



**Hill-Murray School**  
The Catholic Benedictine Prep School, Grades 6-12

## Student Handbook 2018-19

***Proud of our Lasallian and Benedictine Heritage***

Name \_\_\_\_\_

Homeroom \_\_\_\_\_

## HILL-MURRAY SCHOOL MISSION STATEMENT

**Mission Statement:** Hill-Murray is a Catholic Benedictine learning community that commits to academic distinction, fosters the growth and celebrates the talents of each individual, and prepares all students to be ethical servant leaders for our world.

**Vision Statement:** The vision of Hill-Murray is to be a thriving and dynamic community, recognized for delivering an innovative and personalized learning experience, that inspires all of us to live our faith, honor our traditions, use our talents to serve, and make significant contributions to our world.

### AT HILL-MURRAY WE VALUE:

1. **Love of Learning:** We provide a rigorous and innovative academic experience, acknowledging the needs and aspirations of each student, with the goal of nurturing a lifetime love of learning.
2. **Reflection and Development of the Whole Person:** We foster Benedictine values of service, spirituality and prayer, humility, hospitality, self-awareness, dialogue, and stewardship to enable our students to live and embrace their faith.
3. **Inclusivity:** We welcome to our community all cultures, faiths, and economic backgrounds, and embrace those with unique learning talents and challenges.
4. **Service and Character:** We cultivate character and leadership by calling students to serve others and to participate in religious, community, and school activities.
5. **Community:** We celebrate the lifelong commitment to sharing faith and values with our students, alumni, parents, staff, and friends of Hill-Murray.

### 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.

Over 14,000 individuals have graduated from this school, matriculating to colleges and universities all over the country. These graduates have built a rich tradition of making significant contributions to the world as clergy, strong family leaders, entrepreneurs, scientists, social enterprise executives, doctors, corporate leaders, lawyers and judges, to name a few.

That first year became the bedrock on which Hill-Murray stands 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 cocurricular 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 our 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!

**2018-19 Hill-Murray School Schedule**  
**7:55 AM Start**

**Monday/Thursday/Friday (Green)**

|           |                  |                      |
|-----------|------------------|----------------------|
| Zero Hour | 7:05-7:50 AM     | (45) <u>Optional</u> |
| 1R & 1    | 7:55-8:46 AM     | (51)                 |
| 2         | 8:50-9:35 AM     | (45)                 |
| 3         | 9:39-10:24 AM    | (45)                 |
| 4         | 10:28-11:13 AM   | (45)                 |
| 5A        | 11:17-11:46 AM   | (29)                 |
| 5B        | 11:50AM-12:19 PM | (29)                 |
| 5C        | 12:24-12:51 PM   | (29)                 |
| 6         | 12:55-1:40 PM    | (45)                 |
| 7         | 1:44-2:29 PM     | (45)                 |
| 8         | 2:32-3:17 PM     | (45) <u>Optional</u> |

**Tuesday (Black)**

|                   |                |                      |
|-------------------|----------------|----------------------|
| Zero Hour         | 7:05-7:50 AM   | (45) <u>Optional</u> |
| 1R & 1            | 7:55-9:11 AM   | (76)                 |
| 3                 | 9:15-10:25 AM  | (70)                 |
| V.I.N./Lunch      | 10:29-12:01 PM | (92)                 |
| A Lunch 9&12/WIN  | 10:29-10:57 AM | (28)                 |
| B Lunch 11&12/WIN | 11:01-11:29 AM | (28)                 |
| C Lunch 10&12/WIN | 11:33-12:01 PM | (28)                 |
| 5                 | 12:05-1:15 PM  | (70)                 |
| 7                 | 1:19-2:29 PM   | (70)                 |
| 8                 | 2:32-3:17 PM   | (45) <u>Optional</u> |

**Wednesday (White)**

|                   |                |                      |
|-------------------|----------------|----------------------|
| Zero Hour         | 7:05-7:50 AM   | (45) <u>Optional</u> |
| 1R & 2            | 7:55-9:11 AM   | (76)                 |
| Community Time    | 9:15-10:25 AM  | (70)                 |
| V.I.N./Lunch      | 10:29-12:01 PM | (92)                 |
| A Lunch 9&12/WIN  | 10:29-11:57 AM | (28)                 |
| B Lunch 11&12/WIN | 11:01-11:29 AM | (28)                 |
| C Lunch 10&12/WIN | 11:33-12:01 PM | (28)                 |
| 4                 | 12:05-1:15 PM  | (70)                 |
| 6                 | 1:19-2:29 PM   | (70)                 |
| 8                 | 2:32-3:17 PM   | (45) <u>Optional</u> |

- Below is an example of what a week might look like
  - W.I.N TIME falls on Black and White days
  - Community Time falls on White Days
  - Green Days are a normal schedule

|           |           |           |           |           |
|-----------|-----------|-----------|-----------|-----------|
| 25 (22)   | 26 (23)   | 27 (24)   | 28 (25)   | 29 (26)   |
| Green Day | Black Day | White Day | Mass      | Green Day |
|           |           |           | Green Day |           |

H-M What I Need (W.I.N.) Time

**WHAT IS W.I.N.?**

W.I.N. time is a 92-minute educational resource time that is provided for Hill-Murray students during their school day twice a week during white and black scheduled days. During this time students can work with teachers, Peer Tutors, and each other to gain educational enrichment and interventions. In addition students will be offered additional opportunities to enrich their spiritual needs through weekly

nass opportunities and reconciliation. In addition, students would be able to touch base with clubs and teams as needed throughout the year. W.I.N. time will work differently for students based upon their needs in school. For instance, if a student is showing they are academically prepared, they may be given more space to choose where they go to work. If a student is showing they may need more guidance, a teacher may direct them to go to an assigned space to work on a task. In addition, W.I.N. time is broken down by color so that a student knows what classes to go to, and also what subjects take priority.

## COMMUNITY TIME

### WHAT IS COMMUNITY TIME?

Community time happens during white days and is intended to be used for three purposes: All School Mass, Advisory, and Student Speakers Series /Teacher PLC's.

#### **Mass**

- Once a month Hill-Murray has all school mass during this time. Our Peer Ministers work alongside our clergy to provide a unifying spiritual experience for our students.

#### **Advisory**

- Twice a month students will report to their advisory for lessons on college readiness, community building, digital citizenship, healthy relationships, and personal health.

#### **Student Speaker Series/Teacher PLC's**

- Once a month students will meet in grade level groups to hear speakers on college readiness, community building, digital citizenship, healthy relationships and personal health. During this time staff will work together on curriculum reflection and analysis.

**GREEN Schedule** - Student attends all 7 classes

**Lunch is broken up by subject and room location.** Lunch times will be shared out with your 5th hour teachers and may change depending on needs.

**BLACK Schedule** - Students go to odd hour classes

#### **BLACK W.I.N. TIME**

- **9th Grade have first lunch (10:29-10:57 AM)**
  - 9th grade students sign up for a W.I.N. period on Monday before 3:30
  - 9th grade students should stay within their W.I.N. classroom unless they have a pre-signed pass to go to another classroom or Peer Tutoring.
  - Students may be assigned a W.I.N. classroom by their teacher.
- **11th Grade second lunch (11:01-11:29 AM)**
  - Students must sign up for a W.I.N. period on Monday before 3:30 (students cannot double book).
  - Students may utilize the Media Center, Peer Center, or visit the Peer Tutoring space.
  - Students may be assigned a W.I.N. classroom by their teacher.
- **10th have third lunch (11:33 AM-12:01PM)**
  - 10th grade students sign up for a W.I.N. period on Monday before 3:30
  - 10th students should stay within their W.I.N. classroom unless they have a pre-signed pass to go to another classroom or Peer Tutoring.
  - Students may be assigned a W.I.N. classroom by their teacher.
- **12th Grade can eat during any lunch from 10:29 to 12:01.**
  - Students must sign up for a W.I.N. period on Monday before 3:30 (students cannot double book).
  - Senior can eat and study in the West Commons.
  - Students may utilize the Media Center, Peer Center, or visit the Peer Tutoring space.
  - Students may be assigned a W.I.N. classroom by their teacher.

**WHITE Schedule** - Students go to even hour classes and have WIN and H-M Community Time

**WHITE W.I.N. TIME** (Science and English have scheduling priority) **9th Grade have first lunch (10:29-10:57 AM)**

- 9th grade students sign up for a W.I.N. period on Monday before 3:30.
  - 9th students should stay within their W.I.N. classroom unless they have a pre-signed pass to go to another classroom or Peer Tutoring.
  - Students may be assigned a W.I.N. classroom by their teacher.
- **11th and 12th have second lunch (11:01-11:29 AM)**
    - Students must sign up for a W.I.N. period on Monday before 3:30 (students cannot double book).
    - Students may utilize the Media Center, Peer Center, or visit the Peer Tutoring space.
    - Students may be assigned a W.I.N. classroom by their teacher.
  - **10th have third lunch (11:33 AM-12:01PM)**
    - 10th grade students sign up for a W.I.N. period on Monday before 3:30.
    - 10th students should stay within their W.I.N. classroom unless they have a pre-signed pass to go to another classroom or Peer Tutoring.
    - Students may be assigned a W.I.N. classroom by their teacher.
  - **12th Grade can eat during any lunch from 10:29 to 12:01. Senior can eat and study in the West Commons.**
    - Students must sign up for a W.I.N. period on Monday before 3:30 (students cannot double book).
    - Students may utilize the Media Center, Peer Center, or visit the Peer Tutoring space.

- Students may be assigned a W.I.N. classroom by their teacher.

**Middle School**

**Monday/Thursday/Friday (Green)**

|           |                |      |
|-----------|----------------|------|
| HR & 1    | 7:55-8:46 AM   | (51) |
| 2         | 8:50-9:35 AM   | (45) |
| 3         | 9:39-10:24 AM  | (45) |
| Home Base | 10:28-10:44 AM | (16) |
| Lunch     | 10:48-11:13 AM | (25) |
| 4         | 11:17-12:02 AM | (45) |
| 5         | 12:06-12:51 PM | (45) |
| 6         | 12:55-1:40 PM  | (45) |
| 7         | 1:44-2:29 PM   | (45) |

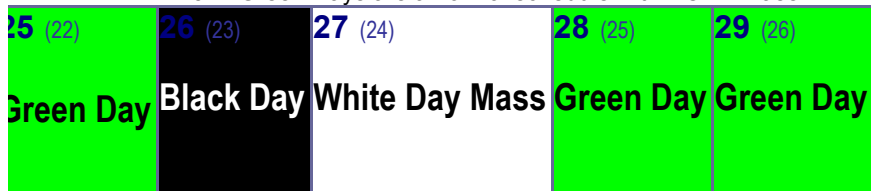
**Tuesday (Black)**

|          |                |      |
|----------|----------------|------|
| HR & 1   | 7:55-9:11 AM   | (76) |
| 3        | 9:15-10:25 AM  | (70) |
| 4        | 10:29-11:04 AM | (35) |
| W.I.N.   | 11:08-12:05 PM | (57) |
| MS Lunch | 12:09-12:36 PM | (27) |
| 5        | 12:40-1:15 PM  | (35) |
| 7        | 1:19-2:29 PM   | (70) |

**Wednesday (White)**

|                |                 |      |
|----------------|-----------------|------|
| HR & 2         | 7:55-9:11 AM    | (76) |
| Community Time | 9:15-10:25 AM   | (70) |
| 4              | 10:29- 11:04 AM | (35) |
| W.I.N.         | 11:08-12:05 PM  | (57) |
| MS Lunch       | 12:09-12:34 PM  | (25) |
| 5              | 12:40-1:15 PM   | (35) |
| 6              | 1:19-2:29 PM    | (70) |

- Below is an example of what a week might look like
  - W.I.N. TIME falls on Black and White days
  - Community Time falls on White Days
  - Green Days are a normal schedule with HOME Base



Home Base

**WHAT IS HOME BASE?**

Home Base is the 16 minutes prior to lunch on **GREEN DAYS** (10:28-10:44). Students are assigned to a group by grade level. Each Home Base period will begin with a brief mindfulness activity, followed by silent study or reading. No computers (or phones) will be allowed during this time. Come to Homebase with study materials or reading to do.

## H-M What I Need (W.I.N.)Time

### WHAT IS W.I.N.?

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## COMMUNITY TIME

### WHAT IS COMMUNITY TIME

Community time takes place during white days and is intended to be used for three purposes: All School Mass, Advisory, and Student Speaker Series /Teacher PLC's.

#### **Mass**

- Once a month Hill-Murray has all school mass. During this time, our Peer Ministers work alongside our clergy to provide a unifying spiritual experience for our students.

#### **Advisory**

- Twice a month students will report to their advisory for lessons on college readiness, community building, digital citizenship, healthy relationships, and personal health.

#### **Student Speaker Series/Teacher PLC's**

- Once a month students will meet in grade level groups to hear speakers on college readiness, community building, digital citizenship, healthy relationships, and personal health. During this time staff will work together on curriculum reflection and analysis.

# Hill-Murray School Calendar 2018-19

| AUGUST '18 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | Th | F  | S  |
|            |    |    | 1  | 2  | 3  | 4  |
| 5          | 6  | 7  | 8  | 9  | 10 | 11 |
| 12         | 13 | 14 | 15 | 16 | 17 | 18 |
| 19         | 20 | 21 | 22 | 23 | 24 | 25 |
| 26         | 27 | 28 | 29 | 30 | 31 |    |

- 14 Business Days A-K 8am-12pm (Returning 10, 11, 12 Grade Only)
- 15 Business Days L-Z 8am-12pm (Returning 10, 11, 12 Grade Only)
- 22 Orientation See invite for times (ALL 6, 7, 8, 9 and NEW 10, 11, 12)
- 23 First Day of School

| FEBRUARY '19 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    |    |    |    | 1  | 2  |
| 3            | 4  | 5  | 6  | 7  | 8  | 9  |
| 10           | 11 | 12 | 13 | 14 | 15 | 16 |
| 17           | 18 | 19 | 20 | 21 | 22 | 23 |
| 24           | 25 | 26 | 27 | 28 |    |    |

- 15 No School, Professional Development
- 18 Presidents' Day, No School

| SEPTEMBER '18 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               |    |    |    |    |    | 1  |
| 2             | 3  | 4  | 5  | 6  | 7  | 8  |
| 9             | 10 | 11 | 12 | 13 | 14 | 15 |
| 16            | 17 | 18 | 19 | 20 | 21 | 22 |
| 23            | 24 | 25 | 26 | 27 | 28 | 29 |
| 30            |    |    |    |    |    |    |

- 3 Labor Day, No School
- 5 Back to School Night (Information will be emailed)
- 17-21 Homecoming Week

| MARCH '19 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | Th | F  | S  |
|           |    |    |    |    |    | 1  |
| 3         | 4  | 5  | 6  | 7  | 8  | 9  |
| 10        | 11 | 12 | 13 | 14 | 15 | 16 |
| 17        | 18 | 19 | 20 | 21 | 22 | 23 |
| 24        | 25 | 26 | 27 | 28 | 29 | 30 |
| 31        |    |    |    |    |    |    |

- 15 End of Quarter 3
- 21 P/T Conferences 3:30-7:00pm
- 22 Early Release 12:00pm
- 25-29 Spring Break

| OCTOBER '18 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | Th | F  | S  |
|             |    |    |    |    |    | 6  |
| 7           | 8  | 9  | 10 | 11 | 12 | 13 |
| 14          | 15 | 16 | 17 | 18 | 19 | 20 |
| 21          | 22 | 23 | 24 | 25 | 26 | 27 |
| 28          | 29 | 30 | 31 |    |    |    |

- 5 No School, Professional Development
- 17 All School Testing/No Seniors/ Early Release 12:15pm
- 18-19 Fall Break, No School
- 26 Grandparent's Event/End of Quarter One

| APRIL '19 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | Th | F  | S  |
|           |    |    |    |    |    | 6  |
| 7         | 8  | 9  | 10 | 11 | 12 | 13 |
| 14        | 15 | 16 | 17 | 18 | 19 | 20 |
| 21        | 22 | 23 | 24 | 25 | 26 | 27 |
| 28        | 29 | 30 |    |    |    |    |

- 18-22 Easter Break, No School
- 27 Pioneer Premier Auction

| NOVEMBER '18 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    |    |    | 1  | 2  | 3  |
| 4            | 5  | 6  | 7  | 8  | 9  | 10 |
| 11           | 12 | 13 | 14 | 15 | 16 | 17 |
| 18           | 19 | 20 | 21 | 22 | 23 | 24 |
| 25           | 26 | 27 | 28 | 29 | 30 |    |

- 8 P/T Conferences 3:30-7:00pm
- 9 Early Release 12:00pm/ P/T Conferences 1-5:00pm
- 21-23 Thanksgiving Break

| MAY '19 |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | Th | F  | S  |
|         |    |    | 1  | 2  | 3  | 4  |
| 5       | 6  | 7  | 8  | 9  | 10 | 11 |
| 12      | 13 | 14 | 15 | 16 | 17 | 18 |
| 19      | 20 | 21 | 22 | 23 | 24 | 25 |
| 26      | 27 | 28 | 29 | 30 | 31 |    |

- 3 No School, Professional Development
- 24 Seniors' Last Day
- 27 Memorial Day No School

| DECEMBER '18 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    |    |    |    |    | 1  |
| 2            | 3  | 4  | 5  | 6  | 7  | 8  |
| 9            | 10 | 11 | 12 | 13 | 14 | 15 |
| 16           | 17 | 18 | 19 | 20 | 21 | 22 |
| 23           | 24 | 25 | 26 | 27 | 28 | 29 |
| 30           | 31 |    |    |    |    |    |

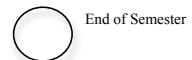
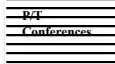
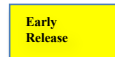
- 20 Finals/Early Release 12:30pm
- 21 Finals/Early Release 11:20am/ End of Semester I
- 24-Jan 4 Christmas Break

| JUNE '19 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | Th | F  | S  |
|          |    |    |    |    |    | 1  |
| 2        | 3  | 4  | 5  | 6  | 7  | 8  |
| 9        | 10 | 11 | 12 | 13 | 14 | 15 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 | 29 |
| 30       |    |    |    |    |    |    |

- 3 Finals/Early Release 12:30pm
- 4 Finals/Early Release 12:30pm/Last Day/8th Grade Graduation
- 7 HS Graduation

| JANUARY '19 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | Th | F  | S  |
|             |    |    |    |    |    |    |
| 6           | 7  | 8  | 9  | 10 | 11 | 12 |
| 13          | 14 | 15 | 16 | 17 | 18 | 19 |
| 20          | 21 | 22 | 23 | 24 | 25 | 26 |
| 27          | 28 | 29 | 30 | 31 |    |    |

- Dec 24-Jan 4 Christmas Break
- 21 MLK Jr. Day, No School





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## **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.

#### **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. A student may receive a chenille letter only once during his/her Hill-Murray career, whether that letter is for academics or co-curricular activities. Qualifying academic students who have already been awarded 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.

#### **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 second 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 co-curricular 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 therapist or medical doctor may be required.

## Graduation Requirements

**Class of 2019-2020** Graduation Requirements Forty-eight (48) semester credits are required for a Hill-Murray high school diploma, including the following:

English 8  
Fine Arts 1  
Health 1  
Mathematics 4  
Physical Education 2  
Religious Studies 8  
Science 4  
Social Studies 6  
Electives 14  
Service Requirement (2 experiences in each year grades 9 – 12)

**Class of 2021 +** Graduation Requirements Forty-eight (48) semester credits are required for a Hill-Murray high school diploma, including the following:

English 8  
Fine Arts 1  
Health 1  
Mathematics 6  
Physical Education 1  
Religious Studies 8  
Science 6 (two credits may be from the technology track)  
Social Studies 6  
Electives 11  
Service Requirement (2 experiences in each year grades 9 – 12)

## GRADE POINT VALUES

### College Prep 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/College Credit 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 will be available through the Infinite Campus Portal at the end of each term. 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.

## HONORS AND COLLEGE CREDIT COURSES

Honors and college credit 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 and college credit 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).

### **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 courses carefully and to enroll in courses that are both challenging and appropriate for their abilities.

1. Please do not request a specific teacher or to change teachers or hours.
2. We ask that you make First Semester course registration/schedule changes prior to July 31.
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.

## **Hill-Murray's Student Service Requirement 2018-19**

### **Service Due Dates**

Students are responsible to complete and record their service experiences through the Hill-Murray Service App prior to the end of the quarter in which they complete their service. Progress in service can be checked in the Hill-Murray Infinite Campus Portal at [www.hill-murray.org](http://www.hill-murray.org).

- Friday, October 26, for summer and 1<sup>st</sup> Quarter service
- Thursday, December 13, for 2<sup>nd</sup> Quarter service
- Friday, March 15, for 3<sup>rd</sup> Quarter service
- Friday, May 3, for 4<sup>th</sup> Quarter service and Service Awards

Service is not an option at Hill-Murray; it is a privilege.

Why does Hill-Murray have a service requirement?

As a Catholic school, Hill-Murray is grounded in the life and example of Jesus Christ. Our service requirement invites each student to engage in Gospel values by bringing compassion and justice to the greater world.

There are two service requirements each year in grades 9-12. One of the requirements is for the Poor and Vulnerable. What does this mean?

You must complete two experiences (not hours) to reach out as a Pioneer to those in need. There are two requirements. The word "requirement" means service experience, and not hours. How can I do this? One requirement can be general service such as: Helping in the school, parish, an event, etc., but not within the family or where you get paid to do the service. It must come from your heart to help out to make a difference. The other service requirement must include the poor and vulnerable such as: children, elderly, physically and mentally challenged, the sick, etc. You can complete both service requirements by doing two experiences with the poor and vulnerable.

Sometimes you can earn more than one service credit if your event is an all day event.

Where can I sign up for a service experience?

Go to [service.hill-murray.org](http://service.hill-murray.org) Log On with your user name/password

You can only sign up for service if your permission slip is on file.

When I complete a service requirement, how do I get credit?

You must record all information related to this service experience on the Hill-Murray Service App.

### **Experiences that will not be accepted as Hill-Murray Service Opportunities**

You may not receive service credit for the following activities:

1. Serving as a manager for a sport or activity,
2. Keeping a time clock, keeping score or keeping statistics for a game unless it is for the physically or mentally challenged.
3. Athletic camps in which you are a participant,
4. Helping family members with daily tasks,
5. Any activity (shoveling snow, raking leaves, babysitting, helping someone move---unless you turn in a form stating you were not paid for this activity. See Sister Linda regarding these types of activities.
6. Pet Sitting---unless you volunteer at the Humane Society to assist their staff
7. Clothing donations

If you have any questions about whether an activity will receive credit, please check with Sister Linda prior to participating in that event or activity.

What is a Service Award?

Each student has an opportunity to earn a service award.

20 Bronze Service Award

30 Silver Service Award

40 Gold Service Award

60 Diamond Award

80 Platinum Award

100 Presidential Award/Medal

200 Pioneer Award

These do accumulate each year. For example: If you have 15 service credits as a freshman, and complete 10 service credits as a sophomore, you would then earn a Bronze Service Award.

For more information contact Sister Linda Soler at (651) 748-2460, [sisterlinda@hill-murray.org](mailto:sisterlinda@hill-murray.org)

### **TRANSCRIPTS**

Transcripts of credits are sent from Hill-Murray School directly to the school that the student wishes to enter. 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. Ten school days are required to process college applications.

### **STUDENT SERVICES**

#### **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 uses a state of the art identification system to protect your son or daughter from identity fraud. This new form of identification uses the finger and its image to uniquely identify. When we enroll a finger we take a variable amount of measurements and the style of the fingerprint. These measurements and style of fingerprint get converted to a number, which gets encrypted and stored. If decrypted and given to someone, this someone cannot reverse the process since many variables are not present. Once this system is implemented your son or daughter is in complete control of their own identity. They can only be identified by placing their finger on the reader. This dramatically protects them from losing an identification number or sharing that number with other students. 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 Mr. Scherf 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.

## **EMERGENCY CARDS**

Emergency cards are one of the most important pieces of information a student should have at school. This card is to be filled out and signed by a parent, parents or guardian. It is important that we receive a new card, with current contact information every year. This card has emergency contacts should a student become ill or injured. For students who drive, we must have parent permission to allow students to leave school due to illness. There is also an area to list any health concerns your student may have. Emergency cards are due with registration information.

## **EMERGENCY SCHOOL CLOSINGS**

In the event of an unscheduled school closing, you will be notified via our emergency alert system. School closings will also 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 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.

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 31. Any student without these current records on file with the school will not be allowed to remain in school after August 31. This is a state law.

## **LIBRARY MEDIA CENTER**

The mission of the Hill-Murray School Library Media Center (LMC) is to foster in students a lifelong love of learning through the exploration of literature, teaching effective research skills, promoting accurate and responsible use of information, data and ideas in all formats, and the implementation of 21st century learning skills.

The LMC offers numerous resources, including books, audiobooks, eBooks, Overdrive, daily newspapers, magazines, online subscription databases, DVDs, an electronic library catalog, 3D printer, copy machine, public library access, puzzles, and games. Services include individual and whole-class instruction, research assistance, Interlibrary Loan, and document and multimedia assistance. Print materials circulate for 4 weeks. Overdrive eBooks circulate for 2 weeks. It is expected that the due dates will be honored, and all materials will be returned in good condition. Materials may be renewed if not on hold for another student. If items are late, students are sent two overdue notices through email. A third notice is emailed to the student and parents. If items are still overdue after such notifications, the replacement cost of the lost item plus a processing fee 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, creativity, 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. Food is not allowed in the LMC. Please see the Acceptable Use Policy, (AUP) regarding the appropriate use of school technology and personal electronic devices. Students may visit the LMC before and after school, during lunch, or from a class. Students need an individual pass to come 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 is not 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.

### **SCHOOL DAY STUDENT DELIVERIES**

While all students are encouraged to be organized, it is understood that there are occasions when materials may be forgotten at home. Student items that are delivered to school are to be brought to the Receptionist at the main entrance. The students will be sent an e-mail to let them know that they have a delivery to be picked up. All athletic equipment should be delivered to the athletic office. Students are to make every attempt to be responsible for picking up their items(s) in a timely manner between class periods or at the end of the school day.

### **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 co-curricular 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 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, by Hill-Murray students may be subject to disciplinary review and action. 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, therapist or physician is required. Any appointments that would draw a student away from the academic day are discouraged. Families are strongly encouraged to schedule routine medical and dental appointments outside of the school day.

### **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 7:55 a.m. on the day the student will be absent. The parent or guardian should give the student's name, grade and reason for absence in the message. Upon returning to school, the student must report to the Office of Student Life to obtain a readmit slip. Failure to report to the Office and obtain an admit slip the day after an absence may result in the absence being classified as unexcused and the assignment of a 30-minute detention.

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

When a student is absent for reasons not classified as excused by the Principal or 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**

The Assistant Principal will determine whether or not a class absence is excused or unexcused.

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

- First offense – student will be called in to see the Principal or Assistant Principal and the teacher will inform the parent/guardian. One hour of detention will be assigned.
- Second offense – student will be called in to see the Principal or 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.

### **Unexcused Class Tardiness**

Students with unexcused tardies to a specific class will be subject to the following consequences:

- First three offenses- The student will be assigned a 60-minute detention.
- Second set of three offenses-The student will be assigned a 120 minute detention. The teacher will inform the parent/guardian.
- Third set of three offenses-The student will be assigned a three-hour Saturday detention. The parent/guardian will be informed by mail.

### **Attendance and Cocurricular Activities**

In order to be eligible for any participation, students participating in any form of co-curricular activities must be in school the entire day. Students who miss any portion of a school day may not participate in any co-curricular activity (practice, performance, game, activity, scrimmage, dance, etc.) on that day.

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 and an early dismissal slip/pass must be obtained by 7:55 a.m.** in order for that student to be eligible for activities on that day. 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 7:55 a.m.; each student is expected to be in his or her Homeroom classroom at that time. **Students arriving after 7:55 a.m. are considered tardy and must obtain an admit slip from the Office of Student Life, before going to homeroom or class.**

The Principal or 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. 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 7:55 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**

Students should keep track of their homework through Infinite Campus and Finals site. The students should be able to access any missed assignments electronically.

### **Extended Absence**

If the student will be absent for an extended period of time (usually two weeks or more), parents or students should email the student's teachers for any homework assignments. Students/Parents are asked to communicate with teachers and the student's counselor on a regular basis when the extended absence is due to health issues. Counselors 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. Parents are urged to make every effort not to plan vacations or activities other than specified vacation times and school holidays listed on the school calendar. 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 the Principal or 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. Students who are absent for major tests, projects, or assignments will be expected to make them up at the teacher's discretion. The expectation for absences of this type is that the student will make up the work they will miss, prior to the absence. The teachers will not be expected to reteach all the material that will be missed to the student when they return. It is imperative that the family makes the arrangements for academic responsibilities before the absence.

### **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 Principal or 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 Principal or 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. Repeated offenses may result in further disciplinary action, up to, and including, suspension, a failure in the class, or dismissal from Hill-Murray.

### **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. 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.

There will be an intervention by school personnel and notification of parents any time there is possession, use or distribution of tobacco products, e-cigarettes or paraphernalia, alcohol, controlled substances or drug paraphernalia, or any other substance that is illegal for our students to use or possess.

These policies encourage 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.

These policies apply to all students, and any discussions and actions taken will be handled in a confidential manner.

### **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. Vaping, using an e-cigarette is also considered chemical use and will be handled in the same manner. Therefore, chemical/drug eligibility consequences will be applied consistent with MSHSL guidelines.

**First Offense:** The student who violates the tobacco use policy, which includes e-cigarette use, will have their parents notified of the offense and serve up to a three-day suspension. The student is also required to meet with the Student

Assistance Coordinator within one week of the violation. The student will be required to follow through with the recommendations made by the Student Assistance Coordinator.

**Second Offense:** The student may serve up to a three-day suspension and be expected to enroll in a smoking cessation program approved by the Student Assistance Coordinator.

**Third Offense:** The student will serve up to a three-day suspension. The Principal will make a recommendation about the student's continued enrollment at Hill-Murray. This decision may be appealed to the President.

### **Alcohol and 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.**

**First Offense:** Students may be suspended for up to 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).

**Second Offense:** 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.

**Sale or Distribution of Chemical or Alcohol:** 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 trained 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 Wednesdays 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 of any kind supersedes any co-curricular activity. Students may not reschedule detention because they have practice or rehearsal.

## **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; the tampering with fire equipment; repeated, documented instances of cheating or plagiarism; insubordination; or willful disregard for school rules and policies (including classroom expectations, uniform policies or behavior policies.)

A student does not have to be on a discipline contract to be dismissed. **There are many types of behaviors that may result in immediate dismissal for a single incident. A second offense would most certainly result in dismissal.** The appropriate Assistant Principal will recommend dismissal to the Principal. 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. A mandatory parent/student conference must take place with the appropriate Assistant Principal before the student may return to school following a suspension. Students may be required to meet with a counselor, Campus Minister or Peer Listener regarding conflict resolution.

## **HARASSMENT/SEXUAL HARASSMENT/BULLYING NOTIFICATION PROCESS FOR UNWELCOME BEHAVIOR**

Created in the image and likeness of God, the innate dignity of every human person must be respected (cf. [Genesis 1:26-31](#); [Catechism of the Catholic Church, nos. 1700-1703](#)). This truth is affirmed in the first principle of [Catholic Social Teaching: Life and Dignity of the Human Person](#). As a Catholic school, we defend all students and staff members against any type of harassment.

All harassment, bullying or unwelcomed behavior against or by any student or staff member is prohibited.

### **Harassment Definition**

Harassment is determined by the administration (Principal, Assistant Principal, President). Harassment includes behavior that: results in physical harm or emotional harm that results in clearly identifiable physical symptoms to the student or damage to the student's property; places the student in reasonable fear of harm to him/herself, or of damage to his/her property; creates a hostile environment at school for the student; infringes on the rights of the student at school; or that materially and substantially disrupts the education process or the orderly operation of the school. Harassment includes actions made in or outside of school, whether directly or through a third party. Harassment may include, but is not limited to, the following:

- **Abusive Relationships/Bullying:** any relationship involving any type of harassment by an individual or group toward another individual or group, regardless of whether requests to cease such contact have been made. This includes contact that occurs both in and outside of school.
- **Cyber:** harassment using any type of electronic media (whether it occurs in or outside of school). Behaviors include cruelty, taunting, name-calling, put-downs, intimidation, slander, libel, threats, impersonation and posting inappropriate images of self and others (see Technology Use Policy).
- **Hazing:** any harassment undertaken by a student or group of students towards another student or group of students with the sole purpose of "initiation" into Hill-Murray, a student organization or a team.
- **Physical:** physical force or touch that is unwanted, that shames, hurts, alienates, threatens, intimidates or attacks another person. This form of harassment includes, but is not limited to, stealing another's possessions and damaging or destroying another's property.
- **Psychological:** humiliating or abusive behavior that lowers a person's self-esteem or causes him/her torment or emotional harm. This can take the form of verbal or written comments, actions or gestures.
- **Sexual:** harassment that includes, but is not limited to, unwanted sexual advances, sexual gestures, sexual jokes, sexual comments, sexual symbols, inappropriate questioning, unwanted and unwelcome touching, inappropriate remarks, displaying pornography and/or promoting rumors of a sexual nature.

- Sexual Exploitation: sexual, physical and/or emotional contact between an adult and a student, regardless of who initiated the contact (cf. Minnesota State Laws and Statutes).
- Verbal: face-to-face interaction using offensive speech, i.e., taunts, name calling, put-downs, intimidation, slander and threats of any kind toward another person or group.
- Written: written statements that taunt, name-call, put down, intimidate, slander or threaten another person or group.

### **Reporting Harassment**

Hill-Murray seeks to provide a safe and respectful learning environment for everyone. If a student or staff member has experienced harassment in any way, he or she is encouraged to tell a trusted faculty or staff person. A faculty/staff member is obligated to tell an administrator (the Principal or Assistant Principal). Having proof is an important part of reporting harassment; therefore, individuals should save emails, text messages, voice mail messages and other documentation. As difficult as it can be to tell another person, reporting the experience is the first step toward reestablishing a safe and respectful environment for that person and the school.

### **How To File A Report**

Hill-Murray students should see a counselor, campus minister or administrator to file a report. The person taking the report will document the report using the Harassment/Bullying report form. Reporting is intended to be non-threatening for the one reporting the incident(s). The person taking the report will only use the information to notify the administration but cannot promise confidentiality, and a staff member is obligated to tell an administrator (the Principal, Assistant Principal) immediately. See "Mandated Reporting" below to determine whether the incident must be reported to civil authorities. All reports, including verbal reports, will be documented.

### **No Retaliation**

Retaliation of any form against a student or staff member reporting harassment will not be tolerated. The range of discipline is determined by the administration and may include, but is not limited to, detention, parent conference, loss of co-curricular/athletic eligibility, loss of ability to participate on a school trip, suspension, and/or expulsion.

### **Investigation and Procedures of Discipline**

The school administration will investigate in a confidential manner to the greatest extent possible and may elect to use an independent third party. At the discretion of the administration, a Review Committee may be formed to investigate the report. Whether involving just the school administration or a committee, certain actions and disciplinary procedures will be followed depending on the severity, frequency, and impact of the offense. Progressive discipline will be determined by the administration and may include, but is not limited to: detention, parent conference, suspension, loss of co-curricular/athletic eligibility, loss of ability to participate on a school trip, and/or expulsion. Hill-Murray reserves the right to interview students, involve students in a counseling process, contact parents, and require students to participate in a contractual process which may include, but is not limited to, ongoing participation in groups, a no-contact contract, and one-to-one counseling. If deemed appropriate, legal authorities will be contacted. School administration also reserves the right to refuse attendance to students not abiding by these provisions.

### **Independent Investigator**

A independent investigator may be appointed by the administration. The investigator will collect all reports, (and information provided to civil authorities, if appropriate), investigate claims, inform the accused, seek to ensure fair treatment of all persons involved in an allegation, and give recommendations to the administration concerning their findings.

### **Board of Review Committee**

In situations where the information gathered in the investigation differs from the perspective of the victim(s) and/or accused, the school may elect to convene a Board of Review Committee. The role of the Review Committee would be to review the information gathered by the administrator that handled the initial investigation and provide recommendations. The Committee will consist of several administrators, board members, and independent advisors selected by the administration. The Board will make recommendations to the President. The President may accept or overturn this recommendation but will provide the report to the full Board of Trustees.

### **Mandatory Reporting**

The Child Safety and Permanency Division of the Minnesota Department of Human Services has compiled a resource guide for mandated reporters entitled "Resource Guide for Mandated Reporters of Child Maltreatment Concerns" <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-2917-ENG>. This resource guide includes information regarding the following topics:

1. Who should report suspected child abuse or neglect;
2. When to report suspected abuse or neglect;
3. Where to report suspected abuse or neglect;
4. When a report is made;
5. What will be asked;
6. Department of Child Protection's responsibilities;
7. Helpful definitions;
8. Summaries of relevant laws and statutes; and
9. Other helpful topics.

## **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.

### **Theft**

Any student found in possession of property that belongs to the school or someone else in the community, without permission, may be suspended or dismissed.

## **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**

The Office of Student Life must approve all locker signs. 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.

## **PERSONAL APPEARANCE**

### **UNIFORM**

The uniform policy enhances the learning atmosphere, increases a sense of pride and community, and reduces competition among 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 or green Hill-Murray monogrammed sweatshirt, long sleeved cardigan, vest or V-neck sweater. Students may wear Hill-Murray apparel, including team or activity sweatshirts or jackets or Hill-Murray Spirit wear that has been purchased from the Pioneer Trading Post, Donald's Uniform or Dennis Uniform. A collared uniform shirt must be worn under a sweatshirt, sweater or jacket. **Team or activity T-Shirts (long or short sleeved) may not be worn.**

**Pants/Skirts** – Gray or black uniform slacks for men or women. Gray uniform skirts for women. Skirts are to be worn at an appropriate/modest length. Skirts are not to be rolled at the waist. **If a young woman has been asked to correct her skirt length for a third time, she will forfeit the opportunity to wear a skirt for the rest of the current semester.** For the remainder of that semester, she will have to wear pants or shorts.

**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. Boots, sandals or clogs are not to be worn with uniform pants or skirts. Tennis shoes in shades of white, black or gray are acceptable with all uniform combinations including shorts, dress pants or skirts. Logos in shades of white, black or gray are allowed on the tennis shoes, any other colors are not allowed. **High tops are not allowed.** Shoelaces should match the color of the shoe.

**Belts** - Every student wearing slacks or shorts 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. Socks with small manufacturer's logos are allowed, as long as they are not distracting.

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

### **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. These expectations will be enforced on non-uniform days, as well as regular uniform days.

#### **Uniform Notes**

1. Shirts are to be 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. (Also an expectation on non-uniform days)
4. Visible tattoos are not acceptable. (Also an expectation on non-uniform days)
5. Hats are not to be worn during the school day. (Also an expectation on non-uniform days)
6. Yoga pants and leggings are not to be worn during the school day. (Also an expectation on non-uniform days)

**Students are expected to be in full uniform during the school day. If the student is not able to correct the uniform violation, they will not be allowed to attend class until they are in uniform. Uniform exceptions will be made for medical reasons only, 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. Yoga pants or leggings are not allowed on non-uniform days. Shorts or skirts that are shorter than mid-thigh are not allowed on non-uniform days. Hats are not allowed on non-uniform days.

#### **STUDENT COMMONS**

Students who remain at school beyond the regular school day must be in a supervised area such as Homework Hall or the LMC, with a classroom teacher, coach or advisor. The student commons is supervised from 2:30-4:30 p.m. 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.

#### **Cell Phone and Individual Electronic devices (High School Students, Grades 9-12)**

Cell phones and personal electronic devices are to remain turned off and in student's lockers during the student's class periods. Class time use of cell phones is prohibited. Cell phones may not be used in bathrooms or locker rooms, at any time. If a student is found using any of this type of a device during class time, or in a bathroom or locker room, the device will be confiscated and the following consequences will apply:

First offense: The student will be assigned a one-hour after school detention. The student may pick up their phone or device from the principal or the assistant principal.

Second offense: The student will be assigned a two-hour after school detention. The student may pick up their phone or device from the principal or the assistant principal.

Third offense: The phone or device will be returned to a parent after a conference with the student, parent and the principal or the assistant principal.

#### **Cell Phone and Individual Electronic devices (Middle School Students, Grades 6-8)**

Cell Phones and personal electronic devices are to remain turned off and in student lockers throughout the entire school day. Middle School students may not use these devices at anytime during the school day. If a Middle School student is found using any of this type of device at any time during the school day, the device will be confiscated and the following consequences will apply:

First offense: The student will be assigned a one-hour after school detention. The student may pick up their phone or device from the principal or the assistant principal.

Second offense: The student will be assigned a two-hour after school detention. The student may pick up their phone or device from the principal or the assistant principal.

Third offense: The phone or device will be returned to a parent after a conference with the student, parent and the principal or the assistant principal.

### **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.

### **Acceptable Use Policy (AUP)**

#### **Responsibilities**

- Use only your assigned username and password.
  - Log out of a program when finished (ex: email, Infinite Campus, Finals site, etc.).
  - Log off the H-M system upon completion of use. (Do not lock or shutdown the computer)
  - Technology use at school is for educational purposes only. \*
  - Personal electronic devices may be used with a teacher's permission and for educational purposes only\*. H-M assumes no responsibility or liability for damages that may occur as a result of using a personally owned device on the school network.
  - Files should be saved in the Cloud.
  - Live streaming is only allowed for educational materials with teacher permission.
  - All copyright laws and licensing agreements must be followed.
  - Always give credit to all sources used whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text. Ignorance of the law is not immunity.
  - Use caution and compassion in determining the messages and pictures that you want to post to the Internet about yourself and/or others.
  - Monitor all activity on your accounts.
  - You may access your personal email accounts from school for educational purposes\* only. In doing so, you must exercise all responsibilities of this AUP.
  - Only access, download, and upload appropriate language and graphics allowed by your teachers.
  - You may change your login desktop background, but the content needs to be appropriate and tasteful.
  - Students are reminded not to reveal any personal information about themselves or others online.
- \* *"Educational purposes" is defined as anything, which supports the school curriculum.*

#### **Restrictions**

- Users may not share or use others usernames and passwords for logging in to the Hill-Murray devices or to use the Internet, etc.
- Downloading files not associated with a course, downloading large files, which interfere with network traffic, or installing software without permission from the Tech Director is not permitted.
- Do not purchase any items using school technology.
- Users may not conduct commercial activities for profit, advertise products or conduct political lobbying on the network.
- No hacking, jail breaking or vandalizing of the network or equipment is allowed.
- Any misrepresentation of another student or staff member is a violation. This includes items posted in blogs, wikis, social networking profiles/sites, and content transmitted via text-messages or blogging tools.
- Any communication that represents personal views as those of the school or that could be misinterpreted as such is a violation.
- Users may not view, download or transmit any pornographic or illegal materials.

#### **Cyber-bullying**

- Users will not use the school system to engage in any form of cyber-bullying.
- Transmission or accessing obscene, offensive, or threatening material otherwise intended to harass or demean others is not allowed.

## **Peer-to-Peer File Sharing and Bit Torrenting**

Student laptop Internet activity is monitored by our servers for file/video bit torrenting. Bit torrenting is a type of file sharing over the internet involving a peer-to-peer (computer-to-computer) connection. Both downloading copyrighted files from bit torrent networks and hosting files or “seeding” is in violation of Hill-Murray student policy agreement, and in many cases state/federal law. Evidence of bit torrenting may result in a 1 day suspension. Any future torrenting activity, or failure to remove copyrighted content on your student device as requested by the tech office will result in a 1 to 3 day suspension and possible administrative/legal intervention. Our school actively works with our internet provider and tracks all internet traffic to ensure that the school stays within compliance of all state and federal laws.

### **Consequences of Unaccepted Use**

Consequences of violations of the AUP may include but are not limited to one or more of the following: Loss of credit for an assignment and/or unit, loss of technology privileges, confiscation of device, detention, suspension and possible dismissal, and the notification of the proper legal authorities, if necessary. The Technology administrators will deem what is appropriate use, and their decision is final. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

*Hill-Murray reserves the right to monitor all forms of electronic use that takes place while at school or using the H-M network.*

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

Any acts of harassment, threats (verbal or written) inappropriate phone calls, electronic, or written correspondence, will result in disciplinary action, up to and including, suspension or dismissal.

### **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. Any act or behavior of this type will also be reported to the Maplewood Police.

*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, and 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, and 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.

## ACADEMIC TIPS

### **Starting Points for Research**

When using the Internet, go first to the subscription databases on the LMC homepage [www.hill-murray.org/academics/Middle School Library Media Center/Databases](http://www.hill-murray.org/academics/Middle_School_Library_Media_Center/Databases). 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.

For remote access, (when not at Hill-Murray School) login to your Pioneer Apps account, go to Sites/Library Media Center/Online Resources, where you will find the usernames and passwords needed for the databases and ebooks or ask the LMC Staff for the username and password.

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

**Britannica Online:** for general research in any subject; encyclopedias, news, magazines, journals, websites and videos.

**Consumer Health Complete:** for health, medicine and alternative medicine.

**Culture Grams:** for Foods, Social Studies and World Languages; current descriptions of countries with articles, recipes, images and videos – all created within and by citizens of the countries.

**Gale Databases and eBooks:** for general research in any subject; magazine and journal articles with some newspapers and book reviews.

**Points of View:** both for general research all classes; provides multiple viewpoints from articles in journals, books and magazines.

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

**Pro Quest Newspapers:** for general research for all classes: foreign and domestic newspaper articles from 1985-current.

**Science Online:** for Mathematics, Science questions and science projects; diagrams, images and articles.

**Science Reference Center:** Browse by category, subject, eBook title, or science experiment.

H-M, MS LMC *Library Catalog (Remote access- available 24/7)*: for all research; shows materials available in the Library Media Center, including eBooks. Ask the LMC Staff for the remote access codes.

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

**1. Search Strategies:** Once you are on the Internet, 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. If an Advanced or Power Search is available, use it so that you can narrow your search immediately using the limiters.

**2. Evaluate your Information:** All information on the web is copyright protected, unless otherwise noted. Anyone can publish anything on the WWW. Evaluate your information by considering the following before you use the information:

- Authority – Who created the site? Is there an author of the article you are looking at? What are his/her credentials? (not a blog or wiki)
- Bias – Who is the publisher or sponsor? Who is paying for this information to be on the internet? What is their point of view? Fact or Opinion?
- Relevance – The importance of the information for your needs.
- Accuracy – Is the information verifiable? Can you find the same information somewhere else?

- Currency – How often is the site updated? When was the last time it was updated or when was it created?

### 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
- **Domains (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
  - .net network resource providers
  - .org nonprofit organization

**4. Copyright:** Cite your information. Always. We use the Modern Language Style Guide, (**MLA**) at Hill-Murray. Revised May 2016.