



Hill-Murray School

Student/Parent Handbook

2022-2023

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NON-DISCRIMINATION POLICY

Hill-Murray School will comply with federal and state laws prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no person shall, on the grounds of race, color, national and ethnic origin, gender identity, sexual orientation, marital status, status with regard to public assistance, age, or disability be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under any educational program, or in employment, or recruitment, consideration or selection, whether part-time or full-time, under any educational program, employment, or activity operated by the school. Hill-Murray also affirms its right and duty to conduct its programs and activities in a manner consistent with its Catholic identity.

HILL-MURRAY SCHOOL IDENTITY/MISSION/VISION STATEMENTS

Identity Statement:

Hill-Murray is an independent, Catholic, co-educational, college, and life-preparatory school serving students in grades 6–12. Rooted in our Benedictine and Lasallian traditions, we embrace the journey of each student and are committed to the growth and well-being of each member of our community.

Mission Statement:

Hill-Murray empowers students to reach their fullest potential by inspiring them to utilize their God-given strengths to become leaders who will make a positive difference in the world.

Vision Statement:

Hill-Murray will become the preeminent school that partners with families to develop transformational leaders grounded in the teachings of Christ.



AT HILL-MURRAY, WE VALUE:

Catholic Faith

Our Catholic identity permeates our school community and strengthens us as we seek to live out the teachings of Christ. We believe that Jesus Christ provides the most comprehensive and compelling example of the realization of full human potential. As a Catholic school community, we meet students where they are and support them as they learn and grow in their faith journey.

Community of Belonging

We believe in the commitment to sharing our faith, values, and experiences with students, alumni, parents, faculty, staff, and friends of the Hill-Murray community. We believe our Benedictine and Lasallian traditions influence everything we do. We take care of each other. Every individual will be known, loved, and respected and in turn, has the responsibility to know, love, and respect others. We are committed to connection and evangelization in a diverse educational community rooted in God's love, with the profound belief in the dignity of the human person. We believe it is our privilege to "Welcome all guests as Christ" (RB 53), and this belief permeates Hill-Murray.

Mind-Body-Spirit

We believe that educating the whole student is a hallmark of Catholic education. The intellectual, emotional, social, spiritual, and physical wellness of each of our students is a top priority. Current research informs our understanding of what our young people need in order to learn, grow and reach their fullest potential. Supporting our students in finding balance in their lives is rooted in our Benedictine tradition and will pay dividends throughout their lives.

Ethical Leadership

We believe that every student is capable of leadership and will empower them to recognize, develop and use their strengths and gifts to serve their communities. We believe students are transformed by service to others and each will find their own way to provide ethical leadership within their sphere of influence. We believe every student will graduate as a confident, ethical, and humble servant leader inspired to lead and serve.

Global Stewardship

We believe that for students to be prepared to contribute to a complex and interconnected global society, they need the skills, mindsets, and values that will help them work collaboratively and respectfully across cultures and borders. Stewardship is defined as the responsible management of something entrusted to one's care. We believe that educating the next generation of global stewards, problem solvers, and faith-based changemakers is critical to Hill-Murray's success and will provide the kind of leaders our world needs.



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.

BENEDICTINE PRAYER

Holy Saint Benedict, you inspire us from across the centuries. Teach us to show hospitality to all
we meet, to live simply with reverence for your creation, to honor our heritage which gives us
stability, and to always seek balance in our work, prayer and rest. Amen.

LASALLIAN PRAYER

Loving God, you led St John Baptist de La Salle to give up all he owned and live among the
poorest of the poor. He was faithful to You in success and in hardship, through understanding
and confusion. He spent his days among students and teachers, inspiring and challenging all he
encountered. Bless our school and those who enter its doors. Give us the grace to love one
another, to grow in our understanding of ourselves and our place in Your world. Help us follow
the example of those who have come before us, to seek You faithfully in all that we do. 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!



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 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. Secondly, anonymous information or complaints will not be accepted or forwarded. Anonymity is a barrier to open communication and problem-solving.

It is our expectation that students will 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 corrected with discussion and information sharing. Such communication is welcome and expected as a genuine way of learning. It is often an important step before parents need to become involved in discussions 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 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. Department Chair
3. Middle School or Upper School Director
4. President

All general questions regarding academics and curriculum should be directed to the counselor assigned to your student. Questions involving discipline should be directed to the Dean/Divisional Director. Questions related to athletics/activities should be directed to the Activities Director. The Hill-Murray counseling staff is an excellent resource at any time when a student has concerns about social, academic, or behavioral situations. Every student has been assigned a specific counselor.

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. 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.



HILL-MURRAY RESPECTFUL DIALOGUE

As a Catholic community and an institution with high academic standards, we approach dialogue with a profound respect for and dignity of people with perspectives, experiences, and opinions different from our own. This can be challenging when discussing complex issues both in and outside of the classroom.

A Hill-Murray graduate is inquisitive, which includes being a critical thinker and a problem solver with the intellectual courage to consider new perspectives ([HM Portrait of a Graduate](#), *adopted Fall 2021*). To foster this important skill in our students, we use the following principles endorsed by the National Catholic Educational Association (NCEA) as we strive to challenge students to think critically and analyze thoughtfully while participating in respectful discussions of complex issues. At Hill-Murray, this looks like...

Respectful Dialogue

What it is:

- A dialogue that encounters difference
- A process of seeing multiple perspectives
- Trying to understand another perspective

What it isn't:

- It is not debate
- There is no winner or loser
- It is not mediation
- It is not conflict resolution
- It is not right v. wrong
- It's not a choice between two things

Ground Rules:

- Have an open attitude
- Engage in true listening
- Ask questions to understand
- Reflect on what you are hearing
- Be open to learning and teaching
- Avoid defensiveness

**DAILY SCHEDULES**

Hill-Murray utilizes three different schedules to include W.I.N.times, Community Times, Class Meetings, Mass, and other student opportunities. The three schedules are named **Green, Black, and White**.

US GREEN SCHEDULE 2022-2023	
1ST HOUR	7:55-8:45
2ND HOUR	8:49-9:34
3RD HOUR	9:38-10:23
4TH HOUR	10:27-11:12
5TH HOUR/LUNCH	11:16-12:51
LUNCH TIME	CLASS TIME
LUNCH A 11:16-11:45	11:49-12:51
LUNCH B 11:49-12:18	11:16-11:49 12:22-12:51
LUNCH C 12:22-12:51	11:16-12:22
6TH HOUR	12:55-1:40
7TH HOUR	1:44-2:30

US BLACK SCHEDULE 2022-2023	
1ST HOUR	7:55-9:15
BREAK	9:15-9:25
3RD HOUR	9:25-10:40
WIN	10:44-11:20
5TH HOUR/LUNCH	11:24-1:11
LUNCH TIME	CLASS TIME
LUNCH A 11:24-11:57	12:01-1:11
LUNCH B 12:01-12:34	11:24-12:01 12:38-1:11
LUNCH C 12:38-1:11	11:24-12:38
7TH HOUR	1:15-2:30

US WHITE SCHEDULE 2022-2023	
2ND HOUR	7:55-9:15
WIN A/COMMUNITY TIME	9:19-9:54
WIN B/COMMUNITY TIME	9:58-10:34
WIN C	10:38-11:14
4TH HOUR/LUNCH	11:18-1:11
LUNCH TIME	CLASS TIME
LUNCH A 11:18-11:53	11:57-1:11
LUNCH B 11:57-12:32	11:18-11:57 12:36-1:11
LUNCH C 12:36-1:11	11:18-12:36
6TH HOUR	1:15-2:30



MS GREEN SCHEDULE 2022-2023	
1ST HOUR	7:55-8:45
2ND HOUR	8:49-9:34
3RD HOUR	9:38-10:23
MS LUNCH	10:27-10:57
MS RECESS	10:57-11:12
MS 4TH HOUR	11:16-12:02
MS 5TH HOUR	12:06-12:51
6TH HOUR	12:55-1:40
7TH HOUR	1:44-2:30

MS BLACK SCHEDULE 2022-2023	
1ST HOUR	7:55-9:15
BREAK	9:15-9:25
3RD HOUR	9:25-10:40
MS LUNCH	10:44-11:20
MS RECESS/WIN	11:24-11:52
MS 5TH HOUR	11:56-1:11
7TH HOUR	1:15-2:30

MS WHITE SCHEDULE 2022-2023	
2ND HOUR	7:55-9:15
WIN A - COMMUNITY TIME	9:19-9:54
WIN B - COMMUNITY TIME	9:58-10:34
MS LUNCH	10:38-11:14
MS RECESS/WIN	11:18-11:52
MS 4TH HOUR	11:56-1:11
6TH HOUR	1:15-2:30



W.I.N. TIME - WHAT I NEED TIME

W.I.N. time is a dedicated block of time for educational resources that is provided for Hill-Murray students during the school day several times per week. During this time, students can work with teachers, Peer Tutors, and each other for educational enrichment and interventions. In addition, students can touch base with clubs as needed throughout the year.

W.I.N. time will work differently for students based on their needs in school. For instance, if students show 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 will ping them to go to an assigned space to work on a task.

COMMUNITY TIME

Community time happens during white days and is intended to be used for these purposes: All School Mass, Student Speakers Series, Teacher PLC's (Professional Learning Communities).

MASS

Monthly, 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. This is a required experience for all students, faculty, and staff.

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, personal health, etc. During this time, departmental staff will collaborate on curriculum reflection and analysis.

ACADEMIC POLICIES

CURRICULAR POSITION STATEMENT

Hill-Murray is an independent, Catholic, co-educational, college, and life-preparatory school serving students in grades 6 – 12. Rooted in our Benedictine and Lasallian traditions, we embrace the journey of each student and are committed to the growth and well-being of each member of our community. We feature a broad range of high school requirements in the humanities and sciences. The breadth of coverage combines with depth of engagement from informed Christian perspectives. We challenge students to ask hard questions and search for new answers; to take smart risks and learn from experience; and apply their education in service to a better, brighter future.

At Hill-Murray, high school students will develop their minds, bodies, and spirits through ambitious coursework, athletic competition, and connect with the wider world through transformative service opportunities, activities, clubs, and unparalleled international experiences. Our Middle School program



immerses students in a passionate community of teachers and learners focused on developing one another's academic, physical, spiritual, and social growth.

PROGRESS TOWARDS GRADUATION

Listed below are the cumulative credits necessary for normal progress toward graduation. Students take a minimum of twelve (12) semester credits each year, six (6) per semester. Students must complete 48 credits in high school to earn a Hill-Murray diploma.

GRADE LEVEL	CREDIT REQUIREMENTS
Middle School	14 Semester Credits
9th	12 Semester Credits
10th	24 Semester Credits
11th	36 Semester Credits
12th	48 Semester Credits

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 their 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.

EXAMS

Cumulative final exams or activities will be administered at the end of each semester. Exams may not be given prior to the scheduled exam day. Final exam days are required for all students.

APPEALS PROCESS



A student's academic or disciplinary ineligibility status may be appealed. Appeals will be handled on an individual basis through the US/MS Director's office. Appeals must be submitted in writing to the appropriate US/MS Director.

GRADUATION REQUIREMENTS

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

DISCIPLINE	REQUIRED CREDITS
ENGLISH	8
FINE ARTS	1
HEALTH	1
MATHEMATICS	6
PHYSICAL EDUCATION	1
SCIENCE	6 *2 credits can be from the technology track
SOCIAL STUDIES	6
THEOLOGY	8
ELECTIVES	11
WORLD LANGUAGE	2 *not required but highly suggested
*SERVICE REQUIREMENT	2 experiences/year

GRADE POINT EQUIVALENTS

COLLEGE PREP COURSES		HONORS/COLLEGE CREDIT COURSES	
A	4.00	A	4.50
A-	3.67	A-	4.17
B+	3.33	B+	3.83
B	3.00	B	3.50
B-	2.67	B-	3.17
C+	2.33	C+	2.83
C	2.00	C	2.50
C-	1.67	C-	2.17



D+	1.33		D+	1.83
D	1.00		D	1.50
D-	.67		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. Students and parents can view progress grades through Infinite Campus throughout each quarter. In-Progress Grades will be updated every two weeks, at a minimum.

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. Homework will vary by grade level.

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 courses.
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.

INCOMPLETE GRADE

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. All incompletes must be approved by the MS/US Director.

MAKE-UP WORK/LATE WORK POLICY

HIGH SCHOOL

It is the responsibility of the student to obtain work missed due to absence. The guideline for completion of work missed due to an absence is $x+1$ whereas the "x" is the number of days the student was gone from school due to absence. For example, if a student misses two days of school the "x" would equal 2, so the student would have 3 days to complete any missed work. No credit will be given for make-up work for unexcused absences.



MIDDLE SCHOOL

Middle School students have until the end of each unit to get missed work to receive full credit or to retake a test. Teachers will request students through our WIN time to help with this process.

SCHEDULE CHANGES

Class schedules are finalized on July 31, ending a comprehensive course selection process 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 appropriate courses 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.

- Requests for a specific teacher or to change teachers or hours will not be honored.
- First Semester course registration/schedule changes must be made before July 31.
- Second-semester schedule changes may be requested until the day before first-semester final 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.

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.

HILL-MURRAY HIGH SCHOOL STUDENT SERVICE REQUIREMENTS

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.

- Students 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.
- 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, the elderly, the physically and mentally challenged, the sick, etc. Students may complete both service requirements by doing two experiences with the poor and vulnerable.
- Students may earn more than one service credit if the experience is an all day event.

SERVICE DUE DATES

Students are responsible for completing and recording their service experiences through the Hill-Murray Service App before 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.



- October 19 for summer and 1st Quarter service
- December 21 for 2nd Quarter service
- March 18 for 3rd Quarter service
- May 6 for 4th Quarter service and Service Awards

SERVICE OPPORTUNITIES

They are posted at: service.hill-murray.org. Students may log on to the portal with their username/password. Students may only sign up for service experiences after their permission slip is on file. Experiences that will not be accepted as Hill-Murray Service Opportunities (Students will 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 statistics for a game unless for the physically or mentally challenged.
3. Athletic camps in which the student is a participant.
4. Helping family members with daily tasks.
5. Any activity (shoveling snow, raking leaves, babysitting, helping someone move unless you submit a form stating you were not paid for this activity.
6. Pet Sitting is not allowed. Students must volunteer at the Humane Society or rescue organizations to assist their staff.
7. Clothing donations.

If a student has any questions about whether an activity will receive credit, please review with a member of the Campus Ministry Staff before participating in that event or activity.

SERVICE AWARDS

Each student has an opportunity to earn a service award based on the accumulated total number of experiences during their time in high school.

NUMBER OF EXPERIENCES	SERVICE AWARD LEVEL
20	Bronze
30	Silver
40	Gold
60	Diamond
80	Platinum
100	Presidential/Medal



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/FOOD

- Hill-Murray School contracts with FLIK to provide breakfast and lunch exclusively for students and staff. Students are not allowed to have food delivered or brought in during the school day from outside restaurants or vendors.
- 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 receive a consequence if their behavior is disrespectful or irresponsible.
- Students may purchase additional food during their assigned lunch period to be stored in lockers until after school. Due to serious student food allergies, food may not be consumed in classrooms. Water bottles with water are allowed in classrooms, other beverages are not allowed.

CAMPUS MINISTRY

The Campus Ministry office is located on the lower level, across from the cafeteria. Campus ministers work with students to coordinate liturgies, 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, prayer services, and at least one yearly retreat. Students looking for service opportunities should stop by Campus Ministry - sign-up sheets are located on the 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, and reception of the Sacraments, prayer groups, and Bible study groups. Students are expected to show appropriate respect and reverence for this sacred space.

DAILY PRAYER

The school day begins with a prayer over the public address system. Students are expected to show reverence and respect during the Morning Prayer. All activity in the school ceases during prayer.

EMERGENCY/HEALTH FORMS

The Health and Emergency, and Student Immunization forms are some of the most important pieces of information a student should have at school. These forms must be filled out and signed by the parent(s)



or guardian, then printed out and returned to school. It is important that we receive new forms with current contact information every year should a student become ill or injured or if there are any new or pre-existing health concerns. For students who drive, we must have parent permission to allow students to leave school due to illness. Emergency forms are due on business days or during orientation.

Annual Health and Emergency Contact Form

Student Immunization Form

EMERGENCY SCHOOL CLOSINGS

In the event of an unscheduled school closing, students and families will be notified via our emergency alert system through Infinite Campus. School closings will also be reported to local TV stations. Listen or look for an announcement specifically regarding Hill-Murray School; 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). 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 needs to stay home due to adverse driving conditions.

In the event of an unscheduled school closing, students will be expected to complete assignments that are posted in Google classroom for each of their courses. Teachers will post assignments by 10:00 AM and will be available online for questions from 10:00 AM to 2:00 PM for questions.

GUIDANCE AND COUNSELING SERVICES

Counselors see every student several times each year through classroom presentations for academic, social-emotional, 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 anytime to obtain valuable information ranging from self-exploration, career exploration, and post-secondary opportunities. Other tools include a Resume Builder function. Naviance can be accessed by going to <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.

Minnesota law requires all students enrolled in school to be immunized against measles, mumps, rubella, polio, diphtheria, whooping cough, Hepatitis B, and tetanus. Students must provide complete immunization records to the school by September 1.

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 four weeks. Overdrive eBooks circulate for two 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 to graduate.

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. To maintain an atmosphere conducive to these purposes, students are asked to consider others. 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 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 and is available in the Office of Student Life. Hill-Murray is not responsible for lost or stolen items. Students are responsible for keeping their lockers clean. Students may be assessed a fee to repair or replace any locker that is damaged during the course of the school year.

PARKING LOT

All Senior and Juniors are eligible for parking permits. Sophomores will be issued a parking pass when they can show they have earned a license and as long as parking is available. Students are provided parking in designated areas by class year. Parking spots are not assigned, and students are not allowed to mark or decorate a parking spot in the lot. For safety reasons, all driveways and access lanes must be kept clear for buses and emergency vehicles. Hill-Murray has a closed campus, making the parking lot and the vehicles in the lot off limits during the regular school day.

A limited number of parking permits may be purchased for \$160.00 through the Office of Student Life. Vehicles must always have the parking permit visibly displayed while parked in the lot. Students in violation are subject to a fine, towing, and possible loss of parking privileges.

SEARCHES

The Hill-Murray School Administration reserves the right to search any locker, backpack, 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 and/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 must 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 not allowed to have restaurant food/lunch delivered. Students are to make every attempt to be responsible for picking up their items(s) promptly between class periods or at the end of the school day.

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 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 consequences. 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 critical life skills that are necessary to ensure quality education.

Accordingly, to receive credit for any course at Hill-Murray School, a student may not be absent from a class more than nine (9) times per semester.

Administrative discretion will be used to work with families, especially in the case of a medical or serious situation. 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.

Absences Counted in Attendance Policy:

- Vacations/trips
- Appointments
- Illness
- On-campus college meetings
- College visits
- Skips
- Early Dismissal for non-Hill-Murray sanctioned Athletics/Activities



- Other unexcused absences

Absences Not Counted in Attendance Policy:

- School-Sponsored Field Trips, Retreats
- Early Dismissal for Hill-Murray sanctioned Athletics/Activities

EXCUSED ABSENCES

Excused absences are absences caused by illness or family emergency.

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 30-minute detention.

UNEXCUSED DAILY ABSENCES

When a student is absent for reasons not classified as excused by the Dean of Students, the absence is considered unexcused. At the first unexcused daily absence, the student will be assigned a three-hour Saturday 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 Divisional Director or Dean 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 – the student will be called in to see the Dean of Students. Parents are notified by the Dean and an automatic detention/appropriate consequence will be assigned.

Second offense – the student will be called in to see the MS/US Director, who will make contact with a parent/guardian to require a meeting with the parents, teacher, and student before returning to class. Appropriate consequences will be assigned which may include suspension.

Third offense – the 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 one ½ hour after school detention.

Second set of offenses: The student will meet with the Dean of Students to make a plan to remedy tardies. The student will also be assigned another after school detention. The teacher will inform the parent/guardian of the excessive tardiness.

Third set of offenses: The student will meet with the Dean of Students, Principal, and parents to determine they are in danger of losing credit based on hours of missed class. Further tardies may result in removal of the student from the class.

TARDINESS TO SCHOOL

Students are expected to make all arrangements to ensure that they will be at 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 first hour



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 for admittance to class.**

The Dean of Students or Director of MS/HS 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 consequences such as detention or, in extreme cases, loss of class credit.

EARLY DISMISSAL

Parents should submit early dismissal requests 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. The student may be ineligible for extracurriculars due to early dismissal.

HOMEWORK REQUESTS

Students should keep track of their homework through Infinite Campus and Google Classroom. The students can access any missed assignments electronically.

PLANNED ABSENCE

To ensure a high-quality education, **Hill-Murray School 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 two days in length.** This form is available in the Office of Student Life and must be submitted three school days before the absence. Each teacher's signature is required to request that all credit will be given for work missed and must be approved by the Director of US/MS. Upon return, the student is responsible for coordinating with all teachers for homework assignments, tests, projects, and quizzes.

The days missed due to a planned absence count towards the maximum of nine (9) absences allowed per semester. Students absent for major tests, projects, or assignments will be expected to make them up at the teacher's discretion and will not be allowed to take tests before the absence. This includes final exams. The teachers are not expected to reteach all the missed material when they return. It is imperative that the family makes arrangements for all academic responsibilities before the absence.

ACADEMIC INTEGRITY

Academic integrity is core to academic success. Academic integrity occurs with teaching and learning according to the principles of Hill-Murray's expectations. Disrupting the academic integrity of a course is a violation of these expectations and arises in the form of improper conduct or work. While each teacher establishes classroom conduct guidelines, all teachers share the same disciplinary approach to work done improperly due to academic dishonesty.

ACADEMIC DISHONESTY

Academic dishonesty is the misrepresentation of one's work. It may include plagiarism (uncited presentation as one's own, any work done by another, whether from a published source, friend, or relative), cheating, improperly sharing one's work with another, or other falsification on any type of assessment, such as a homework assignment, paper, project, quiz, test, or exam. Cheating and plagiarism will result in a redo of the assessment, a maximum grade of 50% for the assessment, and



communications between the teacher, student, parent(s), Dean of Students, School Counselor, and Divisional Director. Depending upon the number or severity, violations of academic integrity may result in detention, suspension, or expulsion.

CHEMICAL HEALTH AND TOBACCO POLICIES

As a community, Hill-Murray recognizes the importance of promoting all students' health, welfare, and safety. 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. Hill-Murray prohibits using, possessing, selling, or transferring any medically unauthorized drugs, tobacco, e-cigarettes, vaporizers, or alcohol while on or near school premises. Further, in union with expectations of the Minnesota State High School League, students are expected to remain free of possession or use of any legally unauthorized drugs, tobacco, e-cigarettes or alcohol at any time during the calendar year, at any place on or off school property, while enrolled or re-enrolled at Hill-Murray. Students found to violate these expectations are subject to school discipline.

Sanctions for Violations

Serious violations may be deemed by the Administration to merit immediate expulsion. In general, however, the following guidelines may apply:

First Offense: One or more of the following as determined by Hill-Murray's Administration:

- Suspension (in-school or out) for 1-5 days from school and all school-related activities;
- Report to law enforcement, as appropriate
- Submit a Chemical Use Evaluation/Assessment within 30 days and comply with recommendations/additional sanctions (e.g., random or regular drug/alcohol testing) as required by Hill-Murray
- Comply with Minnesota State High School League (MSHSL) penalties for all extracurricular activities as specified through HM (see Athletic/Co-curricular Eligibility)

Second Offense: One or more of the following as determined by Hill Murray's Administration:

- Conference with the Divisional Director School to discuss if continued enrollment is possible (students may face immediate expulsion)
- Suspension (in-school or out) for 3-5 days from school and all school-related activities;
- Report to law enforcement, as appropriate
- Submit a Chemical Use Evaluation/Assessment within 30 days and comply with recommendations/additional sanctions (e.g., random or regular drug/alcohol testing) as required by Hill-Murray
- Comply with Minnesota State High School League (MSHSL) penalties for all extracurricular activities as specified through HM (see Athletic/Co-curricular Eligibility)

Third Offense:

- Student may be subject to expulsion

Parents may seek out help and support regarding chemical health concerns from the guidance and counseling staff. 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.

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 sanctions will also be implemented.

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.

Breathalyzers

Breathalyzers will be used at all Hill-Murray dances and other events if needed. 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 inappropriate behaviors following school policies and expectations. Certain offenses will result in a student serving detention in a pre-assigned room after school. Students will serve the detention with the Dean of Students in the following ways:

- Detention is held every day for grades 9-12 in room #048 from 2:35-3:05.
- Detention for grades 6-8 is held every Wednesday in room #048 from 2:35-3:05.
- Students are expected to do homework without talking and without the use of their cell phone or earbuds/headphones. Students may use their school-issued devices to complete work. Sleeping will not be allowed. Students who are having difficulty serving their detention will be asked to return another day with added time.

Students are expected to serve their detention time when it is assigned. Students who fail to attend their assigned period will have their detention time doubled. Excessive 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, games, competitions, or rehearsal.

DISMISSAL

A student is subject to dismissal from Hill-Murray School for only the most serious of reasons. The student may be dismissed for any action that jeopardizes the well-being, safety, or the good of the school community. 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; 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. Many types of behaviors may result in immediate dismissal for a single incident. The Dean of Students will recommend dismissal to the Divisional Director. The decision for dismissal may be appealed to the President.

FIELD TRIPS

Students participate in field trips 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 represent 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 Divisional Director and Dean of Students 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 unwelcome behavior against or by any student or staff member is prohibited.

Harassment Definition

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 unwanted touch 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 include verbal or written comments, actions, or gestures.



- Racial: prejudice, discrimination, or antagonism directed against a person based on their membership in a particular racial or ethnic group. Incidents of racial harassment include comments, drawings, symbols, posts, jokes, slurs, and negative stereotyping based on race or ethnicity.
- Sexual: includes 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 must tell an administrator (the Divisional Director or Dean). 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 Unwelcome Behavior Form. Reporting is intended to be non-threatening for the one reporting the incident(s). 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's discretion 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 reports confidentially to the greatest extent possible and may elect to use an independent third party if necessary. A Review Committee may be formed at the administration's discretion to investigate the report. The administration will determine progressive discipline 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. Hill-Murray may contact the Maplewood Police in the case of any offense. A student may be dismissed for any serious offense, even for the first offense.



Independent Investigator,

An 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, 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 other helpful topics.

ILLEGAL ACTIVITY

The police will be notified of any offense 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

Hill-Murray does not allow weapons anywhere on its premises. The school prohibits students, parents, and any other unauthorized persons from carrying weapons of any kind or anything resembling a weapon, on school grounds, at school-sponsored events or activities, at bus stops, on school buses, or in any other school vehicle. Any unauthorized person found possessing a weapon of any kind will have the weapon confiscated, and both the person and the weapon may be turned over to the proper legal authorities.

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 Dean of Students 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 and a parent/guardian. Forms are available in the Health Office. All medication must be stored in the Health Office.

PERSONAL APPEARANCE

UNIFORM EXPECTATIONS

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.

DAILY UNIFORM:

SHIRTS: Black, green, or white polo shirt with the Hill-Murray logo - MUST be purchased from Donald's Uniform. (Please note: the white polo will be discontinued for the 2023-2024 school year and will not be available for purchase at this time.)

PANTS: Black straight-legged uniform pants, with zipper and closure (no joggers, cargo, track, sweatpants, yoga, no drawstring allowed) - CAN be purchased from Donald's Uniform.

SHORTS: Black uniform shorts (no athletic, cargo, no drawstring shorts and no more than 3 inches above the knee) - CAN be purchased from Donald's Uniform.

SKIRTS: Young women may wear a gray uniform skirt - MUST be purchased from Donald's Uniform (no more than 3 inches above the knee).



FORMAL UNIFORM:

Hill-Murray will require a Formal Uniform on designated days and events (Masses/assemblies/etc.) when students **MUST wear the Hill-Murray polo with logo** (green, black, or white). ***Athletic and Spiritwear is NOT allowed with the Formal Uniforms.***

EXPECTATIONS FOR ALL:

SHOES: Athletic shoes - low/mid/high in white, black, gray, or green are acceptable. **Boots, sandals, slippers, ugs, crocs, and flip-flops are not allowed.**

SOCKS: Plain black, white, or gray socks only.

SPIRITWEAR: If purchased through the *Trading Post* OR *Hill-Murray athletic, team, club, or activity*, it can be worn with the HM uniform - **EXCEPT on Formal Uniform Days.**

HAIR: Must be a naturally occurring color and not extend below the eyebrows in the front. Gentlemen must be clean-shaven, hair should not extend below the ears on the sides, touch the collar in the back, and sideburns must not extend below the ear.

EARRINGS: Small earrings are allowed; however, distracting earrings, facial piercings (nose, lip, etc.) and tattoos are not allowed.

HATS/HOODS/JACKETS are not to be worn during the school day.

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 shorter than three inches above the knee are not allowed. Hats, cutoff shirts, and cutoff shorts 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 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 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 at the discretion of the Divisional Directors and/or Dean in cases of habitual misconduct for a serious disciplinary incident. A second suspension may result in a discipline contract or dismissal.

Out-of-School Suspension

Students will not be readmitted to school following a suspension without a reentry meeting with the student, parents/guardians, Dean of Students, and the Divisional Director. A suspension from school is also considered a suspension from all school activities, including all extracurriculars and school events at HM or other schools.

In-School Suspension

Students serving an in-school suspension will report to the Dean of Students at the beginning of the school day. The student will remain in a monitored location for the duration of the day. A suspension from school is also considered a suspension from all school activities, including all extracurriculars and school events at HM or other schools.

CELL PHONE/ELECTRONIC DEVICE USE

High school students are only allowed to check their phones between classes and at lunch. Middle school students are expected to have their phones turned off and stored in lockers daily from 7:55 am - 2:30 pm. **Cell phones, earbuds/headphones, and personal electronic devices are not allowed to be used during class periods. Making a video or taking photos during the school day is prohibited and subject to serious disciplinary consequences. Cell phones may never be used in bathrooms or locker rooms, and the use of devices in these areas warrants serious disciplinary action.** Students found to have a cell phone/device during a test or exam will face a serious academic penalty. If a student is found using any type of device during class the device will be confiscated, and the following consequences will apply:

First offense: The student will turn in their phone to the Dean of Students each morning before the first class for 3 days.

Second offense: The student will turn in their phone to the Dean of Students each morning before the first class for 5 days.



Third offense: The student and parent(s)/guardian will meet with the Dean of Students regarding more serious disciplinary action.

TECHNOLOGY USE/ACCEPTABLE USE POLICY (AUP)

The use of technology at Hill-Murray School continues to expand with new equipment and applications offered each year. The 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)

As the use of technology at Hill-Murray School continues to expand with the equipment and applications offered each year, it is important to stress the requirement for these resources to be used appropriately and for school purposes only. The use of technology at school, including the HM school-issued device, access to wireless Internet, programs and software, etc. 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 Student Handbook.

The technology AUP applies to anyone using the Hill-Murray network, using Hill-Murray devices whether inside the school building or off-premises, or using any device (HM issued or personal) on the Hill-Murray campus. It is the responsibility of the end user to use online components in a respectful and responsible manner, including social networking sites. Hill-Murray-owned devices are monitored, and there is no expectation of privacy. Students will be issued a laptop device only after the parent/guardian and student have signed the Acceptable Use Policy. Students and



parents are required to sign the AUP each year. This policy is subject to change at any time and can be accessed on the Hill-Murray website or at the link below.

[Link to full Acceptable Use Policy](#)

Additional Digital Responsibilities

- Use only your assigned username and password. Do not share this information with others.
- Students must **only** use their HM-issued device. Other devices are not allowed at HM.
- Log out of a program when finished (ex: email, Infinite Campus, Naviance, etc.).
- Technology used at school is for educational purposes only.
- Files should be saved in Google Drive.
- 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 must be appropriate.
- Students are reminded not to reveal any personal information about themselves or others online.
- "Educational purposes" are defined as anything which supports the school curriculum.

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.

THREATS/HARASSMENT TOWARDS FACULTY, STAFF, or STUDENTS

Any acts of harassment, threats (verbal or written) inappropriate phone calls, or electronic, or written correspondence, will result in disciplinary action, up to and including, suspension or dismissal. The Maplewood Police may be notified on the first offense.



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.

ATHLETIC AND CO-CURRICULAR ELIGIBILITY RULES

Parents and students are reminded of the following rules regarding student participation in Hill-Murray co-curricular activities. Many are the same as the Minnesota State High School League rules governing co-curricular activities. The expectation from the Minnesota State High School League is that individual schools' rules are at least as stringent as the League rules. Schools may establish others that are more stringent than those of the League. The following rules apply to students throughout the entire year, including the summer months. By signing this sheet, you acknowledge that you understand and support these rules as they relate to your child's participation in Hill-Murray activities.

CHEMICAL USE POLICY

The use or possession of tobacco, e-cigarettes, alcohol or any drug or controlled substance not prescribed for the student by a doctor, or the possession of anything that may be defined or construed as drug paraphernalia is not permitted, regardless of quantity.

Students are expected to avoid or immediately leave any situations where alcohol or other chemical substances are present.

CONSEQUENCES FOR CHEMICAL USE

At any time during the calendar year, a student shall not, regardless of the quantity:

- A. use or consume, have in possession a beverage containing alcohol;
- B. use or consume, have in possession tobacco; or,
- C. use or consume, have in possession, buy, sell or give away any other controlled substance or drug paraphernalia.
- D. use or consume, have in possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products, and other chemicals. "Tobacco products" means any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product.
- E. use or consume, have in possession, buy, sell or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substances or products shall include but are not limited to, synthetic drugs,



gasoline, glue, aerosol devices, bath salts, and any substances addressed by Minnesota or Federal Law.

Penalties for Category I Activities

Definition - Category I Activities: Those League-sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of League-sponsored tournaments.

- Athletic Activities
- Fine Arts Activities

First Violation Penalty:

The student shall lose eligibility for the next two consecutive interscholastic contests or two weeks, 14 calendar days, whichever is greater, of a season in which the student is a participant.

Second Violation Penalty

The student shall lose eligibility for the next six consecutive interscholastic contests or three weeks, 21 calendar days, whichever is greater, in which the student is a participant.

Third Violation Penalty

The student will be removed from all interscholastic activities and may be subject to expulsion.

Hill-Murray School may require a chemical evaluation by an agency approved by the administration for any chemical violation. These violations are cumulative over the course of a student's career at Hill-Murray, whether within one year or over the course of four years. The second incident is the second incident, even if the two incidents occurred three years apart.

ATTENDANCE

Students participating in any co-curricular activities must be in school by 9:15 am and remain in school the entire day to be eligible to participate. A student who misses any portion of a school day may not participate in any co-curricular activity (practice, performance, game, scrimmage, etc.) on that day, unless the absence has been approved, through the Office of Student Life. If a student misses school for a medical or dental appointment, a doctor's note must be provided. WIN time is part of the school day. Students who leave school due to illness (even if they are in attendance for part of the day) are not eligible for extracurriculars on that day.

SOCIAL MEDIA

Please note that information gathered from social media sites can be used in investigations of potential rule violations. Digital/cyberbullying or harassment will carry the same consequences as those listed under hazing.

RACIAL/RELIGIOUS/SEXUAL HARASSMENT/VIOLENCE and HAZING/BULLYING



A student shall not engage in sexual, racial or religious harassment or sexual, racial, religious violence or hazing during the school year or any portion of an activity season that occurs prior to the start of the school year or after the close of the school year.

Sexual, Racial, Religious Harassment, and Hazing Violations:

1. **First Violation:** The student shall lose eligibility for the next two consecutive interscholastic contests or 14 calendar days of a season in which the student is a participant, whichever is greater.
2. **Second Violation:** The student shall lose eligibility for the next six consecutive interscholastic contests or 21 calendar days, whichever is greater, in which the student is a participant.
3. **Third or Subsequent Violations:** The student will be removed from all interscholastic activities and may be subject to expulsion.

In addition, all Hill-Murray student-athletes will be required to annually assert that they have reported any hazing, harassing, or unwelcome behaviors to the school administrative team either through our anonymous whistleblower system or through the process outlined in the Student Handbook.

MINNESOTA STATE HIGH SCHOOL LEAGUE TRANSFER POLICY (Bylaw 111)

The Minnesota State High School League Transfer Policy governing students that transfer from one high school to another may be found on the MSHSL website – www.mshsl.org or in the MSHSL Policy Manual.

ACADEMIC ELIGIBILITY

End of Semester Eligibility

In order for students to be eligible to participate in co-curricular activities, they must maintain a current grade point average of 2.0 and must pass all classes. This is not a cumulative grade point average; it is the grade point average for the current semester grading period. The 2.0-grade point average can only be determined using semester grades. Additionally, students must pass each of their classes at the end of each quarter. Students must be passing all classes and have a minimum of a 2.0-grade point average at the end of the first semester and second semester.

A student may become academically 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 their 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 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 Director of the US and Activities Director. Appeals must be submitted in writing. If deemed necessary by the administration, documentation from a licensed professional counselor or medical doctor may be required.

NON-SCHOOL PARTICIPATION

No student may participate on a team other than the Hill-Murray team in the same sport during that sports MSHSL season. Interpretation: a student can not try out, participate, practice, or play on a club basketball team during the MSHSL basketball season. Exceptions to this rule are Alpine Ski, Baseball, and Softball. The clarification and administration of the above rules are the responsibilities of the Activities Director. The Activities Director in cooperation with the Hill-Murray Administration and the Minnesota State High School League Staff will handle any other problems that may arise.

To be eligible for any participation, students engaging in any form of co-curricular athletics or 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, clubs, etc.) on that day.

Eligible to participate:

- A student pre-arranges an excused partial day absence (i.e., medical appointment) and arrives at school by 9:15am; documentation of appointment must be provided
- Extenuating circumstances at the discretion of administration

Ineligible to participate:

- Any unexcused absence
- A student misses the majority of any period without appropriate prior approval
- Student or family informs the school after an excusable school-day absence

The Hill-Murray School Administration reserves the right to use discretion with any policy, modify current policies, or to add new policies and procedures as deemed necessary at any time.



PRINCIPLES OF CATHOLIC SOCIAL TEACHING

Responsibilities of the entire Hill-Murray Community as outlined by the United States Council of Catholic Bishops:

DIGNITY OF THE HUMAN PERSON

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

The dignity of the human person is the underlying principle of the student life policies at Hill-Murray. Students are challenged to recognize the dignity of each person as individuals and as members of the community. The school community works to help students respect their own innate goodness and dignity. When a student does not work to reach their full potential in the classroom or in other school activities, she or he does not celebrate her/his unique gifts from God. 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 other students are disrespecting the dignity of that individual. Students and teachers alike are called to respect one another.

CALL TO FAMILY, COMMUNITY, AND PARTICIPATION

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 the community. The family is the central institution that must be supported and strengthened. The Catholic tradition teaches that human beings grow and achieve fulfillment within the 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 for promoting the common good. We are 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 community members, 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 school's reputation, whether in school or off campus, may be subject to discipline review.

RIGHTS AND RESPONSIBILITIES

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, suspension, and expulsion. Students may also be asked to make restitution, participate in school-recommended evaluations, or be involved in mediations.

OPTION FOR THE POOR AND VULNERABLE

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.

THE DIGNITY OF WORK AND THE RIGHTS OF WORKERS

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, decent and fair wages, to organize and join unions, private property, and 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' workplace 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.

SOLIDARITY

Catholic social teaching proclaims that we are our brothers' and sisters' keepers wherever they live. We are one human family, regardless of national, 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 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.

CARE FOR GOD'S CREATION

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 community members are expected to recycle paper, plastic, aluminum cans, and other appropriate recyclable materials. Our willingness to make the commitment to recycling is an integral part of living the Catholic social teachings.

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