning jokes, or caricatures based on negative stereotypes directed at a particular group of people.</p> <p>Harassment based upon an actual or perceived protected status which degrades an individual or negatively affects the individual's learning environment.</p> <p>The presence of drawings or words considered offensive, such as graffiti, slurs, or printed clothing.</p> <p>Defacing, removal, or destruction of posted materials or property.</p> <p>Repeated inappropriate remarks which continue after disciplinary action.</p>	<p>Dean of Students conducts prompt and thorough investigation.</p> <p>Student instigator receives immediate out-of-school suspension during the investigation.</p> <p>Dean of Students recommends convening the Conduct Board to review facts and provide guidance.</p> <p>Dean of Students consults with Assistant Principal for Academics, counselor and DEI director throughout the investigation.</p> <p>Dean of Students notifies parents/guardians regarding the incident and next steps while maintaining confidentiality of other involved parties.</p> <p>Counselor works with the student to facilitate the restorative process and any academic or extra/co-curricular sanctions.</p> <p>Dean of Student or another administrator communicates with faculty and staff, maintaining confidentiality of all involved parties.</p>	<p>Parent-Student- Dean-Counselor conference outlining procedures to re-enter community.</p> <p>Behavioral Contract.</p> <p>Loss of extra/co-curricular activities including sports.</p> <p>Withdrawal from school.</p>

LEVEL THREE

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

Description of the Behavior(s)	Communication and Action Steps	Possible Consequences
<p>Any repeat offense from Level 2.</p> <p>Assault or threatened assault.</p> <p>Racial, sexist or anti-LGBTQ slurs, name calling, and bigoted epithets used with an intention to inflict injury.</p>	<p>Dean of Students conducts prompt and thorough and confidential investigation.</p> <p>Student instigator receives immediate out-of-school suspension during the investigation.</p> <p>Dean of Students consults with Academic AP throughout the investigation.</p> <p>Dean of Student notifies parents/guardians regarding the incident and next steps while maintaining confidentiality of other involved parties.</p> <p>Principal communicates with faculty and staff, maintaining confidentiality of all involved parties.</p>	<p>Referral to law enforcement.</p> <p>Expulsion.</p>

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

The parent(s)/guardian(s) of the students involved will be notified of the incident as soon as reasonably possible but not later than two school days of the incident being reported, unless otherwise directed by law enforcement.

The parents/guardians of the students involved will be notified immediately if there is a physical assault.

Following the investigation, an administrator or counselor will communicate with the student who made the initial report and the student's parent(s)/guardian(s) once the investigation concludes.

GENERAL STUDENT INFORMATION

Athletics

Mission Statement

Bellarmino Athletics serves as an extension of the values and philosophies taught in the classroom by providing a nurturing environment while offering quality instruction to equip student-athletes to become independent, well-rounded people that will have a positive impact on the community. Each student athlete will be challenged by their coaches to try their absolute hardest, to show grace in victory and defeat and to respect all opponents. Bellarmine athletics strives to impart life lessons that our student-athletes will take with them beyond their high school athletic career.

Athletic Department Philosophy and Goals

The Department of Athletics is committed to enriching campus life through a program of interscholastic athletics and to promoting the development of qualities in the student-athlete that will serve the participating individual and the community

Goals:

- To encourage every student-athlete to participate to the extent of his abilities.
- To instill in the student-athlete a sense of responsibility by demanding consistently high standards of behavior and making the student-athlete aware and respectful of the needs of others.
- To encourage commitment in the student-athlete by directing him to an acceptance of the goals of the team and an appreciation of the needs of his teammates, coaches, opponents and officials.
- To encourage unselfishness in the student-athlete by requiring that his actions on and off the playing field be consistent with the goals of the team and school as a whole and not be directed towards individual honors.
- To generate in the student-athlete a willingness to commit his time and energy toward the fulfillment of shared goals.
- To further a sense of personal discipline on the part of the student-athlete by demanding abstention from activities that limits his athletic, academic and personal potential.

League Affiliation

Bellarmino College Preparatory is a member of the West Catholic Athletic League (WCAL), a league with roots extending back eight decades. For more information on the WCAL, please visit: www.wcalsports.org.

WCAL and Bellarmine College Preparatory are governed by the Central Coast Section (CCS) of the California Interscholastic Federation (CIF). For more information on these governing bodies, please visit: www.cifccs.org or www.cifstate.org.

Student-Athlete at Graduation

Caring

The student-athlete will have developed a personal responsibility of caring for their team, school and community. The understanding that they are playing for something bigger than themselves and bigger than any singular moment or competition. Bellarmine coaches will enhance this through their team culture and standards.

Responsibility and Accountability

Upon graduation, the student-athlete will have developed a responsibility for themselves and their actions. The Bellarmine athletic staff and coaches will hold our Bells accountable for their actions and it will be realized that all actions have a positive or negative consequence.

Life Skills

After their four-year journey, the Bellarmine student-athlete will have grown academically, emotionally, spiritually, socially, physically and ethically. Bellarmine coaches and staff will challenge our student-athletes and teach them positive life skills that will help them become personally successful and socially responsible.

Leadership

By graduation, the Bellarmine student-athlete will have grown in their leadership ability; both outwardly and inwardly. They will have developed a sense of responsibility for those around them – teammates, classmates, family, community. They will understand that a leader cares for those around them and acts in a respectful and fair way.

Resiliency and Perseverance

The Bellarmine student-athlete will develop an ability to handle many difficult situations in their four years competing in athletics. They will have developed a grit and toughness to persevere through those difficult situations while playing their chosen sport.

Christian Service Program

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

- Students must complete their hours outside of class time. Students are highly encouraged to utilize afternoons and evenings, weekends, optional days of service, weekends, and breaks to complete their requirements. Provided that the student has a free period in either the first block or last block on any given school day, and after following Attendance Procedures and completing necessary forms with the Dean of Students, students may receive credit for volunteer hours completed outside of scheduled classes.
- It is the responsibility of the student to follow up and ensure that their service hours have been verified by an appropriate site supervisor, submitted properly, and approved by the CSP Office.
- Hours must be reported accurately. It is the responsibility of the student to verify the completion and acceptance of their hours.
- Any attempts to falsify volunteer hours will be referred to the Dean of Students for further action.
- While volunteering off-campus, all students are expected to adhere to Behavioral Expectations and Policies & Procedures as outlined in the Student/Parent Handbook. Please refer to the section “Off Campus Conduct”.

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

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

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

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

Credit for Immersion Trip direct service hours: Credit for any service hours from an eligible Immersion Trip is awarded at the discretion of the Christian Service Program and trip leaders based on:

1. Dates of the trip in relation to the yearly requirements including CSP deadlines, and
2. Satisfactory completion of any responsibilities agreed to, including any follow-up tasks (e.g. reflections).

Personal Counseling

Bellarmino's Personal Counseling Department is dedicated to fostering the holistic development of each student, embodying our philosophy of *cura personalis*, or “care for the whole person.” Rooted in the Jesuit tradition, this approach emphasizes the importance of understanding and addressing the unique needs of every student, recognizing that academic success is intertwined with emotional, social, and personal well-being. Upon entering Bellarmine, all students are assigned a Personal Counselor at the beginning of their freshman year, affording our counselors maximum time to get to know their students on a more personal level. In the second semester of the junior year, students are assigned to a college counselor who guides them through the college application process.

Students and parents are encouraged to visit bcp.org/academics/whole-student to learn about our comprehensive program.

College Counseling

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

Responsibilities

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

In College Counseling, our students have the responsibility to:

- read and follow directions given during presentations and sent in communications via email and other platforms.
- attend and work with their assigned College Counselors during scheduled meetings.
- complete their own applications, essays, and other documents prior to the appropriate deadlines.
- turn in forms on time.
- send reports of ACT, SAT, and/or AP assessments to colleges.
- take responsibility, upon admission under an Early Decision plan, for withdrawing all other applications submitted within one (1) week.
- limit their college applications to a maximum of 13 institutions, with the UC campuses counted as one (1), and the CSU campuses counted as one (1).
- update their Maia Learning platforms with information.

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

College Counselors have the responsibility to:

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

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

Documents Supporting College Applications

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

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

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

Reporting Disciplinary Issues

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

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

Commuting/Public Transportation

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

Dances

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

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

Dances: Manner of Dress

- *Dress Code Expectations:* Students attending dances at any high school in the Diocese of San Jose are expected to be clean and neat in personal appearance, adhering to standards of modesty, moderation, and good taste. Final interpretation and enforcement of these standards rest with the supervising school personnel. All students must wear shirts with sleeves; pants or shorts must be secured at the waist; shoes must be worn at all times.
- *Prohibited Attire:* The following types of clothing are not permitted: hats, garments that are excessively tight or made of spandex (e.g., bike shorts), clothing that is strapless, backless, low-cut, or that exposes the midriff, chest, or undergarments. All shorts, skirts, and dresses must be at least mid-thigh in length, and slits must not extend above mid-thigh.

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

- Students may not be admitted more than 30 minutes after the event begins and may only depart 30 minutes before the conclusion of the event. Students are expected to be picked up or otherwise leave the premises promptly. Failure to follow these guidelines may result in disciplinary action.

- Students who drive to a dance must park in the parking structure on Emory Street.
- Students receiving rides either to or from a dance must use the parking structure on Emory street for drop-off and pick-up. At the conclusion of the dance, students will be guided towards this lot.

Dances: Regulations

- Guests are not admitted without a high school ID. No guest over 20 years old will be permitted.
- All students in attendance must provide student ID upon request from school personnel. In the event of any violation of these regulations or any other behavior deemed inappropriate, the Dean/Administrator of the guest's school will be notified of the incident.
- Large jackets, purses, and backpacks may be inspected by school personnel before admittance to the dance. Students bring valuables at their own risk. Bellarmine is not responsible for any lost or stolen items.
- For the duration of the dance, students will be expected to be in compliance with the standards of dress stated above.
- All dance styles must comply with standards of Christian morality, standards that include modesty and safety. School personnel will be the final judge of the appropriateness of dance style. School personnel will confront any student behavior or dancing deemed inappropriate. This includes the following stipulations: no body parts other than the student's feet may be on the floor, students must be in an upright position at all times (no bending over). Additionally, a student's legs cannot wrap around a dance partner, nor may they pick up another student. When hands are placed on another student's body, they should be in appropriate places such as the waist or shoulders. Any dancing or movement that implies any sexual activity or motion is not permitted. Students should dance facing each other, not back to front.
- The use of tobacco, nicotine, alcohol, or any other illegal drug is not permitted.
- Students violating any of these rules may have their parent(s)/guardian(s) called and may be asked to leave the dance. Students who are in violation of school policies will also be subject to school disciplinary procedures up to and including dismissal.

Drop-Off Area (Before and After School)

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

Emergency Procedures

Should an unforeseen emergency force the closure of school, students will be directed to a safe location, where they will gather in a pre-determined area with their preparedness/summit class. Students must remain on campus until they are given to the custody of their parent(s)/guardian(s) and are not permitted to self-release. Please note that, in such an event, students may only leave campus after the entire Bellarmine student body has, as part of the Emergency Procedure, convened in a safe location and student and staff attendance has been completed satisfactorily.

Field Trips

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

Handling/Storage/Administration of Prescription Medication

Bellarmine College Preparatory's nursing staff holds the ability to store, handle, and administer medications throughout the school day as needed and prescribed by a licensed medical provider. Examples include, but are not limited to, epinephrine, albuterol, insulin, and stimulants for treatment of known learning disabilities. Medications will be approved at the discretion of the nursing and sports medicine staff within a reasonable scope of practice for a high school. A copy of a prescription and/or a label must be present on any stored medications that include the student's name, date of birth, dosage, and frequency information, as well as the Provider's name and phone number. Medications will be stored in a locked cabinet in the Nurse's

Office between uses. Parent(s)/guardian(s) must have an authorization form on file with the Nurse's Office. The authorization form can be found on Magnus. Any specific questions or requests should be submitted to the nurse directly. Contact information can be found on BCP's website.

ID Cards

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

Illness or Injury Procedures (Incurred on Campus)

All personal injuries incurred on campus should be reported immediately to the Dean's Office. If a student becomes ill while on campus, they should report first to the Nurse's Office (currently located on the first floor of Wade Academic Center). If the Nurse's Office is closed, students should report to the Dean's Office. Under no circumstances should an injured or ill student leave campus without notifying the Dean's Office. If a student is sent home due to illness or injury thereby missing a partial day of school, an absentee note is required upon his return to school.

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

Lockers

Student lockers will be assigned on a first come first served basis. Information on how to obtain a locker will be distributed in the first days of the school year. Freshmen will receive lockers through the Big Brother program. Lockers remain the property of the school and may be opened at any time by a member of the Administration. Students may not change their locker assignments without permission from the Dean's Office. Returning students may use their original locks or purchase a new one from the Campus Store. Only Bellarmine-issued locks are permitted on the school lockers. Key locks are reserved for book lockers; combination locks are reserved for gym lockers. Any damage to school lockers will be billed to the student assigned to that locker. Bellarmine is not responsible for anything taken from the lockers. Students missing their locker key may have their locker opened by a member of the Dean's Office once per day at \$1 per day. Lockers will be opened before school and at lunch.

Lost and Found

Lost and found items may be claimed in the Dean's office. Unclaimed items are discarded after one (1) week. Bellarmine is not responsible for items or valuables left on campus, in classrooms, in hallways, or in athletic areas. Found items should be brought to the Dean's Office.

Messages

If a message of urgent nature must be delivered to a student, please contact the Dean's Office (408-537-9480) or the student's personal counselor.

Parking and Vehicle Regulations

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

- Parking privileges can be revoked by the Dean at any time.
- Parking permits are non-transferable.

Reserved Campus Parking

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

Open Student Parking

- Parking structure (upper floors beginning on level P2D); soccer field lot, garden parking lot, and adjacent street parking.

Visitor Parking

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

Parking Enforcement

- Unauthorized vehicles parked in assigned spaces must be moved immediately. The school will attempt to notify the owner of the vehicle; however, if that fails, the vehicle may be towed so that the authorized vehicle may use the assigned spot.
- If the unauthorized vehicle belongs to a student, that student will receive a JUG and a fine of \$10—even if it is towed.
- Students must report to the Dean's Office if they are given a parking violation slip.
- Parking in any RED ZONE or space designated as "No Parking" may result in the vehicle being towed at the owner's expense and student receiving a JUG.

Proper Driving Regulations

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

Use of a Student's Image

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

Work Permits

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

TECHNOLOGY USAGE & ELECTRONIC DEVICES' POLICIES

Intended Purposes of Campus Technology

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

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

Ethics and the Internet

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

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

Specific Rules and Policies

When using computers

1. Tampering with computers or peripheral devices is defined as destruction of school property and may be deemed grounds for probation or dismissal. If a student discovers that a computer has been tampered with, they should notify a faculty or staff member immediately.
2. Software is not to be copied to or from any school computer unless a faculty or staff member has given prior consent. Most software is copyrighted, and unauthorized duplication is illegal and is covered by the normal school policy for stealing.
3. Ignorance is not an acceptable excuse for the misuse of hardware or software. When in doubt, seek assistance.
4. Games, social networking, and video sites are always prohibited on computers.

When using the Internet

1. Material that can be defined as pornographic, obscene, or vulgar should not be accessed, downloaded, printed, or viewed intentionally. Students who are found in violation of appropriate use of the Internet (either through viewing inappropriate material or playing games on campus computers) will have their account privileges revoked. Repeated or especially egregious violation of this usage policy is grounds for suspension and could lead to dismissal.
2. Respect and observe copyright laws.
3. Bellarmine reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology may subject the student to disciplinary action up to and including dismissal. Inappropriate use includes, but is not limited to, harassment, use of the school's name, remarks directed to or about teachers or administrators, offensive communications, and safety threats made on any internet sites (i.e., Social Networking websites, blogs, Journaling websites).

When using Bellarmine e-mail accounts

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

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

Accessing the Bellarmine network

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

State Law and School Policy

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

State law prohibits unauthorized access to computer systems.

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

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

Safety

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

Electronic Devices

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

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

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

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

Electronic Bellarmine Tablet Program

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

Caring for the Tablet

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

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

Tablet Accessories:

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

Damaged Tablets:

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

Lost or Stolen Tablets

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

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

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

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

Support

Contact the BCP Helpdesk for assistance:

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

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

10-Month Future Planning Calendar

Month _____ Year _____	Month _____ Year _____
Month _____ Year _____	Month _____ Year _____
Month _____ Year _____	Month _____ Year _____
Month _____ Year _____	Month _____ Year _____
Month _____ Year _____	Month _____ Year _____
Month _____ Year _____	Month _____ Year _____



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

Notes:

SEPTEMBER



Bellarmino
College Preparatory

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

AUGUST

Thursday, August 14



After School

1-3-5-7

First Day of Classes

Class Pictures

Friday, August 15



After School

2-4-6-8

Class Pictures

Saturday, August 16

Sunday, August 17

College Launch (Part 2)

AUGUST

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Goals and To-Do's

- _____
- _____
- _____
- _____
- _____
- _____

Monday, August 18



After School

3-5-M-7-1

Mass of the Holy Spirit

(Dress-Up Day)

Tuesday, August 19



After School

4-6-A-8-2

Evacuation Drill

Wednesday, August 20



After School

5-7-1-3

Fall Theatre Auditions

Notes:

SEPTEMBER

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					



Bellarmino
College Preparatory

AUGUST

Thursday, August 21



After School

6-8-2-4

Fall Theatre Auditions

Freshman & Transfer
Parent Night

Back to School Night

Friday, August 22



After School

7-1-3-5

Saturday, August 23

SATs

Sunday, August 24

AUGUST

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Goals and To-Do's

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- _____
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- _____
- _____
- _____

Monday, August 25

✓ After School

8-2-4-6

Tuesday, August 26

✓ After School

1-3-5-7

Wednesday, August 27

✓ After School

2-4-6-8

Notes:

SEPTEMBER



Bellarmino
College Preparatory™

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

AUGUST

Thursday, August 28



After School

3-5-7-1

Back to School Rally
(CT)

Friday, August 29



After School

4-6-8-2

Home Football Game and
Bellarmine Fan Fest

Saturday, August 30

Sunday, August 31

SEPTEMBER

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Goals and To-Do's

- _____
- _____
- _____
- _____
- _____
- _____

SEPTEMBER

Monday, September 1

✓ After School

Holiday

Classes Do Not Meet

Labor Day

Tuesday, September 2

✓ After School

5-7-1-3

Wednesday, September 3

✓ After School

6-8-2-4

Notes:

OCTOBER



Bellarmino
College Preparatory

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Thursday, September 4



After School

7-1-3-5

Club Day (CT)

Immersion Info Night

Friday, September 5



After School

8-2-4-6

Party in the Quad

Saturday, September 6

Sunday, September 7

SEPTEMBER

SEPTEMBER

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Goals and To-Do's

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- _____
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- _____
- _____

SEPTEMBER

Monday, September 8

✓ After School

1-3-5-7

Tuesday, September 9

✓ After School

2-4-6-8

Kairos 173

Jesuit Excellence Tour
College Fair

Wednesday, September 10

✓ After School

3-5-7-1

Kairos 173

SEPTEMBER

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Goals and To-Do's

- _____
- _____
- _____
- _____
- _____
- _____

SEPTEMBER

Monday, September 15

✓ After School

6-8-2-4

Tuesday, September 16

✓ After School

7-1-3-5

Mass of St. Robert Bellarmine

Shadow Day

Wednesday, September 17

✓ After School

8-2-4-6

Mass of St. Robert Bellarmine

Shadow Day

Notes:

OCTOBER

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



Bellarmino
College Preparatory™

Thursday, September 18



After School

1-3-5-7

Friday, September 19



After School

2-4-6-8

Transfer Student Retreat

Saturday, September 20

Mother-Son Event

Sunday, September 21

SEPTEMBER

SEPTEMBER

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Goals and To-Do's

- _____
- _____
- _____
- _____
- _____
- _____

Monday, September 22

✓ After School

Classes Do Not Meet

Day of Service, *Optional*

Tuesday, September 23

✓ After School

3-5-7-1

Wednesday, September 24

✓ After School

4-6-8-2

Senior Family College Financial Aid Night (*Virtual*)

Shadow Day

Notes:

OCTOBER



M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER

Thursday, September 25



After School

5-7-1-3

Shadow Day

Friday, September 26



After School

6-8-2-4

Robotics Tournament

Latino Student Union Retreat

Saturday, September 27

Robotics Tournament

Latino Student Union Retreat

Sunday, September 28

Robotics Tournament

SEPTEMBER

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Goals and To-Do's

- _____
- _____
- _____
- _____
- _____
- _____

SEPTEMBER

Monday, September 29



After School

7-1-3-5

Spirit Week

Tuesday, September 30



After School

8-2-4-6

Spirit Week

Shadow Day

Wednesday, October 1



After School

1-3-5-7

Spirit Week

Shadow Day

Notes:

NOVEMBER

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



Bellarmino
College Preparatory™

Thursday, October 2



After School

2-4-6-8

Spirit Week

Spirit Week Rally (CT)

OCTOBER

Friday, October 3



After School

3-5-7-1

Spirit Week

Saturday, October 4

SATs

Sunday, October 5

OCTOBER

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Goals and To-Do's

- _____
- _____
- _____
- _____
- _____
- _____

Monday, October 6



After School

4-6-8-2

SAT (Seniors, optional)

OCTOBER

Tuesday, October 7



After School

5-7-A-1-3

Safety Drill

Wednesday, October 8



After School

6-8-2-4

Notes:

NOVEMBER

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



Bellarmino
College Preparatory

Thursday, October 9



After School

7-1-3-5

Shadow Day

OCTOBER

Friday, October 10



After School

8-2-4-6

Saturday, October 11

Diwali Celebration

Sunday, October 12

Notes:

NOVEMBER



Bellarmino
College Preparatory™

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Thursday, October 16



After School

Fall Break
Classes Do Not Meet

OCTOBER

Friday, October 17



After School

Fall Break
Classes Do Not Meet

Saturday, October 18

Sunday, October 19

OCTOBER

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Goals and To-Do's

- _____
- _____
- _____
- _____
- _____
- _____

Monday, October 20



After School

3-5-7-1

OCTOBER

Tuesday, October 21



After School

4-6-8-2

Shadow Day

Wednesday, October 22



After School

5-7-1-3

Sophomore Leadership
Overnight Retreat (SLOR)

Shadow Day

Notes:

NOVEMBER



Bellarmino
College Preparatory

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Thursday, October 23



After School

6-8-A-2-4

DEIB Assembly

Sophomore Leadership
Overnight Retreat (SLOR)

OCTOBER

Friday, October 24



After School

3-5-7-1

Fall Theatre Performance

Saturday, October 25

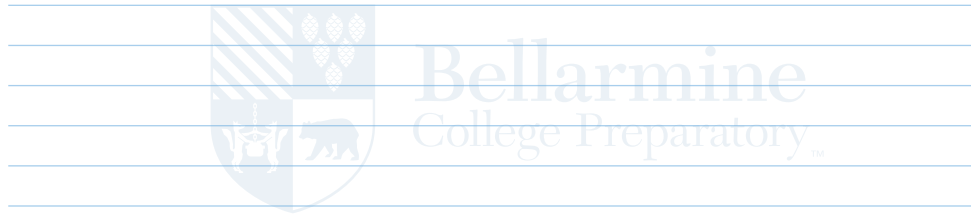
Fall Theatre Performance
Father-Son Work Day

Sunday, October 26

Fall Theatre Performance
Open House

Notes:

NOVEMBER



M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Thursday, October 30



After School

3-5-7-1

Shadow Day

Fall Theatre Performance

OCTOBER

Friday, October 31



After School

4-6-8-2

Fall Theatre Performance

Saturday, November 1

Fall Theatre Performance

Sunday, November 2

Dia de los Muertos Celebration

Notes:

DECEMBER



M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Thursday, November 13



After School

5-7-1-3

Shadow Day

NOVEMBER

Friday, November 14



After School

1-3-5-7

Saturday, November 15

Sunday, November 16

NOVEMBER

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Goals and To-Do's

- _____
- _____
- _____
- _____
- _____
- _____

Monday, November 17



After School

7-1-3-5

NOVEMBER

Tuesday, November 18



After School

8-2-PS-4-6

Thanksgiving Interfaith
Prayer Service

Wednesday, November 19



After School

1-3-5-7

Winter Theatre Auditions

Notes:

JANUARY

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



Bellarmino
College Preparatory

Thursday, December 11



After School

4-6-8-2

Friday, December 12



After School

5-7-1-3

Saturday, December 13

Sunday, December 14

Father-Son Christmas Brunch

DECEMBER

DECEMBER

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Goals and To-Do's

- _____
- _____
- _____
- _____
- _____
- _____

Monday, December 15



After School

6-8-2-4

BMG Candy Cane Day

Symphonic Band Concert

DECEMBER

Tuesday, December 16



After School

7-1-3-5

Wednesday, December 17



After School

8-2-4-6

Notes:

JANUARY

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



Bellarmino
College Preparatory

Thursday, December 25



After School

Christmas Break

Classes Do Not Meet

Christmas Day

Friday, December 26



After School

Christmas Break

Classes Do Not Meet

Saturday, December 27

Sunday, December 28

DECEMBER

Notes:

FEBRUARY

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	



Bellarmino
College Preparatory

Thursday, January 1



After School

Christmas Break

Classes Do Not Meet

New Year's Day

Friday, January 2



After School

Christmas Break

Classes Do Not Meet

JANUARY

Saturday, January 3

Sunday, January 4

Notes:

FEBRUARY

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	



Bellarmino
College Preparatory

Thursday, January 8



After School

3-5-A-7-1

Evacuation Drill

Friday, January 9



After School

4-6-8-2

JANUARY

Saturday, January 10

Sunday, January 11

Mother-Son Liturgy

Notes:

FEBRUARY

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	



Bellarmino
College Preparatory™

Thursday, January 15



After School

4-6-8-2

Kairos 174

Friday, January 16



After School

5-7-1-3

Kairos 174

JANUARY

Saturday, January 17

Sunday, January 18

Notes:

FEBRUARY

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	



Bellarmino
College Preparatory

Thursday, January 22



After School

4-6-8-2

Junior Parent College Night

Friday, January 23



After School

5-7-1-3

Saturday, January 24

Sunday, January 25

Santo Niño Celebration

JANUARY

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Goals and To-Do's

- _____
- _____
- _____
- _____
- _____
- _____

Monday, January 26



After School

6-8-2-4

Tuesday, January 27



After School

7-1-3-5

JANUARY

Wednesday, January 28



After School

8-2-4-6

Notes:

FEBRUARY

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	



Bellarmino
College Preparatory

Thursday, January 29



After School

Freshman Overnight Retreat,
Required

Sophomores, Juniors,
Seniors: Classes Do Not Meet

Friday, January 30



After School

Freshman Overnight Retreat,
Required

Sophomores, Juniors,
Seniors: Classes Do Not Meet

JANUARY

Saturday, January 31

Sunday, February 1

BSU Cultural Celebration

Notes:

MARCH

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



Bellarmino
College Preparatory

Thursday, February 5



After School

4-6-8-2

7th Grade Shadow Day

Kairos 175

Friday, February 6



After School

5-7-1-3

Kairos 175

Saturday, February 7

Sunday, February 8

Bell Wars

FEBRUARY

FEBRUARY

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Goals and To-Do's

- _____
- _____
- _____
- _____
- _____
- _____

Monday, February 9



After School

6-8-2-4

Tuesday, February 10



After School

7-1-3-5

Sophomore Parent College Night (*Virtual*)

FEBRUARY

Wednesday, February 11



After School

8-2-4-6

Notes:

MARCH

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



Bellarmino
College Preparatory

Thursday, February 12



After School

1-3-5-7

Club Day

Friday, February 13



After School

2-4-6-8

Saturday, February 14

Sunday, February 15

FEBRUARY

Notes:

MARCH

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



Bellarmino
College Preparatory

Thursday, February 26



After School

6-8-2-4

All School Rally (CT)

Friday, February 27



After School

7-1-3-5

Saturday, February 28

Sunday, March 1

Notes:

APRIL



Bellarmino
College Preparatory

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Thursday, March 5



After School

3-5-7-1

Friday, March 6



After School

5-7-1-3

Every Family is Holy Retreat

Winter Theatre Performance

Saturday, March 7

Winter Theatre Performance

Sunday, March 8

Winter Theatre Performance

MARCH

MARCH

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Goals and To-Do's

- _____
- _____
- _____
- _____
- _____
- _____

Monday, March 9

✓ After School

5-7-1-3

Tuesday, March 10

✓ After School

6-8-2-4

Spring Theatre Auditions

MARCH

Wednesday, March 11

✓ After School

7-1-3-5

Spring Theatre Auditions

Notes:

APRIL

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			



Bellarmino
College Preparatory

Thursday, March 12



After School

8-2-4-6

Winter Theatre Performance

Friday, March 13



After School

1-3-5-7

Winter Theatre Performance

Saturday, March 14

SATs

Golden Bell Auction

Winter Theatre Performance

Sunday, March 15

MARCH

Notes:

APRIL

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			



Bellarmino
College Preparatory™

Thursday, March 19



After School

4-6-8-2

Kairos 176

Friday, March 20



After School

5-7-1-3

Kairos 176

NFL Qualifiers

Saturday, March 21

NFL Qualifiers

Sunday, March 22

NFL Qualifiers

MARCH

Notes:

APRIL



Bellarmino
College Preparatory

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Thursday, March 26



After School

1-3-5-7

Sophomore Leadership
Overnight Retreat (SLOR)

Lined writing area for Thursday, March 26.

Friday, March 27



After School

2-4-6-8

Lined writing area for Friday, March 27.

Saturday, March 28

Eid Festival

Sunday, March 29

MARCH

Notes:

MAY



Bellarmino
College Preparatory

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Thursday, April 2



After School

6-8-PS-2-4

Holy Thursday

Holy Week Prayer Service

Friday, April 3



After School

Spring Break
Classes Do Not Meet

Good Friday

Saturday, April 4

Sunday, April 5

Easter

APRIL

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Goals and To-Do's

- _____
- _____
- _____
- _____
- _____
- _____

Monday, April 6

✓ After School

Spring Break
Classes Do Not Meet

Tuesday, April 7

✓ After School

Spring Break
Classes Do Not Meet

Wednesday, April 8

✓ After School

Spring Break
Classes Do Not Meet

APRIL

Notes:

MAY



Bellarmino
College Preparatory

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Thursday, April 16



After School

2-4-A-6-8

Unity Assembly

Solidarity Dinner

Friday, April 17



After School

3-5-7-1

Global Village

Saturday, April 18

Sunday, April 19

APRIL

Notes:

MAY



Bellarmino
College Preparatory

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Thursday, April 23



After School

7-1-3-5

Pride Week

Sophomore Leadership
Overnight Retreat (SLOR)

Friday, April 24



After School

8-2-4-6

Pride Week

Saturday, April 25

Junior Prom

Sunday, April 26

APRIL

Notes:

JUNE



Bellarmino
College Preparatory

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Thursday, April 30



After School

4-6-8-2

Spirit Week

Spirit Week Rally (CT)

7th Grade Shadow Day

Friday, May 1



After School

5-7-1-3

Spirit Week

Saturday, May 2

SATs

Senior Ball

Sunday, May 3

Notes:

JUNE



Bellarmino
College Preparatory

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Thursday, May 7



After School

1-3-5-7

Spring Theatre Performance

Friday, May 8



After School

2-4-6-8

BellsGive

Spring Theatre Performance

Saturday, May 9

Bellarmino's 175th Anniversary Celebration

Spring Theatre Performance

Sunday, May 10

Spring Theatre Performance

MAY

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Goals and To-Do's

- _____
- _____
- _____
- _____
- _____
- _____

Monday, May 11



After School

3-5-7-1

Percussion Concert

Tuesday, May 12



After School

4-6-8-2

Wednesday, May 13



After School

5-7-A-1-3

Awards Assembly

Notes:

JUNE



Bellarmino
College Preparatory

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Thursday, May 14



After School

6-8-2-4

ASB Bell Bash (CT)

Friday, May 15



After School

7-1-3-5

Saturday, May 16

AAPI Heritage Celebration

Sunday, May 17

College Launch (Part 1), Virtual

MAY

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Goals and To-Do's

- _____
- _____
- _____
- _____
- _____
- _____

Monday, May 18



After School

8-2-4-6

Tuesday, May 19



After School

1-3-5-7
Friday Bell Schedule

Wednesday, May 20



After School

2-4-6-8
Friday Bell Schedule

ASB End of Year Celebration

Last Day of 2nd Semester

Notes:

JUNE



Bellarmino
College Preparatory

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Thursday, May 21



After School

Graduation Practice

Baccalaureate Mass

Friday, May 22



After School

Graduation

Saturday, May 23

Sunday, May 24



7 Principles of **CONSTRUCTIVE DIALOGUE**

1 Presume good intentions.

2 Use "I" statements.

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

4 Ask questions of others as individuals.

5 Listen to understand, not to respond.

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

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

Mission Statement

Bellarmino College Preparatory
is a community of men and women
gathered together by God for the purpose
of educating the student to seek justice
and truth throughout their life.

We are a Catholic school
in the tradition of St. Ignatius of Loyola,
the Founder of the Society of Jesus.
As such, our entire school program is dedicated
to forming “men for and with others”—persons
whose lives will be dedicated to bringing all
their God-given talents to fullness and to living
according to the pattern of service
inaugurated by Jesus Christ.

