

Benilde-St.Margaret's
Junior High



STUDENT
HANDBOOK
2017 - 2018

WELCOME

Welcome to Benilde-St. Margaret's Junior High! Now that you are an official Red Knight, you are expected to understand and follow the guidelines stated in this student handbook. Remember, you are representing Benilde-St. Margaret's wherever you go. Be proud and show your Red Knight spirit!

BENILDE-ST. MARGARET'S JUNIOR HIGH

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.

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As a "school within a school," the junior high exists to help seventh and eighth grade students develop their potential and make a successful transition from elementary to high school. We foster decision-making and responsibility in a nurturing atmosphere, and we provide a variety of spiritual, academic, and extracurricular opportunities for student involvement.

As a Catholic school, Benilde-St. Margaret's Junior High supports and fosters Catholic social teaching which calls us to respect

- the life and dignity of the human person;
- the importance of family, community, and participation;
- the rights and responsibilities of all people;
- the need to provide for the poor and vulnerable;
- the dignity and rights of workers;
- our solidarity as one human family;
- our role as stewards and caretakers of God's creation.

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ACADEMICS AND ATTENDANCE

PHILOSOPHY

At Benilde-St. Margaret's Junior High, learning is of primary importance. Our academic program has been carefully chosen to meet a variety of student needs and learning styles. The curriculum, which is coordinated with that of the senior high, is intended to develop a student's present potential as well as prepare him/her for future education and life-long learning. We recognize that learning is hard work, but it is, in addition, an enjoyable and rewarding experience.

School Hours

School is in session from 8 a.m. – 2:37 p.m. Generally, students who are not in supervised activities after school should go home at 2:37.

Absences/Arriving Late to School

Parents are responsible for getting their student to school on time each day.

Parents are requested to call the junior high office between 7 a.m. and 9 a.m. to report a student's absence. If a student is absent and we do not receive a call from home by 9 a.m., we will call to establish the student's whereabouts.

A student may be excused early or be admitted late if he/she brings a note from a parent. However, students are not allowed to "sleep in" after participating in school activities the evening before. Students must sign in or out with the secretary in the junior high office. Parents picking up their child should meet him/her at the main entrance, or at the junior high office, not at the classroom. The school will make the final determination as to whether or not an absence/tardy is excused or unexcused.

Students who are absent assume full responsibility for making up the work they miss. Many teachers have a list of assignments available in their rooms or on Haiku for students to check when they return. Parents should see that the work is made up as soon as possible, although ultimate responsibility is left with the student. If a student is absent frequently due to illness, a doctor's note may be required.

Extended Absences

Occasionally, a student may miss three or more days of school due to illness or a family emergency. When this occurs, parents may call the junior high office and request any homework or handouts not available on Haiku.

The faculty and administration recognize a parent's right to choose the personal or educational value of a family vacation over that of classroom instruction. However, parents must realize that their child's academic progress suffers when he/she is absent. Even if all assignments and tests are completed – a difficult process for both students and teachers – the student misses instruction that cannot be made up such as lectures, discussions, pop quizzes, demonstrations, and review.

It is particularly difficult when a student is absent at the end of a quarter. At this time teachers review material and give unit tests. When students miss the end of a marking period, the results often are incomplete or failing grades.

For these reasons, family vacations should be arranged to coincide with school vacations. A calendar is available from the school office. If vacations must be scheduled for other times, parents are expected to *notify the junior high office*, and the student must notify all his/her teachers prior to the extended absence.

Responsibility for missed work lies with the student.

Many students are very conscientious about asking for work prior to their absence. However, it is often not possible to predict precisely how much will be covered while the student is gone. When a student returns to school after

an extended absence, he/she will have *two weeks* to turn in missed work and make up tests, unless the teacher has specified otherwise. *Any work or tests not completed at that time will be treated as late work.*

Parents should be prepared to bring the student to school early or pick him/her up late during the make-up weeks. Since many teachers have extracurricular commitments after school, it is important to arrange test-taking times early in the week. The more quickly a student makes up missed work, the more likely he/she is to be successful.

Tardies

Students should be at their desks and ready for instruction when class is scheduled to begin. Repeated tardies often influence a student's academic success. For the third unexcused tardy the student will receive one hour of detention. Three tardy detentions will result in a referral.

Snow Days

If school will close due to bad weather or other unforeseen reasons, the administration will notify parents via emails and text messages. Parents should be sure their information in PowerSchool is correct and up to date in order to receive these notifications. Parents may also check local TV and radio for a closing announcement.

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 AM. 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.

Health Services

Health Services are provided **in the main office** for students if they should be hurt or become ill. If a student is ill and misses class, he/she must report to Health Services for care or the absence will not be excused. Parents will always be notified concerning serious injuries and illness. *Normally, visits to Health Services will be limited to 10 minutes.*

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. Verbal permission from a parent or guardian is necessary before a student can leave school.

Policy for Administering Medication in School

Before school personnel can administer prescription medications, the following must be provided to our school health aide:

- 1) a signed authorization from the student's parent/guardian,
- 2) a written order from a physician, and
- 3) the bottle of medication labeled by a pharmacy/physician.

Students are not allowed to have prescription or over-the-counter medications in their possession at school.

The school health aide cannot administer non-prescription drugs, such as aspirin or Tylenol, unless the school receives a signed permission form from the parent/guardian along with the bottle of medication with the student's name on it.

When the school year comes to a close, the student's unused medication will be sent home. If the student wishes to take the medication in the new school year, the above procedure must be carried out at that time.

School policy concerning administration of medications is based on Minnesota state law.

Textbooks

Each student will be issued necessary texts. Students are expected to maintain texts and materials in good condition. The student to whom a book is assigned will be charged for loss of the book or damage to it, regardless of who damaged or lost the book. Students may be asked to purchase other special materials or supplies for a class. Student grades and diplomas will be withheld until all charges have been paid.

Laptops

In the beginning of the school year each junior high student is issued a school-owned laptop for academic use during the school year. Students are expected to treat their laptops with utmost care. Students are required to follow all the directives given by their teachers as well as the rules listed in the Acceptable Use Policy for Laptops and the Internet. Appropriate consequences will be given for misuse of or physical damage to the laptops. The laptop (including case, charger, and extension cord) must be returned to BSMJH at the end of each school year or upon withdrawal.

School Supplies

When a student comes to school, it is important that he/she brings the necessary supplies. Teachers will explain which supplies are required for class. Unless instructed otherwise, students should always have pen, pencil,

and paper. All students are required to carry a binder and the school supplies designated for the year.

Schedules

Junior high students receive their schedules when school opens in the fall. Students are grouped by instructional level for literature, English, and math, and are grouped heterogeneously for all other subjects. Because we believe a student benefits from working with a variety of teachers and students, it is our policy not to change a student's schedule based on his/her personal preferences.

Senior High Classes

Junior high students have the opportunity to take senior high classes at BSM if they meet the following criteria:

- recommendation by the current teacher/principal;
- demonstration of competency and superior achievement in subject area;
- and exhaustion of curriculum options in the junior high.

The high school transcript is a record of the four years of academic work completed while the student is officially enrolled as a high school student. Therefore, high school credit is not given for high school classes taken by junior high students, although the course work is reflected on the student's junior high transcript. Students who successfully complete high school course work are eligible for advanced placement standing when they enroll in the high school.

Homework

Homework reinforces class work through preparation and extension. Students are expected to work independently on homework unless told otherwise by their teacher. Frequency and length of homework assignments

may increase with each additional accelerated course taken. To obtain full credit, students must turn in assignments on the day they are due, in the format requested (e.g. printed, dropped, etc.). Consequences for late work are outlined in the behavior and discipline section of the handbook.

Academic Integrity

Students at BSMJH are encouraged and expected to develop integrity and pride in their work. While cooperative learning and group work are often encouraged, individual student assignments and tests are to be completed independently. Cheating and plagiarism will not be tolerated at BSMJH. Cheating negates both the educational and evaluative worth of homework and exams. Consequences for cheating are outlined in the behavior and discipline section of the handbook.

Failure Policy

A failing grade in any subject indicates a need for immediate action.

The school may choose to impose an athletic/activity ineligibility penalty on a student who is failing. (See “Eligibility” under Extracurricular Activities.)

To improve, a student should choose the appropriate course(s) of action from the following:

- 1) Become more organized. Write down all assignments.
- 2) Set a structured, timed study period at home.
- 3) Review for tests.

- 4) Begin long-term projects early.
- 5) Ask the teacher for help during class or before or after school.
- 6) Get a tutor.

Students who do not have a minimum 1.0 grade point average (GPA) for second semester will not be passed into eighth or ninth grade respectively at BSM. If the student attends summer school, he/she may be admitted to eighth or ninth grade on probation.

Progress Reports

Junior high students are formally evaluated every four-and-a-half weeks (mid and end of quarter). All teachers post grades to PowerSchool, our online grading program.

Midterm grades give an indication of how the student is doing halfway through the quarter. These grades may change significantly by the end of the quarter.

Quarter grades are final grades and are reported on the BSMJH transcript (posted to PowerSchool each quarter). Unless an error has been made, it is not our policy to change quarter grades once the quarter has ended.

After reviewing the reports, if there is a concern, parents should first discuss the reports with their student. Next, if appropriate, the student should take the responsibility of talking with the teacher. Following this, if there is still a concern, parents should e-mail or call the teacher.

Grading:

- A performance is excellent
- B performance is of high quality
- C performance is satisfactory
- D performance is less than satisfactory
- F performance fails to meet minimum course requirements
- I incomplete – missing work must be made up or a grade of F will be issued

Accelerated Classes:

As a general rule, students in accelerated classes are expected to maintain an A or B grade.

Honor Roll

At the end of each semester an A honor roll (3.7 to 4.0 GPA) and a B honor roll (3.0 to 3.69 GPA) will be published to recognize students' academic achievements.

Activities and Field Trips

BSMJH endeavors to enrich its curriculum through the use of activities and field trips. The cost of these events is not included in tuition and must be assumed by the individual student. If these costs prove to be a financial hardship, special provisions may be made through the junior high office. A written permission slip from a parent/guardian is requested each time the student leaves campus for a school-sponsored activity. Participation in these activities may be denied if negative behavior occurs either before or during the activity.

Exemption from Physical Education Classes

Students must bring a note from home if they are unable to participate in P.E. Any request for an exemption of more than three classes will require a doctor's note giving the duration of the excuse.

Student Records

We respect the privacy of student records and recognize that only pertinent and factual information should be contained in the permanent records of the students. The BSM Board of Directors has adopted policies which are in compliance with the Family Education Rights and Privacy Act of 1974. These policies limit the information which can be contained in student records and make records available for parent review. Procedures for reviewing student records are available in the junior high office.

A parent who has legal custody (whether joint or sole) may receive a copy of the child's progress reports and information about school events unless prohibited by a court order. It is the responsibility of both parents to provide the school with the most current court order.

Withdrawal from School

If a decision is made to withdraw from BSMJH, parents are requested to fill out a withdrawal form available in the junior high office. At the time of withdrawal all textbooks, equipment, uniforms and laptop (including case, charger, and extension cord) must be returned. Questions concerning outstanding fees and tuition should be directed to the business office.

STUDENT BEHAVIOR AND DISCIPLINE

PHILOSOPHY

The discipline philosophy at Benilde-St. Margaret's Junior High stems from our Christian faith, the mission statement of our school, and the values of the community we serve. We want to work with parents to foster the development of the whole student. Our goals include:

- 1) developing self-worth in a Christian community,
- 2) developing a wide range of talents in each student,
- 3) fostering responsible citizenship,
- 4) developing physical and mental well-being.

Learning to make good decisions is a challenging and rewarding part of growing up. Poor decisions often result in inappropriate behavior. This behavior, as well as conduct, whether inside or outside the school, that is detrimental to the reputation of the school, will be brought to the attention of the junior high principal and a consequence will follow. Examples of consequences include the following: a phone call to the parents, a letter home, detention, in-school suspension, out-of-school suspension, and expulsion.

Positive Reinforcement

We, as a faculty and staff, enjoy giving our attention to the many students who are positive influences in our community. Students are frequently recognized for their good behavior.

Referrals

Referrals can be given for a specific behavior or an accumulation of smaller, similar behaviors. If a student earns a referral, the parent is notified via mail immediately after the offense. If negative behavior continues, the principal will talk to and meet with the parents to discuss the student's behavior. Referrals are to be looked upon as serious consequences. (Please see the

Referral Process below.) The referral process starts over at the beginning of each school year.

Referral Process

Consequences may be increased due to the severity of the offense. A student may be suspended or expelled at any point within the referral process if deemed necessary by the administration. However, the normal course of disciplinary action is as follows:

- 1st referral: One Detention
- 2nd referral: One Detention
- 3rd referral: Saturday Detention (2-4 hours)
- 4th referral: Saturday Detention (4-8 hours)
Conference with parents
Behavior contract issued
- 5th referral: In-school suspension (ISS) – one to three days
- 6th referral: In-school suspension – two to four days
Conference with parents and administration
- 7th referral: Out-of-school suspension (OSS) – one to five days
- 8th referral: The student’s status at BSM will be reviewed.
Possible consequences include suspension from school
or expulsion from Benilde-St. Margaret's.

The administration and faculty of BSMJH may alter or amend this policy *at any time* if circumstances warrant it.

Detention

Detention is a consequence assigned to students who choose to behave inappropriately. *Students must serve their detentions the very next detention day after they receive them. Saturday detentions are to be served the first Saturday after the detention is received or as scheduled by the junior high principal.* Students are required to check the schedule for times and locations of regular detentions, and Saturday detention times will be assigned by the junior high principal. Parents are responsible for arranging transportation to or from school whenever necessary. Detention is not meant to be convenient; it is meant to correct undesirable behavior. If the detention is not served by the assigned time, the penalty will double, or alternative consequences could be given. Occasionally, a teacher may assign a student to serve a detention with him/her. If a student receives a third tardy detention, a third unprepared detention, or a third miscellaneous detention, a referral will be issued.

Suspension

Suspension is a serious warning that a student's behavior is not in keeping with the BSMJH philosophy and that such conduct may lead to expulsion. Suspension may be "in-school" or "out-of-school." A student may be suspended at any point in the referral process if deemed necessary by the dean.

A student who is to serve in-school suspension must report to the principal's office not later than 7:30 a.m. (Being late may result in further consequences.) At that time the student will hand in assignments due that day and pick up assignments for the next day. All work is expected to be done, and partial credit may be given for completed assignments. A student on ISS should be picked up immediately after school.

Students who are serving out-of-school suspension are responsible for contacting their teachers before or after school. Students are responsible for all work missed during a suspension. Partial credit may be given for completed assignments.

A student who has received either in-school or out-of-school suspension may not participate in school sponsored extracurricular or social events on the day of the suspension. If the student is required to be present for a school event (e.g. a concert), he/she is expected to attend.

Contracts

A student is placed on a behavior contract when he/she receives a fourth referral or in other situations at the discretion of the principal. The contract is intended to make clear to parents and students the need for improvement in behavior and to secure from the student a written commitment to change.

Expulsion

The decision to expel a student rests with the administration. A student may be expelled at any time if deemed necessary by the administration. Re-admission to BSMJH will also be determined by the administration. Grades will be released only after outstanding fees have been paid and all textbooks, equipment, uniforms and laptop (including case, charger, and extension cord) have been returned. Students who are expelled may not attend school functions or be on the school grounds without permission.

Attendance

Students who skip school will be given a referral and one hour of detention for each class missed.

Tardiness to Class

Students should be at their desks and ready for instruction when the class bell rings. Repeated tardies often influence a student's academic success and students who are tardy distract others from learning. If a student is late three times to any one class, he/she will receive a tardy detention. If three tardy detentions are issued to a student he/she will receive a referral.

Failure to Bring Materials to Class

Being prepared for each class is a very important aspect of the educational process and a necessary life skill. A teacher cannot properly teach, and a student cannot properly learn if the student is unprepared for class. If a student comes to class without required materials, he/she will be marked as being unprepared. Students who habitually come to class unprepared will receive discipline consequences in the form of detentions. Three unprepared detentions will result in a referral being issued.

Failure to Have Homework in Class When It's Due

To obtain full credit for homework, students must turn in assignments by the time and date they are due, in the format requested (e.g., printed, online, etc.). Work turned in one day late will be accepted with a 10% penalty at the teacher's discretion. If work is accepted after that, due to extenuating circumstances, there will be a greater penalty at the discretion of the teachers. Teachers may set "no late work" the last week of the quarter. This policy is also posted on the Junior High Haiku homepage.

Academic Integrity

Students at BSM are encouraged and expected to develop integrity and pride in their work. While cooperative learning and group work are often encouraged, individual assignments, tests, and projects are to be completed independently, unless a teacher specifies that collaborative work is allowed.

Cheating and plagiarism will not be tolerated at BSM. A student who cheats will receive a referral as well as a zero for the assignment, test, quiz, project, etc. A second incident of cheating may result in expulsion from BSM.

Students are responsible to know the rules and expectations regarding the integrity and honesty of their work. Listed below are some examples of cheating:

- Any time a student presents someone else's work as his or her own, it's cheating.
- When students copy assignments or do work together without teacher permission, they are cheating.
- When a student gives his or her work to someone else to copy, it is cheating.
- Students who plagiarize are cheating.
- When a student takes a test or quiz and then shares ANY information about it with someone who has not taken it, he or she is cheating, and so is the person who asks for or receives the information.
- Students who talk during a test or quiz, offer answers to someone else, look at someone else's paper, or look at their own notes or study guides during a test or quiz are cheating.
- When correcting in class, students who change answers, ignore wrong answers, report scores incorrectly, etc. are cheating. Students must use the utmost care when correcting because inaccurate marking or score reporting will be construed as cheating.

Laptops

Laptops are given to students to use as academic tools and not as toys or entertainment. All students are expected to abide by the school's Acceptable Use Policy for Laptops and the Internet, and failure to do so will result in consequences. Students are also expected to take great care of their school laptops to protect from damage, loss, theft, or misuse, and there will be consequences for negligent care of laptops.

Neglect that leads to damage, loss, or theft of a laptop will also result in monetary consequences.

When laptops are left unattended, students will lose their laptops for half a school day and will receive progressive discipline.

Students using their laptops for something other than what is assigned/permitted in class (e.g. surfing the Net, playing games, emailing, chatting, etc.), will have their laptops confiscated for the remainder of the

school day. If a student continues to violate this policy, he/she will receive progressive discipline in the form of a detention (second incidence) to referrals (third+ incidences). Serious or continued computer violations may result in more serious/lengthy consequences. When laptops are confiscated for misuse or neglect, students may lose access to their data, but will still be expected to complete all work, tests, and quizzes on time.

Advisory

Advisory will meet after first period on Mondays, Tuesdays, and Fridays. The program is focused on four specific goals:

1. Build students' emotional intelligence and non-cognitive skills
2. Support students' academic success
3. Strengthen community and foster interpersonal skills
4. Provide individualized support and time for personal reflection

Advisory is also a time for students to get to know their classmates better and receive advice from their advisory teacher.

After School

BSMJH offers many after-school activities for our students. Included in these activities are sports, newspaper, drama, and academic clubs. These activities are always monitored by an adult supervisor, and a specific location is designated.

Students who are not involved in an after-school activity are to go home at the end of the school day. Students who stay after school waiting for an activity to begin are to be in designated areas only (library, Haben Center, commons/cafeteria). Because of the numerous academic activities going on

in the classrooms after school, students who do not follow this policy may receive consequences, and loss of after-school privileges could follow. We ask that whenever possible parents make transportation arrangements to have their son or daughter picked up immediately after school. Direct supervision is not provided for those who are not in an activity.

Masses and Prayer Services

Students gather with the BSMJH Christian community to celebrate liturgies throughout the school year. During this time students are expected to be respectful, quiet, and attentive. Students who misuse this opportunity or interfere with another student's right to celebrate liturgy will be disciplined, usually with referrals.

Lockers

Each student is assigned a locker the first week of classes. Students may not change lockers. Lockers are to remain locked at all times. It is the responsibility of each student to maintain the locker. Damage to lockers will be charged to the students. Broken lockers are to be reported immediately to the dean. ***The school is not responsible for money and articles left in lockers. Valuables should be placed in the junior high office.***

The lockers are the property of the school and are simply on loan to students. The school reserves the right to inspect them at any time for a reasonable cause.

Food and Beverages

Students may not use the vending machines or buy food from the cafeteria or the Spirit Shop during school hours except at lunchtime. Food, drink, gum, and candy are not allowed in the classrooms or halls. Consequences may be given for violation of this rule.

Student Dress Code

Knowing how to dress appropriately for a given setting is part of the learning process. The purpose of the dress code at BSMJH is to allow students to maintain a modest, comfortable appearance that is conducive to learning as well as allow for some freedom of self-expression. We encourage students to make clothing choices that do not reflect a sense of materialism or fashion competition and are respectful of their own bodies and personal images. Parents are strongly encouraged not to send their students to school dressed in expensive clothing or accessories.

Student expectations:

- **Shirts:** Shirts must have sleeves – no sleeveless shirts will be allowed. Midriffs, cleavage, and under garments 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 is worn under that skirt/dress.
- **Pants:** Pants may not be worn below the hips. Students who wear leggings, jeggings, yoga pants and other skin-tight pants must wear a shirt or top that extends to no more than 2 inches above knee all the way around, from front to back.
- **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), 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.

The dress code will be enforced during the school day and on school-sponsored field trips. Students who do not adhere to the dress code will be asked to change clothes and will be given a dress-code violation. Repeat offenders of the dress code may be told to call their parents and remain in the office until suitable clothes can be brought from home. Consequences for violations: 1st: Warning; 2nd: detention; 3rd: Referral

Dress Code for Mass

General Dress: -no sweatpants or athletic pants, no athletic shorts
-no t-shirts or jerseys

Boys: -collared shirts and/or sweaters
-dress pants, khakis, nice jeans, or knee-length shorts

Girls: -modest tops or sweaters
-dress pants, nice jeans, or dresses, skirts and shorts of knee length or below

Questions concerning the interpretation of the dress code will be resolved by the administration.

I.D. Badges

Student I.D. badges are given out at the beginning of the year. Badges are not to be defaced or written on. Students who lose or forget their badges will be required to purchase a new one; the \$5 fee for a new badge will be billed with tuition.

Alcohol and Drug 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.

Consequences for Violation

BSM reserves the right, at its sole discretion, to expel immediately any student who violates the above alcohol and drug policy.

If a violation occurs at school or at a school-related event, the student will receive a referral, his or her parents will be called to take him or her home, and he or she will be suspended from school for at least the remainder of the school day, and possibly for a longer period. The school will contact proper law-enforcement authorities whenever deemed appropriate by the administration.

After a **first violation**, BSM will require some or all of the following from the student and his or her family before and/or after readmission to school. The student may have to undergo a chemical assessment. The results of the assessment, as well as a recommendation regarding further assessments or treatment, will be given to the dean of students. If further assessment and/or treatment is recommended, continued attendance at BSM will depend upon involvement in, and successful completion of, a program. The student may have to submit to random drug testing. All assessments, treatment programs, and testing will be conducted by qualified professionals, at the sole discretion and approval of the school. If the student or the family of the student fails to

follow through on these policies or recommendations, the student will be expelled from BSM.

Participants in any extracurricular activities who violate the school's alcohol and drug policy will be subject to penalties and sanctions set forth by the Minnesota State High School League (MSHSL) and the BSM activities director. As construed by BSM, MSHSL policies apply to all activities at BSM.

If a **second violation** occurs within the same school year, the student may be expelled from BSM. (The school year is 365 days long. It begins on the first day after school ends for the previous year, and it ends on the last day of school.) After successful completion of a treatment program, the student may apply for readmission to BSM.

Tobacco Use

Benilde-St. Margaret's is an officially designated tobacco-free environment.

BSMJH takes a strong stand against adolescent tobacco use. The following policies will be in force regarding the possession and/or use of tobacco products:

1st Offense - A fine of \$20 must be paid within 24 hours or the student will not be allowed to return to school.

2nd Offense - The student will pay another \$20 fine and serve a one-day in-school suspension.

3rd Offense - At the discretion of the administration, it is possible that the student may be expelled from BSMJH. If not expelled, the student will pay a \$40 fine, and serve a two-day in-school suspension.

All offenses result in referrals, and parents will be notified when violations occur.

Tobacco is considered a chemical by the Minnesota State High School League (MSHSL), and students involved in extracurricular activities will incur additional penalties according to MSHSL guidelines.

Harassment/Sexual Harassment/Bullying

All students and staff have the right to attend BSM in an atmosphere free from harassment. Harassment of any kind is not tolerated at BSM; this includes harassment based on race, gender, religion, sexual orientation, age, socio-economic status, appearance, ability, nationality, etc. Sexual harassment consists of inappropriate verbal, physical, or digital (online, via social media, on student personal devices, etc.) conduct of a sexual nature. Harassment may occur over a period of time, consisting of a number of incidents, or it may occur as a one-time incident. Bullying can often become a form of harassment and may be considered as such by the school. The school reserves the right to address and consequence behavior and incidents that occur off campus and/or outside school hours when said behavior has an impact here at school. Students who participate or persist in such behavior will be written up with referrals and may face detention, suspension, or expulsion.

Exchange of Nude or Sexual Images (“Sexting,” “Camming”)

Students are expected to use their BSM laptops and their personal devices in an appropriate manner. Parents are asked to monitor their student’s use of digital devices. Students must not use their laptops, cell phones, or other devices to exchange sexually-explicit images or to have sexually-explicit audio or video conversations with other people. Possession of sexually-explicit images is prohibited regardless of whether state law is violated. All students involved in this behavior, unless they immediately delete images before sharing them in any way and then inform an adult, will be subject to discipline (referral, detention, suspension, expulsion, etc.). The police will be notified when necessary. Cell phones and other devices will be confiscated and searched if there is probable cause that a criminal violation has occurred and may be confiscated and searched if reasonable suspicion exists that the device contains evidence of a violation of school policy. Students must

understand clearly that this kind of behavior is inappropriate and can be dangerous and also illegal; students may be disciplined at school and/or arrested by the police as a result of this kind of sexual behavior.

Reporting

If a student feels that he/she has been the victim of harassment or violence, the student must report it. If the student has knowledge of anyone (student, teacher, 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 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.

No Retaliation

No retaliatory action will be allowed against an individual who reports conduct which he/she honestly believes may be in violation of the harassment policy. Students should report any instance of retaliation. Those who engage in retaliation will be disciplined.

Investigation and Disciplinary Procedures

The principal will investigate all allegations of harassment and determine disciplinary procedures.

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

Buses

Students who ride public or private transportation are expected to comply with the bus driver's rules. Any student misbehaving on the bus or being disrespectful to the bus driver will be subject to the following:

1st Offense - A referral

2nd Offense - A phone call home, a referral, and one week without bus service

3rd Offense – A phone call home, a referral, and termination of bus service for the remainder of the school year

Non-Academic Items at School

Cell phones, smart watches, MP3 players, electronic games, or any other item that is distracting and inappropriate to the academic atmosphere must be powered off and kept in a student's locker and may not be used during the school day. Laser pointers, cologne, and perfume are not allowed at school. BSM administration, faculty and staff may confiscate any item from a student at any time. A confiscated item will be returned at the discretion of the principal, or the adult who confiscated it. A confiscated phone or smart watch will be returned to the student after school, and behavior consequences will be assigned in increasing severity for repeat offenses (first a detention, then a referral, etc.). Repeat offenders may also be required to turn in their phones or other devices to the junior high office before school for the day for a period of days. BSM reserves the right to examine, without the permission of the student or parent, the contents of any device or item brought to school if the school has reason to believe inappropriate content is or may be present. This would include but is not limited to the contents of school lockers, backpacks, books, cell phones, other electronics, binders, etc.

Vandalism/Theft

A student will be given a referral and be suspended if found guilty of vandalism (deliberate destruction or defacing of school or personal property) or theft (stealing from school or from persons within the school). The police may be brought in if the situation so warrants. A parent conference will be required before the student is re-admitted to school. A second offense will result in a recommendation for expulsion.

Weapons

Weapons of any kind are not allowed anywhere on the BSM campus, on school buses, or at school-related activities off campus. A violation of this rule may result in suspension and/or expulsion from BSM. The police may be brought in if the situation so warrants.

Threats

Making threats against another person is against BSM rules and, in many cases, is against the law, as well. A violation of this rule will result in suspension and/or expulsion from BSM, and the police may also be brought in if the situation so warrants.

Forgery

A student who forges his/her parent or guardian's signature will receive a referral.

Fighting/Violence

Students must not resort to violence for any reason. Fighting, as well as some acts of violence by an individual, will result in a referral being issued and may include suspension from school – sometimes automatic and immediate suspension. In the case of a fight, both/all parties involved will be given consequences/suspended, regardless of who started the conflict. A second incidence of fighting or violence may result in expulsion from BSM.

Students who cause injury to other students, either through anger or jest, will be subject to additional consequences beyond referrals.

Visitors

Prospective students are encouraged to visit BSMJH during the school day. Parents must make arrangements through the director of admissions. Prospective students who have received confirmation will be given a student guide and a free lunch pass.

Any student who wishes to bring a friend or relative to visit for a day must receive prior permission from the junior high principal. On the day of the visit, the student must bring his/her visitor to the junior high office before school to complete a Visitor Information Form and receive a pass for the day.

Student guides should introduce the visitor to each of their teachers. All visitors are expected to follow junior high rules and procedures.

EXTRACURRICULAR 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.

If a student is absent more than four full periods during a school day, he/she may not participate in extracurricular activities after school (e.g., sports, speech, drama, and parties). Note: concerts and other specially designated activities are academic, not extracurricular events, and participation in these is not affected by the above policy.

Clubs/Fine Arts/Other Activities

Every effort is made to offer a wide range of clubs and activities at Benilde-St. Margaret's Junior High. Some clubs and activities that may be available to students are student council, yearbook, Student Ambassadors, Red Knight Volunteer Corps, ski and snowboard club, debate, newspaper, junior high play, pop choir, and speech.

Parties

A number of school parties are planned for the year. Attendance at parties is considered a privilege which will be denied for inappropriate school behavior. The policies governing school parties are as follows:

- 1) Students must comply with all school rules.
- 2) Generally, students will not be allowed to bring guests to BSMJH parties. No guest may attend without obtaining permission from the dean prior to the party. Guests are expected to follow all the BSMJH rules.
- 3) Students may not leave the party until the end unless accompanied by an adult.
- 4) Students must be picked up at the time the party ends.

Sports

Benilde-St. Margaret's Junior High offers a wide variety of after-school sports during the year to help meet the needs of our students. Following is a list of activities by season:

Fall

Football (boys)
Volleyball (girls)
Soccer (girls & boys)
Dance Team (girls)

Winter

Basketball (girls & boys)
Basketball/Traveling (boys & girls)
Dance Team (girls)

Spring

Baseball (boys)
Lacrosse (boys & girls)
Softball (girls)
Track (girls & boys)

Junior high students also have the opportunity to try out for the following senior high teams:

Fall

Swimming/diving (girls)
Tennis (girls)
Cross country running
(boys & girls)
Dance Team (girls)

Winter

Alpine Ski Team (boys & girls)
Hockey (boys & girls)
Nordic Skiing (boys & girls)
Wrestling (boys, grades 7-12)
Dance Team (girls)
Swimming/diving (boys)

Spring

Tennis (boys)
Golf (boys & girls)
Softball (girls)

Eligibility

A physical examination and proof of insurance are required in order to participate in after-school activities. One physical on file is sufficient for all activities and remains valid for three years.

In the middle of each quarter (mid-quarter), the school will assess student grades based on a pass or fail standard. The school may choose to impose an activity ineligibility penalty on a student who is failing. Parent/guardian(s) and the Activities Director will be notified by the Junior High office if the student becomes ineligible. Once a student becomes ineligible, it is the student's responsibility to obtain written notification that s/he is no longer failing from the teacher(s) in whose class(es) s/he is failing. Ineligibility includes all games or performances, and extends for a minimum of one week.

Student Council

BSMJH Student Council is organized to provide school activities for the entire student body, to sponsor activities that benefit the community, and to promote school spirit. All junior high students are considered members of the student council. Each fall the officers and representatives are chosen in a general election.

Volunteers who work with Benilde-St. Margaret's students:

In 2008, the Minnesota legislature made changes to the laws related to criminal background checks used in schools. Among the changes made is a requirement that all Minnesota schools notify parents and guardians each year about the school's criminal background check policy. In accordance with Minnesota law and Archdiocesan policy, this serves as notification to parents that BSM requires background checks for all employees (which include coaches and advisors) and for all volunteers who chaperone, supervise or work with students.

The Archdiocese of St. Paul and Minneapolis requires three things for volunteers who work with students in Catholic schools or parishes. In compliance, BSM requires these three things of our volunteers who work with or chaperone students:

1. Attend a Virtus awareness session. Sessions are offered at various times, days and locations (see www.virtus.org for a list of sessions).
2. Successfully complete a background check. Background check forms are available at our website (www.BSMschool.org). Completed forms should be returned to BSM's main office, Attention Margie Ryan.
3. Sign a Volunteer Code of Conduct form and return it to BSM's main office, Attention Margie Ryan. The form is available at our website (www.BSMschool.org).

These three things are part of the Protection of Youth and Children Initiative which has been mandated by the Archdiocese. The reason for this mandate is connected to the Charter for the Protection of Children and Young People (the full text of this document can be found at www.usccb.org/ocyp/charter.shtml) which was written by our United States Catholic bishops. Essentially the Bishops want to do everything they can to create the safest possible environment for our children and youth. Your help in this endeavor is greatly appreciated. Please visit the Archdiocesan Web site at www.archspm.org/pcyi for more information. If your questions are not addressed there, please contact Claire Shea, Junior High Principal.

The administration and faculty of Benilde-St. Margaret's Junior High reserve the right to interpret the policies stated in this handbook, to amend existing policies, and to implement new policies, at any time, as needed. We reserve the right to waive and/or deviate from any and all disciplinary regulations for just cause at our discretion.

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