



St Benedict

AT AUBURNDALE

Grounded in Faith. Elevated by Excellence.

PARENT & STUDENT HANDBOOK 2018-2019

**8250 Varnavas Drive
Cordova, TN 38016**

Phone ... 901.260.2840 Fax ... 901.260.2850

To Report an Absence ... 901.260.2893

Website ... www.sbaeagles.org

FOREWORD

This Student and Parent Handbook is provided to inform you of rules, policies, procedures, guidelines and other information you may need or for which you are responsible during the school year. Answers to many frequently asked questions may be found herein and we encourage you not only to carefully review the handbook but to keep it readily available for reference throughout the year. If you have questions or concerns that are not addressed in the handbook, you are encouraged to contact the administration of St. Benedict.

The administration reserves the right to modify its rules, policies, procedures or guidelines as published in this Handbook. Modifications made during the school year will be publicized through our weekly Monday Mail.

Our Mission Statement

St. Benedict at Auburndale is a college preparatory school committed to academic excellence in an atmosphere permeated with the aims, values and teachings of the Roman Catholic faith.

Family Acknowledgement Form

In accordance with Diocesan policy, all families are required to sign a document that states each family has access to this document and agrees to abide by it. This document is part of the Enrollment Contract and was signed electronically when student was registered/reregistered at St. Benedict for the 2018-2019 school year.

Non-Discriminatory Policy

St. Benedict at Auburndale admits students of any race, color, national and ethnic origin and grants to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and assistance programs, and athletic and other school-administered programs.

Child Abuse Reporting Policy

Any person who suspects child abuse of any nature is to report it directly and personally via the Tennessee Child Abuse Hotline. By law, all suspected cases of child physical or sexual abuse must also be reported to the principal immediately. The principal shall immediately report the abuse to the Diocesan Office.

Diocesan Mission Statement

The Catholic Diocese of Memphis, Tennessee, System of Catholic Schools is committed to quality education in the spirit of Christ in accordance with the teachings of the Roman Catholic Church.

Working in partnership with parents and families, we are dedicated to providing a safe and nurturing environment while preparing our students for the future through spiritual, intellectual, physical and emotional formation.

ACCREDITATION

All schools affiliated with the Catholic Diocese of Memphis are accredited by AdvancEd Association of Colleges and Schools, Council on School Accreditation and Improvement (SACS/CASI). The Catholic Schools Office is responsible for ensuring that all schools adhere to the standards and follow the process for accreditation as set forth by the Catholic Schools Office.

SAINT BENEDICT AT AUBURNDALE SCHOOL

Accredited by:
AdvancEd®

Member of:
Memphis Association of Independent Schools
National Association of Supervision and Curriculum Development
Tennessee Association of Supervision and Curriculum Development
International Dyslexia Association
Council for Exceptional Children
Learning Disabilities Association
National Association of Secondary School Principals
National Catholic Education Association
Tennessee Secondary School Athletic Association

This handbook was revised in the summer of 2018.

TO OUR ST. BENEDICT FAMILIES –

Welcome to St. Benedict! In choosing St. Benedict, you have demonstrated a commitment to the values and philosophy of a Catholic education.

This is our Student / Family Handbook for the 2018-19 academic year. This handbook reflects the policies of St. Benedict so we ask that you read this document carefully and sign the attached agreement. This agreement states that you intent to abide by the policies of St. Benedict during the 2018-19 academic year.

As is always the case, it is our attempt to create the guidelines, rules and policies that help a school as complex as ours operate in the smoothest fashion possible. We do not always master it, but we make every effort.

We thank you for trusting your most precious gift with us. Please keep us in your prayers and we will keep your family in ours as together we move through the year. Let us pray together that God, who has begun this good work in us, may carry it through to completion.

In Christ,

Sondra Morris
Principal

THE LIFE OF ST. BENEDICT

St. Benedict was a sixth-century Italian nobleman who gave up a life of scholarly privilege in Rome in favor of a life of prayer and contemplation. He sought out the lifestyle of a hermit in a hilly place which became known as Subiaco, but his solitude was short-lived. Disciples came to him, touched by stories of the solitary holy man. Some were people like himself, secular men, who had abandoned their sophisticated life. Others were hermits already settled in the hills.

Benedict gathered all of these into a community of monks in a new monastery at Subiaco. After a time, Benedict left Subiaco and established a new community in the territory of Monte Cassino; this was destined to become one of the most famous monasteries in the world. Benedict lived here for a time as a contemplative, but total solitude at this place was impossible, it was close to Rome and other large Italian cities, and city people, even the popes, came to Benedict for conversation and counsel. He was known as a wise and deeply spiritual person.

During his years at Monte Cassino, Benedict composed what has become known as the Rule of St. Benedict. In addition to stressing the values of religious community life, the followers of the Rule were urged to care for the sick and distressed, and to look after the needs of the poor. He was concerned that the monks in the monastery not see themselves as a complete world but to extend their concern to the world around them.

Benedict died around the year 547 A.D. after a short illness, surrounded by his monks in the Monte Cassino chapel.

Throughout the campus, you will see the Benedictine cross that includes the letters "C-S-P-B." These represent the Latin words "*Sanctus Crux Pater Benedict.*" (The Holy Cross of Father Benedict).

OVERVIEW AND PHILOSOPHY

St. Benedict at Auburndale High School is a Catholic school of the Catholic Diocese of Memphis. The school offers educational experiences for grades 9 - 12 with special programs for students requiring special learning programs.

St. Benedict at Auburndale is accredited by the Southern Association of Colleges and Schools and is a charter member of the National Catholic Education Association. SBA is located on a beautiful forty-seven acre campus in northeast Shelby County.

The school was founded in 1966 as The Auburndale School System by Mr. and Mrs. Stanley Smith. The Smiths had long been interested in developing an academic environment where children with all levels of learning ability could be educated on the same campus.

Mr. and Mrs. Smith sold the Auburndale System to the Catholic Diocese of Memphis in 1988, and St. Benedict at Auburndale opened its doors as a new 4K-12 diocesan school in the fall of 1988.

In July 2004, St. Francis of Assisi Church acquired governance of grades eight and below and assumed the name of St. Francis of Assisi School. The high school moved into a new campus facility on adjoining property.

The school colors are red and blue. The school mascot is the Eagle.

St. Benedict at Auburndale School admits students of any race, religion, or national origin. Records from previous schools, placement tests, student interviews, and visitations by prospective students are used to evaluate applicants' probabilities for success in the St. Benedict at Auburndale program.

The philosophy of St. Benedict at Auburndale recognizes as its highest value an environment wherein knowledge is enlightened and enlivened by the Gospel values. This essence of faith is shared by administration, teachers, students, and parents in a spirit of great freedom and love.

St. Benedict at Auburndale is aware that each student has a personal style of learning and at a pace at which he or she learns best. Consequently, the school works to provide an atmosphere which capitalizes on strengths and remediates weaknesses. Knowing also that the classroom is not the only arena in which learning takes place, St. Benedict at Auburndale attempts to educate the whole person by providing a variety of co-curricular and extra-curricular activities.

The focus of this institution is the promotion of personal excellence through the maximum spiritual, physical, emotional, social and academic growth of the student. We endeavor to guide each student to realize his or her worth and dignity; to identify and develop a potential for learning; and to utilize his or her individual talents and skills for the betterment of self, family, Church, community, nation and world.

Based on this philosophy, St. Benedict at Auburndale seeks to lead each student in the gradual transition from dependence to self-determination and personal mastery.

ADMINISTRATION, FACULTY & STAFF

A complete listing can be found on our website, www.sbaeagles.org.

EXTRA-CURRICULAR / CO-CURRICULAR ACTIVITY SPONSORS

Clubs/Extracurricular organizations are scheduled to meet on a specific Tuesday during the activity period each month. Many clubs will hold extra meetings before/after school and on weekends. The meeting schedule is posted in the school office after the annual Club Fair is held at the beginning of school to enable new students to join clubs. **A complete listing of extra-curricular and co-curricular sponsors can be found on our website, www.sbaeagles.org.**

General Information/Rules & Regulations

ACADEMIC INFORMATION

The last date to request a change in classes for 1st semester is Thursday, August 16, 2018 and Friday, January 11, 2019 for 2nd semester classes.

1. To earn a St. Benedict at Auburndale diploma, a student must attend four years of high school and have an ACT or SAT test score on file with our Guidance Department.
2. Course credits are earned by satisfying three requirements: (a) earning a passing grade in the course; (b) attending classes according to the stipulations of our attendance policy; (c) paying the required tuition and fees.
3. To gain credit for a one-semester course, a student must pass the course with a grade of 70% or higher; to gain credit for a two-semester course, a student must have a year-long average (computed by averaging the two semester grades) of 70% or higher.
4. If a student does not earn a year-end grade of 70% or higher, and must attend summer school, he or she must attend for whichever semester (possibly both) was below 70%.
5. For an SBA student to be allowed to return as a sophomore, he or she must have successfully earned six (6) credits. (Failure in Religion-9 must be made up by taking Religion 9 and Religion 10 in the sophomore year or attend the SBA Summer School for Religion.)

6. For an SBA student to be allowed to return as a junior, he or she must have successfully earned twelve (12) credits. (Failure in Religion-10 must be made up by taking Religion 10 and Religion 11 in the junior year or attend the SBA Summer School for Religion.)
7. For an SBA student to be allowed to return as a senior, he or she must have successfully completed nineteen (19) credits. (Failure in Religion-11 must be made up by taking Religion 11 and Religion 12 in the senior year or attend the SBA Summer School for Religion.)
8. Any student who fails more than two core classes and/or two electives their senior year will not be allowed to participate in the graduation ceremonies. The awarding of a SBA diploma is at the discretion of the administration.
9. For a SBA student to earn a diploma, he or she must earn the required 26 credits. (See "Required Course of Study")
10. No student may be enrolled in the same grade two successive years here at St. Benedict.
11. Academic dishonesty/plagiarism – students are expected to complete their own assignments. Academic dishonesty is a serious offense that may result in the suspension or dismissal of the student. It can also result in loss of membership in Honor Societies, Ambassador, Retreat Leader organizations and other leadership positions.
12. Prior to enrolling in any Summer School Program, a student must obtain the approval of the Director of Academic Affairs.
13. Upper level Art and Acting/Theater classes will require teacher approval/recommendation as well as Honors, Advanced Placement and Dual Enrollment classes.
14. Students who receive failing grades in more than one subject or if the GPA falls below a 2.0 shall be placed on academic probation for each grading period as well as for semester and final grades. Academic probationary status will be removed by appropriate achievement of passing grades/GPA or the student will be subject to dismissal from the school at the discretion of the Principal.
15. Students who fail to remove probationary status or fail to accumulate the required number of academic credits for promotion, will be dismissed from the school.
16. Students are allowed to recover two credits in an approved summer school program. All recovery work must be completed and proof of grade submitted to the guidance office before August 1, 2018.
17. Please refer to the SBA Curriculum Guide for additional information regarding specific classes and programs.
18. Any student requesting a course change after June 1, 2018 is subject to a \$50 fee for each request.

ADMISSIONS PROCESS

All admissions procedures can be found on the SBA website, www.sbaeagles.org - under Admissions. Catholic schools do not discriminate by race, gender, color, national or ethnic origin, disability or religious persuasion in admitting students, although Catholic students are given an admission priority. Religious instruction and participation of all students in religious activities are required for all students enrolled in Catholic schools.

To be considered for enrollment, applicants must submit a fully-completed application form along with the following: BIRTH CERTIFICATE, UP-TO-DATE IMMUNIZATION FORM, TRANSCRIPT AND REGISTRATION FEE.

Students applying for entrance at St. Benedict, must be in good standing in all areas at previous school.

All new students will be given a trial period of not less than one semester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance from St. Benedict. The recommendation and decision of the school is final.

AFTER SCHOOL & BEFORE SCHOOL

Students should be in full uniform when entering and leaving the school building each day.

Before School

On school days, the SBA campus doors are unlocked at 7:00 am. Students must report to one of the following areas until the initial bell rings: the dining hall, the dining hall foyer, the library or the front hallway.

Anyone wishing to eat or drink must go to the Dining Hall.

After School

Students who are not participating in a supervised after-school activity should move to one of the following areas by 3:15 p.m. - the library, the front hallway or outside under the front rotunda. No other area is acceptable unless under the supervision of a faculty member.

At 4:00 p.m., all students who drive must have exited the parking lot unless supervised by a coach or teacher. To remain inside the building after 4:00 p.m., all students must be under the supervision of a teacher or coach or in the library (open until 5:00 pm each regularly scheduled school day.)

A security guard reports to the campus each day at 7:00 a.m. and remains until all activities are concluded for the day. Students must respond to all directions given by the guard(s) on duty.

ALCOHOL AND DRUGS

All students are required to comply with state and local laws regarding the use of drugs, tobacco and alcoholic beverages. Additionally, no student may drink alcoholic beverages before, during, or after a school-sponsored or school-sanctioned activity.

Any student found using, possessing, or aiding in the distribution of drugs, tobacco and/or related items such as synthetic marijuana, or alcoholic beverages on campus or at school-sponsored activities is subject to dismissal. Possession of controlled substances will be reported to the proper authorities.

St. Benedict will notify and cooperate with the appropriate authorities when any sort of illegal substance is found on campus/campus events.

Only one failure of an alcohol or drug test is allowed in a student's high school career. A second failure of a test (either kind) results in automatic expulsion. (See Drug Testing policy) First and foremost, it has been the practice of the school to seek to help the student in addition to any disciplinary consequences that may be enforced.

St. Benedict will drug/alcohol test for cause or suspicion during the school day and at any school sponsored event.

DRUG TESTING POLICY

We at St. Benedict at Auburndale are participating in this drug testing program for one PRIMARY purpose - to provide our students with yet one more reason they can draw upon when faced with being for or against drugs. Some are able to make that choice on their own without any fear of social pressure or peer ramifications. But some are not. We hope that this program will ease their decision-making.

The Process

During the course of each school year, all students will be selected to be tested at least one time. The order of testing will be random. SBA has chosen a test that uses a small sample of a student's hair. Once selected and tested, each student's name is returned to the pool for possible testing again in the same school year. Each student will be assigned a code number to insure confidentiality with the testing.

A percentage of the student body (approximately 25%) will be randomly selected for additional testing in the same school year. Any student who refuses to be tested will be immediately dismissed from SBA.

In addition, we reserve the right to randomly test students for alcohol at SBA during the school day and at sponsored extra-curricular and co-curricular functions such as dances, games, concerts, etc.

Testing Method

St. Benedict has a contract with a licensed clinical laboratory, to do the analysis of all hair samples. St. Benedict has also entered into agreement with an outside vendor who will provide staff to collect the samples after being trained.

All chain-of-custody procedures will be followed.

A sample of hair is cosmetically cut from the scalp or leg area, sealed in the presence of and initialed by the student. (Samples taken from areas other than the scalp retain traces for longer periods of time.) If an ample amount of hair is not available, a student has 30 days to allow hair to grow. Failure to do so can be treated as a refusal to take the test or an alternative method of drug testing will be conducted. Alternative method is a urine test.

Students taking prescription medications will submit to collector the names of all such medications. The tests will detect traces of drugs taken up to approximately ninety (90) days prior.

This program tests for the presence of marijuana, cocaine (including crack), opiates (including heroin), methamphetamines, PCP (“angel dust”) and ecstasy and includes testing for extended opiates. This program does not test for the presence of alcohol or tobacco.

The Results

All parents will be informed of the testing results. Negative results will be communicated via email. If a student tests positive, the family will be contacted by the Principal to:

- Explain the test results,
- Suggest counseling alternatives,
- Explain the re-testing procedure (at the student’s expense),
- Explain the consequences of a second positive test (dismissal from SBA.)

Test results will be available to the student, his or her parent(s), and the SBA administration only unless required by law.

The Effects of the Results

Students who test positive will be permitted to remain in school but must be re-tested after 100 days with a follow-up testing fee of \$70 being assessed. SBA will cooperate with families who choose to enter drug treatment programs if such action is appropriate. Additional tests will be given in a non-random fashion throughout the remainder of the student’s enrollment at SBA with the testing fee of \$70 being re-assessed.

Seniors who test positive for the first time (with less than 100 days of school remaining) must successfully pass a second test (to be given in the summer) prior to the school issuing his or her diploma with the testing fee of \$70 being re-assessed. All Seniors who have a positive test result in their career at SBA, will be required to pass a drug test prior to graduation.

School personnel will not initiate criminal charges or other legal action based solely on a positive drug test (this is not the case if illegal substance is discovered on campus or at a school event).

Only one positive test (or one alcohol policy violation) is allowed over the years a student attends SBA. The second positive test result (or alcohol policy violation), regardless of the school year in which it occurs, will result in immediate dismissal from SBA. Should a student be dismissed, he or she will not be allowed to attend school functions such as dances, trips, etc.

The Costs

An annual charge of \$70 will become a part of our billing process for all students. It covers the first test and any random tests thereafter in that same school year. Students who test positive and are required to re-test after 100 days will be assessed an additional \$70 for the re-test.

ALLERGIES /MEDICAL CONDITIONS/MEDICATIONS/ACCIDENTS/INJURIES

St. Benedict recognizes that an allergy is an important condition affecting many children and positively welcomes all pupils with allergies. Students with food allergies will be accommodated to the extent practical for the school.

The parent or guardian should notify the school nurse in writing of the student's condition (allergies and/or medical conditions) and provide the school nurse with a written Emergency Action Plan prior to the first day the student is on campus. All staff who come into contact with children with allergies are provided with training on allergies from the school nurse who has had specialized training. Training is updated as needed.

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As much as possible, the school does not use chemicals in classes that are potential triggers for children with asthma. St. Benedict makes no claim to be a peanut-free school.

In order to minimize the incidence of life threatening allergic reactions, St. Benedict will maintain a school-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student who parent/guardians have informed the school in writing that the student has a potentially life threatening allergy.

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

Classrooms have easy communication with the school nurse.

Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults. All teachers and substitutes will be educated about the risk of food allergies.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Tables will be washed with soap and water following any food related events held in the classroom.

Students with allergies who participate in school sponsored field trips may face challenges to their physical health. St. Benedict will make reasonable accommodations for all students and will inform field trip chaperones regarding a student's allergy issues. Every effort will be made to provide a safe learning experience for all students. A field trip generally occurs in a less controlled environment where allergen triggers may be present. If a parent is concerned about a child's presence on a field trip due to his/her special health needs, a parent may choose to keep their child at home on the day of the field trip.

Asthma/Allergy Medication

Immediate access to reliever inhalers and Epi-Pens® is vital. Children are encouraged to carry their reliever inhaler/ Epi-Pen®. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler/ Epi-Pen®. All inhalers/ Epi-Pens® must be labeled with the child's name. It is the responsibility of the parent/guardian to make sure that all medications are unexpired.

Accidents reported on school property shall be reported immediately to the principal or the school office. A report shall be written describing the accident and follow up care. The Diocesan accident report form shall be used. A copy of the report shall be kept permanently in the school. If professional medical services are required, a copy of the report shall be sent to the Catholic Schools Office and the Diocesan Risk Manager.

Medication Policy, Forms and Record Keeping

A Medication Administration form is available in the school office.

Administration of medication during school hours, on school property or while attending school events must be medically necessary. Students may not receive or take any medication unless a Medication Authorization Form is completed and signed by the parent/guardian and, for prescription medications and over the counter medications, by a health care professional (physician, nurse practitioner, physician assistant or dentist) whom is licensed to practice in Tennessee. The following conditions will apply:

1. A new Medication Authorization Form is required at the beginning of each new school year or at any time there are changes in the medication or its administration, including its discontinuation.
2. A separate Medication Authorization Form must be completed for each different medication.
3. The parent/guardian may complete the health-care provider section for non-prescription medication.
4. A physician's order and specific parental consent are necessary for self-carry/self-administration of emergency medications such as inhalers or *Epipens*. A notice signed by the school principal authorizing a student to self-carry/self-administer medication will be kept by the student at all times on school property, during school hours. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name.
5. Medication must be delivered to the school by the parent/guardian, or in special circumstances, by another responsible adult approved by the parent/guardian. Such approval shall be in writing and submitted to the school principal in advance of delivery.

6. All medications provided to the school must be in the original container and labeled by the pharmacist with the student's name, name of medication, dose, frequency, method or route of administration and any special instructions, including but not limited to adverse effects that may reasonably be expected and contraindications to administering the medication. Non-prescription medication must be in the original container with the manufacturer's label intact and clearly labeled with the student's name. The parent/guardian assumes full responsibility for maintaining a current supply and the appropriate transportation of medication.
7. Medication delivered to the school will be recorded by student name, medication name, date of delivery, quantity delivered and expiration date. Medication will be stored in a secure location accessible on an as-needed basis. The school nurse will reconcile the supply of all medication with the administration logs no later than the third school day of each month.
8. The first day's dosage of any medication must be administered at home before it will be administered by school personnel.
10. The school nurse will administer the medication. Staff members will be trained to verify that the administration is consistent with instructions on the authorization form and medication container at the time of each administration.
11. A staff member chaperone will be assigned to carry medication (other than self-carry/self-administer medication) that must be administered during a field trip or other off-campus event. The staff member will be responsible for the proper storage and administration of the medication while off campus.
12. The parent/guardian will be notified if students fail to report for or refuse to accept administration of medication that has been authorized by the parent and, if required, the health care professional.
13. Medication prescribed on an "as-needed" basis will not be administered by school personnel without, in addition to the Medication Authorization Form, a statement of permission signed and dated by the parent/guardian and specifying the requested day(s) of administration.
14. Unused medication will be destroyed if not claimed by the parent/guardian within five working days of the end of the school year, the expiration date of the medication or the discontinuation of the medication, whichever is earlier.
15. Failure to register medication (prescription and non-prescription) will lead to a presumption that such medications are not lawfully in the possession of the student. Students should not have any medication (prescription and non-prescription) in their possession during the school day except for reliever medication needed for

allergies/asthma. These reliever medications MUST be properly registered/recorded according to handbook and forms on file with the nurse.

16. The parent/guardian must agree to release the Catholic Diocese of Memphis, its Board, directors, employees and agents from any and all liability, claims and actions that may arise from injury or harm to his/her child provided school staff are following the health care provider's order as submitted on the Medication Authorization Form. The parent/guardian must further agree to indemnify and hold harmless the Catholic Diocese of Memphis from any claim arising from any wrongful act or negligent conduct by his/her child related to the possession or administration of medication.

ANNOUNCEMENTS

General information for the day and notices of club meetings, athletic and social events will be posted daily in the school hallways and on our website. It is the responsibility of each student to be aware of any such announcements. Pupils who wish to bring such notices to the attention of the rest of the students must have their notices approved and signed by their advisor or coach.

Since we do not use the intercom for announcements, check the SBA website (www.sbaeagles.org) for daily announcements. Announcements are also posted on various "Streaming Eagle" monitors around campus and run non-stop during the school day. Students are asked to take the time to read the announcements during the school day as well as to check the list of students who are asked to report to the office for various reasons.

With the exception of the last few minutes of each day, students are not called to the office for any non-emergency reason.

ATHLETIC/EXTRACURRICULAR ACTIVITY ELIGIBILITY RULE

We have concluded that it is necessary to maintain a more consistent and more frequent analysis of our students' academic progress than that required by the new TSSAA rule. Therefore, to be eligible to participate in high school athletic/extracurricular contests during any nine-week period, a student must meet the following requirements:

1. The student shall have met all TSSAA requirements.
2. The student shall have earned a minimum GPA of 2.0 on the most recent report card with no more than one failing grade. This includes all grading periods and semester averages. Students who fail to do so are ineligible from games, scrimmages, pep rallies, and competitions (no dressing out for games). Students can regain eligibility after two weeks if their grades have improved to the above standard. Students must make an appointment to meet with the principal, or designee, after two weeks to review progress being made.

3. Students shall be regularly enrolled, in regular attendance, and carrying at least seven full courses,
4. In the event of illness, a student must attend five consecutive class periods on the day of a scheduled or make-up athletic event. Any student whose illness causes him or her to be absent from school is not eligible to participate in an athletic contest or other extracurricular activity later that same day,
5. All student athletes represent St. Benedict at Auburndale. As such, only exemplary conduct, both on and off the field, is acceptable. Appropriate dress/uniforms during practices and games are required,
6. According to TSSAA regulations, student-athletes become ineligible to participate if the family's account balance falls more than 60 days behind its plan. Participation in practice and competition is NOT allowed during this time.
7. Realizing the value of sportsmanship, any fine or suspension assessed to a player, coach, fan or team by TSSAA will be doubled by SBA. Participation in practice and competition is NOT allowed during the time the consequence is being served.

ATTENDANCE

Students should be aware of the strong relationship between school success and a good record of attendance. Students and their families are asked to schedule trips and vacations around the school calendar. Parents are asked to encourage good habits of attendance and punctuality in their children.

Whenever a student must be absent from school, a parent or guardian should call the school office (260-2893) before 9:00 a.m. on the day of his or her absence to notify the school of the reason. Upon his or her return to school, the student must bring a written statement, signed by a parent, stating the reason for the absence. This statement is to be presented to the Attendance Secretary or school office before the first class period of the day.

Students who are too ill or otherwise incapacitated to attend classes and participate fully in class activities may not attend or participate in any extracurricular activities scheduled for the afternoon or evening of that day. Students must attend five (5) consecutive class periods to participate or attend an after school activity. Exceptions to this rule can be addressed to the Administration for extenuating circumstances in advance of attendance or participation at an event.

Students must be fever-free/symptom-free for 24 hours before returning to school. Students who are sent home during the school day with a fever/sickness will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Teachers are not required to give make up tests or assignments in advance for absences due to vacations/trips

In the event of excessive absence, the administration reserves the right to require written documentation from recognized medical personnel outside the home.

Absence from two class periods constitutes a half-day's absence. Students are responsible for getting assignments from classmates.

To be considered for "perfect attendance" a student must be present and on time for all periods throughout the school day. Exceptions may be granted for the following reasons:

1. Approved College Day for a Junior or Senior,
2. A school-sponsored activity,

All Absences

Students who exceed ten classroom absences in a semester (two tardies also equal one absence) are subject to receive a grade of "WF" – withdraw/failure for the semester for that class. Any student with an excess of 24 cumulative absences for the year may not reenroll at SBA the following year. Students who report to school for any portion of the school day then check out for any reason, must submit all work due on that day prior to leaving campus. Exceptions must be approved by the Academic Dean.

Unexcused Absences

Students absent from school without school and parental knowledge are deemed as skipping school. This is unexcused and all work missed during that absence will result in no credit. The student also faces possible suspension from school.

Excused Absences with makeup work allowed

Students absent from school – followed by a parent phone call and parent-signed statement - for such reasons as illness, death in the family or family emergencies are considered excused with make-up work allowed. Absences for any reason other than those mentioned above must be submitted to the Academic Dean's office (fischere@sbaeagles.org) prior to the absence in order for the absence to be considered "excused".

Failure to follow this procedure can result in all missed work being "unexcused" without credit being given.

The school is under no obligation to provide make up work or special testing arrangements for absences which are classified as unexcused.

In the event an absence is approved in advance, the school will not require faculty members to prepare work in advance nor to administer any tests/quizzes in advance of the absence.

For every day missed, students can have an equal number of calendar days to make up work after the student returns (not to exceed 96 hours.)

NOTE: Students, with parental permission, can be excused to attend the championship final event in all of our “team” competitions with the exception of any that are held during the week of semester or final exams.

The school is obligated to contact the Catholic Schools Office as soon as a child has missed five (5) non-excused days whether consecutive or non-consecutive. The school will submit to the Superintendent a written report including the child and parent names, address with zip code and phone number; child’s date of birth; school name; school address with zip code and phone number; name and official title of person making the report and notation of how many days are missed with individual dates.

Absence During the School Day

When a student must be checked out of school for a medical appointment, the parent should send in a written note the morning of the appointment. Note should contain the time the student is to leave, if student is returning and whether student will be picked up by a parent/guardian or can be released to drive. At the time of check out, student must report to the office and sign out. Students returning to school from an appointment, should bring a note from the respective medical office.

BLOGS/SOCIAL MEDIA/VIRTUAL REALITY SITES

Engagement in online blogs/social media/virtual reality sites can result in disciplinary action if the content of the student or parent’s blog includes defamatory comments regarding the school, the faculty/staff or other students. All posts whether serious or in jest are subject to school action once they cross over into the school day.

Inappropriate use of all types of social media will not be tolerated. This includes students involved in possession or transmission of inappropriate photos/materials on electronic device(s) or school computers. Suspension or expulsion can be a result for all involved. Appropriate law enforcement agencies will also be contacted.

No student or parent should open any sort of social media site under the name of the school or a particular grade/organization/team. The only official St. Benedict social media sites are the ones created and monitored by the St. Benedict Administrative Team.

BULLYING/CYBERBULLYING/DISCRIMINATION/HARASSMENT/HAZING/SEXTING

St. Benedict attempts to provide a safe environment for all individuals. Students are expected to respect and protect the dignity and worth of each individual without regard to race, gender, color, national or ethnic origin, disability or religious persuasion. Bullying, including cyber-bullying, discrimination, harassment or hazing of students is strictly prohibited.

Physical aggression, verbal, written or graphic expression, social isolation and alienation or other behaviors targeting individuals (either seriously or in jest) are forms of violence that are not acceptable. These behaviors may:

- Physically harm a student or damage a student's property;
- Knowingly place a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Cause emotional distress to a student or students; or,
- Create a hostile educational environment.

Students who engage in such behaviors will be subject to mandatory counseling, suspension from school activities and/or school, or expulsion at the discretion of the principal. The school may discipline students for off-campus behavior if such behavior creates a hostile, intimidating or threatening environment for one or more students or if such behavior substantially disrupts the orderly operation of the school.

Students who feel victimized by or who have knowledge of such behavior toward a student or students should report that to the school counselor or principal. Confidentiality of the report will be maintained to the maximum extent permitted within the context of an appropriate investigation and response by the school. Retaliation against those who report or who participate in an investigation is strictly prohibited. Students who deliberately submit false reports will be subject to appropriate disciplinary consequences.

When appropriate, such behavior will be reported to law enforcement. Parents are encouraged to report threats of violence or harm to their children to law enforcement, particularly if perpetrated electronically.

Students involved in possession, transmission or production of inappropriate photos/images on any device will face suspension and/or expulsion. In accordance with the law, the Memphis Police Department will be notified.

SBA offers an anonymous reporting option for those who wish to report any sort of detrimental behavior. "Protect the Nest" number is 901- 603-7801. Be advised this number is NOT monitored 24/7 nor is it any sort of hotline. In case of emergencies, 911 should be called.

BUSINESS OFFICE PROCEDURES

Tuition

Students whose accounts are in excess of 60 days in arrears are subject to being asked to withdraw from school and all extracurricular activities. Outstanding financial obligations will prohibit the school from releasing grades/transcripts.

According to TSSAA rules, any student athlete whose tuition account is more than 60 days in arrears is automatically ineligible from participating.

If there are extenuating circumstances that prevent a family from following the tuition schedules, these circumstances must be discussed with the Business Office before the scheduled due date of the tuition payment.

Tuition Refund Policy

No portion or total amount of the Fees and/or Tuition is refundable.

Pre-Registration Fees

Places will be reserved for returning students upon payment of the nonrefundable registration fee by the closing date of pre-registration.

Tuition Assistance

Parents may apply for tuition aid by going online at online.factsmgt.com.

CAMPUS/STUDENT SAFETY

St. Benedict attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual or the school are taken very seriously. Students making such threats (seriously or in jest or online) face suspension and/or expulsion.

Generally accepted practices that promote the safety of students while in the custody of schools are followed. The practices are based on civil law, regulations from the State of Tennessee, and recommended procedures from the Diocesan Office of Risk Management.

In the event that the school suspects a student is a danger to himself/herself/others, or if a student conveys, in written or verbal form, a statement regarding harming oneself or harming others:

The principal/designee will contact parent/guardians and the child will not be allowed to attend classes or extracurricular activities until the student receives a psychological assessment by a mental health professional and submit documentation of the assessment prior to returning to the school and/or extracurricular activities. In order for the child to re-enter and continue at St. Benedict, the family will be required to provide compliance with the recommendations from the mental health assessment.

Depending on the circumstances surrounding the threat/behavior, the principal/designee will involve the necessary legal authorities.

St. Benedict works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. St. Benedict adheres to these laws in its attempt to protect the privacy rights of all students. As a result,

parents of students enrolled at St. Benedict should not post photographs taken at school sponsored events that include the image of students other than their own on their personal social media sites. Such postings are a violation of St. Benedict's adherence to FERPA and CPA and can result in separation from St. Benedict.

All students and faculty/staff will hold current CPR certification through the American Red Cross. This certification is provided during the school day and at no cost to the student.

Campus Security Guard

SBA contracts with an outside security firm to provide an on-campus security guard every day our school is in session and until the last SBA student/employee has left the campus. Students are expected to respond to his or her instructions. Students and parents needing to walk long distances to cars are encouraged to ask for their assistance. The lead guard on duty does carry a cell phone – that number is (901) 832-7640.

CEREMONIES AND OBSERVANCES

"A Christian education must promote a respect for the State and its representatives, the observance of just laws, and a search for the common good. Therefore, traditional civic values such as freedom, justice, the nobility of work and the need to pursue social progress are all included among the school goals, and the life of the school gives witness to them. The national anniversaries and other important civic events are commemorated and celebrated in appropriate ways in the schools of each country." The Religious Dimension of Education in a Catholic School from The Congregation for Catholic Education #45 (Rome, 1988)

Catholic Schools shall give recognition to civic observances that are regarded as significant by the community.

Catholic schools shall display the United States flag on, near, or in school buildings during the school day and at other times deemed necessary. A United States flag shall be in each classroom.

CHASTITY EDUCATION

Catholic schools shall have an age appropriate program in educating the students in the dignity of human sexuality and the virtue of chastity.

Catholic Schools shall implement the AIDS curriculum published by the National Catholic Educational Association.

CHILD ABUSE & NEGLECT REPORTING

As required by state law, school officials, personnel, employees or board members who have knowledge or reasonable suspicion of child sexual abuse, child abuse or child neglect will report such knowledge or suspicion to the Department of Children's Services and/or to appropriate law enforcement officials. Such reports involving child sexual abuse that is

known or suspected to have occurred on school grounds or while the child was under the supervision or care of the school will also be reported to the parent(s) or guardian(s) of the student.

The principal shall immediately inform the Superintendent and Director of Human Resources who shall initiate the investigation procedure established by the Diocese. Visits from the Department of Human Services are to be expected. Full cooperation should be afforded to the Department representative after proper credentials are presented.

Students are encouraged to discuss with their school counselors any knowledge or suspicion of such abuse or neglect.

COLLEGE VISITATION DAYS (GRADES 11 & 12)

Seniors are allowed two college visitation days during the course of the year. We always encourage visits wrapped around school holidays to miss less school and to extend the college experience. Juniors are allowed two college visitation days in the spring of their junior year.

We utilize the following procedure:

- The student must bring a note from his/her parent requesting a college day. The note must be approved by the Guidance Counselor and the Dean of Academics at least one week prior to the visit,
- The student must know a contact person at the university to confirm the trip,
- The student must notify all teachers of the upcoming visit by use of the College Day Clearance Form that is provided by the Guidance Counselor, discuss plans for missed work with those teachers and return the Form to the Guidance Office,
- Students may lose the College Visitation privilege if they have already accumulated an unusually large number of absences or tardies.
- No College Visit Days will be approved after November 15 in the first semester and April 15 for the second semester.

COMMUNICATION WITH PARENTS

In an effort to be good stewards of tuition dollars, SBA makes every effort to send correspondence via email. We routinely send an email out on Monday to remind parents and students of events for the week. "Monday Mail" emails are sent to all email addresses in our database. Emails that contain confidential information (report cards and tuition statements) are emailed to the PRIMARY e-mail address in our database. In an effort to insure appropriate communication between the school and parents or guardian in both emergency and non-emergency circumstances, contact information should be current. Any changes to email addresses in our database should be made in writing or via email to our Director of Campus Operations, Ann O'Leary at olearya@sbaeagles.org. Please note that it is the responsibility of the parent and student to change the email address in PlusPortals.

In the event if an unplanned closure/dismissal/delayed start, the school will utilize the ADMIN NOTIFY system as well as posting updates on our school website and social media outlets.

COMPLAINT/GRIEVANCE PROCEDURE

The Diocese desires that problems be solved at the most direct level whenever possible. Parents or students should first attempt to resolve conflicts, concerns or complaints regarding classroom issues or other students with the teacher or other staff person involved. If the issue is not resolved, the parent or student should attempt to resolve the issue with the appropriate guidance counselor. Any further questions on the same issue should be directed to the administration.

If the issue remains unresolved, the parent or student may file a complaint with the Superintendent.

COMPUTER USAGE

All students may have computer and network access only after agreeing to the Technology Usage Agreement. This agreement was included in the online registration packet for all students and the entire policy is provided at the end of this ***Handbook in Appendix A.*** Violations of such policies are subject to immediate discipline up to and including expulsion. Should a student's actions cause damage to the school's system/server, the student's family will accept the financial responsibility for its repair.

Students and parents or guardians are primarily responsible for the appropriate and ethical use of technology, especially in the home. However, SBA reserves the right to impose consequences for inappropriate use that takes place off campus and outside school hours. Inappropriate use includes (but is not limited to) harassment, use of school name, remarks directed to or about teachers and/or other students, offensive communications and safety threats. Examples of such sites (but not limited to) would be Facebook, YouTube, Facebook, RateMyTeacher, Twitter, Instagram, Vine, Flickr, Tumblr or SnapChat.

SBA does offer a guest network available with permission of the administration.

As part of the student activity fee, all students are permitted 100 copies (each click count so two-sided copy counts as two copies) each semester. These copies must be sent to the copy machine in the library. When the student arrives at the machine, they are required to key in their unique ID code. All copies over 100 will be billed to the parent at the end of the semester at five cents per copy. Students are reminded that they are never to share their unique ID code with anyone, nor are they ever to use another student's code even with permission. Offenders will be subject to consequences.

Students should select a backpack designed for laptops. Appropriate sticker, writing is permissible on student purchased covers. Stickers and writing is never acceptable on the school issued laptop.

Please refer to the Acceptable Use Policy in the Appendix for more on the duties and responsibilities related to the 1:1 Initiative.

As a technology user, students agree to follow the rules and code of ethics in all of my work with computers while attending St. Benedict:

Adapted from NCEA's From the Chalkboard to the Chatroom.

1. I recognize that all technology users have the same right to use the equipment; therefore, I will not use the technology resources for non-academic purposes. When I am using an electronic device, I will keep my work area clean and free of food and liquids.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, or games from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for technology equipment; I will not use technology systems to disturb or harass other technology users or use inappropriate language in my communications.
4. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the server.
5. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network resources must comply with the appropriate rules for that network or resource.
6. As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

7. Parents must realize that their students may encounter material on a network that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive and to report the inappropriate incident to a faculty or staff member..

8. The use of school technology resources is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

COURSE OFFERINGS

Please consult the SBA Curriculum guide for a complete listing of all course offerings and pre-requisites. The curriculum guide can be found on our school website, www.sbaeagles.org.

DINING HALL

Students are expected to behave in a respectful manner at all times in the dining hall as well as to clean up after themselves. All students are assigned a weekly lunch duty in each and all are required to participate and expected to make a good faith effort in their assignments. Any acts of misconduct could result in disciplinary action. Students are not allowed in the dining hall during lunch periods EXCEPT for their assigned lunch period. In the event a student does not have money on their account, they will be allowed to charge lunch for that day. There is a maximum \$10 charge amount that is allowed.

DISASTER DRILLS

The school principal is the primary overall manager of any emergency/crisis situation. The principal will follow the procedures outlined in the most recent edition of the Catholic Diocese of Memphis *Emergency Response Handbook*. The principal is responsible for activating the school's Internal Response Team and for communicating with the Superintendent and students involved, parents of those students, faculty, office staff, custodial staff and the media. The principal will plan and execute crisis training for staff and annual retraining of the Internal Response Team.

These emergency procedures shall be reviewed with the faculty during the in service days before school begins.

The school will maintain emergency information for each student in the school office.

An emergency kit is available in each classroom and area which is used by the students. The contents of these kits shall conform to the requirements issued by the Diocesan Risk Manager.

Evacuation procedures and routes shall be posted in every classroom and areas used by the students.

Anyone (visitors, parents, guardians) on campus during an emergency drill will be instructed on where to go/policies to follow.

Fire Drills

Fire drills shall be held at least once a month. The first fire drill will be conducted within the first twenty school days. Teachers will take roll books, emergency bags and name card with them during the drills in order to have an accurate account of all students present.

The building fire alarm shall be operated during the drill to familiarize all occupants with the distinctive sound of the fire alarm. Bell signals to signify the exit and reentry of the building during a fire drill will be explained to students prior to the first fire drill of the school year.

All staff members shall be instructed on the alarm system and the manner of activating it.

A record of all fire drills shall be kept on the emergency drill form and shall be available to the fire inspectors upon request.

Fire Drills (During class time)

In case of a fire drill, follow the evacuation route posted in each classroom. Students must stay with their teachers.

Fire Drills (Between Classes, Lunch, Assembly)

In case of a fire drill at these odd times, all students and teachers should report to the track area to the designated department are for 1st period class.

Tornado Drills

A tornado drill will be conducted within the first twenty school days and at least once more during each school year. A battery-operated weather radio in each school office is maintained in operating order in the school office. A record of all tornado drills shall be kept on the emergency drill form. Students will not be allowed to check-out or leave campus during a tornado drill.

Earthquake Drills

Earthquake drills will be conducted at least twice each school year. A record of all earthquake drills shall be kept on the emergency drill form. Remain in your classroom and position yourself under your desk.

Weather Emergencies

Catholic schools shall follow the warnings and directions given by the National Weather Service in the event of a weather emergency. It is a parent/guardian decision on whether or not to allow their child to drive to school when the area is under any sort of weather emergency – the school encourages all to err on the side of safety.

Bomb Threats

Procedures in the Diocesan Crisis Management Handbook will be followed in the event of a telephone or written bomb threat. The principal will immediately notify the Catholic Schools Office of such a threat.

Inspections

Quarterly safety inspections will be conducted by school personnel. The insurance company will conduct yearly inspections of the facilities and grounds. Annual asbestos inspections shall be conducted in schools that contain asbestos.

OSHA Regulations

Catholic schools shall comply with the OSHA standards on blood-borne pathogens and hazard communication and any other standards issued which apply to the school. The schools shall also comply with the Diocesan procedures established to comply with these standards.

Lockdown Drills/Active Intruder Drills

These drills will be conducted within the first two weeks of each semester. The drills will always be announced prior to conducting to both the parents (via our Monday Mail) and student body (via our intercom system).

DISCIPLINE

St. Benedict reserves the right to take disciplinary action and/or suspend a student either temporarily or permanently if the administration concludes that such action is in the best interest of the individuals, the student body, or the school. This applies to both on-campus and off-campus conduct.

Enrollment as a student at Saint Benedict at Auburndale implies the willingness of both parents and students to comply with the academic decisions, policies, and regulations of the school. In order to realize the school's aims, parents and students are expected to support the philosophy of the school.

The School at its sole discretion, may require a student to remain off campus and cease to participate in any school activities during the pendency of actions, whether criminal or civil, that involve the overall safety of the School and its students; and, such actions shall be in addition to, and not in place of the right of the School to suspend or terminate when warranted at the School's discretion.

Possible Consequences:

Detentions are assigned for a specific date. Students have two opportunities on detention date to complete that obligation. Students can serve from 6:45 am to 7:30 am or from 3:15 pm-4:00 pm. Failure to serve on assigned day will be dealt with severely. Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.

When a student misses a second detention with prior permission from the Dean's Office, the student is immediately placed on "Disciplinary Probation". Students on this sort of probation are immediately prohibited from practicing, competing, or performing in any athletic, extracurricular, field trip or SBA activity until the detentions are served during the regularly scheduled weekly detention times. The coach or sponsor will receive a phone call from the Dean's Office upon the missed detention to notify him/her of the probationary status and coach/sponsor will be instructed to remove student from competition, practice, performance until the student has fulfilled all requirements and probationary status is removed. Repeated cases of disciplinary probation can result in student being asked to leave SBA.

Should disciplinary consequences be necessary for a singular infraction or an accumulation of many, the St. Benedict administration will choose counseling, parent contact, denial of privileges, detentions, weekend detentions, suspensions (in-school and out-of-school) and expulsions. Excessive detentions in a semester will likely result in assignment to Saturday School and also raise the possibility of further discipline including suspension, probation and expulsion.

When a suspension from school (in-school or out-of-school) is determined to be the consequence for the action, the student is automatically placed on probation. Students on probation are subject to expulsion in the event of future major infractions. A suspension will also take away exam exemption status for the semester that the suspension occurs. Students who are suspended (in-school or out-of-school) are prohibited from participating or attending any school activity or event during the suspension period. Students are required to complete the work missed during a suspension.

Students assigned an in-school suspension (may receive 70% of credit) must report to the Dean of Students prior to the 7:45 bell in full school uniform with all textbooks. Student must also bring a sack lunch with drink from home as well as surrender all electronic devices prior to the 7:45 am bell.

Students assigned an out-of-school suspension (may receive 50% of credit) must meet with the Administration prior to being admitted back to class. At least one parent/guardian must also attend the meeting.

Corporal punishment or imposing academic consequences as a means of discipline is not permitted.

The school considers the following to be against school policy (this list is not considered exhaustive):

1. Immorality in talk or action.
2. Students who use vile, sacrilegious or racially insulting language will be automatically suspended for a minimum of two days during which time the student will receive no credit for any work assigned during that time.
3. Failure to serve assigned detention and failure to follow rules and instructions during assigned detention.

4. Constant or repetitious classroom talking or persistent minor acts of disobedience or disorderly and/or insubordinate behavior.
5. Bringing matches, tobacco, or related materials to school (cigarettes, e-cigarettes, vapors, snuff, chewing tobacco, pipes, cigarette holders, lighters, etc.) or using any tobacco product on school property.
6. Fighting with other students.
7. Injury or harm to persons or property or serious threat of same.
8. Assault with, or possession of a lethal instrument or weapon. Appropriate legal authorities will be contacted. Expulsion may be an immediate consequence for this offense.
9. Using profane/obscene language, making indecent gestures or any inappropriate behavior or comments of a sexual nature or throwing any item that may cause bodily harm.
10. Open defiance, disrespect or willful disobedience shown toward any staff member or campus visitor(s) or using profane/obscene language or making indecent gestures directed toward students, staff members or campus visitor(s) or hitting, striking, or threatening other students, staff members or campus visitor(s).
11. Leaving a class, school activity, or the campus without permission. After a student arrives at the school site in the morning, he or she must come on campus immediately and is not permitted to leave regardless of whether or not the first bell has rung. The only exception to this rule allows for students to visit Howard's Donuts – before SCHOOL. Students are considered absent from class without permission when they are in the dining hall during a lunch period that is not their assigned lunch period.
12. Defacing school property or vandalizing school property.
13. Being untruthful or dishonest, cheating, lying, or stealing from anyone (school, student, teacher, dining hall, etc.)
14. Photographing or video recording students or school personnel without permission.
15. The use of any electronic device from 7:45 a.m. until school dismissal. (*See heading "Electronic Devices"*)
16. Unexcused tardies to school and class, truancy or skipping an individual class, being in off-limits areas any time during the day (such as being in the dining hall when it is not your lunch period). Detentions are assigned beginning with the fourth tardy in a semester and are assigned on each even occurrence thereafter. Excessive tardies may result in a Saturday School or more severe action. (*See attendance.*)
17. Excessive, relatively minor offenses.
18. Being under the influence of, using, selling, purchasing and/or possessing illegal drugs, alcohol, or tobacco (including tobacco products, e-cigs, vapes, jules) any time at school or school functions (Suspension is immediate. Violation of this policy renders those involved liable for expulsion as well.)
19. Outrageous scandalous or serious disruptive behavior
20. Habitual lack of effort leading to academic failure in classroom work.
21. Conduct at school or elsewhere which would reflect adversely on SBA and the Church.
22. Consistent disrespect for other students such as sexual harassment or bullying another student.
23. Violation of the Internet code of ethics or the acceptable use policy.
24. Infractions of the uniform code as outlined in this handbook.
25. Students may not have food or drink outside the areas that are acceptable at lunch. Nor can students carry food or drink with them in their book bags, pockets, etc. Students may not chew gum at any time during the day nor when they are representing the school at off-campus events. Students are reminded that chewing gum publicly is not in good taste.
26. Academic dishonesty shall be defined as any cooperative, or solitary attempt to represent the work of any other person as one's own. Examples include but are not limited to copying

homework, sharing information on test questions (in and out of class), plagiarizing research papers, or stealing the property of others. Discipline in such instances will be meted to both the student who copies and the student who offered materials for copying. Any students involved in accessing or changing his or her own grades or another student's grades in the computer system will be automatically suspended. (Violation of this policy renders those involved liable for expulsion as well.) It should be noted that accessing a computer system without authorization for the purpose of intended fraud is a violation of Tennessee state law. Students should be aware that personal dishonesty is an offense against the entire SBA family. It will adversely affect the student's position in the St. Benedict community. Those guilty of academic dishonesty will receive a "zero" for the grade and may also lose membership in all honor societies, ambassador, retreat leader, etc. for the remainder of the school year.

27. Membership in honor societies, organizations, clubs and all leadership positions can be rescinded for cases of severe or repeated disciplinary infractions.
28. Should a field trip or extracurricular/athletic event involve a school bus for transportation, any disciplinary infractions reported by the school bus driver or the school representative/chaperone will be dealt with as if the offense occurred on campus. SBA will also deal with all disciplinary infractions that occur while on a field trip or at any time a student is representing SBA in any capacity.
29. SBA students are expected to represent not only themselves, but our school in a favorable manner at all times (on and off campus). Any unfavorable conduct can result in severe consequences – suspension or expulsion.

DRIVING/PARKING ON SCHOOL PROPERTY

Drivers will not drive recklessly on school property or use cell phones or other electronic devices while driving.

Parking on campus is a privilege that may be revoked by the school principal for violation of parking/student driver rules. Parking is permitted only in designated parking areas. Vehicles on school property must display a current parking permit at all times. Parking permits are available on registration day as well as throughout the school year in the office for a \$10 fee. Vehicles parked on campus without a current permit are subject to a \$50 fine. For those in need of driving a different car on occasion, can get a temporary permit in the office for no cost. Temporary permits are good for 5 school days and must be requested PRIOR to receiving a fine for no permit.

Vehicles parked on school property are subject to search at any time for suspicion of illegal substances.

SBA is not responsible for stolen or damaged vehicles and/or contents. Vehicles should not be parked on campus overnight.

Students may not loiter around or enter any parked vehicle, including their own, during school day hours without the approval of the school principal, or, if the principal is unavailable, the principal's designee.

For parents dropping off and picking up students: Lane 3 is for parking and waiting, Lane 2 is for pulling out/in parking spot and Lane 1 is a no stopping Lane. All are required to follow the directions of the security/faculty crossing guard.

ELECTRONIC DEVICES

Telephone messages from home will be relayed to students in case of emergency.

We understand that cell phones can be both a luxury and a tool of security. However, they are also an unacceptable disturbance to the school-day setting.

Therefore, students are allowed to be in possession of cellular phones and /or electronic devices for use before and after school only. Between 7:45 and 3:00, it is recommended all electronic devices remain in a student's car or locker. Teachers are instructed to confiscate any such device they see being used or hear during the regular school day. Some teachers have a policy that all phones must be placed in a designated place at the beginning of each class period. Students are expected to follow the policy of the classroom teacher.

Students are prohibited from photographing or video-recording (on campus or off campus) students or school personnel without their specific written permission. Violation of this policy may result in suspension or expulsion at the discretion of the principal.

Consequences for having an electronic device are as follows:

- 1st Offense: The device will be held for a period of 72 hours or a fine of \$30 will be charged.
- 2nd Offense: The device will be held until the end of the semester, or a fine of \$60 will be charged.
- 3rd Offense: The device will be held until the end of the semester.
- ***Continued disregard of the rule may result in a suspension from school.

Administration can confiscate any student phone when there is evidence the student's phone has been used during the school day. Failure to hand over an electronic device or submitting a "dummy" phone will result in an automatic suspension as well as the electronic device consequence.

For any special circumstance, a parent/legal guardian should contact one of our two Deans of Students.

If a teacher plans a lesson/lessons with student cell phones, the principal should be notified that cell phones will be used for academic purposes on a particular day/period. Teacher lesson plans should also include cell phone assisted instruction.

Smart watches/devices are allowed to be worn, but only for time-keeping. Teachers are allowed to confiscate and turn in to Dean's Office if the devices are being used for any purpose other than a watch. The consequence is the same as above electronic device and it is a cumulative consequence (no separate consequence for smart watch, phone, computer, ipad, etc.)

EMERGENCY FORMS/INFORMATION

Each year parents/guardians must complete a current Emergency Contact section on the enrollment contract. This form will include the names of two individuals who are authorized to pick up students at dismissal or due to an emergency. In addition to the custodial parents, students will only be released to the individuals named on this form. Parents are to update this form with current contact information should phone numbers, names, etc. change during the year.

EMERGENCY SCHOOL CLOSURE OR DELAYS

The closure, delayed opening or early dismissal of school due to inclement weather or for other reasons shall be announced through television and radio outlets and will also be sent via the automated verification system if possible. SBA is a member of the Catholic Diocese School System and all closures, delayed opening or early dismissal, will be announced by the Diocesan Office.

SBA will announce any other sort of emergency closing or delays through the school's emergency notification system. Parents are also encouraged to check the school's website as well the SBA official social media sites for updates on closings or delays.

SBA realizes our families drive from many different areas in the Mid-South and also many students are novice drivers. The parent/guardian always has the final say of when/if their child is allowed to drive to/from school.

Should SBA dismissed early/classes cancelled for inclement weather, the campus is CLOSED. No practices, meetings, etc.

EXAMS

Semester exams will be given in all classes. Dates will be set aside on the calendar at the end of each semester for this purpose.

Only in case of extreme emergency will the administration excuse a student from taking an examination on the scheduled date. In such cases, the student will be required to take the examination after the scheduled administration date for all other students.

EXAM EXEMPTION FOR SENIORS IS CONSIDERED A SENIOR PRIVILEGE – both semesters

All teachers have the right to NOT EXEMPT the class if they choose. That must apply to everyone in the class. If a teacher is willing to exempt the class, a student will qualify by meeting all three of the following criteria:

1. Senior must have an "A" average for the semester; AND
2. Senior may not have more than three tardies to the class/and or first period**; AND
3. Senior may not have more than three absences from the class;** AND
4. Senior may not have more than two detentions during the semester in question.

** Clarifications: Absences for school approved functions such as college visit days, athletics, or representing the school off-campus would not count against the exemption policy. Students who are absent because they are ill are of course excused, but they do count against the exemption policy.

***Tardies to school (first period) count as a tardy for each class period for exam exemption purposes.

EXAM EXEMPTION FOR JUNIORS

All juniors will be eligible for exam exemptions in the Spring Semester. Juniors must meet the same eligibility requirements as the Seniors with the exception that the policy takes place in both semesters. In order to be exempt:

- Junior must have an "A" average for both the year; AND
- Junior may not have more than six tardies to the class/and or first period** for the year; AND
- Junior may not have more than six absences from the class for year;** AND
- Junior may not have more than four detentions during the year.

FACILITIES/SCHOOL PROPERTY

Students are expected to care for and protect all school property and to compensate the school for damages resulting from the loss, destruction or defacement, whether willful or accidental of school property. Willful destruction or defacement of school property will also subject a student to appropriate disciplinary procedures.

Scheduling for the use of any school facility must be requested and coordinated with the principal or the Director of Campus Operations. School facilities shall not be used by individuals or groups holding views contrary to the teachings of the Catholic Church.

Use of facilities (indoor and/or outdoor) outside of the school day is not permitted without approval of principal or the Director of Campus Operations. The SBA campus is closed for all activities on Thanksgiving Day, Christmas Eve, Christmas Day, Holy Thursday from 5:00 pm – Easter. Meetings, practices, etc. scheduled on Holy Days are always optional for all students and players and should never prohibit a family from attending Mass together.

FAILURES

Students may make up (credit recovery) a maximum of two failures by attending an accredited summer school program with Administrative approval.

FIDGET SPINNERS

Fidget Spinners are not allowed on school property. Students who choose to bring Fidget Spinners to school will surrender them to the administration without any anticipation of having them returned.

FIELD TRIPS

These are designed to enhance the classroom learning experience. Field trips shall be confined to instate trips except with the permission of the Superintendent through the school principal. Overnight field trips must also be with the permission of the Superintendent through the school principal. We reserve the right to exclude from field trips any student whose conduct in school or on previous trips has been unsatisfactory or with excessive absences/tardies, below average grade or if student is on academic or disciplinary probation.

We often rely on parent drivers and chaperones. Volunteer drivers need to have appropriate paperwork on file with the school office and also must have fully completed a VIRTUS training session in order to drive on these trips. All volunteer drivers and anyone driving on school business must have completed and submit proof of completion of the Catholic Mutual Drive Smart Program and a background check PRIOR to driving on a field trip or on school business. Some hosting organizations limit the number of adults who may attend, so we appreciate your understanding. The volunteer driver's insurance is primary.

The school keeps insurance and medical related information on file as supplied by each family with its most recent registration form. While we require a signed permission form for each trip, the

medical information will be available from the office unless you have changed it. Please notify the office when this occurs.

GRADING POLICIES

Report cards will be e-mailed from the administrative offices at the conclusion of the four marking periods.

A (91 - 100) - The student is more than meeting the expectations of the teacher. The student's work is on time and is of superior quality. It shows a mastery of the subject matter. The student has the ability to carry the job through and exerts a positive influence on the class.

B (81 - 90) - The work is of a superior nature and the required work is well done. The student meets the expectations of the teacher and exerts a positive influence on the class.

C (76 - 80) - The student does the required work satisfactorily. The work is on time and is of average quality. The student shows growth.

D (70 - 75) - The student is not doing all of the required work, is dependent on others, is inconsistent and uncertain. Work is below normal but shows some evidence of growth.

F (below 70) - The work is unsatisfactory. The student shows little evidence of growth.

I (Incomplete) - The work has yet to be satisfactorily completed. Such a grade prevents a student from earning a spot on the Honor Roll until it can be cleared. A student has one week after the grading period concludes to submit the work (serious illness excluded.)

	AP	Dual Enrollment	Honors	Traditional
A	6	5	5	4
B	5	4	4	3
C	4	3	3	2
D	3	2	2	1
F	0	0	0	0

Conduct grades:

G= Good

S=Satisfactory

N=Needs Improvement

U=Unsatisfactory

GUIDANCE/COUNSELING SERVICES

The school Guidance Program is designed to assist students in self-assessment, goal setting, educational adjustment and career opportunities. The Guidance Program may include:

- Orientation to the school and its programs;
- Counseling for individuals and groups with necessary referral service;
- Recording student data for evaluation and placement of students; and
- Providing safe school/child protection curriculum and training.

SBA guidance office is staffed with three counselors. The senior counselor also serves as our college specialist.

HEALTH EXAMINATIONS AND INOCULATIONS

Saint Benedict at Auburndale requires proof of a health examination and immunization in order for the students to be in accordance with the regulation of the Tennessee Department of Education

(T.C.A. 49-6-5001; RRMS 0520-13.08). Immunization record should be submitted to school office on the TN Department of Health Certificate.

Effective July 1, 2010, children who are new enrollees in a TN school in grades other than Kindergarten or 7th:

- Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)
- Measles, Mumps, Rubella (2 doses of each, usually given together as MMR)
- Poliomyelitis (IPV or OPV) – **final dose on or after the 4th birthday now required**
- Varicella (**2 doses** or history of disease) – previously only one dose was required
- **Hepatitis B (HBV)** – previously only for Kindergarten, 7th grade entry

Parents should notify the school immediately if a child contracts a communicable disease.

HOMEWORK/ASSIGNMENTS

Homework and home study are an integral part of the learning process. Homework is assigned to reinforce the daily lessons. Good time management is expected of students as all homework/home study assignments are to be completed. Homework is given to all students. If a student is absent from school for medical or family emergency reasons, it is the student's responsibility to make up all work missed.

If a student misses a class due to an athletic contest, student ambassador activity, or other school sponsored activity, he or she is responsible for making up all missed work. If an assignment is not turned in the next day the student is present, he/she may receive a "0" (zero).

All homework and assignments must be submitted for the day if a student is on campus at any time during a school day. For students leaving school early - any tests or quizzes scheduled must be rescheduled before the student leaves campus. Exceptions to this rule can be made by the Academic Dean for emergency situations.

All announced tests and quizzes are to be taken by a student on the regularly scheduled date unless approved by the Academic Dean. All announced projects are due on the due date. If absent on the due date, student can email the project or have it dropped off in the school office. Any exception to this rule must be approved by the Academic Dean.

HONOR COUNCIL

St. Benedict at Auburndale believes in the importance of instilling a sense of moral responsibility within each of our students. It is the expectation of SBA that each member of the community will assume responsibility for his or her own actions and develop intrinsic values and personal integrity.

Students have the opportunity to utilize the Honor Council if they wish to confidentially (but not anonymously) report a student violation of any rules involving honesty.

The Council (see Appendix B for the full constitution) is composed of student-elected students and of faculty who oversee each case. After all witnesses are heard and all evidence gathered, the Council makes a recommendation to the administration regarding the defendant's guilt or innocence and offers suggested consequences.

HONOR ROLL

Honor Roll has the following standards:

3.0 – 3.49 2nd honor roll

3.5 – 3.99 1st honor roll

4.0 – above Principal's Honor Roll

A student cannot get an "I" (incomplete), a C in his or her program, have below satisfactory conduct, or any academic dishonesty infraction to be considered for any Honor Roll.

HOURS OF OPERATION

- The tardy bell rings at 7:45 a.m. On most days, classes will be dismissed at 3:00 p.m.
- The first Wednesday of each month (except August, May) will have a 2:00 p.m. dismissal to allow for professional development time.
- Every Tuesday will have a 2:20 dismissal to allow time for students to pursue an extracurricular schedule beyond athletic practices. (except August, May)
- During the school year, the school office is open from 7:30 am – 3:30 pm.

Late Arrivals

If a student arrives at school after the tardy bell has rung, he or she is required to check in at the front office to receive a pass in order to gain entry into class.

ID CARDS

All students will have a SBA student ID card. Students do not wear them, but are required to have them in a purse, wallet or locker. Students are required to present their ID card in the library, drug-testing day and athletic events. Replacement cards can be obtained from the school office for a \$10 replacement fee.

ILLNESS AT SCHOOL

If a student feels ill while at school, it is expected that he or she will inform his or her teacher or the main office personnel. A student must request permission from his or her teacher before reporting to the school nurse. If the illness is serious, the parent or guardian will be contacted. The principal/and or school nurse, will determine whether the child should be dismissed to go home. Students who are seriously ill or who constitute a danger of spreading illness to others are expected to be picked up by the parent or guardian in a timely manner.

No student will be released from school with anyone other than the parent, guardian or a parent designated responsible person. The responsible adult must provide identification and sign the student out at the appropriate school office.

Please do not send a child to school who shows signs of illness. A student sent home from school with a fever should remain at home for at least 24 hours. When out sick, a student should not return to school until they are symptom free for 24 hours (fever, stomach issues, etc)

If a student feels the need to remain in the Health Room for more than one period, parents will be contacted so the student can go home.

INSURANCE

All students enrolled in St. Benedict at Auburndale should have proof of health insurance available to the front office if necessary. Athletic participants should contact the Athletic Director regarding special rules and/or opportunities for additional insurance.

LIBRARY/MEDIA CENTER

The SBA Library is open for students most school days beginning at 7:15 am until 7:45 am. Teachers may reserve the library for a class period when necessary. The library is also open during our three lunch periods. Students are allowed to utilize the library during their lunch period. At times, the library does reach maximum capacity.

Students must present their student ID for admittance to the library before, during and after school. Our library is open until 5:00 pm most school days. A copy machine is available in the library for student use. See Computer Usage for more information on student copies.

In the event of misbehavior or failure to properly sign in, a student may have the library/media center privilege revoked for a certain period of time.

Food/drink is not permitted in the library. Students must be properly dressed in the library. Electronic devices are not allowed for use in the library during the school day.

LIVING AT HOME

All students attending SBA must live with parents or legal guardian(s), or those persons who have, in writing, been delegated to act as parents or legal guardians in unusual circumstances. The principal, in consultation with the Superintendent of Catholic Schools, Diocese of Memphis, shall have the authority to ask a student to withdraw from school if he or she is residing in a home where natural/foster parents, legal guardians, or those persons who have, in writing, been delegated to act as parents or legal guardians in unusual circumstances, are not in attendance.

LOCKERS

All lockers are the property of the school. Students have the option to be assigned a locker at the beginning of the school year. Lockers are not required. Students are expected to keep them locked and clean and free from stickers. Books, book bags, etc. are not to be left in the halls. Lockers are to be cleaned out at the end of each school semester. The Administration reserves the right to search all lockers. Students are expected to care for and protect lockers and to compensate the school for damages resulting from their destruction or defacement, whether willful or accidental. Willful destruction or defacement of lockers will also subject a student to appropriate disciplinary procedures.

The school is not responsible for lost or missing items whether stored in the locker or elsewhere. It is the student's responsibility to report to the school office any locker issues. Upon reporting the issue, the student will be assigned a temporary locker until repairs can be made. If repairs cannot be made in a timely manner, another locker will be assigned to the student.

Students taking a Physical education/Wellness class are encouraged to use a locker for all clothes and valuables. These lockers are assigned for a class period only – not to be used for overnight storage of items.

LOST AND FOUND

Students or others who find clothing, jewelry, books, money or other articles should turn those in to the school office. Lost items will be returned in ownership is identifiable. If ownership is not identifiable, items will be kept and may be reclaimed by owners who accurately describe them. Items not reclaimed at the end of each quarter will be discarded or charitably donated.

Students are encouraged to label all student property for easy identification.

MARRIED STUDENTS

The principal, in consultation with the Superintendent of Catholic Schools, Diocese of Memphis, shall make final judgment as to whether or not a married student should be enrolled or retained in school. In the light of compassion, mercy and justice, they shall consider each person's case individually. Marriage shall not be a reason for expulsion.

PARENT-TEACHER COMMUNICATIONS

Parents are both welcomed and encouraged to contact any of their child's teachers at any time to discuss the student's progress or problem areas. Parents wishing to do business with the school administrators are asked to make an appointment. Whenever interest or necessity demands, parent-teacher-student conferences should be arranged. Parent conferences are held as the need arises.

Parent-teacher conferences should be set up through the School Counselor if a conference involves more than one subject area teacher.

Requests for appointments and important phone messages should be made through the Guidance Office or the Director of Academic Affairs.

Please realize that before the school day begins, teachers are busy preparing for the school day, therefore, it is not a good time for parents to talk to teachers. After school, teachers may have commitments (tutoring, coaching, other extracurricular activities); therefore, parents are requested to schedule meetings with the teacher(s) rather than arriving unannounced.

We have asked our teachers to refrain from having impromptu conferences with parents in places other than the school to protect the student's confidentiality in public settings. Social media should not be used for exchange between teachers or other school officials and parents.

Important information may be also viewed on our website, www.sbaeagles.org.

PARENTS/GUARDIANS AS PARTNERS

As partners in the educational process at ST. BENEDICT, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch money or nutritional sack lunch every day.

To actively participate in school activities;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy; (these notes are kept for one year)

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems;

To not post negative comments about students, teachers, or the administration on social media.

Parent's Role in Education

We, at ST. BENEDICT, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of ST. BENEDICT involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Holy Cross School, we trust you will be loyal to this commitment. During these high school years, your child needs constant support from both parents and faculty to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. **Speaking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.**

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned (student grades are earned not given by teachers) and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the person God created them to become.

PARTIES

Party invitations may not be distributed in school. Parties or dances sponsored off campus by parents are not sanctioned by the school and SBA's name may not be used.

PHOTOGRAPHY PERMISSION

As part of our public relations efforts, we routinely photograph faculty and staff involved in school-related activities. If you do not wish to have your child's photograph/name used in any of these endeavors, we must be notified in writing. If you did not do this on the registration card, please forward the letter to Sharon Masterson, Director of Communications, by August 10, 2018 or within 10 days of your child entering SBA if your child begins St. Benedict after the first day of school.

PHYSICAL EDUCATION/WELLNESS

All students are required to pass this class in order to graduate. Students traditionally enroll in this class in their ninth grade year. We also offer elective courses within this department for those who have successfully completed the P.E./Wellness requirement.

Students are limited to enrolling in only one P.E. 'elective' during the course of their four years at SBA.

All students enrolled in any P.E. Dept. class are required to wear the required workout uniform that is available for purchase on registration day and from the school spirit shop throughout the school year. For safety reasons, jewelry may not be worn in P.E. class. Tennis shoes (soft, light-colored soles) must be worn in P.E. class.

Please discuss any special needs/concerns your child may have with the appropriate instructor.

PLUS PROGRAM

SBA offers a program for children with learning differences. Please contact Mrs Terri Dickens, Director of the PLUS Program, for information and questions.

POSTERS / PRINTED MATERIALS

Printed materials may only be posted on appropriate bulletin boards or glass surfaces. Posters advertising school-approved events or non-school events must be sanctioned and initialed by the administration. These posters must be removed after the event has taken place.

The distribution of printed materials must be approved in advance by the Dean of Students.

Nothing may be posted or handed out on the campus unless it is approved and initialed by the administration.

PREGNANT STUDENTS

The principal, in consultation with the Superintendent of Catholic Schools, Diocese of Memphis, shall make final judgment as to whether or not unwed parents should be enrolled or retained in school. They shall take every consideration to avert consideration of abortion as an option by the pregnant student. In the light of compassion, mercy and justice they shall consider each person's case individually, consult with the parents, recommend appropriate counseling resources, such as residing in a home where natural/foster parents, legal guardians, who have been in writing, been delegated to as parents or legal guardians in circumstances such as these and insure confidentiality. Pregnancy shall not be a reason for expulsion.

PROBATION

A student may be placed on probation regarding academics, athletics and discipline. Students on probation will be notified in writing and the conditions surrounding their probation. Students receiving any sort of suspension (in school or out of school) are automatically placed on probation for the remainder of the school year.

PSYCHOLOGICAL SERVICES

A list of resources for psychological services for students is available upon request of the parent or guardian from the grade level guidance counselor.

REPORTING STUDENT PROGRESS

Communications with parents can include, but not be limited to, progress reports, standardized testing results, teacher assessments, parent-teacher conferences and periodic performance reports.

Parents will have an access code that will enable them to go online to access their own child's grades and progress at any time. Teachers may update their online grade book more frequently, but will do so a minimum of one time each week.

While the opportunity will exist for e-mail communication with teachers, the best and surest method is to go through the Guidance Counselors when trying to set up a conference with more than one teacher.

Report cards are emailed on a quarterly basis to the Primary email address.

In the absence of a court order to the contrary, the school shall provide the non-custodial parent with access to the academic records and other school related information regarding the student. The custodial parent has the responsibility of providing the school with an official copy of the court order.

REQUIRED COURSE OF STUDY

Theology - 4 years	Personal Finance - 1/2 year
English - 4 years	Fine Arts - 1 year
Economics - 1/2 year	Mathematics - 4 years
Science - 3 years	Foreign Language - 2 years
History - 2 years	Wellness - 1 year
Government - 1/2 year	Electives - 3 years
Phys Ed elective - 1/2 year	

* One year of theology is required for each year a student attends SBA.

Students/parents cannot request a semester schedule change after the published deadline to change courses.

REPORT CARDS

Report cards are e-mailed quarterly to the primary e-mail address on file for the family. These reports also include a record of attendance and tardies. Academic questions should be addressed to the appropriate Guidance Counselor or our Dean of Academics, Dr. Elizabeth Fischer.

The following policies apply:

1. Year-end final grades represent the average of the first and second semester final grades.
2. Semester averages are determined by averaging the first two quarters (40% each) and the cumulative semester exam (20%).
3. Grades reflect academic performance. Non-academic factors, such as behavior, obviously affect academics but are not included in a teacher's grading system.

RESEARCH AND SURVEYS

Outside organizations will not be permitted to conduct research involving the school or its students without written prior permission from the Superintendent. Guidelines and procedures as set forth by the Superintendent must be followed.

SCHOOL SAFETY COORDINATOR

Students or parents with concerns about school security may contact the School Safety Coordinator appointed by the principal each school year.

The School Safety Coordinator's responsibilities include, but are not limited to:

- Cooperation with the principal to insure the safety of the students;
- Maintain the required notebooks concerning safety, blood-borne pathogens, hazard communication, and asbestos;
- Conduct the monthly safety evaluation of the facilities and the property;
- Cooperate with the Diocesan Risk Manager in implementing regulations issued by the insurance company and OSHA;
- Inspect and restock the school's emergency bags; and,
- Attend the meetings called by the Diocesan Risk Manager.
- Conduct drills as required.

SEARCHES AND INSPECTIONS

Students should have no expectation of privacy on any school property or school sanctioned event, but not limited to lockers and desks, or in electronic devices or backpacks, book bags or other containers brought onto school property or to school events.

Lockers, desks and parking areas provided for student use are the property of the school and are subject to search or inspection at any time. Routine patrols of parking lots and visual section of vehicles may be conducted by school officials at any time. School administrators or their designees may search students' personal possessions, including but not limited to, backpacks, book bags, purses, electronic devices or private vehicles if needed to investigate a potential violation of law or of Diocesan or school policy or rule.

A student may be subjected to physical search when necessary to preserve the order, discipline, safety, supervision or education of students. Such searches shall be conducted in private by a school administrator or administrator's designee who is of the same gender and with an adult

witness present unless an emergency circumstance prevents compliance with this requirement. "Strip searches" are prohibited unless conducted by a parent or guardian. Strip search is defined as requiring a student to remove his/her clothing such that undergarments are visible or are removed. Removal of coats, jackets, shoes, socks and/or belts, or the un-tucking of shirts does not fall within the definition of a strip search. If illegal or contraband materials are found, they will be turned over to the appropriate legal authorities.

SERVICE/VOLUNTEER OPPORTUNITIES

Parents are considered partners of the school in the education of their children. In addition to encouraging their children in good study habits and proper sleep, nutrition and exercise, parents are encouraged to volunteer their time in any of the following ways: assisting in the library, assisting in the health room, assisting with special events or fundraising. Please contact the officers of our Home and School Association for more information.

Volunteers must sign a confidentiality agreement prior to service in or for the school. Volunteers must also have attended and completed a VIRTUS training class as well as submit to a background check.

To transport students, a copy of the volunteer driver's valid license and proof of insurance must be on file in the school office (Director of Campus Operations). Volunteer drivers must also complete the online training module required by Catholic Mutual; submit to a driving background check, sign a volunteer driver agreement acknowledging that they will follow all traffic laws, will never leave students unsupervised and will not use electronic device(s) while driving. Unless travelling with their own parents or guardians, at least two adults must accompany any students in any vehicle used for trips related to school activities or events.

Students are not allowed to transport other students on field trips.

SMOKING

In response to the "Children's Act for Clean Indoor Air" enacted as Public Chapter 455 by the Tennessee General Assembly, and for health and safety reasons, smoking on campus is not permitted at any time nor are students permitted to smoke at any school sponsored activity or function. The act prohibits smoking at all public and private kindergarten, elementary, and secondary schools and school grounds. That term is defined in the act and includes any building, structure, and surrounding grounds. Students are not permitted to smoke or use tobacco products in school facilities, on school-sanctioned trips/events or on school grounds, including inside vehicles on school property. We are a smoke-free/tobacco-free campus. Smoking or possession of smoking paraphernalia is not allowed. This includes but not limited to the use of e-cigarettes, cigars, cigarettes, pipes, tobacco, smokless tobacco, vapes, jules and etc.

SUMMER READING PROGRAM

A summer reading program benefits the student in experiencing words and ideas; in building vocabulary, reading speed, and comprehension for the coming year's work and for college entrance examinations; and in broadening and deepening his or her reading before college. During the summer, each SBA student must read the assigned book(s) and complete the required assignments prior to the first day of school. A complete list of books and requirements can be found under the "student" button on our website.

SUMMER MATH PROGRAM

For students registered for Algebra I, Geometry, and Algebra II, an assignment will be posted on the school website for summer completion. Students must submit the assignment for a quiz grade on the first full day of school. This assignment is to help students retain math skills over the summer and prepare them with the prerequisites of their next math course. A help session will be provided by the math department one evening the week before school begins.

SUMMER ADVANCED PLACEMENT/HONORS PROGRAM

For students registered for certain Advanced Placement/Honors Classes, the instructor may require summer work.

STUDENT RECORDS/CUSTODIAL RIGHTS

St. Benedict adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to privacy of student records and the rights on non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreement will be kept in a confidential file. In the absence of any court document, the school will view each parent as having full custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

Be advised that if a teacher is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.).

TARDINESS TO SCHOOL / CLASS

Students tardy to school must report to the Main Office to receive a pass before proceeding to class. Students who participate in late night extracurricular activities / games / late night studying etc., do not have permission to "sleep in." All such tardies are unexcused. The discretion of the administration will determine if a tardy can be excused. We understand that traffic plays an unexpected part which is why students are allowed several tardies before any detention time is assigned. Detentions are assigned on the fourth tardy and each even occurrence thereafter for the semester. Excessive tardies may result in a Saturday School or other disciplinary action. Students checking in to school after the first period bell, must report to the office to sign in. If after 8:00 am, student must either bring a written statement from parent/guardian or parent/guardian must accompany them to the office and sign in.

For exam exemption purposes, a tardy to first period, counts as a tardy for each class period throughout the day.

Beginning with a student's 10th tardy in a semester, a student is no longer allowed to attend the class for which he or she is tardy. The absence will be unexcused and no work-up make will be allowed. This consequence only applies to the specific class period with the excessive tardies. The student is allowed re-entry in class the next school day if on time.

Students tardy to any other class during the day without a pass are admitted immediately and are not allowed to make up any work missed during their tardiness. Teachers in periods two through eight will report student tardiness to the Dean's Office when a student reaches three tardies to any particular class (periods 2 – 8) during a semester. Detentions are assigned on the fourth tardy and each even occurrence thereafter for the semester. Excessive tardies may result in a Saturday School or other disciplinary action. Excessive tardies may also affect any financial assistance received by the family and also may affect the ability to re-enroll for the next school year.

TEXTBOOKS – CAN BE PAPER, DIGITAL, E-BOOK FORMAT

Student textbooks and workbooks are purchased by each family. Our virtual bookstore partner is MBS and the purchasing site and information can be accessed through our school's website. Books may be re-sold to the bookstore at year-end provided they have future need for such a text. Information for the buy-back program will be provided in the spring of each school year. Students are required to purchase the required textbooks/workbooks/study guides for each class. Also, all books should have the student's name clearly marked. Textbook checks will be conducted during the first week of school. Parents should contact our Dean of Academics about any textbooks issues (backorder or unavailable). A list of required supplies will be issued by the faculty during the first week of school and periodically during the school year. Some courses offered at SBA also have a lab/course fee associated with the class. These fees are billed after the school year has started and the drop/add date has passed.

UNIFORM REQUIREMENTS

General guidelines for both boys and girls:

Thursday is our "Mass/Dress Uniform Day".

For boys – white, blue or gingham check oxford button down shirt with tie and khaki pants are required. Tie must come from Dennis School Uniform. All other school days it is permissible to wear khaki pants and one of the three SBA polo shirts available at Dennis School Uniform. The Mass/Dress Uniform can also be worn any school day as well.

For girls – skirt/jumper/khaki slacks from Dennis must be worn with the white or blue overshirt from Dennis. All other school days it is permissible to wear skirt/jumper/khaki slacks and one of the three SBA polo shirts available at Dennis School Uniform. The Mass/Dress Uniform can also be worn any school day as well.

1. Student uniforms are required from the time a student enters the building until the student exits the building, as well as lunch periods, between class sessions, etc. All other clothing must be stored in student lockers during the day.
2. Anytime a student feels the need to wear something for additional warmth, there are only seven acceptable options.
 - navy and white scarf with monogram
 - blazers with a crest logo
 - sweaters with a monogram
 - a navy blue monogrammed fleece jacket
 - a navy blue monogrammed jacket
 - a ¼ zip monogrammed fleece
 - navy cardigan with monogram

All seven items are available only at Dennis Uniforms. Should a family experience any problems with Dennis Uniforms, please report any and all issues to our Director of Campus Operations, Ann O'Leary at olearya@sbaeagles.org.

3. Students should be well groomed at all times. Hairstyle and color must not be a distraction. Abnormal styles and colors are not permitted. Wigs, extensions and hairstyles may not be distracting to the learning environment.
4. Uniforms are to be cleaned, pressed and everything worn must be in good repair. There can be no strings, no holes and no writing on the uniforms.
5. Shoes must not be open-toed and must have a full back. If shoes are made for laces, then laces are to match the shoe color and must be worn or tied. Regarding color - all shoes must be brown, black or saddle-oxford. No tennis / bowling / walking / jogging / bedroom slipper / slipper-type shoes are acceptable.
6. No sunglasses, nose rings, studs, gauges, body piercings or visible tattoos are allowed at school or while participating in extra-curricular activities.
7. Students may wear one necklace or choker. Students are not permitted to wear excessive or faddish jewelry.
8. For a student's benefit, all uniforms and personal property should be clearly labeled as the school cannot be responsible for lost articles. A lost and found is located in the administrative office. Unclaimed items are donated to charity at the end of each quarter (announcements are made daily prior to this happening).
9. Shirt and blouse sleeves may be rolled up. Any undershirts must not be visible except at the neckline - and those must be white. Students may not wear printed t-shirts underneath their blouses / shirts.
10. The school reserves the right to make decisions about any items or styles not specifically addressed here and to send any student home who does not comply with these regulations.
11. If extenuating circumstances exist that would prevent a student from wearing the uniform, these should be explained in writing by the parent and sent in to the Dean of Students' office before the first period. Requests for an out-of-uniform pass must be substantiated with a note from a medical doctor (existing outside the home). If the request is granted, the student should present the out of uniform pass to each teacher. If the request is for an exemption to the shoe policy, the replacement shoe must be a predominantly white or black shoe with no flashing lights, neons, etc.
12. Fridays will be considered "SBA Spirit Wear Days." Students are allowed to wear official SBA jackets, sweaters and sweatshirts with uniform pant/skirt. **No other schools' spirit wear is acceptable.**
13. SBA allows students to wear the official SBA scarf which is available through Dennis Uniforms.
14. Students are expected to dress appropriately while attending extra-curricular activities, such as dances, games, etc. (e.g. girls sports bras, vile messaging on t-shirts, etc. -- these would NOT be allowed)

For Girls

Only one color of Dennis Uniform fabric is acceptable but there are now three optional styles (two types of skirts, one jumper.) Skirts should be no shorter than four inches above the bottom of the knee. The only acceptable blouses are the white or blue overshirt and the SBA polos. All available at Dennis (both short and long sleeve) and are designed to be worn outside the skirts. Girls have the option to wear khaki pants with the white or blue overshirts or the polo shirts from Dennis. The khaki pants must be purchased at Dennis School Uniform.

- Solid white, solid black, solid gray, or solid navy socks only. Socks must be either crew socks or knee socks – a small logo is acceptable.
- Tights are acceptable in solid white, solid black or solid navy. Leggings are not acceptable.
- Shoes with full backs - 'wallabee-style' is OK, 'mule-style' is not. Colors are limited to black, brown or saddle-oxford. No boots (hiking, western or army) and no slipper-type shoes are allowed.
- Limited to two pair of matching earrings – only through the earlobe.

For Boys

- Khaki pants only. (Pants need not be purchased at Dennis Uniforms but they must be that same color of khaki.)
- White, light blue or new gingham check button-down oxford shirts that must be completely tucked in and buttoned at the top.
- There are now four acceptable uniform ties available from Dennis Uniforms. Ties must be tied properly and completely pulled up.
- Dark dress belt.
- Socks must be several inches above the ankle bone and be solid color – a small logo is acceptable.
- Shoes with full backs; 'wallabee-style' is OK, 'mule-style' is not. Regarding color, shoes must be brown, black or saddle-oxford. No boot (hiking, western or army) slipper-type shoes are allowed.
- Hair should be neat, simply styled, not below the eyebrow, the top of the ear or the top of the collar. Face should be clean-shaven at all times. Sideburns should not be lower than the bottom of the ear. A school ring in addition to a ring on each hand and watch are considered suitable for school wear. No earrings, nose rings or posts are allowed.

SBA occasionally allows students to wear something other than the normal school uniform. (1) On Fridays, students can wear SBA spirit wear on top of their normal school uniform or the "casual" polo style shirt available at Dennis School Uniform (2) Out-of-uniform days; and (3) Special costume days.

Guidelines for Out-of-Uniform Days

1. Shoes are required. Other than uniform shoes are allowed but none that are flip-flop, shower style or distracting.
2. No clothes that are torn, ripped or frayed. No mesh, no holes.
3. No shorts. Girls skirts must be no higher than four inches from the bottom of the knee.
4. No muscle shirts, tank tops, backless, strapless, bare midriff or halter style tops. No undergarments can show. No blouses or tops which expose the midriff when the wearer is in any position.
5. No profanity, obscenity or inappropriate printing or advertising.
6. No "costumes." No hats. Normal jewelry rules apply.
7. No sweatpants, pajama pants, scrubs, leggings/jeggings or similar items are allowed.

WHEN IN DOUBT, ERR ON THE SIDE OF CONSERVATIVE DRESS AND BRING A BACK-UP IN CASE YOU ARE WRONG.

Guidelines for Dances

Some dances are designated as semi-formal, some are formal and some are casual. Students are expected to dress appropriately for each. Girls are expected to avoid unnecessary indecency. If there is any doubt, please bring 'back-up' options.

Guidelines for Special Costume Days

If anything different is allowed – or disallowed – it will be announced in advance.

VISITS/VISITORS TO CAMPUS

All visitors to the school must immediately report to the school office and must register in the visitor log and wear a visitor badge. Visitors must display the badge at all times on school property. Prior to leaving school property, visitors must return to the school office to sign out and return the visitor's badge.

Students may not visit other schools in session unless they have been invited to do so by the principal and have the SBA Dean of Students/ or principal's permission to do so. Similarly, students may not invite or bring visitors to St. Benedict unless approved and permission is given by the principal in advance of the visit.

Lunch Visitors

Parents are welcome to have lunch with their child at any time. However, we ask that you refrain from bringing outside food to your child since it violates our exclusivity agreement with our lunchtime food vendor. Traditionally, we do not allow any student visitors at our lunch periods.

WITHDRAWAL PROCEDURE

In the event it becomes necessary to withdraw (voluntarily or involuntarily) a student from St. Benedict the following is required:

1. A written letter of withdrawal, dated and signed, must be submitted from the custodial parent or guardian.
2. All school property must be returned in good condition including Student I.D. card.
3. Outstanding tuition, fees, and/or fines must be paid. It is the responsibility of each family to fulfill the enrollment/registration contract financial obligation before any records will be released.
4. Appointment should be made with the IT Department for return and inspection of the school-issued laptop and accessories.

A completed withdrawal form with grades will be available within two school days after the family has completed the steps above. The student's records will be released to another school once the withdrawal is complete and all obligations have been met. The registrar must receive a written request to process the release and transfer of records. Health records will be released to parents if requested. All other records will remain with the school or will be transferred directly to the school in which the student enrolls. Transfer records requested by another school will not be released for students who have outstanding financial obligations and/or an unfulfilled enrollment contract to the school.

Student expulsion is an extremely serious manner. Students who pose a threat to themselves or to others may be expelled from St. Benedict as well as for violation of school policies. Student expulsion does not boice the enrollment contract. Students who have been expelled will not be allowed to return to campus or to any campus events for any reason without prior permission of the Principal.

STUDENT WITHDRAWAL ON GROUNDS OF PARENT/GUARDIAN BEHAVIOR

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, in the instance where parents/guardians detrimentally impact the school's ability to effectively serve its students, the parents/guardians may be requested to remove their student from the school for ANY of the following reasons:

- Refusal to cooperate with school personnel; or
- Refusal to adhere to Diocesan or local policies and regulations; or
- Interference in matters of school administration or discipline.
- Misconduct at any school function including sporting events.

In all cases, reasonable effort to elicit the minimum requisite parental/guardian cooperation shall be made and documented. The principal must verify that parents/guardians were informed to terminate the inappropriate behavior and to cooperate with the school and the consequence for failure to do so. If such effort does not correct the situation, then after consultation with the Superintendent, the principal may require the parents/guardians to withdraw the child. Documentation signed by the principal and parents/guardians as well as any other information or evidence of consultation with the parents/guardians on the matter must be retained on file. Student dismissal because of parent behavior will not void the enrollment contract.

CO-CURRICULAR ACTIVITIES

The philosophy of St. Benedict at Auburndale School is that involvement in co-curricular activities enhances the development of the whole person. Each student is encouraged to participate in co-curricular activities sponsored by the school.

Athletics

St. Benedict at Auburndale High School is a member of the Tennessee Secondary School Athletic Association (TSSAA). They have a web site available for your information with rules and bylaws.

All students participating in high school athletics are required to have insurance or to submit a waiver stating prior insurance coverage, as well as furnish the Athletic Director with a TSSAA approved physical form signed and completed by a Medical Doctor. Through the TSSAA, St. Benedict will provide catastrophic insurance. The School Athletic Director is responsible for coordinating all aspects of the St. Benedict at Auburndale athletic program. The Athletic Director is the school's official spokesperson for all athletic affairs. Participation in school-sponsored team sports is governed by the eligibility requirements of the TSSAA.

All families will abide by the “athletic handbook” that is available to each participating student on our website.

Students are required to pay a participation fee for each sport in which they participate. This fee helps to offset the costs of the Athletic Department.

SBA Academic Rule for Athletics, Extracurriculars, Cheer, Dance, Fine & Performing Arts Participation:

- The student shall have met all TSSAA or sanctioning body requirements,
- The student shall have earned a minimum GPA of 2.0 on the most recent report card with no more than one failing grade. See athletic eligibility rule.
- Students shall be regularly enrolled, in regular attendance, and carrying at least seven full courses,
- A student must attend five class periods on the day of a scheduled or make-up athletic event. Any student who is absent from school on the day of such event or who checks out of school due to illness is not eligible to participate in or attend an athletic contest or other extracurricular activities later that same day,
- All student athletes represent St. Benedict at Auburndale. As such, only exemplary conduct, both on and off the field is acceptable. Appropriate dress/uniforms during practices and games are required.
- Families must be current with all financial obligations. Student will be removed from all athletic, extracurricular, cheer, dance, fine & performing arts participation when account is sixty days overdue.

Spectator Code of Conduct

The St. Benedict Athletic Department understands that in the heat of competition, emotions may cause fans to do or say things that are regrettable. However, we should be aware that improper sportsmanship or decorum could trigger an official warning from the school administration and that persistence in such behavior could ultimately result in revocation of a fan’s right to attend athletic events. Some of the more obvious violations of the St. Benedict Spectator Code of Conduct that can lead to a revocation of the right to attend St. Benedict athletic events are as follows:

- Foul or abusive language
- Threatening or abusive behavior towards coaches or administrators
- Repeated taunting of opposing player, coaches, fans, or officials
- Artificial noise makers
- Entering the field of play before, after or during a game without permission
- Disregard of, or ignoring warnings by game umpires, officials, or referees
- Ejection from an event by an umpire, official, or referee
- Destruction or theft of school facilities or equipment

STUDENT PUBLICATIONS

All school student publications are part of the English Department. The journalism students are responsible for the preparation of the school newspaper, The Eagle’s Eye and the school yearbook, The Talon. Other publications include a collection of student creative work. All such publications are subject to administrative approval of content.

STUDENT CLUBS AND ACTIVITIES

Several organizations are available for students to involve themselves in extracurricular activities in addition to the athletic teams sponsored by the school. All student clubs require an adult sponsor (usually a staff member, but not necessarily) and approval from the Administration.

Cheerleading/Dance Team

Our cheerleaders/dance teams are selected from students who will be in grades nine through twelve. A panel of judges that select the cheerleaders/ dance team each year is made up of outside experts. Judging is done on a point system covering all facets of cheerleading/dance requirements. Eligibility and participation requirements use the same guidelines as the St. Benedict Athletic Department in compliance with the TSSAA.

SBA also offers a non-competitive cheer squad. This squad will hold tryouts in the fall and cheer for winter sports.

High School Dances/Prom

SBA sponsors two dances during the course of the school year (Prom for Juniors and Seniors and Homecoming for all SBA students). The Junior Class sponsors the Junior-Senior Prom each spring. All groups sponsoring a dance must arrange for adult chaperones and for professional security. Alcohol, tobacco products, and drugs are forbidden at school dances, regardless of whether the dance is held on or off campus. Chaperones and professional security will enforce this provision. Students are not allowed to leave the location of the dance and return. Outside dates must be registered and are subject to all the normal SBA rules and regulations. Students younger than ninth grade may not attend a high school dance. Should a SBA student opt to bring a non-SBA student to a dance, the SBA student will be held responsible for the actions of their date. A student may be asked to leave if not wearing appropriate dress.

Requests to publicize or sell tickets for any dance not sponsored by SBA will not be granted.

PARENT ORGANIZATION

Our parent organization is a service organization created for the benefit of our students, parents and school.

Home and School Association

The first and primary educators of children are their parents. Parents are encouraged to support the education aims of the school and to participate in school meetings and programs that are designed to establish a partnership with parents. The SBA Home and School Association oversees many events that greatly enhance the positive atmosphere at SBA. Its primary goal is to foster family involvement and to create communication and a sense of cooperation among home, classroom, and administration. A family membership fee is requested at registration that covers operational costs.

ORIENTATION SESSIONS, SOCIALS, ETC.

Meet the Teacher Night

Held each year by the faculty to familiarize parents with the programs and to answer questions. This is held one evening in each classroom / subject area during the first few weeks of school. This is an opportunity to go through your child's class schedule.

Student Orientation Day

This has traditionally been held on the day just before all students report. All students will have the opportunity to spend a partial day meeting new friends and teachers and learning the campus grounds and expectations.

Father/Daughter Dance

This dance is held annually in the spring and is a memory that every junior and senior daughter and dad (or special guest) will always cherish. A photographer is available for pictures.

Father/Son Outing

In the last few years, the senior boys and their dads (or special guest) gathered for some sort of social outing.

Senior Awards, Baccalaureate Mass and Commencement

Held in May, all are very impressive events. The Baccalaureate Mass will be held prior to graduation day at an area Catholic Church. Commencement exercises are held at a site to be determined.

Honor Society Inductions

These are held for the various Honor Societies on a joint Sunday each Spring. All Honor Societies have individual qualifications for members and are by application only. Students interested in joining these organizations should consult the individual faculty sponsor (s) or a guidance counselor. All societies have dismissal criteria as well, loss of membership involves loss of honor cord/stole at graduation.

Junior Ring Mass

Members of the SBA Junior class receive their class rings at this special ceremony held during Mass in early December.

Junior/Senior Prom

A beautiful event held in the Spring. The Junior class uses this as a time to honor the Senior class. This event climaxes three years of hard work by the Juniors, as it is totally funded by class projects beginning in the Freshman year. All guidelines for dances also apply for the Prom.

Mother/Daughter Tea

An annual event designed for our senior women and their mothers (or special guest). Traditionally held on a Sunday afternoon, a wonderful experience to add to that collection of senior-year memories.

Mother/Son Dinner

Senior young men and their moms (or special guest), have traditionally gathered for an evening/afternoon banquet.

NATIONAL HONOR SOCIETY

The High School Membership Process:

- Applicant must be in grades 11-12 at the time of application and have been in attendance at St. Benedict the equivalent of one semester.
- Applicant must have 3.5 or higher cumulative grade point average beginning with 9th grade.
- Applicant must have good conduct marks on previous semester's report card.
- Applicant must submit a brief essay explaining how he or she meets the criteria of good character, leadership and service.
- Applicant must submit a signed copy of "parent information letter" which outlines membership criteria and the selection process.
- Applicants who have been members of the National Junior Honor Society must re-apply for membership in the National Honor Society.
- Transfer students who have been inducted in a previous school must submit a written request to be considered for admission. All transfer students must be in good standing with their previous school's society and meet all SBA requirements for admission.

Selection for membership is by a Faculty Council and is based on the applicant's outstanding scholarship, character, leadership and service. Selection shall be by majority vote of the Faculty Council upon reviewing the application, essay, all relevant records and faculty input. Traditionally, new members are inducted during the month of February.

Members who fall below the standards for scholarship, character, leadership or service will be notified if they may not continue membership.

ALL HONOR SOCIETIES AT SBA

All SBA Honor Societies have rules and regulations for induction into each society as well as retaining membership. All honor societies also have requirements that must be met to wear the honorary cord, stole, etc at graduation. Any student guilty of academic dishonesty will be ineligible for all honor society, SGA, Ambassador, Student Retreat Leader membership during the school year that offense occurred. Students found guilty of this offense forfeit the privilege of listing membership on college applications and forfeit wearing the honorary graduation regalia. Membership may be regained the following year through the normal application process.

PRO-LIFE TRIP

High school students are invited to "March for Life" in Washington, D.C. This annual pilgrimage is held in January in conjunction with the Supreme Court decision Roe vs. Wade, legalizing abortion on demand.

SPIRIT WEEK/HOMECOMING

A week of spirit-building activities for the entire SBA community. The week's activities are centered around a theme chosen by the high school Student Government Association. A family pre-game block party is held on Friday before the football game; and a dance for the high school students brings an end to the week.

SUMMER READING PROGRAM

A summer reading program benefits the student in experiencing words and ideas; in building vocabulary, reading speed, and comprehension for the coming year's work and for college entrance examinations; and in broadening and deepening his or her reading before college. During the summer, each SBA student must read the assigned book(s) and complete the required assignments

prior to the first day of school. A complete list of books and requirements can be found under the “student” button on our website.

SUMMER MATH PROGRAM

For students registered for Algebra I, Geometry, and Algebra II, an assignment will be posted on the school website for summer completion. Students must submit the assignment for a quiz grade on the first full day of school. This assignment is to help students retain math skills over the summer and prepare them with the prerequisites of their next math course. A help session will be provided by the math department one evening the week before school begins.

USED UNIFORM SALE

Held on a May/June date to be determined by the Home & School Association. A wonderful opportunity to purchase gently used uniforms at a great price

APPENDIX A

St. Benedict at Auburndale Technology Guidelines and Acceptable Use Policy

Acceptable Use Policy Signature Form

Parent

I have read and agree to the SBA laptop Guidelines and Acceptable Use Policy. I understand my responsibilities as a parent/guardian. Violation of these policies could result in the loss of the laptop, fines or other disciplinary measures for my child. By signing below, I am giving my consent for my child to be issued a SBA laptop computer.

I understand the following policies:

- **Accidental Damage –\$125 - \$299 deductible range**
 - o If my child’s laptop or charger is accidentally damaged, I am responsible for a deductible for each incident. The deductible ranges from \$125 to \$299 depending on the severity of the damage.
- **Stolen - \$125 deductible**
 - o If my child’s laptop, and/or charger is stolen, I am responsible for a \$125 deductible.
 - o PLEASE NOTE: If your child’s laptop is stolen, SBA will need a copy of the police report to file an insurance claim. The report MUST INCLUDE the laptop serial # and should be returned to SBA IT office within five business days. To be covered by insurance the laptop must have been taken from a locked vehicle or home. Serial # is available from SBA IT office.
- **Intentional Damage or Lost – Full Cost**
 - o A computer damaged intentionally or lost is not covered and as parent or guardian I am responsible for the entire replacement cost.

Printed Parent/Guardian Name _____

Parent/Guardian **Signature** _____ Date _____

Student

I have read and agree to abide by the SBA laptop Guidelines and Acceptable Use Policy. I understand my responsibilities as a student. Violation of these policies will be subject to loss of use of the laptop as well as other disciplinary consequences.

Printed Student Name _____

Student **Signature** _____ Date _____

Laptop Serial Number _____ (filled in upon pick up)

- o Laptop – Apple Macbook Air
- o Apple Laptop Charger with cables

IT Staff/Appointed Staff Signature _____ Date _____

St. Benedict at Auburndale Technology Guidelines and Acceptable Use Policy

Please Read Carefully:

The purpose of the one-to-one laptop program is to enable students' unparalleled access to the benefits of technology as an educational tool. Students will develop familiarity and skills with both the computer and software packages contained on the computer in preparation for a successful future. The one-to-one program also offers teachers the ability to move far beyond the textbook, to deepen the knowledge provided within their content areas and to infuse their curriculum with positive and successful information from around the globe.

We are pleased to offer this program and are grateful for your support in helping us educate students about how to care for and utilize technology appropriately. ISTE (International Society for Technology in Education) standards for students are used as a reference. <http://www.iste.org/docs/pdfs/nets-s-standards.pdf?sfvrsn=2>

Guidelines for Parents and Students

Parent Responsibilities

Your child has been loaned a laptop computer to improve and personalize his/her education this year. It is essential that the Saint Benedict at Auburndale Guidelines/Acceptable Use Policy be followed to ensure the safe, efficient and ethical operation of the school's computer. Be assured that SBA teachers take every measure possible to protect where our students go on the Internet, however, students must be reminded that accessing the Internet is a privilege that if abused, can be revoked.

Students will be issued the following: MacBook Air, Laptop charger, and printed material that should be reviewed by both parent/guardian and student.

In order for your child to use the laptop in class and take it home, you must be willing to accept the following responsibilities:

- I WILL read and follow the Guidelines/Acceptable Use Policy and discuss it with my child thoroughly.
- I WILL instruct my child to keep the laptop in a secure location when not in use in class.
- I WILL make sure my child brings the laptop to school fully charged every day.
- I WILL discuss appropriate use of the Internet and supervise my child's use of the Internet including Social Media.
- I WILL NOT attempt to repair the laptop, or have the laptop repaired through a private service. All repairs must be submitted to the following link. There are computers in the library to do this if needed. Students will be responsible for loaners if one needs to be issued. <https://stbenedict.zendesk.com/>
- I WILL report any problems or damage to the laptop to the SBA IT Department. <https://stbenedict.zendesk.com/>
- I WILL NOT change or attempt to change the configuration of files, folders, software or hardware.
- I WILL NOT download or attempt to install any programs or files from the Internet or other sources that are not appropriate for education or have not been approved by SBA. If purchased software is to be installed, the appropriate license information must be presented to the IT department and installed by the IT department.
- I WILL NOT move or delete any program or files on the laptop except files my child created.
- I AGREE to make sure that the laptop is returned to the school when and upon my child's withdrawal or graduation from Saint Benedict at Auburndale School.
- I AGREE to provide a safe location to store the laptop when it is not on the SBA campus.

Student Responsibilities

Your SBA laptop should be used for EDUCATIONAL PURPOSES ONLY. In order to use the laptop in class and to take it home, you must be willing to accept the following terms and responsibilities:

- I WILL read and follow the Guidelines/Acceptable Use Policy and discuss it with my parents/guardian.
- I WILL adhere to the terms of the SBA Acceptable Use Policy and School Guidelines each time the laptop is used at home or at school.
- I WILL recharge the laptop nightly to begin the school day with a fully charged battery.

- I WILL bring the laptop to school each day and keep it with me or in a secure location when not using it in class.
- I WILL keep the laptop in its assigned protective bag at all times when not being used.
- I WILL make the laptop available for inspection by an administrator or other staff member upon request.
- I WILL use appropriate language in all communications and documentations.
- I WILL abide by copyright laws. <http://www.copyright.gov/title17/>
- I WILL regularly back up my files to flash/jump drive, or to a storage server such as Dropbox. <https://www.dropbox.com/> or Google Drive [google.com/drive/](https://drive.google.com/)
- I WILL stay on task in all courses when using the laptop. This includes not visiting other sites except the one(s) assigned by teachers or participating in personal activities/social media during instructional time.
- I WILL report all problems and damage immediately to the IT department at school via a work order. If needed, a loaner laptop will be issued to student. The student will be responsible for the care of the loaner. <https://stbenedict.zendesk.com/>
- I WILL report loss/theft of the laptop to parents, IT department and proper authorities (police) within 24 hours.
- I WILL NOT use or attempt to use another student's assigned hardware, subscriptions, logins, files or personal information.
- I WILL NOT give out personal information, such as name, address, photo or other identifying information online, including username and password.
- I WILL NOT use the laptop to record others (audio/visual) without their permission.
- I WILL NOT download or attempt to install any programs or files from the Internet or other sources that do not pertain to the school curriculum.
- I WILL NOT change or attempt to change the configuration of, install or remove software or hardware.
- I WILL NOT remove or attempt to remove any SBA identification tags on the laptop or deface it with stickers, marking pens, etc.
- I WILL NOT engage in Social Media (Facebook, Twitter, etc.) during the school day unless instructed to do so by a faculty member.
- I WILL NOT engage in any academic dishonesty including copying other's work without citing a reference or presenting other's work as my own.

Acceptable Use Policy

1. Using the SBA network is a privilege, NOT a right.
2. Laptops are an educational tool and must be used in that capacity only. Once issued, students are responsible for the laptop and all accessories (bag and charger) at all times.
3. The assigned student is the only authorized user of the laptop. The laptop should NEVER be shared with another student or sibling.
4. All passwords and personal information must be kept confidential at all times.
5. Under NO circumstances will laptops be taken by parents or students to outside service providers for repair. Do NOT attempt to repair the laptop yourself. SBA IT staff will send the laptop off if needed after the work order is placed.
6. SBA will NOT be held responsible for inappropriate use of the school network or any other networks a student may be using. Basic web filtering is used on campus.
7. Students must conduct themselves in a socially acceptable manner at all times while using the network/internet. Remember, everything you do on the internet leaves a **digital footprint that follows you forever** and may impact your future. <http://www.onguardonline.gov>
8. Laptops are school property and all content (software, email, internet use, etc.) will be monitored. Messages and/or Internet content relating to or in support of illegal activities will be reported to the authorities.
9. Students' must be responsible for having their laptop FULLY charged when they come to school each morning.
10. Students must have NO expectations of privacy and can expect the IT department and administrators to conduct checks of their Internet history, documents, etc. at any time.
11. Students must carry laptops in the SBA provided bag with an identification tag that clearly states the student's first and last name.
12. All Identification tags must remain on the computer and bag at all times.

13. "Cyberbullying" will NOT be tolerated. Cyberbullying means bullying by use of any electronic communication device using but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, websites, etc. Cyberbullying can be reported to <http://www.cyberbullyhotline.com>.
14. Students must notify the IT department or staff whenever they come across information or messages that are inappropriate, dangerous, threatening or make them feel uncomfortable.
15. Students must NOT try to bypass the school filter in any way, including but not limited to the use of proxy connections or creating a hot spot.
16. Students must be responsible for the laptop throughout the school day. SBA will NOT be responsible for laptops that are left unattended on campus.
17. Students must NOT access inappropriate or obscene material. Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary action.
18. Students must NOT obtain copies of or modify files, data or passwords belonging to other users on the network.
19. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
20. Students must NOT move or delete any folder THEY did not create.
21. Students are prohibited from playing games (with the exception of educational games directed by a teacher) or use Social Media unless instructed to do so during school hours.
22. E-mailing and instant messaging is prohibited unless required by staff. If email is required, use the school account (____@sbaeagles.org) that has been given to you. Check with the library staff for more information on this.
23. Headphones/earbuds are prohibited in class unless directed by a faculty member.
24. The laptop will NOT be used to copy, download, upload or share copyrighted materials without the material owner's permission. This includes the reproduction of music files, (CD's/DVD's) images and software applications.
25. Students must make sure that all desktops/screen savers are school appropriate. Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
26. Students must NOT take the laptop on trips unless permission is granted by the administration. If this permission is granted, the responsibility of the laptop still rests on the student. If flying, students must never check the laptop.
27. Students must NOT download large files such as personal music or movies on the laptop. Space on the laptop is reserved for curricular content.
28. Laptops must NOT be used to hurt or defame any person or institution including SBA.
29. Any inappropriate use, neglect or damage is the responsibility of the parent and student.
30. Committing any form of academic dishonesty using the laptop is not acceptable and will result in disciplinary action.
31. Laptops must NOT be left in automobiles. Computers cannot tolerate extreme temperatures.
32. Students must NOT overpack the laptop bag. This may damage the laptop.
33. Students must NOT use laptops outdoors.
34. Students must be mindful of their print usage and submit their work electronically to staff as often as possible. Students must follow all print limitations.
35. Laptops must ALWAYS be used on a flat stable surface.
36. Students must NOT rest laptop on soft material or pillows. It will overheat and cause damage.
37. Individuals must NOT eat or drink near the laptop. This includes bringing it to a lunch table!
38. Students must avoid touching the screen. Students must never use any cleaner, such as Windex to clean the laptop. Refer to the following site for care of your laptop. Scroll down to the appropriate MacBook Air instructions. <http://support.apple.com/kb/ht3226>
39. Students must NOT rest paper/pencils/pens or other items on the keyboard. Accidentally closing the laptop with items on the keyboard will damage the screen.
40. Students must NOT mark on the laptop in anyway with markers, stickers, etc.
41. Additional information concerning Mac Applications can be found at: <https://www.apple.com/support/mac-apps/>
42. Tutorials can be found on the Cybrary web site. <http://sbaeaglescybrary.org/>

**Neglect to follow the Acceptable Use Agreement
and Guidelines will lead to disciplinary actions,
suspension and/or termination of the
students use of laptop.**

Appendix B

St. Benedict at Auburndale Honor Code Constitution

CONSTITUTION OF THE HONOR COUNCIL - ST. BENEDICT AT AUBURNDALE

ARTICLE I

Name and Purpose

The name of this body shall be the Honor Council of St. Benedict at Auburndale

I. The purpose of this council shall be to foster a spirit of honor at St. Benedict at Auburndale; to provide continuing education to the St. Benedict community regarding the nature of personal honor; and to investigate and to act upon cases of dishonesty on the part of students in connection with academic life.

ARTICLE II

Officers and their Powers

I. The officers of the Honor Council shall be the Chairman and a hearing foreman.

II. The Council shall elect the Chairman after election of individual council members to their respective positions. The Chairman will be chosen from seniors serving on the Honor Council. The Chairman's term shall last for the duration of the school year.

III. The Chairman will serve as liaison between administration and the Council. The Chairman will be responsible for drawing names of Council members who shall serve on the panel for a particular hearing; the Chairman will coordinate honor council education matters on behalf of the Council, and will assign Council members on a monthly basis.

IV. Once assembled, a panel will choose its foreman from among the seniors serving for that hearing.

V. The hearing foreman will swear in panel members and witnesses and record the panel proceedings.

ARTICLE III

Council Membership

I. "Rising" sophomore, Junior, and senior members of the Honor Council shall be elected for an upcoming school year each May. Students wishing to place their names in consideration will be given the opportunity to sign up with the school secretary, who shall keep these names confidential until the actual day of balloting. There shall be no campaigning for Honor Council positions. Students from each grade may vote on honor representatives from their grade. All faculty members shall be allowed to vote for all honor council positions. The current year's faculty honor council chairman shall count ballots on the Council. The four male and four female students earning the most votes from each grade shall be placed on the Honor Council for the upcoming year.

II. Counted ballots shall be kept in the administrative office for the entire school year following the election. Should any Council vacancies occur during the school year, the faculty chairman shall appoint the student with the next-highest vote tally from the class where the vacancy has occurred, to fill out the remainder of the vacant term.

III. Freshman representatives to the Honor Council will be elected in similar manner to upperclassman elections, with the exception that freshman elections will be delayed until the beginning of the second quarter of the freshman year (beginning of October).

IV. Students and faculty will additionally be allowed to elect four faculty representatives to the Honor Council. In addition one faculty member will be appointed by the principal to serve as faculty chairman. This is to ensure continuity from year to year. Administration representatives will be responsible for counting faculty ballots; the principal will contact the four faculty candidates earning the most votes, and ask for a commitment to serve on the Council for one school year. Only faculty members who agree to serve shall be appointed to the Council.

V. The oath of installation shall be administered to incoming members by an administration representative at formal exercises held during the beginning of the school year (not later than the end of October). Council members shall swear the following oath before the entire school student body:

"I, (state name), solemnly promise to serve the St. Benedict student body honestly and fairly as a member of the Honor council. I promise to keep confidential any information entrusted to me whether in the course of hearing or reported by a student. I promise these things in good faith so help me God."

ARTICLE IV Meetings

I. Other than hearings, the Council shall hold no meetings other than those required to plan and carry out "honor education" groups. Honor council education should be conducted at least twice a year by senior members of the council. The first being no later than the end of September and the second being no later than the end of February. At no time shall any business conducted in the course of an honor hearing be discussed at any meeting outside that hearing.

II. Should the Council advisors be made aware of the need for an honor hearing, the Chairman shall choose a panel to hear the matter as soon as is practical, but in no case shall the lapse be longer than three days. Panel members shall be chosen as follows: one name chosen by random drawn from among the four girls representing each class, and one at random from among the four boys; two names total chosen from among the four faculty advisors. There will thus be eight persons serving on a hearing panel during first quarter. During second quarter and beyond, once freshman representatives are elected one boy and one girl from the freshman pool will be added to the panel making a total of ten.

III. The student under investigation shall not be informed of a pending hearing until he/she is actually summoned to the hearing room.

IV. Record-keeping for an individual hearing shall be accomplished in two ways: the foreman shall make an audio tape recording of the proceedings, ensuring that each person who speaks before the panel at the hearing be identified by name before speaking. Additionally, each Council member

shall complete a record sheet of the proceedings before being dismissed from the hearing. The tape recording and the record sheets shall constitute the only official record of the hearing. These official records will be kept by the administration only; the Council itself shall keep no file record of its proceedings.

V. All council members, witnesses, and the defendant at any hearing shall swear themselves verbally and in writing to absolute confidentiality regarding the proceedings and testimony given. Violation of this confidentiality by any of the above persons shall itself constitute a serious honor offence. Council members violating confidentiality shall forfeit their position on the Honor council and shall additionally be subject to school discipline.

ARTICLE V

Investigations

I. The Honor council can know honor violations by various means.

1. Students should always consider the option of confronting a fellow student first about a perceived honor violation, giving that student the option of self-reporting within a specified time. Such a conversation serves to shore up the atmosphere of integrity in which all St. Benedict students are presumed to live and work.
2. Students wishing to report an honor violation must do so in writing, giving detail of the suspected incident on the appropriate card located by a locked box in the school chapel. Students may also report honor violations by e-mail. The e-mail address will be furnished at the beginning of each new school year. Students completing such a report must add both their name and their signature to the form. The Honor Council will guarantee the confidentiality of the student's report, but the panel investigating an honor violation must know the student's identity.
3. Faculty members will always have the option of handling honor violations in their respective classrooms. Should a student admit to the violation after being confronted by the teacher, the incident would not become an Honor Council matter and the teacher can assign consequences. **Faculty members should report such incidents in writing to the faculty advisor on the Honor Council.** Such information may be used as evidence in a hearing if the student is accused of a similar incident later.
4. Faculty members will have the option of turning disputed matters from their own classrooms over to the Honor Council
5. Faculty members to whom information is given about a suspected incident in a class taught by another teacher should always refer such matters to the Honor Council for investigation.

II. The student or faculty member bringing the complaint shall be the first witness heard by the panel. Panel members shall ask for all pertinent details to ensure a full report upon which to base the remainder of the hearing. After taking the statement of this first witness, the panel shall decide if the evidence presented warrants a hearing. Once the panel decides by majority vote that an honor violation may indeed have been committed, the foreman shall direct that the accused student be summoned from class.

III. Unless a student making a complaint authorizes use of his/her name, the Council shall take all possible precautions necessary to maintain confidentiality of the person's identity. Such precautions shall include but not limited to the following: not calling all witnesses out of class at the same time; not having witnesses sit in the hallway together while awaiting admission to the hearing room; not mentioning the name of the witness during conversation with the student under

investigation, etc. **Any attempt by a student under investigation to undercut confidentiality by attempting to learn the names of witnesses, or any attempt to seek reprisals against actual or suspected witnesses, or against any member of the hearing panel, shall in and of itself be considered a serious honor violation and will subject the offender to school discipline.**

IV. The hearing foreman shall make sure that the student under investigation has a full understanding of the charges being brought. The student shall have the right to request the presence of witnesses who could bolster his/her version of events. The foreman shall direct that each witness be summoned from class to appear before the panel. Each witness shall be sworn according to the same procedure used for panel members. Witnesses shall appear singly before the Council, and will not be allowed to converse privately with each other or with the student under investigation before giving testimony at the hearing.

V. The hearing foreman will be responsible for reminding panel members before the hearing begins, and again in the presence of the student under investigation, that students are considered innocent of charges until actually proven guilty to the satisfaction of a majority of the Council. The foreman shall instruct the panel not to consider outside knowledge of, or social experience with, the student under investigation. Should any panel member feel unable to set aside prior experiences with the student, such panel member shall advise the foreman and a replacement member shall be called immediately. In any case, confidentiality will continue to apply to the panel member asking to be relieved of duty.

VI. Council members shall always have the option of closing a hearing with a ruling of “insufficient evidence” if there is not substantial proof that a violation has actually occurred. Such a finding will end the matter.

ARTICLE VI

Insuring Fairness at Hearings

I. Students accused of cheating violations shall have the option of asking that character witnesses be called on their behalf into the hearing room, provided that such witness/es can offer pertinent information to the matter under investigation (e.g., a student who was present in the room when the alleged incident occurred, and can verify the student’s version of the incident).

II. If the student accused has personal reasons to suspect bias on the part of a one of the members selected for the hearing, he/she shall have the right to ask the Council foreman to remove no more than one council member from the hearing panel and replace with another member of the Council. If the panel member to be removed is the foreman, the student accused should make the request of one of the faculty members present. If the panel member to be removed is a faculty member, the student should make the request of the foreman. The student accused may exercise this option “no questions asked.” The person removed from the panel continues to be bound by confidentiality.

III. Students accused and appearing before the Council for a hearing must be advised of all of the following before the hearing begins, and before any student is sworn in to speak before the Council.

1. The student will be told the specific nature, date/time, and location of the alleged violation.
2. The students will be reminded of an absolute requirement for confidentiality regarding specifics of the hearing, testimony given members present, witnesses, etc.

3. The student will be advised that the confidentiality requirement be partially waved when the student discusses the hearing proceedings **at home** with a parent or a legal guardian. However, the student is bound by the Honor Code to omit any information from a discussion with a parent or legal guardian that might endanger the safety of, or damage the reputation of, another student.
4. The student, and all panel members, will be reminded that the confidentiality requirement is applicable to all persons in the room, including the accused student, witnesses, Council members, faculty or administration personnel.
5. The student will be reminded of the option of replacing a Council member if potential bias is suspected. The student does not need to explain his/her request.
6. The accused student will be required to sign a written statement containing all of this information. Such statement will conclude with the following: “I understand that my signature only indicates that I have received the information above. This statement is not an admission of guilt on my part. I agree to uphold the confidentiality of the Honor Council hearing.”

IV. All persons who speak before the Council at any hearing shall be individually sworn in before addressing the Council. The hearing foreman shall conduct the swearing-in of witnesses by having each person repeat the following oath, raising the right hand and resting the left hand on the Bible:

“Upon my honor as a St. Benedict (student/teacher) I, (state name), agree to be honest in the information I am about to give. I understand that I am not to discuss this matter once I leave this room, except with my own parent or legal guardian. I understand that I may not repeat even to a parent or legal guardian any information harmful to the safety or reputation of any of the persons in this room. I promise these things in good faith before this Council, so help me God.”

V. Acceptable evidence to be brought before the Council at a hearing shall include but not be limited to the following: a plagiarized test or paper, along with the original from which it was copied. A “cheat sheet” left by a student containing substantially the same information that student put on a test or other examination where such aids were not allowed. Test clues of other information written on the person or clothing of the accused student. Testimony of a witness whom the entire Council has had an opportunity to question outside the presence of the accused, information offered to the council by persons who were not actual witnesses to the offense must be weighed by the Council for its credibility and reasonableness when compared to other offered evidence. Students offering testimony shall not be told information that other students have testified in the course of the hearing. Students waiting their turn to testify shall not be admitted into the hearing room.

VI. No evidence shall be allowed into the hearing if the evidence has itself been obtained by dishonest means.

VII. The Council shall always have the option, after hearing evidence, of deciding that the evidence does not substantiate charges. In such case, the Council shall dismiss charges and the hearing is ended.

ARTICLE VII

Penalty Guidelines

I. Once the Council shall have determined by majority vote that an accused student is guilty, the Council shall consider all circumstances regarding the offense when deciding an appropriate

penalty. The Council shall give strong weight to the penalty guidelines below. However, the Council may exercise discretion regarding a greater or lesser penalty due to such circumstances as prior offense status, particular aggravation of the offense, etc. (with the exception of Honor Council members found guilty, see section II below).

II. An Honor Council member found guilty of any honor violation shall be immediately removed from the Honor Council, in addition to any other penalty the Council might assess.

III. Penalties assessed by the Honor Council shall be apart from any penalty also assessed by a particular club or other organization to which the accused student may belong.

IV. Plagiarism

Plagiarism is the submission of another's work as one's own. It is assumed that individual classroom teachers will provide guidelines for appropriate techniques in citing sources used in research writing; "first offense" plagiarism is often a matter of misunderstanding or misinterpreting these guidelines and is often inadvertent. "First offense" plagiarism is thus often best handled by the classroom teacher involved and should not necessarily be considered honor violation. However, if the instructor becomes aware of blatant plagiarism (e.g., purchase of a research paper, download of a paper from Internet sources, etc.) such action will obviously constitute an honor violation even as a first offense. The Council may, at its discretion, consider such a blatant offense (particularly from a junior or senior student) for a harsher penalty than those in the guidelines.

Suggested guidelines for the Council shall include but not be limited to the following:

- First offense: teacher conference and/or "0" on assignment and /or "U" in conduct.
- Second offense: penalties as above PLUS "F" for six weeks and/or in-school suspension and/or non-participation in next upcoming sports activity, field trip, performance, or class privilege.
- Third offense: penalties as above PLUS Saturday school and/or probation and/or recommendation for expulsion from school.

V. Classroom cheating

Students should be brought before the Council for such issues as cheating on tests, homework, or other classroom assignment; forging hall passes; forging parents' signatures on detention slips, report cards, tests, and deficiency forms; lying to a teacher or administration representative about any school matter. As a matter of campus honor, the Council shall make no differentiation between cheating on semester examinations, chapter tests, and homework assignments. It is assumed that individual classroom teachers will have given specific guidelines regarding allowable cooperation between students on any test or homework assignment; in the absence of specific permission **from a teacher** to cooperate, students should assume that cooperation is **not** allowed.

Suggested penalties for cheating shall include but not be limited to:

- First offense: "0" on assignment and/or "U" in conduct and/or one day in-school suspension and/or non-participation in next upcoming athletic event, performance, field trip, or class privilege.

- Second offense: Grading penalties as above PLUS Saturday school and/or “F” for six weeks and/or in-school-suspension and/or recommendation for removal from athletic participation, performances, field trips, or class privileges for a specified period of time.
- Third offense: recommendation for expulsion from school.

Stealing

Any theft of money or property on the St. Benedict campus, whether from the school, teaches, from the cafeteria, from cars, or from another student, shall be considered a serious violation of campus honor and should be brought before the Honor Council. While the value of the article stolen should be given some consideration in setting an appropriate penalty, outright theft of any property will be given serious penalty as an offense against the entire student body.

Suggested penalties for theft shall include but not be limited to:

1. First offense: Immediate restitution of property of its equivalent value plus in-school suspension.
2. Second offense: immediate restitution of property or its equivalent value PLUS out-of-school suspension and/or in school suspension and/or probation; possible recommendation for expulsion.
3. Third offense: Recommendation for expulsion.

VII. Lying to the Honor Council in the course of an investigation shall result in a student’s conduct being treated at the next highest level of the penalty guideline.

VIII The Council shall have discretion, in cases where repeat offenses are more than one-year apart, to consider treating the second offense at a lesser level of penalty if circumstances seem to warrant leeway. In any case, **prior offenses shall be considered only in terms of assessing penalties, not in determining guilt or innocence.**

APPENDIX C

Parent & Student Handbook Acknowledgement for the 2018-2019 School Year

Dear Parents and Students:

The purpose of the Parent & Student Handbook is to provide rules, policies, procedures, guidelines and other information that parents and students may need, or for which they are responsible, as participants in the Catholic Diocese of Memphis schools. Please sign and date the affidavit below and return it to the Handbook Form table on SOAR Day.

By my signature, I affirm that I have carefully reviewed the Parent and Student Handbook and that I understand and agree to abide by the rules, policies, procedures, guidelines and other information provided therein.

Student's Printed Name

Student's Signature

Date

Parent/Guardian Printed Name(s)

Parent/Guardian Signature

Date

This acknowledgement form must be signed annually. It can be found in the SOAR packet and should be completed and returned on SOAR day.

APPENDIX D

HEALTH INFORMATION & DISTRIBUTION OF MEDICINE AT SCHOOL

*Note: Students may not carry ANY medication at school OVER THE COUNTER MEDICINE, SUCH AS TYLENOL, ETC. MAY NOT BE GIVEN AT SCHOOL WITHOUT A PRESCRIPTION

If a doctor prescribes an over-the-counter medicine that must be taken at school, the following procedure should be followed:

- 1) A physician's authorization written on a prescription pad should be obtained. The school will accept no verbal authorizations from either the parent/guardian or physician.
- 2) This authorization should include the name of medicine, amount of dosage, times to be given, and how long this particular medicine is to be given to the student.
- 3) The parent should bring the over-the-counter medication to the School Nurse in the Health Room in the original, labeled container. The student's name should also be attached to the container.
- 4) The Prescription Drug & Medicine Authorization Form (found below) must be completed and returned to the School Nurse in the Health Room BEFORE any type of medication can be dispensed at school. You are welcome to bring the form and medicine to the Medicine Policy table on SOAR DAY.

If your child is given a **PRESCRIPTION MEDICINE** to "take 3 times daily", it should be given before he or she comes to school, after going home from school, and before bedtime. Only when medication is required more often or with lunch should the school be involved with dispensing medicine.

- 5) Students should report to the Health Room at the appropriate time for the medication to be dispensed. Student will be asked to initial his/her medication log as to what was taken and when.

Should prescription medication be required at school the following will be observed:

1. The Prescription Drug and Medicine Authorization form below must be completed before any prescription medication will be dispensed at school.
2. Students should turn in properly labeled medication and the completed form below to the School Nurse in the Health Room.
3. Student should report to the Health Room at the appropriate time for the medication to be dispensed. Student will be asked to initial his/her medication log as to what was taken and when.

In the case of Ritalin or that sort of medication, above procedures are followed AND:

1. Parents, please send a two-week supply to school. After the two-week supply is taken, the empty bottle will be given to your child to take home to refill.
2. If half of a tablet is taken, the tablets must be broken in half by the parent before sending to school. The medicine must be in a properly labeled medicine bottle showing child's name, name of medicine and the correct dosage and times to be taken.
3. This information must match the medication authorization form below or it will not be given.

Prescription Drug and Medicine Authorization Form

*(This form is included in the SOAR Day pkt to be turned in to the
Medicine Policy Turn-In table or the the Main Office.)*

All prescriptions must be in the original, labeled container and will be kept under lock and key. The following information must be complete before any medicine will be given.

STUDENT NAME _____ GRADE _____

PARENT/GUARDIAN _____

HOME PHONE _____ WORK PHONE _____

NAME OF MEDICATION _____

DOSAGE _____ TIMES TO BE GIVEN _____

PRESCRIBING PHYSICIAN _____

I hereby authorize St. Benedict at Auburndale to dispense the above medication as indicated on this authorization form.

Signed _____ Date _____

*Cases that involve epi-pens, inhalers and like medications – please follow all procedures listed on this sheet and have physician note that student should have medication with him/her at all times.

HEALTH CONDITIONS

SBA does have a health room that is staffed only by volunteers. If your child has any sort of medical condition, it is imperative that the school is made aware of what condition(s), necessary treatment(s) and procedures. This information will be distributed to those faculty/staff members who teach your child, sponsor a club, coach a team, come in contact with your child in normal course of day (office, library, guidance, dining hall, dean's office) or might be on any sort of "duty roster" for lunch, traffic, field trips or school events/programs.

Name of Student: _____ Grade: _____

Medical condition, treatment and procedures to follow:

Signature of Parent: _____ Date: _____

APPENDIX D-2

Medical Forms and Other Miscellaneous Forms

Click on the following links, if applicable, to print forms and turn in to the Main Office.

ASTHMA ACTION PLAN FORM

- [asthma-action-plan-for-home https://4.files.edl.io/c5c5/07/15/18/184228-dd3953d3-1e7e-475e-9faf-f67469b4912f.pdf](https://4.files.edl.io/c5c5/07/15/18/184228-dd3953d3-1e7e-475e-9faf-f67469b4912f.pdf)

EMERGENCY CARE FORM

- [emergency-care-plan \(1\) https://4.files.edl.io/c7b7/07/15/18/184237-8db67644-5aa1-4580-a5f6-61c1301eebf1.pdf](https://4.files.edl.io/c7b7/07/15/18/184237-8db67644-5aa1-4580-a5f6-61c1301eebf1.pdf)

SEIZURE ACTION PLAN

- [seizure-action-plan-pdf_0 https://4.files.edl.io/a060/07/15/18/184245-25916f68-c968-46ad-af25-f16491908bac.pdf](https://4.files.edl.io/a060/07/15/18/184245-25916f68-c968-46ad-af25-f16491908bac.pdf)

For more information visit the Medicine Policy table or contact our school nurse Lindsay Wilemon, wilemonl@sbaeagles.org.

APPENDIX E

Blank Field Trip Form

DIOCESE OF MEMPHIS PARENT PERMISSION FORM FOR FIELD TRIP PARTICIPATION

DATE: _____

PARISH/SCHOOL ADDRESS: _____

Dear Parent or Legal Guardian:

Your son or daughter is eligible to participate in a parish/school/youth group sponsored activity requiring transportation to a location away from the parish or school grounds. This activity will take place under the guidance and supervision of employees and/or volunteers from _____ school/parish/youth group. A brief description of the activity follows:

DESTINATION: _____

PLANNED ACTIVITIES: _____

DESIGNATED SUPERVISOR OF THE EVENT: _____

DATE AND TIME OF DEPARTURE: _____

ANTICIPATED TIME OF RETURN: _____

METHOD OF TRANSPORTATION: _____

STUDENT COST: _____

As the parent/legal guardian of _____, I/we have reviewed the foregoing information about the trip/outing to _____ and I/we (*place initials in selected box*):

do not permit the above-named student to participate in the trip/outing

do permit the above-named student to fully participate in the trip/outing without any restrictions

do permit the above-named student to participate in the trip/outing but subject to the following restrictions: _____

(Note: The following is applicable if permission has been given for the above-named student to attend the trip/outing.) I/We agree to not hold either the Catholic Diocese of Memphis or _____, its leaders, employees, and volunteer staff liable for damages, losses, diseases, or injuries incurred by the above-named student.

SIGNATURE: _____

DATE: _____ EMERGENCY PHONE NUMBER: _____

Please return this form by: _____