

Benilde-St. Margaret's



STUDENT HANDBOOK 2023-2024

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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.

Our Values

Our values are inspired by our founders:
Sisters of St. Joseph, the Christian Brothers, and the Order of Saint Benedict.

God's Presence

We believe in the living presence of God in our students, our community and our world. We believe each student is created in the image and likeness of God, capable of learning, and if guided through quality instruction, capable of great achievements.

Balance

We believe in finding balance in work, prayer, and leisure. We believe that faith permeates life, gives meaning to learning, and both are life-long processes.

Community

We celebrate diversity and welcome all members of our community. We believe that teachers, staff, coaches, and parents share in the responsibility to provide quality instruction, model conscientious behavior, and assist students in learning to make good decisions based on Christian values.

Respect for Others

We honor and respect the dignity of all individuals. We believe that diversity and multicultural education are essential as we prepare students to live and work in an ever-evolving, complex society.

Excellence

We educate students not only to contribute to society, but also to transform it; to use their knowledge and talents to critically examine and engage the world inspired by the message of the Gospel. We believe that the whole person is integral to learning. We attend to the intellectual, physical, emotional, interpersonal, and spiritual well-being of each student and provide a safe and enriching environment to foster creativity.

Mission Statement

We educate, empower, and inspire learners within a Catholic community to lead lives of faith, achieve academic excellence, and contribute meaningfully to a global society.

Identity Statement

Benilde-St. Margaret's is a Catholic, co-educational college-preparatory school serving students in grades 7-12. Rooted in the vibrant traditions of the Sisters of St. Joseph of Carondelet, the Christian Brothers, and the Order of St. Benedict, we are uniquely blessed with three charisms that guide how we teach, act, and treat one another. We develop the whole student through a rigorous curriculum, leading-edge learning experiences, extensive co-curricular opportunities, faith formation, and a robust service-learning program. We value our strong and lifelong relationships with parents, alumni, local schools, parishes, religious organizations, and the larger Benilde-St. Margaret's community.

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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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/Guardian-School Partnership

As a means to strengthen our partnership between Parents/Guardians and School, 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, parents and students should not be afraid to raise questions or concerns because they fear the 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 advisors with any concerns or questions. We ask that parents allow and encourage their student 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 advisor.

Regarding PowerSchool and/or Schoology, parents who have questions about grade reports are asked to discuss the issue with their student 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, advisor or staff member who is directly involved in the issue or decision in question.
2. If more discussion is necessary, the teacher's department chair, or staff member's supervisor. Coaches and co-curricular 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 senior high discipline should be directed to one of the assistant principals and junior high discipline should be directed to the junior high principal. 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.

Catholic Social Teachings

Life and Dignity of the Human Person

The Catholic Church proclaims that human life is sacred and that the dignity of the human person is the foundation of a moral vision for society. This belief is the foundation of all the principles of our social teaching. In our society, human life is under direct attack from abortion and euthanasia. The value of human life is being threatened by cloning, embryonic stem cell research, and the use of the death penalty. The intentional targeting of civilians in war or terrorist attacks is always wrong. Catholic teaching also calls on us to work to avoid war. Nations must protect the right to life by finding increasingly effective ways to prevent conflicts and resolve them by peaceful means. We believe that every person is precious, that people are more important than things, and that the measure of every institution is whether it threatens or enhances the life and dignity of the human person.

Call to Family, Community, and Participation

The person is not only sacred but also social. How we organize our society -- in economics and politics, in law and policy -- directly affects human dignity and the capacity of individuals to grow in community. Marriage and the family are the central social institutions that must be supported and strengthened, not undermined. We believe people have a right and a duty to participate in society, seeking together the common good and well-being of all, especially the poor and vulnerable.

Rights and Responsibilities

The Catholic tradition teaches that human dignity can be protected and a healthy community can be achieved only if human rights are protected and responsibilities are met. Therefore, every person has a fundamental right to life and a right to those things required for human decency. Corresponding to these rights are duties and responsibilities--to one another, to our families, and to the larger society.

Option for the Poor and Vulnerable

A basic moral test is how our most vulnerable members are faring. In a society marred by deepening divisions between rich and poor, our tradition recalls the story of the Last Judgment (Mt 25:31-46) and instructs us to put the needs of the poor and vulnerable first.

The Dignity of Work and the Rights of Workers

The economy must serve people, not the other way around. Work is more than a way to make a living; it is a form of continuing participation in God's creation. If the dignity of work is to be protected, then the basic rights of workers must be respected--the right to productive work, to

decent and fair wages, to the organization and joining of unions, to private property, and to economic initiative.

Solidarity

We are one human family whatever our national, racial, ethnic, economic, and ideological differences. We are our brothers and sisters keepers, wherever they may be. Loving our neighbor has global dimensions in a shrinking world. At the core of the virtue of solidarity is the pursuit of justice and peace. Pope Paul VI taught that if you want peace, work for justice. The Gospel calls us to be peacemakers. Our love for all our sisters and brothers demands that we promote peace in a world surrounded by violence and conflict

Care for God's Creation

We show our respect for the Creator by our stewardship of creation. Care for the earth is not just an Earth Day slogan, it is a requirement of our faith. We are called to protect people and the planet, living our faith in relationship with all of God's creation. This environmental challenge has fundamental moral and ethical dimensions that cannot be ignored.

Respectful Dialogue at BSM

As a Catholic community and an institution with high academic standards, we honor God by approaching dialogue with the primacy of respect and dignity for our peers and all of God's creation.

Ground Rules

- Have an open attitude.
- Engage in true listening.
- Reflect on what you are hearing.
- Ask thoughtful questions.
- Be open to learning and teaching.
- Avoid defensiveness.

Academics

Administration and Support Staff

Ms. Stephanie Nitchals	Senior High Principal
Ms. Rikki Mortl	Junior High Principal
Mr. Michael Kautzman	Senior High Assistant Principal M-Z
Mr. Matthew Weingartz	Senior High Assistant Principal A-L
Ms. Kristin Gilbertson	Director of Learning Support
Mr. Damian Johnson	Student Support Specialist and EIB Liaison
Ms. Erin Offerdahl	Technology Coordinator

Senior High Counselors

Ms. Amy Larson	Guidance/College Counselor for Students A-Do
Ms. Kate Berry	Guidance/College Counselor for Students Dr-I
Ms. Heidi Wessman	Guidance/College Counselor for Students J-McG
Ms. Victoria Haas	Guidance/College Counselor for Students McH-Sc
Ms. Amanda Anderson	Guidance/College Counselor for Students Se-Z

Junior High Counselor

Mrs. Sarah Kelly	Guidance Counselor for all Junior High students
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Additional Counseling staff

Dr. Jeff Steffenson	Clinical Psychologist
Dr. Julene Nolan	School Psychologist
Ty Coby	School Psychologist
Ms. Laura Esping	Chemical Health Coordinator/Guidance Counselor
Mr. Matt Kennedy	Registrar

BSM partners with Phoenix School Counseling to provide psychological and chemical health services to BSM students and families at no additional cost. Dr. Nolan is a licensed psychologist and Ms. Esping 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. Nolan or the chemical health counselor.

Senior High Academic Requirements

A student must earn 51.25 credits to graduate from BSM. One credit equals one semester of completed course work, with the exception of physical education and guidance courses.

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	13.25 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 co-curricular 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	1 credit
Health:	1 credit
Mathematics:	6 credits
Theology:	8 credits
Science:	6 credits
Social Studies:	6 credits
Wellness/PE	2.25credits
World Language:	4 credits
<u>Electives:</u>	<u>7 credits</u>
	51.25credits (minimum requirement)

Senior High BSM Hour

Each student will be scheduled for a BSM (Body, Spirit, Mind) Hour during the regular school day for both semesters.

- 9th and 10th grade students will have assigned locations to complete their BSM hour.
- 11th and 12th grade students will need to check in their BSM hour and will be required to find a supervised location to remain during their BSM hour.
- Any student who does not follow BSM policies during their BSM hour may be subject to disciplinary action including being assigned a location during their BSM hour and/or be given a referral for behavior.

Seniors: Late Start and Early Release

Seniors who do not have classes the first or last period(s) of the day may arrive on campus anytime before their first scheduled class or leave campus early after their last scheduled class of the day. This is a privilege for Seniors only.

- Seniors must be in good academic standing and/or should be in a supervised location to study during their BSM hour. Falling out of good academic standing will result in loss of privilege.
- Seniors may not be tardy or absent more than 5 times to their first assigned class per semester or they will lose this privilege immediately. If a Senior drives a Junior High or younger siblings to school, these individuals may not be tardy.
- Seniors must enter through the **Main Entrance only** and must use their printer card to enter.
- A form must be submitted to the attendance manager with a parent/guardian signature before privilege will take effect.

Senior High 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 graduation requirements at the time of graduation, he or 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 six tickets for the commencement ceremony. The graduate is responsible for distributing tickets to family and friends. Seniors involved in unresolved disciplinary incidents during the second semester of senior year may adversely affect their participation in the graduation ceremony.

Senior High Graduation Speaker Selection Process

The graduation speaker can be anyone in the senior class who is in good standing. The process is as follows:

- Seniors will nominate themselves or a peer during their second semester.
- Nominated students will be contacted and submit no more than a one page outline of their speech.
- Outlines will be read anonymously.
- A group of outlines will be selected to move forward to write the entire speech.
- Speeches will be read anonymously.
- 5-7 speeches will be selected to move on and perform in front of a panel of judges made up of students, faculty and staff.
- One speech will be selected to be given at the Graduation Commencement 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. Grades for AP courses are weighted.

AP COURSES

Effective with the start of the 2022-2023 school year, Advanced Placement (AP) courses will carry a weighted grade of 12.5%. AP courses are standardized throughout the nation allowing for weighted grades. Honors Courses are not standardized nationwide and will NOT receive a weighted grade. Colleges will take rigor of curriculum into account during the admission process.

GRADING and HONOR ROLLS

	Standard and Honors	Advanced Placement
A	4.000	4.500
A-	3.700	4.160
B+	3.300	3.710
B	3.000	3.380
B-	2.700	3.040
C+	2.300	2.590
C	2.000	2.250
C-	1.670	1.910
D+	1.300	1.460
D	1.000	1.130
D-	.700	.790
F	.000	.000
Honors	3.5-3.79	Honor rolls are determined at the end of each semester
High Honors	3.8-4.5	

Student grade reports can be viewed online. Grades are issued at the quarter, and at the conclusion of each semester. The grades that are posted at the end of each semester are permanent grades which are entered on the student's official school record. The cumulative grade point average is based on the first and second semester grades of each academic year.

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 fails two or more quarters of a course (in the JH) or a semester course (in the SH) the student may be required to complete credit recovery in the summer or repeat the course the following year. There is a fee of \$300 per course for credit recovery.

If a student thinks a grade on his or her first or second semester grade report is incorrect, he or 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, and any other copyrighted material, as well as content generated by artificial intelligence (e.g. ChatGPT, Bard, or other similar AI). 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 website 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 or 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.)

*A note about Artificial Intelligence (AI): AI is a powerful tool that can assist with academic research, creative writing, and general inquiries. However, it is essential to ensure its responsible and ethical use while maintaining a safe and productive learning environment. AI can be used to enhance your understanding and generate ideas for an assignment, but the final written work must be your own. Similar to other citations of your research sources, always properly cite and credit any information or content obtained using the AI model. At the teacher's discretion, AI may be used for certain parts of an assignment. The teacher will specifically communicate this when it is allowed. Presenting AI work as your own ideas without citation is an act of academic misconduct.

Incidents of academic misconduct with Summative and/or Formative assessments will be handled accordingly by the individual teacher. The teacher will file a report with the administration. The Teacher will communicate with Parents/Guardians regarding the Academic Misconduct and then administration will follow up with disciplinary action.

Senior High Policy

Formative Assessments: (Occurring during the learning process)

- **All Offenses:** A student will receive a detention, receive a zero, and parents/guardians will be notified.

Summative Assessments: (Occurring at the end of the learning process)

- **First Offense:** A student will receive a detention, retake test at 50%, and parents will be notified.
- **Second Offense:** A student will be suspended and a parent will be notified and a zero will be given.
- **Third Offense:** A student will be suspended, a zero will be given, and the student may be expelled.

Junior High Policy

Formative Assessments: (Occurring during the learning process)

- **All Offenses:** A student will receive a learning lunch/detention, receive a zero, and parents/guardians will be notified.
- If repeat offenses occur in the same class or multiple classes, the student may be placed on academic probation and could potentially be suspended or expelled.

Summative Assessments: (Occurring at the end of the learning process)

- **First Offense:** Students are allowed to redo the assignment with a 50% deduction. Parents/guardians will be notified.
- **Second Offense:** Student is given a zero on the assignment and is unable to redo it. Parents/guardians will be notified and will come in for a meeting. The Student will be placed on academic probation and could be suspended.
- **Third Offense:** Student will be given a zero and is unable to redo assignment. Parents/guardians will be notified. The student will be suspended and potentially expelled.
- **Fourth Offense:** The student will be expelled from BSM.

Academic misconduct violations will be cumulative for each student. Any violations will be carried over for the duration of their academic time in the Junior High.

Academic Probation

Students who earn a GPA below 2.0 and/or fail one or more courses will be placed on academic probation for the following semester. The student will be required to attend a supervised study hall for the remainder of the semester. 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

Senior High

In order to qualify for the honor roll, a student must have a semester grade point average of 3.5 - 3.79. 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 3.8 - 4.0+ qualify for the high honor roll. GPA's are not rounded up when determining Honor Roll.

Junior High

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. GPA's are not rounded up when determining 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	3.800 - 3.899
Magna Cum Laude	3.900 - 3.999
Summa Cum Laude	4.000+

4. Honoring of the Top 10

After satisfactory completion of seven consecutive semesters of course work the determination of top 10 is made. The ten seniors with the highest GPA will be honored at graduation.

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:

Senior high students should contact their counselor via email to request a change. Junior high students should contact Mrs. Mortl. All changes are subject to class space availability. Teacher and hour preference are not considered valid reasons for a schedule change. Schedule changes will not be made during the five days prior to the start of school so that seating charts and classroom capacity can be verified.

After the 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 two weeks prior to the start of the second semester. Once the second semester begins, schedule changes require administrative approval.

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 the 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 withdrawal 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.

Final Exams

All students taking senior high classes 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.

Junior High Student in 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;
- 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 high school.

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 or extenuating circumstances. 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 of the required number of credits toward graduation, it is the responsibility of the student and his/her parents to make arrangements to make-up for the failed course and the loss of credit. They may do so by enrolling in additional courses at BSM or possibly through an online, 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 non-BSM summer school experience will not be placed on a student’s transcript. Summer classes at BSM for academic credit are subject to an additional fee. Drop policies for summer school classes are available on the course syllabus.

Senior High 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

Note: Disciplinary incidents are not part of the student's official transcript.

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 textbooks, and fines for unreturned athletic equipment and library materials. For current students, there is no charge for this service.

Senior High Study Abroad

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 school code number is: 242202. The NCAA requires all test scores be reported directly from the individual testing agency.

Athletics and Activities

Activities Philosophy

In support of Benilde-St. Margaret's mission statement, the Red Knight activities program provides a wide range of co-curricular 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.

Senior High Co-curricular Program

Each student is encouraged to participate in co-curricular 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. Co-curriculars do not replace curricular work and first attention should be given to course work. Missing classes to work on or for co-curricular activities of any kind is not allowed unless prior approval from teachers has been given, or the absence has been pre-approved by administration.

If a co-curricular 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.

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.

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 show they have permission from their parents, either verbally (if parents are in attendance), or in writing via email or text. This is both to insure our students' safety and protect BSM from liability. At times, a shortage of bus drivers or buses may require a team to transport themselves. Advance notice will be sent to the parents by the coach.

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 tuition charge 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 will have a team picture taken during the season. Students will be notified in advance of picture dates and will have the opportunity to purchase a 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 fundraising 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 athletic director.

Senior High Eligibility

Students must be making satisfactory progress toward graduation to be eligible for co-curricular activities. Students not meeting minimum credit requirements could be ruled ineligible. Students failing a class at the quarter or semester are ineligible from participating in co-curricular activities for the following quarter. Students failing a course must schedule an academic appeal with the athletic office to grant eligibility.

To be fully eligible to participate in an activity or sport, both parents/guardians AND students must have a signed MSHSL eligibility statement on file with the school. In addition, a current (within the last 3 years) Health Physical Form must be on file in the Health Office.

Junior High Eligibility

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. Parents/guardians 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 he/she is no longer failing from the teacher in which he/she is failing their class. Ineligibility includes all games or performances, and extends for a minimum of one week.

Spectator's Code of 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. Acceptable and unacceptable behavior standards as specified by the National Federation of State High Schools Association are as follows:

Acceptable Behavior

- Applause during introductions of players, coaches and officials.
- Players shaking hands with an opponent who fouls out while both sets of fans recognize the 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 the end of the contest, regardless of outcome.
- Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
- Applause at the end of a contest for performances of all participants.
- Everyone showing concern for an injured player, regardless of team.
- Encourage surrounding people to display only sportsmanlike conduct.

Unacceptable Behavior

- Disrespectful, inappropriate or derogatory yells, chants, songs, gestures or clothing.
- Booing or heckling an official's decision.
- Yells that antagonize opponents.
- Any remarks of a harassing nature to include racial or sexual comments.
- Refusing to shake hands or give recognition for good performances.
- Blaming loss of game on the 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 a specific name, nickname or number.

Leadership Policy

Leadership positions include team captains, student council officers, National Honor Society (NHS), elected officers/committee chairs and other leadership positions in clubs or activities.

Each coach/moderator can determine the method for selecting varsity team 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.

The following standards for leadership positions apply:

- 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 year. The "year" is defined as the 12 month period that begins on the first day after the violation and will continue for a rolling 12 month period.
- 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.
- 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 the NHS.

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 encouraged to apply to be part of the student council.

Signs/Posters

All signs and posters displayed on campus must be approved and signed by the advisor of the group printing the signs and by administration before they are hung. Posters not approved will be removed. All posters must be hung with approved materials and given permission for the location the signs or posters will be hung. All signs must also be removed following the game/contest/event.

Clothing

All apparel must be approved by the athletic director and/or administration 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 School.

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 administration.
- If the design includes the sport –then “Red Knight” can be used. If no sport is designated – then “Red Knights” must be used.
- If gender is used – boys' or girls' – the apostrophe must be placed after the “s”.

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. Families who need financial assistance should reach out to the Athletic office.
- 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 Body, Spirit, and Mind. 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 Referrals

Tier I Referral: Minor behaviors

Examples: Eating outside of the cafeteria/commons, minor tech violations, dress code violations, minor classroom disruptions, roughhousing or other similar offenses, being in a bathroom stall with more than one person.

Three Tier I referrals of the same violation is the equivalent of a Tier II infraction

- Junior High - Behavior Support Meeting will be held with the student support specialist and student will receive a learning lunch and communication home.
- Senior High - Detention and communication home.
- After three Tier I referrals of the same infraction we will elevate to a Tier II referral and follow Tier II processes and guidelines.

Tier II Referral: Major behaviors

Examples: Refusal to follow directions, intentional disrespect, unsafe behavior, disruptive behavior, inappropriate language, major tech violations, inappropriate physical contact, unexcused absences, academic misconduct, repeated Tier I referrals, or other similar offenses.

Any Tier II write-up will result in:

- Junior High - A learning lunch and communication home. After 3- Tier II write-ups a Behavior Support Meeting with Student Support Specialist, Junior High Principal, the student & parents/guardians.

- Senior High - Detention and have a meeting with parents/guardians. After 3 - Tier II Referrals a Behavior Support Meeting with assistant principal, the student, and parents/guardians will take place. Three Tier II referrals of the same infraction will be elevated to a Tier III referral and follow Tier III processes and guidelines.

Tier III Referral: Severe behaviors

Examples: Fighting, Any form of Harassment as defined by the School Handbook, Chemical Violations, Vandalism, Severe Tech Violations, repeated Tier II referrals, or similar offenses. Any Tier III write-up will result in a severe consequence which may include, but are not limited to, Saturday detention (senior high), in-school suspension, suspension for at least 1 to 5 days, and/or expulsion. Students will be given consequences at the discretion of an administrator.

Detention

Detention is assigned as a means of handling a disciplinary infraction.

- If the detention is not served within two days of being assigned and no communication around the detention has taken place, the penalty will double.
- If detentions are not served within that assigned time period, a Saturday detention will be assigned.
- If the Saturday detention is not served then one day of In-School Suspension (ISS) will be assigned.

Junior High Students will serve their Learning Lunch (detention) during their lunch period.

- Students will fill out a reflection sheet and have discussion with the Student Support Specialist during their Learning Lunch.
- If a student has multiple Learning Lunches for the same behavior parents/guardians will be contacted and a student may be placed on probation or serve an in school suspension.

Senior High Students must serve detention before or after school in a supervised location.

- Detention is a 60 minute detail.
- Students will fill out a reflection sheet.
- No electronic devices may be used during detention.
- 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. 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.

Parents/Guardians will always be notified of a suspension, and a conference will be held.

- Classes missed due to a suspension will not count toward the three unexcused absences resulting in loss of credit.
- Students will be responsible for any work that is missed during the suspension.
- In-School Suspension will take place in the main office from 8:00am-2:30pm.
- A student who has received either in-school or out-of-school suspension may not participate in school sponsored Co-curricular or social events during the suspension.

Expulsion

Expulsion is the most severe penalty at BSM. A student facing expulsion will be suspended or put on administrative absence, out of school. A meeting will be scheduled with the Administration to meet with the student and the parents/guardians. The purpose of this meeting is to ensure 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. 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.

If students and/or parents/guardians wish to appeal, they must notify the President in writing within one week, or lose the right to appeal. If a student appeals the expulsion decision, the President will convene a Review Board panel. The potential Review Board will consist of four to seven faculty/staff members selected at the beginning of the school year. Of those, the President will select three individuals to sit on that particular Review Panel. Selected faculty/staff members can not be actively involved in the incident which has caused the expulsion.

At the appeal:

- Parents/Guardians and Students will present reasons for the appeal of the expulsion.
- Principal will present reasons to the Review Board for the expulsion.
- The Review Board will present to the BSM President their findings from the presentations.
- The BSM President will consider the recommendations of the Review Board and make a final decision.
- The BSM President will contact the parents/guardians of the final decision in writing within two business days of making the final decision.

- The BSM President's decision is final.

Student Support Probation Notification

Students with excessive tardies, absences (excused or unexcused), and/or excessive disciplinary referrals will be placed on a behavioral probation. Administration will contact the parents/guardians of students being placed on disciplinary probation and arrange a parent/guardians meeting. Once placed on behavioral probation, the student will be expected to make dramatic improvements in a specified discipline area or the student will be asked to leave BSM.

Restorative Justice

Benilde-St. Margaret's may use Restorative Justice Circles as an opportunity for students to come together to address harmful behaviors that have occurred within the school community. The parties that are involved are those students that are responsible for the harmful behaviors, those students that were directly impacted by the behavior, and facilitators from either the BSM guidance department and/or administration. All parties involved will meet to discuss how this behavior affected the parties involved, and plan of action going forward on how to repair relationships within our school community.

Senior High Student Services

The SH Student Support Team is composed of the principal, assistant principals, guidance counselors, campus minister, chemical health coordinator, learning specialist, EIB Director, athletic/activities director, health aide and school psychologist. SHSST 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.

Junior High Student Services

The JH Student Support Team meets on a weekly basis in order to better serve students' needs. The team is comprised of the principal, student support specialist, guidance counselor, learning specialist and an EIB liaison. 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

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.

Reporting Attendance

On or before the day a student is planning to be absent the Parent/Guardian, not student, should report attendance through PowerSchool ([LINK](#)) by 8 a.m. If a Parent/Guardian needs to remove a student from school for any reason and it is after 8 a.m., the Parent/Guardian should call and leave a message through the Attendance Line stating the date, time, and the reason for the absence. Students are expected to remain on campus during the school day and ANY reason to leave campus must be cleared through the administrative office. We request you make every effort to schedule appointments with doctors, dentists, and businesses outside of the school day. If you are aware that your student will need to miss multiple classes due to, scheduled, recurring appointments, please, reach out to the attendance office to discuss the situation and possible accommodations that may need to be made so your student does not fall behind. Students will be required to check out with the attendance manager prior to leaving and check in if/when they return.

- Medical documentation may be requested if a student misses five or more classes due to appointments per semester or if a student is in co-curricular activities and would like to participate with the team/club.

Senior High Attendance Line: 952-927-4177

Junior High Attendance Line: 952-915-4356

Unplanned Departure - Health Services

Any student who becomes injured/ill after arriving at school MUST be released through the Health Services Office for the absence to be excused. Health Services will communicate with the student's parent/guardian prior to allowing the student to leave campus. The student MUST be picked up by an authorized adult within 90 minutes if the student did not drive to school themselves or if the Health Aide believes there is too much risk for the student to safely drive home.

Note: The Attendance Office will not excuse/provide a pass to leave campus if a parent/guardian calls in or leaves a message on the attendance line to inform them of their student feeling ill if the student is already on campus. All ill departures from school must go through Health Services.

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 eight of the same class period per semester. Missing for school activities, approved college visits, and field-trips would not count towards this policy. The following steps will be taken if a student is showing an increased number of absences in a class:

- 4th Absence - Initial communication will be made to the student and parents/guardians.
- 6th Absence - Behavior Support Meeting will be scheduled for the student, parents/guardians, Administration, Counselor and possibly teacher depending on academic standing.
- 7th Absence - An additional communication with the student's parent/guardian will be made by Administration as a final warning before possible removal of credit from course.
- 8th Absence - Behavioral Support Meeting will be scheduled with the student, parents/guardians, Administration, counselor and teacher to advise/discuss the following actions:

Removal from course and loss of credit with a final grade of "F" **or** if the absences occurred due to a medical reason, documentation may be requested so accommodations can be made for the student to receive a Pass/Fail grade. The student may also be added to the No Pass List for the remainder of the semester.

If the minimum attendance requirement is exceeded, BSM reserves the right to withhold credit. If credit is withheld, the parent/guardian and student have the right to appeal this decision in person by meeting with the appropriate assistant principal and teacher within one week of the decision.

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 administration and determined on an individual basis.

Attendance: Classes

Regular attendance is a critical component of earning credit in a class. Students are required and expected to attend all scheduled classes.

An Unexcused Absence is defined as any of the following:

- Removal from class for misbehavior
- Leaving early from class without permission from the teacher
- Missing class for an unapproved absence by administration
- If a student misses more than 10 minutes of a regular period or 20 minutes of a block period this will result in an unexcused absence.

Students marked absent from class will be asked to meet with administration to resolve the absence prior to the absence being considered an unexcused absence. Once an absence has been updated to an unexcused absence(AU) the student will be subject to the following consequences:

- First Offense - the student will be called in to talk with administration and parent/guardian will be informed. One detention will be assigned.
- Second Offense - the student will be called in talk with administration and a parent/guardian meeting will take place. Another detention will be assigned.
- Third Offense - the student will be dropped from the class with no credit received and an F recorded on their transcript. Parents/guardians will be informed.

Note: Students will receive a zero for academic work due on the day an unexcused absence is recorded.

Students who are unexcused for an entire school day will receive a Saturday detention. Additional consequences will be determined by the appropriate administration. Unexcused absences are recorded on a semester basis.

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 detailing the duration of the excuse.

Senior High Attendance: 1ST Period

Students who do not have a scheduled class or have BSM Hour during their first period of the day must check in with the attendance office by 8 a.m. In this case, attendance and tardy policies apply to the first period.

Students who do not have a first hour class or have BSM Hour who fail to sign in will be subject to the following consequences:

- First Offense- Students will receive one period of detention. The detention must be served the day of or the next school day after the detention is assigned.
- Second Offense- Students will receive one period of detention and parents will be informed.

- Third & Subsequent Offenses- Students may be suspended from school for one day. Parent/Guardian will be informed.

Attendance: Tardiness

Students are required to be in the classroom when the bell rings to begin class. Students who arrive after this time without a pass will be considered unexcused tardy.

- 3rd Unexcused Tardy (Cumulative)- The student will attend a behavior support meeting and parents/guardians will be notified.
- 5th Unexcused Tardy (Cumulative) - The student will receive a detention and parents/guardians will be notified.
- All Additional Unexcused Tardies (Cumulative): The student will receive a detention and a notification will be sent to parents/guardians.
- 10th Unexcused Tardy: The student will be assigned a Saturday detention and a meeting will be held with the student and their parents/guardians.
- Further disciplinary action will occur if tardies continue.

Seniors: Late Start and Early Release

Seniors who do not have classes the first or last period(s) of the day may arrive on campus anytime before their first scheduled class or leave campus early after their last scheduled class of the day. This is a privilege for Seniors only.

- Seniors must be in good academic standing (“C” or above) and can not have any major disciplinary problems. Either situation will lead to the senior privilege being revoked and the student having to sign in with the attendance office during their free period.
- Seniors may not be tardy or absent more than three times to their first assigned class per semester (including Homeroom) or they will lose this privilege immediately.
- Seniors must enter through the **Main Entrance only** and must use their printer card to enter.
- A liability release form must be submitted to the Assistant Principal with a parent/guardian signature before the privilege will take effect.
- Seniors are required to use their Student I.D. to check out of the building and must leave through the **Main Entrance only**.
- Siblings of senior students need to be in class and cannot arrive late with their siblings.

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/Guardians 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 parent/guardian should submit attendance through PowerSchool ([LINK](#)) at least one week before leaving to begin the process.
2. A student must have their assistant principal and all teachers sign the [SH Extended Absence Form](#) or [JH Extended Absence Form](#) for approval. A teacher or administration 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.

Senior High Attendance: Co-curricular Activities

The Following are the daily attendance expectations in order for students to participate in co-curricular activities:

- In the event there is a half or partial day of school, students must be in attendance the entire school day.
- Students must be in attendance for 50% of a school day (Block Day: 2 of 4 classes or Regular Day: 4 of 8 classes) to participate in co-curricular activities.
- Students who are released from school through Health Services are ineligible to participate in co-curricular activity for that day.

**Exceptions to the above may be made if the student has a medical appointment, drivers license exam or other pre-approved essential appointment made during school hours. Granting an exception requires the student to provide documentation from the doctor's office or the Driver Exam Station, with "time in and time out" from the appointment.*

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. The note must include a "time in and time out."

Seniors: Attendance - Skip-a-final

Second semester, seniors will have an opportunity to skip all of their final exams. This is a privilege to award seniors for excellent attendance and behavior. It is a privilege that is earned.

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 the application form is due will not have the opportunity to raise their grade and qualify to skip the final, please plan ahead.
2. The student may not have more than 9 tardies in total to their second semester classes. Tardies will accumulate up until final exams. Students who exceed the minimum number of allowed tardies must take all their final exams.
3. The student may not have any unexcused absences to their classes due to a skip, removal from class, left class early without permission, and/or suspension. (This includes multiple oversleeps, haircuts, etc.). Excused absences are at the discretion of the administration regardless of parental approval. Students who exceed the minimum number of unexcused absences must take all of their final exams.
4. Students may not have any Tier II and/or Tier III disciplinary referrals during the second semester. Students who do have Tier II and/or Tier III referrals must take all of their final exams.

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 parent/guardian permission is obtained. 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 behavioral probation with BSM are not able to miss classes to attend the state tournament.

The administration will make the determination.

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/guardian approval. Fan buses are provided if a need is determined.

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.

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.

Alcohol and Drug Policy

BSM is a learning community. The best environment for learning is one that promotes and supports healthy and responsible behavior. BSM recognizes that alcohol, tobacco, vaping, 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. No student shall possess, use, sell, distribute, deliver, or supply drug paraphernalia, including vaping devices or misuse prescription drugs, at any time, at any place, on or off school property. ‘Vaping devices’ will be interpreted as any vape dispensing mechanism regardless of substance that is not prescribed by a doctor.

Because vaping on school campuses often occurs in restrooms and amongst groups of students, when multiple students are found in a single stall with even one vaping device, the school may determine that any and all of the students in the group may be found to be in ‘possession’ even without proof of actual use.

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

Sanctions for Violations:

First Offense:

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 one day;
2. Undergo a chemical assessment, support and follow all recommendations, which shall be provided to BSM and the student’s parents or guardian; In order to be readmitted, an appointment for a chemical assessment must be scheduled;
3. Be subject to Minnesota State High School League regulations and sanctions, which, as construed by BSM, apply to all co-curricular 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. BSM also reserves the right to expel a student who does not comply with the sanctions for the “First Offense in a School Year.”

Second Offense:

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

Searches:

In order to provide a safe and secure learning environment, the school administration reserves the right to conduct searches in classrooms, lockers, vehicles, and personal belongings.

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, vaping, 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, vaping, 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.

Please note that tobacco and electronic cigarettes are considered a chemical by the Minnesota State High School League and students involved in any co-curricular 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 co-curricular 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, consume or possess a beverage containing alcohol; (2) use, consume or possess tobacco; or (3) use, consume, have in possession, buy, sell or give away any controlled substance or drug paraphernalia; or (4) use, consume, have in possession, buy, sell or give away any products containing or products used to deliver nicotine, tobacco and other chemicals.

- 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 if 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 violation, 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 violation, 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 cumulative 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 interscholastic 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.

Senior High Dances/School-Sponsored Activities

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

1. School chemical/tobacco/vaping use policies apply at all school sponsored activities.
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 and during 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. Each dance includes a required "arrive by" time and a departure time. Students are not allowed to arrive late or leave early.
5. No outside food or beverages may be brought in.
6. 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.

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

- Homecoming: Tickets are sold individually. There will be TWO Homecoming events. Freshman will be on Friday night and Sophomores through Seniors on Saturday. Students with chemical violations occurring from the end of the previous school year to the start of Homecoming Week will not be eligible for Homecoming Court.

- Holiday Ball: Tickets are sold individually. Only students in grades 10-12 may attend. Seniors with chemical violations occurring between Homecoming and the Holiday Ball will not be eligible for Holiday Ball Court.
- Prom: Tickets are sold individually. Only students in grades 11-12 may attend. Seniors with chemical violations occurring from the Holiday Ball until Prom will not be eligible for Prom Court.

Junior High Activities/Parties

A number of school parties are planned for the year. Attendance at parties is optional but 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 (including dress code).
- 2) Generally, students will not be allowed to bring guests to BSMJH parties. No guest may attend without obtaining permission from the Principal 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

Anti-Harassment & Anti-Discrimination Policy

Benilde-St. Margaret's strives to create and maintain a positive learning environment in which people are treated with dignity, and respect. The learning environment of BSM should be characterized by mutual trust and the absence of intimidation, oppression, and exploitation. Benilde-St. Margaret's will not tolerate discrimination or Fment of any kind. Through enforcement of this policy and by education of students, Benilde-St. Margaret's will seek to prevent, correct, discipline, and educate behaviors that violate this policy.

All students are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any student who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written warning, detention, suspension, and/or expulsion.

Complaint Procedure

Benilde-St. Margaret's has established the following procedure for lodging a complaint of harassment, discrimination, or retaliation. The School will treat all aspects of the procedure confidentially to the extent reasonably possible.

1. Complaints should be submitted as soon as possible after an incident has occurred, preferably in writing.

2. Upon receiving a complaint that violation of this policy may be occurring, Administration will notify all school administration of the complaint.
3. The Administration will initiate an investigation to determine whether there is a reasonable basis for believing that the alleged violation of this policy occurred.
4. If necessary, the complainant and the respondent will be separated during the course of the investigation.
5. During the investigation, Administration will interview the complainant, the respondent and any witnesses to determine whether the alleged conduct occurred.
6. Upon conclusion of an investigation, the administrator that was conducting the investigation will communicate findings. If it is determined that a violation of this policy has occurred, the Administration will recommend appropriate disciplinary action. The appropriate action will depend on the following factors:
 - a) the severity, frequency and pervasiveness of the conduct;
 - b) prior complaints made by the complainant;
 - c) prior complaints made against the respondent; and
 - d) the quality of the evidence (e.g., firsthand knowledge, credible corroboration).

Discrimination

It is a violation of Benilde-St. Margaret's policy to discriminate in whole or in part, the person's race, color, nationality, body type, socio-economic status, age, religion, disability status, sex, or sexual orientation.

Discrimination of this kind may also be strictly prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1967 and the Americans with Disabilities Act of 1990. This policy is intended to comply with the prohibitions stated in these anti-discrimination laws.

Discrimination in violation of this policy will be subject to disciplinary measures up to and including expulsion.

Harassment

Benilde-St. Margaret's prohibits harassment of any kind, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate or coerce a student at Benilde-St. Margaret's.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's nationality, race, color, religion, age, sex, sexual orientation, appearance, disability, or other protected status, including epithets, slurs and negative stereotyping.
- Nonverbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, demoralizes, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, appearance, disability, sexual identity, or other protected status.

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.

Racial and Ethnic Harassment

Racial and ethnic harassment is a form of illegal discrimination and is contrary to the mission of Benilde-St. Margaret's School. It may take many forms, from outright criminal acts to anonymous, malicious intimidation. Whatever its form, however, racial and ethnic harassment is motivated by fear, ignorance, or hatred of ethnic and cultural differences that are perceived as threatening to the offending party. Racial or ethnic harassment will not be tolerated in the Benilde-St. Margaret's community.

Benilde-St. Margaret's is committed to preventing, stopping, and educating whenever racial and ethnic harassment may occur at Benilde-St. Margaret's or in any of its programs within its community. Staff, faculty, and students who become aware of such harassment should contact school administration to prevent continuation of the harassment.

Sexual Harassment

Sexual harassment is a form of unlawful discrimination and is prohibited under Benilde-St. Margaret's anti-harassment policy. Sexual harassment occurs when unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature:

- Unreasonably interferes with a student's work performance or creates an intimidating, hostile or otherwise offensive learning environment.

Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or "kidding" that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome.
- Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters, notes, facsimiles, e-mails, photos, text messages, social medial platforms, internet postings; or other forms of communication that are sexual in nature and offensive.
- Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, and forced sexual intercourse or assault.

Bullying

Bullying is a type of harassment and is defined as ongoing and deliberate, unwelcome verbal, written, or physical conduct directed at a student by another student or students that have the intent and effect of:

1. Physically harming a student (e.g., hitting, kicking, spitting, pushing, and/or 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/or ridicule.
5. Cyber-bullying: forms of verbal and psychological bullying that occur on the Internet through e-mail, instant messaging, or social media such as Facebook, Instagram or other platforms. This may include the unauthorized use of photographs or images in the likeness of a person.
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.

Investigation and Disciplinary Procedures

School officials will investigate the complaint in a confidential manner to the extent possible. The administration will determine the action or disciplinary procedures depending on the severity and frequency of the offense. Discipline can range from receiving a detention and parent

notification to the possibility of expulsion. The complainant and the alleged victim will be advised of the general outcome of the investigation.

Weapons

Weapons or items of danger to others 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. This includes any kind of pocket knife, paintball guns, lighters, 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.

Gambling

Gambling is strictly prohibited while on the Benilde-St. Margaret's campus or at any school sponsored function that is held off campus. Prohibited gambling activities include but are not limited to betting, or wagering on any event or activity. Any student participating, or organizing such gambling activities is subject to detention, suspension, and/or expulsion.

Vandalism/Theft

Theft and/or vandalism of school property or the property of others will result in detention, 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. The BSM police liaison may be asked to get involved with the investigation.

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 assigned a detention and the parent/guardian will be notified. A second violation of this policy will result in further disciplinary action.

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 further disciplinary action. These violations are recorded on a yearly basis. Student vehicles with parking permits must be parked in the main front lot (seniors) or Beth El Synagogue (all other students) parking lot. Students may not park in handicapped, visitors' spaces, front lot, etc. Students who drive carelessly or recklessly through the parking lot will lose their privilege to park on campus.

Parking Permits

All students who drive to school must use one of two student parking lots. Seniors will park in the main front 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 permits revoked. Parking permits may be purchased at Red Knight Round-up or through the transportation office. A one-day pass may be obtained in the main office.

Buses

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

Free Periods/BSM Hour (Senior High Students)

Students are welcome to be in any Dedicated Common Area of the building where an adult is supervising. All other areas of the building and campus are considered to be off-limits to students unless they are accompanied by an adult. 11th and 12th graders will be asked to sign in with the supervising Faculty/Staff member once in the common area and will not be able to leave unless given permission and a proper pass. Students who are off limits will be assigned detention for the first offense. A second offense will result in further disciplinary action.

Students who are not scheduled in a class must spend their free time in the Commons/Cafeteria, Cube, College and Career Center (with scheduled appointment), or Moore Library. Students are not permitted to be in the hallways or parking lot without an approved pass.

Before School

Students who are here before 8 a.m. during the week must be in the commons, Moore Library, Great Hall, or in a supervised area. Students in classrooms must be accompanied by a faculty or staff member.

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 are not to be in classrooms after school hours unless a faculty member is present. Hallways and north building are off-limits after 3 p.m. unless the student is accompanied by a faculty or staff member.

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 such as, but not limited to, cell phones, tablets, and smart watches are not to be used in the classroom. Students must turn in their cell phone at the start of class in the sleeve provided. Students using personal electronics without teacher permission during the school day will be given a disciplinary referral. Students may use their cell phone during passing times and during their free period. No phones should be used in the bathrooms. Wireless headphones and/or ear buds are not to be worn in hallways, Cafeteria/Commons during lunch, or classrooms unless directed to use them by a teacher during the school day.

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 school laptops for listening to music.

Day-to-Day Use & Care of Laptops

Failure to follow these guidelines may result in charges to the family. Students are entirely responsible for the use and care of their laptops. Laptops are always to be kept in the school issued hardshell case and black carrying case 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 are to be fully charged nightly and brought to school every day. Students may not use another 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 carrying case in any way. This will result in a 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 policy and 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 must use the school provided hardshell case and carrying case. Failure to use these items will result in repair costs above the insurance cost to be covered by families. Students are responsible for the 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 secure 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, virtual private network (VPN) or other device used to circumvent the content filter. Students are expected to leave their AirPort on at all times. When at BSM, students are expected to remain on the school provided wifi.

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. If you need an application for academic reasons, you must get direct permission from a BSM teacher, assistant principal, or technology staff member. You may not download software or applications to your device that are not for school use. Most necessary items are located in the Self Service application on your computer.

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 assistant principal. Students are responsible for making sure all content on the computer they use is appropriate for school. Gaming software is not to be used or installed on computers. Students must be sure their files are backed up by using their Google Drive 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.

I.D. Cards and Printer Cards

Students are expected to carry their I.D. cards with them during school hours. I.D. cards are required to obtain admission to on-site athletic events. Printer cards can be used at the copy machines and must be used to allow access to the front entryway during school hours. I.D. cards will be required for students leaving the building prior to 2:30 P.M. without a pass. Replacement cards can be obtained in the Main Office and a fee will be charged to the student's tuition.

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, hardcover case, carrying 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 gymnasium, not using BSM issued case, roughhousing, swinging laptop, using food and beverage within close proximity, exposing to extreme temperatures and defacing.)
- Not using the approved hardcover case and carrying case for transporting.

Consequences for laptop endangerment will include:

- First incident: the student will be issued a warning.
- Second incident: the student will be given detention and the student's parents will be notified.

- Third incident: a Saturday detention will be assigned.
- Fourth (and subsequent incidents:) the student will meet with the Administration to discuss further consequences including additional detention, suspension or expulsion.

Procedures

Assemblies

Assemblies are an integral part of building community and attendance is required unless otherwise stated. Homerooms will sit in assigned places. Absences will be reported and dealt with by the administration. All students must attend all assemblies and all religious services.

Masses and Prayer Services

Students gather within the BSM 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. Students are expected to dress appropriately for services.

Emergency Procedures

Evacuation, retention and safety drills are among the most important exercises in which you will participate. These drills can save lives. In addition to fire and weather drills, safety drills will also be conducted. Safety drills will include educating students on the different options that are available if we should ever be faced with a violent intruder or someone trying to do harm. These options include taking cover, barricading in a room, and evacuation to a meet-up location. The drills will also include educational components related to awareness and responsiveness during an emergency.

Health Services

Health service office is staffed by a health aide, who works under the direction and supervision of a licensed school nurse. These services are provided by employees of the St. Louis Park School District. 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. 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.

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 services to do blood glucose monitoring. A health plan can be written to make changes in monitoring.

School Cancellation/Online School

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 voicemail from a school official. Calls will be made to the home phone number and parent cell phone number listed in PowerSchool. Ordinarily, official information will be available by 6:30 a.m. Parents will also be notified if school is closing early.

Online Classes on School Cancellation Days:

On days when school is canceled due to bad weather or other unforeseen reasons, students will be required to do work for their classes online through Schoology. Teachers will use the online

class calendar to post class content and homework for the day by 10:00 a.m. Teachers will be available for online help/Q&A during specific office hours, which will be communicated to students at the time school is canceled. Students will be responsible for the day's class content and any work assigned.

Extended Online School

In a case of emergency and school needs to be moved to an online platform for an extended or unknown amount of time, BSM will institute an Extended Online School environment. Students are required to attend Live Class sessions as scheduled and complete all online work. Attendance will be taken and students are required to complete attendance check-in as required.

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 a 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 takes 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 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 and trip policies is expected. Parents can expect that a student will be sent home, at the parent's expense, if a student is non-compliant in following the rules.

3. Student tuition accounts must be current in order for a student to participate in travel programs.

Facilities

Atrium

The Atrium can be used for classes. There is no food or drink allowed. There will be classes that will be taking place in the adjacent science classrooms and this tiered atrium, so students will need to be mindful and respectful of those classes. This space is closed to students during their BSM hour except for use for students that are utilizing the Math Resource Center in the Atrium.

Commons/Cafeteria

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

Cube

The Cube is available for students to inspire creativity, curiosity, and collaboration. Students should use this space for quiet studying and collaboration, and be mindful and respectful of those using the space to work with each other. There is no food or drink allowed in the Cube. When classes or activities have reserved the conference rooms, these spaces are closed to students.

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 is held in the William Haben Activities Center during the school day. After school many of the co-curricular 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 are allowed in the facility without supervision.
2. No students are allowed during the school day unless they have physical education.
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. Athletic lockers must be assigned.

6. Weight room hours and policies are posted in the 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

The Moore Library is 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. Students are reminded that no food or drink, except unflavored water, may be taken into the library. Students who are disruptive will be subject to detention, removal from the area, or other disciplinary action including the loss of Moore Library privileges until the student has met with the assistant principal to discuss guidelines for future behavior.

Benilde-St. Margaret's

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