



Middle School Student Handbook

2017-2018

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Excel | Challenge | Create | Honor | Serve

Statements in this handbook are subject to amendment with or without notice. The Head of the Parish School will attempt to keep school families informed of all changes as soon as practical. Some changes might be made immediately due to unforeseen circumstances.

Students along with their parents/guardians are expected to read this handbook thoroughly and discuss appropriate contents regarding their enrollment at St. Benedict Preparatory. Parents /guardians and students will be required to sign a handbook agreement form that indicates all parties will support and uphold the policies, procedures, and rules of the school. Families who do not support the school policies, procedures, and expectations may be asked to withdraw their student.

St. Benedict Preparatory School Mission Statement

St. Benedict Preparatory School on the north side of Chicago is a Catholic Preschool-Grade 12 community that utilizes our unique educational resources to provide an innovative and rigorous academic program.

To achieve this mission, we...

- **Excel in educating the whole individual in the Catholic tradition**
- **Challenge students to develop their God-given talents**
- **Create a Christian community by sharing our gifts**
- **Honor the gifts and diversity of the community, and**
- **Serve the Lord and each other in an ever-changing world**

The St. Benedict Preparatory School Graduate

The St. Benedict Preparatory School Graduate enters high school well-rounded and prepared for learning, achievement and service in a 21st century global society. Honoring the tradition of St. Benedict, our graduates possess the knowledge, reason, diligence, and perseverance to grow in faith, wisdom and spirit.

The School Mascot and the School Colors

The school mascot is the Bengal tiger. The Bengal tiger has been chosen because it evokes the ideas of power, enthusiasm, strength, courage, vitality and leadership. The school colors are maroon and gold.

The School Song:

The spark is live, the spirit here,
The time has come for us to cheer;
Let Bengal fever rise,
For bold maroon and burnished gold,
With unity and pride.
With hearts united let us sing;
Begin the praises echoing with fervency and li
Forward, now, and wave the colors
As we sound out the vict'ry cry!

Onward Maroon and Gold *Revised: Michael Teolis '71*

Chorus: We'll give a rah, rah, rah for Benedict's;
A cheer for loyalty
We're going to fight, fight, and fight for St. Ben High;
Defend her unity.
We'll give a cheer, cheer, cheer for colors bold,
A symbol of all we hold.
We'll rah for, fight for,
Cheer for old St. Benedict,
So onward maroon and gold.

St. Benedict Preparatory School Vision Statement

In order to be an exemplary Catholic school, Saint Benedict Preparatory School will be a place where :

EXCEL

- Students are engaged in challenging curriculum and achieve academic success.
- Students grow through stewardship education, social justice teaching, creative and expressive arts, academic competitions, leadership training, technology integration, and community service projects.
- Students will be able to communicate effectively in a global and technological society.
- School families actively participate in the education of their children in partnership with the teachers and administrators.
- Faculty and staff will promote critical thinking, teamwork and ownership through compelling and challenging work that builds on the fundamentals.
- The administration ensures that standards of excellence are implemented.
- The parish and school community will sustain and support an exceptional faculty and administration.

CHALLENGE

- Students use 21st century skills to understand, discern and address global issues.
- Students practice patience, perseverance and resilience to grow in both areas of strength and weakness.
- Students and staff use technology to learn, problem solve, communicate and create.
- Families challenge their children to discover and develop their God-given talents.
- Faculty and staff encourage students to be innovative, creative, adaptable and excellent in all they do.
- The administration and faculty commit to continual analysis and evaluation of the programming to make curricular decisions based on up-to-date educational best practices.
- The parish and school community ensure instruction in music, foreign language, technology and physical education as to provide a well-rounded educational experience.

CREATE

- Students use their gifts and talents for the betterment of the school and broader community.
- Families live out the Gospel values.
- Faculty and staff witness to the Faith by their words and deeds, and through prayer and example promote the ongoing formation and spiritual growth of their students.
- Faculty and staff support one another in the professional and catechetical growth of the staff.
- The administration and faculty will maintain a safe, personal, student-centered school community where we are able to know each individual student and family by name.
- The administration and faculty collaborate with our parents, surrounding Catholic schools and entire parish community to enhance the experience for all students.
- The parish and school community support the students in their spiritual, moral and ethical growth.

HONOR

- Students learn the importance of and practice being a good neighbor in a global society.
- Students are seekers of justice.
- Families of all faith backgrounds welcome others to share the blessing of a Catholic school.
- Faculty and staff are models of respect for the dignity of others.
- The parish and school community make judgments and decisions based on Catholic values with empathy for others.

SERVE

- Students are stewards of God's gifts and creation.
- Students create peace in our school and broader community.
- Families model involvement in their faith and community.
- Faculty and staff prepare students for a life of service in society by integrating opportunities for service learning with parish ministries and local community organizations.
- The parish and school community will be active participants in their faith life

SECTION 1: ACADEMIC POLICIES

GRADE EQUIVALENTS

A 100 - 93%	B 92 - 85%	C 84 - 77%	D 76 - 69%	F <69%
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REPORT CARDS/ACADEMIC PROGRESS

Report cards are issued to parents three times a year. The academic grade for each course is indicated. Trimester grades given in November, March, and June are a composite of the whole trimester and the trimester assessment. Trimester average grades are the **only** grades that count for course credit or failure.

HONOR ROLL

Honor roll listings are determined for 1st, 2nd, and 3rd trimesters. The Honor Roll ranking is based on current course earnings.

1st HONOR ROLL

-Straight A's

2nd HONOR ROLL

- B average (3.0) only A's and B's

TEXTBOOKS/ COMPUTER DEVICE AND CLASS MATERIALS

All textbooks and supplies, with the exception of calculators will be provided by the school upon payment of the middle school supply fee. It is the student's responsibility to request a replenishment of school supplies from their homeroom teacher, as needed. All textbooks will be rented by the student to use during the course. It is the student's responsibility to return that book to the teacher upon the completion of the course in the condition it was given. Failure to return the book that was issued will result in the student being charged for the textbook.

It is mandatory that all students come prepared to each class with the necessary books, materials and computer device.

HOMEWORK/ASSESSMENT MAKE-UP POLICY

This homework/assessment make-up policy sets a minimum standard for requirements. Departments can set a more stringent policy with statements included in their course syllabus.

All homework is due on the assigned day.

- Homework assignments announced prior to an absence are due on the day of return.

- Homework assignments and assessments announced during an absence are due dependent on the length of the absence.
- **It is the student's responsibility to request assignments from each teacher after every absence and schedule a time to make up assessments.**
- All students are required to take final assessments on the assigned date/time. Any student who is absent from the final exam must make prior arrangements with the content teacher and administrator or produce a doctor's note in order to make up any missed final assessment(s). Please remember to call the attendance office.
- All late homework must be turned in by the end of the content unit. Student work will not be accepted after the unit assessment. It is the student's responsibility to get their homework in consistently and on time.
- Each department will specify their own reassessment policy within their course syllabus.

Section 2: General Information and Policies

CAMPUS AND BUILDING POLICIES

Boundaries

St. Benedict Preparatory School campus includes the streets that surround the building: *Belle Plaine*, *Hamilton*, *Grace*, and *Oakley* for enforcement of handbook policies. All violations include this **area** of the campus. Stella's Restaurant and Walgreens and alley on the way to Walgreens are also included in this area.

Hours of Operation

- Students may enter the building at 7:00 am. All students must enter through the main entrance and be in their homeroom before 8:00 am or they will be considered tardy.
- All students that enter the building prior to 7:40 am will wait in the foyer unless they have made prior arrangements with a teacher to meet.
- No student may leave the building during the day without the written consent of a parent or guardian and the authorization of the Administration. This applies to students that arrive at school and leave prior to the 8:00 am bell.
- Students may only exit at appropriate times from the Main Entrance. No student may be in the main building entrance foyer or the gym lobby foyer after 3:30 pm (Tuesdays after 2:30 pm) unless under direct supervision of a teacher, moderator, or coach. If a student needs to remain in the building because of a practice, a meeting, or a ride home, the student will be required to attend After Care and be picked up at the 3911 N. Bell entrance.
- At no time are non- St. Benedict Preparatory School students allowed in the building unless they are present for a supervised school event or they have checked in at the school office.
- At no time should students open an exterior campus door to allow anyone into the building, everyone must enter through one of the main offices.

Meetings

The Administration reserves the right to determine place, time, structure, and content of all meetings and those to be in attendance.

Office Information

When classes are in session, the school's offices are open from 7:30 am until 3:30 pm, Monday through Friday.

The school does not follow the practice of relaying phone messages to students during the school day. During summer the school's offices are open from 8:00am until 12:00 pm, Monday through Thursday. During the school day, students and parents will have access to Administration, per previous appointment. Students should check with the school secretary to schedule an appointment.

After School Building Access

In an effort to strengthen our school safety and ensure all students are supervised after school please follow the guidelines regarding where students may go after school.

Starting 2017-2018, this is for grades 6th, 7th and 8th:

All students must be out of the foyers by 3:30 pm. Students may be in After Care. Students must always exit/be picked up from 3911 N. Bell after 3:30 pm. Any middle school student remaining at school after 3:30, must report to aftercare if they are not in a club. There is a \$20/day/student charge for using extended care. All students must be picked up by 6:00 pm or a per minute fee will be charged to the student's account.

After Care:

- Monday, Wednesday, Thursday, Friday from 3:30-6:00 pm
- Tuesdays from 2:30-6:00 pm

REGISTRATION FOR CURRENT STUDENTS

Finalization of registration for the next school year will not be permitted for any student who has not satisfied all financial obligations.

Students' schedules are subject to change based on course availability, offerings, and enrollment: much depends upon the data obtained from the summary of course selections, the number of class sections, and the number of teachers to staff those courses.

TUITION AND FEES

Registration

A \$200 non-refundable fee is charged when registering for the next school year.

Tuition

Please refer to this year's published tuition and fees schedule found on our website at www.sbbs.stbenedict.com

Athletic Fees and Policies

To help defray the cost of the sports programs, a fee is charged for each season. Students MAY NOT PLAY until the season fee is paid in full.

Insufficient Funds for all Payments

A \$30.00 fee is charged for any check returned for insufficient funds.

Payment Structure

We offer one payment, two payment, or an 11 payment plan from July 2017 through May 2018. Payments are automatically withdrawn from your banking account through the FACTS tuition management program.

Exclusion

The Business Office of St. Benedict Preparatory School is empowered to issue formal school exclusion to students whose accounts are past due. Students will be sent home if tuition is deficient after two weeks of the tuition payment due date. Students will not be permitted to return until tuition is up to date. Students may not take trimester assessments until all tuition and fees are current. Students may not be able to participate in graduation activities or receive their diploma until all monies owed the school are paid in full. This applies to tuition, fees, fines and other monies owed the school.

Refund Policy

If a student leaves during the school year, the student will be charged for the complete trimester currently enrolled.

FINANCIAL ASSISTANCE

Students coming from families who are in financial need may apply to participate in the St. Benedict Preparatory School Financial Aid Program. There are limited funds available each year to assist students from needy families. Students must secure an application, complete the form, and submit it to the school. The school will analyze the financial aid application form and award the amount of discount to the family.

STUDENT RECORDS

St. Benedict Preparatory School maintains two types of records on each student. The permanent record includes a minimum of personal information including the student's name, birthdate, birthplace, parents' names, and addresses. Also included in the student's academic record are grades achieved and any aptitude or achievement test scores, attendance record, awards and honors received, any involvement in school sponsored organizations, and completed service hours. The temporary record includes health records, accident reports, teacher's anecdotal records, disciplinary actions, and guidance reports. The temporary record is discarded once the student has left St. Benedict Preparatory School. Our policy on access of records is as follows:

- Parents have the right to inspect and/or copy all records.
- Students have the right to inspect and/or copy their permanent record.
- School personnel may be present to interpret information regarding school records.
- All requests to inspect and/or copy student school records will be honored within 72 hours.

The school will charge a fee of **\$5.00** for each record copied.

These guidelines do not limit the confidentiality of communications, which are protected by law and are given in confidence to a counselor or authorized school personnel by a student, parents, or any party.

School records and information contained in them shall not be released or disclosed to unauthorized persons.

However, they may be released:

- to official representatives of the high school to which the student is applying/ registering on written request of either the school or parent.
- to persons for research purpose provided that the student or parent cannot be identified.
- in response to a court order provided that the parents may be notified in writing and given a copy of the records released. Parents may request to see the records before they are released.
- To any person specifically required by law, provided that the person presents appropriate identification and the copy of the statute authorizing such access.
- in cases of emergency, to the appropriate persons when the information is necessary to the health and/or safety of the student or other persons, provided that the persons are informed as soon as possible about such releases.

Written records of any release of information shall be kept as part of the student record. Such reports will consist of any consent forms and the name and the position of the person requesting the information as well as the purpose, the date, and the name of the person releasing the information.

HEALTH RECORDS

In accordance with Illinois State law, all students of St. Benedict Preparatory School are required to present to the school a record of a complete physical examination that provides accurate and current immunization information and an eye examination. **Accurate medical emergency cards must be on file for each student by the first day of school. Students will not start school until all records are submitted.**

TRANSCRIPTS AND DIPLOMAS

Transcripts and diplomas are issued only after all financial obligations have been satisfied. A fee of **\$5.00** is charged for each transcript requested by graduates. A signed release form or letter from parents or guardians must accompany the request of transferring students before a transcript will be mailed.

STUDENT ACTIVITIES

Extracurricular participation is a privilege. Along with this privilege comes a responsibility. The following guidelines apply to all students involved in extracurricular activities.

- Each participant must maintain passing grades in classes each week. If the student is not passing, he/she may be suspended from practice, competition, meetings, and/or performances until such progress has been made.
- Please make sure to check the BUZZ for up to date list of current clubs and activities.

ATHLETIC ELIGIBILITY RULES

- Students involved in school-sponsored athletic activities must meet the participation guidelines published in the St. Benedict Athletic Handbook as well as the Office of Catholic Schools Guidelines.
- Each student who wants to participate in any sport must have a record of a recent physical examination valid for one year on file in the Nurse's Office before being allowed to try-out for a team. This one-year examination must be valid until the end of the season.
- Each student representing St. Benedict Preparatory School in athletics and participating in student clubs must demonstrate behavior that is becoming of a St. Benedict student and be in compliance with expectations for positive behavior and social interactions.
- See SBPS Athletic Handbook for more information.

STUDENT SERVICES

Cafeteria

Students may either bring their own lunch to school or purchase their lunch in the cafeteria. Both hot and cold lunches are available on a daily basis.

VENTRA CARDS

Students will have the opportunity to purchase a student VENTRA Card at a cost set by the CTA. This bus pass will allow the student to ride to and from school on the CTA at a reduced rate.

Guidance and Counseling

St. Benedict Preparatory School has a guidance counselor available to help students understand their abilities, aptitudes, and interests so that they can make appropriate choices toward citizenship in school and society.

The various services from this department include the following: Parent information, academic counseling, personal/social counseling, standardized test interpretation, high school selection process, and group counseling. Students and their families may make appointments with the guidance counselor for individual conferences and are invited to browse through catalogues, brochures, and announcements in the office.

Medication

Students taking medication during the school day must follow the Archdiocesan medication policy. A medication authorization release form needs to be signed by the attending physician as well as parents before medication is taken. Parents may contact the school nurse for more information.

Student Identification Cards (IDs)

All students receive IDs the first week of school. All ID's must be attached to a lanyard and worn at all times during the school day. No ID alterations or exchanging of IDs with other students will be permitted.

- All students receive photo IDs and a house lanyard on which to wear them in the first weeks of the school year.
- Students must wear their IDs on their lanyard around their neck at all times in the school building.
- A \$8.00 fee is required to obtain a new lanyard.
- Any student using someone else's ID or giving his/her ID card for someone else's use is subject to additional penalties.

SECTION 3: Campus Ministry

St. Benedict Preparatory School's vision of ministry is guided through the tradition of St. Benedict and inspired by the Holy Spirit, faculty, and parish staff. The Campus Ministry department is committed to providing students with programs where they can demonstrate compassion for their neighbor, encounter the Living God through ritual, prayer and service work, and find friendship with God through Jesus Christ.

RETREATS

St. Benedict students will have the opportunity to reflect on their spiritual formation through various mandatory retreats. Retreats are vital components that shape and strengthen our life of prayer, worship and to respond to Christ's call to serve others.

SERVICE

St. Benedict is a place where students become seekers of social justice, thus service opportunities will be embedded within the student's curriculum across departments. St. Benedict students will be encouraged to undertake service work at school-approved locations. Service is an opportunity to build relationships directly with communities who are in need. The true gift of service is found in the new found relationship forged by God's love. Ideally, this will root our students in a lifelong commitment of service, justice and faith.

SECTION 4: STUDENT CONDUCT

THE BEHAVIOR MANAGEMENT PHILOSOPHY

St. Benedict Preparatory School affirms the fact that we are all children of God and human beings. We are a forgiving community committed to the growth and development of our students. The consequence system in place at St. Benedict is designed to help students reflect and grow following errors and/or mistakes in judgment. The St. Benedict Preparatory School faculty, staff, and students hold strongly to the tenets of the

Catholic doctrine.

Since the goal of the St. Benedict Preparatory School discipline code is to encourage positive behaviors in students, it includes the following features:

- **A system comprised of clear rewards and consequences.** To help students develop strong values, we do more than just punish their mistakes. With a system of merits, students can learn that good actions have positive consequences. Students learn more than just how to follow rules; they learn the value of being a responsible citizen in their community.
- **A system that allows in-depth attention to individual students.** We track the patterns of behavior (both positive and negative) for each student. This information is used to give more individual attention to discipline problems and tendencies.

THE MERIT SYSTEM

Each faculty and staff member is given a number of Merit cards each week. These cards can be awarded to students throughout the school day for an act that exemplifies our school's mission in one of five categories: Excel, Challenge, Create, Honor, Serve. When a student receives a Merit card s/he turns it into the main office which registers a point toward the house system and the student is then entered into a weekly raffle for various prizes. This system motivates students to do good deeds and promote house system spirit.

THE DISCIPLINE SYSTEM

The Administration reserves the right to adjust these policies throughout the year.

Tardy Policy

When students are tardy to school in the morning, they will receive a tardy slip to give to their teacher. When students arrive to class after 8:00 am, the student will be sent to the office to receive a tardy. At the first tardy, the student will receive a warning. Second tardy, an email will be sent home notifying of the second warning. Upon the third tardy, a 7am detention will be issued for the following Wednesday. For each subsequent tardy, another 7am detention will be issued. The tardies will restart at zero upon the start of a new trimester. Administration reserves the right to decide alternative consequences for excessive tardies accrued.

DETENTION STRUCTURE

Detentions will be served throughout the week. Students will be given one day notice.

Detentions may be assigned for the following times:

Monday-Friday	Wednesday Morning	Saturday
MS Recess and/or Lunch (30-60 Minutes)	7:00am - 7:30am (30 minutes)	7:30am - 12:30pm

**Students with excessive violations may be assigned an in school suspension, out of school suspension, or a Saturday detention*

LEVEL A:

Minimum of one 30-minute detention during lunch.

A-1 Dress Code Violation

A-2 Frequent recurrence of lack of materials to be prepared for class (books, device, charger, writing utensil, P.E. uniform, etc.)

A-3 Non-Classroom Misconduct (Hallway, Cafeteria, Bathroom, Foyers, Lockers, etc.)

- A-4 Food/Drink outside Cafeteria (including gum)
- A-5 Littering
- A-6 Rough Housing / Play Fighting
- A-7 Failure to Serve Detention or Failure to have Detention Slip Signed by Parent/ Guardian
- A-8 Missing Detention

LEVEL B:

Minimum of one 60-minute detention during recess and lunch.

- B-1 Possession of Prohibited Items (laser pens, headphones on, cell phones/music device in hallways, etc.)
- B-2 Profane Language
- B-3 Violation of Classroom Rules
- B-4 Disrespect Towards Classmates/Students
- B-5 Inappropriate Display of Affection

LEVEL C:

Minimum of two 60-minute detentions during recess and lunch.

- C-1 Refusal to Surrender Prohibited Item
- C-2 Use of a Cellular Phone in the Building from 8:00 am - 3:15 pm
- C-3 Disrespect Towards Faculty/Staff
- C-4 Off Campus Behavior Reflecting Negatively on St. Benedict
- C-5 Disrespect in Church (sleeping, chatting, use of phone, gum chewing, etc)

Please note that excessive Level A-C violations can carry additional consequences and a combination of several different behavior modification approaches as deemed appropriate by the Administration **which can include an in-school suspension.**

LEVEL D:

These violations are dealt with on a case by case basis by the administration and will lead to detention(s), saturday detention, suspension or expulsion.

- Academic Dishonesty: cheating, plagiarism, copying
- Violation of Computer Policy
- Harassment or Discrimination
- Bullying
- Theft
- Fighting
- Lying to Faculty
- Vandalism
- Smoking While on Campus or in Uniform
- Cutting Advisory, Homeroom, academy lab, or any classes
- Use of Profanity toward Faculty or Staff
- Gang Activity
- Weapons Possession
- Use, Possession, or Distribution of Controlled Substance
- Other dangerous or criminal actions not specified

VIOLATION DESCRIPTIONS:

A-1 Dress Code Violation

This is any violation of the dress code throughout the school day, including not being in Mass Uniform on a scheduled Mass day and not wearing/ displaying the student ID card. Please see the dress code section in the handbook for the rules pertaining to dress code. Should a student win an Out of Uniform day, they may not use it on a Mass day and must carry their pass, signed and dated by homeroom teacher, with them at all times and be appropriately dressed.

Bag or Purse use during the School Day

Students may use book bags to transport school materials between home and their school locker. Once in the building, all book bags or similar items must remain in the designated school locker until the student is leaving the building to go home. Purses about the size of pencil case in length and computer bags no larger than necessary for the computer contained may be used during the school day.

A-2 Frequent Recurrence of Lack of Materials to be Prepared for Class

All students are to bring all required books, devices, chargers, writing utensils, P.E uniform and all other required materials to class. All materials should be collected *before class* from student lockers. Excessive lack of preparedness will result in detention(s).

A-3 Non-Classroom (Hallway/Cafeteria/Foyer/Bathroom/ Lockers) Misconduct

All students are to exhibit proper behavior at all times while in the school building including before and/or after school. Proper behavior should be exhibited in the foyers. Beyond behaviors specifically prohibited elsewhere in this code of conduct, improper behavior also includes but is not limited to:

- Shouting or yelling
- Running
- Leaving books or clothing on the floor by lockers
- Faking injury
- Spitting

Leaving Cafeteria or Classroom without a Pass during Period

If in the event a student must leave the cafeteria/classroom s/he must have permission to leave from the supervising teacher and receive a pass.

Locker Policy

- Each student will be assigned one locker and must use only the locker issued to him/her.
- Students may use only the combination locks that are purchased from the school. If they need to purchase an accommodation lock, student must provide the combination to their homeroom teacher.
- Since St. Benedict Preparatory School owns all school lockers, the school reserves the right to examine lockers.
- Students are urged not to reveal their lock combinations to any other student.
- Lockers must be locked at all times.
- If a student forgets his/her combination, s/he must ask their homeroom teacher for the combination.

A-4 Food/Drink Outside of Cafeteria

The cafeteria is the only area where students are allowed to eat and consume beverages, other than water,

during school hours. Carrying food or drinks out of the cafeteria incurs a detention. The food or drink will be taken away from the student and disposed of. Students chewing gum will also incur a detention.

A-5 Littering

All members of the St. Benedict Preparatory School community are responsible for keeping our environment clean, healthy, and safe. Trash receptacles are plentiful. Use them!

A-6 Rough-housing / Play Fighting

St. Benedict Preparatory School does everything possible to maintain a safe school climate where students are free from the threat of violence. While participants in rough-housing may view it as play, those around them may not share that interpretation. Additionally, participants and nonparticipants alike can be injured just as seriously by accident as by intention.

A-7 Failure to have Detention Slip Signed by Parent/Guardian.

All detention slips must be signed by a parent or guardian and must be turned in at the time the detention is served.

A-8 Failure to Serve Detention

Students are expected to attend detention on the day they are assigned. If a student is absent and unexcused on the day of a scheduled detention, the student will be assigned another detention. If there are 3 missed detentions in a trimester, that student will be placed on a student contract.

B-1 Possession of Prohibited Items

Cell phones must be locked in lockers and turned off during the school day. Cell phones may be used in the small lobby near the main entrance after the finish of the school day.

- Upon entering the school, all electronic devices unless used for classroom work should not be visible and then should be secured in the locker for the duration of the school day. If visible during the school day, they may be confiscated for the remainder of the school day in addition to a detention.
- Laser Pointers are not allowed on campus at any time and will be confiscated on sight.
- Headphones and earphones may only be used with permission of supervising teachers and may only be connected to a desktop, laptop, or tablet computer.
- Other prohibited items are: illegal drugs, weapons of any kind, alcoholic beverages, tobacco products, lighters, fireworks of any kind, permanent markers, chewing gum, excessive or inappropriate jewelry, profane or inappropriate writings, magazines, clothing.

B-2 Profane Language

Inappropriate, vulgar, or lewd language is unacceptable. Sexually over/under-toned language and gestures are not allowed.

B-3 Violation of Classroom Rules and Expectations

All teachers and departments have unique sets of classroom rules and expectations outlined in their respective syllabi. Students are expected to follow all rules provided by teachers. Insubordination is defined as refusal to comply with reasonable rules and regulations or refusal to obey reasonable directions or instructions of any school personnel.

B-4 Disrespect Towards Classmate/Students

Disrespect includes, but is not limited to, verbal abuse, obscene gestures, the use of profanity or belligerent behavior directed toward any other student. Included in this is disrespect through computer sites such as but

not limited to Facebook, Instagram, SnapChat, YouTube, and others.

B-5 Inappropriate Display of Affection

Signs of physical affection or sexual conduct are never permitted in the building or on the campus.

C-1 Refusal to Surrender Prohibited Item

If a student does not comply to a teacher or staff member's request to confiscate a prohibited item, a detention will be incurred.

C-2 Use of a Cellular Phone/Tablet/MP3 Player in the Building between 8:00 am and 3:15 pm

If anyone should need to get in touch with a student during the actual school day, a call to the main office is the only acceptable means of doing so. Similarly, if a student needs to get in touch with someone off campus, a school phone will be made available. The use of a cell phone for any reason—calling, texting, listening to music; checking the time, the weather, the news; whatever—is prohibited during school hours. Communication apps that allow texting such as iMessage, WhatsApp, Gchat are not allowed to be used during the school day.

C-3 Disrespect Towards Faculty/Staff

Disrespect includes, but is not limited to, verbal abuse, obscene gestures, the use of profanity or belligerent behavior directed toward any of our faculty/staff.. Included in this is disrespect through computer sites such as but not limited to Facebook, Instagram, SnapChat, YouTube, and others.

C-4 Off-campus Behavior Reflecting Negatively on St. Benedict Preparatory School

Students who damage the good name and reputation of St. Benedict Preparatory School by action in or out of the school have committed a serious infraction of this code. Depending on the severity of the offense, the consequences of conduct which does not reflect the values and standards of St. Benedict Preparatory School may include denial of certain privileges, such as: participation in the Graduation Ceremony, holding any office in school organizations, and/or any involvement in extracurricular activities. Any public media such as blogging and/or web creation that uses the name of the school or names of staff or students in a negative light is strictly prohibited. This judgment is at the discretion of the Administration.

C-5 Disrespect in Church

Disrespectful church behavior includes, but is not limited to: sleeping, chatting, use of phone, and gum chewing.

Level D:

The following infractions will result in a meeting with the Head of School and disciplinary action:

D-1 Academic Dishonesty

Academic dishonesty is:

- forgery or representing someone else's work as your own.
- permitting or assisting another to present your work as their own.
- making use of unauthorized resources or materials (plagiarism).
- altering grades, grade assignments, answers.

D-2 Violation of Acceptable Use Policy (for technology)

Please refer to the St. Benedict Preparatory School's Acceptable Use Policy on the school website. .

D-3 Harassment

Please refer to the St. Benedict Preparatory School's full Bullying Policy in section one of the SBPS school handbook.

D-4 Bullying

Please refer to the St. Benedict Preparatory School's full Bullying Policy in section one of the SBPS school handbook.

D-5 Theft/Vandalism/Destruction of School Property

- Stealing/vandalism will result in suspension, payment for the theft and/or vandalism, and/or expulsion. The police will be contacted.
- "Dry-marking"/permanent marker pens and tagging tools are not permitted in school. Defacing school property may require restitution in the form of paying for damages.
- Damage or theft of computer equipment will result in serious penalties and possible expulsion.

D-6 Fighting

Students who engage in fighting on campus incur immediate suspension. Before a student returns from his/her suspension a conference must be occur with parent or guardian and Head of School (note: other members of the faculty. and staff may be present). A serious fight or repeated fighting is cause for expulsion.

D-7 Lying to a Faculty/Staff Member

Each Student is expected to be truthful in his/her contacts with all members of the St. Benedict Preparatory School community especially Administration, faculty, and staff members. For this reason any student who exercises dishonesty toward a member of the Administration, faculty, or staff by any means of lying, deliberate withholding of information, or other form of deception will result in disciplinary action.

OTHER SERIOUS INFRACTIONS

Student Being in an Unsupervised Area without Explicit Permission /Skipping Class

Students are expected to avoid lingering in areas that are unsupervised such as empty classrooms, stairwells, the gym, the chapel and so forth.

Gang Activity

Participation in gang or gang-related activity is strictly prohibited. Visible representations (i.e. graffiti, tagging, etc.) of gang affiliation/involvement on lockers, personal possessions, clothing, or school materials are likewise prohibited. Anyone suspected of participating in gang or gang-related activity will likely be dismissed. St. Benedict Preparatory School reserves the right to seek counsel from and act in conjunction with the Gang Crimes Unit and the Chicago Police Department pertaining to the status of a student's suspected gang activity/involvement.

Weapons Possession

Weapons of any nature (look-a-likes included) are strictly forbidden in any school building at any time. Any violation will likely result in confiscation and other penalties determined by the school. A weapon will be defined as any instrument that can be used to bring harm to another person.

Use, Possession, or Distribution of a Controlled Substance

Any student under the influence of, in possession of, found in use of, or selling alcohol, narcotics, or any other controlled substance during the school day, at a school sponsored activity, on the St. Benedict Preparatory School campus, or off campus is subject to dismissal from St. Benedict Preparatory School. Any student

suspected of drug use can be required to take a drug screen at the expense of the family. Results must be shown to the Administration. Once the Administration has determined that a drug screen is necessary the family has **one day** to make an appointment and be screened for the test results. The Administration must be shown the results as soon as possible. Any St. Benedict Preparatory School student found on any public medium or otherwise (i.e. pictures, blogs, etc.) to have been holding alcohol or other illegal narcotics will incur penalties by the Administration. Any student found giving away, distributing, and/or selling any of the substances prohibited above may be dismissed immediately.

The school has assumed the responsibility for, and, therefore, has jurisdiction over the behavior of students at any school-related and/or school-sponsored events on or off campus. The school will also hold accountable students whose actions at any time jeopardize the good name of St. Benedict Preparatory School.

Other Dangerous or Criminal Actions Including but not Limited to:

- Gambling
- Allowing someone else to use your lunch card or using someone else's lunch card
- Issuing a false alarm, calling 911 falsely or calling a bomb threat

DETENTIONS, SUSPENSIONS, & DISMISSALS

The Administration reserves the right to decide each case on an individual basis.

In cases of excessive detentions and suspensions, a student may be placed on a behavior contract.

The Head of Middle School will meet with the middle school homeroom team and counselor to review the behavior incidents and propose a behavior contract and plan, including the recommended dismissal of the student from the school. The Head of Middle School, with correspondence with the Head of Parish School, will make the final decision after considering the recommendation of the middle school homeroom team and counselor. In certain circumstances once a contract is violated, the student can be dismissed without remediation.

Detention:

- Students must attend their assigned detention and bring with them their original detention slip signed by a parent or guardian.
- Detentions take precedence over all other activities.
- Only the Head of Parish School and/or the Head of Middle School has the authority to reschedule a detention.
- Detentions CANNOT be served concurrently with study sessions, tutoring, work study, or teacher conferences. Detentions can only be served in the designated detention area.
- Students observe silence in the detention room. Detention is not a study hall and will not be used for that purpose.
- Students will complete work designated by the Saturday detention monitor. If work is not completed to the satisfaction of the detention monitor, the student may receive additional detentions.

Suspension:

- The student's parent(s)/guardian(s) must meet with the Head of Middle School prior to the student's return to classes following a suspension.
- The suspended student may not participate in or attend SBPS social events or extra-curricular activities until the suspension is lifted.
- The suspended student is responsible for making up any missed class work or assessments from the time of their suspension.

Dismissal:

When a student is dismissed, the student is not allowed to return to campus without a scheduled appointment. A student who has been dismissed is not allowed on campus for extra-curricular activities (i.e., dances, athletic events, etc.). Any student who has been dismissed will not be allowed re-admittance to St. Benedict Preparatory School. If the dismissed student should be on the school campus without administrative permission, that student will be considered as trespassing.

ATTENDANCE POLICIES

Absenteeism

- **To report illness or absence, parents/guardians must call the school at (773) 509-3818 or (773) 539-0066, ext 1251 before 9:00 a.m.**
- Any absence not confirmed by a telephone call by 9:00 a.m. will be considered an unexcused absence. Students that acquire 3 unexcused /excused absences within in a trimester for any class will have a letter/email sent to the parents and may incur a meeting with the parents and Administration. Students that acquire 6 unexcused /excused absences within a trimester will be placed on a Remediation Plan. Failure to comply with the plan may result in the expulsion of the student from SBPS.
- A note from a parent/guardian must be in the school office before the student attends his/her first class. Failure to return with the note will result in the student's absence to be considered a truancy.
- Students who are absent from school or who miss part of the school day may not be present at or participate in any after school activity without permission from the Administration.
- Each day of school missed is considered an absence and is marked as such. An absence for more than one consecutive day will be counted as only one absence if the student returns with a doctor's note verifying the illness and treatment. Exceptions to the policy will be extended for chronic illness, required pre--admission days at a high school, funerals, and mandated court appointments with proof of attendance. In these cases students will be able to make up work missed, according to department and/or individual teacher's policies.

Anticipated Early Dismissal

Parents requesting early dismissal need to submit a note at least 24 hours in advance of the early dismissal and call the school the day of the early dismissal to verify the note and the time of departure.

Illness

- The student reports to the Nurse's Office if he/she becomes ill during the school day. Students are not to call home prior to seeing the nurse. If a student goes to the nurse's office and she is unavailable the student is to sign the sheet on the nurse's door and report to the main office.
- The nurse's office will determine if the student needs to be sent home.
- The nurse calls a parent/guardian for permission for the student to leave school.
- The parent or emergency contact must come to pick up a student and sign out in the main office. This is contingent on the nurse's assessment of the illness and the availability of appropriate supervision.
- The Administration reserves the right to determine if a student is capable of attending and if he/she is physically capable of returning after a long illness.
- Students leaving school before 12:00 noon will receive a half--day absence.
- Students who leave school during the day due to illness will not be permitted to participate in any after school activities.

Vacation or Leave

- Students are expected to take vacations during vacation times scheduled on the school calendar.

- Parents/guardians who plan to take students out of school for an extended amount of time must submit written notification indicating times and dates of the absence including parental signature(s) prior to the vacation or leave.
- St. Benedict Preparatory School does not condone absences due to family vacations, sports tournaments or anything unrelated to the school community. Teachers are not required to provide tests, quizzes, or assignments ahead of time or create special make-up work for students who miss school because of family vacation.

OTHER POLICIES

Dances

A student's discipline report will be taken into consideration to determine eligibility to participate in school activities.

- While outside of school hours, students' behavior is expected to represent SBPS in a respectful and appropriate way. The dance sponsor designates the dress code prior to the dance. Students whose dress is deemed immodest and/or inappropriate may not be admitted or be asked to leave the dance.
- All rules pertaining to student conduct while in school are effective at dances. Anyone suspected of drinking, using drugs or being involved in gang-related activity will not be admitted and/or will be dismissed. Action will be taken by the Administration.
- Students must arrive no later than 1 hour after the start of the dance – unless permission was given by the administration prior to the dance and anyone who leaves after being admitted to the dance will not be readmitted.
- Students must be picked up by a pre-approved parent or guardian per the information provided on the permission slip..
- Chaperones reserve the right to define and enforce appropriate dancing.

Extracurricular Activities

Extracurricular activities refer to those events, which occur under the school's sponsorship outside of the regular school day. Unless otherwise specified by the Administration, all school guidelines apply to extracurricular activities. Inappropriate or immodest style of appearance will prohibit a student from participating in the event.

Transportation To and From School-Sponsored Activities

Any activity for which the school provides transportation obligates students participating in the activity to use the transportation provided. Failure to comply will invoke school penalties. School rules and policies govern student behavior on buses/school transportation.

SECTION 6: UNIFORM DRESS CODE: GRADES 6-8

ALL UNIFORM CLOTHING TO BE PURCHASED FROM LANDS' END.

Preferred School Number: 900079146

ST. BENEDICT PREPARATORY SCHOOL DRESS UNIFORM FOR 6-8

All students must own at least one "dress" uniform for school events.

Boys Dress Uniform Options:

- White SBPS embroidered long or short sleeve oxford with burgundy tie.

- Burgundy St. Benedict Preparatory School embroidered sweater (optional)
- Lands' End or the equivalent of khaki or navy pants (Jeans or cargo pants not permitted)

Girls Dress Uniform Options:

- White SBPS embroidered long or short sleeve oxford (burgundy tie optional)
- Burgundy St. Benedict Preparatory School embroidered sweater (optional)
- Gray and Burgundy Plaid Kilt or Lands' End or the equivalent of Khaki or Navy Pants

ST. BENEDICT PREPARATORY SCHOOL EVERYDAY UNIFORM FOR 6-8

Young Men/Boys Everyday Uniform Options:

Shirt Options:

- Burgundy or grey St. Benedict Preparatory School embroidered knit polo shirt
- White Oxford SBPS embroidered long or short sleeve shirt with burgundy tie

Sweater/Sweatshirt/ ¼ Zip Options:

- Burgundy St. Benedict Preparatory School embroidered Cardigan
- Burgundy St. Benedict Preparatory School embroidered V-neck vest
- Burgundy St. Benedict Preparatory School embroidered Pullover sweater
- Navy Blue Sportcoat

Fleece Options: MUST BE WORN WITH A UNIFORM SHIRT

- Burgundy St. Benedict Preparatory School embroidered fleece vest
- Burgundy or Grey St. Benedict Preparatory School embroidered fleece jacket
- ¼ Zip or Crew Neck Sweatshirt ordered from the school's Spirit wear website

Pants:

- MUST be worn with a black or brown belt.
- Lands' End or the equivalent of khaki pants (*GRADES 6-8 MAY WEAR NAVY PANTS*)
- No Khaki color jeans/cargo pants are allowed

Shorts:

- May be worn from beginning of school to October 15th and April 15th to end of school only
- Lands' End or the equivalent of khaki or navy shorts

Shoes:

- Black or brown shoes
- When wearing shorts, student may wear predominately white gym shoes.
- No Gym Shoes except for warm weather uniform.
- NO sandals, flip flops, boots, high tops, slipper style, open toe, or open back shoes
- Socks must be worn

Young Women/Girls Everyday Uniform Options:

Shirt Options:

- Burgundy or grey St. Benedict Preparatory School embroidered knit polo shirt
- White Oxford SBPS embroidered long or short sleeve shirt (burgundy tie optional)

Sweater/sweatshirt/1/4 zip/Jacket Options:

- Burgundy St. Benedict Preparatory School embroidered Cardigan
- Burgundy St. Benedict Preparatory School embroidered V-neck vest
- Burgundy St. Benedict Preparatory School embroidered pullover sweater
- Navy Blue Sports Coat

Fleece Options: MUST BE WORN WITH A UNIFORM SHIRT

- Burgundy St. Benedict Preparatory School embroidered fleece vest
- Burgundy or Grey St. Benedict Preparatory School embroidered fleece jacket
- ¼ Zip or Crew Neck Sweatshirt ordered from the school's Spirit wear website

Skirts/Pants:

- Gray and Burgundy Plaid Kilt
- Lands' End Khaki skirt
- Skirts MAY NOT be worn with a belt
- Lands' End or equivalent khaki pants. (*GRADES 6-8 MAY WEAR NAVY PANTS*)
- No Khaki color jeans are allowed
- Pants MUST be worn with a black or brown belt

Shorts:

- May be worn from opening day to October 15th and April 15 to end of school only
- Lands' End or equivalent of khaki or navy shorts

Shoes/socks:

- Black or brown shoes
- When wearing shorts, student may wear predominately white gym shoes.
- No Gym Shoes except for warm weather uniform.
- NO sandals, flip flops, boots, high tops, slipper style, open toe, or open back shoes
- Socks must be worn

GYM UNIFORM FOR ALL STUDENTS 6-8 available from Lands End

Students must wear their regular uniform to school, even on days they have PE. The PE uniform is to be worn during PE class only.

- Maroon shorts or sweatpants
- Maroon sweatshirt (may also be worn on spirit days)
- Gym T-shirt (long and short sleeve option)
- Predominately white gym shoes

SPIRIT DAYS

On special dress code days, known as spirit days, students are to wear the following items.

- Jeans in good repair, free from holes on any part of the clothing item or other modest style pants
- Any Bengal wear purchased online from the spirit store.
- St Benedict Sweatpants
- In-season sports jerseys if the team coach permits (Everyday uniform must be worn underneath)
- Gym shoes or other appropriate shoe item. NO flip flops, sandals, shower shoes, boots, high heels, slipper style, open toe, or open back shoes.
- Uniform shirts, pants, and shoes.
- Pajama bottoms are NOT allowed.
- Only St. Benedict Preparatory School hooded sweatshirts may be worn during the school day. NO OTHER HOODED SWEATSHIRTS may be worn in school during class time. HOODS MUST BE DOWN AT ALL TIMES IN THE SCHOOL BUILDING.

ADDITIONAL GUIDELINES FOR ALL STUDENTS

- No jewelry should be worn around the neck except for crosses and small necklaces.
- Hair should be professional in appearance and in good taste. Also, it should avoid exaggerated styles/colors, (i.e., lines designs, two-tones), and not cause undue attention.
- Male students are to be clean shaven. If the student has multiple violations of not shaving, the student will be sent home and must return with parents.
- Hats and all headgear are not to be worn in the building AT ANY TIME.
- Students must dress in school uniforms during any school function on a school day. This includes retreats, field trips, pep rallies, or any school function not mentioned here unless otherwise excused.
- No female student should have more than 2 earrings in either ear.
- Piercing(s) are not permitted for male students. No other type of body piercing is allowed for females.
- No visible tattoos are allowed in school, at school-sponsored or sporting events.
- Belts may NOT be worn with skirts.
- Belts MUST be worn with pants (black or brown belts only).

DRESS CODE ON CAMPUS BEFORE SCHOOL OR WHEN SCHOOL DAY IS OVER:

- Students are expected to come to school dressed in proper uniform attire. They are not to get dressed at their locker in the morning.
- Clothing such as tank-tops, tee shirts, half-shirts, flannel shirts or sweatpants, pajama bottoms (plain or with designs), are not permitted.
- Clothing with pictures, sayings, numbers, or athletic teams is not permitted.
- Dresses with spaghetti straps or no straps, halter tops, low-cut, bare midriffs or sleeveless blouses are not permitted.
- Hats, gloves, or coats during school are not permitted. Any type of headgear is never permitted to be worn in the building.
- Military clothing, gang clothing or clothing containing insignias/writing, which could be interpreted as gang-related, may not be worn.
- Clothing with names of other schools may not be worn to or in school.
- Silver chains that extend from the belt loop and pockets are not allowed
- Stomachs are never to be seen during on out of dress code days. If the stomach is visible, detentions may be given.

Concussion Information

What is a concussion?

A complex pathophysiological process affecting the brain induced by traumatic biomechanical forces. Several common features that incorporate clinical, pathologic and biomechanical injury constructs that may be utilized in defining the nature of a concussive head injury include:

-Concussion may be caused either by a direct blow to the head, face, neck or elsewhere on the body with an “impulsive” force transmitted to the head.

-Concussion typically results in the rapid onset of short-lived impairment of neurologic function that resolves spontaneously.

-Concussion may result in neurologic changes, but the acute clinical symptoms largely reflect a functional disturbance rather than a structural injury.

-Concussion results in a graded set of clinical symptoms that may or may not involve loss of consciousness.

Resolution of the clinical and cognitive symptoms typically follows a sequential course. It is important to note that, in a small percentage of cases, post concussion symptoms may be prolonged.

-No abnormality on standard structural neuroimaging studies have been seen in concussion.

What are signs and Symptoms of a concussion?

A diagnosis of a concussion can include one or more of the following clinical domains:

headache, feeling in a fog, lack of concentration, memory loss, unstable, loss of consciousness, amnesia, loss of balance, irritability, acting abnormally for them, slowed reaction times, slower movements, sleep disturbances, drowsiness, slurred speech, double vision, dizziness, nausea, spots before eyes, sensitivity to light and sound

What should I do if my son or daughter has one or more of the above signs and symptoms?

-If they can rest comfortably and all signs and symptoms are stable, allow to continue rest or sleep.

-Call your physician to seek advice and for an appointment.

-Monitor the signs and symptoms for any change.

-Make comfortable.

-If condition becomes unstable or are unable to rest comfortably seek immediate medical assistance (emergency room).

Do Not's

- Use a computer
- Text message
- Play video games
- Wear headphones
- Stay in a bright place
- Give aspirin for any reason
- Watch television
- Stay in a loud area

Do's

- Allow to sleep
- Monitor symptoms
- Take to emergency room if symptoms worsen
- Allow to eat
- Make an appointment with your physician
- Keep hydrated

Take a student with concussion symptoms to the emergency Room if they are uncomfortable/restless. If you do not have a physician we can recommend a few that diagnose and treat concussions. For more information contact your school nurse or athletic trainer.

Middle School Schedules

2017-2018

4th Period SCHEDULE

	Middle School
4A	Recess
4B	Lunch
4C	Academic Lab

Regular Bell Schedule

Homeroom	8:00-8:10 (10)
Per 1	8:14 – 9:15 (61)
Per 2	9:19 – 10:20 (61)

Per 3	10:24 – 11:25 (61)
Per 4	11:29 – 1:05 (96)
A Recess	11:29 – 11:59 (30)
B Lunch	12:02 – 12:32 (30)

C Academic Lab	12:35 – 1:05 (30)
Per 5	1:09 – 2:10 (61)
Per 6	2:14 - 3:15 (61)

St. Benedict Preparatory School complies with all Archdiocesan policies and state mandates. This handbook constitutes a contract between St. Benedict Preparatory School and the student and parent(s)/guardian(s). The contract is for one year. St. Benedict Preparatory School reserves the right to turn away individuals who do not adhere to these policies, and reserves the right to accept/decline a student’s enrollment for the next term. Conduct unbecoming or unacceptable for a St. Benedict Preparatory School student, as determined by the Administration, constitutes sufficient reason for discontinuing a student’s enrollment. Statements made within this handbook are subject to amendment. The school will do its best to keep everyone informed of changes as they occur.

Tuesday Mass schedule

**Seminar: Prayer Buddies, AGORA,
House Time**

Homeroom	8:00 – 8:10 (10)
House Locations	8:10 - 8:25 (15)
Mass	8:30 – 9:25 (55)
Seminar	9:30 – 10:10 (40)
Per 1	10:14 - 10:42 (28)
Per 2	10:46 – 11:14 (28)
Per 3	11:18 – 11:46 (28)
Per 4	11:50 – 1:11 (81)
A Recess	11:50 – 12:15 (25)
B Lunch	12:18 - 12:43 (25)
C Academic Lab	12:46 – 1:11 (25)
Per 5	1:11 - 1:43 (28)
Per 6	1:47 - 2:15 (28)