

# Bethlehem Catholic High School



## Student Handbook



**BETHLEHEM** BETHLEHEM **STARS** *I believe*

110 Bowlf Cres.

Phone: 306.659.7900

Fax: 306.659.2203

@bethlehemstars on Instagram and Twitter



## Table of Contents

ADMINISTRATORS' MESSAGE .....	3
SPIRITUAL DIMENSION .....	4
SCHOOL POLICIES	
Daily Schedules .....	6
School Partnerships .....	7
Student Services .....	8
Social Expectations .....	9
Academic Expectations .....	13
Extra-Curricular Programs .....	16
Awards .....	17
Graduation Criteria .....	18
Safe Positive School .....	19
APPENDIX A	
Bullying Policy and Procedures .....	20

## A Message from Bethlehem's Administrators

Welcome to Bethlehem Catholic High School! We are beginning our year of service and are looking forward to the new school year. We 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!

Mr. Brandon Stroh - Principal  
Mrs. Cheryl Fenrich – Vice Principal  
Ms. Rayanne Taylor – Vice Principal

## Mission Statement Greater Saskatoon Catholic Schools

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. In this year of service, we welcome the opportunity for service projects to both 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 Christian faith, the Sacraments and prayer life. The responsibility of making Bethlehem a Catholic High School belongs to all people involved with the school.

**Participation in the Catholic Studies program is compulsory.** In grades ten through twelve, **Catholic Studies courses include a service hours component, which is also compulsory.** 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.

## Parish Involvement

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

**Our Lady of Czestochowa** - 382-2878

301 Avenue Y South  
 Sunday: 9:00 am  
 11:00 am (Polish)

**St. Paul's Co-Cathedral** - 652-0033

Spadina Crescent East and 22<sup>nd</sup> St. East  
 Daily Mass: 12:10 pm  
 Sunday: 8:00 am, 10:00 am, 8:00 pm

**St. Martyrs-Canadiens** – 665-1829

1011 Windsor Street  
 Dimanche: 10 hres

**St. Patrick's** - 384-1100

3339 Centennial Drive  
 Saturday: 5:00pm  
 Sunday: 10:30am

**St. John Bosco** - 652-1045

1202 Avenue O South  
 Saturday: 5:00 pm  
 Sunday: 10:00 am

**St. Peter the Apostle** - 382-5503

8 Moore Place  
 Saturday: 5:00pm  
 Sunday: 11:00 am

**St. Mary's** - 244-2983

211 Avenue O South  
 Saturday: 7:00 pm  
 Sunday: 9:00 am, 11:00 am  
 4:00 pm (Spanish Mass)

**St. Michael's** - 242-5150

18 - 33<sup>rd</sup> Street East  
 Sunday: 9:00

**St. Peter & Paul Ukrainian Catholic Church**

1202 11<sup>th</sup> Street East - 343-6516  
 Saturday: 5:00 pm  
 Sunday: 9:00 am (Ukrainian)  
 11:00 am

**St. George's Ukrainian Catholic Cathedral** - 664-3459

214 Avenue M South  
 Saturday: 5:00pm (Ukrainian/English)  
 Sunday: 10:00 am (Ukrainian)  
 11:30 am (English)

**Ukrainian Catholic Parish of the Dormition  
 of the Blessed Mother of God** – 652-4837

120 105th Street West  
 Sunday: 9:30 am

## School Policies

### Daily Schedules



## Bethlehem Catholic High School Daily Schedule 2020-2021



Time	Period
<b>8:40-11:35 (175 Minutes)</b>	<b>AM Class</b>
11:35-12:35	Lunch
12:00-12:30	<b>Scheduled Support for LAT and EAL Students</b> Most students will not be scheduled here
<b>12:35-2:30 (115 Minutes)</b>	<b>PM Class</b>
2:30-3:00	<b>Scheduled Support for LAT and EAL Students</b> Most students will not be scheduled here

### 2020-21 Block Timetable for Semester 1

8:40 – 11:35  (10-minute staggered break)	Semester 1, Period 1 September 8 – October 21	Semester 1, Period 2 October 22 – December 3	Semester 1, Period 3 December 7 – January 28
11:35 – 12:35	Lunch (in your morning classroom, at home or outside) LAT/EAL Assigned Tutorial 12:00-12:30		
12:35 – 2:30  (5-minute staggered break)	Semester 1, Period 4 September 8 - November 10		Semester 1, Period 5 November 12 - January 27
2:30 – 3:00	LAT/EAL Assigned Tutorial Optional Student Support Time in designated classrooms		

## **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**

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 our School, with any questions or ideas that you may have for our 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 will appear in the school newsletter available on line at [www.gscs.ca/bet](http://www.gscs.ca/bet).***

### **Parent-Teacher Communication**

At Bethlehem Catholic High School, we recognize the importance of 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 classroom teacher may need to contact the home.

As well, parents are encouraged to contact the classroom teacher, 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 via the Student/Parent/Teacher online portal.

***Please note: The Student/Parent/Teacher Conference notification is sent out approximately three weeks before conferences.***



## **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 Prayer, Liturgy of the Word, organizing Masses, Advent and Lenten activities, Reconciliation, retreats and community outreach projects. The chaplain attempts to reach out to all students, with a particular emphasis on students new to the school, the lonely, the troubled and the bereaved. There are also opportunities for individual counselling.

### **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 in times of need 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. Parents and guardians are encouraged to access this service if they feel their child or family could benefit.

### **Aboriginal Student Achievement Coordinator**

The Aboriginal Student Achievement Coordinator assists students in pursuing academic success. The role supports initiatives from our school, Greater Saskatoon Catholic Schools and Ministry of Education to increase graduation rates among students in our first nation and Metis 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.

### **Police Liaison Officer**

The Police Liaison Officer works with the school to enhance relationships between the police and the Bethlehem Catholic High School community. The Police Liaison Officer may act as a support in situations that require conflict resolution. The Police Liaison Officer also supports staff with a variety of presentations in and out of the class.

### **Saskatoon Catholic Cyber School**

Saskatoon Catholic Cyber School is a virtual K-12 school, offering credited courses for high school students. For more information contact: Cyber School Web Site <http://www.gscs.ca/cyber/>; Bethlehem Catholic High School Counsellor; Saskatoon Catholic Cyber School at 659-7700.

### **Cafeteria**

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

### **Driver Education**

Students are eligible if they are aged 15 years and 4 months. Participation is organized by age, from oldest to youngest. The program consists of thirty hours of in-class instruction after school during a four-week period followed by six hours of in-car instruction. This opportunity is offered in cooperation with Klassen Driving School. **Driver Education registration is now on-line through Klassen driving school.**

## Social Expectations

### **360 Advisory Group**

This program is designed to build meaningful Christian relationships between students and staff within the context of the larger school community. Each student has the opportunity to have a teacher in the school who will come to know him or her as a unique individual. This mentor relationship will afford the student a degree of security and guidance while at Bethlehem.

#### Why Is It Called 360?

Like the stars, our lives turn around a fixed point: Jesus Christ. Christ is our center and our constant. In our school community, the circle is a symbol of respect for the earth and all people. It represents inclusion and openness to all cultures, all individuals, all life. This is the type of community we strive to create in our 360s.

#### Structure of 360

Your 360 will meet for 10 minutes per day, with the exception of Event 360 Schedules when groups meet for 50 minutes. Most 360 Event Schedules place on Thursdays, though there will be other days throughout the year where additional long 360 periods will be scheduled in order to accommodate special events and activities. These days are identified in the Academic School Calendar.

#### In 360 We:

- develop our faith • foster a spirit of community • build meaningful relationships • serve the community
- plan our academic path • honour our diversity • celebrate milestones • create an environment of kindness, acceptance and safety • hold each other accountable for the choices we make • share information about day-to-day opportunities • recognize the importance of this class • have fun

#### 360 Expectations:

- arrive on time • attend daily • pray together • participate positively • build community • get to know everyone • take care of each other • unplug from technology • build community

### **Daily Notices**

Information for students will be read by 360 teachers at the beginning of 360 Advisory Group. Student notices are shared each day via twitter at [@bethlehemstars](https://twitter.com/bethlehemstars)

### **Lockers**

Lockers are the property of Greater Saskatoon Catholic Schools 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. Hence, **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."

## Student Cards

Student cards are provided for each student. Student cards are necessary for: borrowing materials from the school library, identification as a student (e.g. in 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. All students must be in possession of a student card.

## 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 are encouraged.

## 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.

## Student Dress Policy

Students are expected to make positive choices in their outfits for school. What may be appropriate for the weekend or after school may not be appropriate for school.

### **General Guidelines**

- The school is considered a place of work. Consequently, students are expected to dress appropriately, exercise good taste, and take pride in their personal appearance.
- Students should dress modestly at all times.
- Clothing should be clean and neat.
- Clothing with inappropriate messages is not permitted. Slogans advocating substance or alcohol abuse, vulgarities, prejudicial or sexist mottoes, have no place in a school.
- Underwear and midribs should be covered. Halter tops, half shirts, see through shirts, and backless tops, sun suits and beach wear are examples of inappropriate school apparel. Modest shorts, dress shorts, and skirts are acceptable.
- Caps and hoods are removed in a work or school setting. Caps and hoods should be removed when a student enters the building as a sign of courtesy. Students should store outerwear and caps in their lockers during school hours.

These expectations are meant to assist students in developing positive and responsible attitudes towards school, the work place and towards appropriate dress now and in the future.

## Smart Phones and other Communication Devices

The use of cell phones is prohibited in all classes and during class times, including all 360 presentations, and mass time. If students have their phone taken by a staff member due to inappropriate use, they will be able to pick up their phone from the administration at the end of their school day.

### 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. 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. 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 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 Hotmail 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;
  - Student's right to attend a class being revoked;
  - Possible suspension or relocation from school.

### Unassigned Time

Students are expected to use unassigned time 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. **Students in grade ten and above may only smoke 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 sell tobacco products on school property or in the vicinity of the school.
- The use of Vapor devices is under the same expectations as the use of tobacco.

### Attendance

Bethlehem Catholic High School is committed to promoting a climate of high expectations. It is our hope that parents, students, teachers and school officials 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:

- Do everything they can to minimize student absence from school. Inform the school, either by note or phone, every time your son/daughter is absent. Contact the Attendance Line at 659-7906 at any time. Message manager is available 24 hours a day.
- At the earliest sign of an attendance problem, 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.

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 son or daughter. A possible consequence of poor attendance may include requiring the student to drop the course. If a student is required to drop more than one course his/her 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.

### Reporting Student Absences - School Messenger App

Parents/Guardians are asked to use one of these three convenient ways to report current day or future absences. For past days absences please contact the school at **306-659-7906**.

On your mobile device, download and install the SchoolMessenger app from the Apple App Store or the Google Play Store (or from the links at <https://go.schoolmessenger.com>). The first time you use the app, select Sign Up to create your account. Select Attendance then Report an Absence. Use the SafeArrival website, <https://go.schoolmessenger.com>. The first time you use the website, select Sign Up to create your account. Select Attendance then Report an Absence. Call the toll-free number 844-425-7221 to report an absence using the automated phone system.

If there is an unreported absence, parents/guardians will be contacted via the SchoolMessenger Communicate 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 6:00 pm.

Email communication will come from [broadcasts@schoolmessengermail.com](mailto:broadcasts@schoolmessengermail.com). Please ensure you have this email address on your approved sender list so it won't be filed as junk or spam.

### **Lates**

To maintain harmony, efficiency and productivity, the expectation is that all students arrive on or before the specified time. Students are expected to be in their classroom or designated place when the clock indicates the time for the commencement of the class. Students 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 have demonstrated a pattern of arriving late for class will be asked to report to the Attendance office 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.

## **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.
- 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 eight 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 discuss the decision with the subject teacher.
- Must ask parents/guardians for permission to drop the class.
- Must see a counsellor or an assistant principal and complete an application form 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 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 a semester 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 all 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 individual student to make arrangements with their respective teacher and to inform the Parent / Guardian of their exam before the absence occurs, when possible.
- 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.
- It is the responsibility of the school to ensure Parent/Guardians are aware that the student has missed a scheduled exam.
- 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 Exams**

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 course 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 course teacher.
4. The student, course teacher and the Principal will be supplied with a form indicating the arrangements.



## **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 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 work with Administration in maintaining discipline, scholarship and high standards.

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. The SRC also provides financial assistance to clubs, teams and special projects.

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.

## **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 STARS Athletics begins 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

## **Awards**

We believe that an Awards System makes a positive statement to students and the community. Therefore, it should reflect all areas of school life: Academic, Athletic, Social and Spiritual. It is our belief that a great Awards Program not only rewards, but also motivates.

### **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.

**Grade Nine - 8 final marks** (aggregate minimum mark of 640)  $640 \div 8 = 80\%$

English A90	Catholic Studies 90	Social Studies 90
English B90	Math A90	Math B90
Health/Phys. Ed. 90	Science 90	

**Grade Ten – 8 final marks** (aggregate minimum mark of 640)  $640 \div 8 = 80\%$

English A10	Catholic Studies 10	History/ Indigenous Studies 10
English B10	Wellness 10	Science 10
Math (FM 10)	Math (WA 10)	

**Grade Eleven – 8 final marks** (aggregate minimum mark of 640)  $640 \div 8 = 80\%$

English 20	Catholic Studies 20	History/ Indigenous Studies 20
One Math 20	One Science 20	
-the 3 best electives at Level 20		

**Grade Twelve – 8 marks** (aggregate minimum mark of 640)  $640 \div 8 = 80\%$

English A30	Catholic Studies 30	History 30
English B30	-the 4 best electives at Level 30	
-the marks are made up of First Semester final marks, those previously completed and the mid-term marks of Second Semester		

\*\*For the full French Immersion student, 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 360 and throughout 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 marks. These individuals will be working to, or beyond, their potential, striving to “shine.”

### **Perfect Attendance Awards**

These awards are presented to all students with perfect attendance.

## **Graduation Criteria**

The Ministry of Education begins counting credits at the Grade 10 level.

### **English Program**

To earn a Bethlehem Catholic High School Grade 12 Diploma, 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. The student must also have achieved the requirements, including all required courses, at the Secondary Level to qualify for a Grade 12 standing as granted by the Ministry of Education.

### **French Immersion Program**

In order to graduate with a Grade 12 Bilingual Diploma, a total of twenty-four credits are required, five of which must be level 30 credits and 12 courses must be taken in French. The student must also have achieved the requirements, including all required courses, at the Secondary Level to qualify for a Grade 12 standing as granted by the Ministry of Education.

### **Ukrainian Bilingual Program**

Students taking the Ukrainian bilingual classes, earn a Bethlehem Catholic High School Grade 12 Diploma. The requirements are the same as for the English program - 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. The student must also have achieved the requirements, including all required courses, at the Secondary Level to qualify for a Grade 12 standing as granted by the Ministry of Education.

### **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.**

In April, after students receive their Ministry of Education transcripts, Grade 12 students will be asked to complete an application for graduation. After ensuring all requirements are met, a list of eligible students will be published. Students meeting the academic requirements may attend the Graduation Exercises, Graduation Banquet and Graduation Dance.

- Students enrolled in Cyber classes must provide a midterm mark by the end of April in the year they plan to graduate.
- Students wishing to graduate from Bethlehem Catholic High School must also be a member of a Grade 12 - 360 Advisory group in good standing.

## **Safe Positive Schools**

Schools need to be safe, positive places if teaching and learning are 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 our Administration, our RAP worker, or one of our Counsellors. 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.
- 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.
- 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.
- 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 member of the staff.

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, 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

#### **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

#### **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

**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 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 and/or counsellors, social worker, etc.

**School Procedures**

Following an incident of bullying, report directly to the administration. Administration 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 (parent to receive information regarding bullying)
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 (grade 9 students – Transition teacher, grade 10-12 students – memo all teachers)
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 meeting
2. Agreement of restitution
3. Ongoing monitoring and/or support
4. Victim will be offered education (ie: assertiveness training)
5. Victim will be offered counselling