

2011 – 2012  
St. Benedict at Auburndale

Parent  
And  
Student Handbook

(Revised Summer, 2011)

**ST. BENEDICT AT AUBURNDALE  
PARENT & STUDENT HANDBOOK  
2011-2012**

PHONE NUMBER ... 901 – 260 - 2840

FAX NUMBER ... 901 – 260 – 2850

REPORT AN ABSENCE NUMBER ...

901 – 260 - 2893

WEB SITE ... [www.sbaeagles.org](http://www.sbaeagles.org)

**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. That document is available as part of the Registration packet. Please download it, sign it and bring it to Registration on Monday, August 8, 2011.

**NON-DISCRIMINATORY POLICY**

St. Benedict at Auburndale admits students of any race, color, national and ethnic origin 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 administration of its educational policies, admissions policies, scholarship and assistance programs, and athletic and other school-administered programs.

**CHILD ABUSE REPORTING POLICY**

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

This handbook was revised in the summer of 2011.

To our St. Benedict Families –

Welcome back to another school year!

I lose count sometimes as one year gently flows into the next, seemingly with very little break in-between these days. But we've been here a while now. Counting from the days when we were known as Auburndale School (as we were founded), we just finished year number 45. As for St. Benedict, we enter her 24<sup>th</sup> year. Either way, I think we're maturing quite nicely and certainly gaining much wisdom along the way.

This is our Student / Family Handbook for the 2011-2012 academic year. For the most part, it looks just like last year's version. However, we have tweaked here and there and so it's certainly worth taking the time to peruse. Or have your students do a book report for you, after all, most of it's about them.

As is always the case, it is our attempt to create the guidelines, rules and policies that help a school as complex as ours work in the smoothest fashion.

With a hundred staff members, a thousand students and another two thousand parents, there's more than a chance that some issue sometime will need some clarification. We hope this Handbook has anticipated most of them. Even in all that history I mentioned, not a year passes when we don't realize we could have included something else.

Three-thousand-plus people come with a variety of expectations, but there's only one that matters. His - He was very clear when He said, "Go forth and preach the gospel." That should be expectation #1. To first try to understand it and then 'go forth' to find a way to make the planet a much better place.

Our school adopts a theme every year but honestly, we haven't been all that good at making people aware of it. This year we're using an equally simple message from St. Benedict himself ... "Your way of acting should be different from the world's way ..."

Still, we humans never fail to complicate things.

Please keep us in your prayers and we will keep your family in ours as we all move through the year trying to reach the only expectation that makes any real difference.

Have a great year!

George Valadie  
Principal

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## SAINT BENEDICT at AUBURNDALE SCHOOL

Accredited by  
The Southern Association of Colleges and Schools

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

**Every effort has been made to provide you with correct information. We apologize for any errors and/or omissions. The Administration reserves the right to change, amend, add or delete any or all of the policies, procedures or guidelines contained in this student handbook for just cause.**

## ***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 the 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 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.

It is accredited by the Southern Association of Colleges and Schools and a charter member of the National Catholic Education Association. The school 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 8 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 great love.

St. Benedict at Auburndale is aware that each student has a personal style of learning and a pace at which he/she learns best. Consequently, the school works to provide an atmosphere which capitalizes on strengths and to remediate 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/her worth and dignity; to identify and develop potential for learning; to utilize his/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.

### ***OUR ADMINISTRATION***

George Valadie - Principal  
Sondra Morris - Assistant Principal  
Sondra Morris, Don Lear - Deans of Students  
Khira Rotty – Director of Spiritual Affairs  
Dr. Elizabeth Brock - Director of Academic Affairs  
Ms. Robin Ciancioso - Director of PLUS Program

Ann O'Leary - Director of Admissions  
Lori Regis - Director of Alumni & Development  
Kathy Hurt - Director of Business Affairs  
Greg Stiel - Director of Athletic Affairs  
Sharon Masterson - Director of Communications  
and Sports Information

***OUR TEACHING FACULTY***

**English** ... Janice Linder, Chair; Dory Heideman; Lynn Park; Denise Evans; Cathleen Zeanah; Tammie Ford; Heather Freel; Maria Sanders; Mary Lou Stauffer; Jan Kaplan; Julie Vaughan.

**Math** ... Annette Dabaldo, Chair; Blair Seymour; Don Madeksho; Robin Ciancioso; Tammi Portanova; Nancy Stafford; Causandra Bradley; Pandora Stafford; Burton Kirk.

**Science** .... Patsy Rush, Chair; Jamie Schneider; Mary Sutton; Tom Brezina; Paul Koziel; Kristen Walters; Heather Hill; Jennifer Wiggins; Cindy Uphoff.

**Social Studies** ... Kristen Browning, Chair; Nicole Chrestman; Karen Timmins; Angie Buchanan; Don Sebren; Jim Epley; Steve Heinz; Erin Seboldt; Caleb Marcum; George Valadie; Mark McDonald; Chad House.

**Foreign Language** ... Laura Burke, Chair; Cheryl West; Karen Terre; Maria Sanders; Mary Calhoun; Paul Bryant, Mariaclara Villegas; Yansenis Ayers

**Theology** ... Eric Wells, Chair; Erin Seboldt; Christine Giles; Laura Cheseldine; Patrick Smith; Stuart McCommon; Bret Bilbrey; Darlene Nevle.

**Fine Arts** ... Cindy Wells, Chair; Tom Link; Kristen Black; Shirley Lile; Ryan Kathman; Robyn Pela; Michelle Haysley.

**Health / PE** ... Jack Schenkel, Chair; Molly Pickering; Mike David; Chris Jordan.

**Computer** ... Janet Daleke, Chair; Lisa Stotts.

**Yearbook** ... Tammie Ford **Newspaper** ... Dianna Cervetti.

**Library** ... Rebecca Hall; Sherry Alexander; DeeAnn Cox.

### ***OUR SUPPORT STAFF***

Guidance / Counseling ... Mary Cox – 12; Jennifer Brannon - 11;  
Neel Scruggs – 10; Jennifer Jenkins - 9.  
Registrar ... Sondra Morris  
Director of Information Technology ... Cain Carson  
Accounts Payable ... Provie Rose  
Administrative Assistants ... Vicki Miller, Nancy Valadie  
Athletic Administrative Assistant ... Dianna Cervetti  
PLUS Testing Coordinator ... Sandy Riggs  
Maintenance ... Jack Defer; Brandon Patton  
Director of Social Media ... Chris Truckner

### ***OUR EXTRA-CURRICULAR / CO-CURRICULAR ACTIVITY SPONSORS***

Academics Day	Mary Lou Stauffer
Ambassadors	Ann O’Leary, Lori Regis
Art Club	Kristen Black
Benedicteens	Patrick Smith, Khira Rotty
Band	Tom Link
Bridge Builders	Tom Brezina
Cheerleaders	Pam Gordon
Chess Club	Mark McDonald
Dance Team	Lynne Albonetti
Ecology Club	Patsy Rush
Engineering Club	Blair Seymour
French Club	Cheryl West
French National	Cheryl West
Honor Society	
Honor Council	Mary Lou Stauffer
Honors Day	Jennifer Jenkins, Patsy Rush
KAT Foundation	Patrick Smith
Key Club	Eric Wells, Erin Seboldt
Knowledge Bowl	Erin Seboldt, Patrick Smith
Latin Club	Karen Terre
Latin Honor Society	Karen Terre
Literary Magazine	Cathleen Zeanah
Medical Club	Jamie Schneider
Mock Trial	Karen Terre
Model U.N.	Karen Timmins
Mu Alpha Theta	Burton Kirk
Natl Honor Society	Maria Shiue
Pep Club	Laura Beck
Photography	Shirley Lile
Retreat Team	Christine Giles
St. Jude	Janet Daleke

SADD	Mary Cox, Jamie Schneider
Shakespeare	
Competition	Heather Freel
Spanish Club	Paul Bryant
Spanish National	Maria Clara Villegas
Honor Society	
Student Government	Heather Freel, Denise Evans
Teens for Life	Sharon Masterson
Theatrical Production	Cindy Wells, Ryan Kathman
Wordsmith	Lynn Park

## **GENERAL INFORMATION / RULES & REGULATIONS**

### **<> ACADEMIC PROGRAM**

The last date to change classes is August 16.

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 Dept.

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/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/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.)

For an SBA student to be allowed to return as a junior, he/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.)

For an SBA student to be allowed to return as a senior, he/she must have successfully completed eighteen (18) 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.)

For an SBA student to earn a diploma, he/she must earn the required 24 credits. (See "Required Course of Study") Beginning with the graduating Class of 2013, a student must earn 26 credits.

6. Beginning with the Class of 2013, Dual enrollment classes will be offered for recommended students to take during the junior or senior year. (See "Dual Enrollment" for details.)

7. Beginning with the graduating Class of 2013, the minimum number of credits required for graduation is 26.

8. Beginning with the graduating Class of 2013, students are required to take an additional .5 credits in Physical Education and .5 credits in Personal Finance. Both will be taken in either the junior or senior year. (No student is allowed to take Physical Education electives beyond the one .5 elective.)

9. Beginning with the Class of 2014, AP classes will receive 1 (one) extra quality point when calculating a student's GPA. (See "Grading Policies" for details.)

10. No student may be enrolled in the same grade two successive years here at St. Benedict.

11. No student may be enrolled at St. Benedict for five years.

12. Prior to enrolling in any Summer School Program, a student must obtain the approval of one of our Guidance Counselors and/or the Director of Academic Affairs.

13. Upper level Art and Acting/Theater classes will require teacher approval/recommendation.

### **<> AFTER SCHOOL & BEFORE SCHOOL**

#### **Before School**

Students should 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 food needs to 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 canopy. 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.

At 4:00 p.m., in order to remain inside the building, all students must be under the supervision of a teacher/coach/or in the Library (open until 5:30 pm each regularly scheduled school day.)

A security guard reports to the campus each day at 8:00 a.m. and remains until all activities are concluded for the day. Students are expected to respond to all directions given by the guards 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 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 or severe disciplinary action.

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 as well.) It has been the practice of the school to first and foremost seek to help the student in addition to any disciplinary consequences that may be enforced.

### DRUG TESTING POLICY

We are not immune. Our school is not and our students are not. And all that's out there in the world scares us more than we'd like to admit. 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 choosing for or against drugs. Some are able to make that choice on their own without any fear at all of social pressure or peer ramifications. But some are not. And 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, though 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. (Actually, 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 family that refuses to be tested will be immediately dismissed from SBA.

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

#### Testing Method

St. Benedict has entered into a contract with Psychemedics, Inc., a licensed clinical laboratory to do the analysis of all hair samples. St. Benedict has also entered into agreement with Campbell's Clinic who will provide their staff to collect the samples after being trained by Psychemedics. 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.)

Students taking prescription medications will write on the envelope 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. 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 sent in the mail. If a student tests positive, the family is contacted by the principal by phone and a conference is scheduled to:

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

Test results will be available to the student, his/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 \$60 being re-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.

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/her diploma.

School personnel will not initiate criminal charges or other legal action based solely on a positive drug test.

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 or asked to withdraw, he/she will not be allowed to attend school functions such as dances, trips, etc.

### The Costs

An annual charge of \$60.00 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 \$60 for the re-test.

### <> 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 all students 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/coach.

Since we do not use the intercom for announcements, check the SBA website ([www.sbaeagles.org](http://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 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 ELIGIBILITY RULE**

We feel it 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 contests during any nine-week period, a student must meet the following requirements:

- a. The student shall have met all TSSAA requirements.
- b. The student shall have earned a minimum GPA of 1.5 on the most recent report card with no more than one failing grade. (Students who fail to do so are ineligible from both practice and games until the next progress report is issued. Students can regain eligibility at mid-quarter progress report if their grades have improved to the above standard.)
- c. Students shall be regularly enrolled, in regular attendance, and carrying at least seven full courses.
- d. In the event of illness, a student must attend five class periods on the day of a scheduled or make-up athletic event. Any student whose illness causes them to be absent from school is not eligible to participate in an athletic contest or other extracurricular activities later that same day.
- e. 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 is required.
- f. According to TSSAA regulations, student-athletes became ineligible to participate in any varsity competitions if the family's account balance falls more than 60 days behind its plan.

#### **<> 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/her absence to notify the school of the reason. Upon his/her return to school, the student must bring a written note, signed by a parent, stating the reason for the absence. This note is to be presented to the Attendance Secretary 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 participate in any extracurricular activities scheduled for the afternoon or evening of that day. Students must attend five (5) class periods to participate in or attend an after school activity.

In the event of excessive absences, 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. Death of someone in the immediate family.
2. Approved College Day for a Junior or Senior.
3. A school-sponsored activity.
4. Exceptional situations pending approval by the administration. Absences for appointments may not be valid exceptions for "perfect attendance".

**ALL ABSENCES** - Students who exceed five classroom absences in a semester that are not school related are subject to having their quarter grade reduced by one letter grade for every absence over five. Though not absent, two student tardies to the same class will be considered the equivalent of one absence and can lead to grades being reduced. The decision to reduce will be made at the discretion of the classroom teacher in consultation with guidance and administration.

**UNEXCUSED ABSENCES** – Students absent from school without school and parental knowledge are deemed as skipping school. Such 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 MAKE-UP WORK ALLOWED** – Students absent from school – followed by a parent phone call or parent-signed written note - 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 should be submitted to the administration (in writing) 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.

For every day missed, students will 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 two weeks of final exams.

## **<> BUSINESS OFFICE PROCEDURES**

### **1. Tuition**

Students whose accounts are in arrears are subject to being prohibited from taking exams.

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.

## 2. Tuition Refund Policy

As stated by the Diocese of Memphis: In the event of withdrawals, voluntary or involuntary, during the ten-month academic year, these refund policies will be followed:

No portion or total amount of the Registration Fee or Activity Fee is refundable.

Tuition rates will be pro-rated for a ten-month period beginning in August and ending in May. Tuition will be pro-rated for a full month only, once the student has been in attendance for any part of a month.

If tuition payments received are in excess of the amount due at the time of the student's withdrawal, the necessary refund will be made.

## 3. Pre-Registration Fees

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

## 4. Tuition Assistance

Parents may apply for Tuition Aid by going online at [www.factstuitionaid.com](http://www.factstuitionaid.com).

## <> 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:

a. 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.

b. The student must know a contact person at the university to confirm the trip.

c. 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.

d. Students may lose the College Visitation privilege if they have already accumulated an unusually large number of absences or tardies.

e. No College Visit Days will be approved after April 15th.

## <> 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/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. Any changes to email addresses in our database should be made in writing or via email to our data base information manager, Chris Truckner ([trucknerc@sbaeagles.org](mailto:trucknerc@sbaeagles.org)). Please note that it is the parent & student responsibility to change the email address in your Edline accounts.

#### **<> COMPUTER USAGE**

All students may have computer and network access only after signing the proper authorization forms (which are available in the Main Office.) 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/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 myspace, facebook, youtube, facebox, ratemyteacher.

#### **<> 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. Students are assigned in rotating order to assist with clean-up after each lunch period. 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.

#### **<> DISASTER DRILLS**

Earthquake Drills – Remain in your classroom and position yourself under your desk.

Fire Drills (During Classtime) – In case of a fire drill, follow the evacuation route posted in each classroom. Students must stay with their teacher.

Fire Drills (Between Classes, Break, Lunch) – In case of a fire drill at these odd times, all students and teachers should report to the track area to meet up with the teacher you would have in the next class.

Storm Drills – In case of a storm / tornado drill, students will remain in the building and go to the assigned spot as indicated on the classroom evacuation route posted in each classroom.

#### **<> DISCIPLINE**

St. Benedict reserves the right to take disciplinary action and/or suspend a student either temporarily or permanently if the administration feels that such action is in the best interest of the individuals, the student body, or the school.

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.

Possible Consequences:

Should disciplinary consequences be necessary for a singular infraction or an accumulation of many, the St. Benedict administration chooses from among counseling, denied privileges, detentions, weekend detentions, suspensions (in-school and out-of-school) and expulsions. Excessive after-school detentions in a semester will likely result in assignment to Saturday School.

Multiple detentions raise the possibility of further discipline including suspension, probation and expulsion.

When a student has been expelled or asked to withdraw, he/she is not allowed to attend certain school-related activities such as dances, school trips, etc.

When a suspension from 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 are prohibited from participating or attending any school activity or event during the suspension period. Students are required to complete the work missed during the suspension but are to receive no credit for the work.

The school considers the following to be against school policy:

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..... Failure to follow rules and instructions during assigned detention.
4. Constant or repetitious classroom talking or persistent minor acts of disobedience or disorderly behavior.

5. Bringing matches, tobacco, or related materials to school (cigarettes, snuff, chewing tobacco, pipes, cigarette holders, lighters, etc.)....Using any tobacco product on school property.
6. Fighting with other students....Profane/obscene language, indecent gestures or any inappropriate behavior / comments of a sexual nature.... Throwing any item that may cause bodily harm.
7. Open defiance, disrespect or willful disobedience shown toward any staff member or campus visitor....Profane/obscene language or indecent gestures directed toward students, staff members or campus visitors....Hitting, striking, or threatening other students, staff members or campus visitors.
8. Leaving a class, school activity, or the campus without permission (After a student arrives at the school site in the morning, he/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 – but ONLY 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.
9. Defacing school property....Vandalizing school property.
10. Being untruthful or dishonest....cheating, lying, or stealing from anyone (school, student, teacher, dining hall, etc.)
11. Possession of any weapon or dangerous instrument on school campus. Appropriate law enforcement agencies will be notified. Violators are liable for expulsion.
12. No student may use or be in possession of any electronic device from 7:45 a.m. until school dismissal. This includes all lunch periods and free time. (This list includes but is not limited to: ipods, beepers, pagers, cell phones, cameras, laser pointers, head phones, etc.) Teachers are instructed to confiscate any such device should they see it or hear it during the school day. It will be confiscated for a period not less than 72 hours. Multiple offenses may result in our retaining it until year's end.
13. 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's not your lunch period). After school detentions are assigned beginning with the fourth tardy in a semester and are assigned on each even occurrence thereafter. Excessive tardies can result in a Saturday School or more severe action.
14. Excessive, relatively minor offenses.....
15. Being under the influence of, using, selling, purchasing, and/or possessing

illegal drugs, alcohol, or tobacco (including tobacco products) anytime.... at school or school functions (Suspension is immediate. Violation of this policy renders those involved liable for expulsion as well.)

16. Any other behavior, considered unbecoming a student at Saint Benedict.

17. Infractions of the uniform code as outlined in this handbook.

18. Students may not have food or drink outside the areas that are acceptable at lunch. Nor can students carry such 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.

19. Cheating 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/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.

***20. SBA reserves the right to impose consequences for conduct detrimental to the school even though it takes place off campus and/or outside school hours. This includes (but is not limited to) harassment, use of school name, remarks directed to or about teachers, offensive communications and safety threats. Examples of such sites (but not limited to) would be myspace, facebook, youtube, facebox, ratemyteacher.***

#### **<> DUAL-ENROLLMENT COURSES**

St. Benedict at Auburndale currently offers Honors Seniors English as a dual-enrollment course. Students who meet the requirements of that class will receive Honors Credit from SBA and six hours of university credit for English Composition I and II. Future dual-enrollment courses in other subject areas will be announced as they become available.

Please contact Dr. Brock our guidance office for course admission requirements.

#### **<> EDLINE**

Parents will have an access code that will enable them to go on line to access their own child's grades and progress at any time. Teachers may update their on-line 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.

#### <> **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.

**EXAM EXEMPTIONS FOR SENIORS ARE CONSIDERED A SENIOR PRIVILEGE** - 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:

- Senior must have an "A" average for the semester; AND
- Senior may not have more than three unexcused tardies to the class; AND
- Senior may not have more than four absences from the class.\*\*

\*\* 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.

#### <> **FAILURES**

Students may make up failures by attending an accredited summer school program with the Principal's permission.

#### <> **FIELD TRIPS**

These are designed to enhance the classroom learning experience. We reserve the right to exclude from field trips any student whose conduct in school or on previous trips has been unsatisfactory.

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. Some hosting organizations limit the number of adults who may attend so we appreciate your understanding.

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 that occurs.

**<> GRADING POLICIES (Revised Summer 2011)**

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.)*

**QUALITY POINT DISTRIBUTION (Revised Summer 2011):**

	<u>AP</u>	<u>Dual Enrollment</u>	<u>Honors</u>	<u>Traditional</u>	<u>PLUS</u>
<b>A</b>	6	5	5	4	4
<b>B</b>	5	4	4	3	3
<b>C</b>	4	3	3	2	2
<b>D</b>	3	2	2	1	1
<b>F</b>	0	0	0	0	0

Conduct grades are:

G= Good

S=Satisfactory

N=Needs Improvement

U=Unsatisfactory

**<> 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).

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

- 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 needed by students as all homework/home study assignments are expected 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 a game, student ambassador activities, or other school sponsored activities, he/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).

#### <> **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/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 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 will have the following divisions:

3.0 – 3.49 2nd honor roll

3.5 – 3.99 1st honor roll

4. 0 – above Principal's Honor Roll

Student cannot get an "I" (incomplete), a C in his/her program nor have an Unsatisfactory conduct grade to be considered for the 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 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 extra-curricular schedule beyond athletic practices.

Late Arrivals - If your student arrives at school after the tardy bell has rung, the student is required to check in at the front office to receive a pass to gain entry into class.

Summer office hours are 8:30 – 1:00, Monday thru Thursday.

#### **<> ILLNESS AT SCHOOL**

If a student feels ill while at school, it is an expectation that he/she will inform his/her teacher or the main office personnel. A student must request permission from his/her teacher before reporting to the School Office. Permission must be given from the office personnel before a student can go to the Health Room. If the illness is serious, the parent/guardian will be contacted. No student will be released from school with anyone other than the parent, guardian, or 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.

#### **<> INSURANCE**

All students enrolled in St. Benedict at Auburndale are encouraged to purchase school accident insurance. Enrollment forms are available in the Administrative Office. Athletic participants should contact the Athletic Director regarding special rules and/or opportunities for additional insurance.

#### **<> 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/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. Each student will be assigned one by the Administration. Changing assigned lockers is not permitted. Students are expected to keep them clean. Books, book bags, etc. are not to be left in the halls. Lockers are to be cleaned out at the end of each school year. The Administration reserves the right to search all lockers.

### <> **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. Marriage shall not be a reason for expulsion.

### <> **MEDICATIONS**

Parents of students with chronic medical problems should report their illness(es) to the administration. Any temporary illness which might warrant periodic medication during school hours should likewise be reported to the administration.

If a student needs to bring medication to school, he/she should bring written permission from a doctor. The note and the medication should be left with the appropriate Administrative Assistant. Proper forms must be filled out by parents and given to the school secretary. Any student with any medication not registered with the school is subject to suspension or expulsion.

Directive Concerning Medications Dispensed at School - Prescription drugs and over-the-counter medicine, should, whenever possible, be dispensed by a parent or guardian. If a child is given a prescription to "take 3 times daily", parent should administer before the student comes to school, after going home from school, and at bedtime. Only when dispensing is required more often or with lunch should the school be involved with dispensing medicine.

The Prescription Drug and Medicine Authorization form must be completed before any medication will be dispensed from the office. No over-the-counter medicine, such as Tylenol, etc. should be dispensed from the office. If a doctor prescribes an over-the-counter medicine which 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 authorization from either the parent/guardian or physician.
2. This authorization should include the name of the medicine, amount of dosage, times to be given, and how long this particular medicine is to be given to the student.
3. The parents should bring the over-the-counter medication to the office in the original, labeled container. The student's name should also be attached to the container.
4. Complete "Authorization Form."

NOTE: Any student who gives or sells any medication to another student is subject to immediate 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 Guidance Counselors.***  
While all faculty and staff have a voice mailbox, 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. Thank you for not putting them in an awkward position.

#### **<> PARTIES**

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

#### **<> PHOTOGRAPHY**

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 Media Affairs, by Sept. 1, 2011 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 PE/Wellness requirement.

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

All students enrolled in any PE Dept. class are required to wear the required workout uniforms which are available for purchase on registration day and from the instructor throughout the school year. For safety reasons, jewelry is not allowed to be worn in P.E. class. Tennis shoes (soft, light-colored soles) must be worn in P.E. class as well as a pair of white socks. Please discuss any special needs/concerns your child may have with the appropriate instructor.

#### **<> POSTERS / PRINTED MATERIALS**

Printed materials can 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. Pregnancy shall not be a reason for expulsion.

#### **<> REQUIRED COURSE OF STUDY**

Theology - 4 years*	Fine Arts - 1 year
English - 4 years	Mathematics - 4 years
Economics - ½ year	Foreign Language - 2 years
Science - 3 years	Wellness - 1 years
History - 2 years	Electives - 3 years
Government - ½ year	
Phys Ed elective – ½ year	
Personal Finance – ½ year	

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

Students/parents cannot request a semester schedule change after 10 school days have passed.

Beginning with the graduating class of 2013, a student will be required to earn 26 credits.

#### **<> REPORT CARDS**

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

The following policies apply:

a. Year-end final grades represent the average of the first and second semester final grades.

b. Semester averages are determined by averaging the first two quarters (40% each) and the cumulative semester exam (20%.)

c. Grades reflect academic performance. Non-academic factors, such as behavior, obviously affect academics but are not included in a teacher's grading system.

#### **<> SMOKING**

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. In response to the "Children's Act for Clean Indoor Air" enacted as Public Chapter 455 by the

Tennessee General Assembly. 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. Adults may be permitted to smoke outdoors as long as they are more than fifty feet from any entrance to the building or playing field.

#### **<> STUDENT RECORDS**

The Buckley Amendment requires that non-custodial parents be given information about the student's progress in school as well as unofficial copies of report cards unless there is a court order to the contrary. SBA will not be held responsible for releasing such information unless a written note AND a copy of all relevant court documents are on file from the custodial parent.

Some teachers keep a student's tests/quizzes as a matter of routine. Copies of such are available upon parental requests through the Guidance Department.

#### **<> SUMMER ENRICHMENT PROGRAM**

Students who have had difficulty in English and/or Mathematics during the school year have a tendency to lose proficiency over the summer. A summer enrichment program is provided for a fee to help students retain competency through these months. The enrichment program at St. Benedict at Auburndale consists of remedial work in English and Mathematics and is available to students entering 9<sup>th</sup> grade. Students in transition from the PLUS program to the Traditional program are encouraged to attend the summer program. Summer school hours are from 8:00 a.m. until 12:15 daily during the month of July. Exact dates are announced each Spring.

#### **<> SUMMER READING PROGRAM**

The 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 reading before college. During the summer, each SBA student must read the assigned book(s). A test will be given over each required reading during the beginning of the school year. A complete list of books and requirements can be found under the "student" button on our website.

#### **<> 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.

Beginning with a student's 10<sup>th</sup> tardy in a semester, a student is no longer allowed to attend his/her 1<sup>st</sup> period class and will remain in the main office until 2<sup>nd</sup> period. The absence will be unexcused and no work-up make will be allowed.

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 thru 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.

#### <> **TELEPHONES / BEEPERS / TECHNOLOGY / ETC**

Students MAY NOT take time from class to use the office telephone. Telephone usage is limited to lunch (and only for emergency reasons). 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 / beepers / electronic devices / etc for use before and after school only. Between 7:45 and 3:00, cell phones, beepers should remain in a student's car or locker. Teachers are instructed to confiscate any such device they see or hear during the regular school day and it will be held for a period not less than 72 hours. Multiple offenses may result in our retaining it until year's end or the option of a \$50 fine which we recommend be paid with the student's funds. (Such dollars will be contributed to the Tuition Assistance Fund.)

#### <> **TEXTBOOKS**

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 name clearly marked.

#### <> **UNIFORM REQUIREMENTS**

General guidelines for both boys and girls

(1.) Student uniforms are required from the time a student enters his/her first classroom until the end of the last class 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 five acceptable options:

- (a.) blazers with a crest logo.
- (b.) sweaters with a monogram.
- (c.) a navy blue monogrammed fleece jacket.
- (d.) a navy blue monogrammed jacket.

(e) a ¼ zip monogrammed fleece

All five items are available only at Parker Uniforms.

(3.) Students should be well groomed at all times. Hairstyle and color must not be a distraction. Abnormal styles and colors are not permitted. 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.

(4) 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 either brown, black or saddle-oxford.

No tennis / bowling / walking / jogging / bedroom slipper or slipper-type shoes are acceptable.

(5) No sunglasses, nose rings, studs, body piercings or visible tattoos are allowed at school or while participating in extra-curricular activities. Students may wear one necklace or choker. Students are not permitted to wear excessive or faddish jewelry. 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 semester (announcements are made Daily prior to this happening).

(6) 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. ONLY those underneath t-shirts that are not visible need not be white, but no printing is allowed.

(7) 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.

(8) 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.

(9) Fridays will be considered "SBA Spirit Wear Days." In addition to what is normally acceptable, students are allowed to wear official SBA jackets, sweaters and sweatshirts as long as these are worn over the regular uniform. **No other schools' spirit wear is acceptable.**

(10) SBA now allows students to wear the official SBA scarf which is available through Parker Uniforms.

(11) 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 Parker Uniform fabric is acceptable but there are now three optional styles (two types of skirts, one jumper.) Skirts should fall no higher than two inches above the knee.

The only acceptable blouses are available at Parker (both short and long sleeve) and are designed to be worn outside the skirts.

Solid white, solid black or solid navy socks only. Socks must be either ‘crew socks’ or ‘knee socks.’

Tights are acceptable in solid white, solid black or solid navy. Leggings are not acceptable.

Shoes with full backs - ‘wallabie-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 ears.

*For BOYS*

Khaki pants only. (Pants need not be purchased at Parker Uniforms but they must be that same color of khaki.)

White or light blue button-down oxford shirts that must be completely tucked in and buttoned at the top.

There are now three acceptable uniform ties available from Parker Uniforms. Ties must be tied properly and completely pulled up.

Dark dress belt.

Socks must be several inches above the ankle bone.

Shoes with full backs - ‘wallabie-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; (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 or shower style.**
- 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 above 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 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.

For SPECIAL COSTUME DAYS

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

◁ VISITS/VISITORS TO CAMPUS

All visitors to the school must sign in with the school secretary and wear a visitors 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/ Principal’s permission to do so. Similarly, students may not invite or bring visitors to St. Benedict unless they are approved and permission is given by the Dean or Principal in advance of the visit.

Lunch Visitors - Parents are welcome to have lunch with their child at anytime. 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.

◁ WEATHER CANCELLATIONS

Suspension of school sessions due to inclement weather shall be announced for the system of Catholic Schools on television and radio. SBA will communicate this information to all families via our SBA website and our emergency contact service known as IRIS.

◁ WITHDRAWAL PROCEDURE

In the event it becomes necessary to withdraw a student from St. Benedict at Auburndale, 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.

A completed withdrawal form with grades will be available within 24 hours. The student’s records will be released to another school once the withdrawal is complete. The registrar must receive a written request to process the release and transfer of records.

## **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 purchase school 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 – We feel it 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 contests during any nine-week period, a student must meet the following requirements:

- a. The student shall have met all TSSAA requirements.
- b. The student shall have earned a minimum GPA of 1.5 on the most recent report card with no more than one failing grade. (Students who fail to do so are ineligible from both practice and games until the next progress report is issued. Students can regain eligibility at mid-quarter progress report if their grades have improved to the above standard.)
- c. Students shall be regularly enrolled, in regular attendance, and carrying at least seven full courses.
- d. 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 an athletic contest or other extracurricular activities later that same day.
- e. 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 is required.

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 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 Screaming Eagle, 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.

**High School Dances/Prom** - Dances are held periodically during the school year. 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.

## **STUDENT SERVICES**

**Campus Security Guard** - SBA contracts with Pro-Tech Security to provide an on-campus security guard every day our school is in session from 8:00 a.m. – 8:00 p.m. or until the last SBA student/employee has left the campus. Students are expected to

respond to his/ her instructions. Students / parents needing to walk long distances to cars are encouraged to ask for their assistance.

Lost and Found - Students at all levels are expected to have their books, clothing and personal articles clearly marked with their names. Should students misplace articles, the main office has a “lost and found” box in the school office. The school cannot charge lunches or lend money to students whose lunch money is lost or forgotten. Items in the lost and found not claimed by the end of each semester will be donated to charity.

Guidance - The Guidance Counselors (we have one for each grade) assist students in the search and selection of colleges and universities. Representatives from many colleges and universities regularly visit the campus. Interested students are notified of such visits and may make plans to attend information conferences.

Parking on Campus - In order to park on campus, students are required each year to purchase annual parking permits. These permits must be clearly displayed at all times.

Any vehicle on campus not displaying a valid parking permit will be considered in violation of the school’s parking policy and driving privileges could be jeopardized. The school does not assume responsibility for vehicles parked on campus or the contents of said vehicles. Students are urged to lock their cars when unattended. If a vehicle is damaged, it is a matter between the parties involved. Student drivers may not go to their vehicles during the school day without permission from the office.

Sodexo Food Services – SBA has entered into a cooperative agreement with Sodexo to provide both lunch and morning break foods. Student I.D. cards can be used as “debit cards.”

## **PARENT ORGANIZATIONS**

The parent organizations are service organizations created for the benefit of our students, parents and school.

Home and School Association - 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.

The St. Benedict at Auburndale Athletic Boosters program (not a club) consists of volunteers offering their time, talent and treasures. It serves as the support group of the Athletic Department. Its activities, in cooperation with the school administration, Athletic Director, Assistant Athletic Directors and head coaches of SBA, provide assistance on projects that benefit and financially aid the Athletic Department and student athletes in grades seven through twelve. Yet, through its sense of community and volunteerism, the Athletic Boosters benefits all SBA students and students at all grade levels benefit from the enhancement of the athletic facilities. For more information, please contact the school office.

## **ORIENTATION SESSIONS**

“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.

Parent grade level meetings - are held each fall at which parents have the opportunity to hear from the administration as well as meet each other.

New Student Orientation Day – this has traditionally been held on the day just before all students report. All freshmen and transfers have the opportunity to spend a day meeting new friends and teachers and learning the campus grounds and expectations.

## **STUDENT & FAMILY ACTIVITIES**

St. Benedict offers a variety of activities. Some of the activities are described briefly in this handbook. If you desire more information or have additional questions, please contact the school office.

ACADEMICS DAY – SBA’s Honor Society sponsors an academic competition among junior high school teams from within the Diocese.

ATHLETICS - Students may participate in after-school sports sponsored by St. Benedict under the direction of the Tennessee Secondary School Athletic Association (TSSAA). Teams are established in all sports sanctioned by TSSAA with the addition of the swimming and lacrosse teams.

AWARDS DAY – Held in the spring; all parents and guests are invited to attend these special programs highlighting our 9<sup>th</sup>-11<sup>th</sup> grade students and their academic achievements.

CATHOLIC SCHOOLS WEEK – This special week is held the last week in January and is filled with special activities for the students, teachers and parents. The activities planned celebrate our Catholic heritage and build school spirit. More details to follow during the school year.

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. It’s been rumored that numerous dads “cut the rug” more than they have in a long time. A photographer is available for pictures.

FATHER/SON OUTING – In the last few years, the senior boys and their dads gathered at a Redbirds baseball game for a pre-game picnic and game at AutoZone Park.

SENIOR AWARDS NIGHT, GRADUATION AND BACCALAUREATE MASS –

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 French, Spanish, Latin and Mathematics Honor Societies on a joint Sunday each Spring.

**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 special 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.

**MOTHER/DAUGHTER TEA** – A special annual event designed for our senior women and their mothers (or other special guests). 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 an invited guest), have traditionally gathered for an evening banquet.

**MUSIC/DRAMA PRODUCTION** – Last school year our Music/Drama group staged productions of *Harvey*, *Gwee (a spoof of 'Glee')* and *The Sound of Music*. In addition to performing, quite a few students are involved in the behind-the-scenes activities that help bring the stage alive.

#### **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/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.

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 warned in writing and given a reasonable amount of time to correct the deficiency.

In the case of “flagrant violation of school rules or civil laws,” a member does not have to be warned. (Article x, section ii, NHS constitution)

The Faculty Council will determine dismissal by majority vote.

An appeal may be requested by the principal if it appears that a technical or procedural error in selection has occurred (i.e. omission of a student’s name, incorrectly averaged grades, etc.) There is no appeal for an unsatisfactory vote.

**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.

**SPANISH HONOR SOCIETY** – SBA was granted a charter of the Sociedad of Honoria Hispanica “Spanish National Honor Society” in 1998. “Los Jovenes de Santo Benedicto,” SBA’s chapter name was chosen to honor both the school and the saint for whom the school is named. Students apply for membership and are initiated after the end of the first semester of the second year. They must have 3.5 average in Spanish and 2.8 overall GPA in order to qualify for membership. Each year the chapter will select a special service project that will be ongoing for the entire year.

**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/her reading before college. During the summer, each SBA student must read the assigned book(s). A test will be given over each required reading during the beginning of the school year. A complete list of books and requirements can be found under the “student” button on our website.

**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.

#### **CAMPUS MINISTRY**

Regular Mass attendance and communion services

Class Retreats

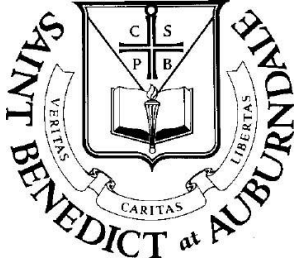
First Friday Adoration

Advent and Lenten Services

May Crowning

Spiritually themed guest speakers

## APPENDIX A – TECHNOLOGY USAGE AGREEMENT



### St. Benedict at Auburndale High School

#### Technology Acceptable Use Policy

*For Students, Faculty, Staff, and Administration*

#### 2011-2012 School Year

SBA provides technology resources to all members of the community for educational purposes. Use of computer labs, hardware, software, and the network is a privilege. It is expected that people will use good judgment when using the School's resources since this is a public space and all school rules apply (including those of independent publications). Abuse of this privilege will be dealt with on an individual basis. Any use of electronic resources, including the Internet, is bound by applicable US federal and Tennessee state laws. This includes but is not limited to illegal activities such as threatening the safety of another person or violating copyright laws. Since there is no Internet filtering when off campus, you should also be sensitive to the appropriateness of the sites you visit and the messages you send.

We expect that all students, faculty and staff will respect their neighbors when working in a school environment. Everyone deserves the right to work without distraction. Use of the school's computers and network resources is intended for educational purposes, or the pursuit of school related work. Game playing is strongly discouraged as a use of time and resources contrary to the educational mission of the school. Any student, faculty or staff requiring the use of a school computer or other network resource for school related reasons may always demand and receive priority over those using the machines for games, other recreational pursuits, or any non-academic computing-related activity.

The following *Technology Acceptable Use Policy* provides guidelines for Students, Faculty, and Staff on the ethical use of telecommunications technologies at St. Benedict at Auburndale High School. These guidelines apply to all telephone, video, radio, computer network, and Internet uses.

1. **SBA faculty, staff, and students are responsible for all material posted from their accounts while using SBA network resources.** No pseudonym or anonymous messages may be sent. Users should not give out personal information about themselves or others over the Internet and are encouraged to bring any questions that concern them about messages to an administrator or faculty member. For resources which require the use of passwords, users may not allow others to use their passwords or their accounts.
2. **Accessing or altering the accounts and files of others is prohibited.** Users are expected to make no effort to bypass systems and procedures that protect individual user's material. Taking advantage of another user who inadvertently leaves a computer without logging out is no different from entering an unlocked room or car, reading a personal letter, or destroying someone's personal property.

3. **Attempting to subvert network security, impair network function, or alter hardware, cabling or software configurations is prohibited.** Users are to make no efforts to bypass security systems and/or gain access to information to which they have no rights. Direct connection to an outside internet vendors i.e. AOL, COMCAST, etc. is prohibited while connected to the SBA network. The network may not be used to download, copy, store or install any software, shareware, or freeware without prior permission from an administrator. Alteration of hardware, cabling, or software configurations may impact the smooth functioning of these resources and is therefore forbidden.
4. **Improper use or distribution of information is prohibited.** All materials obtained through research on the telecommunications networks and then used in academic work are to be properly documented. There shall be no copyright violations. If there are any questions about what constitutes a violation, consult with a library specialist, faculty member, or a member of the technology support staff.
5. **Using the St. Benedict at Auburndale High School networks and their content for personal political and/or personal commercial purposes or in the support of illegal activities is prohibited.** SBA maintains all telecommunication networks for academic purposes and for school-related and personal communication.
6. **School rules and disciplinary procedures regarding behavior such as hazing, harassment, and plagiarism are applicable to network users.** The network includes all SBA telecommunications technologies that are available to users from inside and outside the school. Users may be held accountable for their actions while off-campus and thus for material posted from their accounts while off-campus.
7. **Use of the telecommunications technologies is a privilege and not a right.** Use of network resources for activities that clog the system (for example, computer games, chain letters, mailing lists, large downloads, etc.) is forbidden.
8. **Faculty, staff, and students using SBA's telecommunication technologies are representatives of SBA and are expected to behave accordingly.** The ethical and honorable conduct expected in the access and use of technology is the same as for all aspects of the SBA community. Those who are unsure of what constitutes appropriate use should ask themselves, "Will my actions reflect well on the SBA community?"
9. **All telecommunications network users should be aware that some of the material on the Internet is pornographic or otherwise objectionable.** Network users will not access information which contains material that is pornographic, or that promotes excessive violence or illegal acts. As with other material available in print or on television, parents or guardians should review their expectations with their students.
10. **Any material created or stored on the SBA network is not guaranteed to be private.** SBA will, to the extent possible, respect privacy of all network users. However, the school is responsible for investigating possible violations and for enforcing all school rules that may apply. All network users should keep in mind that the school reserves the right to monitor any information stored or transmitted over its networks.
11. **The user shall be responsible for damages to the equipment,** system and software resulting from deliberate or willful acts.
12. **Only software purchased by SBA may be installed and used on school computers and networks.** No software is to be installed unless verified for legal ownership and scanned for viruses by the SBA Technology department.

Consequences for the misuse of telecommunications technologies may include restriction of one's network account, loss of one's privileges to use telecommunications technologies, and/or disciplinary action. State and federal laws also apply to certain activities involving telecommunications technologies.

• **APPENDIX B – HONOR COUNCIL CONSTITUTION**

**CONSTITUTION OF THE HONOR COUNCIL  
ST. BENEDICT AT AUBERNDALE**

**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.
  - A. 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.

- B. 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.
  - C. 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 discipline. **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.
  - D. Faculty members will have the option of turning disputed matters from their own classrooms over to the Honor Council.
  - E. 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.
- A. The student will be told the specific nature, date/time, and location of the alleged violation.
  - B. The students will be reminded of an absolute requirement for confidentiality regarding specifics of the hearing, testimony given members present, witnesses, etc.
  - C. 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.
  - D. 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.
  - E. 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.
  - F. 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:

- A. First offense: teacher conference and/or “0” on assignment and /or “U” in conduct.
  - B. 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.
  - C. 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:
- A. 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.
  - B. 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.
  - C. Third offense: recommendation for expulsion from school.
- VI. **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:
- A. First offense: Immediate restitution of property of its equivalent value plus in-school suspension.

