

**STUDENT HANDBOOK**

**2010-2011**



**Hill-Murray School**

*BUILDING CHARACTER. EXPECTING EXCELLENCE.*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_

**Welcome to Hill-Murray School!**

**HILL-MURRAY SCHOOL MISSION STATEMENT**

Hill-Murray's mission is to provide an excellent Benedictine Catholic middle and secondary education program for students of all faiths and races. Hill-Murray is committed to developing creative and responsible leaders for tomorrow's world who will provide effective moral leadership in their local and global communities. In preparation for this leadership role, Hill-Murray students will receive an education that encourages and promotes:

**C**hristian Values  
**L**ife-long Learning  
**A**cademic Excellence  
**S**piritual Growth  
**S**ocial Development

**OUR RICH TRADITION . . .**

Hill-Murray School was formed in 1971 as a coed high school with a rich heritage established 13 years earlier when the Sisters of St. Benedict opened the doors to Archbishop Murray Memorial High School, and a year later when the Christian Brothers at Hill High School welcomed their first students. When the schools merged, those rich traditions became the foundations at the center of a Hill-Murray education.

Current Hill-Murray students are today's beneficiaries of those traditions--excellence, a disciplined approach to study and learning, and, of course, an education and school environment rooted in our Benedictine values.

Merging two traditions, faculties, cocurricular programs . . . and two cultures was not always easy. In 1971 the doors opened to 1200 boys and girls. It was a transition marked by new friends, new schedules, crowded halls and cafeteria, and classes in the Monastery and at Hill. In athletic competition, the new school celebrated a state championship in hockey, a state tourney berth in wrestling, Central Catholic Conference championship in baseball, the best record ever for the

school's basketball team, and a CCC second place finish for the football Pioneers.

A new student council was organized, with new responsibilities, including the sponsorship of a "Get Together" dance to kick off the year. Three girls earned a spot on the tennis team, which had been all boys, and went on to become members of the "Lettermen's Club." The first "Omega" rolled off the press, the largest yearbook created in either of the former schools' histories. And the first prom was held at the Leamington Hotel in Minneapolis, with Jules Hermann and his orchestra as the featured entertainment. The Mothers Club also prepared a dawn breakfast for the party goers in the H-M cafeteria. Three band and choral concerts were held, and a tradition begun by Murray students--the Christmas party for Franklin Elementary students--became a part of the Hill-Murray tradition, still alive today. The Matchmaker, Oliver, and a homecoming victory over rival, Cretin, were also memorable events for the school's inaugural year.

That first year became the bedrock for Hill-Murray as it is today. New traditions blending the histories and cultures of both Hill and Archbishop Murray are still woven into the fabric of the Hill-Murray community. It is a fabric rich in its texture, so durable that it has stood the test of time. We still celebrate that richness, always relying on our Benedictine roots as the foundation of our community.

## **OUR BENEDICTINE VALUES**

At Hill-Murray every day both students and staff seek to live the Benedictine values that shape our lives as partners in the educational community. These are not empty words, but are the principles that guide every member of the community in their relationships with guests, with each other, with friends--and others who are not yet friends, in the classroom, on the playing fields, on the stage and in the halls. This is what we believe, and how we act.

### **Hospitality- openness to the other**

We strive to extend hospitality to each member of our community, especially to those new to our community and/or coming from other traditions. We seek to cultivate curricular and co-curricular ways to recognize the needs and call forth the talents and gifts of each person in our community.

### **Humility- knowledge of self in relation to God, others and creation**

By ourselves alone, none of us can learn what we most need to know or bring to completion what most needs to be done. We strive to engage the insights and expertise of a wide variety of persons in our educational mission so that each of us can discover what we are good at doing and what we need others' help to achieve.

**Stability- commitment to the daily life of this place, its heritage and tradition**

We seek to embed a vigorous exchange of ideas within the pattern of life on campus, recognizing the shared human standing of all. We believe that persevering together in the pursuit of wisdom builds strong and lasting relationships and makes remarkably powerful growth possible for all. We strive for balance in all aspects of life.

**Community Life- call to serve the common good**

We provide a tangible experience of community, deepened by curricular and co-curricular programs, making connections between the individual and the communal, the local and the global, the present and the past. We seek to cultivate a disposition of service to others in ever deeper and more expansive ways.

***Conversatio* - the way of formation and transformation**

We are committed to engage in practices that over a lifetime bring about conversion into the likeness of Christ and, in particular, Christ's giving of self for others. This transformation takes place slowly. It is tested in unexpected ways over one's lifetime. To become a reality, *conversatio* requires stability, discipline, faithfulness and resilience.

**Stewardship- responsible use of creation, culture and the arts**

We seek to foster awareness that we are part of a larger ecology. The environment – human as well as non-human – has been given by God for the sake of all. We encourage the sustainable use of resources and their just distribution. We strive to promote the study and practice of the arts, aware of their capacity to bring all to a deeper recognition of the nature and purpose of life itself.

**HILL-MURRAY SCHOOL PRAYER**

Loving God, we ask Your blessing  
on our Hill-Murray School community  
as we gather today in Your loving presence.

Send Your Spirit to help us  
create and nurture relationships that are healthy and holy, to commit  
ourselves to welcoming all guests as Christ, to value our educational  
mission, to listen with the ears of our heart, and to follow Jesus so that  
in all things, God may be glorified.

Amen.

**PRAYER OF ST. BENEDICT**

Gracious and holy Father,  
grant us the intellect to understand you,  
reason to discern you, diligence to seek you,  
wisdom to find you, a spirit to know you,  
a heart to meditate upon you.

May our ears hear you, may our eyes behold you,  
and may your tongues proclaim you.  
Give us the grace that our way of life may be pleasing to you,  
that we may have the patience to wait for you  
and the perseverance to look for you.

Grant us a perfect end – your holy presence,  
a blessed resurrection and life everlasting.  
We ask this through Jesus Christ our Lord.  
Amen.

**HILL-MURRAY SCHOOL SONG**

Hail the Pioneers to victory  
As they raise that score  
Fight you Pioneers to victory  
And we will win once more

Cheer the Pioneers to victory  
With faith and loyalty  
Stand and cheer and hail the mighty  
Pioneers to victory!  
P-I-O-N-E-E-R-S P-I-O-N-E-E-R-S  
Pioneers, Pioneers  
Rah, rah, rah, Pioneers!

## BELL SCHEDULES

### Regular Schedule

First Bell	7:25 AM
Homeroom	7:30-7:36
Period 1	7:41-8:27
Period 2	8:32-9:18
Period 3	9:23-10:09
Period 4	10:14-11:00
Period 5A	11:05-11:30
Period 5B	11:34-11:59
Period 5C	12:03-12:28
Period 6	12:33-1:19
Period 7	1:24-2:10
Dismissal	2:10

### Early Dismissal

First Bell	7:25 AM
Homeroom	7:30-7:36
Period 1	7:41-8:14
Period 2	8:19-8:52
Period 3	8:57-9:30
Period 4	9:35-10:07
Period 5	10:12-10:44
Period 6	10:49-11:22
Period 7	11:27-12:00
Dismissal	12:00

### Mass Schedule

Homeroom	7:30-7:36
Period 1	7:41-8:14
Period 2	8:19-8:52
<b>Mass</b>	<b>8:57-10:12</b>
Period 3	10:17-10:50
Period 4	10:55-11:27
Period 5A	11:32-11:57
Period 5B	12:01-12:26
Period 5C	12:30-12:55
Period 6	1:00-1:32
Period 7	1:37-2:10

### Semester Exam Schedule

#### Day One

First Bell	7:25 AM
Homeroom	7:30 – 7:36
Period 1	7:41 – 8:41
Full day with 2:10 dismissal	

### Semester Exam Schedule

#### Day Two

First Bell	7:25 AM
Homeroom	7:30- 7:45
Period 3	7:55-8:55
Period 5	9:05-10:05
Period 7	10:15-11:15
Dismissal	11:15

### Semester Exam Schedule

#### Day Three

First Bell	7:25 AM
Homeroom	7:30- 7:45
Period 2	7:55- 8:55
Period 4	9:05-10:05
Period 6	10:15- 11:15
Dismissal	11:15

### Mission Possible Schedule

First Bell	7:25 AM
Homeroom	7:30- 7:36
Period 1	7:41-8:17
Period 2	8:22-8:59
Period 3	9:04-9:41
<b>MP</b>	<b>9:46-10:36</b>
Period 4	10:41-11:18
Period 5A	11:23-11:48
Period 5B	11:52-12:17
Period 5C	12:21-12:46
Period 6	12:51-1:28
Period 7	1:33-2:10
Dismissal	2:10

## 2010-2011 HILL-MURRAY SCHOOL CALENDAR

Tuesday, August 31	School begins for all students
Monday, September 6	Labor Day No School
Monday, September 13	Beginning of Homecoming Week
Wednesday, September 15	Back to School Night
Thursday, September 30	Noon Dismissal - Staff Development
Friday, October 1	No School - Staff Development
Wednesday, October 13	Testing Grades 7-11, 11:15 Dismissal
Thursday and Friday October 21- 22	No School - Staff Development
Friday, October 29	End of First Quarter
Wednesday, November 10	11:00 Dismissal - Parent/Teacher Conferences
Thursday, November 11	Noon Dismissal – Parent/Teacher Conferences
Friday, November 12	No School
November 24-26	Thanksgiving Break
December 22-December 31	Christmas Break
Monday, January 3	School resumes
Monday, January 17	No School – MLK Jr. Day
Tuesday, January 18	Semester Exam-2:10 Dismissal
Wednesday, January 19	11:15 Dismissal - Semester Exams
Thursday, January 20	11:15 Dismissal - Semester Exams
Friday, January 21	No School – Record Day
Tuesday, January 24	Semester 2 begins
Thursday, February 17	Noon Dismissal – Staff Development
Friday, February 18	No School – Staff Development
Monday, February 21	No School - Presidents Day
Friday, March 25	End of 3 <sup>rd</sup> Quarter
Monday, March 28-April 1	Spring Break
Wednesday, April 20	Noon Dismissal – Parent/Teacher Conferences
Thursday, April 21 – 25	Easter Break
Friday, May 6	Noon Dismissal - Staff Development
Thursday, May 26	Senior Exams
Friday, May 27	Senior Exams Last day for seniors
Monday, May 30	Memorial Day - No School
Friday, June 3	High School Graduation
Wednesday, June 8	Semester Exam-2:10 Dismissal
Thursday, June 9	Final Exams 11:15 Dismissal
Friday, June 10	Middle School Graduation Final Exams 11:15 Dismissal

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last page of planner

Administrative Interpretation of Handbook

In recognition that policies and procedures are broad in their scope, the administration of Hill-Murray School reserves the right to interpret rules and policies of this handbook in order to fully and fairly address individual and organizational needs.

**ACADEMIC POLICIES**

**PROGRESS TOWARDS GRADUATION**

Listed below are the credits necessary for normal progress toward graduation. Students take a minimum of twelve (12) semester credits each year, six (6) per semester.

**Middle School**

Middle School students are enrolled in a program of fourteen (14) semester credits.

**Freshmen**

Students must complete twelve (12) semester credits in their freshman year.

**Sophomores**

Students must complete twenty-four (24) semester credits by the end of their sophomore year.

**Juniors**

Students must complete thirty-six (36) semester credits by the end of their junior year.

**Seniors**

Students must have completed forty-eight (48) semester credits in order to earn a diploma.

**Graduation Requirements**

Forty-eight (48) semester credits are required for a Hill-Murray High School diploma, including the following:

- English 8
- Health 1
- Computer Literacy 1
- Mathematics 4
- Physical Education 2
- Religious Studies 6
- Science 4
- Social Studies 6
- Electives 16 (including 1 Fine Arts credit)
- Service Requirement (2 experiences in each year grades 9 – 12)

**ACADEMIC LETTER**

Each year, the Academic Letter is awarded to sophomores, juniors and seniors who have maintained a grade point average (GPA) of 3.5 or higher per semester for three consecutive semesters while attending Hill-Murray. A student may receive a chenille letter only once during his/her Hill-Murray career, whether that letter is for academics or cocurricular activities. Qualifying academic students who already possess a letter will receive a certificate of merit.

**ACADEMIC DISMISSAL**

A student will be notified of academic concerns and given ample opportunity to raise his or her grades. Failure to improve his or her academic standing may result in dismissal at any point in the year.

**ACADEMIC PROGRESS REPORTS**

Progress reports will be sent to parents at a predetermined midpoint in each quarter to all students performing below "C" work. In addition, teachers will notify parents of a probable failure at whatever point it is evident in the grading period.

**ADMISSIONS**

Hill-Murray is a Catholic, coeducational school for students of all faiths and races. To help ensure that students are able to succeed in our environment, all incoming students must apply for admission. Admission policies and procedures are available by contacting the Admissions Office.

**COURSE OFFERINGS**

A summary of courses offered at Hill-Murray School can be found in the Hill-Murray Course Directory and on our website. Hill-Murray reserves the right to limit the number of sections or cancel any course that has an insufficient number of students registered or when changes in personnel require it.

**COURSE REGISTRATION CHANGES**

There is a \$25 charge for any course registration change request made between the start of first semester final exams through July 31. Course registration and schedule change requests made after July 31 will not be honored.

**EXAMS**

Cumulative exams or activities will be administered at the end of each semester. Exams may not be given prior to the scheduled exam day to accommodate vacations.

**ELIGIBILITY FOR COCURRICULAR ACTIVITIES**

In order for students to be eligible to participate in cocurricular activities, students must be passing all of their classes and have a minimum of a 2.0 grade point average at the end of 1<sup>st</sup> semester and 2<sup>nd</sup> semester. This is not a cumulative grade point average; it is the grade point average for the current grading period, determined solely by semester

grades. Students must also be passing each of their classes at the end of 1<sup>st</sup> quarter and 3<sup>rd</sup> quarter.

A student may become ineligible on the basis of quarter or semester grades. The student is automatically ineligible for a period of three weeks. After three weeks, a student will regain his/her eligibility if he/she meets the appropriate criteria. Those who do not bring their grades up remain ineligible until the next grading period. In order to restore eligibility at the end of the three week period, a student must turn in a progress report signed by each of his/her teachers to the Athletic Director's office on the day that is listed as the end of the three week period.

#### **Appeals Process**

A student's academic or disciplinary ineligibility status may be appealed. Appeals will be handled on an individual basis through the Principal's office. Appeals must be submitted in writing. If deemed necessary by the administration, documentation from a licensed professional counselor or medical doctor may be required.

#### **GRADE POINT VALUES**

##### **Regular Courses**

A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	.67

##### **Honors Courses**

A	4.50
A-	4.17
B+	3.83
B	3.50
B-	3.17
C+	2.83
C	2.50
C-	2.17
D+	1.83
D	1.50
D-	1.17

#### **GRADE REPORTING**

Report cards are issued to students through homeroom after first, second and third quarters. Final report cards are mailed home in June. Report cards include a letter grade, teacher comments and a record of class attendance for each course.

#### **HOMEWORK EXPECTATIONS**

Hill-Murray expects a high level of academic achievement from all students. Teachers are instructed to require homework in their classes. Parents should encourage their students to spend the necessary time they need each evening to achieve their full potential. Two hours of study or more per night is common for Hill-Murray students.

## **HONORS COURSES**

Honors courses are designed to challenge our most capable and motivated students by providing them with clearly stated expectations that specify the rigorous nature of the curriculum. Expectations may include the following criteria:

1. Clearly defined, measurable prerequisites for placement in the honors level course.
2. Material that is covered more extensively or at an accelerated pace.
3. Course activities and assessments that require students to demonstrate advanced skills in critical thinking, analysis, interpretation, and synthesis.
4. Course requirements that may include completion of a significant project, presentation, or research paper.

## **HONOR ROLL**

Students are listed on the "A" Honor Roll if they have an "A" average (and no more than one "B"). Students are listed on the "B" Honor Roll if they have a "B" average (and no more than one "C" if they also have at least one "A"). The Honor Roll is based upon letter grades and is not related to grade point average because of our system of weighted grades. The Honor Roll is published at the end of each semester.

## **INCOMPLETES**

A grade of "I" or Incomplete will be given to those students who have been on an extended absence due to illness. The teacher will assign a specified date for completion. Incompletes will not be issued to students who have missed school due to vacation. These students are graded according to work completed.

## **MAKE-UP WORK**

It is the responsibility of the student to obtain work missed due to unforeseen absence. Based on the individual teacher's requirements, the student and teacher will set a date for the completion of all missed work. No credit will be given for make-up work for unexcused absences. (See page 18 for Attendance Policies).

## **MIDDLE SCHOOL POLICIES**

### **Assignment Credit Policy**

Full credit is given for middle school assignments when turned in on the date they are due. Half credit is given if the assignment is one day late and no credit is given for work turned in after one day past the due date. Exceptions may be made by individual teachers due to special circumstances.

### **General Middle School Grading Policy**

A	90%- 100%
B	80%- 89%
C	70%- 79%
D	60%- 69%

### **Make-Up Work Due to Absence**

A student will have one day per day absent to make up homework unless special arrangements are made with the teacher.

#### **Writing and/or Passing Notes**

Because we foster a positive academic and social environment, the writing and/or passing of notes in the Middle School is not allowed during the school day. First offense results in a thirty-minute detention. A second offense results in a sixty-minute detention and parent notification. A third offense results in a two hour detention and parent notification.

#### **Writing on Self or Others**

In accordance with our personal appearance policies, students are not to write on themselves or others. Students engaging in this behavior will be subject to disciplinary sanctions.

#### **SCHEDULE CHANGES**

Class schedules were finalized on July 31, ending a comprehensive process of course selection that began in February. The process, which includes the opportunity for students to seek input and guidance from parents, teachers and school counselors, is intended to ensure that students select courses that are appropriate for their academic program. Hill-Murray encourages students to plan schedules carefully and to enroll in courses that are both challenging and appropriate for their abilities.

1. Requests for specific teachers or to change teachers or hours will not be honored.
2. First Semester course registration/schedule change requests made after July 31 will not be honored.
3. Second semester schedule changes may be requested until the day before first semester exams begin. If the request can be accommodated, students must obtain approval from both their counselor and a parent/guardian.

Hill-Murray School reserves the right to change individual student schedules throughout the course of the year. This policy helps maintain Hill-Murray's high academic standards and encourages students to maintain the consistent level of hard work and effort that is required to be successful.

#### **SERVICE REQUIREMENT**

Hill-Murray's approach to community service is grounded in the mission of Jesus Christ and the social teachings of the Catholic Church. **As a graduation requirement, all students in grades 9-12 must complete two service experiences each year with one serving the poor or vulnerable** (examples could be helping the poor, elderly, physically or mentally impaired, immigrants, etc). Service must be non-compensated, non-credit, non-partisan, not directed at family members or relatives, take place outside the school day, and be a minimum of

one hour in length excluding travel time. Service credited must fall under these categories:

- 1) Fosters the dignity of the human person.
- 2) Nurtures community, family, or participation in society.
- 3) Safeguards basic human rights including life, food, shelter, clothing, security, health care, employment, and education.
- 4) Serves the poor and vulnerable in society.
- 5) Protects the dignity and rights of workers.
- 6) Creates solidarity (feeling close to or identifying with) people of other ethnic groups, races, countries, economic class, or ideological perspectives.
- 7) Cares for the environment.

**Students are responsible to complete and turn service forms into Campus Ministry prior to the end of the quarter in which they complete their service. Due dates are:**

- **Monday October 25 for summer and 1<sup>st</sup> Quarter service.**
- **Friday January 14 for 2<sup>nd</sup> Quarter service.**
- **Friday March 18 for 3<sup>rd</sup> Quarter service.**
- **Monday May 2 for 4<sup>th</sup> Quarter service and Service Awards**

Service Reflection Forms are available on the Campus Ministry bulletin board or at [www.hill-murray.org](http://www.hill-murray.org) under Campus Ministry.

### **Service Awards**

Students may earn a Bronze, Silver, or Gold Service Award in recognition for their community service. The requirements to earn a service award are:

- **Bronze Award**- 20 service experiences in at least three different categories of Catholic Social Teaching (see categories on page 32 in this handbook)
- **Silver Award**-30 service experiences in at least four different categories.
- **Gold Award**-40 service experiences in at least four different categories and one Advocacy experience. Advocacy guidelines are available in Campus Ministry and subject to pre-approval.

### **TRANSCRIPTS**

Transcripts of credits are sent from Hill-Murray School directly to the school that the student wishes to enter. Transcripts will be released or sent only when all financial obligations to the school are met. For transcripts to post-secondary schools, the first transcript is free; subsequent copies are issued for \$5.00. A release-of-information sticker (available in Counseling Services) is required for student transcripts to be released to post-secondary schools. A 24-hour advanced notice for transcript requests is required. Ten school days are required to process college applications.

## **STUDENT SERVICES**

### **ANNOUNCEMENTS**

Announcements will be read each morning and at the beginning of the last class of the day. It is the student's responsibility to be attentive to daily announcements.

### **BUSING**

Students are expected to respect the property of the bus company as well as follow the directives of the bus driver at all times. Hill-Murray School and the bus company may revoke riding privileges for those who cannot abide by the rules designated.

### **CAFETERIA**

Hill-Murray School contracts with Taher Food Service to provide breakfast and lunch for students and staff.

As members of the Hill-Murray School community, students are expected to be respectful of the rights of other students to enjoy a pleasant environment. Students are responsible for the cleanup of their own dishes, waste, and litter. Because of our commitment to care for the environment, everyone is asked to recycle plastic bottles and aluminum cans in the cafeteria. All food and/or beverages are to remain in the cafeteria. Students may lose their cafeteria privileges and/or serve a detention if their behavior is disrespectful or irresponsible.

Taher Food Service Inc. has a computerized lunch system in place that works like a checking account. Deposits are made to a family account and each student is then able to debit the account with his/her own Personal Identification Number. PIN numbers will be assigned at the start of the school year. Returning students will keep the same PIN number each year. Deposits are accepted each school day from 7:00 a.m. – 12:45 p.m. in the cafeteria. Make checks out to Taher, Inc. Students are not able to use the account with a zero balance. If you would like further information, please contact Mrs. Lynch in the cafeteria or at 651-748-2434.

### **CAMPUS MINISTRY**

The Campus Ministry office is located on the lower level. Campus Ministers work with students to coordinate liturgies and prayer services, retreats, various service programs, and the service mission trip. Campus Ministers are available to meet with students throughout the school day. Because our school is a faith community that values spiritual growth, all students attend all-school liturgies and prayer services and at least one retreat per year. Students looking for service opportunities should stop by the Campus Ministry office and check the service board. Service project sign up sheets are located on the service bulletin board just inside the office.

**CHAPEL**

The chapel is a sacred space intended to be used for activities of a religious nature such as Masses, prayer services, retreats, private meditation, Eucharistic Adoration, vigils, reception of the Sacraments, prayer groups, and Bible study groups. Students are expected to show appropriate respect and reverence for the chapel space.

**DAILY PRAYER**

The school day begins with a prayer over the public address system. Reverence and respect are shown during the morning prayer. Activity in the school ceases during prayer.

**DANCES**

School-sponsored dances are open to Hill-Murray students only, unless the Assistant Principal makes an exception. In these cases, a guest registration form must be submitted to the Office of Student Life by the announced deadline. Students will not be re-admitted after leaving the dance.

**EMERGENCY SCHOOL CLOSINGS**

School closings will be reported to local TV stations. Listen or look for an announcement regarding Hill-Murray School, remember that Maplewood/North St. Paul/Oakdale school announcements do not pertain to Hill-Murray. Notice will also be posted as early as possible on Hill-Murray's website ([www.hill-murray.org](http://www.hill-murray.org)). Hill-Murray has an automated emergency notification system to inform families, faculty, and staff by phone when a snow emergency or other event takes place that would require school cancellation.

Hill-Murray attracts students from a large geographic area. Often when inclement weather hits one area, another area might very well be experiencing safe driving conditions. We do not want our students to endanger their lives by driving to school in treacherous conditions. Therefore, we encourage parents to use their best judgment in determining whether the safety of their child may be in jeopardy. Parents are asked to please call the attendance hotline at (651) 748-2250 if their son/daughter will need to stay home due to adverse driving conditions.

**GUIDANCE AND COUNSELING SERVICES**

Counselors see every student several times each year through classroom presentations for academic, post-secondary, and career needs. Students and parents are encouraged to make appointments with counselors as often as needed.

**NAVIANCE**

Naviance is a web-based program we use with students during the school year. This resource is also available throughout the summer. Students may access it at any time to explore valuable information ranging from self-exploration, career exploration and post-secondary

opportunities. Other tools include a Resume Builder function. Take a moment to explore Naviance today. <http://connection.naviance.com/hms>

### **HEALTH SERVICES**

If students become ill and feel they cannot attend class, they should request a pass from the classroom teacher to report to Health Services for an evaluation. Health Services will notify parents when it is necessary for the student to go home or to a doctor. Medication (including over-the-counter medication) may be administered to a student only with written permission from a physician and a written request from a parent. Students must have a written note from a physician to carry a water bottle during the school day.

Immunization Records: Minnesota law requires all students enrolled in school be immunized against measles, mumps, rubella, polio, diphtheria, whooping cough, Hepatitis B and tetanus. Students must provide complete immunization records to the school by August 25. Any student without these current records on file with the school will not be allowed to remain in school after August 25. This is a state law.

### **LEARNING CENTER**

The Learning Center is a self-contained study hall providing academic support. While counselors usually assign students to the Learning Center, all enrolled students are welcome to seek assistance. The mission of the Learning Center is to empower all learners with knowledge, skills, and an attitude for success. Services include study skills, computer support, mentoring, independent study, and informal testing in reading, mathematics, and study skills.

Test accommodations and note-taking services are also available for qualified students. Current medical documentation is required for accommodations. An Action Plan will be provided to teachers listing the diagnosis and specific accommodations. Students requesting test accommodations for the PSAT & ACT should speak with their counselor. Parents with questions should contact their child's counselor.

### **LIBRARY MEDIA CENTER**

The mission of the Library Media Center is to foster a life-long love of learning by teaching students the effective, responsible use of information and ideas in electronic and print formats.

The LMC offers numerous resources, including books, magazines, daily newspapers, online subscription databases, videos, DVDs, Internet access, an electronic library catalog, a copy machine and public library access. Services include individual and whole-class instruction, research assistance, inter-library Loan, readers' advisory, and document and multimedia assistance. Equipment includes computers, scanner, digital still and camcorders, audio recorders, microphones and more.

Print and AV items are available for student checkout. Students are allowed three weeks to use books and magazines. Most AV items may be loaned out overnight, with parent approval, and are due by 7:30 a.m. the following day. If an AV item is returned damaged, the student's tuition will be charged for the repair or replacement cost. It is expected that the due dates will be honored and all materials will be returned in good condition. If items are late, students are sent two overdue notices through homeroom. If items are still overdue after such notifications, the replacement cost of the lost item will be assessed to the student's tuition bill. Seniors must return all materials or pay for lost materials in order to graduate. Refunds are given during the current academic year.

The Library Media Center is open between 7:00 a.m. and 3:30 p.m. daily. The LMC is a place for individual and group research, leisure reading, and study. In order to maintain an atmosphere conducive to these purposes, students are asked to consider others in their behavior. While group work is allowed, students are expected to keep their voices low and respect the right of each individual to work without interruption. Candy, food, and beverages are not allowed in the LMC. Please see the Technology Use Section which has the Acceptable Use Policy, AUP, regarding the appropriate use of school technology. Students may visit the LMC before and after school, during a study hall or from a class. Students need an individual pass to come to the LMC during school hours. Unless students are in the LMC with a classroom teacher, each student is to sign in as s/he enters and leaves. Study Hall Procedure: Students are to report to their assigned study hall where they may request a pass to the LMC.

#### **LOCKERS AND LOCKS**

Each student is provided a locker and lock for their personal use during the school year. Students are not allowed to share lockers. School-issued locks will be used and all others will be removed. The replacement cost of lost locks is \$7.00. Hill-Murray cannot be responsible for lost or stolen items. Students are responsible for keeping their locker clean. Students may be assessed to repair or replace any locker that is damaged during the course of the school year.

#### **PARKING LOT**

Students are provided parking in designated areas. For safety reasons, all driveways and access lanes must be kept clear for buses and emergency vehicles. Since Hill-Murray has a closed campus, the parking lot and the vehicles in the lot are off limits during the regular school day. With the permission of an Assistant Principal, students may have access to the parking lot during the school day.

A limited number of parking permits may be purchased through the Office of Student Life. Vehicles must have the parking permit displayed while parked in the lot. Students in violation are subject to a \$20.00 fine and possible loss of parking privileges.

**SEARCHES**

The Hill-Murray School Administration reserves the right to search any locker or vehicle parked in the student lot or area streets upon any reasonable suspicion that the locker or vehicle may contain dangerous or illegal items or substances. Searches will be conducted by school administration or by law enforcement officers acting at the request of Hill-Murray School.

**STUDENT ASSISTANCE PROGRAM**

It is the goal of Hill-Murray School to provide a caring, nurturing, healthy environment for each student in our school community. At times, students may need help in sustaining academic and cocurricular performance as well as their emotional, physical, mental, social and spiritual well being. The school recognizes the need for a systematic approach to offering campus assistance to these students. The Hill-Murray Student Assistance Program has been established to address this need.

The Student Assistance Program provides organized and confidential support to staff and students, promotes healthy behaviors that help prevent future problems and responds to behaviors of concern. A Student Assistance Team and Student Assistance Coordinator conduct the program. Team members include trained teaching, administrative and support staff members who provide pre-assessment and suggest helping strategies. It is the intent of the team to work cooperatively with students, parents, on-campus resources, and when appropriate or necessary, off-site community agencies and resources.

The program also is established to more effectively use the many resources already available to students at Hill-Murray, including but not limited to: Campus Ministry, guidance and counseling services, learning center, peer listening and tutoring.

## **STUDENT LIFE**

Hill-Murray School strives to provide students with an environment in which they can be ethical, moral and responsible young men and women. Our common faith teaches us that every member of our school is created and endowed with God-given dignity, and is deserving of profound respect. We are called to community, realizing that we are more than a school: we are the Body of Christ. As members of the Body of Christ, we are responsible for our own behavior and accountable to one another. We are blessed with both rights and responsibilities. Together, we seek the common good.

Discipline is an opportunity to teach our common Christian values. Our environment is such that expectations and consequences are clear, concise, fair and consistent. Any action detrimental to the reputation of the school, whether in school or off campus, may be subject to disciplinary review. Since no list of norms can cover every situation, common sense, mature judgment and Christian values are the guides by which every Hill-Murray student should measure his/her actions.

## **ATTENDANCE**

Good attendance and punctuality are important life skills, valued by Hill-Murray, and necessary to ensure a quality education. Accordingly, in order to receive credit for any course at Hill-Murray School, a student may not be absent from school more than twelve (12) times per semester. Field trips and other school activities count toward this twelve (12). School retreats are exempt from this policy. Exceptions to the attendance policy are granted on an individual basis; supporting documentation from a licensed professional counselor or physician is required. Any appointments that would draw a student away from the academic day are discouraged.

### **Excused Absences**

Excused absences are absences caused by illness, family emergency, or trips that have been pre-approved by the Office of Student Life.

Parents/Guardians are to call the Attendance Hotline (651-748- 2250) before 8:00 a.m. on the day the student will be absent. Upon returning to school, the student must present a note to the Office of Student Life that explains the reason for the student's absence. The note must be signed and dated by the parent/guardian. Failure to return a signed note the day after an absence may result in a 30 minute detention.

### **Unexcused Daily Absences (Truancy)**

When a student is absent for reasons not classified as excused by the Assistant Principal, the student is considered truant. At the first unexcused daily absence, the student will be assigned a two hour after school detention and no credit will be given for work missed. Subsequent unexcused absences may result in a parent meeting, disciplinary contract or dismissal from Hill-Murray School.

### **Unexcused Class Absences**

An unexcused class absence is defined as any of the following: three unexcused tardies = one unexcused absence, skipping class, removal from class for misbehavior or leaving early from class without permission from the teacher.

Students with unexcused absences from class will be subject to the following consequences:

- First offense – student will be called in to see the appropriate Assistant Principal and the teacher will inform the parent/guardian. One hour of detention will be assigned.
- Second offenses – student will be called in to see the appropriate Assistant Principal who will make contact with a parent/guardian. Two hours of detention will be assigned.
- Third offense – student will be dropped from the class, will receive no credit and an F will be recorded on his/her transcripts.

### **Attendance and Cocurricular Activities**

In order to be eligible for any participation, students participating in any form of cocurricular activities must be in school the entire day. Students who miss any portion of a school day may not participate in any cocurricular activity (practice, performance, game, activity, scrimmage, dance, etc.) on that day. If a student is absent on Friday or any part of Friday, the ineligibility carries over into any weekend event.

Exceptions to the rule are granted on an individual basis. They may include but are not limited to: funerals, family emergencies, court appearances, etc. In order to be granted an exception, the student must submit a written request to the Office of Student Life. In the event that a student has an appointment during the day, a signed note must be presented to the Office of Student Life by 7:30 a.m. to be eligible. If a student violates this rule, that student will forfeit participation in the next scheduled activity.

### **Tardiness to School**

Students are expected to make all arrangements to ensure that they will be to school on time. The Hill-Murray School day officially begins at 7:30 a.m. Every student is expected to be in homeroom at that time. Students arriving after 7:30 a.m. are considered tardy and must obtain an admit slip from the Office of Student Life.

An Assistant Principal may excuse a tardy upon receipt of a signed and dated note from a parent/guardian on the day of the tardy. Students will

be assigned a one-hour detention upon receiving a second unexcused tardy. Students who are tardy 5 or more times, excused or unexcused during a semester, will be assigned detention. Excessive tardiness may result in a two-hour detention, Saturday detention, a parent conference, a discipline contract, or suspension. There is a \$25.00 charge for Saturday detention.

#### **Early Dismissal**

Early dismissal requests should be submitted to the Office of Student Life before 7:30 a.m. Parental permission in the form of a note is required. The request must include the student's name, the date, the time of dismissal, and the specific reason for the student's absence. The Office of Student Life will not accept phone calls for early dismissals.

#### **Homework Requests**

If a student will be absent for more than two days, parents can arrange to have assignments collected through the Office of Student Life. Parents should call the Office of Student Life before 8:00 a.m. to make this request. Homework can be picked up in the Office of Student Life at 3:00 p.m. the next day. If the student will be absent for an extended period of time (usually two weeks or more), the student's counselor will assist with arrangements on an individual basis.

#### **Planned Absence**

In order to ensure a quality education, Hill-Murray School strongly discourages students from planning to be absent on days that school is in session. The completion of a Planned Absence Form is required for all absences longer than three days in length. This form may be picked up in the Office of Student Life and must be turned in to the Office of Student Life three school days prior to the absence. Each teacher's signature is required to ensure that all credit will be given for work missed and must be approved by an Assistant Principal. The student is responsible for making arrangements with all teachers for homework assignments. The days missed due to a planned absence count towards the twelve (12) absences allowed per semester.

#### **CHEATING**

Cheating is defined as deliberate misrepresentation of one's own work or taking credit for the work of another. Cheating includes, but is not limited to: plagiarizing; copying from another student's homework, paper, test, quiz, or project; using crib notes or "cheat sheets," or helping another student to cheat (i.e. texting answers). First Offense: Zero credit for work. The teacher will call the parents and the Assistant Principal will be notified. Second Offense: Zero credit for work; student will not return to class until parent(s), student, and teacher meet with the Assistant Principal. The student will be placed on a discipline contract. These consequences are not limited to cheating in one class; they are cumulative.

## **CHEMICAL HEALTH AND TOBACCO POLICIES**

As a community, Hill-Murray recognizes the importance of promoting the health, welfare and safety of all students. In doing so, we provide awareness, offer positive alternatives and programs, and convey a firm expectation that the Hill-Murray environment will be free of alcohol, tobacco and other drugs.

The purpose of this policy is to provide a clear and consistent guideline for development of a healthy environment for the entire Hill-Murray community pertaining to chemical use. A healthy environment provides the supporting structure needed to prevent the spread of chemical use and to promote intervention for those involved in chemical abuse.

The policy encourages students and adults in the Hill-Murray community to take the lead in promoting a healthy environment through positive leadership, by modeling appropriate behavior and by using prudent judgment.

This policy applies to all students, and any discussions and actions taken will be handled in a confidential manner. The policy does not alter or replace existing policy or procedures, but serves to assist in their utilization.

### **Tobacco Use Policy**

Hill-Murray is a tobacco-free environment. The use or possession of tobacco in any form by students is not permitted in the school, on the school grounds or in the general vicinity of the school. The use or possession of tobacco is not permitted at any off-campus school sponsored events. The Minnesota State High School League (MSHSL) considers tobacco a chemical. Therefore, chemical/drug eligibility consequences will be applied consistent with MSHSL guidelines.

Students who violate the tobacco use policy will have their parents notified of the offense and serve a one-day in school suspension. The student is also required to meet with the Student Assistance Coordinator within one week of the violation. Subsequent violations may result in dismissal.

### **Chemical Health Policy**

Possession and/or use of alcohol, any other controlled substance (except by prescription), or drug paraphernalia is not permitted on campus; in the general vicinity of the school; before, during or after school; or at any school-sponsored activity on or off campus.

Students who are found to have violated the above rules will be automatically suspended for three days and be sent home in the care of their parent/guardian. In order to be readmitted, an appointment for a chemical pre-assessment must be scheduled. The result of the pre-assessment may be a recommendation that the student obtain a professional chemical dependency evaluation. The parents and the

student must agree to release the results of any evaluation to the school. Failure to obtain an evaluation or to follow the recommendation of the agency and/or the school may result in an automatic dismissal. There will also be a meeting involving the student, parent/guardian, and an administrator. The student must also meet with the Student Assistance Coordinator within one week of returning from suspension. In addition, the student may be required to attend an approved chemical awareness program (on-site or at approved sites).

Any second documented chemical violation in one school year will result in a parent/school conference to determine the student's future enrollment status. MSHSL and Hill-Murray policies and consequences regarding chemical violations will apply in all cases.

Any student who sells or distributes alcohol or any other controlled substances on campus; in the general vicinity of the school; before, during or after school; or at any school-sponsored activity on or off campus is subject to immediate dismissal.

Students reported to Hill-Murray personnel by police with documented proof of use, possession or selling alcohol or other controlled substances at any time or in any place will be subject to this policy. Many law enforcement agencies make it a policy to inform schools of student chemical involvement when apprehended. Hill-Murray recognizes these reports as documented evidence that a violation has occurred.

Parents may seek out help and support regarding chemical health concerns from the school's guidance and counseling staff and/or the Student Assistance Coordinator. If a student seeks help for a chemical use problem before being cited for a violation of this policy, no disciplinary action will be taken at that time, although MSHSL rules will still apply.

## **DETERRENTS TO CHEMICAL USE**

Hill-Murray is committed to providing an environment for students that is safe and free from chemicals. Initiatives are in place to successfully achieve this commitment.

### **1. Drug Detecting Canines**

Hill-Murray works with Metro Canine Service. These specially dogs will canvas the school, parking lot and area streets on a random basis. The dogs are able to detect lockers and vehicles where illegal drugs have been present, even if they are not currently present. If a student, their locker or their vehicle is found to be in possession of chemicals, the student's parents will be contacted and the school sanctions will be applied. If the student is involved in our co-curricular program, our co-curricular sanction will also be put in place.

If the dog makes a positive "indication" on a student, the student's locker or their vehicle and nothing is found, the student's parents will be contacted.

## **2. Breathalyzers**

Breathalyzers will be used at all Hill-Murray dances. Students will be asked to provide a breath sample as they enter the dance. If the breathalyzer indicates the presence of alcohol parents/guardians will be contacted and asked to pick up the student. Students will be sanctioned using school rules. Breathalyzers may also be used at other Hill-Murray events if alcohol use is suspected.

### **DETENTION**

After school detention will be utilized to address behaviors deemed inappropriate in accordance with school policies and beliefs. Detention will be served in one of three manners. In most cases, students will serve the detention with the teacher who issued the detention. Certain offenses will result in a student serving detention in a pre-assigned room after school on Wednesday's for a period of up to two hours. Certain situations, specifically those related to attendance, may result in Saturday detention. A fee of \$25.00 will be assessed to the student for Saturday detention. Students are expected to serve their detention time when it is assigned. Students who fail to attend their assigned period will have time doubled. Excessive detentions or failure to attend scheduled detentions may result in suspension(s) or a discipline contract. Detention supersedes any cocurricular activity.

### **DISMISSAL**

A student is subject to dismissal from Hill-Murray School for the most serious of reasons. The student may also be dismissed for any action that jeopardizes the well being, safety, or the good name of the school community. An Assistant Principal may recommend dismissal to the Principal. Offenses warranting dismissal include, but are not limited to: harassment; theft; possession, sale or use of drugs or alcohol; possession of any instrument which can be considered a weapon; habitual truancy or tardiness; habitual disrespectful behavior; or the tampering with fire equipment.

A student does not have to be on a discipline contract to be dismissed. The decision for dismissal may be appealed to the Principal and ultimately to the President.

### **FIELD TRIPS**

Students participate in field trips in order to enhance classroom learning. Students are expected to behave in a manner that reflects the high standards of the school. All policies of the school are in effect during field trips. Because field trips are an extension of the classroom and students are representing the school community students are expected to be in uniform. Exceptions will be granted on an individual basis.

## **FIGHTING**

Any students involved in a fight will be suspended. Physical contact may not be necessary for a student to be suspended. Students may be required to meet with a counselor, Campus Minister or Peer Listener regarding conflict resolution.

## **HALLWAYS**

### **Passes**

Students use the planner for a variety of reasons, including use as a hall pass. The planner is to be signed by a staff member indicating the time and destination.

### **Food and Drink**

Food and drink are to be consumed in the commons/cafeteria only.

## **HARASSMENT/BULLYING**

1. It is the policy of Hill-Murray School to maintain a learning environment that is safe for all members of the school community and free from harassment based on race, religion, gender, ethnicity, socio-economic status, body type, disability, or sexual orientation. The school strictly prohibits any form of harassment, bullying, violence, or the threat of violence.
2. Bullying includes any abusive gesture, comment or action that causes fear of injury, emotional distress or violence upon one or more students.
3. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated sexual contact, or other verbal/physical conduct or communication of a sexual nature when: submission to, or rejection of, that conduct or communication by an individual is used as a factor in decisions affecting an individual's education; or that conduct or communication affects an individual's education or creates an intimidating, hostile or offensive educational environment.
4. Displays of intimacy or affection which contain a note of sexual suggestion (even between consenting individuals) are inappropriate to a public setting and can be offensive to others.
5. All students are to immediately report violations of this policy to a counselor, teacher, or administrator.
6. The school will discipline any individual who retaliates against any person who reports alleged bullying, harassment, sexual abuse, sexual exploitation, or sexual harassment. "Retaliation" includes, but is not limited to, any form of intimidation, hostility, reprisal, or harassment.
7. Upon receipt of any report, the allegation will be investigated immediately. Unless otherwise prohibited, a member of the school administration will notify the parents of both the complainant and the alleged offender. The school will make every attempt to respect the confidentiality of both the complainant and the alleged offender, consistent with the

necessity to investigate allegations of misconduct and to take corrective action.

8. Students found to be engaging in bullying or harassing behavior will be required to meet with a school counselor or campus minister.
9. If the allegation is found reliable, the school will then take appropriate disciplinary steps, in accord with existing student and employment policies. These may include a warning, suspension, or dismissal if the seriousness or a repeated occurrence of the violation warrants it.
10. The Minnesota State High School League treats harassment and chemical violations equally, and infractions against either policy will result in the loss of eligibility for the specified period of time.

#### **ILLEGAL ACTIVITY**

The police will be notified of any offense that is considered a misdemeanor, a felony or a gang related activity. Any visible symbols of gang affiliation such as tattoos; graffiti; or drawings on textbooks, lockers or clothing may result in immediate suspension or possible dismissal.

##### **Weapons**

The possession of any weapon, a replica of a weapon, or any object that could be construed as a weapon will be considered grave misconduct and the student may be immediately dismissed.

##### **Fireworks**

Any student found in possession of *any* type of fireworks at school, on the bus, or at any school-sponsored event may be dismissed immediately.

#### **LIFE SAFETY EQUIPMENT**

Any student found to have been involved with the tampering or misuse of life safety equipment (fire equipment, automated external defibrillators, etc.) placing the well being and safety of the community at risk, may be dismissed immediately and reported to the police.

#### **LOCKER SIGNS**

All locker signs must be approved by the Office of Student Life. The text on all locker signs must reflect respect for all persons involved in the advertised activity.

#### **MEDICATION**

Any student needing to take prescription or over-the-counter medications during the school day must have a form filled out and signed by a doctor as well as a parent/guardian. Forms are available in the Health Office.

#### **MISSION POSSIBLE**

Mission Possible, or MP, is an opportunity for students and staff to more fully realize the mission of the school. Approximately once a month

students have a variety of opportunities from which to choose to develop their academic, social and spiritual potential. Students are expected to be respectful and responsible during this time. If a student fails to sign up for an activity, a one hour detention will be issued and the student will be assigned to a room during MP. If a student is dismissed from an activity for being disruptive, disrespectful, not being prepared, etc., or if a student improperly signs up for an MP activity (signing on incorrect sheets, signing a friend, etc.), the student will sit in the Office of Student Life during the MP activity hour. Upon the first incident, the student will serve an hour after school detention. Upon the second incident, a two hour after school detention will be assigned.

## **PERSONAL APPEARANCE**

### **UNIFORM**

The uniform policy enhances the learning atmosphere, increases a sense of pride and community, and reduces competition between students. Hill-Murray students are expected to dress in a way that demonstrates a positive self-image and an attitude of excellence in performance and achievement. All Hill-Murray students are expected to be in full school uniform each day. Neatness, cleanliness, and modesty should be observed at all times.

**Shirts** - White, green or black knit polo shirt with Hill-Murray logo, long-sleeve or short sleeve.

**Sweatshirt/Sweater (Optional)** - Black Hill-Murray monogrammed sweatshirt, long sleeved cardigan, vest or v-neck sweater. A collared uniform shirt must be worn under a sweatshirt or sweater.

**Pants/Skirts** - Gray uniform slacks for men. Gray uniform skirts or slacks for women. Skirts are to be worn at the knee.

**Shorts** - Black uniform shorts for men or women.

**Shoes** - Solid black leather or suede, casual soft-soled shoes are to be worn with uniform pants and skirts. Tennis shoes are not to be worn with uniform pants or skirts, nor are boots, sandals or clogs. Solid white or black tennis shoes may be worn with uniform shorts. Shoes that are not in good condition will constitute a uniform violation. Shoe laces should match the color of the shoe.

**Belts** - Every student wearing slacks with belt loops is required to wear a black leather belt.

**Socks** - Black or white socks must be worn with pants. Women may wear plain white or black socks with skirts. Solid black, gray or white tights are allowed. Nylons, other than flesh tone, and thermal underwear are prohibited.

Note: All uniform items should be purchased at Donald's or Dennis Uniforms, except shoes or the accessory items listed above.

### **Spirit wear**

As a way to show school spirit and build community, students are allowed to wear Hill-Murray Spirit wear on Fridays only. Spirit wear may only be worn over the regular school uniform.

### **Hairstyles**

Hairstyles and accessories should not draw undue attention to the student. Neatness, cleanliness and modesty should be observed at all times. Hair should not extend below the eyebrows in the front. For gentlemen, hair should not extend below the ears on the sides, or touch the collar in the back, and side burns must not extend below the ear. The dyeing or bleaching of hair to extreme or unnatural colors will not be allowed. Shaving the scalp to show a number or design will not be allowed. Facial hair is not permitted.

### **Uniform Notes**

1. Shirts are to be worn tucked in.
2. T-shirts and undergarments are to be white with no printing. Long sleeve shirts may not be worn under short sleeve shirts.
3. All jewelry must be modest and contain no inappropriate symbols. Pierced earrings are allowed; however, other visible body piercings (including facial piercings) are not acceptable.
4. Visible tattoos are not acceptable.

Students are expected to be in full uniform during the school day. Uniform exceptions will be made for medical reasons with a signed note from a physician.

### **Non-Uniform Days**

Non-uniform days will be scheduled throughout the course of the year. Students will be informed of non-uniform days in the announcements prior to a non-uniform day. Students must demonstrate neatness, cleanliness, modesty and pride in their appearance on non-uniform days.

## **STUDENT COMMONS**

Students who remain at school beyond the regular school day must be in a supervised area such as the LMC, with a classroom teacher, coach or advisor. The student commons is supervised from 2:15-5:00 on regular school days. Students who are not in a supervised area after school are subject to disciplinary action.

## **SUSPENSION**

Suspensions, either in-school or out of school, are a disciplinary action administered by the Assistant Principal in cases of habitual misconduct for a serious disciplinary incident. A second suspension in one year may result in a discipline contract or dismissal.

### **Out-of-School Suspension**

Students will not be readmitted to school following a suspension without a conference between the student's parents/guardians and the Assistant Principal. Credit is not given for work missed during an out-of-school suspension.

### **In-School Suspension**

Students serving an in-school suspension will report to the Office of Student Life at the beginning of the school day. Credit is not given for work missed during an in-school suspension.

## **TECHNOLOGY USE and Acceptable Use Policy (AUP)**

The use of technology at Hill-Murray School continues to expand with new equipment and applications offered each year. The outstanding technologies now available require appropriate and ethical use. Acceptable use guidelines will be reviewed at the beginning of each school year in English classes and at class meetings.

The use of technology at school, including the Internet, is a privilege, not a right. Students, staff and parents are advised that some sites on the Internet may contain material that is inappropriate and/or offensive. School administrators, faculty and staff do not condone the access to, nor permit the use of, such materials in the school environment. Students and parents will not hold any teacher, Hill-Murray School, or the Archdiocese of St. Paul and Minneapolis responsible or legally liable for materials distributed or acquired from the Internet. Students are expected to use technology in ways that conform to school policies and behavior standards, as stated in the school handbook.

The Acceptable Use Policy (AUP) restricts the following:

- Unauthorized downloading of any files
- Privacy invasion through accessing and/or vandalizing electronic data,
- Inappropriate use of photographs or personal information
- Attempted unauthorized access to networks and equipment
- Bypassing or altering security software or hardware
- Purchase of any items through the Internet
- Use of personal e-mail without permission of H-M teacher who is present with student.

In addition, unless students have permission or are participating in a part of Hill-Murray School's online community, the use of blogs, chat lines, bulletin boards, online communities, or games is restricted at school.

Any misrepresentation of another Hill-Murray student or staff member is a violation of the AUP. This includes materials posted in blogs, wikis, social networking profiles/sites, and content transmitted via text-messages or micro-blogging tools. Any student who creates or chooses to involve themselves in the fraudulent misrepresentation of another student or staff member will be subject to immediate dismissal from Hill-Murray and may also face legal actions by the criminal court system.

Students are reminded not to reveal any information online about themselves or other persons, such as last name, address, phone number, age, credit card numbers, etc. Students should never agree to get together with someone they “meet” online without first checking and getting approval from a parent. Students should tell parents and/or teachers immediately if they come across information that makes them feel uncomfortable.

Music and video players, headphones, pagers, cell phones, camera phones, laser pens, electronic handheld informational devices, and electronic games are to be turned off during the school day and after school in the LMC. All such electronic devices are to remain in the student lockers during the school day.

Items found during the school day will be confiscated and may be picked up from an Assistant Principal at the end of the school day. No photographic devices are allowed in Hill-Murray locker rooms.

Consequences of violations of the AUP may include but are not limited to one or more of the following:

- An hour of detention will be issued on the first offense; subsequent violations will result in a two hour after school detention.
- Loss of credit for an assignment and/or unit.
- Suspension or revocation of the use and/or access to any or all technological resources.
- Detention, suspension and possible dismissal.
- Proper legal authorities will be notified if necessary.

It is the responsibility of the end user (Hill-Murray student or staff) to use online components, including Moodle and Pioneer Apps (formerly Google Apps), in a respectful and responsible manner and only under the direction of a Hill-Murray staff member. (This includes changing your desktop background and personalizing your homepage in Pioneer Apps.) By logging into the H-M Moodle or the H-M Pioneer Apps site you are agreeing to H-M AUP policies and are subject to the consequences listed above.

Please remember:

- Users should not use language that is offensive, abusive or illegal.
- Users should use the online environment to communicate about course topics only and to complete the assigned activities.

- Users should promptly disclose to their teacher any message they receive/view that violates Hill-Murray's AUP.
- Users are responsible for their Moodle and Pioneer Apps account and any activity that occurs under their username.
- Users are responsible for protecting their passwords and changing it if they believe the security of their student account is compromised.

Hill-Murray reserves the right to monitor all forms of electronic messaging that takes place within these online components. Referral to administration for disciplinary action could include detention, suspension, or expulsion.

**THREATS/HARASSMENT TOWARDS FACULTY, STAFF or STUDENTS**

Any student found harassing or making threats to faculty, staff members, or other students, including inappropriate phone calls, electronic, or written correspondence, may be immediately dismissed.

**VANDALISM-DESTRUCTION OF PROPERTY/SCHOOL EQUIPMENT**

Respecting the environment and showing pride in the school's appearance reflects upon everyone who is a part of the Hill-Murray community. Students are expected to be respectful and responsible for the school's property and equipment. Destruction of or damage to property (school or private) will result in monetary reparation by the student. The student will also be subject to suspension or dismissal.

*The Hill-Murray School Administration reserves the right to modify current policies or to add new policies and procedures as deemed necessary.*

## **PRINCIPLES FOR OPEN COMMUNICATION** **Strengthening the Parent-School Partnership**

As Catholic school educators at Hill-Murray, we are called to assist parents in fulfilling their obligation to provide for the faith formation and Christian education of their children. With this fundamental responsibility in mind, all communication will be given and received in a spirit of mutual support, charity, and with a desire to help young people grow in knowledge and responsibility.

As educators, we will:

- respect parents' right to know and understand factors influencing their son's or daughter's progress in school.
- respect confidential information shared by parents with the school or with individual staff members.
- work professionally with parents as partners in the education of Hill-Murray students.

Communication will be governed at all times by two key principles. First, we encourage and welcome questions from students and parents. Such inquiries are the first steps toward understanding and progress. Parents and students should not be afraid to raise questions or make inquiries to a staff member because they fear consequences of any kind. Second, anonymous information or complaints will not be accepted or forwarded. Anonymity is a barrier to open communication and problem solving.

It is our hope that students will feel free to approach their teachers, coaches, or moderators with any concerns or questions. This should be the first step toward resolving a difficulty and often a problem is easily correctable with discussion and the sharing of information. Such communication is welcome and expected as a genuine way of learning. It is often an important step prior to parents needing to become involved in discussion with teachers or other staff members. Staff members are always willing to respond to an inquiry and are committed to responding promptly to their students.

After an initial contact by students and/or parents has been made with a staff member, students and/or parents may feel free to contact an appropriate supervisor should they still have questions or feel that more discussion is needed. As a general rule, students and parents should direct their questions or concerns to the faculty/staff members in the following sequence:

1. Teacher or staff member directly involved with the issue.
2. If no resolution, teacher's Department Chair, or staff member's supervisor.
3. Teacher's Supervisor (Assistant Principal or Principal).
4. Principal
5. President

All general questions regarding academics and curriculum should be directed to the Principal. Questions involving discipline should be directed to an Assistant Principal. Questions related to athletics should be directed to the Athletic Director. In cases where the Athletic Director is also the coach of a particular sport, questions not resolved on the coaching level may be directed to the Principal. Questions related to student activities other than athletics should be directed to an Assistant Principal.

While we encourage voicemail and/or email as means to facilitate the scheduling of meetings or as ways to begin communication, these methods cannot serve as substitutes for face-to-face meetings or direct telephone conversations. When concerns/issues need to be addressed; parents, students, and staff members should try to discuss them in person in a direct and courteous manner.

The Hill-Murray counseling staff is an excellent resource for those times when a student may have questions or concerns about social development. Your daughter or son has been assigned a specific counselor. The Director of Guidance/Counseling Services or the Guidance/Counseling Department Secretary can assist you in contacting your student's counselor.

It is our goal as a community founded on Christian values to be forthright and open in all communication with parents, students, and fellow staff members. We look forward to working together to provide Hill-Murray students with a communication model that will serve them for a lifetime.

## **PRINCIPLES OF CATHOLIC SOCIAL TEACHING**

Reflections of the United States Catholic Bishops  
and  
Responsibilities of the Hill-Murray School Community

### **1. DIGNITY OF THE HUMAN PERSON-1John 3:2**

*All people are created in the image and likeness of God. Our belief in the sanctity of human life and the inherent dignity of the human person is the foundation for the principles of our social teaching. People do not lose their dignity because of disability, poverty, age, gender, lack of success or race. We believe that every person is precious, that people are more important than things, and that the measure of every institution is whether it threatens or enhances the life and dignity of the human person.*

The dignity of the human person is the underlying principle of the student life policies at Hill-Murray. Students are challenged to recognize the dignity of each person as individuals and as members of the community. The school community works to help students respect their own innate goodness and dignity--to celebrate their own gifts and talents. When a student does not work to reach her or his full potential in the classroom or other school activities, she or he does not celebrate her/his unique gifts from God. Each time a student brings harm to himself or herself, he/she is not respecting God's gift of life to them. Students who don't turn in assignments, cheat, abuse or use substances, engage in risky behavior or do not work to their full potential are not respecting their own individual dignity.

We are also called to respect the dignity of others. Students should be respectful of other students and encourage them in their own unique talents and gifts. Students who tease or put down other students are offending a person created by God. Students who harass or fight with other students are disrespecting the dignity of that individual. Students and teachers alike are called to respect one another.

### **2. CALL TO FAMILY, COMMUNITY, AND PARTICIPATION-John 15:17**

*Our Catholic tradition proclaims that the person is not only sacred but also social. How we organize our society in economics, politics, law and policy directly affects human dignity and the capacity of individuals to grow in community. The family is the central institution that must be supported and strengthened. The Catholic tradition teaches that human beings grow and achieve fulfillment in community.*

This call to community is the foundation of Catholic schools. We are called to be a faith community; to learn and grow together. As a

community, we are responsible to promote the common good. Each of us is endowed with inherent dignity, goodness and gifts that we are called to share with one another. Students wear uniforms to show unity and pride in their community, among other reasons. When a student does not promote this common good through his or her actions, he or she is causing harm to the community. At times, students who threaten this common good may be removed from the community through a suspension or dismissal from school. Students are asked to be participating members of the community by attending school and classes. The community suffers when one of its members is absent. Students must also respect the rights of other students to a safe learning environment. Actions that threaten this safety, such as carrying weapons, distributing illegal substances, and tampering with safety equipment are severe and may warrant dismissal from the community.

We are a community, responsible for our own behavior and accountable to one another. Students are asked to share and commit to the common values of the school community. When students, staff and parents become members of the community, they support the underlying mission and values that protect the common good, even if at times, they do not agree with an individual decision. Any action detrimental to the reputation of the school, whether in school or off campus, may be subject to discipline review.

### **3. RIGHTS AND RESPONSIBILITIES- Micah 6:8**

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

All students have the right to dignity, to pursue their gifts, to practice their faith and to learn in a safe environment. Students also have corresponding responsibilities and duties to help protect these rights for others and promote a healthy school community. These responsibilities are outlined in course expectations and the student handbook; however no list of norms can cover every situation. Common sense, mature judgment and Christian values are the guides by which every Hill-Murray student should measure his/her actions. When a student disregards his or her responsibilities, he or she may serve appropriate consequences including after school detentions, Saturday detentions, suspensions, dismissal from class, Mass or assemblies. Students may also be asked to make restitution, participate in school recommended evaluations or be involved in mediations.

### **4. OPTION FOR THE POOR AND VULNERABLE- Matthew 25:40**

*A basic moral test for any culture or institution is how our most vulnerable members are faring. In a society marred by deepening divisions between rich and poor, our tradition recalls the story of the last*

*judgment (Mt. 25:31- 46) and instructs us to put the needs of the poor and vulnerable first. As members of a school community we are asked to recognize the differences, economic and otherwise, of those among us. Hill-Murray is committed to helping all families who desire a Catholic education, to receive one, regardless of income. To quote the Rule of St. Benedict, "All are welcomed as Christ." We are called to respect one another as individuals not by our material possessions, the homes in which we reside or the clothes we wear. To help provide a welcoming environment for all students, we require our students to wear uniforms. Through our uniform code, we hope to help students recognize one another for who they are, not what they wear.*

**5. THE DIGNITY OF WORK AND THE RIGHTS OF WORKERS- Luke 10:7**

*The economy must serve people, not the other way around. Work is more than a way to make a living; it is a form of continuing participation in God's creation. If the dignity of work is to be protected, then the basic rights of workers must be respected -- the right to productive work, to decent and fair wages, to organize and join unions, to private property, and to economic initiative. Respecting these rights promotes an economy that protects human life, defends human rights and advances the well-being of all.*

Hill-Murray works to help students recognize the dignity of work in two ways. We recognize the school learning environment as the students' work place and learning as the students' vocation. Students are participating in God's creation through their positive involvement in school. We honor and respect their right to learn free from distractions. We also recognize the value and dignity of the work of our teachers and staff. We ask students and staff to mutually respect one another as they share in this experience. Students may not interfere with this well-being through disrespectful or distracting behavior.

**6. SOLIDARITY- 1Corinthians 13:27**

*Catholic social teaching proclaims that we are our brothers' and sisters' keepers, wherever they live. We are one human family, whatever our national, racial, ethnic, economic, and ideological differences. Learning to practice the virtue of solidarity means learning that "loving our neighbor" has global dimensions in an interdependent world.*

Hill-Murray recognizes this solidarity through our school, local and global communities. Students have numerous opportunities to participate in the human family through group activities, assemblies, service projects, mission trips, and the classroom. Students are taught to respect and honor differences among all of humanity, not just to those within our school community. Students should refrain from any racial, religious, ethnic, gender or sexual orientation slurs. Any form of harassment, made directly or indirectly, is an offense to God's creation and will not be tolerated.

## **7. CARE FOR GOD'S CREATION- Genesis 2:15**

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

We care for God's creation by caring for our Hill-Murray campus. Respecting the environment and showing pride in the school's appearance reflects upon everyone who is a part of the Hill-Murray community. Students are expected to be respectful and responsible for the school building, grounds and equipment. Destruction or damage to property will result in monetary and other reparation. Recycling is also an important part of caring for God's creation. All members of the community are expected to recycle paper, plastic, aluminum cans and other appropriate recyclable materials. Our willingness to make the commitment to recycling is an integral part of living the Catholic social teachings.

*Excerpts from Sharing Catholic Social Teaching: Challenges and Directions. United States Catholic Conference, 1998. Excerpts are indicated in italics.*

### **Starting Points for Research**

When using the internet, go first to the subscription databases on the LMC homepage ([www.hill-murray.org/academics/LMC/Overview](http://www.hill-murray.org/academics/LMC/Overview)). Databases provide organized, authoritative information that is legitimate and appropriate. The information has been neatly gathered into one place for you and you will know it is accurate and verifiable information. They are:

**To access these databases from home, use the following information (unless otherwise noted):**

**Username/ID - hillmurray**

**Password - pioneers**

**ABC-CLIO:** 4 databases especially good for Social Studies and Religion

**Britannica Online:** for general research - all classes; encyclopedias, news, magazines, journals, websites and videos. From home enter: URL: <http://school.eb.com/storepassword>

**Contemporary Authors and LitFinder:** for English classes; author bios and literary criticism.

**Culture Grams:** for Social Studies and World Languages; current descriptions of countries with articles, images and videos. From home enter: URL: <http://online.culturegrams.com>

**EBSCO:** for general research in any subject; magazine and journal articles.

**Gale group INFOTRAC:** for general research in any subject; magazine and journal articles with some newspapers.

**Historical Newspapers:** for general research in any subject; over 400 U.S. newspapers from their start till about 1985. From home enter: ask in Library Media Center

**Minnesota Reflections:** for general research on MN; Images and documents.

From home enter: access from LMC Overview.

**Pro Quest's Newsstand:** for general research for all classes: newspaper articles from 1985- current.

**Science Online:** for Science questions and science projects; From home enter: ask in Library Media Center

**SIRS: Researcher:** for general research all classes; provides multiple viewpoints from articles in journals, books and magazines.

From home enter: URL: [sks.sirs.com](http://sks.sirs.com) Username: hillmsch  
Password: hillmsch

**Visual Thesaurus:** English and World Languages; pronunciations and word maps for vocabulary.

From home click on sign-in here and enter: Email: [hm@hill-murray.org](mailto:hm@hill-murray.org)  
Password: pioneers

### **Tips for Research on the WWW**

1. **Search Strategies:** Once you have used your browser, (Firefox or Internet Explorer), and have chosen your search engine (Google, ASK, etc.) you may get thousands of “hits” when you search. To limit your search use Boolean logic: Use a combination of keywords with AND or NOT or use an exact phrase in quotes. To broaden your search: Use keywords with OR or use a general phrase in quotes.

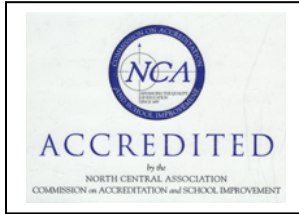
### **2. Evaluate your Information**

Anyone can publish anything on the WWW. Consider these as you select your information:

- Who created the site? What are their qualifications?
- Who is the publisher or sponsor? Who is paying for this information? What is their point of view?
- What are their sources? Do they provide links to other reputable documents?
- Is the data accurate or verifiable?
- How often is the site updated? Is it current?

### **3. Basics of Web Addresses:**

- **URL** (universal resource locator = address)
- **http:** (hypertext transfer protocol; allows user to jump from one site to another)
- **WWW** (world wide web) = internet
- **Extensions** at the end of address indicate the type of organization hosting the site. Here are some examples:
  - .com - commercial entities
  - .edu - educational institutions
  - .gov - government sites
  - .mil - military branches
  - .org - nonprofit organizations
  - .net - network resource providers



*Hill-Murray School is one of only 18 Minnesota high schools accredited as college preparatory by the North Central Association, and one of only two metro schools cited by the ACT for its rigorous, college preparatory coursework.*

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### **Oral Presentation Strategies**

#### **Presenter:**

##### Before a Presentation:

- Organize your message
- Organize your materials (if any)
- Visual self-check: in uniform, no gum, good posture
- Breathe – Relax - Focus

##### During a Presentation:

- Introduce self/topic
- Convey your message with confidence
- Make eye contact with your audience
- Use materials appropriately
- Provide a closing statement

#### **Audience:**

##### During a Presentation:

- Stop what you are doing - clear everything off your desk
- Give full attention to the person speaking
- Listen to what the presenter has to say
- Be respectful-don't make any distracting noises, faces, or movements
- Hold questions until speaker has finished
- Participate willingly and appropriately if asked to do so
- Applaud or give encouraging words after the presentatio

## Reading Strategies

### **Before Reading:**

What do I already know?  
What do I need to know?  
Preview chapter title, headings, and subheadings  
Look for pictures, graphs, bold and italics  
Look for chapter outline and chapter summary

### **During Reading:**

Focus attention  
Anticipate and predict  
Read and take notes by sections [chunking]  
Question as you read  
Read to answer questions  
Use context clues to assist comprehension

### **After Reading:**

Reflect on what was read  
Reread what is unclear  
Summarize major ideas  
Answer questions / Predict test questions  
Link text and lecture notes

Adapted from Cook, D.M. (1989) Meta-cognitive behaviours of good and poor readers. Strategic learning in the content areas. Also, BCA's of Textbook Reading, Developing Textbook Thinking, 4th Ed.

### Common Roots to Know

A	Cred	Mono
Anthropo	Crit	Multi
Arch	Cyte	Phon
Auto	Demo	Phono
Belli	Doc	Photo
Bi	Equi	Pater
Bib	Eth	Poly
Bio	Geo	Pro
Cardi	Graph	Salv
Chrom	In	Solu
Co	Iso	Solv
Commu	Lig	Syn
Con	Logo	Therm
Corp	Lum	Trans
Cosmo	Macro	Val
Cracy	Micro	Vali
		Voc