

Bethlehem Catholic High School



Student Handbook 2023-2024



BETHLEHEM  *I believe*

110 Bowlf Cres.

Phone: 306.659.7900

Fax: 306.659.2203

www.gscs.ca/bet

@bethlehemstars on Instagram

Table of Contents

A Message from Bethlehem’s Administrators.....	1
GSCS Mission Statement.....	1
Bethlehem High School Vision Statement.....	1
Bethlehem School Prayer.....	2
Spiritual Dimension.....	2
Parish Involvement.....	3
2023-2024 Staff.....	4
School Information.....	5
Daily Schedules.....	5
Student Services.....	6
Chaplaincy.....	6
Counselors.....	6
Restorative Action Program (R.A.P.).....	6
Aboriginal Student Achievement Coordinator (ASAC).....	6
School Social Worker.....	6
School Resource Officer (SRO).....	6
GSCS Online Cyber School.....	6
Commons.....	6
Driver Education.....	7
Shaw Centre and Tommy Douglas.....	7
Daily Notices.....	7
Lockers.....	7
School Photos.....	7
Student Cards.....	8
Student Parking.....	8
Visitors.....	8
Student Dress Policy.....	8
Mobile Device Acceptable Use Policy.....	8
GSCS Internet Acceptable Use Policy.....	9
Unassigned Time.....	9
Alcohol and Drug Policy.....	9
Smoking and “Vaping”.....	9
Attendance.....	10
Academic Expectations.....	11
Academic Integrity.....	11
Requests for Class Changes.....	11
Permission to Discontinue a Class.....	11
Required to Discontinue a Class.....	11
Withdrawal from School.....	11
Examination Policy.....	11
Missed Examination Policy.....	12
Final Assessments.....	12
Deferred Final Exam.....	12
School Partnerships.....	13
Bethlehem Catholic High School, Tommy Douglas Collegiate and the City of Saskatoon.....	13
Bethlehem Catholic School Community Council.....	13
Parent-Teacher Communication.....	13
Extra-Curricular Programs.....	14
Student Representative Council (SRC).....	14
STARS Athletics.....	14
Social Programs/Clubs.....	14
Student Schedules.....	15
Awards.....	16
Principal’s Honour Roll.....	16

Leadership Awards 17
Shining STAR Awards..... 17
Graduation Criteria 17
 English Program 17
 French Immersion Program 17
 Ukrainian Bilingual Program 17
 Establishing the Graduation List..... 17
Safe Positive Schools 18
 Evacuation Drills..... 18
 Other Emergency Drills 18
Appendix A 19
 Bullying Policy and Procedures..... 19
 Types of Bullying Behavior 19

A Message from Bethlehem's Administrators

Welcome to Bethlehem Catholic High School! We are looking forward to the new school year and are excited about the opportunities that lie ahead for students, staff, families, and the community. We look forward to working with you to reflect the school division's statement to be a "welcoming community where we nurture faith, encourage excellence in learning and inspire students to serve others, making the world a better place."

Like the original journey to Bethlehem, the road ahead is filled with excitement, commitment, faith in the purpose and some uncertainty. With every step forward, we know that we are guided by God and His love and compassion. Thank you for joining us on our journey. "I believe" We are confident that the Stars of Bethlehem will shine brightly for all to see!

Shelda Hanlan Stroh – Principal
Rebecca Epple – Vice Principal
Brett Hoffman – Vice Principal

Greater Saskatoon Catholic Schools Mission Statement

A welcoming community where we nurture faith,
encourage excellence in learning and inspire students to serve others,
making the world a better place.

*"We love because He first loved us."
~ 1 John 4:19*

Bethlehem Catholic High School Vision Statement

Bethlehem Catholic High School is a community where all are welcome into the embrace of God's love. We are committed to sharing an excellent Catholic education with our students and helping them to see Christ's presence in our school, in our world, and in one another. All members of the learning community are listened to and valued for their courage to share their beliefs. There is an environment of trust and risk taking where staff, students, and parents can learn and grow together. We believe in lifelong learning for all. We are a community of hope where all will be treated with care, compassion, and respect. We are a school that is innovative, organized, and built around the needs of the students and families we serve. We believe that when our students graduate from Bethlehem Catholic High School that they will not simply fit into society, but help transform it. It will be the role of the entire community of Bethlehem to be like the star in the East guiding the shepherds and Wisemen toward Christ.

*"Where is the one who has been born king of the Jews?
We saw his star in the east and have come to worship him." ~ Matthew 2:2*

Bethlehem School Prayer

Heavenly Father,

*Let the light of our faith lead us closer to You,
as the Star of Bethlehem invites us to Your Son.*

*Thank You for all of our talents, gifts and blessings.
Guide us to use them wisely so as to bring You honour and glory.*

Let our words and actions reflect Your will to love and serve one another.

We make this prayer through Jesus Christ our Lord.

Amen.

Holy Family of Bethlehem; pray for us.

Spiritual Dimension

The spiritual dimension of Bethlehem Catholic High School permeates our building. The life and activities of the school are to be filled and governed by the Spirit and our Gospel values. Our faith is encouraged and nourished in a variety of spiritual activities. Students have many opportunities to be part of a faith-filled environment: daily prayer and devotions, planning or participating in class or school liturgies, liturgical season of celebrations and the Sacrament of Reconciliation. We welcome the opportunity for service projects in the local and global community.

Catholic Studies is an integral and vital part of the education and formation of each student in the school. The objective remains to encourage in students a deep and life-long love for Jesus Christ, the Catholic faith, the Sacraments, and prayer life. Liturgical celebrations throughout the school year support this objective. The responsibility of making Bethlehem a Catholic High School belongs to all people involved with the school. Students of all religious backgrounds are welcome at Bethlehem with the understanding they are committing themselves to full participation in the faith life and Christian formation of the school.

Participation in the Catholic Studies program is compulsory. A major component of the Catholic Studies program is the Catholic Action Project (CAP). Students must complete the CAP in order to achieve credit in the class.

Parish Involvement

Students at Bethlehem Catholic High School are encouraged to take an active role in their home parishes which includes regular attendance at Mass.

Our Lady of Czestochowa

306-382-2878
301 Avenue Y South
https://rcdos.ca/mass_times/our-lady-of-czestochowa/

St. Martyrs-Canadiens

306-665-1829
1007 rue Windsor
Dimanche: 10h30
<https://smc.saskatooncatholic.ca/>

St. John Bosco

306-652-1045
1202 Avenue O South
Sunday: 10:00 am
<https://www.stjohnboscosk.ca/>

St. Mary's

306-244-2983
211 Avenue O South
Saturday: 4:00 pm (Spanish Mass) & 7:00 pm
Sunday: 9:00 am & 11:00 am
<https://stmarysparishyxe.org/>

St. Peter & Paul Ukrainian Catholic Church

306-343-6516
1202 11th Street East
Weekdays: 8:00 am
Saturday: 9:00 am & 5:00 pm
Sunday: 9:00 am (Ukrainian) & 11:00 am
<https://sspp.ca/>

Ukrainian Catholic Parish of the Dormition of the Blessed Mother of God

306-652-4837
120 105th Street West
Sunday: 9:30 am & 5:00 pm (Sept.-April)
<https://www.dormitionsaskatoon.ca/>

St. Paul's Co-Cathedral

306-652-0033
720 Spadina Crescent East
Daily Mass: 12:10 pm
Sunday: 8:00 am, 10:00 am, 8:00 pm
<https://www.stpaulscc.com/>

St. Patrick's

306-384-1100
3339 Centennial Drive
Saturday: 5:00 pm
Sunday: 8:30 am & 10:30 am
https://rcdos.ca/mass_times/st-patrick-parish-centre/

St. Peter the Apostle

306-382-5503
1121 Northumberland Ave
Saturday: 5:00 pm
Sunday: 11:00 am
<https://rcdos.ca/event/confirmation-at-st-peter-the-apostle-parish-saskatoon/>

St. Michael's

306-242-5150
18 - 33rd Street East
Sunday: 9:00 am
https://rcdos.ca/mass_times/st-michael/

St. George's Ukrainian Catholic Cathedral

306-664-3459
210 Avenue M South
Weekdays: 7:30 am (Tuesday-Friday)
Sunday: 9:30 am (Bilingual)
<https://cathedralsaskatoon.com/>

2023-2024 Staff

J. Abrigo – Caretaker
D. Amiss – Cafeteria Manager
I. Anonuevo – Educational Assistant
R. Arthurs - Teacher
D. Babcock – Teacher
A. Bandet – Educational Assistant
J. Barabas – Building Operator
T. Becker – Student Counsellor
B. Boechler – Student Councillor
D. Bohmann – RAP Teacher
M. Braithwaite – Educational Assistant
D. Buttinger – Teacher
C. Buzinski – Teacher
A. Byblow - Teacher
J. Caleo – Caretaker
Y. Calvert – Educational Assistant
J. Carmona-Figueroa – Teacher
S. Chatlain - Teacher
J. Chomitzky - Office Coordinator
J. Cody – Teacher Chaplain
A. Cooney – Teacher
J. Coronacion – Caretaker
T. Cratty – Teacher
L. Crawford – Teacher
A. Curry – Teacher
J. Dale - Teacher
A. Deacon – Teacher
C. Devon - Teacher
B. Dietrich – Teacher
A. Engele – Medical Facilitator
R. Epple - Vice Principal
L. Fabian – Educational Assistant
L. Farrow – Teacher
D. Fehr – Educational Assistant
S. Fernquist – Teacher
M. Fortosky – Educational Assistant
D. Freistadt – Educational Assistant
G. Fuller – Educational Assistant
K. Gibson – Teacher
C. Gilmore - Teacher
D. Gursky – Teacher
M. Haanen - Teacher
S. Hanlan Stroh – Principal
J. Harris - Teacher
I. Hecht - Teacher
D. Herrick - Teacher
B. Hoffman - Vice Principal
M. Horner – Teacher
K. Huntley – Teacher
Mme. R. Istifo – Teacher
C. Junk – Teacher
J. Kawa – Teacher
J. Kawa - Teacher
A. Kelly – Teacher
B. Kovitch – Educational Assistant
D. Kozun – Teacher
J. Kraus – Teacher

N. Lagria – Educational Assistant
G. Lashyn – Teacher
R. Lemire – Educational Assistant
S. Lieffers-Pritchard – Teacher
A. Lockert - Teacher
L. Lovegrove – Teacher
L. Manderscheid - Teacher
V. Marko - Teacher
B. Martinson – Teacher
J. Melnyk – Teacher
M. Miller – Interpreter
S. Mills – Teacher
V. Moate – Teacher
J. More – ASAC Worker
L. Mourre – Educational Assistant
K. Neinaber – Teacher
L. Newman – Main Office
J. Nicholson – Teacher
K. Nolin – Library Technician
J. Nordick - Teacher
C. Okemwa – Attendance Secretary
T. Okotinsky - Student Services Secretary
S. Olenick – Teacher
S. Ostertag – Educational Assistant
L. Pamonag – Head Caretaker
K. Peters – Teacher
M. Pineda – Educational Assistant
P. Pizzuto – Educational Assistant
R. Rau - Teacher
B. Reidy – Teacher
H. Resabal – Caretaker
T. Revering – Teacher
D. Roesler – Teacher
B. Ross - Teacher
J. Sadoway – Teacher
S. Saganski - Teacher
A. San Jose – Teacher
B. Schnitzler – Teacher
J. Simpson-Liburdi – Teacher
T. Stonehouse – Educational Assistant
M. Strasky - Main Office
J. Stratyчук – Teacher
D. Strong – Teacher
M. Tan – Educational Assistant
E. Tremblay – Teacher
M. Trumpy - Teacher
B. Turner - Teacher
M. Turple - Teacher
F. Veslinos – Teacher
M. Voisey – Educational Assistant
R. Wall – Cafeteria Assistant
J. Waters – Educational Assistant
S. Waters – Teacher
S. Watkins – Teacher
S. Wilson – Educational Assistant
M. Yuzdepski - Teacher

School Information

Daily Schedules

Regular Schedule

8:38 am	Warning music to head to class
8:40 am – 9:50 am	Period 1 and Morning Prayer
9:55 am – 10:55 am	Period 2
10:55 am – 11:05 am	BREAK
11:05 am – 12:15 pm	Period 3 and Daily Notices
12:15 pm – 1:05 pm	LUNCH
1:05 pm – 2:05 pm	Period 4
2:10 pm – 3:10 pm	Period 5

Shortened Day Schedule

8:38 am	Warning music to head to class
8:40 am – 9:25 am	Period 1 and Morning Prayer
9:30 am – 10:10 am	Period 2
10:15 am – 11:00 am	Period 3 and Daily Notices
11:00 am – 11:10 am	BREAK
11:10 am – 11:50 am	Period 4
11:55 am – 12:35 pm	Period 5

Special Events Schedule

8:38 am	Warning music to head to class
8:40 am – 9:35 am	Period 1 and Morning Prayer
9:40 am – 10:30 am	Period 2
10:30 am – 10:40 am	BREAK
10:40 am – 11:35 am	Period 3 and Daily Notices
11:35 am – 12:35 pm	SPECIAL EVENT
12:35 pm – 1:25 pm	LUNCH
1:25 pm – 2:15 pm	Period 4
2:20 pm – 3:10 pm	Period 5

Student Services

Chaplaincy

Bethlehem Catholic High School is founded on Christian beliefs. At the heart of our philosophy is the opportunity for every student and staff member to grow in Christian faith. Chaplaincy plays a key role in helping to provide this opportunity. The chaplain is involved in teaching the Word, in building community and in celebrating faith. This is accomplished through a variety of activities such as daily devotions, morning devotion, Liturgy of the Word, organizing Masses, Advent and Lenten activities, Reconciliation, retreats and community outreach projects. The chaplain is available to all students for conversations and supports.

Counselors

School counselors provide academic counselling in the form of course selections, career planning, post-secondary school information, and advertise information on scholarships. They also provide support for students who need extra support and guidance and make referrals when necessary. Students may see the counselors directly or by making an appointment with the student services secretary.

Restorative Action Program (R.A.P.)

The purpose of this program is to help students manage conflict that occurs in their lives, whether it is at home, at school, or in the community. Our R.A.P. worker is available in Student Services to help mediate conflict and provide support for students. Caregivers are encouraged to access this service if they feel their child or family would benefit.

Aboriginal Student Achievement Coordinator (ASAC)

The Aboriginal Student Achievement Coordinator assists students in pursuing academic success. The role supports initiatives from our school, division and province, to increase graduation rates among students in our First Nation and Métis communities.

School Social Worker

The school social worker is able to assist students on a confidential basis with issues that are affecting their ability to succeed in school. Appointments should be made through Student Services.

School Resource Officer (SRO)

The School Resource Officer works with the school to enhance relationships between the police and the school community. The SRO may act as a support in situations that require conflict resolution. The SRO works in conjunction with the school to provide support, guidance and information around legalities.

GSCS Online Cyber School

GSCS Online Cyber School is an online virtual K-12 school, offering credited courses for high school students. For more information contact: GSCS Cyber School Web Site at www.gscs.ca/cyb ; (306) 659-7700 or speak with a school counselor.

Commons

The commons area serves as a place for all students to gather and to eat. Items may be purchased throughout the day until 1:10 p.m. at the cafeteria. Lunches, drinks and snacks can be purchased at noon and students are welcome to use the commons to eat their own lunch.

Driver Education

Bethlehem Catholic High School in cooperation with Klassen Driving School Ltd. (klassendrivingschool.com), offers a program of driver education for students. The program places emphasis on instilling a mature driving attitude and developing good driving skills among young drivers. The in-class portion of the program consists of thirty hours of instruction offered after school during a four week period. The in-car training includes six hours of instruction. Students should miss only one class period per subject to accommodate the in-car training component.

Students will need to register online with Klassen's Driving school at klassendrivingschool.com in order to be enrolled in the Driver Education program. Information on how to register is available at the attendance desk.

Students will receive an email from Klassen's Driving school with an invitation to a class which they will be required to reply to in order to be accepted in the class.

Students must be aware that they may be disqualified from the driver education program for absences from the in-class and/or in-car instruction. The driver education teacher will inform students about the requirements of the program. Disqualified students may be required to register with an external driver educator at their own costs. A current cost for this service is approximately \$500.00.

Students who miss a scheduled in-car session without notifying their instructor prior to their absence will be charged for the missed session.

Shaw Centre and Tommy Douglas

Students are not to enter the Shaw Centre or Tommy Douglas Collegiate during the school day unless accompanied by their classroom teacher. The doors to the Shaw Centre are not to be used as an entrance/exit to and from Bethlehem by students at any time during the day.

Daily Notices

Information for students will be read by period 3 teachers at the beginning of the period. Student notices are shared each day on our school web page at www.gscs.ca/bet.

Lockers

Lockers are the property of the school and are loaned to students to secure outer clothing and books. We remind students that:

- Absolutely **no one** should know your combination.
- Students are responsible for keeping their locker neat and tidy.

Bethlehem Catholic High School **cannot** assume responsibility for articles missing from lockers.

- **Do not** place valuables or money in your lockers.
- Vandalism to your locker should be reported to a Vice Principal immediately.
- When deemed necessary, a parent, teacher, or school administrator may enter a locker.
- School Board Policy IAC states "Principals and/or teachers are authorized to search school property in order to maintain safety or discipline."

School Photos

All students at Bethlehem have the opportunity to have school photos taken in September. These photos are used internally for the school database and student ID cards as well as external media such as the school yearbook. Students who miss the photos days in September will have the opportunity to have their photo taken on the retake day in October. A media consent form, signed by parents/guardians, is required for student images to be published in the yearbook, shared on social media, and other external sources.

Student Cards

Student cards are provided for each student from the school photos taken in September. Student cards are necessary for: borrowing materials from the school library, identification as a student (e.g. in movie theatres), qualifying for student rates on the transit system and admission to school events. Student cards are usually issued in September. Replacement cards may be purchased from the office for students who lose their cards.

Student Parking

Students are to park in the student parking lot or on Hart Road. Students must park and drive appropriately at all times or risk being ticketed, charged or lose the privilege of parking in the school lot. Parking is limited so carpooling and utilizing transit services is encouraged. Students are not to park in the Shaw Centre parking lot doing so can be subject to fines from the City of Saskatoon.

Visitors

Bethlehem Catholic High School is considered private property during the school day. All visitors are asked to report to and wait at the main office. Except in exceptional circumstances friends or associates are not allowed to be in our building or on our grounds. In emergency situations, visitors may page students to the Main Office. Under no circumstances are visitors permitted to loiter or wander through the school or on school property.

Appropriate Dress

The intent of developing dress guidelines is to support a respectful and safe environment; it is not meant to be prescriptive or punitive. We recognize that decisions about dress reflect individual expression, socio-cultural norms, and economic factors, and that they are personal and important elements of a person's well-being. Students have the right to express themselves, feel comfortable and have the freedom to make dress choices. Students have the responsibility to make dress choices that ensure dignity and respect for themselves and for others.

Certain requirements for student dress may be outlined for safety purposes or specialized activities. Examples of such activities include field trips, play days, PAA courses, art activities and Physical Education. Where students are engaged in Work Experiences, then dress requirements at these locations must be respected.

Criteria to be used in discussing Student Dress Guidelines include:

- dignity and respect for all
- age of the students
- ability to identify students (i.e., any coverings that obscure the face)
- safety considerations.

School Dress Guidelines include the following examples of what is inappropriate:

- clothing or other accessories that promote or symbolize drugs, alcohol, tobacco, illegal activity, racism, violence, sexualized slogans or images, pornography, obscene designs or words
- wearing undergarments as outer wear - gang-related styles or symbols.

When there are differences in opinions in terms of student dress appropriateness, all involved have a duty to ensure dignity and respect is maintained. In the case where a student is required to remedy inappropriate dress, a variety of options will be presented that maintains the dignity of the student.

Mobile Device Acceptable Use Policy

Mobile devices must be on "**silent**" mode while students are in class. Mobile devices **may not be used** during class time, unless directed by a staff member. Cell phones are not to be used during liturgies and mass. Students who inappropriately use their mobile device during class time may have it taken to the Main Office and have to retrieve it after Period 5 from an administrator. The office is open until 3:45 pm for mobile device pick-up. Mobile devices **shall not be used** to bully. **This is a criminal offence.** In these instances, the

school's processes for dealing with incidents of bullying may be put into effect. Other consequences will be considered as necessary. Video & audio recording of others are not allowed in the classrooms unless approved by the teacher. Mobile devices may not be used in washrooms or change rooms or the gymnasium.

Internet Acceptable Use Policy (Greater Saskatoon Catholic Board of Education and Bethlehem Catholic High School)

The Internet can be a valuable resource to students needing to access, evaluate, use, and produce information. Usage of the Internet should follow the Greater Saskatoon Catholic Schools mission statement. Internet access is a privilege, not a right.

- E-mail accounts have been provided to individual students.
- Student access to personal email or other free web-based accounts on school computers is not permitted.
- Use of chat lines or news groups is not allowed except under the direct supervision of a teacher for a specific purpose.
- School rules for proper behaviour and communication apply.

Articles may be printed from the Internet for school-based research at the cost of 10 cents per page if such printing is in accordance with copyright regulations.

Inappropriate use of the Internet will be cause for disciplinary action that could include but not be limited to:

- Internet/computer privileges being revoked for a period of time;

Unassigned Time

Students are expected to use unassigned time (spares) constructively. Consequently, students are asked to adhere to the following guidelines:

- Use the Student Commons for quiet study, group work, relaxing or socializing.
- Use the Library for quiet, individual study and research.
- Students should not be in hallways while classes are in session.

Alcohol and Drug Policy

Spiritual, academic and extracurricular programs at Bethlehem Catholic High School are designed to help students adopt positive lifestyles. We believe that the use of alcohol and drugs interferes with the learning process and can have a lifelong, negative effect upon students. Students will have access to an addictions counselor if need arises.

The Bethlehem Catholic High School policy and practice regarding alcohol and drugs is as follows:

- Through our instructional program, students will obtain basic knowledge of the consequences of alcohol and other drug use.
- Students will be actively encouraged to develop a positive lifestyle through curricular, extracurricular and special programs.

The possession, use or trafficking of alcohol or drugs is illegal. Evidence that a student is or has been using alcohol or drugs during the school day or at school activities will be considered a serious violation of school policy. Students who appear to be under the influence of drugs or alcohol may be suspended until the school completes its investigation of the incident. Students involved in situations that violate this policy will be subject to one or more of the following consequences: parental involvement, suspension, referral to rehabilitative agency, relocation to an alternate educational setting, access to addictions counselor, police involvement.

Smoking and "Vaping"

Students are encouraged not to smoke or vape. ***Students in grade ten and above may only smoke/vape in the designated area off school property.*** Through curricular and other support programs we will assist students who wish to adopt a smoke-free lifestyle.

Students may only use the smoking area before school, at the ten-minute break, at lunch or after school. Students are not permitted to use or sell tobacco products on school property or in the vicinity of the school.

Attendance

Bethlehem Catholic High School is committed to promoting a climate of high expectations. It is our hope that parents, students, teachers and school administrators can work together to minimize the amount of time that a student is absent from school.

To aid in the achievement of our common goal, parents/guardians are asked to:

- At the earliest sign of an attendance concern, teachers will attempt to contact the home to discuss the student's attendance and the impact of further absences on student achievement.
- Parents/guardians are requested to make medical and dental appointments outside school hours when possible.
- If special circumstances (emergencies, compassionate leave, etc.) warrant a student to be absent for a period of time, please contact the school to inform us at your earliest convenience.
- Do everything they can to minimize student absence from school. Inform the school, either through Edsby or phone, every time your child is absent. Absences can be acknowledged in Edsby or by leaving a message on the Attendance Line at 659-7906. These services are available 24 hours a day.

Lates

Students are expected to arrive at or before the class begins and are considered late if they are not in their designated place when the clock indicates the time for the commencement of the class. Students who are occasionally late should go directly to class and follow the procedures outlined by the classroom teacher.

Students who are repeatedly late for class will be asked to report to the attendance office to speak with an administrator for a late slip before proceeding to class. Our school is searching for positive academic and social growth in regard to the late behaviours of students. With the support of the parents, their child can demonstrate the importance of being on time in our society.

Students are responsible for making up work that was missed due to an absence from class. If contact is made with the teacher, a mutually agreeable meeting time may be possible to discuss work missed.

If chronic absenteeism develops, the parent/guardian may be asked to meet with an administrator and discuss possible alternatives for their child. A possible consequence of poor attendance may include requiring the student to drop the class. If a student is required to drop more than one course their status will be reviewed by the administration and the student may be referred to an alternate school.

Extended Absences

Bethlehem Catholic High School requests that a form be filled out by parents when their student will be away from school for five consecutive days or longer. This ensures accurate and timely information is communicated between the student, the parents, the teachers and administration. Forms are available at the Attendance desk.

If there is an unreported absence, parents/guardians will be contacted via the Edsby automated notification system the morning of the absence. The automated notification system will attempt to contact parents at multiple contact points until a reason is submitted for the absence. If the absence has not been verified by a parent by the end of the school day, a second communication will be sent out at the end of the school day.

Academic Expectations

Academic Integrity

The goal of Bethlehem Catholic High School is to instill Catholic Christian values in our students. Honesty and integrity are two of these values. At Bethlehem Catholic High School we will create an atmosphere that will inspire all students to give their best. In those situations, where a student chooses not to follow this path and is dishonest in their work, there will be natural consequences to their choice.

Examples of a lack of academic integrity include such things as:

- using or possessing unauthorized material/information in examinations.
- the use of another's work, represented as one's own (plagiarism).
- making up or changing the results of labs, projects or reports.
- using an unfair mechanical or technological advantage (eg. Chat GTP).
- aiding another student's dishonesty.

After a discussion with the student and others who may be involved, depending upon the severity of the breach of academic integrity, the following consequence may result:

- ***the student shall receive a mark of zero for the exam, report or project involved.***
- ***instances of academic cheating on final exams will be dealt with by the administration. In most cases, the paper will be declared null and void and the student will receive a final mark of zero for that particular exam.***

Requests for Class Changes

Students who request class changes must do so within the first three school days of the semester. Changes will only be considered if space is available in the class requested.

Permission to Discontinue a Class

Students wishing to discontinue a class:

- Must see a counsellor or a vice principal and complete a drop form for the class.
- Must discuss the decision with the teacher.
- Must ask parents/guardians for permission to drop the class.
- Permission to drop may not be obtained when 30 class days (or fewer) remain in the semester.

Required to Discontinue a Class

A student may be required to discontinue a class:

- If attendance becomes irregular and does not improve despite appropriate supports and interventions..
- If performance is such that obtaining credit appears impossible.
- If behavior continuously interferes with the learning of others.

Withdrawal from School

Students withdrawing from school during the school year must see a counsellor or administrator who will explain the withdrawal procedures. It is important to have a transcript of marks for registering at another school.

Examination Policy

Fair assessment of, and credit for, academic accomplishments is an important part of the educational process. Assessment procedures allow teachers to monitor student progress and performance, and intervene when necessary, and allows the student the opportunity to demonstrate their knowledge. When testing occurs, teachers strive to ensure the fairness and reliability of the examination and evaluation process. It is with this in

mind that we must recognize the importance of writing exams at the scheduled time. Missed examinations place the entire process of assessment of student progress at risk, resulting in the following concerns:

- Equality of opportunity and assessment
- Security of examination components
- Creation of an equivalent assessment instrument
- Arrangement, scheduling, and supervision of a comparable examination

Missed Examination Policy

To ensure that our evaluation is as fair as possible, all students are expected to write all examinations at scheduled times. The following guidelines will apply in the event that a student is absent for a scheduled exam:

- Upon missing an exam, it is the responsibility of the parent/guardian to confirm the absence by calling the attendance line (659-7906) in advance of the absence, when possible.
- Upon missing an exam, it is the responsibility of the individual student to make arrangements with their teacher.
- Missed exams must be written at the time designated by the student and teacher. Failure to do so may result in the mark of 0% for the exam (some exceptions in special situations will be made).
- Skipping an exam may result in the loss of the opportunity to write the exam and result in a mark of 0%.

Final Assessments

At the end of each semester, provisions are made for two-hour and 15-minute evaluation/instructional periods. All students must write final exams or attend final activities at the end of each semester for all their classes.

Deferred Final Exam

The procedure to obtain permission to write a final exam on a date different from the scheduled date is as follows:

1. Pick up a Deferred Final Exam request form from the principal's office. A written request for the exam you would like re-scheduled must be completed and signed by both the student and parent/guardian. Submit this request to the Principal.
2. The principal, in consultation with the teacher, will determine whether or not a deferred exam will be granted.
3. An alternate date, time and location will be determined by consulting both the student and the teacher.
4. The student, teacher and the principal will be supplied with a form indicating the arrangements.

School Partnerships

Bethlehem Catholic High School, Tommy Douglas Collegiate and the City of Saskatoon

The partners have worked together to develop an innovative and collaborative approach to integrate resources. These resources include land, buildings, programs, and services, while continuing to respect the specific mandates of each participating partner. In Bethlehem, the second gymnasium is co-funded by the City of Saskatoon and the Greater Saskatoon Catholic School Board. The partnership is being overseen by a Program and Operations Committee with representation from all three partners. It is our vision and hope that this partnership will serve our students and the community in new and exciting ways.

UNESCO Associated Schools Project Network (ASPnet)

In September 2009, Bethlehem Catholic High School joined ASPnet. This was marked by an official flag-raising ceremony. This network of committed schools is engaged in fostering and delivering quality education in pursuit of peace, liberty, justice and human development. We continue to fly the UN flag and remain committed to both new and continuing initiatives. Being a UNESCO/ASPnet school allows Bethlehem Catholic High School further opportunities to expand our mission of being a faith-based, Christ-centred group of learners who care deeply about the community and about transforming the world.

Bethlehem Catholic School Community Council

Is a parent association as mandated by the Education Act that meets six times per year. We encourage all parents/guardians to become involved by attending our meetings and information sessions to make our school the best it can be. We welcome and look forward to your input and questions. Please feel free to contact the school, with any questions or ideas that you may have for the Catholic School Community Council.

Catholic School Community Council and School Administration will provide regular information and opportunities for parents and guardians for the school year. ***These dates can be found on the school calendar in Edsby or on our school website at www.qscs.ca/bet***

Parent-Teacher Communication

At Bethlehem Catholic High School, we recognize the importance of the home and school working together with the student to ensure the best possible success. This is an important relationship and one that requires effort and communication. Throughout the year the teacher may contact the home.

As well, parents are encouraged to contact their child's teachers, counsellor or administrator if there are questions or concerns regarding their child. A list of staff members and their email addresses are available on the school website.

We encourage parents to schedule conferences in Edsby when the links are sent out for each semester. ***Please note: The Student/Parent/Teacher Conference notification is sent out approximately two weeks before conferences. The scheduler closes the Monday prior to conference dates.***

Extra-Curricular Programs

Students at Bethlehem are encouraged to develop their God given talents by participating as fully as possible in the spiritual, academic, social, and athletic life of the school. The staff devote many extra hours to make opportunities possible for all students. Students are to select their involvement carefully to ensure that there is no conflict with their academic program.

Student Representative Council (SRC)

Our Student Representative Council provides voice and leadership for our students. Elections and appointments to the SRC occur in the spring for the following school year. Grade 9 reps are elected in the fall. The Co-Presidents are the leaders of the SRC and meet regularly with the members to carry out the objectives of the student council. These objectives are:

- To create a feeling of unity among all students and develop a healthy school spirit.
- To encourage student participation in the council, thereby developing leadership and co-operation within the student body.
- To maintain harmonious relations between staff and students.

To achieve these objectives, the SRC sponsors activities such as Welcome Week and spirit days. These activities are intended to enrich the community of Bethlehem and allow students the opportunity to recognize their role as stewards in our world.

All students pay a student fee and are eligible to participate in school teams or clubs. Activity fees collected by the SRC through student fees help to finance the activities of all clubs and teams at Bethlehem Catholic High School. Funds not used by the end of the year (surplus) will be reallocated or directed to special projects in the areas of drama, music and/or athletics in the next year.

STARS Athletics

The purpose of STARS Athletics is:

- to create an environment for student athletes to develop a positive attitude, hard work ethic, and commitment to teamwork that allows them to face their future with confidence and hope.

We believe Bethlehem Stars Athletics program begin with faith, honesty, integrity, personal responsibility and respect for others.

We will create an atmosphere that encourages hard work, perseverance and teamwork.

We share the responsibility to recognize, model, and promote excellence in the Bethlehem Catholic High School Community.

Be Committed ~ Be Courageous ~ Be United

Social Programs/Clubs

We offer a wide variety of clubs and activities at our school, providing students opportunities to enjoy and investigate a range of interests with like-minded students.

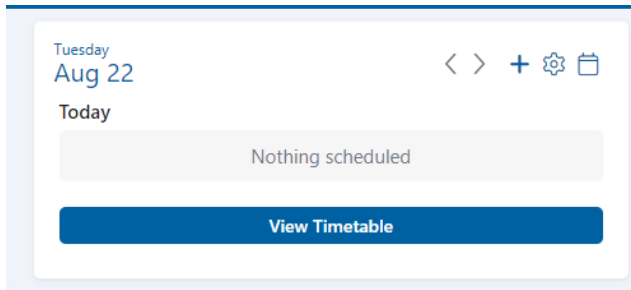
Student Schedules

Students are able to view their timetable throughout the school year in Edsby and at the beginning of each new school year in My School Sask.

To view schedules students must be logged into their GSCS student account and go to the GSCS Portal.

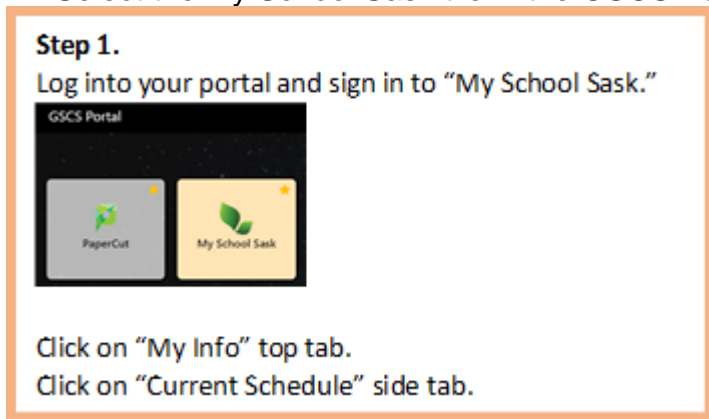
For Edsby:

- Select the Edsby tile in the GSCS Portal
- Select the Office 365 button
- Once you are in Edsby scroll down and on the right hand side select the View Timetable button

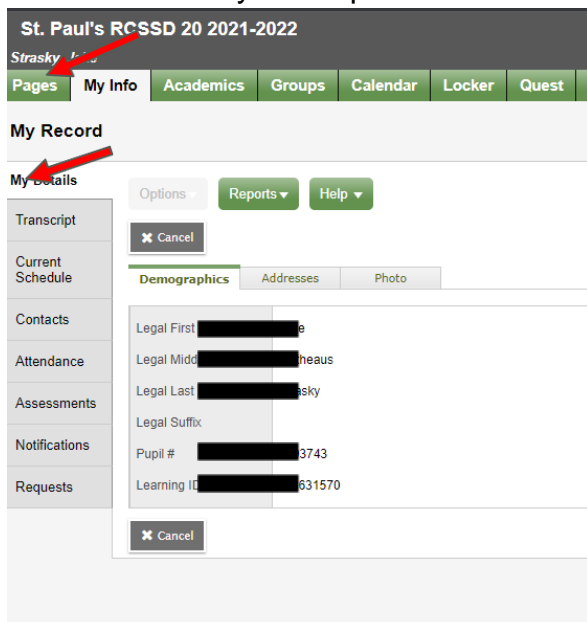


For My School Sask:

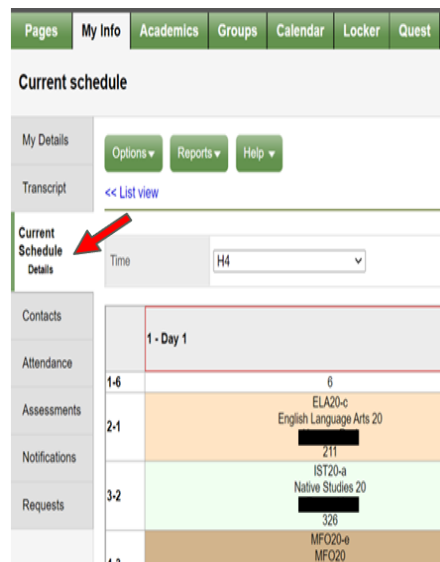
- Select the My School Sask tile in the GSCS Portal



- Click on My Info top tab



- Select the Current Schedule side tab



This will show you your Timetable by

Awards

Awards are a positive acknowledgement of our students and reflect all areas of school life: Academic, Athletic, Social and Spiritual.

Principal's Honour Roll

The following is the criteria used for calculating the Principal's Honour Roll. The aggregate mark at each grade level must equate to 80% or higher.

English and Ukrainian Programs:

Grade Nine - 8 final marks (aggregate minimum mark of 640) 640 ÷ 8 = 80%

English A90 Catholic Studies 90 or Ukrainian Christian Ethics 90
Social Studies 90 English B90 Math A90
Math B90 Phys. Ed. 90 Science 90

Grade Ten – 8 final marks (aggregate minimum mark of 640) 640 ÷ 8 = 80%

English A10 Catholic Studies 10 or Ukrainian Christian Ethics 10
English B10 History/ Indigenous Studies 10 Science 10
Wellness 10 One Math 10 Best Level 10 elective

Grade Eleven – 8 final marks (aggregate minimum mark of 640) 640 ÷ 8 = 80%

English 20 Catholic Studies 20 or Ukrainian Christian Ethics 20
History/ Indigenous Studies 20 One Math 20 One Science 20
3 best Level 20 electives

Grade Twelve – 8 marks (aggregate minimum mark of 640) 640 ÷ 8 = 80%

English A30 Catholic Studies 30 or Ukrainian Christian Ethics 30
English B30 History 30 4 best Level 30 electives

*the marks for Grade 12 honour roll are made up of first semester final marks, those classes previously completed in Grade 11 or through cyber school, and the mid-term marks of second semester classes.

French Immersion:

Grade Nine - 8 final marks (aggregate minimum mark of 640) 640 ÷ 8 = 80%

Études catholiques 90 English A90 or English B90 Français A90 or Français B90
Mathématiques A90 Mathématiques B90 Science humaines 90
Science 90 Physical Education 90

Grade Ten – 8 final marks (aggregate minimum mark of 640) 640 ÷ 8 = 80%

Education chrétienne 10 English A10 or English B10 Histoire 10
Français immersion 10 Fondements de mathématique & précalcul 10 Science 10
Milieu de travail & formation d'apprentis 10 Wellness 10

Grade Eleven – 8 final marks (aggregate minimum mark of 640) 640 ÷ 8 = 80%

Education chrétienne 20 English 20 Histoire 20
Best level 20 Math Français immersion 20 or Français immersion intégré B20 (highest mark)
Best level 20 Science 2 best Level 20 electives

Grade Twelve – 8 marks (aggregate minimum mark of 640) 640 ÷ 8 = 80%

Education chrétienne 30 English A30 or English B30 Français immersion 30
Sciences sociales immersion 30 4 best Level 30 electives

**For French Immersion students, the required English Language Arts class is used and the best French Language Arts class in addition to the other required courses in the grade under consideration.

Leadership Awards

Presented to a student from each grade who excels in all aspects of school life. These qualities include commitment to Christian life, high academic achievement, a positive role model in the school, and participation in social and/or athletic activities at Bethlehem Catholic High School.

Shining STAR Awards

Presented to a student from each grade, who has taken the personal initiative to improve or to overcome personal obstacles as a student at Bethlehem Catholic High School. Improvement can be indicated in one or a combination of the following: attendance, attitude, work habits, and academic grades. These individuals work to, or beyond, their potential, and striving to “shine.”

Graduation Criteria

English Program

To graduate Grade 12, a total of twenty-four credits are required, five of which must be level 30 credits which include: English A30, English B30, History/ Indigenous Studies 30, Catholic Studies 30, and a level 30 elective.

French Immersion Program

To graduate with a Grade 12 Bilingual Certificate, a total of twenty-four credits are required, five of which must be level 30 credits, which include an English 30 and 12 courses from grades 10-12 must be taken in French.

Ukrainian Bilingual Program

To graduate with a Ukrainian bilingual certificate - a total of twenty-four credits are required, five of which must be level 30 credits which include: English A30, English B30, History 30/ Indigenous Studies 30, Ukrainian Christian Ethics 30, and a level 30 elective.

Establishing the Graduation List

Students must have earned at least 19 credits entering their final semester and be registered in a sufficient number of classes to give them the possibility of 24 credits. Students must receive a final mark in each class so that, if passing, graduation requirements would be met. Students must be passing required courses at mid-term of the second semester in the year they plan to graduate. In addition, students must meet the requirements of Catholic Studies 30 (i.e. service hours), and attend the Grade 12 retreat.

All school fees must be paid and materials returned for students to be eligible to participate in school sponsored graduation activities.

Students in Grade 12 will be required to complete an application for graduation in February. After ensuring all requirements are met, a list of eligible students will be posted. Students meeting the academic requirements may attend the school sponsored Graduation Liturgy and Exercises.

Students enrolled in Cyber classes must provide a midterm mark by the mid-term point of Semester 2 in the year they plan to graduate.

Safe Positive Schools

Schools need to be safe, positive places for teaching and learning to occur. A student's ability to initiate and maintain positive interactions with others is an important developmental process. This is strongly supported at Bethlehem Catholic High School by our stance on violence such as fighting, other forms of physical intimidation, and verbal abuse. Students who are experiencing conflict within the school are urged to contact administration, the RAP worker, or a counsellor. Staff will mediate with all parties to resolve the conflict in an acceptable manner.

With this framework, Bethlehem Catholic High School has taken the following position to combat the occurrence of violent activities at or around our school:

- Fighting will be treated as a serious offence.
- Intimidation and bullying tactics will not be tolerated. Students who use these tactics to encourage others to fight will be considered responsible and consequences will be forthcoming for all students involved.
- Students who are involved in a fight, and who have not done everything within their power to avoid the fight, may be required to leave Bethlehem Catholic High School.
- The Catholic tradition teaches personal responsibility and forgiveness. Students who are asked to leave Bethlehem Catholic High School will be required to put in a successful semester at another school before they are re-admitted to Bethlehem Catholic High School.
- Parents will be involved in the process. Law enforcement officers will be involved to the extent necessary.

Students should be aware that they are accountable to the administration for their actions at school, or at school activities, and in their journey to and from school.

For more information regarding bullying, please see Appendix A at the end of this handbook.

Evacuation Drills

When the alarm rings, all students and staff must evacuate the school immediately. During class time, students are to exit the school by the routes indicated on the signs near the classroom doors. Students are not to take their books or go to their lockers. Students must move well away from the exits and the building and report to their classroom teacher for attendance purposes. Students cannot re-enter the school until instructed to do so by their classroom teacher.

When the alarm rings at noon hour or after school, all students and staff must evacuate the school using the nearest exit and move well away from the building. Students cannot re-enter the building until instructed to do so by a staff member.

In the event that the evacuation of the building is necessary for a prolonged period of time, students will be directed to St. Marguerite Elementary School.

Other Emergency Drills

Emergency drills will be practiced throughout the school year.

Appendix A

Bullying Policy and Procedures

A student is bullied when he or she is repeatedly exposed to negative actions on the part of one or more students causing emotional, psychological, and/or physical harm. These negative actions are intentional and hurtful. Bullying can be verbal, physical and/or relational. Bullying involves an imbalance of power, creates fear, and is not gender specific.

Types of Bullying Behavior

Physical

- some examples include: physical violence and attacks, pushing, shoving, kicking, hitting, stealing, destroying property

Verbal

- some examples include: verbal taunts, name-calling, put-downs, threats, intimidation

Indirect

- some examples include: exclusion from peer group, graffiti, racial or ethnic slurs, social rejection, public humiliation, looks of intimidation, e-bullying, websites targeted to individuals, intellectual bullying

Sexual Harassment

- any comments or actions of a sexual nature that are unwelcome and make the recipient uncomfortable

Student/Bystanders Responsibilities:

- Refuse to be involved in an act of bullying
- Speak out against bullying – bystander support is critical
- Be observant of signs of distress or suspected incidents of bullying
- Report incidents of bullying or suspected incidents of bullying to a staff member and/or parent
- Get help from an adult

Parent Responsibilities:

- Know and support the school's policy on bullying
- Learn about bullying behaviors
- Encourage non-aggressive ways of resolving conflict
- Inform school if bullying is suspected
- Watch for signs of distress in your child
- Advise your child to report bullying incidents to a staff member
- Participate in school meetings if your child has been involved in a bullying incident

Staff Responsibilities:

- Be role models in words and actions – personally modeling pro-social, respectful behavior in interactions with students, parents and other staff
- Be observant of signs of distress or suspected incidence of bullying
- Be prompt and visible while supervising students
- Raise awareness among students about bullying behavior

When a staff member witnesses bullying:

- Intervene quietly and calmly

- Deal with bullying incidents quickly
- Access support from and report incidents to administration, RAP, and/or counsellors, social worker, etc.

When a student reports bullying to a staff member:

- Listen actively to what the student has to say
- Encourage student to elaborate but do not put words in their mouth
- Show support to student by using eye contact, nodding, etc.
- Keep a record of the bullying incident, if possible, get the student to write the report using W5 (who, what, where, when, why)
- Report bullying incidents to administration, RAP, and/or counsellors.

School Procedures

Following an incident of bullying, report directly to the administration and RAP. Administration and RAP will take the following steps:

1. Interview with the bully/bullied (must be separate)
2. Inform parents of those students involved.
3. Inform staff when required.

For the Bully

One or more of the following may apply, as decided by administration:

1. School suspension (to remove threat to victim)
2. Parent meeting
3. A plan of restitution developed by the bully with the assistance of school personnel and mutually agreed to by the victim
4. Education to help bully recognize their behavior and identify appropriate way of behaving (conflict resolution, social skills.... will be tailored for students' needs)
5. Counselling
6. Inform teacher(s) of incident and action taken
7. Removal from one or more classes where the bully and victim are registered
8. Relocation

For the Victim

All or some of the following may occur, as decided by administration:

1. Parent conversation/meeting
2. Agreement of restitution
3. Ongoing monitoring and/or support
4. Victim will be offered counselling