

Policies / Rules

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

The dress code is intended to be a set of expectations held by the entire Benilde-St. Margaret's school community to promote a positive learning environment. The student dress code is based on our Benilde-St. Margaret's Mission and Values of being neat, clean and modest. These expectations are for appropriate self-expression, not punishment or a source of shame to the student. Being in dress code is a requirement for attending school. The list below is not exhaustive, and the administration reserves the right to amend the dress code expectations as needed.

Student Expectations:

- Hoods and/or hats may not be worn during the school day.
- Hair styles, highlights, braids and extensions must be of a natural color.
- Spiked jewelry/accessories are not permitted.
- Facial jewelry (excluding earrings) or visible body piercings and/or tattoos are not allowed. One small nose stud is acceptable. No hoops or rings may be worn from the nose. Jewelry will have to be removed, band-aids will not be allowed to cover jewelry.
- Clothing, and other items or grooming in a manner that represents and/or promotes politics, political candidates, inappropriate messages, drugs, alcohol, tobacco or other illegal substances, violence, threats, gangs or hate groups are prohibited.
- Shirts must extend to the edge of the shoulder and to the top of pants (no cutoffs)
- Skirts or dresses must be mid-thigh or longer (base of fingertips)
- Shorts must be a minimum of a 5-inch inseam
- No spandex/biker shorts
- No intentional or unintentional ripped or torn clothes.
- Undergarments must not be visible.
- No sheer coverings of private parts, private areas and/or undergarments.
- Bare or stocking/sock feet are not permitted.
- Students should wear clothing that does not require regular adjustment to abide by the dress code expectations. Repetitive behavior in this manner will result in students being approached to address the issue.

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Dress Expectations for Mass

Mass is a time of reverence and respect and we want to make sure that our dress reflects that.

General Dress Code:

- no sweatpants or athletic pants, no leggings, no athletic shorts, no pajamas
- no t-shirts or professional team jerseys
- collared shirts and/or modest tops/sweaters
- dress pants, khakis, nice jeans, knee-length shorts/skirts or dresses

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

Dress Code Consequences

If a student violates an item of the dress code expectations, they will be handed a copy of the dress code with the item violated noted. Parents and Guardians will be notified via email for offenses. Students will also be referred to the Administration and the student will be given an amount of time to make changes which could include turning clothing articles inside out, asking for a replacement, or wearing the PE uniform. In a situation where a student needs replacement clothing from the school, it will be provided by administration or the front office.

- 1st Offense: Sent to the Main Office, Asked to Change. Parents/Guardians emailed.
- 2nd Offense: Sent to the Main Office, Asked to Change, and assigned a Detention. Parents/Guardians emailed.
- 3rd Offense: Sent to the Main Office, Asked to Change, Assigned a Detention and have a Parent Conference with Administration.

**Subsequent violations will result in In-school suspension or other disciplinary actions.*

Lockers

Students are assigned a locker for their use. Students may not change lockers without permission from Administration. 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 that are 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 Administration. 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. Athletic lockers are available for athletes during their season only, please see the Athletic Director for more information.

Backpacks

Backpacks or bags may not be used during the school day. If a student chooses to use a backpack or bag to carry books to and from school it should be kept in his/her locker during the school day. Students should use their provided laptop bag to carry their laptop.