



Benilde-St. Margaret's

A Catholic, college-preparatory school, grades 7-12

Student Handbook 2016-2017

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Non-Discrimination Policy

Benilde-St. Margaret's School will comply with federal and state laws prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no person shall, on the grounds of race, color, national and ethnic origin, gender identity, sexual orientation, marital status, status with regard to public assistance, age, or disability be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under any educational program, or in employment, or recruitment, consideration or selection, whether part-time or full-time, under any educational program, employment, or activity operated by the school. Benilde-St. Margaret's also affirms its right and duty to conduct its programs and activities in a manner consistent with its Roman Catholic identity.

Administrative Interpretation of Handbook

The administration of the school reserves the right to interpret rules and policies of this handbook as individual situations and needs arise. Such interpretations will take into consideration the following two principles: all questionable and enabling behavior must be addressed and confronted for the good of the individual, and when there is a conflict of interest, the common good shall prevail.

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Mission

Benilde-St. Margaret's is a dynamic Catholic learning community which partners with parents/guardians to develop the student's highest potential in mind, body, and spirit. We offer a challenging college preparatory curriculum and a uniquely caring experience that includes faith formation, academic rigor, social responsibility, and extensive extracurricular activities. We educate leaders for a global society.

Vision

Benilde-St. Margaret's will be the school of choice, recognized for developing engaged, intelligent servant leaders.

Welcome

Welcome to Benilde-St. Margaret's. As members of the Benilde-St. Margaret's community, you will be expected to follow the guidelines set down in this STUDENT HANDBOOK. The rules are established for the welfare of the entire student body. Follow these and be proud of your school. You will be representing Benilde-St. Margaret's wherever you go.

School Rouser

Go! Benilde-St. Margaret's High
We cheer with pride today.
Our voices strong with courage
Hear the cry
And join in song to say....

Fight! Fight! Fight!
For honor with pride

Red and white all hail to your side
Red Knights will ever be
Charging on to a victory!

Alma Mater

BSM you teach us compassion, truth and knowledge

Make us servant leaders to tend the poor and fallen

The spirit fills your hallways with glory of the knight

May you always keep us walking in the light.

May we all walk proudly. Forever red and white

Communication Guidelines-Strengthening the Parent-School Partnership

We take very seriously our BSM mission which states “we partner with parents/guardians.” As a means to strengthen this partnership, we offer the following guidelines which provide for open, honest and effective communication between parents and our BSM faculty and staff.

There are two basic principles that guide our communication policy. First, we encourage and welcome questions from students and parents. Sharing appropriate information in the context of a discussion often resolves concerns or conflicts. Second, anonymous information or complaints will most likely not be accepted or forwarded. Anonymity is a barrier to open communication and problem solving. Parents and students should not be afraid to raise questions or concerns because they fear consequences of any kind. Parents and students can expect our faculty and staff to respect the basic principles of confidentiality.

It is our hope that students will feel free to approach their teachers, coaches, or advisers with any concerns or questions. We ask that parents allow and encourage their son or daughter to develop and practice this important communication skill. If a student is unwilling to attempt to resolve an issue, or after attempting, does not feel the issue is resolved, a parent is asked to contact the teacher, coach or adviser.

Regarding Power School, parents who have questions about grade reports are asked to discuss the issue with their son or daughter first. If necessary, the student should take the responsibility of talking with the teacher. Following this, if there is still a concern, parents are encouraged to contact the teacher.

As a general rule, students and parents should direct their questions or concerns to BSM faculty and staff members in the following sequence:

1. Teacher, coach, adviser or staff member who is directly involved in the issue or decision in question.
2. If more discussion is necessary, teacher’s department chair, or staff member’s supervisor. Coaches and extracurricular advisors are supervised by the director of athletics/activities.
3. Senior high principal or junior high principal.

All general questions regarding academics and curriculum should be directed to the appropriate principal. Questions involving discipline should be directed to the assistant principal or one of the deans. Questions related to athletics or activities should be directed to the director of athletics/activities. Individual concerns about your son or daughter’s social development or general academic progress should be directed to the appropriate guidance counselor.

On a final note, the BSM administration has great faith in the professionalism and judgment of our teaching and coaching staff, and consequently, it is not our practice to override the decisions of our professional staff. However, we know that teachers and coaches may make mistakes or errors in judgment. If the teacher or coach determines, after reviewing the situation, that an error occurred, we expect that the teacher or coach will take the necessary steps to remedy the situation. We clearly expect that our teachers and staff treat students and parents with dignity and respect. We also expect that parents and students deal with teachers and staff in a courteous manner as well, and respect their professional judgment, even though the outcome may not be the solution the parent or student was seeking.

Academics

Guidance Department

Amanda Anderson: Guidance/College Counselor for Students S-Z
Patrice Carlson: Registrar
Steve Kahn: School Psychologist
Gayle Knopik: Chemical Health Coordinator
Amy Larson: Guidance/College Counselor for Students A-D
Chuck Mannie: Guidance/College Counselor for Students E-Ja
Fran Roby: Guidance/College Counselor for Students Me-R
Jeff Steffenson: Clinical Psychologist
Heidi Wessman: Guidance/College Counselor for Students Je-Mc

BSM partners with Dr. Steven Kahn and Associates to provide psychological and chemical health services to BSM students and families at no additional cost. Steve Kahn is a licensed psychologist and Gayle Knopik is a licensed drug and alcohol counselor. Parents are invited to contact them directly and to access their services as they wish. Meetings are held at school, during the school day, and the information that is shared in these meetings may be shared with others at BSM if there are reasons to do so. These reasons might include educational planning, strategizing to meet a student's social needs, the development of accommodation plans or if there are questions about the school's rules and policies. Parents are encouraged to bring up any questions they may have about this before they begin working with Dr. Kahn or Ms. Knopik.

Academic Requirements

A student must earn 51 credits to graduate from BSM (one credit equals one semester of completed course work, with the exception of physical education/wellness and guidance course).

Credits required for graduation are based on state and school standards. All students are required to take a minimum of one religion and one English class each semester.

Students are required to take a minimum number of credits by year:

Freshman	13 credits
Sophomore	12.5 credits
Junior	13 credits
Senior	12.5 credits

Determination of the required and elective courses which a transfer student must follow will be arranged by a counselor and approved by the principal. A transfer student should meet with his/her counselor to discuss transferable credits and other academic issues and policies. The high school

experience is intended to be a four-year process in which students complete an extensive curriculum in preparation for undergraduate studies. A student's senior year provides many opportunities for leadership both in the academic and extracurricular areas. With improved academic offerings and college preparatory emphasis, students will have ample opportunities for electives which will enhance their academic experience. With this philosophy in mind, we will not allow students to complete their studies after the first semester of their senior year.

A Summary of the Courses Required for Graduation

English:	8	credits
Fine Arts:	2	credits
Guidance	0.5	credit
Health:	1	credit
Mathematics:	6	credits
Theology:	8	credits
Science:	6	credits
Social Studies:	6	credits
Wellness/PE	2.5	credits
World Language:	4	credits
<u>Electives:</u>	<u>7</u>	<u>credits</u>
	51	credits

(minimum requirement)

BSM Hour

Each student will be scheduled for a BSM (**B**ody, **S**pirit, **M**ind) Hour during the regular school day for both semesters. During the BSM Hour all students will earn their PE/Wellness credit. PE meets twice a week for freshmen. For sophomores, juniors, and seniors, Wellness meets approximately one day a week. Juniors will also use this time to earn their College/Career credit. In addition, students will have access to resource centers in various disciplines and have expanded opportunities for peer tutoring, music sectionals, college and career planning, fitness activities, technology assistance, meetings with counselors, campus minister and time for individual and group work. The BSM Hour is an integral part of the academic mission of the school and is not optional.

Graduation Information

Students who satisfactorily complete the graduation requirements of Benilde-St. Margaret's School, including all financial obligations, will be granted a diploma. In addition, a student must be enrolled at BSM for a minimum of one school year (two semesters), including the entire senior year.

If a student is up to two credits short of the graduation requirements at the time of graduation, he/she will be allowed to participate in the commencement exercises, but will not receive a signed diploma until all requirements have been met. If a student is short three or more credits required toward graduation, the student will not be allowed to participate in the commencement exercises and will not receive a signed diploma until all requirements have been met. In addition, any student who

drops below five courses during the final semester will not be allowed to participate in commencement.

Participation in the commencement exercises is a privilege. Each graduate receives 6 tickets for the commencement ceremony. The graduate is responsible for distributing tickets to family and friends. Seniors involved in major disciplinary incidents during the second semester of senior year may adversely affect their participation in the graduation ceremony.

Grade Reports and Marking System

The school year consists of two semesters, each approximately 18 weeks in length. Many courses are offered for only one semester, while other courses such as mathematics, science, and world language are offered as year-long classes.

Benilde-St. Margaret's uses a 12-point marking system. This system is used for all classes at BSM, as well as for evaluating credit value of courses taken at other schools. No grades are weighted. Benilde-St. Margaret's does not rank its students.

A	4.0	B-	2.7	D+	1.3
A-	3.7	C+	2.3	D	1.0
B+	3.3	C	2.0	D-	0.7
B	3.0	C-	1.7	F	0.0

Student grade reports can be viewed on-line. Each student and parent is given an account at the beginning of each school year. Reports are issued at the quarter, and at the conclusion of each semester. The grades on the report card that are posted at the end of each semester are permanent grades which are entered on the student's official school record. Student cumulative grade point is based on the first and second semester grades. Information on the first and third quarter reports indicates the progress of the student to that point in the semester and does not become part of the student's permanent record.

If a student thinks a grade on his/her first or second semester grade report is incorrect, he/she may initiate an appeal. The appeal must be initiated by the student to the teacher within two weeks of the end of the semester in question. After that time, all grades will be considered final.

Parent/Teacher Conferences are scheduled in the fall and spring of each year to allow parents/guardians the opportunity to discuss with teachers the academic progress of their children.

Academic Misconduct

Academic misconduct includes, but is not limited to, cheating, assisting another student to cheat, plagiarism, unauthorized use of materials during an exam and quiz, or receiving unauthorized

advance notice of test or quiz content. The use of a cell phone or other unauthorized electronic device is considered an academic misconduct.

Plagiarism is the act of presenting another person's literary, artistic, or musical work, in whole or in part, as one's own. This includes information found in materials, online sources (e.g., America Online, Prodigy, etc.), and any other copyrighted material. A work need not be identical to the original to be plagiarism. The use of any idea or thought that is not one's own constitutes plagiarism if the student does not document it in the paper and acknowledge the source on the Works Cited page. When preparing the Works Cited page, a student must include the online service used and Web site address. However, the inclusion of the Works Cited page does not give the student the right to copy and present someone else's idea as his/her own, rather, its role is to indicate the place an idea or fact can be found and verified. (See also: MLA handbook for Writers of Research Papers.)

Incidents of academic misconduct will be handled accordingly by the individual teacher. The teacher will file a report with the assistant principal and repeat violations could result in expulsion.

Academic Probation

Students who earn a GPA below 2.0 and/or fail two or more courses will be placed on academic probation for the following semester. The student will be required to attend a supervised study hall. The student will be expected to raise his/her GPA to 2.0 or higher by the end of the probation semester or he/she may not be invited to return to BSM.

Honor Recognition

1. Honor Roll

In order to qualify for the honor roll, a student must have a semester grade point average of 3.3 - 3.69. Any grade of D or F will disqualify a student from being on the honor roll. Students who earn a semester grade point average of 3.7 - 4.0 qualify for the high honor roll.

2. National Honor Society

Juniors and seniors who have a cumulative grade point average of 3.5 or higher are eligible to be considered for membership in the National Honor Society. The additional qualities of an NHS member are leadership, service, and character. Information about the selection process is distributed to qualified students in the fall. Students are selected for membership by a faculty council and are inducted each fall.

3. **Graduating with Honors** Students who achieve the following cumulative grade point average, calculated to the third decimal, throughout their high school careers, including the eighth semester, will be recognized at the commencement ceremony:
- | | |
|-----------------|---------------|
| Cum Laude | 3.700 - 3.799 |
| Magna Cum Laude | 3.800 - 3.899 |
| Summa Cum Laude | 3.900 - 4.000 |
4. **Valedictorian and Salutatorian**
 After satisfactory completion of seven consecutive semesters of course work the determination of valedictorian and salutatorian is made. The senior(s) with the highest GPA may earn valedictorian status. The next highest senior(s) may earn salutatorian status.

Course Change Policy

Students register for courses in the spring of each year and it is important for students to select courses carefully. The BSM Program of Studies contains a listing of all courses offered and prerequisite information is noted if appropriate. Course requests are carefully reviewed by each academic department after semester two grades have been posted. Students who do not meet the necessary course prerequisite will be placed in the appropriate level or may initiate a course recommendation waiver. Administration will place a student in a course necessary to fulfill graduation requirements if an alternate selection is not chosen.

The administration reserves the right to cancel any course with insufficient numbers or where changes in personnel are required.

Changes prior to the start of school:

In late summer students are required to attend one of the two Round-up days during which they will review their preliminary schedule and may make adjustments during this period. There is no fee assessed at this time. All changes are subject to class space availability.

After start of school:

Based on the recommendation of your guidance counselor and appropriate department chair, a course change may be approved after the start of the school year.

- All changes must be made by the date set by administration, usually the end of the first week of school.
- A change request form must be completed.
- Teacher and hour preference are not considered valid reasons for a schedule change.
- All changes are subject to available class space.
- All change requests must be made through the student's assigned guidance counselor.
- Second semester changes must be completed by the date set by the administration, usually 2 weeks prior to the start second of semester. Once second semester begins, no schedule changes will be honored, including level changes.

Level changes:

Students are placed in the course level most appropriate to their academic ability. Each department allows a four week period at the beginning of first semester to confirm a student is in the most appropriate course level. In some cases a level change adjustment may become necessary to insure the best possible academic experience for a student.

Level changes may be initiated by the student or teacher. Students are encouraged to speak with the instructor of the course if they feel they need a level change. The teacher will speak with the student's academic counselor, their department chair and a parent. If a change is warranted, the department chair will confirm the change with the academic counselor.

Every effort is made not to disrupt the entire student schedule, however, it may be necessary to adjust one or more additional courses to accommodate a level change.

Withdrawal from a Course

A student may withdraw from a course between the second and sixth week of the semester if consent is obtained from the student's parent, and counselor. If a student withdraws from a course within the six week period, a "W" is placed on the transcript. After the first six weeks of the semester, a withdraw will appear as a "WF" on the permanent transcript. Consideration may be given to serious and prolonged illness or other unavoidable emergencies. A student will not be allowed to withdraw from a class unless he/she maintains six credits.

Forms for requesting a withdrawal from a course are available in the guidance office.

Withdrawal from a Yearlong Course

When enrolling in a yearlong course, students should expect to remain in the course both semesters. Any student wishing to withdraw from a yearlong course must receive permission from the instructor of the course. Seniors must be aware they are required to contact any college they have applied to regarding their decision to withdraw from a yearlong course.

Extended Absence

If a student is absent for an extended period of time, parents or students should email their teachers for any homework assignments. Student and parents are asked to communicate with teachers and the counselor on a regular basis when extended absence is due to health issues. See attendance policies regarding communication procedures with the attendance office.

Final Exams

All students are required to take final exams on the regularly scheduled day and time. Exceptions to this policy must be pre-approved by the administration. Reasons include a note from a physician, funeral or school-sponsored activity. (Finals exam dates: 1/18/17 – 1/20/17 and 6/7/17 – 6/9/17.)

Post-Secondary Options Enrollment Program

Through the Post-Secondary Options Enrollment Program, high ability juniors and seniors are eligible to enroll in courses at post-secondary institutions, given they meet the necessary requirements for admissions. Interested students should see their academic counselor for more information well in advance of their proposed enrollment.

Incompletes

A grade of “I” or Incomplete will be given to those students who have been on an extended absence due to illness. The teacher, working in conjunction with the appropriate guidance counselor, will assign a specified date for completion, upon which time a grade will be assigned based on work completed. Incompletes will not be issued to students who have missed school due to vacation. All incompletes **must** be approved by the principal.

Shortage of Credits

Students are required to be making satisfactory progress toward graduation in order to be allowed to continue enrollment at Benilde-St. Margaret’s School.

If a student fails a course and is subsequently short the required number of credits toward graduation, it is the responsibility of the student and his/her parents to make arrangements to make up the failed course and the loss of credit. They may do so by enrolling in additional courses at BSM or possibly through a local high school or community college summer or evening program which has been approved by the BSM department chair.

Students must check with the department chair for approval before enrolling in a remedial summer program. If the department chair approves the summer school course, and the student passes the course, it will be placed on the student’s transcript with the designation “MU” (Make Up) for failed credit. The grade will be designated as a “P” or “NP” and will not be calculated into the student’s GPA, but the credit will be counted toward the student’s graduation requirements.

Summer School

Credits earned during a summer school experience will not be placed on a student's transcript.

Transcript Policy

A student transcript is an official record containing the academic history of a student while enrolled at Benilde-St. Margaret's School. A transcript contains the following information:

- Student name (first, middle, and last name)
- Parent name and address
- Student date of birth
- Student date of enrollment
- Student date of graduation (or withdrawal)
- Course name, credit, and letter grade earned by semester; a total of eight semesters
- GPA information

Official transcripts must be mailed directly from BSM. In order for a student's record to be released, all financial accounts must be settled, including tuition, payment for lost text books, and fines for unreturned athletic equipment and library materials. For current students, there is no charge for this service.

Academic Eligibility for Extracurricular Activities

In order to participate in any extracurricular activity, a student must receive a passing quarter grade (D- or above) in each course in which he/she is enrolled. Students not passing all classes will be ineligible to participate on school-sponsored athletic teams and in organizations (see list of extracurricular activities) for the quarter following the one in which a failing grade has been received.

A student not passing all classes at the end of the fourth quarter will be ineligible to participate in a fall extracurricular unless he/she provides evidence to the principal, prior to the start of the team's practice, that the previous academic deficiency that led to the ineligibility has been corrected during summer school. This does not apply to incoming freshmen.

A board of review consisting of the principal, athletic/activities director, and a guidance counselor, will consider any student appeals concerning eligibility.

Students who receive a positive response on their first appeal and then again are put on academic probation severely jeopardize their chances on any subsequent appeals.

College Visits

Seniors are permitted to miss two days of school to visit colleges and still maintain their skip-a-final eligibility, assuming they follow BSM's procedure for visiting colleges. Only when all of these steps are completed will the college visit day not count against the skip-a-final incentive.

1. Students must obtain a College Visit Permission Slip from the attendance secretary, preferably at least one week prior to the visit.
2. Return the completed form to the attendance office. The student will then receive a College Visit Verification Card. This card must be signed by a college admissions counselor or coach at the college.
3. Upon return to BSM, the student must bring the signed verification card to the attendance office to complete the process.

For more detailed information, including blackout dates for college visits, see the attendance secretary.

Study Abroad Program

Students choosing to spend one or more semesters studying abroad will need to see their counselor to discuss arrangements. A written plan must be submitted and approved by the appropriate guidance/college counselor and the principal. This plan must include courses to be studied. Issues concerning transfer of grades, and credits earned through studying abroad will be discussed. The study abroad option is not available to seniors. Prior to leaving, the student must have written consent from the principal. Students should be aware that the Benilde-St. Margaret's School and Minnesota State graduation requirements will not be waived and will need to be completed in order for the student to graduate.

NCAA Requirements

Students wishing to participate in inter-collegiate athletics on a Division I or Division II level must abide by NCAA guidelines. Students must register and be certified by the NCAA Initial-Eligibility Clearinghouse. Information about the process can be obtained in the guidance office or athletic office. Students should be aware that there are some courses offered at Benilde-St. Margaret's School that do not meet NCAA core course guidelines. To locate the list of current courses offered at BSM which are approved or denied by the NCAA, go to their website: eligibilitycenter.org

Click on: Prospective Student Athletes

Click on: List of Approved Core Courses

BSM's schoolcode number is: 242202. The NCAA requires all test scores be reported directly from the individual testing agency.

Student Activities

Activities Philosophy

In support of Benilde-St. Margaret's mission statement, the Red Knight activities program provides a wide range of extracurricular opportunities, which encourage broad participation for all students. The activities promote values, discipline and life skills which enable students to develop their potential in an atmosphere of fun and friendship. Each program is individually tailored to foster excellence at the varsity level.

Student Council

Benilde-St. Margaret's Student Council is organized to promote better citizenship and interest in the school, to represent the student body, and to create a better understanding between students, faculty, and administration.

School spirit is built through participation and interest in school activities. The Student Council's primary concern in sponsoring various events is to give each student an opportunity to be involved in Benilde-St. Margaret's. Every member of the BSM student body is a member of the student council.

Extracurricular Program

Each student is encouraged to participate in extracurricular activities. The selection of these activities remains the privilege of the student and his/her parents. Activities should be chosen carefully to prevent conflicts and overloading. Extracurriculars do not replace curricular work and first attention should be given to course work.

Eligibility for participation in all extracurriculars requires that a student be making satisfactory progress toward the completion of requirements for graduation from high school. Missing classes to work on or for extracurricular activities of any kind is not allowed unless prior approval from teachers has been given.

If an extracurricular activity appears to be harming the academic performance of a student, the individual's performance will be reviewed by his/her guidance counselor, the coach/advisor, the parents, and the student involved.

If a student receives a failing grade on either semester or quarter report cards, his/her participation in all non-credit extracurricular activities will be restricted according to the academic eligibility policies in this handbook.

Extracurriculars at BSM

All Year

Band (credit received)
Chess Club
Choral Groups (credit received)
Classics Club
Destination Imagination
Eucharistic Ministry
Knightlife
Knowledge Bowl
Link Crew
Math League
Mock Trial
National Honor Society
Orchestra (credit received)
Peer Ministry
Red Knight Volunteer Corps
School Newspaper
School
Yearbook

Student Council
Students for Human Life

Fall

Bowling Club
Cheerleading
Cross Country (boys & girls)
Debate
Fall Play
Football (boys)
Soccer (boys & girls)

Fall (Continued)

Swimming/Diving (girls)
Tennis (girls)
Volleyball (girls)

Spring

Baseball (boys)
Clay Target Club (boys and girls)
Golf (boys & girls)
Lacrosse (boys & girls)
Softball (girls)
Sailing Club (boys & girls)
Spring Play (musical)
Tennis (boys)
Track & Field (boys & girls)
Ultimate Frisbee (boys & girls)

Winter

Alpine Ski (boys & girls)
Basketball (boys & girls)
Dance Team (girls)
Hockey (boys & girls)
Intramural Basketball
Nordic Ski (boys & girls)
One Act Play
Ski/Snowboard Club
Speech
Swimming (boys)
Table Tennis (boys & girls)
Wrestling

Definition of BSM Extracurricular Activities

Benilde-St. Margaret's attempts to provide all students with the opportunity to participate in an activity. In some sports and activities, this is not possible, so tryouts are held and squads are limited. Players should ask their coach about policies at the beginning of each season.

In general the following guidelines are used for teams:

9/C	At this level, most athletes will have previous experience; participation and skill development are emphasized.
B/JV Squad	Participation is important but the development of individual players for varsity level competition is equally important.
Varsity	This level is for exceptional athletes.

Any Benilde-St. Margaret's student, any grade or age, with exceptional ability will be allowed and encouraged to participate at the varsity level.

If a student participates in a non-school sport during a BSM season, priority shall be given to the BSM team. Coaches may allow exceptions for major events.

LAST DATE TO JOIN A TEAM - To be eligible for a section and state competition, a student must be a member of that school's team not later than the fourth Monday after the official start of that season. When a sport begins on a Monday, that day shall be counted as the first Monday.

PARTICIPATION FEES - Benilde-St. Margaret's does not charge participation fees unless an activity is new or has some exceptional costs. A program may have a program fee to cover trips, pasta dinners, clothing that the student will keep. All fees will be added to the tuition account once teams are formed.

TRANSPORTATION - When school is in session, BSM provides busing to all high school sporting events as well as most activities. Transportation is not provided for practices that are off-site.

Some programs require students to ride the bus back to BSM from away contests. Coaches have been asked to be reasonable with their policy in regard to age of the student, where the student lives in relation to the contest and whether the contest is on a school night. In the event the student is allowed to leave an away contest in a manner other than the team bus, the student **MUST** give the coach a copy of the **ALTERNATE TRANSPORTATION FORM**. Students will not be allowed to leave with anyone other than their parent unless they have an alternate transportation request form. This is both to insure our students' safety and protect BSM from liability. Forms can be picked up in the athletic office or on the Web site.

EQUIPMENT - An equipment deposit will be added to the tuition account after the season if all equipment is not returned.

LOCKS AND LOCKER ROOMS - All athletes will have a locker available to them. Students must use locks issued by the BSM athletic department. The cost of each lock is a deposit of \$5, being returned to the student when the lock is returned to the athletic office at the end of the school year. When each season ends, athletes must clean out their lockers immediately.

TEAM PICTURES - Each team has a team picture taken during the season. Students will be notified in advance of picture dates and will have the opportunity to purchase team as well as individual pictures in advance.

TEAM FUND RAISING - The school has many fund raising projects for the benefit of the entire school. Teams are asked not to have individual fund raising projects. If a team still feels they need to raise money beyond their budgeted amount, the coach is responsible for the team receiving permission from the director of development and the athletic director.

PERSONAL CONDUCT

All players represent BSM and their conduct must reflect BSM values. Players are also expected to follow Minnesota State High School League (MSHSL) guidelines for conduct.

Spectator's Code of Conduct

Acceptable and unacceptable behavior standards as specified by the National Federation of State High Schools Association.

Acceptable Behavior

- Applause during introductions of players, coaches and officials.
- Players shaking hands with opponent who fouls out while both sets of fans recognize player's performance with applause.
- Accept all decisions of officials.
- Fans will participate in school yells in a positive manner.
- Handshakes between participant and coaches at end of contest, regardless of outcome.
- Treat competition as a game, not a war.
- Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
- Applause at end of contest for performances of all participants.
- Everyone showing concern for injured player, regardless of team.
- Encourage surrounding people to display only sportsmanlike conduct.

Unacceptable Behavior

- Disrespectful or derogatory yells, chants, songs, or gestures.
- Boing or heckling an official's decision.
- Yells that antagonize opponents.
- Refusing to shake hands or give recognition for good performances.
- Blaming loss of game on officials, coaches or participants.
- Laughing or name-calling to distract an opponent.
- Use of profanity or displays of anger that draw attention away from the game.
- Yells to opponents using specific name, nickname or number.

Athletic/Activities Eligibility

To be fully eligible to participate in an activity or sport, students must have a signed MSHSL eligibility statement on file with the school. In addition, a current (within last 3 years) health physical form must be on file in the nurse's office.

Students must be making satisfactory progress toward graduation to be eligible for extracurricular activities. Students not meeting minimum credit requirements could be ruled ineligible. The administration recommends that students participating in extracurricular activities keep a minimum GPA of 2.0 and students not meeting GPA requirements could be ruled ineligible. Students failing a class at the quarter or semester are ineligible from participating in extracurricular activities. Students failing a course must schedule an academic appeal with the athletic office to grant eligibility.

Leadership Policy

Leadership positions; Team captains, student council officers, National Honor Society elected officers/committee chairs.

Each coach/moderator can determine the method for selecting varsity captains. The criteria should be stated and given to each team member. A team is not required to select a captain or captains. A student should realize that being a captain is a privilege and therefore requires work and dedication.

Standard for Leadership Positions

- Students with two or more chemical violations, or out of school suspensions (totaling 7 class hours), and/or failing or non-passing grades cannot hold the position of leadership on teams and activities.
- Any students who have a chemical violation during their high school career will lose their position of leadership during the school year of the violation and will not be eligible for positions of leadership the following school year. (The school year is defined as the 12 month period that begins on the first day after the last day of class for the proceeding academic year.)
- Any student who has been named a team captain and receives a violation, or suspension, and/or failing or non-passing grade, within the defined school year, will have their captaincy revoked.
- A student who receives a suspension may have his/her position of leadership revoked. The coach and the athletic director will review each case individually.
- Each individual program within the school is required to follow these guidelines. However, the head coach or moderator has the right to exceed these guidelines.
- Chemical violations may be grounds for dismissal from or admittance to NHS.

Dances/Royalty/Off-Campus Activities

All school-sponsored activities must have the approval of the sponsoring class or organization's advisor and the assistant principal.

Any new school-sponsored activity or organization which does not have an assigned faculty advisor must be approved by the assistant principal. If approval is given, arrangements will be made for a faculty advisor.

BSM hosts three dances: Homecoming, Holiday Ball, and Prom. Check the BSM Knightly News prior to the dance for specific information.

- **Homecoming:** Saturday, October 1. Couple and single tickets are both available. All high school grades are welcome. Students with chemical violations occurring June 11, 2016 to September 25, 2016 will not be eligible for Homecoming Royalty.
- **Holiday Ball:** Saturday, January 21, 2017. Couple and single tickets are both available. Only students in grades 10-12 may attend. Seniors with chemical violations occurring September 26, 2016 to January 15, 2017 will not be eligible for Holiday Ball Royalty.
- **Prom:** Saturday, April 29, 2017. Couple and single tickets are both available. Only students in grades 11-12 may attend. Seniors with chemical violations occurring January 16, 2017 to April 28, 2017 will not be eligible for Prom Royalty.

Signs/Poster/Clothing

Signs & Posters

All signs and posters displayed on campus must be approved and signed by the advisor of the group printing the signs or by one of the deans before they are hung. Posters not approved will be removed.

Clothing

All apparel must be approved by the athletic director and/or the high school assistant principal prior to ordering, for teams, clubs or activities involved in competition. Items not approved may be prohibited from being worn in school or at activities where students are representing Benilde-St. Margaret's.

Colors:

- BSM school colors are only RED and WHITE.
- Black is not a third school color and cannot be used; black is not acceptable even if BSM is not mentioned on the garment.
- Black is only acceptable as a small (1/4 inch) outline of numbers or letters on uniforms. No other additional black is allowed as part of the uniform or apparel.
- Gray is an acceptable color for the team garment (e.g. sweatshirt, t-shirt) with red or white lettering.

Font, Lettering and School Name:

- The official Benilde-St. Margaret's Red Knight is the only logo to be used on apparel.
- The school crest may be used only on apparel for activities that traditionally have used a crest (e.g. soccer, chess).
- The Athletic Office has a copy of the logo sheet.
- Benilde-St. Margaret's, BSM or Red Knights is to be in Times New Roman. Script writing may be used only on apparel for sports that traditionally have used script (e.g. baseball, softball).
- Benilde-St. Margaret's cannot be shortened to Benilde or split onto two lines. Benilde-St. Margaret's must be on one line. Use Red Knights or BSM if space is an issue.
- Nicknames on apparel must be pre-approved by the athletic director or the high school assistant principal.

Purchasing Procedures:

- Place the order early in the season so students get apparel during the season NOT at the end.
- Keep in mind, the more printing you add to a garment the more the cost. Please be thoughtful of all families' financial needs.
- Once the team's order is complete, a list of the students' names and the total cost of the order needs to be turned in to the Athletic Office. All purchases will be added to the student's tuition account. No money should be collected by students or parents. The bill will then be paid by the Athletic Office.

Apparel worn by a team is considered team apparel and is subject to the school guidelines, even if no BSM identification is on the garment.

Clubs, activities and organizations (non-competition) are allowed to use non-BSM approved colors for apparel, as long as BSM is not identified on the garment.

Student Discipline

Philosophy

Benilde-St. Margaret's strives to provide students with an environment in which students can reach their highest potential in mind, body and spirit. Part of the student's growing process includes existing within the rules as set forth in this handbook. These rules are designed to support our values and ensure that our community is respectful, safe and loving. In addition to the specifics outlined in the following pages, it is expected that students recognize their responsibilities to the BSM community. Students are expected to exercise self-discipline and exhibit appropriate behavior in their relationships with others. Students are expected to respect the rights of other members of the BSM community and the school at large. Certain obvious behaviors, although not specifically mentioned in the handbook, are clearly unacceptable and not conducive to a healthy, safe, and respectful educational environment.

It is the responsibility of every student and parent/guardian to read this information carefully and be aware of the consequences for behavior which is inconsistent with BSM expectations.

Student Services

Mary Andersen
TBD

Assistant Principal and Dean of Juniors & Seniors
Assistant Principal and Dean of Freshmen & Sophomores

The Student Support Team, comprised of the principal, assistant principals, guidance counselors, campus minister, chemical health coordinator, learning specialist, diversity advocate, admissions representative, athletic/activities director, health aide and school psychologist, meets on a weekly basis in order to better serve students' needs. The team may recommend students to join one of the various support groups or see the school psychologist. The school and clinical psychologists and chemical health coordinator routinely see students at their request or at the request of a parent or staff member. Information may be shared with the Student Support Team.

Attendance

Attendance: School

On the day a student is absent the PARENTS, not student, should telephone the school by 8 a.m. (952-927-4177). On the day a student returns, he/she should bring a note from parents stating the reason for the absence and present this note to the attendance secretary before 8 a.m.

Students are to remain on campus during the school day. ANY reason to leave campus must be approved by an administrator. Appointments with doctors, dentists, and business firms should be made outside of the school day. If it becomes necessary to miss school during school hours for such

an appointment, a note signed by a parent/guardian stating the date, time, and nature of the appointment and time of return should be presented to the attendance secretary BEFORE school begins. Students must check out with the attendance secretary before leaving and check in if and when they return. Upon returning from an appointment, the student should provide documentation from the office where the appointment was held. Failure to follow the above policies will result in an unexcused absence for each class missed.

The administration will make the determination whether an absence is excused or unexcused. Parent permission does not necessarily determine the excused or unexcused status of an absence.

Minimum Attendance Policy

In order to maintain high academic standards it is necessary to require a minimum number of days in attendance. This is not meant to imply that students are free to take these days, but rather that if excessive absence occurs, it is our obligation to follow through with parents and students.

Under ordinary circumstances, whether excused or unexcused, a student may not miss more than twelve scheduled school days (or individual classes) per semester. This includes both school-sponsored and non-school-sponsored absences. For classes that meet only two or three times per week a maximum of eight absences will be allowed.

If the minimum attendance requirement is exceeded the school reserves the right to withhold credit(s). If credit is withheld, the parent/guardian and student have the right to appeal this decision in person by meeting with the appropriate dean and teacher. The student will not be allowed to attend the class or classes until this appeal is made.

Students who exceed the minimum attendance requirements due to health issues, may be required to receive modified grades or pass/no pass grades. This will be determined by the administration.

Students who have exceeded the minimum attendance standard may be held out of field trips and other school-sponsored activities. This will be at the discretion of the student's dean.

Attendance: Homeroom

The homeroom period is a very important part of the community concept of Benilde-St. Margaret's. During the homeroom period a teacher has the opportunity to get to know and help a group of students in a non-academic setting. The homeroom period affords the time for community prayer, accurate attendance, and effective communication. It is the one time each day that community goals and school spirit can be shared and nurtured. This time must be effectively utilized if we are to achieve the many different goals of student government, guidance department, discipline, administration, and the development of a faith community.

Students who do not report to homeroom or who are asked to leave will be subject to the following consequences:

- **FirstOffense** - Student will receive one period of detention.
 - **Second Offense** - Student will receive one period of detention and parents will be contacted.
 - **Third Offense** – Student may be suspended in school for one day.
- Note: Three tardies to homeroom constitute one unexcused absence from homeroom.

Attendance: Classes

Without regular attendance, it is impossible for students to do their best work. Students are required, therefore, to attend all scheduled classes.

An **unexcused absence** is defined as any of the following:

- Three tardies = one unexcused absence
- Skipping class
- Removal from class for misbehavior – This will result in 2 periods of detention
- Leaving early from class without permission from the teacher

Students with unexcused absences from class will be subject to the following consequences:

- **First Offense** - Student will be called in to see the appropriate dean and parent/guardian informed. One period of detention will be assigned.
- **Second Offense** - Student will be called in to see the appropriate dean, parent/guardian informed, and a conference held if necessary. One period of detention will be assigned.
- **Third Offense** - **Student may be dropped from the class with no credit received and an F- recorded on his/her transcript.** If the student remains in the class, additional detention periods will be assigned by the dean.
- ❖ Students will receive a reduction in points or a zero for academic work due on the day an unexcused absence is recorded.

Any combination of three unexcused absences (tardies, skips, removal for misbehavior, leaving early) will result in the above consequences for the third offense.

Students who skip an entire school day will receive an unexcused absence in each class missed. Additional consequences will be determined by the appropriate dean. Unexcused absences are recorded on a semester basis.

Attendance: 1ST Period Free

Students who do not have class during first hour must check in with the attendance office by 8 a.m.

Students who do not have first hour class and who fail to check in with their appropriate dean and/or check in late will be subject to the following consequences:

- **First Offense** -Student will receive one period of detention.
- **Second Offense** -Student will receive one period of detention and parents will be contacted.

- **Third & Subsequent Offenses** - Student will be suspended from school for one day.
Note: Three tardies to check-in constitutes one unexcused absence from check-in.

Attendance: Tardiness

Students are required to be in the classroom when the bell to begin classes rings. Students who arrive after this time without a pass will be considered tardy. Students will receive one unexcused absence for every three times they are tardy to class. If three unexcused absences are obtained, the student will lose credit and receive a failing grade. Please refer to Attendance: Classes in this handbook. The exception to this is attendance to first period. Students may lose credit to their first period class if they accumulate four unexcused absences due to tardies, skips, removal for misbehavior, or leaving early. The extra unexcused absence allowed for first period is intended to accommodate unavoidable tardies due to traffic. **Therefore, tardies to first hour will not be excused.**

Students who arrive to class more than five minutes late without a pass will not be admitted and will receive an unexcused absence.

1. The exception to this rule applies to students who arrive late to first hour class. They should report immediately to class.
2. All car pool members, whether they have first hour classes or not, have equal responsibility to get to school on time. In case of excessive tardiness all members may have to experience equal consequences.

Attendance: Wellness/BSM Hour

Students are required to sign in during their BSM hour. Students who do not sign in will be assigned detention. Grades 10-12, Wellness classes will meet once per week. Students who are unexcused from Wellness twice in a quarter will lose credit for the class. Specific expectations for Wellness can be found on the BSM website under the Student tab.

Attendance: Extended Absence

Taking extended trips and vacations during the school year presents a serious academic concern for students. Classroom contact with teachers, other students and the overall classroom experience is vital in the learning process. **Parents are strongly encouraged to check the school calendar and coordinate trips with our scheduled vacations. Please read the minimum attendance policy in this handbook.**

If it is NECESSARY to leave school for more than two days and you know in advance:

1. A note from parent/guardian should be presented to the attendance office AT LEAST one week before leaving.
2. A student must contact each teacher for approval. A teacher has the RIGHT and RESPONSIBILITY to indicate if a student cannot afford to miss the time indicated.

3. A student will be required to do the work indicated by the teacher. It is the student's responsibility to communicate with the teacher regarding make-up work.
4. If a student does not receive approval from the teachers, there is no obligation on the teachers' part to assist in make-up work.

Approval for an extended absence will not be granted if a student's tuition is disproportionately in arrears.

Attendance: Extracurricular Activities

Following are the daily attendance expectations in order for students to participate in extracurricular activities.

- Students must be in attendance for 5 full class periods.
- Students may not leave early due to illness (even if they are in attendance for 5 class periods)
- In the event there is a half or partial day of school, students must be in attendance the entire school day.
- On block days, students must arrive by 10:30 a.m. or be in attendance for 3 of the block periods.

Students involved in activities which have evening performances (e.g. band, drama, sports, student council, etc.) are not excused from any classes on the following morning. Students who sleep in and miss classes will receive unexcused absences for all classes missed.

Students with a doctor/dentist appointment the morning after a performance must bring a note from the doctor/dentist in order to excuse the absence.

Attendance: Finals: See page 13.

Attendance: Skip-a-final (Seniors Only)

Second semester seniors will have an opportunity to skip all of their final exams. The skip-a-final privilege may be earned under the following conditions:

1. The student must be passing the class with a C (no C-.) The "C" must be maintained up until the first day of senior finals. Students who drop below the "C" will have to take that individual final exam. Conversely, Students who are below a "C" on the day this form is due will not have the opportunity to raise their grade and qualify to skip the final.
2. The student may not have more than three tardies to the class. (9 tardies for 1st period) Tardies will accumulate up until final exams. Students who exceed the minimum number of allowed tardies will have to take that individual final exam.
3. The student may not have any unexcused absences to the class due to a skip, removal from class, or in-school suspension.

4. Students may not have any major disciplinary referrals.
5. Seniors with more than 4 absences to any class may be excluded from the skip-a-final privilege.

Attendance: State Tournaments

Students who miss a class to attend a state tournament contest will receive an excused absence from school, as long as prior parental permission is obtained. This will only apply to those students who participate in that particular sport (e.g., boys' basketball players, cheerleaders, and managers may go to the boys' basketball tournament). Class may only be missed if the game is at the same time as the student's scheduled class. Students on academic probation or on a contract with BSM may not be able to miss classes to attend the state tournament. The administration will make the determination. Each absence will count as one of the twelve a student is allowed per semester, and may result in loss of credit as stated in the student handbook. Attendance at these state tournaments will count against the student for the skip-a-final incentive unless the student is an invited guest of a BSM state tournament participant.

BSM administration will decide if the school day will be shortened or canceled, depending on if it is a spectator sport participating at state.

If individuals or a traditional non-spectator sport team is at state, each member of the state team will be allowed to name two "guest" students who will be eligible to miss school to attend the state tournament. Each individual (non-athlete) attending must have teacher and parent approval.

Fan buses are provided if a need is determined.

Policies/Rules

Detention

As a means of handling a disciplinary problem, students will be given detention at the discretion of an administrator. Detention will be served by a deadline assigned by the dean.

Freshmen and sophomores must serve detention before or after school in a supervised study hall. Juniors and seniors may serve detention in the study hall or by working for a BSM staff member. Detention is a 40 minute detail. Students must understand that detention always takes precedence over athletic practices, work, appointments, etc.

Suspension

Students who are suspended will serve the suspension for a period of one day to one week, depending upon the infraction. Normally, suspension will be of the "in-school" variety and the student will be put to work by the school maintenance staff from 8 a.m. until 2:40 p.m. Fighting, however, will typically warrant an "out-of-school" suspension.

Suspension is a warning to students and parents that the behavior exhibited is not in keeping with the BSM philosophy and that if it continues it will lead to expulsion. Suspension is used for specific behavior as cited in this handbook or when an administrator determines it to be necessary.

Students may not be allowed to make up any class work or take any tests missed as a result of suspension.

Parents will always be notified of suspension, and a conference will be held if necessary. Classes missed due to a suspension will not count toward the three unexcused absences resulting in loss of credit.

Non-privilege Suspension: Students may be suspended from attending school functions (e.g., dances, games, etc.) as an additional consequence for misbehavior. The length of time and the conditions of the suspension will be determined by the dean.

Disciplinary Probation

Students with excessive tardies, absences (excused or unexcused), and/or excessive disciplinary referrals will be placed on disciplinary probation. The dean will contact the parents of students being placed on disciplinary probation by phone or by mail. Once placed on disciplinary probation, the student will be expected to make dramatic improvements in a specified discipline area or the student may be asked to leave BSM.

Expulsion

Expulsion is the most severe penalty at BSM. A student facing expulsion will be immediately suspended, out of school. A meeting will be scheduled for the principal and assistant principal to meet with the student and his/her parent(s) or guardian(s). The purpose of this meeting will be to insure that all facts have been presented to the BSM administration. A decision regarding the student's enrollment at BSM will be made within a week of the meeting and the family will be informed of the decision.

I.D. Cards and Printer Cards

Students are required to carry their I.D. cards with them during school hours. I.D. cards are required to purchase food from an account and to obtain admission to on-site athletic events. Printer cards can be used at the copy machines and will also allow access to the front entry way during school hours. Replacement cards can be obtained in the Help Desk and a fee will be charged to the student's tuition.

Visitors

Students who are interested in transferring to BSM and have completed an application for admission are invited to attend classes with a BSM student for the day. Parents of the interested student should make arrangements through the Admissions Office. No other visitors are allowed.

Student Dress Code

Students who do not abide by the dress code policy will not be allowed to attend classes until they are in code. The student may receive an unexcused absence and/or detention as a result of classes missed while out of dress code.

While these are guidelines, there may be times when religious and cultural customs allow for exceptions. The student and their dean will work together to make sure both the student and the dress code are being served.

Student cooperation is the key to the implementation and success of a **non-uniform dress code**.

Student expectations:

- **Shirts:** Shirts must have sleeves – no sleeveless shirts will be allowed. Midriffs, cleavage, and undergarments must be covered. No revealing or sheer shirts will be allowed. This includes open-back shirts and off-the-shoulder shirts.
- **Skirts/Dresses/Shorts:** Skirts, dresses, and shorts cannot be worn more than 2 inches above the knee.
 - If your skirt/dress is shorter than the allowed length, then non-skin-tight pants must be worn under it; tights are not allowed in this case. These pants must be completely opaque (non-see-through), there should be no skin showing through whatever you wear under that skirt/dress.
- **Pants:** Pants may not be worn below the hips.
- **Leggings, jeggings, yoga pants and other skin-tight pants:** because of the revealing nature of these clothing items, students who wear them must wear a shirt or top that extends to no more than 2 inches above knee all the way around, from front to back. The shirt or top may not be too tight.
- **Undergarments:** Undergarments may not be showing at any time.
- **Other items prohibited:** Hats, coats (these must be kept in your locker during the school day), cut-off shorts, torn or frayed clothing, and clothing with inappropriate designs and/or messages (including references to alcohol, drugs, or tobacco as well as disrespectful messages).
- **Hair:** Hair styles which draw undue attention to the student will not be permitted. Highlights, braids and extensions must be of a color that occurs naturally in humans and not be in such contrast as to draw undue attention to the student.
- **Facial jewelry** is not allowed. Jewelry will have to be removed, band-aids will not be allowed. A clear or skin-toned piercing retainer is acceptable.
- **Shoes:** Shoes with built-in wheels, in-line skates, etc., are not permitted on campus.

Lockers

Students are assigned a locker for their use. Students may not change lockers without permission of the assistant principal. It is the responsibility of each student to maintain it and all damages will be charged to that student. The lockers are the property of the school, on loan to students. The school reserves the right to inspect them at any time for a reasonable cause. Broken lockers are to be reported immediately to the assistant principal. The school is not responsible for money and valuables left in lockers. All such items should be placed in the school safe. A \$30 maintenance fee will be charged to the student if his/her locker is not in satisfactory condition at the end of the school year.

Backpacks

Backpacks and oversized bags must be kept in the student's locker during the school day. Students are allowed to carry their laptop case as well as a small purse.

Alcohol and Drug Policy

Background:

BSM is a learning community. The best environment for learning is one that promotes and supports healthy and responsible behavior. BSM recognizes that alcohol and drug use and dependency are a source of potential problems for students and can interfere with their behavior, learning, and their fullest possible development. BSM is committed to providing a positive educational environment and addressing chemical abuse and dependency issues as appropriate.

Policy:

No student shall possess, use, sell, distribute, deliver, supply, or be under the influence of alcohol or any illegal, controlled, or mood altering substance or possess, use, sell, distribute, deliver, or supply drug paraphernalia, or misuse prescription drugs, at any time, at any place, on or off school property.

“Supply” includes hosting a party in which alcohol or any illegal controlled or mood altering substance is present.

Sanctions for Violations:

First Offense in a School Year:

Any student who is determined to have violated BSM's Alcohol and Drug Policy shall:

1. Be suspended for a period of not less than three days;
2. Undergo a chemical assessment, support, and follow all recommendations, which shall be provided to BSM and the student's parents or guardian, and attend the Insight program;

3. Be subject to Minnesota State High School League regulations and sanctions, which, as construed by BSM, apply to all extracurricular activities;
4. Be reported to law enforcement, as appropriate;
5. Follow any and all other conditions (e.g., random drug or alcohol testing) as may be established by BSM at its sole discretion.

BSM reserves the right, at its sole discretion, to immediately expel any student who is determined to have possessed, used, sold, distributed, delivered, or supplied any illegal, controlled, or mood altering substance or possessed, used, sold, distributed, delivered, or supplied drug paraphernalia or misused prescription drugs for a first offense on or off school property, at any time.

Second Offense in a School Year:

Any student who is determined to have violated BSM’s Alcohol or Drug Policy a second time within the same school year shall be expelled.
 “School year” means the 12-month period that begins on the first day after the last day of school for the preceding academic year.

Third Offense within a High School Career:

Any student who is determined to have violated BSM’s Alcohol or Drug Policy three times in their high school career shall be expelled.

Searches:

At random times throughout the school year, trained dogs will randomly search areas of the BSM campus. If a dog identifies a locker, car, backpack, or other area as having chemicals in it, that area will be thoroughly searched. If chemicals are found in or on a student’s personal property, BSM’s alcohol and drug policy will be enforced. This requires parents and students to be extra vigilant especially if there are multiple drivers of the same vehicle. Students will be held to the letter of the alcohol and drug policy regardless of who last drove the vehicle. Additionally, the use of a breathalyzer test may be used if there is any suspicion of a student being under the influence of alcohol. Drug testing may be required as a means of investigating an incident. BSM Partners with MN Monitoring to conduct drug tests. Students will follow BSM’s established protocol for drug testing

Tobacco

Students are to be tobacco free on the BSM campus and at school sponsored events. The following policies will be enforced regarding the possession and/or use of tobacco products and electronic cigarettes:

- | | |
|------------------|---|
| First Offense - | The student will serve a one-day in-school suspension |
| Second Offense - | The student will serve a two-day in-school suspension and encouraged to enroll in a tobacco cessation course approved by the assistant principal. |

Third Offense - The student will serve a two-day out-of-school suspension while the student's continued enrollment at BSM is considered. Upon return, the student will serve a one-day in-school suspension.

Please note that tobacco is considered a chemical by the Minnesota State High School League and students involved in any extracurricular activities who use and/or possess will incur additional penalties according to MSHSL guidelines.

In all offenses regarding the above rules, the parent/guardian will be notified as violations occur to facilitate their cooperation in changing the student's behavior.

MSHSL Mood Altering Chemical Regulations

Philosophy and Purpose

The Minnesota State High School League recognizes the use of mood-altering chemicals as a significant health problem for many adolescents resulting in negative effects on behavior, learning and the total development of each individual. The misuse and abuse of mood-altering chemicals for some adolescents affect extracurricular participation and development of related skills. Others are affected by the misuse and abuse of family, team members or other significant persons in their lives.

Bylaw

During the calendar year, regardless of the quantity, a student shall not (1) use a beverage containing alcohol; (2) use tobacco; or (3) use or consume, have in possession, buy, sell or give away any controlled substance.

- The bylaw applies to the 12 month calendar year.
- It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by her/his physician.

First Violation

After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks (14 calendar days) of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

Second Violation

After confirmation of the second violation, the student shall lose eligibility for the next (6) consecutive interscholastic contests in which the student is a participant or three (3) weeks (21 calendar days), whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

Third and Subsequent Violations

After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests in which the student is a participant or four (4) weeks (28 calendar days), whichever is greater. If after the third or subsequent violations, the student has been assessed to be chemically dependent and the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, and then the student

may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. The director or counselor of a chemical dependency treatment center must issue such certification.

Accumulative Penalties

Penalties shall be accumulative beginning with the student's first participation in a League activity and continuing through the student's high school career.

Denial Disqualification

A student shall be disqualified from all inter-scholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule is allowed to participate and then is subsequently found guilty of the violation.

Dances/School-Sponsored Activities

Whether school-sponsored events are held on campus or at other facilities:

1. No tobacco use is permitted by students, regardless of age.
2. No alcoholic beverages or controlled substances may be in possession, be purchased, be supplied, or be consumed by students, regardless of age. Students may be asked to submit to a breathalyzer test prior to admission to a dance.
3. At events such as dances; no one may leave the building or go to the parking area and be re-admitted to the event.
4. Students will be informed the week of the dance the time after which they are not allowed to enter the dance. Students will also be informed of the earliest time they may leave the dance.
5. No outside food or beverages may be brought in.
6. School chemical/tobacco use policies apply at all school sponsored activities.
7. Guests must be approved by an assistant principal. A signed visitor form must be on file with an assistant principal for any non-BSM guests at dances. Only one guest per BSM student is allowed.

Harassment/Sexual Harassment/Bullying

All students and staff at BSM have the right to a safe and respectful environment, free from harassment. BSM is committed to providing an environment that is free from harassment based on race, religion, gender, ethnicity, body type, sexual orientation, age, disability, or socio-economic status. Those who persist in such behavior may face detention, suspension, or expulsion depending on the severity of the situation.

Sexual harassment consists of sexual advances, requests for sexual favors, and other inappropriate verbal, digital (online via social media, on student personal devices, etc.) or physical conduct of a sexual nature.

Bullying is a type of harassment and is defined as unwelcome verbal, written or physical conduct directed at a student by another student(s) that has the intent and effect of:

1. Physically harming a student (e.g., hitting, kicking, spitting, pushing, and invading one's personal space in an aggressive manner).
2. Damaging, extorting or taking a student's personal property.
3. Placing a student in reasonable fear of physical harm.
4. Placing a student in emotional unrest by spreading rumors, manipulating social relationships or environment, engaging in social exclusion, extortion, intimidation, and ridicule.
5. Cyber-bullying: forms of verbal and psychological bullying that occur on the Internet through e-mail, instant messaging, or personal profile web sites such as Facebook or other social media.
6. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.
7. Creating verbal statements or written remarks that are taunting, malicious, threatening or sexual.

Sexting:

1. Possession of sexually explicit images on any device is prohibited regardless of whether any state laws are violated.
2. All involved in sexting, unless they immediately delete the images before sharing the image in any way, could be subject to discipline.
3. Cell phones will be searched if there is probable cause that a criminal violation has occurred and may be searched if reasonable suspicion exists that the phone contains evidence of a violation of school policy.

Please note: The Minnesota State High School League treats harassment and chemical violations equally and infractions against either policy will result in a loss of eligibility for the specified period of time.

In all cases of harassment, these procedures should be followed:

Reporting:

If a student feels that he/she has been the victim of any form of harassment (sexual, racial, etc.), the student must report it. If the student has knowledge of anyone (teacher, student, employee, or volunteer) involved in conduct of this nature, he/she must report it.

The reporting of this information is designed to be as non-threatening as possible to the student reporting the incident(s). He/she must give the information to the school administration (the principal, assistant principal, deans, or the president), or to a teacher, campus minister, or his /her parents, who have the responsibility of reporting back to the school administration for the student. There is a report form in the attendance office which may be used. Students are encouraged to call the Bully Hotline as an option to confidentially report incidents of bullying: (952) 679- 8072

No Retaliation:

No retaliatory action will be taken against any individual who reports conduct which he /she honestly believes may be in violation of this policy. Any student or other individual subject to this

policy retaliating against any person for reporting alleged harassment may be subject to discipline or other action.

Investigation and Disciplinary Procedures:

School officials will investigate the complaint in a confidential manner to the extent possible. The student's Dean will determine the action or disciplinary procedures depending on the severity and frequency of the offense. The range of discipline may be from detention and parent notification to expulsion. The principal shall have the final authority in all disciplinary determinations. The complainant and the alleged victim will be advised of the general outcome of the investigation.

Weapons

Weapons of any kind are not allowed at Benilde-St. Margaret's School. Any person found possessing a weapon of any kind will have the weapon confiscated and turned over to the proper legal authorities if required by law. Note: this includes any kind of pocketknife, paintball gun, Nerf gun or look-alike weapon. Mace and/or pepper spray are included in this category. Any student found possessing or using a weapon of any kind, or using any object as a weapon, is subject to detention, suspension and/or expulsion.

BSM Technology Acceptable Use Policy

Benilde-St. Margaret's offers the use of technology in order to broaden academic opportunities, enhance school curriculum, and to offer students outstanding training in the area of technology. The use of technology at school, including the Internet, is a privilege, not a right. Even though each student is issued a laptop, the hardware (laptop, power cord, case) and software are the sole property of BSM. Students must agree and adhere to the following policies and procedures if they wish to retain the privilege of using BSM technology resources. Keep in mind that these policies and procedures apply even when school is not in session, i.e. weekends, vacations and summers.

Electronic Devices (Student owned or non-BSM)

Personal electronic devices are to be powered off during the school day. Students using personal electronics without teacher permission during the school day will have them confiscated. On the first offense, the student will be required to turn their device into the main office during the school day for 1 week. The student's parent/guardian will be notified. If the student's device is confiscated for a 2nd time, the student will be required to turn their device in to the main office during the school day for 1 month. The student will also receive 4 periods of detention and their parent/guardian will be notified. If the student's device is confiscated for a 3rd time (or subsequent times,) the student will be required to turn in their device to the main office during the school day for the remainder of the school year and the student will serve a full day of detention. The student's parent/guardian will be notified.

Personal electronic devices may be searched if it is believed that a criminal or school violation has occurred. Music may not be listened to on personal devices. Students must use laptops for listening to music.

Day-to-Day Use & Care of Laptops (Failure to follow these guidelines may result in charges to the family – see the Financial Obligations Form that families sign at Roundup)

Students are entirely responsible for the use and care of their laptops. Laptops are always to be kept in the school issued cases when in transit and must never be left unattended or unsecured. When not being used, they should be stored in the student's locker. Laptops should not be put in backpacks or anything that may cause the computer to be compressed. Laptops are to be fully charged nightly and brought to school every day. Students may not use other student's laptops without permission. Students should not have food or beverages near their laptops. Students may not write on, place stickers on or alter the appearance of their laptops or the case in any way (This may result in a \$20 charge at the end of the year). Extreme temperatures may damage the laptop. Laptops should not be stored in temperature conditions below 32 degrees or above 75 degrees.

Hardware & Software

No one but a BSM tech person or teacher may attempt to alter hardware or software. Students may not install or attempt to install software on computers, unless directed to do so by a teacher. Students who alter hardware or software without permission may have their computer confiscated and re-imaged. Repeated incidents will result in detention and/or in-school suspension

Problems & Repairs

No one but a BSM tech person or teacher may attempt to repair hardware or software. Students will report any damage or problems with any hardware to the help desk as soon as the problem is discovered. Be aware that the computer and its accessories may be under warranty and prompt reporting of problems is important. Students are responsible for damage, loss or theft of their laptops. Damage, loss, or theft must be reported to the school office immediately. The school will have a limited number of loaner laptops available for students to use if their laptops need repair.

Network, Passwords, Settings

Students using computers at school will be logged on to the school's network. When students are connected to the network, all their activity and Internet surfing will be logged and school officials will be able to monitor and check those logs for inappropriate activity. Students may not hack into or attempt to hack into any areas of the secured network or servers. Students are allowed only on the BSM network. Students may not share their passwords with other people, and they may not use or attempt to use another person's password. Students may not steal or attempt to steal other people's passwords or online files and folders. Students may not change or attempt to change any network or security settings on BSM hardware. Students may not employ the use of an anonymizer, proxy server, mifi, hotspot, cell phone, or other device used to circumvent the content filter. Students are expected to leave their AirPort on at all times.

Internet Use & Safety

Students may not, at any time, access, send or receive material or sites that are illegal, pornographic, or otherwise inappropriate. During class time, students are expected to use the computers as directed by the teacher. BSM reserves the right to monitor student Internet activity at any time. Students may not clear the history in the browser. Access to the Internet provides students with a vast source of information and other resources. However, the Internet may also expose students to inappropriate content or individuals with malicious intent. For this reason, students should use extreme care and caution while on the Internet. Students are not to divulge personal information such as names,

addresses, photos, phone numbers, etc. about themselves, their classmates, teachers, or family members over the Internet. Students will adhere to all copyright laws. Students who access inappropriate material or sites or delete their browser history may have their computer confiscated and re-imaged. Repeated incidents will result in detention and/or in-school suspension

Downloading

Downloading files from the Internet is sometimes a necessary operation. However, students should use caution when choosing what to download because your computer's performance is directly affected by the amount and type of data stored on your laptop. Standard files such as pdf, jpg, docx and similar files are typically OK to download. You may not download applications. Some examples of items that must not be downloaded include:

- Illegal items such as uTorrent, Transmission, FrostWire,
- Bandwidth hogs like Dropbox, SugarSync, Steam
- Games

If you need an application for academic reasons, you must get direct permission from a BSM teacher, dean, or technology staff member. To preserve bandwidth for other users, students should not download any large files or remain connected to streaming data sources (e.g. YouTube, Pandora) for any extended period during the school day.

Email, Messaging, & Etiquette

Students are never to send bulk email from BSM hardware (bulk email is a message addressed to many recipients and sent without their consent). Using technology to engage in cyber-bullying, cyber-stalking, cyber harassment, etc. is unacceptable and prohibited both on and off campus. All messages or communication of any kind sent from student laptops and or BSM accounts, whether at school or away from school, must contain only appropriate content and may not be used to bully, harass, intimidate, insult, threaten, or gossip. Messages that contain inappropriate pictures, pornography, or derogatory comments about other people will result in appropriate consequences.

Files, Other Content, & Privacy

The hardware and all their physical and digital contents are the property of BSM, and the school reserves the right to inspect all elements of the hardware, software and digital data at any time. This inspection may be done in connection with an investigation initiated by an administrator or dean. Students are responsible for making sure all contents on the computers they use are appropriate for school. Gaming software is not to be used or installed on computers. Students must be sure their files are backed up each day, especially since files are not backed up on any BSM servers.

Printing

BSM values the philosophy and practice of environmental stewardship, and limiting the use of paper is an important element of this philosophy. For this reason, only essential material should be printed. Generally speaking, students should not plan to print at school.

Teacher's Discretion

There are times when a teacher may authorize students to use or access technology resources when it aligns with the academic objectives of their classroom - including the use of students' own technology resources (e.g. cell phones for use as a student response system, MP3 players /iPods for

academic purposes). In these circumstances, and *with teacher permission only*, it is the responsibility of the student to adhere to the spirit of the Acceptable Use Policy. Students should only use the devices in a way that enhances the academic purpose of the classroom and in a way intended by the teacher. Other uses of the devices could result in disciplinary actions.

Financial Obligation Agreement

Students will be issued a laptop, case and power cord only after a parent/guardian has signed the Financial Obligation Agreement.

Consequences

Failing to adhere to these policies will be considered “laptop endangerment.” Examples of laptop endangerment may include but are not limited to:

- unattended laptop
- putting laptop in physical danger (includes keeping laptop within dangerous/active places in the gymnasiums, not using BSM issued case, roughhousing, swinging laptop, using food and beverage within close proximity, exposing to extreme temperatures and defacing.)

Consequences for laptop endangerment will include:

- First incident: the student will be issued a warning.
- Second incident: the student will be given a detention and the student’s parents will be notified.
- Third incident: the student will perform ½ day of school-assigned service
- Fourth (and subsequent incidents:) the student will meet with their dean and the Principal to discuss further consequences including additional detention, suspension or expulsion.

Vandalism/Theft

Theft and/or vandalism of school property or the property of others will result in either suspension or expulsion. Students will exercise reasonable care in the use of school equipment. The student must pay for damage to desks, lockers, other equipment, or property. Unauthorized use of school equipment is forbidden.

Off Campus

Students are to stay on campus during the school day. Only those students with permission from an administrator will be allowed to leave. A student violating this policy for the first time will be suspended on the following day and the parent/guardian will be notified. A second violation of this policy will result in expulsion from BSM.

Parking Lot

Students are not allowed in the parking lot, without permission, during the school day. A student violating this policy for the first time will be assigned detention and the parent/guardian will be

notified. A second violation of this policy will result in in-school suspension for one day. A third violation could result in expulsion from BSM. These violations are recorded on a yearly basis. Student vehicles with parking permits must be parked in the Haben Center (seniors) or Beth El Synagogue (all other students) parking lot and between the white lines. Students may not park in handicapped, visitors' spaces, front lot, etc. Violators will be assessed a \$30 parking fine. Students who drive carelessly or recklessly through the parking lot will lose their privilege to park on campus.

At random times throughout the school year, trained dogs will be searching the BSM and Beth El parking lots. If a dog identifies your vehicle as having chemicals in it, we will search your vehicle and will apply the consequences found in the BSM alcohol and drug policy.

Parking Permits

All students who drive to school must use one of two student parking lots. Seniors will park in the Haben Center lot and all other student drivers will park in the Beth El Synagogue lot. All student vehicles must display a BSM parking permit. Students who violate the above parking lot expectations or who drive recklessly will have their parking permit revoked. Parking permits may be purchased at Red Knight Round-up or through the transportation office. A one-day pass may be purchased in the main office.

Buses

Behavioral problems on the buses will be referred to the appropriate dean. If a student is disruptive on the bus, the parent and student will be warned that continued misbehavior will result in the withdrawal of bus service for that student. Students will pay for any damage done to the buses.

Off Limits – Free Periods

Free periods: Students who are not scheduled into a class must spend their free time in the commons/cafeteria, Great Hall, College and Career Center or Moore Library.

Off limits: Areas of the building and campus not mentioned above are considered to be off limits to students unless they are accompanied by an adult. Students are not to be in classrooms after school hours unless a faculty member is present. Students who are off limits will be assigned detention for the first offense. A second offense will result in in-school suspension for one day.

Off Limits – After School

Students who are here after 3 p.m. during the week must be in the commons, Moore Library or in a supervised area. Students in classrooms must be accompanied by a faculty or staff member. Hallways are for moving not for hanging out. The north building is off-limits after 3 p.m. unless the student is accompanied by a faculty or staff member.

Procedures/Facilities

Assemblies

Assemblies are an integral part of building Christian community and attendance is required unless otherwise stated. The following procedures will be followed:

1. Homerooms sit in assigned places. Absences will be reported and dealt with by the assistant principal or appropriate dean.
2. Unexcused absences will result in detention.
3. All students must attend all assemblies and all religious services.

Emergency Procedures

Evacuation, retention and lockdown drills are among the most important exercises in which you will participate. These drills can save lives. To prevent confusion, the following rules have been prepared. Learn the rules so that you may help your teacher with an orderly dismissal.

Evacuation:

1. Know which exit to use. Signs are posted in each classroom.
2. Walk rapidly - do not run.
3. No talking during a drill.
4. Last person leaving a room closes the door.
5. Remain outside, well away from the building, until the signal to return is given.

Retention

1. For tornado drill - remain in the retention area until the signal to return is given.

Lockdown

1. Remain quiet and listen for announcements and teacher directions.
2. Do not leave the room until the teacher gives permission.

Health Services

Health services are provided by a licensed school nurse and a health aide, employed by St. Louis Park Public Schools. The health aide works under the direction and supervision of the licensed school nurse. The licensed school nurse is available for consultation regarding health concerns of students, screening, referral, and any other needs that a student may have.

Hours and Location: Health service hours are from 7:50 a.m. – 2:50 p.m., Monday through Friday. The health office is located in the main office.

Medication: Medication may be administered only by the licensed school nurse or health service personnel to whom she/he delegates this responsibility. Administration of prescription medication by school personnel must only be done according to the written orders of a licensed physician and written authorization of the parent/guardian. Prescription medication must be brought to school in a container appropriately labeled by the pharmacy or physician with the student's name, the medication name, the dosage, and the physician's name. Non-prescription medication must be accompanied with the parent's/guardian's written permission, which includes name of medication, dosage, reason for administration, and length of time to be taken. The medication must be supplied in its original container.

Asthma Inhalers: Students who need to carry asthma inhalers must have a written doctor's order to carry it, a note from the parent/guardian, and the inhaler must be marked with a prescription label. We would like to have an extra inhaler in the health service office in the event the student forgets the inhaler or the inhaler is in a locker and the health aid would be called to assist.

Diabetic Students: Diabetic students should be coming to health service to do blood glucose monitoring. A health plan can be written to make changes in monitoring.

Students who feel ill should first report to their teacher and then go immediately to health services. Students who feel sick but do not report to health services will not be excused from class. Likewise, students who abuse health services in any way will not be excused from their classes. Students who wish to go home from school due to illness must call a parent from health services. A verbal permission from a parent or guardian is necessary before a student can leave school.

School Cancellation

Whenever Benilde-St. Margaret's has to close because of an emergency, such as severe weather conditions, local TV stations will carry the official information. The school's name will be given specifically as "Benilde-St. Margaret's in St. Louis Park, Minnesota." We are not part of the St. Louis Park public school system. Families can also expect a recorded voice mail from a school official. Calls will be made to the home phone number and parent cell phone number listed in Power School. Ordinarily, official information will be available by 6:30 a.m.

Online Classes on School Cancellation Days: On days when school is cancelled due to bad weather or other unforeseen reasons, students will be required to do work for their classes online. Teachers will use the class Haiku calendar to post class content and homework for the day by 10:00 a.m. Teachers will be available for live, online help/Q&A during specific office hours, which will be communicated to students at the time school is cancelled. Students will be responsible for the day's class content and any work that is to be handed in.

School Resource Officer

Benilde-St. Margaret's partners with the St. Louis Park Police Department to provide a school resource officer to be part of the BSM community. The primary purpose of the relationship with our school resource officer is to protect and serve our students, faculty and staff and provide guidance and expertise in the area of school safety. When there is legitimate educational interest, school administrators may consult with the school resource officer. This does not preclude separate proceedings or consequences by local law enforcement for the actions of a student. Parents will be notified if law enforcement requests to interview a student on campus. Every effort will be made to notify parents before an interview would take place.

Student Travel Programs

Benilde-St. Margaret's School encourages and supports student travel programs as an extension of the curriculum and an opportunity for personal, spiritual and academic development. Though more extensive guidelines will be communicated as your student becomes involved in a BSM-led trip, these are general guidelines the student is expected to follow:

1. The school will pre-approve the participant student list to verify there are no current impediments or potential issues which would preclude a student from participating or which could present an undue burden to the chaperone in their supervision of the entire group. This includes but is not limited to delinquent tuition, discipline issues, severe emotional or behavioral concerns.
2. Chaperones will clearly inform parents and students of expectations for behavior and the consequences of non-compliance. These include but are not limited to curfews, drinking, drug use, tobacco use, promptness, general behavior and attitude. Compliance with all school policies is expected.

Facilities

Commons/Cafeteria

The commons/cafeateria is available for students as an informal study, eating, and relaxation area. Use of personal electronics, playing cards, and/or other forms of gambling is prohibited.

Great Hall

The Great Hall is used throughout the year for many activities. Students may pass through the Great Hall during the school day but must use the outer edges when classes are in session.

William Haben Activities Center

Physical education and wellness classes are held in the William Haben Activities Center during the school day. After school many of the extracurricular teams and organizations will use the facility for games, practices, and meetings. In addition, all students may use the weight room when it is open. The policies governing the use of this facility are as follows:

1. No students allowed in facility without supervision.
2. No students allowed during school day unless they have physical education or wellness class.
3. Students using facilities must have proper dress, i.e., sweats or shorts. No street shoes allowed.
4. All scheduling is done through the athletic/activities director.
5. Lockers must be assigned.
6. Weight room hours and policies are posted in weight room.

James Hamburge Theater

Only students participating in classes or activities held in the theater are allowed to be in the theater or the immediate theater area. No food or beverages are to be brought into the theater.

Moore Library/College and Career Center

The Moore Library and College and Career Center are to be used for quiet reading and study. While in the facility, students should be engaged in activities associated with the academic use of the Moore Library/College and Career Center. Students who are disruptive will be subject to detention, removal from the area, or other disciplinary action including the loss of Moore Library/College and Career Center privileges until the students have met with the assistant principal to discuss guidelines for future behavior.

Students are reminded that **no food or drink**, except unflavored water, may be taken into the library.