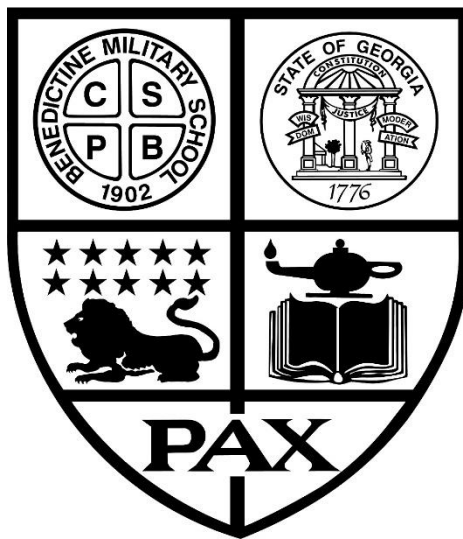


# THE RULE



FOR  
BENEDICTINE MILITARY SCHOOL  
2016-2017

**Character**  
**Purpose**

**Spirituality**  
**Brotherhood**

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## **POINTS OF EMPHASIS**

- THE BENEDICTINE MILITARY SCHOOL ADMINISTRATION RETAINS THE RIGHT TO AMEND THE HANDBOOK FOR JUST CAUSE AND TO MAKE FINAL DECISIONS ON THE POLICIES AND PROCEDURES AT BENEDICTINE MILITARY SCHOOL.
- ALL YOUNG MEN ENROLLED AT BENEDICTINE MILITARY SCHOOL, WHETHER OR NOT ENROLLED IN JROTC, ARE CONSIDERED CADETS AND WILL BE REFERRED TO AS SUCH IN THIS BOOK.
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## **Benedictine Military School's Mission**

Benedictine Military School, a Catholic, Benedictine, college preparatory school, forms and educates young men from diverse backgrounds, supports a deeper commitment to their faith, prepares them for life through a quality academic program, and instills leadership skills through a JROTC program, athletics, extracurricular activities, and community service. Through instruction and discipline, Benedictine Military School seeks to form men of virtue and integrity who are prepared for life-long learning and for service to their faith and civic communities.

## **Benedictine Military School's History**

Our school's rich history dates back to 1874 when two Benedictine Monks came to Savannah from Europe by way of St. Vincent Monastery in Latrobe, Pa. to educate and convert the recently emancipated blacks. The founding of St. Benedict's parish occurred soon after the monks' arrival and a school followed in 1875 on Isle of Hope. After several unfortunate setbacks, the Benedictines had to abandon their mission. Upon returning to Savannah, the monks served Sacred Heart Church under the aegis of Belmont Abbey. In 1902, adjacent to the church, Benedictine Military School opened its doors and was an immediate success. In addition to primarily serving the male Catholic students, it attracted the Jewish population and poor Protestants who shared interest in the Judeo-Christian tradition of academic excellence, good moral living, respect for authority, and love of country. In 1963, Benedictine Military School moved to the current location on Seawright Drive on the Southside of Savannah. Today, the St. Vincent Archabbey in Latrobe, Pa. guides the Benedictines. Three Benedictines now work at the school and hold the positions of Headmaster, Director of Campus Ministry, and Media Center Director.

## **Benedictine Military School's Community Expectations**

The community of Benedictine Military School is based on the tradition of Benedictine Values. Saint Benedict outlined several key elements within the community. These values are as relevant and timeless today as they were in the founding of Benedictine Military School in 1902.

Community: Act in the best interest of others and be considerate

Prayer: Take time for reflection and to seek guidance from God

Hospitality: Treat your neighbor and guest as Christ

Discipline: Practice self-restraint and act with maturity

Stewardship: Take care of what is given to you and the space you share with others

Humility: Listen to others, grant forgiveness, and admit your mistakes

Conversatio: Seek opportunities to learn and grow spiritually and intellectually

Obedience: Listen respectfully to others, honor authority, and respond appropriately

Love of Christ & Neighbor: Embrace Christ and others with an open heart and an open mind

## ACADEMICS

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### REQUIREMENTS FOR A BENEDICTINE MILITARY SCHOOL DIPLOMA

1. The following are required by the Georgia Board of Regents for regular admission to a Georgia college or university and for graduation from Benedictine Military School in the College Preparatory Program (Cadets are advised to check online at the colleges and universities of their choice for individual school's requirements).

Minimum Carnegie units to graduate: 22\*

|                   |  |
|-------------------|--|
| English           | 4.0 units  |
| Mathematics       | 4.0 units Algebra I, Geometry, and Algebra II required               |
| Science           | 4.0 units Biology, Chemistry, and Physics required                   |
| Social Studies    | 3.0 units World History, U.S. History, Economics/Government required |
| Foreign Language  | 2.0 units of the same language                                       |
| Religious Studies | 2.0 units (1 course each year)                                       |
| JROTC             | 2.0 units  |
| PE/Health         | <u>1.0 unit</u>  |

#### **22.0 total units**

\*Beginning with the graduating class of 2019, all Benedictine Military School Cadets will be required to fulfill 1 credit of fine arts, for a total of 23 total units.

2. A Cadet is in good disciplinary standing.
3. A Cadet must complete Seventy (70) hours of documented and approved community service.
4. A Cadet completing his senior year who has failed any subject required for graduation will not be eligible to receive his diploma at graduation.

### COURSE PLACEMENT POLICY

Cadets are placed in a challenging course of study designed to meet their spiritual, intellectual, and physical needs. Careful attention by Department Chairpersons and faculty members is given to recommending a Cadet for the appropriate class level, one that will challenge him and prepare him for future learning opportunities. The final placement decision is based on the Cadet's previous achievement, teachers' recommendations, and in-class behavior. Cadets are encouraged to speak with teachers about recommendations for Honors and Advanced Placement (AP) classes.

Beginning with the class of 2017, students must take a minimum of 4 rigor classes to meet HOPE Scholarship rigor requirements. A 3.0 non-weighted, academic GPA must also be maintained (HOPE does not round up!). The following classes meet rigor requirements for HOPE Scholarship: Honors Biology, Chemistry, Honors Chemistry, Physics I, Honors Physics I, Honors Physics II, Pre-Calculus, Statistics, Spanish II, III, IV, Latin II, III, and IV, and all AP classes. **Cadets will meet HOPE Scholarship rigor requirements even if they are not in Honors or AP classes.**

Cadets will find their schedule online on NetCadet.

Any scheduling questions or concerns should be directed to the Director of Guidance at 912.644.7011.

BENEDICTINE MILITARY SCHOOL  
**Four Year Academic Flow Chart**

2016-17

Note: Any student can take any one of these courses at any time as an "open elective" if they qualify (if not repeating a course.)

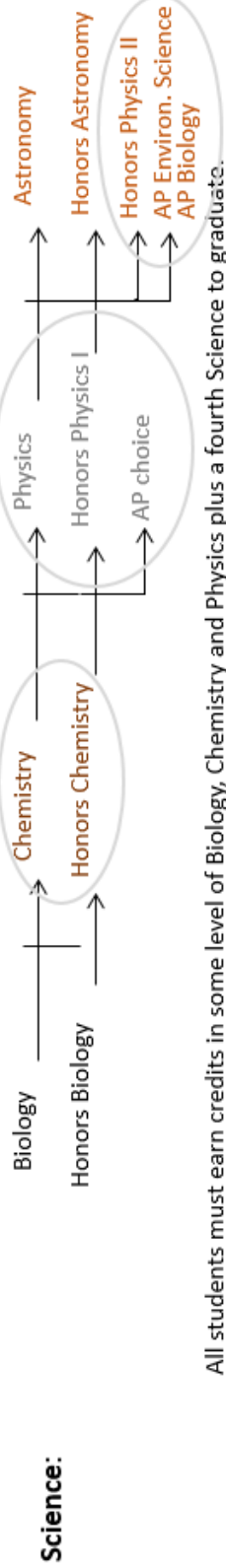
Courses satisfying Hope Rigor

**9th Grade Course:**

**10th Grade Course:**

**11th Grade Course:**

**12th Grade Course:**



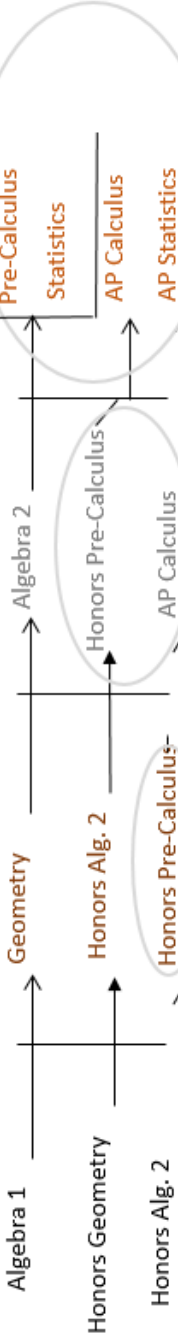
All students must earn credits in some level of Biology, Chemistry and Physics plus a fourth Science to graduate.

**Social Science:**



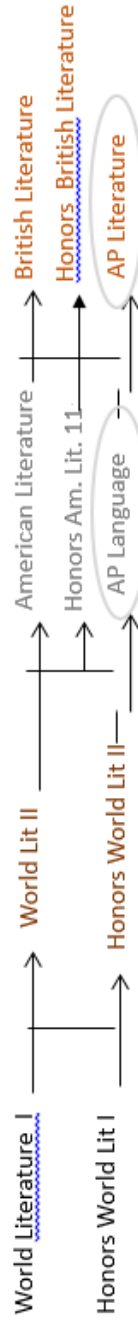
All students must take World History or Euro. History, and US History, and Government, and Economics to graduate.

**Math:**



All students must earn credits in Algebra 1 and 2, and Geometry, plus a fourth Math course to graduate. Freshmen entering with Algebra or Geometry credit typically advance to the next course in the sequence.

**English:**



**World Language:**

(Latin or Spanish)

All students must earn a minimum of 2 credits in the same World Language to graduate. Levels 2,3, and 4 of any World Language are considered HOPE rigor courses. Note: Competitive colleges typically look for and/or require 3 or more.

## **CADET SCHEDULES**

Throughout the year, the Guidance Staff will meet with Cadets to review academic standing and projected course placement. In the early spring of each academic year, Cadets will be given a course selection sheet outlining course options for the next year. Since placement is done by teacher recommendation based on student performance, Cadets should talk with teachers about Honors and AP placement prior to filling out their course selection sheet and turning it in to the Guidance Office. Selection sheets will not be accepted without a parent and Cadet signature.

The scheduling process for the upcoming year continues with a Cadet's current year teachers' recommendations for the appropriate course level. When possible, priority will be given in the following order: Advanced Placement and Honors level core subject area classes, College Preparatory level classes, academic electives, then all other electives. Seniors are given first priority for electives, then juniors, then sophomores.

The Director of Guidance, the Registrar, and the Principal oversee the scheduling process. All requests for schedule changes or adjustments will be referred to the Director of Guidance adhering to the following procedures:

1. Cadets will see their schedules online in mid-summer. Keeping the aforementioned procedure in mind, the Cadet will carefully review the schedule with his parent(s), understanding that he has been recommended for the courses he sees by his current and past teachers, who are experts in their fields of study.
2. Any teacher suggested/recommended course/level changes will be honored and adjustments will be made to the Cadet's schedule.
3. The Cadet follows his present schedule until the time he has been advised that the change is official.
4. The teacher, parents, and Cadet will see the schedule change on NetCadet.
5. All schedule changes are subject of approval by the Principal.

A Cadet who is permitted to withdraw from a course after the first four weeks of the semester will have indicated on his transcript one of the following, depending on his grades at the time of withdrawal: WP (Withdrawn-Passing) or WF (Withdrawn-Failing). A Cadet who withdraws from a course will carry his grades into the next course, i.e., a Cadet who withdraws from Pre-Calculus will carry his grades with him into Statistics.

Faculty expertise and knowledge of a Cadet's ability and proper planning on the part of the Cadet should alleviate the need for a Cadet to withdraw from a course.

## **TIME MANAGEMENT**

Cadets are students first and should prioritize accordingly. Every effort has been made to ensure that cadets are given every opportunity to complete their school work from having a set weekly schedule, to including a tutorial period twice a week, to including a 25 minute midday break, to providing a yearly planner. For this reason, no co-curricular or extracurricular activity should cause a Cadet to struggle academically. The act of taking on additional activities demonstrates one's belief that he can handle the curriculum at Benedictine Military School.

## **GRADING SCALE**

The following is the grading scale for Benedictine Military School:

| <b>Letter grade</b> | <b>Numerical grade</b> | <b>Point Scale</b> |
|---------------------|------------------------|--------------------|
| A+                  | 101-105                | 4.60 - 5.00        |
| A                   | 95-100                 | 4.00 - 4.50        |
| A-                  | 90-94                  | 3.50 - 3.90        |
| B+                  | 87-89                  | 3.20 - 3.40        |
| B                   | 83-86                  | 2.80 - 3.10        |
| B-                  | 80-82                  | 2.50 - 2.70        |
| C+                  | 78-79                  | 2.30 - 2.40        |
| C                   | 75-77                  | 2.00 - 2.20        |
| C-                  | 73-74                  | 1.80 - 1.90        |
| D+                  | 72                     | 1.70               |
| D                   | 71                     | 1.60               |
| D-                  | 70                     | 1.50               |
| F                   | 69 &<br>Below          | 0                  |

## **ADVANCED PLACEMENT AND HONORS LEVEL CLASSES**

In recognition of Advanced Placement and Honors level classes, Benedictine Military School adds five (5) points for all Advanced Placement level courses and three (3) points for all Honors level courses. Some World Language I and II courses and all third level or higher World Language are considered Honors level. All Cadets taking an AP class will be required to sign an AP Contract to show he understands the expectations and requirements of an AP class.

## **ADVANCED PLACEMENT EXAM POLICY**

All Cadets who enroll in AP are required to take the exam, either on the national test date or on the national make-up date. However, taking the exam is a privilege, not a right. Cadets who demonstrate that they do not care about the exam or fail to make progress may be asked to sit for a final instead of taking the AP exam.

In these cases, the teacher may request that the Cadet not take the Advanced Placement exam. The teacher will stay in contact with the parents throughout the year on this issue.

In February the AP teachers will make initial assessments of their Cadets to detect any Cadets who are not progressing. These Cadets will be given until mid-April to improve. If they have not improved, they will be asked not to take the AP exam, and they will be asked to take a final exam (worth 20%) instead.

## **HONOR ROLL REQUIREMENTS**

Cadets must be taking five (5) or more full units to be eligible for the High Honor Roll and the Honor Roll. Cadets are ranked according to the numerical Grade Point Average (GPA).

**High Honor Roll** status is attained by a Cadet who has an overall GPA of 98 for the quarter. No grade may be lower than a 93.

**Honor Roll** status is attained by a Cadet who has an overall GPA of 93 for the quarter. No grade may be lower than an 88.



### **MID-YEAR and FINAL EXAMINATIONS**

Mid-Year and Final Examinations are given in **ALL** disciplines except PE and JROTC. Examinations will be 90 minutes in length, with days listed on the school calendar. Cadets must be present for their assigned exams except for an excused absence or academic conflict.\*

*N.B. Exams will be given by disciplines.*

### **ACADEMIC RECOGNITION PROGRAM**

The Administration and Faculty of Benedictine Military School wish to recognize the academic achievements of our Cadets. As a college preparatory high school, we acknowledge the successes of our Cadets in various ways. Some of these include:

- Certificates of Merit are awarded in each level of each discipline.
- Medals of Excellence are awarded to the outstanding senior in each discipline.
- High Honor Roll and Honor Roll are awarded on a quarterly basis.
- Recognition of individuals with high performance on the SAT and ACT using the following method:

SAT: Combined scores (CR+M+W) from a single sitting will be recognized as follows:

1650 Club = CR+M+W is 1650-1849

1850 Club = CR+M+W is 1850-2049

2050 Club = CR+M+W is 2050-2400

ACT: Composite score from a single sitting will be recognized as follows:

24 Club = Total Composite score is 24-26

27 Club = Total Composite score is 27-29

30 Club = Total Composite score is 30 or above

The high score overall in both SAT and ACT will be recognized as “TOP GUN.”

### **CLASS RANK**

A Cadet’s rank in class is determined by his cumulative weighted numerical Grade Point Average (GPA). If a failing course is made up outside Benedictine Military School, the failing course unit will be maintained on his transcript.

Grades earned in approved online programs and distance learning programs will be included in the cumulative GPA at the discretion of the Administration. In general, the grades to be included must be for college preparation or college level courses in academic subjects not offered by Benedictine Military School or subjects that cannot be scheduled into a Cadet’s normal school day.

### **VALEDICTORIAN AND SALUTATORIAN**

Since the Benedictine Military School grading scale weighs Advanced Placement and Honors levels classes, the class Valedictorian and Salutatorian will be the Seniors who have earned the highest cumulative, weighted numerical Grade Point Average (GPA) as determined through our Registrar and Guidance Office, with final approval by the Principal. Once these top Cadets are identified, the following criteria will be used to determine the Cadets who will officially be named Valedictorian and Salutatorian for Graduation:

- 1) A Cadet under consideration for Valedictorian and Salutatorian must have attended Benedictine Military School for a minimum of three full years.

2) The Cadet will be in good disciplinary standing. He will not have earned more than 10 points in his senior year and will never have been on probation.

3) The Cadet will not have committed any Honor Code violations and will not have discredited Benedictine Military School with any offenses outside of school such as, but not limited to, driving under the influence (DUI), shoplifting, fighting, and the like.

4) Should there be a tie for either honor, the Cadet's participation and achievement in Religious Studies, JROTC, and Physical Education, in this order, will be examined.

5) The selection is at the judgment and discretion of the Principal and Assistant Principal of the School, and their decision is final.

### **STAR STUDENT**

The senior who is in the upper 10% of his class at the end of the first semester and who attains the highest score on the SAT in on a single administration is recognized as the STAR Student, in accordance with Star Program guidelines. The school's STAR Student will be eligible to compete in the regional STAR Student Program and proceed to the state level.

### **SEMESTER AND YEARLY AVERAGE CALCULATIONS**

*Semester grades are averaged as follows:*

*Yearly grades averaged as follows:*

Quarter average = 40% of grade

Quarter average = 40% of grade

Semester exam = 20% of grade

Semester Average

Semester 1 = 50% of grade

Semester 2 = 50% of grade

Final Yearly Average

Each academic department will determine the weight of all grading categories, and all members of each department will use these weights. Quarterly, semester, and yearly averages are determined electronically within our computer system using the above determined percentages.

### **ONLINE COURSES**

While online courses have numerous benefits, Cadets electing to take online courses do so at their own risk. Consultation with and approval from the Director of Guidance is required prior to Benedictine Military School granting credit for courses taken online. Regardless of the grade outcome, the Benedictine Military School transcript will indicate course name and grade information upon completion. Additionally, any costs associated with online courses are the responsibility of the Cadet and his family. These costs are not included in the Benedictine Military School tuition.

### **REPORT CARDS/PROGRESS REPORTS**

Two copies of a Cadet's Report Card are issued quarterly to individual Cadets. One copy of the Report Card is to be returned with the parent's signature\* by the date specified to the fifth (5<sup>th</sup>) period teacher. The fifth (5<sup>th</sup>) period teacher will keep all quarters' Report Cards on file until the end of each academic year.

Progress reports are issued mid-quarter between reporting periods to parents of Cadets who are making a numerical grade of 74 and below in any subject. Teachers may also choose to issue progress reports at any time during the quarter in addition to issuing mid-quarter progress reports. Progress reports must also be signed\* by the Parent and returned to the issuing teacher. Cadets making a 74 and below in any subject

may be required to attend Monday and Wednesday tutorial to get academic help from his teacher. Guidance staff will also meet with students to provide academic support.

\*In lieu of a parent/guardian signature, a teacher will accept an email confirmation from the parent/guardian stating receipt of the progress report or report card.

### **ACADEMIC STATUSES**

After each quarter the Academic Committee (AC) convenes to evaluate the academic performance of any Cadet with a 79 or below in one or more courses. Upon completing its evaluation, the AC recommends students for either no action or one of three possible categories of academic statuses: Academic Warning, Academic Probation, and Academic Review.\* All three signal that a cadet is in academic difficulty, but there are distinctions among the categories.

**Academic Warning** indicates that a student is struggling but making a reasonable effort to meet his scholastic obligations.

**Academic Probation** means that the Cadet has not been making a good-faith effort to meet academic responsibilities and suggests a more serious situation than Academic Warning. Continued poor effort or performance may result in a Cadet's dismissal at the end of the academic year or even before.

**Academic Review** is the most severe of the responses and a Cadet so classified who does not improve academically is liable for dismissal. Further, any Cadet on Academic Review during the school year will not be invited to return for the next academic year without an AC discussion and, in certain cases, recommendation. In addition, Benedictine Military School may hold the Cadet's contract pending the outcome of the year-end assessment.

*\*N.B. Any academic status may jeopardize participation in any extracurricular or co-curricular activities.*

### **QUARTERLY REVIEW & RE-ENROLLMENT**

Each quarter, every Cadet is reviewed by the Administrative Team. In addition to a Cadet's grades, other factors taken into consideration are a Cadet's disciplinary conduct, attitude, and overall fit to the school. It is advised that Cadets are judged in comparison to their immediate grade peers as well as the Corps of Cadets as a whole. The Administrative Team reserves the right to deny a Cadet who fails to meet the criteria set for Academic Review the opportunity to continue enrollment or to enroll for the following school year.

### **DISMISSAL**

The Director of Guidance must review individual Cadets who finish the academic year with 2 unit failures to determine whether that Cadet is on track for fulfilling requirements for graduation as outlined by the Georgia Board of Regents.

Cadets who fall below the requirements for staying on track for graduation should expect to be dismissed from Benedictine Military School. Cadets are advised that failing a course and not making it up during the summer jeopardizes their enrollment at Benedictine Military School.

Cadets who have performed poorly in academics by failing two or more subjects for a school year will be placed on Academic Review. Academic Review carries the following contractual requirements:

- 1) **REQUIRED** attendance at Tuesday/Thursday tutoring;

- 2) Restricted participation in extracurricular activities, including athletics.
- 3) Weekly review of progress.

At any time, a Cadet who is on Academic Review and fails to complete assignments, participate in class, or put forth the effort to maintain satisfactory performance may be dismissed from Benedictine Military School. Academic Review also jeopardizes a Cadet's Financial Aid.

### **FINANCIAL AID**

All Cadets are evaluated on a quarterly basis. Each Cadet receiving financial aid, along with his parent(s)/guardian(s), signs a financial aid contract. Within the contract are multiple stipulations which must all be met to continue receiving financial aid.

All aid recipients must:

- Remain current in their financial obligation to the school.
- Maintain a minimum 74 average in every course.
- Satisfactorily complete all class work and homework assignments.
- Attend tutorial two times a week for each class where a grade falls below a 74.
- Not accumulate 5 or more discipline points in any one quarter.
- Not accumulate more than 5 absences in any one quarter.

### **SUMMER SCHOOL**

A Benedictine Military School Cadet who fails a class required for graduation from Benedictine Military School must make up that class at an AdvancED/SACS-CASI accredited program, preferably through the Savannah Chatham County Public school system or a program approved by the Director of Guidance. Any Cadet who does not obtain credit for the failed course, which is necessary to be promoted to the following grade level, may expect to be denied re-admittance to Benedictine Military school.

No Cadet, *under normal circumstances*, will take more than two summer school courses in a single year, and no more than four over the four years of enrollment. All courses and summer schools must be pre-approved by the Director of Guidance.

The Cadet is required to provide transcript evidence of course completion.

Cadets may not take summer school to skip ahead in the curriculum in an effort to avoid classes at Benedictine Military School. For example, a Cadet may not take English 11 in summer during the summer of his 10<sup>th</sup> grade year in order to avoid taking a Benedictine Military School class his 11<sup>th</sup> grade year. With the approval of the Department Chairperson, the Director of Guidance, and the Principal, a Cadet may take summer classes in order to acquire additional credits toward graduation (e.g. to take Advanced Placement Calculus senior year.)

All Cadets who need credit recovery will be reviewed on a case by case basis by the Principal and Director of Guidance.

## **COMMUNITY SERVICE PROGRAM**

**All Benedictine Military School Cadets, including transfer Cadets, are required to complete a minimum of seventy (70) hours of community service in order to receive a Benedictine Military School diploma.** Cadets may begin working towards their Community Service requirement in the summer prior to their ninth grade year and must complete all requirements by Spring Break of his senior year. Should a Cadet not complete his 70 hour requirement, he will not be allowed to participate in the Graduation Ceremony.

Benedictine Military School recommends the following benchmarks:

- Freshmen should complete 10 Community Service hours
- Sophomores should complete 20 Community Service hours (30 total)
- Juniors should complete 25 Community Service hours (55 total)
- Seniors complete the remaining 15 hours by Spring Break

All Cadets should have their Community Service form completed and signed off on *at the time of the completion of their hours*. All forms should be returned to the Front Office.

*N.B. all community service hours must be completed while school is not in session, and no court mandated community service will be counted toward a cadet's 70 hours of required community service).*

*N.B. The Community Service Program remains under Administrative review each year. While the purpose of the program remains the same, the format may change. It is recommended that Cadets have their service approved by the Administration prior to undertaking it for Community Service credit.*

## ADMINISTRATION

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### **COMMUNICATION**

Our website, [www.theBC400.com](http://www.theBC400.com), is one of the primary sources we use to communicate with the Benedictine Military School Community. Daily announcements and informative pieces will be on the website. Our website holds important documents and forms. Please check our website daily for new and vital information.

In an effort to be as “green” as possible, Benedictine Military School strives to keep as much information in an electronic format as possible. As such, it is imperative that the Business Office have a valid email address for each family. Benedictine Military School will utilize Trinity to notify parents of important information throughout the school year. Please contact the Benedictine Military School Business Office with a valid email address and a working cell phone number.

Newsworthy items may be submitted to the Communications Office at (912) 644-7008 for publication on Benedictine Military School’s social media or its weekly E-blast.

All Benedictine Military School personnel have voicemail numbers at which you may leave a message at any time. All personnel also have an electronic mail address at which they may be reached as well. This information is online.

### **NETCADET/NETCLASSROOM**

Parents and Cadets have access to a personalized web page that lists the Cadet’s teachers, classes, short term and long term assignments, teacher notes or comments, resources, and classroom policies and procedures. Cadets who are absent are asked to consult the NetCadet program in order to receive assignments and make-up work. Cadets and parents may also e-mail faculty members individually for specific questions about school work, grades, and make-up work. NetCadet may also be accessed from [www.theBC400.com](http://www.theBC400.com).

### **BENEDICTINE MILITARY SCHOOL’S CADET EMAIL ACCOUNTS**

Each Cadet will be assigned a personal email account to be used strictly for internal email purposes only. Because this email account is a school email account, Cadets are expected to use this account in accordance with this handbook knowing that the account is associated with Benedictine Military School. Cadets are recommended to check their email regularly for correspondence from their teacher(s) or the Benedictine Military School Administration.

### **HEALTH SERVICES**

Cadets who are ill during the school day must notify their teacher who will have them report directly to the Health Office. The Health Officer, or a designee, will assess the illness and, if deemed necessary, will contact the parent/guardian. In the event the parent cannot be contacted, the Health Officer, or a designee, will contact the emergency contact noted by the parent on the Cadet’s enrollment application. The emergency contact will be asked to provide instructions for the Cadet or to retrieve the Cadet from the school’s front office.

Cadets who, in the opinion of a school administrator, our Athletic Trainer/School Health Officer, or a designee, require immediate care will be transported to the nearest hospital emergency room, at the parents’ expense. Every effort will be made to contact the parent or emergency contact prior to transporting the Cadet. If, in the opinion of the Athletic Trainer/School Health Officer or administrator, or designee, a Cadet is too ill to remain at school, the parent can be required to retrieve the Cadet from school. Failure to do so on the part of the parent will result in the notification of the proper authorities.

All prescribed medications which need to be distributed during school time must be brought in a container appropriately labeled by the pharmacy.

No Cadet may leave school to go home because of illness without permission from an administrator, the school secretary, or the Athletic Trainer/School Health Officer, without checking out with the appropriate school office, and without securing parental permission.

### **IMMUNIZATIONS AND HEALTH FORMS**

Georgia law requires that all Cadets entering school for the first time in Georgia have an updated immunization statement on file at the school no later than the twentieth (20<sup>th</sup>) day of school. Most physicians and pediatricians will mail the completed form directly to the school at the parent's request. Immunizations must be recorded on a Georgia state form.

### **COMMON ILLNESS / SYMPTOMS POLICIES**

**FEVER:** Cadets should be without a fever for a period of 24 hours before returning to school after illness.

**PINK EYE:** Cadets with pink eye are asked to not return to school until they have been on prescription medication for at least 24 hours, as pink eye is highly contagious.

Any illness which keeps a Cadet out of school for 3 days or more requires a doctor's note stating the fact that the Cadet was under his/her care for that duration. This note should be brought to the Front Office upon the Cadet's return.

### **PERSONAL PROPERTY**

**CADETS ARE RESPONSIBLE FOR THEIR PERSONAL PROPERTY.**

**IT IS EXPECTED THAT ALL CADETS WILL USE AND LOCK THE LOCKER WHICH THEY ARE ASSIGNED. USE OF ANY OTHER LOCKER IS PROHIBITED.**

All personal property, including electronic devices, athletic equipment, books, etc., must be marked for proper identification in case of loss. **It is imperative that Cadets clearly mark all personal property.** School or government property lost by a Cadet must be replaced or reimbursed to the school.

Cadets who are in possession of property which is marked with another Cadet's name or teacher's name, or property which clearly belongs to another individual, may be disciplined in accordance with our Honor Code for theft and/or cheating. This would not apply to a Cadet having permission to use another Cadet's book.

**Taking another's personal property is considered stealing, an offense in violation of Benedictine Military School's Honor Code.**

At no time is a Cadet to be in possession of a teacher's edition of any textbook or teaching material. Any Cadet found in possession of a teacher's edition, including having purchased one, will have the text confiscated immediately. This text will not be returned.

### **LOST AND FOUND**

Books, notebooks, PE bags, and other possessions which are found around the lockers and immediate school campus will be placed in the Business Office. Cadets may check the Lost and Found before or after school on school days. Cadets may claim their property only when school personnel is present.

In the case that a Cadet removes any item from the Lost and Found that is not his personal property, he will have committed an Honor Code violation and he will be charged with stealing.

Many times Cadets report to their parents that items have been stolen only to find that are later located in lost and found or in the back of a Cadet's car. Please encourage your son to look in all lost and found areas and personal areas for items that are missing before reporting them stolen.

### **PARKING AND TRAFFIC**

Cadets driving to Benedictine Military School must be aware at all times **that our monks' home is on our campus**. Therefore, Cadets will respect their home's proximity to our parking lot and will also respect the Chatham County Sound Ordinance by keeping car radios and stereos at reasonable levels at all times.

Cars are potentially deadly and therefore, Cadets and parents should continually be alert to the need for safety and caution. Any abuse of school rules regarding automobile privileges will be dealt with by the administration. The privilege to drive on campus carries with it the following requirements:

- Each car that a Cadet drives to school must be registered in the front office.
- The marked parking spaces in the first row nearest the academic building are reserved for faculty, staff, visitors, and handicapped parking as indicated.
- Cadets may park only in their assigned parking spot. All Cadets are required to pull straight into their assigned parking and do not back in. For security purposes, Cadets are required to hang their parking tags on their rear view mirror regardless of what vehicle they drive on that day.
- Lost tags will need to be replaced immediately. A \$20 fee is needed to place a new order for parking tags.
- The area adjacent to the weight room is off-limits to Cadets **at all times**. This area is reserved for faculty members, referees, and visitors before and after school, during the school day, and for school events.
- Upon arrival in the parking lot, Cadets must immediately vacate their car and proceed to the academic building.
- At the end of the day, Cadets must proceed back to their car in the parking lot and leave the campus.
- Cadets, when leaving academic classes, must be in full uniform when departing the campus.
- Benedictine Military School may withdraw driving privileges for any Cadet who fails to register his car, who violates the Cadet driver agreement, who parks in unauthorized areas, who is reckless in his use of the car, or who is habitually tardy to school.
- No matter how urgent business may be, fast and reckless driving on a school campus can never be justified. The safety of all Benedictine Military School Cadets and faculty and any campus visitors must come first.
- Unauthorized vehicles will be towed at the owner's expense.
- Dressing/Undressing in the parking lot is prohibited and will be cause for administrative referral.



- Area businesses, South Coast Medical Group for example, do not allow Cadets to park in their parking lots and walk to school. These businesses may, at the Cadet's expense, elect to have the Cadet's car towed to a parking garage. Similarly, Cadets and/or parents are not permitted to drive through area business parking lots.

### **PARKING LOT OFFENSES**

Offenses include, but are not limited to:

- Excessive speed
- Use of cell phone while driving
- Reckless driving
- "Peeling out"
- Loud music

Offenses will be dealt with by Benedictine Military School's administration with repercussions ranging from verbal warning to Saturday detention and up to immediate suspension and/or permanent forfeiture of driving privileges.

All cars brought on campus are subject to random inspection by school officials and/or law enforcement officers at any time.

Excessive tardiness to school will result in the suspension of driving privileges.

### **DRIVING/RIDING PERMISSION**

Cadets will only be released from off-campus, non-Chatham County, school events to their parent(s)/guardian(s). Any parent/guardian who wishes for their son to drive or ride with another parent/guardian must provide a note or email stating such. Cadets will NOT be released to other cadets.

### **GEORGIA LAW AND TEEN DRIVING**

<http://www.gateendrivereducation.dds.ga.gov/schoolattendance.html> is taken directly from the Georgia Department of Driver Services website and is cited below:

#### ***School and Your Driver's License***

##### ***School Attendance Required***

*Any applicant who is younger than 18 years of age must be enrolled in and not under expulsion from a public or private school and has satisfied the attendance requirements listed in #1 and #2 below for a period of one academic year prior to application for an instruction permit or driver's license.*

*The DDS will suspend the license of a minor who:*

*1. Has dropped out of school without graduating and has remained out of school for ten consecutive school days.*

*2. Has ten or more school days of unexcused absences in the current academic year or ten or more school days of unexcused absences in the previous academic year.*

3. *Has been found in violation by a hearing officer, panel, or tribunal of one of the following offenses, or has waived his or her right to a hearing and pleaded guilty to one of the following offenses:*

- *Threatening, striking, or causing bodily harm to a teacher or other school personnel.*
- *Possession or use of a weapon on school property or at a school sponsored event.*
- *Any sexual offense prohibited under Chapter 6 of Title 16.*
- *Causing substantial physical or visible bodily harm to or seriously disfiguring another person, including another Cadet.*
- *Possession or sale of drugs or alcohol on school property or at a school sponsored event.*

*Any infraction of the above conduct offenses will be a one-year suspension, or the minor shall be suspended until his or her eighteenth birthday, whichever comes first.*

### ***Temporary Driving Permit***

A Cadet can obtain a temporary driving permit from the Department of Driver Services to drive to and from work with a suspended license if he or she has demonstrated the need for the permit. The permit would only be granted if the driver's license has been suspended for a school-related infraction or for dropping out of school.

### **CARE OF OUR CAMPUS**

Benedictine Military School tradition emphasizes student pride and student participation in a well-kept, attractive campus. Careless or intentional abuse of property is not allowed. In addition to disciplinary action, Cadets will be asked to clean up and, in some cases, to pay for items defaced, damaged, or destroyed. Classes and student groups are periodically assigned areas for trash pickup.

### **CAUTIOUS PRACTICES**

In some classes, Cadets may work with tools, materials and substances which are potentially harmful. These classes may include, but not be limited to: fine-arts, biology, chemistry, physics, and Advanced Placement Environmental Science classes and/or Introduction to Mechanics.

Cadets who intentionally and mischievously misuse/deface these tools and materials, or engage in otherwise dangerous behavior during their use, or endanger themselves and the Cadets around them are subject to disciplinary action.

### **CLASS ATTENDANCE**

Benedictine Military School Cadets are required to attend all classes and school events during the academic day, unless excused by a school administrator. Absences excused by a school administrator are still absences and will be noted as such.

At the beginning of the academic school day, Cadets are required to enter the front doors of St. Benedict Hall (B-wing).

- Cadets arriving after first bell must report directly to their first period teacher and will be noted as "TARDY" to morning inspection.
- Cadets arriving after second bell must report directly to their first period teacher and will be noted as "LATE" to class.
- Cadets arriving after missing half of the first period class must report directly to their first period teacher and will be noted as "LATE ABSENT" to class.

- Cadets arriving after first period must enter through the St. Benedict Hall (B-wing) front doors to sign in at the Front Office. The Cadet will be counted as “LATE” and will receive an “ABSENT” in all classes missed.

Any unexcused absence is considered skipping resulting in five (5) disciplinary points.

### **EXCESSIVE ABSENCES**

It is the policy of Benedictine Military School that upon a Cadet’s 20<sup>th</sup> absence, excused or unexcused, from a class which meets every day, or after his 10<sup>th</sup> absence, excused or unexcused, in a class meeting 2 or 3 days per week, the Cadet will not receive academic credit for the course. In the event of an extenuating circumstance (e.g. an extended hospitalization), a Cadet may petition the Principal to have a waiver.

### **ABSENCES - POLICIES AND PROCEDURES**

Parents should contact the school office before 9:00 a.m. to report a Cadet’s absence. If notification is not made by 9:00 a.m., the main office administrative assistant will contact the parent.

Cadets who need to leave school early must notify the front office when requesting early dismissal. **This notification must be presented to the school Administrative Assistant.** Requests which are not excused or will interfere with important school activities will be referred to the Principal for approval.

If a Cadet fails to request an early dismissal, it will be necessary for the parent to come to the front office to officially sign out the Cadet or to call the front office. No Cadet will be allowed to leave the building without proper permission.

If a Cadet leaves the school early, but returns to school the same day, or if the Cadet enters the school at any time during the day other than before homeroom, he must check in with the school office so that this information can be recorded on the register.

**Any absence which is determined to be unexcused may prevent the Cadet from making up missed work which will be recorded by the classroom teacher as a ‘0’. Multiple unexcused absences from school or class may result in further disciplinary action including suspension and/or expulsion from school.**

Any Cadet absent or tardy from school for over half of the academic school day will not be allowed to participate in any extracurricular activity unless he had received prior approval by the Administration. Should a Cadet be absent on a Friday, he may not participate in an extracurricular activity on a Saturday unless he had received prior approval by the Administration.

### **RETURNING TO SCHOOL AFTER ABSENCE**

A Cadet returning to school following an absence should bring a note written by a parent or guardian to the Front Office before homeroom. The content of this note will determine whether the work missed may be made up. A phone call by the parent may take the place of a written note. A Cadet will be given a pass from the Front Office which will be given to the homeroom teacher upon return. A Cadet will not be allowed to make up work without a note or a phone call from his parent.

### **EXCUSED AND UNEXCUSED ABSENCES**

Acceptable excused absences are for religious holidays, illness, serious illnesses in the family, death in the family, and/or court orders.

Absences immediately preceding or immediately following an official school vacation date are unexcused.

Teachers are not expected to give a Cadet make-up instruction for unexcused absences. Parents are asked to make doctor and dental appointments for their sons outside of school hours.

**Permission for an absence other than the reasons listed above or for an extended absence must be obtained from the Principal or Assistant Principal. Parents must send a written request at least one week prior to the absence. Post factum excuses will not be accepted for reasons other than illness documented by a physician.**

School activities, such as Field Day and Spirit Week activities, take place during the day at various times in the academic year. Cadets with excessive absences in classes may be held back from participation in some or all of these activities.

### **MAKE-UP ASSIGNMENTS**

**It is the responsibility of the Cadet to make arrangements with the teacher for any and all make-up work.** If the absence is unexcused, the teacher has the discretion to allow or not allow the Cadet to make-up the work. For any absence, the cadet, at most, has three school days to makeup the work missed.

### **PERFECT ATTENDANCE**

Perfect attendance is defined as being present every day for all classes during the academic year. Missing more than three periods during a school day is considered to be an absence for that day. Cadets involved in school sponsored extracurricular activities that result in an absence from class or school will be listed as “absent school function” on those days, which will not be counted against the cadet.

### **TARDINESS**

A Cadet is expected to be punctual. A Cadet who is habitually tardy to school or to class will face disciplinary repercussions. This includes cadets who drive themselves, as well as cadets who rely on others for transportation.

Cadet(s) arriving to school during morning inspection or the first period of the school day should report directly to their first period teacher. The first period teacher will denote whether the cadet was tardy to inspection or late to class. A cadet who is tardy to morning inspection will automatically earn 0.5 disciplinary points and arriving late to class will automatically be one (1) disciplinary point. Excessive tardiness may be given more severe repercussions.

**Cadets who report to school at any other time during the day must report to the Front Office for a pass to class. A Cadet will not be admitted to any class without a pass after first period.**

### **EMERGENCY**

School officials will make every attempt to reach a parent or guardian in the event of an emergency. If the parents cannot be reached, the school will contact the emergency contact person noted by the parent on the school registration forms. Parents, guardians, and emergency contacts should make every effort possible to provide the school with emergency numbers.

The completed health form contains authorization and consent for the school to administer first aid or other minor treatment, as deemed necessary under the circumstances. In the event of an emergency requiring immediate medical care in which the school is unable to notify the parents, the school is also authorized to have the Cadet treated by a qualified physician at the nearest emergency clinic. All treatment expenses incurred on behalf of the Cadet will be the sole obligation of the parent(s) or legal guardian(s).

### **EMERGENCIES - CLOSING OF SCHOOL**

Severe weather, utility problems, or health emergencies may necessitate the closing of school, either prior to the beginning of the school day or during the actual school day. When such closing can be foreseen, an announcement will be made to the Cadets as early as possible and parents will be notified by the Principal **by phone or text or email**. For weather closings, the decision to close will be made the night before by 11:00 p.m. or by 6:30 a.m. on the day of the closing and will be broadcast by phone or text or email.

*If the Chatham County public schools close due to threatening weather, we will definitely close (even if it is not specifically announced on the media that Benedictine Military School is closing). If Chatham County public schools do not close, Benedictine Military School may still close, owing to the fact that our Cadets do not travel in the safety of school buses and as young, inexperienced drivers, may not need to be on the road.*

**There are times when a threatening weather situation requires early dismissal. Parents should discuss options with their sons for alternative emergency transportation home in the event the school must dismiss earlier than usual. Benedictine Military School will communicate with all parents by phone or text or email.**

Benedictine Military School recognizes that many Cadets travel great distances to attend school. Any time a parent judges the weather or travel conditions to be too dangerous to allow for the safe transportation of the Cadet to school, the parent is encouraged to have the Cadet remain at home. In such a situation, the absence or tardy will be considered excused and the Cadet will be allowed to make-up all work missed if the parent(s) contact the Front Office.

### **EMERGENCY BUILDING PRECAUTIONS AND PROCEDURES**

Fire, tornado, and other emergency precautions and procedures have been established, and Cadets and faculty participate regularly in drills. Monthly fire drills for safety are required by State law. During practice drills, the following rules must be observed:

- Follow teacher's instructions at all times.
- Walk, do not run.
- Keep moving in an orderly fashion to the area designated by the teacher.
- Remain as a group under the supervision of that teacher.
- Any Cadet who is out of his designated classroom at the time of a drill should report to the nearest teacher and inform that teacher in whose class he belongs.
- Cadets are to remain quiet during the drill in order for any additional instructions to be heard and followed by all.
- Faculty members are in charge at all times during a drill.

Fire and tornado drill instructions are posted in each classroom.

### **SCHOOL SAFETY PLAN**

The Administration of Benedictine Military School, together with local/regional law enforcement officials, has created a school safety plan which outlines safety and communication procedures for Cadets, faculty,

and law enforcement officials in the event of a natural disaster, building emergency, or criminal activity. Strict adherence to this plan is required of all involved. Cadets are to follow all instructions at all times.

### **SAFE SCHOOL SEARCHES**

Benedictine Military School seeks to provide a safe, secure, and drug-free campus for its Cadets. To ensure compliance with our pledge of a drug-free campus, we will adhere to Benedictine Military School's Substance Abuse Policy and the Chatham County Sheriff's Office will conduct an inspection periodically. These inspections will be carried out by members of the Chatham County Sheriff's Office along with members of the school administration and/or designees. Inspections will be conducted of the Cadets, classrooms, administrative offices, faculty and staff offices, Cadet lockers, Cadet belongings, and all vehicles located in the parking lot.

Parents and Cadets are advised that in accordance with the Georgia Code 16-13-32.4, it is illegal for Cadets to manufacture, distribute, or possess a controlled substance in, on, or near a school. Any person who violates this code is guilty of a felony and may be prosecuted to the full extent of the law.

Any Cadet found in possession of drugs or drug paraphernalia at school or a school related event may be subject to immediate expulsion.

### **USE OF TOBACCO & VAPORIZERS**

The use or possession of all tobacco products and vaporizers, including all vaping devices and e-cigarette systems, are prohibited for Cadets on campus as well as during any school related events off campus.

**Cadets are also prohibited from using tobacco products and vaporizers, including all vaping devices and e-cigarette systems, on or off of campus while dressed in the school or military uniform, or Benedictine Military School athletic attire.**

### **RULES FOR CELL PHONE AND ELECTRONIC DEVICES**

**All cell phones and electronic devices are to be turned off and stored in the Cadet's vehicle or locker during the academic day (from the opening of doors through the last academic period; this includes tutorial).**

The Administration and faculty of Benedictine Military School recognizes that electronic devices (like, but not limited to cell phones, smart phones, laptops, tablets, iPods, iPads, iWatches, and E-readers) are an integral part of the lives of young people; however, such devices have proven to disrupt the educational environment.

Consequence for use of an electronic device will be the immediate confiscation of the device.

- **First Offense**
  - Any confiscated device will be retained in the office of an Administrator for one day.
- **Second Offense**
  - A device confiscated from a Cadet for the second time will be held in the office of an Administrator for one week.
- **Third and subsequent offenses** will be decided based on each individual case.
- **USE OF ANY ELECTRONIC DEVICE FOR RECORDING EVENTS IS CONSIDERED AN OFFENSE OR VIOLATION OF POLICIES PRESENTED IN THIS HANDBOOK AND WILL BE CONSIDERED, AT MINIMUM, A LEVEL II OFFENSE.**

## LOCKERS AND LOCKS

**The school does not assume responsibility for items brought onto the school campus.**

Lockers are provided for Cadets' personal use. In accepting the privilege of having a locker, the Cadet also accepts the responsibility of keeping it in good order and repair. Damage should be reported to the Director of Maintenance through the Business Office so repairs can be made. Lockers are subject to periodic inspection by the Administration and/or Law Enforcement Officers without prior notification to the Cadet. All items, electronic devices, books, and bags **MUST** be placed **INSIDE** the locker. **Cadets in PE are advised not to leave personal valuables unattended in the locker rooms.** Cadets are discouraged from bringing valuable items including money, jewelry or expensive athletic attire to school.

## MESSAGES FROM HOME

Every attempt is made to keep classrooms free of interruptions. Therefore, a parent who desires to send an article or message to his/her child or to the Cadet's teacher should always go to the administrative assistant in the school office. The message will then be delivered at a time that will not disrupt classroom activities. Parents will not be allowed to interrupt classes.

## USE OF OFFICE TELEPHONE

Cadets may use the telephone which has been designated for their use in the school office during the posted time periods. Emergency phone calls may be made in the school office. Emergency phone calls do not include calling to ask parents to bring forgotten items such as books, homework, or sports equipment, nor does it include calling for permission to make social arrangements.

**Cell phones may not be used in the classroom or in the hallways to call or text home during the academic day (from opening of doors through the last academic period, including tutorial). Such calls or texts will be considered a violation of the Electronic Device Policy.**

## VISITORS

**All visitors to the school campus must report to the school office,** sign in and out, and they must wear a Visitor's Pass for the duration of the time they are on campus. A parent or guardian wishing to visit their son's teacher or the Guidance Office must make an appointment. All guests to the campus are subject to school regulations.

## CADET IDENTIFICATION CARD

A photo identification card will be issued to each Cadet. This card will be required for admittance to various social and athletic events during the school year. **All Cadets are required to carry their identification cards at all times, as this ID is part of the Benedictine Military School dress code.** Loss of an identification card must be reported to the Business Office immediately. Cadets will be charged \$5.00 for the replacement of an identification card. Cadets are responsible for having a Cadet identification card until the last day of the school year.

## DISCIPLINE

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The Mission, Core Beliefs, and Values of Benedictine Military School are those which value each individual and his potential. The culture Benedictine Military School intends to provide is one of respect and personal responsibility.

It is the expectation of the Administration, Faculty, and Staff of Benedictine Military School that all Cadets will abide by the rules, regulations, and policies set forth in this Cadet Handbook because they have an inherent respect for others, accept personal responsibility, understand the need for rules and regulations, and not because they wish to avoid punishment.

### RULES AND REGULATIONS

In addition to upholding the Honor Code:

**A Cadet will not lie, cheat, or steal, nor tolerate those who do.**

Additionally, a Cadet understands that he is a representative of our Benedictine community and will always strive to model the best qualities of a Cadet.

The Administration, Faculty, and Staff of Benedictine Military School strive to inculcate the qualities of personal honesty and integrity in our Cadets. The Benedictine Military School Honor Code addresses the expectations for all Cadets' appropriate attitude and behavior.

When a breach of our Honor Code occurs, the entire community is affected. It is a rare privilege for a person to live and work in an atmosphere of trust and mutual respect; therefore, each Cadet is expected do his part to abide by that privilege while at Benedictine Military School.

Cadets are expected to observe the following rules and regulations:

1. Cadets will not possess, use, or distribute alcohol, drugs, drug paraphernalia, tobacco products, or weapons on or off school campus or during any school related activity off campus. Off campus violations will be dealt with on an individual basis.
2. Cadets will treat people and all property of Benedictine Military School, any personnel member, and/or another Cadet with respect at all times.
3. Cadets will observe all classroom rules and regulations and will follow all faculty and staff directives.



## **OFFENSE LEVELS**

At Benedictine Military School, an Honor Code violation is considered an expellable offense.

All other offenses are based on 3 levels of severity:

- Level I are minor infractions, yet are violations of policy
- Level II are more serious infractions
- Level III are a threat of some type

Benedictine Military School's disciplinary system is based upon points which accumulate over one year's time.

**The diagram on the following page is a general guide for the administrative team to consider, that is not to say that certain infraction(s) may or may not lead to a higher number of disciplinary points and/or more repercussions.**

**REPEATED VIOLATIONS OF ANY LEVEL MAY LEAD TO MORE SEVERE REPERCUSSIONS UP TO AND INCLUDING EXPULSION.**

| Level I   | Level II   | Level III  | HONOR CODE  |
|---|--|--|---|
| For any Level I offenses, Cadets will receive a Warning for the first offense and 1-5 disciplinary points for subsequent offenses.  | For any Level II offenses, Cadets may be subject to immediate expulsion or receive 5-10 disciplinary points.   | For any Level III offenses, Cadets may be subject to immediate expulsion or will receive 10-20 disciplinary points.  | For any HONOR CODE offenses, Cadets may be subject to immediate expulsion or will receive 20 points.  |
| <p><b>Level I offenses are considered minor infractions.</b></p> <p>These offenses are usually handled by individual teachers.</p>  | <p><b>Level II offenses are considered more serious than Level I infractions.</b></p> <p>Offenders may be dealt with by the teacher or referred to the Administration.</p>   | <p><b>Level III offenses are considered infractions which are a threat to the safety and/or security of others.</b></p> <p>For violating offenses at this level, Cadets will be referred directly to the Administration.</p>   | <p><b>HONOR CODE violations are considered major infractions and violators will be immediately referred to the Administration and/or the Review Board.</b></p> <p><b>Any cadet who has a second offense may expect to be expelled.</b></p>  |
| <p>Below are listed examples of Level I offenses:</p> <ul style="list-style-type: none"> <li>• Lateness to morning inspection</li> <li>• Tardiness to class</li> <li>• Chewing gum</li> <li>• Eating or drinking in non-approved areas</li> <li>• Talking during class</li> <li>• Rude language</li> <li>• Uniform violation (including ID, t-shirt, socks, belt, haircut, shave)</li> <li>• Teacher detentions (no warnings)</li> <li>• Failure to hang parking tag or parking in unassigned spot</li> </ul> | <p>Below are listed examples of Level II offenses:</p> <ul style="list-style-type: none"> <li>• Presence in an unauthorized area</li> <li>• Skipping class</li> <li>• Disrespect</li> <li>• Abusive language</li> <li>• Obscene writing</li> <li>• Boisterous or disruptive conduct</li> <li>• Tobacco</li> <li>• Inappropriate use of computer or electronic device</li> <li>• Missed teacher detention</li> <li>• Missed Saturday Detention</li> </ul> | <p>Below are listed examples of Level III offenses:</p> <ul style="list-style-type: none"> <li>• Fighting of any kind on or off campus</li> <li>• Verbal abuse of another</li> <li>• Filming/Recording of any fight/disruption/event considered in violation of our policies</li> <li>• Bullying</li> <li>• Cyberbullying</li> <li>• Sexting</li> <li>• Hazing</li> <li>• Use of hazardous materials or weapons</li> <li>• Unsafe operation of a vehicle</li> <li>• Vandalism</li> <li>• Skipping school</li> <li>• Leaving campus without permission</li> </ul> | <p style="text-align: center;"><b>DRUGS &amp; ALCOHOL</b></p> <p><b>For any drug and/or alcohol related infractions, Cadets may be subject to immediate expulsion or will receive 20 points. Any cadet who has a second offense will be expelled.</b></p> <p><b>Drug/Alcohol infractions are considered major infractions and violators will be immediately referred to the Administration and/or the Review Board.</b></p> |

## **THE DISCIPLINARY PROCESS**

1. Teachers have the right to establish individual disciplinary policies within their classroom and assume the responsibility of enforcement of those policies. Such an offense may not qualify for Level I disciplinary points.
2. More serious infractions will receive verbal or written notice from the supervising adult, and the infraction will be reported to the Assistant Principal. The Assistant Principal will record the infraction and the disciplinary points incurred on the Cadet's disciplinary record.
3. Accumulated disciplinary points are always visible on NetCadet and will be reported through Trinity.

## **ANNUAL ACCUMULATION OF POINTS FOR NON-PROBATION CADETS**

A Cadet reaching five (5) disciplinary points will receive an Administrative detention.

A Cadet reaching ten (10) disciplinary points will receive one Saturday detention.

A Cadet reaching fifteen (15) disciplinary points will be placed on Disciplinary Warning, will have a parent conference with the Assistant Principal, and will receive one day of in-school suspension (ISS).

A Cadet reaching twenty (20) disciplinary points will receive two Saturday detentions.

A Cadet reaching twenty-five (25) disciplinary points will be placed on Disciplinary Probation and will receive two days of in-school suspension (ISS) or one or more days of out-of-school suspension (OSS).\*

A Cadet reaching thirty (30) disciplinary points will be placed on Disciplinary Review and will have a mandatory appearance before the Review Board. If permitted to remain at Benedictine, the Cadet will face a curtailment of extracurricular activities and will receive one or more days of out-of-school suspension (OSS).

A Cadet reaching thirty-five (35) disciplinary points will be required, along with his parents, to meet with the Administrative Team to discuss the Cadet's status at Benedictine Military School. If permitted to remain at Benedictine the cadet will receive a multiple day OSS.

A Cadet reaching forty (40) disciplinary points jeopardizes his place at BC and may be expelled.

*\*N.B., At 25 points, a Cadet, if allowed to re-enroll, will be on probation for the following school year.*

## **ANNUAL ACCUMULATION OF POINTS FOR CADETS ON PROBATION**

A Cadet reaching five (5) disciplinary points will receive an Administrative detention.

A Cadet reaching eight (8) disciplinary points will be placed on Disciplinary Final Probation and will receive one Saturday detention.

A Cadet reaching ten (10) disciplinary points will have a parent conference with the Assistant Principal and will receive one day of in-school suspension (ISS).

A Cadet reaching fifteen (15) disciplinary points will remain on Disciplinary Final Review\* and will have a mandatory appearance before the Review Board. If permitted to remain at Benedictine, the cadet will face a curtailment of extracurricular activities and will receive one day of out-of-school suspension (OSS).

A Cadet reaching eighteen (18) disciplinary points will be required, along with his parents, to meet with the Administrative Team to discuss the Cadet's status at Benedictine Military School. If permitted to remain at Benedictine the cadet will receive a multiple day OSS.

A Cadet reaching twenty (20) disciplinary points jeopardizes his place at BC and may be expelled.

*\*N.B., At 10 points, a Cadet, if allowed to remain at Benedictine, will remain on probation for the following school year.*

### **QUARTERLY REVIEW & RE-ENROLLMENT**

Each quarter, every Cadet is reviewed by the Administrative Team. In addition to a Cadet's disciplinary conduct, other factors taken into consideration are a Cadet's grades, attitude, and overall fit to the school. It is advised that Cadets are judged in comparison to their immediate grade peers as well as the Corps of Cadets as a whole. The Administrative Team reserves the right to deny a Cadet, who fails to meet the criteria set for Disciplinary Review the opportunity to continue enrollment or to enroll for the following school year.

### **ACADEMIC HONESTY**

Incidents of outright cheating are handled by the Administration. Benedictine Military School recognizes that academic honesty can be more complex, particularly in the digital age. All Benedictine Military School teachers work to educate their Cadets about all aspects of academic ethics. The purpose of this section is not to establish rules and consequences, but rather to express the spirit of education. The goal of teachers is not to punish Cadets for cheating, but to teach them to avoid it. The bottom line is Cadets should only take credit for their own work and must acknowledge any outside assistance.

#### **Homework ("Practice Work"; "Out-of-class Work")**

Teachers assign homework as part of formative assessment, that is, assessment that allows Cadets to practice skills so they can learn from their mistakes before a high stakes assessment (also called summative assessment).

It is not possible for teachers to monitor how Cadets do their homework. **Cadets should do their homework on their own, except where teachers explicitly give them permission to work in groups.** Work with tutors, friends, or parents should be guided by a spirit of learning cooperation and the teacher should be made aware of any outside assistance. Cadets should know that if they are caught copying homework, they may face disciplinary action for cheating.

#### **Writing at Home/Home Projects**

Writing assignments are common to most subjects and not limited to English. Because of classroom time constraints, some of this writing may be assigned for completion at home. When Cadets write papers or complete other projects at home, they should be aware of the definitions of plagiarism and the ethical standards under which a Cadet operates. What follows are some very general guidelines. Teachers are responsible for reiterating the standards and explaining the specific guidelines for papers and projects.

##### **Outright plagiarism**

Outright plagiarism is the passing off of someone else's work as one's own. Outright plagiarism includes buying papers from so called "paper mills," having a friend or relative write the paper, or copying/pasting work from the internet or from printed material. Outright plagiarism is cheating, and an HONOR CODE violation at Benedictine Military School.

### **Citation Errors**

When Cadets use work from other sources they must cite these sources. **Beginning 2015-16, Benedictine Military School has adopted MLA as the common citation format for all subjects** (basic MLA formatting is found in the Cadet Planner). Cadets who fail to cite ideas or direct quotes have plagiarized. In instances where the Cadet did so unknowingly, teachers may give such Cadets opportunities to revise, thereby learning how to cite correctly.

### **Collaboration**

A certain degree of collaboration is not only permissible, but is encouraged. Proofreading, for instance, is a task in which Cadets seek the help of other readers. In addition to grammar and mechanics, collaboration may even extend to getting help with diction and syntax. However, all collaboration should be conducted in the spirit of the Cadet doing his own work. When in doubt, Cadets should ask their teacher whether a certain amount of collaboration is allowable.

### **BULLYING**

Bullying occurs when an individual is made to feel threatened, harassed, and/or intimidated in recurring situations, from an individual or a peer group, physically or emotionally (through electronic, written, verbal, or non-verbal communication). Bullying is considered a very serious matter at Benedictine Military School and by the law. All accusations will be dealt with by the Administration on an individual basis.

### **SUBSTANCE USE**

Benedictine Military School has established a substance use policy and program as part of its commitment to safeguard the health and well-being of its Cadets **both on and off campus**. Benedictine Military School is committed to preventing the use and/or presence of illegal substances by Cadets both on and off campus. All Cadets will be covered by this policy.

Benedictine Military School reserves the right to drug and/or alcohol test Cadets at any time, randomly, with reasonable suspicion, post-accident, and post-rehabilitation.

- a. Any refusal to take a drug and/or alcohol test or tampering with a test will be treated the same as a confirmed positive test result.
- b. Any Cadet who receives a positive confirmed drug and/or alcohol test result may contest or explain the result to Benedictine Military School's Administration within five school days after notification of the positive test result.
- c. Any Cadet who receives a confirmed, positive drug test or who is identified by law enforcement, Benedictine Military School personnel, another school's administration, or on social media as having used an illegal substance will be referred to counseling at his own expense, and disciplined in accordance with Benedictine Military School's policy up to and including expulsion.
- d. The Cadet, if counseled or recommended, must enter and successfully complete an approved substance abuse rehabilitation program at his own expense to remain enrolled at Benedictine Military School. **Refusal to agree to be referred to rehabilitation or complete recommendations made by the Substance Abuse Professional (SAP) will result in immediate expulsion.**
- e. A Cadet who receives a second confirmed positive test result at any time during his tenure at Benedictine Military School will be expelled from Benedictine Military School without the possibility of reinstatement.

- f. All information pertaining to this policy and program will be kept confidential on a need to know basis and will not be released unless required by law.

Benedictine Military School utilizes the services of a company that assists in the random selection of Cadets, works with the school to create all legal documents and forms, and assists with guidance in the event of a positive test result. Benedictine Military School also utilizes the services of a qualified Medical Review Officer (MRO) who will review a positive test. In this event, the Medical Review Officer will notify the Benedictine Military School Administration and the Administration will begin the procedure for a positive drug test.

A Benedictine Military School Cadet who uses or possesses drugs, drug paraphernalia, or alcohol on school property or at a school sponsored event may expect to be expelled.

A Cadet who **at any time** breaks the law regarding alcohol or drugs in such a way as to endanger the well-being of others or to bring discredit to Benedictine Military School may likewise expect serious disciplinary action. Such action, if not expulsion, will include removal of the Cadet from all extracurricular participation (athletics, dances, club activities, etc.) and forfeiture of any elected or appointed position of leadership for a significant period of time.

Additionally, Benedictine Military School reserves the right to use alcohol detectors at school functions and to have Cadets submit to a drug test if reasonable suspicion exists, for his well-being and that of others.

### **SUBSTANCE AND EXTRACURRICULAR ACTIVITIES**

Any Cadet wishing to participate on a school sponsored athletic team must submit to baseline drug testing before the practice season begins at the expense of the parent.

A positive drug test, identification of substance use, or substance related infraction will result in an immediate probationary period of sixty (60) days from the date of the confirmed positive test, identification of use, or substance related infraction. During the probationary period, the Cadet will be allowed to practice, but not compete in any athletic contest or perform in any extra-curricular activities within the sixty day period. Furthermore, the Cadet is prohibited from attending any extra-curricular activities.

### **OFF-CAMPUS INFRACTIONS**

*FROM THE BOARD: "Because Benedictine Military School expects its Cadets to maintain the highest moral and ethical standards at all times, Benedictine Military School reserves the right to impose consequences for inappropriate behavior that takes place off campus or outside school hours."*

Therefore, Cadets who commit an infraction off campus **or those associated with the infraction**, whether or not at a school related or school sponsored event, will be subject to this handbook.

Cadets involved in fighting off campus, when charges are filed by one or more parents, may be suspended from school until such time as law enforcement agents have determined what, if any, crime(s) has been committed and what, if any, charges will be filed.

A Cadet who commits a felonious act any time during the school year (off campus) may be subject to suspension or expulsion.

Cadets who are associated with criminal acts off campus that are not classified as a felony will be reviewed on an individual basis by Benedictine Military School's Administration. Said Cadets are subject to possible

restriction of activities, probation, mandatory counseling, community service, suspension, or expulsion. Repeated, documented, off-campus infractions will result in expulsion.

Cadets who are charged with a felony, which in any way compromise the safety and security of the school population, may be asked to leave Benedictine Military School. This is at the discretion of the Principal.

### **FAKE IDs**

Any Cadet with a fake and/or falsified ID is guilty of breaking Benedictine's Honor Code. All Cadets are expected to be honest at all times.

### **ASSOCIATION RULE**

The association rule may be invoked in instances involving inappropriate behavior by anyone in a group. For instance, the use of alcohol or other drugs, tobacco, or fake ID, by anyone in a group causes everyone to fall under the association rule. All Cadets may be subject to disciplinary action.

### **SUSPENSIONS**

Cadets may be placed on either in-school (ISS) or out-of-school (OSS) suspension, dependent on the nature and the seriousness of the offense. Some offenses will automatically result in suspension.

Cadets placed on ISS will report to school in the uniform of the day and will complete work under the supervision of school personnel. Cadets on ISS will be able to turn-in and complete academic requirements without penalty. Additionally, Cadets on ISS will perform cleaning chores from the end of the normal school day until 5:00 PM, at which time they will be released.

Cadets placed on OSS are not to be on school grounds for the duration of their suspension. Cadets on OSS will NOT be allowed to make up missed work. They will receive a grade of zero for all in-class work missed and will be held accountable for all materials covered in their absence. Projects and papers due while a Cadet is suspended out of school may be turned in upon the completion of the suspension with late submission penalties assessed. Cadets are not allowed to participate any school activities either on or off campus.

### **TEACHER DETENTIONS**

Teachers may impose an afternoon detention to be served for simple disciplinary infractions of classroom rules. Cadets will receive 24 hours advanced notice and must report to the teacher for an afternoon detention. If a Cadet has a conflict with the assigned detention it is his responsibility to request to reschedule the detention prior to the time when the detention was to be served. Being given a teacher detention will result in one (1) disciplinary point. Additional recurrences may be cause for increasing disciplinary repercussions.

Failure to serve a teacher's detention will result in receiving five (5) disciplinary points and a Saturday Detention.

### **ADMINISTRATIVE & SATURDAY DETENTIONS**

Administrative detentions will be held on Wednesday immediately following tutorial, from 3:35 p.m. to 5:00 p.m.

Saturday Detentions will begin at 7:30 a.m. and will end at 10:00 a.m. **Cadets who receive a Saturday detention will be charged \$25 to their Benedictine student account.**

Wednesday and Saturday detentions are usually focused on school beautification. All cadets are encouraged to bring work clothes with them when assigned a Wednesday or Saturday Detention.

## **THE REVIEW BOARD**

A Cadet who commits a Level II, III, Honor Code infraction, or reaches Disciplinary Review status may be asked to appear before the Review Board and his parents will be notified by the Benedictine Military School Administration prior to the proceedings. The Review Board is represented by members of the Benedictine Military School Faculty. The Board will hear the complaint against the Cadet as well as view any evidence in support of the complaint. The Cadet and his parents are permitted to be present for the proceedings. The Cadet will have an opportunity to present his side of the situation along with any evidence in support of his situation.

\*In the case of an Honor Code infraction which will not lead to expulsion, a Cadet may sign a document admitting guilt which will automatically result in twenty (20) points and any additional repercussions as decided by the Benedictine Military School Administration. This document, which is also signed by the parent(s) or guardian(s), will waive an appearance before a Review Board. In addition, the Cadet must answer the following questions:

- What happened?
- Why did it happen?
- What would be different next time? (What did you learn from this experience?)
- How does Benedictine Military School benefit you?
- How do you benefit Benedictine Military School?

Appearance before the Cadet Review Board is not a legal proceeding and legal counsel is not permitted to be present. Disciplinary proceedings are considered to be educational in nature and the recommendations of the Review Board are entirely advisory to the Principal of Benedictine Military School. Once a recommendation has been made, the Principal may choose to accept the recommendation or generate a different course of action. Any appeal of the Principal's decision must be made in writing within three calendar days from the date of the decision and directed to the Headmaster.

## **RETURNING CADETS**

Cadets who have been asked to leave or who are expelled from Benedictine Military School, other than for a drug and alcohol infraction, have the opportunity to petition the Principal for re-admittance to the school one full calendar year following the date of the expulsion.

Cadets who are afforded the opportunity to return to Benedictine Military School, regardless of the reason for their departure, may be, at the discretion of the Benedictine Military School Administration, on Disciplinary and/or Academic Probation for the remainder of their years at Benedictine Military School.

## **THE BENEDICTINE MILITARY SCHOOL CAFÉ / LUNCH**

- Given Benedictine Military School's contract with SAGE DINING SERVICES, *no food or drink, including from our gym vending machines, is allowed in the cafeteria at any time.*
- Cadets should be in the cafeteria only during their assigned lunch period.
- Food and/or drink are not allowed outside the cafeteria.
- Cadets are not permitted to leave the cafeteria during the lunch periods without permission of the supervising teacher.
- Cadets who are disturbances or disciplinary issues during lunch may be given an alternative location to eat for an unspecified period of time.



## CORRIDOR AND HALLWAY REGULATIONS

- During the academic school day, Cadets are required to use the doors of Alumni Hall, A-wing, and C-wing to enter the academic building. During the academic day, the front doors of B-wing are for faculty, staff, and guests.
- At the end of the school day, Cadets are required to exit through the front doors of A-wing and C-wing and should proceed to their afternoon activities, or leave the school campus. The school doors are locked at 6:00 PM.

## EXTRACURRICULAR FUNCTIONS

All school rules and regulations are to be observed at all school sponsored functions such as social functions, athletic events or practices, club activities, assemblies, out of town functions or field trips, unless otherwise indicated. Any infractions will be dealt with according to our disciplinary policies.

## SOCIAL ACTIVITIES

All Cadets and their guests are required to observe the following rules:

1. Alcoholic beverages or drugs in any form will not be tolerated. Any Cadet or his guest possessing, in the presence of, under the influence of, or having indulged in alcohol or drugs will be placed under the supervision of an administrator or his/her designees. The Cadet's parent(s) or guardian(s) and civil authorities may be notified.
2. Cadets and their guests will refrain from the use of tobacco at school functions held on or off campus.
3. Cadets will be allowed to go to their car and return to a dance only in the presence of a supervising adult or school official. In the event that a Cadet leaves a social activity, he may not be allowed reentry.
4. Vehicles, including, but not limited to cars, limousines, and boats, brought to a social function by a Cadet or by his guest may be searched without permission regardless of the location of the social function. Cadets will be present for such a search. If contraband is found, the Cadet's parent(s) and guardian(s) will be notified and civil authorities may be notified.

## THE BENEDICTINE MILITARY SCHOOL CADET DRESS CODE

A Cadet is expected to be in uniform from the time the steps foot on the Plaza until the conclusion of the academic day, when he steps off of the Plaza.

Cadets who are out of uniform will be assigned an Administrative Detention to be served on the next detention day (Wednesday of each week). Athletic attire is not permitted in the academic building during the academic day (7:30 AM-3:30 PM) **with the exception of tutorial.**

**Drill Day Uniform:** A military uniform (excluding socks and shoes) will be supplied by the JROTC Department and will be worn twice weekly on Tuesday and Thursday drill days and as required by the Senior Army Instructor. For the remainder of the week, the school academic uniform will be worn.

**Daily Academic Day Uniform:** The wearing of the appropriate school uniform is divided as follows:

- From August through Thanksgiving (Fall)
- Thanksgiving to St. Patrick's Day (Winter)
- St. Patrick's Day through the end of school (Spring)

- All Mass days are Winter uniform

Acceptable uniform items are in stock at Bahama Joe's, Thompson's Sporting Goods, and in the Cadet Shop.

For Fall and Spring, uniform includes:

- Cadet identification card
- Black penny loafers or black patent leather military shoes
- Black dress socks (no logos, insignias, or designs may be visible while seated or standing)
- Grey slacks
- Black belt
- Cadets must wear a solid white undershirt at all times. All undershirts, crew neck or v-neck with short sleeves, must be free of any writing, design, or logo.
- Benedictine Military School short sleeved knit shirt

For Winter, uniform includes:

- Cadet identification card
- Black penny loafers or black patent leather military shoes
- Black dress socks (no logos, insignias, or designs may be visible while seated or standing)
- Grey slacks
- Black belt
- Cadets must wear a solid white undershirt at all times. All undershirts, crew neck or v-neck with short sleeves, must be free of any writing, design, or logo.
- A white long sleeve shirt and a Benedictine Military School tie.
  - Long sleeve shirt must be free of any design or logo.
  - Cadets may only roll their sleeves up or under inside class, with the permission of the teacher, or during lunch.

In addition, Cadets are allowed to wear the following outer garments:

- On Academic Dress Days
  - The light gray Benedictine Military School pullover\* (available at Bahama Joe's), a varsity letter jacket, navy blazer, black military sweater or jacket.
- On JROTC Dress Days
  - Black military sweater, black military jacket, or Class "A" blue jacket

\*The light gray Benedictine Military School pullover is grandfathered for the graduating classes of 2017, 2018, and 2019; however, it is being phased out and is not permitted for the class of 2020.

### Acceptable Shoes:



Benedictine Military School Penny loafers



JROTC Shoes

### Physical Education uniform includes:

- A plain white t-shirt
- Maroon shorts
- Black socks
- Sneakers

### Haircuts:

Haircuts must be neat and conservative. No fad haircuts or styles are acceptable (examples include but are not limited to: Mohawks, spiked hair, and shaved patterns). Cadets must retain their natural hair color. Streaks, highlights and overall hair color changes are not permitted. The length and bulk of the hair may not be excessive or present a ragged, unkempt, or extreme appearance.

Hair in front and top – must be no longer than two inches and neatly groomed.

Hair on sides – must be tapered down to and around the ears and not touch the ear.

Hair in back – must be tapered\* and will not touch the shirt collar.

Sideburns – must be tapered, not lower than the TOP of the ear opening, and no more than one inch wide.

*\*N.B. A tapered appearance is one where the outline of the cadet's hair conforms to the shape of the head, curving inward to the natural termination point at the base of the neck.*

Haircuts are approved/disapproved by members of the faculty. Disputes are referred to the Assistant Principal and/or Principal. The decision of the Administration is final.

Periodically the entire student body will go through a “hard hair inspection.” Cadets who do not pass the inspection are expected to show up the following school day with a proper BC haircut. A Cadet who arrives to school the following day with a haircut that is non-regulation will be sent to the on-campus barber, will be charged, and will face additional disciplinary consequences.

**Facial hair:** Cadets will be clean shaven each day. If a medical skin condition exists that prevents daily shaving, a note from a medical doctor must be provided. Shaves are approved or disapproved by members

of the faculty. Disputes are referred to the Assistant Principal and/or Principal. The decision of the Administration is final. Cadets requiring a shave will be charged \$1.00 for a disposable razor. Unless approved by the Assistant Principal, razors may not be brought to school.

**Earrings and visible body piercing** are not permitted.

**Tattoos:** Cadets shall not display visible tattoos of any description. Rare exceptions have been made for medical IDs with prior approval.

### **UNIFORM EXCEPTIONS**

Cadets who are physically incapacitated may wear an alternative shoe at the written request of a physician. The request must state the medical condition and the expected length of recuperation. The request must be filed with the Assistant Principal who will notify the faculty.

**Out of uniform days** will be specified upon occasion. All out of uniform days will be designated as a fundraiser for specific charities with all monies going for that cause. Cadets may wear slacks, jeans, or dress shorts with a belt; casual shirts or appropriate T-shirts may be worn and must be tucked in. Shirts may not contain advertising of illegal or offensive items. Cadets may wear athletic shoes, boat shoes, tennis shoes, flip flops, or closed toe shoes (socks are optional). *N.B. Pajama bottoms, athletic pants, and/or athletic shorts are not permitted.*

The Administration will have the final say as to appropriate attire.

## **JROTC**

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### **MISSION**

The Mission of the Benedictine Military School JROTC is to motivate young people to be better citizens. The JROTC Program serves to TEACH habits of ORDERLINESS and PRECISION, to instill DISCIPLINE and thereby RESPECT for CONSTITUTED AUTHORITY, to develop PATRIOTISM and to encourage a high sense of personal HONOR and DEPORTMENT. The program strives to give the Cadet elementary military training which will be of benefit to him and of value to the nation if and when he becomes a member of the Armed Forces, and to develop an appreciation of the US Army in its National Defense role and to inform all students of the opportunities within the service.

### **ORGANIZATION**

The JROTC Department operates under the direction and guidance of the Principal and in accordance with Army regulations. The Senior Army Instructor (SAI) is responsible for supervising the JROTC program.

### **PARTICIPATION & DISENROLLMENT**

All cadets are required to complete two years (Let I and Let II) of JROTC to graduate with a Benedictine Military School diploma. Following the completion of Let II, the JROTC department, led by the SAI, evaluates each cadet for continued enrollment in JROTC. It must be noted that continued participation in JROTC is at the approval of the SAI and is not a right. Any cadet who must be disenrolled from the JROTC program for cause may, at the discretion of the Principal, also be dismissed from Benedictine Military School. Cadets may be disenrolled from the military program for the following reasons:

- Become physically unfit to participate.
- Demonstrates a lack of aptitude for leadership training indicated by a lack of general adaptability, lack of skill, and/or inability to learn.
- Show undesirable character traits such as cheating, stealing, lying, and frequent incidents of a discreditable nature with school or civil officials, or indifference to - and lack of interest in - leadership training shown by excessive absences and/or excessive amount of demerits.

### **DISCIPLINE**

Cadets are subject to military discipline under the supervision of JROTC Department personnel and from commissioned and noncommissioned Cadet Officers of the Corps of Cadets.

### **MERITS AND DEMERITS**

Merits may be awarded by the Cadet officer and Senior NCO Chain of Command and JROTC staff using the Merit/Demerit form as a just reward for outstanding efficiency, exceptional performance of duty or noteworthy achievement as approved by the Cadet Unit Commander and appropriate JROTC staff.

Demerits will be given for offenses reported by the Cadet Chain of Command and JROTC staff. The Merit/Demerit/Jug form will be used for recording offenses and recommending the number of demerits to be given. See Section IV for a sample of the form. Cadets will be given the yellow copy of the form. If the Cadet desires to appeal the demerits he must use his Chain of Command.

### **JUSTICE UNDER GOD (JUG)**

Each Cadet may accumulate 10 demerits during a quarter before receiving a JUG. Upon reaching 11 demerits a JUG will be issued. A JUG consists of 50 minutes of marching with rifle or other training. It is scheduled on Monday and Wednesday after school. Each additional 3 demerits will result in another JUG. JUG will be supervised by a JROTC Cadre member and controlled by a JROTC Cadet Officer and Senior Noncommissioned Officer (NCO). Unserved JUGs at the end of a quarter will be served during the next

quarter. All JUGs must be served by the end of the school year. End-of-year report cards will not be issued until all JUGs have been served. The following actions will be used to enforce discipline: Demerits, JUG, reduction in rank, reduction in JROTC grade, and appearance before the JROTC Discipline Board, referral to SAI, Disciplinarian and/or Principal, and suspension or dismissal from the JROTC program. If a Cadet is unable to serve JUG on the scheduled day, it is the responsibility of the Cadet to notify a Cadre member during the day or before JUG starts to be excused. Unexcused absences will result in an additional JUG. Repeated offenses will result in an administrative detention and possibility of 5 disciplinary points.

## **RELIGION**

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As a college preparatory school operated by the monks of the Benedictine community, it is our interest to further the charism of St. Benedict (d. ca. 510) who envisioned the monastery as a “school of the Lord’s service”. We see the Benedictine Military School as a link in that 1500 year old educational continuum. Benedictine education stresses the formation of the whole person rather than intellect alone. At its best, it calls for a lively interplay between rigorous thinking and the development of practices for right living.”

Our most important task in religious education is to teach our Cadets: How to pray, How to be still, How to be present to the sacredness of now, and How to see with the eyes of the soul that we and all creation are in God’s embrace.

All Cadets, regardless of religious affiliation are welcomed to Benedictine Military School. Once enrolled all Cadets are required to take four years of religious studies courses. Cadets may fulfill this requirement in either the Catholic/Christian or Judaism courses.

### **MASS**

Every month, Benedictine meets as a community to celebrate mass. All Cadets are required to attend. Cadets are expected to be in winter uniform only (no outerwear).

### **RELIGIOUS RETREATS**

Each grade takes a religious retreat during the school year. All Cadets are required to attend, because it is as much a class bonding experience as much as it is a religious experience.

### **BENEDICTINE:**

Association of Benedictine Colleges and Universities identifies three influences that animate Benedictine education:

1. Christ who is encountered anew each day in scripture and the human person
2. The Rule of Benedict as it is lived in a community
3. The extensive and rich tradition of those who have pursued Christian and monastic holiness in the past

## **BENEDICTINE CO-CURRICULAR ACTIVITIES**

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### **BENEDICTINE STUDENT COUNCIL**

The Benedictine Student Council of Benedictine Military School falls under the guidelines of the National Association of Secondary School Principals (NASSP).

The Benedictine Student Council is the official liaison between the Cadets and the Administration. The Benedictine Student Council officers (President, Vice-President, Treasurer, and Secretary, Sergeant-at-Arms, Parliamentarian, Chaplain, Public Relations, Representative) will be elected the previous spring in an all-school election. Candidates will be rising seniors who meet the qualifications at the time their term begins.

Additionally, each grade level will elect a President, Vice-President, and Secretary/Treasurer, Sergeant-at-Arms, Parliamentarian, Chaplain, Public Relations, Class Representatives. In order to run for President, Vice President, Treasurer, or Secretary, a student for any grade level must have served satisfactorily on student council the previous year. Any student meeting the student council requirements may run for any of the other offices. Each grade level votes for the senior class officers and their own grade level officers

Cadets who wish to participate in Benedictine Student Council who are not elected to officer positions may do so by requesting membership as a member-at-large.

A Cadet will maintain an overall 80 average and exhibit good conduct (fewer than 10 disciplinary points and have NO HONOR CODE VIOLATIONS) to be a member of the Benedictine Student Council. A council member will be suspended or removed from office if he fails to maintain these standards.

### **CAMPUS MINISTRY**

The Campus Ministry program oversees various worship and liturgical celebrations throughout the year as well as daily prayers. In addition, the Campus Ministry program plans and coordinates the yearly retreat programs for all grade levels. The Director of Campus Ministry is available to Cadets, parents, and faculty to assist in addressing issues of a spiritual or emotional nature.

### **NATIONAL HONOR SOCIETY**

The National Honor Society of Benedictine Military School falls under the guidelines of the National Association of Secondary School Principals (NASSP).

Through its projects and activities, this organization strives to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in its membership and in the other Cadets at Benedictine Military School.

Cadets eligible for acceptance into the National Honor Society must meet the following minimum requirements:

1. Juniors and 1st semester Seniors who have a minimum numerical grade point average of 95 during high school will be considered.
2. Cadets must have been a Cadet at Benedictine Military School at least one full year.
3. Cadets must not have an Honor Code violation during the current or previous school year, nor be on probation.

Eligible Cadets expressing an interest in membership are then evaluated by the National Honor Society Faculty Council and Benedictine Military School faculty and administration in the areas of scholarship,



character, leadership, and service according to the Council's criteria. Final selection of members is then made by a majority vote of this Council.

Any Cadet not selected has the right to request a reason(s) from the Chairperson of the Faculty Council.

Members are expected to maintain the standards of scholarship, character, leadership, and service for which they were selected. Any member who accumulates more than five (5) disciplinary points in a quarter is subject to probation after review by the National Honor Society Faculty Council. During probation, a Cadet may not accumulate more than three (3) disciplinary points. Any member who accumulates more than 15 disciplinary points or who commits a flagrant violation of school rules or civil laws is subject to dismissal without warning or probation after review by the National Honor Society Faculty Council.

Any member who falls below an 90 academic average at the end of a quarter is subject to probation status for the following quarter. A probationary period will last one semester. A member may be dismissed for failure to correct the problem during the probationary period or for having his GPA fall below an 90 twice in one year. A member may also be subject to suspension, probation, or dismissal from the NHS for making two failing grades (F's) on a report card as a quarterly grade at any time during the school year, regardless of GPA status.

Any flagrant violation of National Honor Society By-Laws will result in disciplinary action.

Seniors must have a minimum 90 academic cumulative average and have fewer than 15 disciplinary points at the end of their senior year to be recognized as NHS members at graduation, whether or not they have been on probation.

#### **OTHER CLUBS, ACTIVITIES AND COMMITTEES**

LEO Club  
Sabre (yearbook)  
Model United Nations  
Mock Trial  
Spanish Club  
Debate Club  
Philosophy Club  
School of Rock Club  
Robotics

#### **PARENT ORGANIZATIONS AND EVENTS**

Parents are invited and encouraged to participate in the following groups:

##### **Benedictine Military School Parent/Teacher Organization (PTO)**

All parents are members of the PTO and are invited to participate in the many activities sponsored by our PTO. A letter is sent home during the summer outlining the various activities and inviting parents to volunteer to participate. Additionally, a PTO representative is present at the Opening School Parent Information Nights to answer questions and to give parents an additional opportunity to become involved. Among the many activities sponsored by the PTO are: Parent Social, Open House, Meet the Teachers Night, JROTC Commissioning, Ring Day, Honors Day, Media Center aid, Benedictine Military School Auction, and other fund-raising events.

### **Benedictine Military School Athletic Association (BCAA)**

The BCAA is a voluntary association of parents, alumni, faculty, and friends seeking to support Benedictine student athletes and the athletic programs at Benedictine Military School. It is the desire of the BCAA to lessen the burden of the school's budget by providing financial assistance to our athletic programs. The BCAA also provides the manpower and sponsorship for many of the school functions that honor the Cadets and athletes, man the gates and concessions at various competitions and host the post-game BCAA socials and mixers. Among the many activities sponsored by the BCAA are: BCAA Golf Tournament and Low Country Boil, Pep Rallies and covered dish dinners, Post Game Parties, sponsorship of several community coaches, Senior Nights for the various sports, and purchase of sports equipment and uniforms for various sports.

### **Parent/Teacher Conferences**

Parents are encouraged to confer with teachers and administrators about their son's progress. The school will often initiate conferences; however, parents who sense a change in their son's behavior or who have a concern about an academic, social, emotional, or disciplinary matter should feel free to contact the Director of Guidance for an appointment. Cadets may also be included in these conferences. Parents may communicate with teachers by contacting the school office. The Front Office Administrative Assistant will notify the teacher who will return the call at his or her earliest convenience.

Experience suggests the following guidelines:

- During the academic school day face to face conferences are preferred.
- Ad hoc conferences at the grocery store or at a social function very rarely accomplish anything. If the concern is worthwhile, it is worth a trip to the campus. Teachers do not like to be forced into quick answers which may be a disservice to the Cadet or to Benedictine Military School.
- Evening calls to the home of a teacher are likely prompted by over-reacting to a Cadet's report of some injustice. Thoughtful, unemotional correspondence the next day to discuss the teacher's description of events is suggested. Perhaps more beneficial, a scheduled conference with the teacher puts the issue in a calmer, more thoughtful perspective.
- A parent may unknowingly embarrass his child or disrupt learning by unannounced visits to the classroom. Messages or forgotten items should be left in the school office.
- When a classroom problem occurs, after a serious discussion with your son, the first course of solution should be a conference with the classroom teacher. A scheduled conference often accomplishes a good deal. The Cadet's well-being is placed in the spotlight, and the personal feelings of both the teacher and the parent play subordinate roles. Records are available and time is set aside on both sides.

## **ATHLETICS**

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### **ATHLETIC EVENTS**

Cadets are encouraged to attend all athletic events and display good school spirit in keeping with the tradition of Benedictine Charism and GHSA Sportsmanship Guidelines. Both players and fans should exhibit appropriate behavior and show respect to the opponents and their fans. Cadets who attend athletic events must remain in the stands during the event. Cadets are not permitted on the playing field, track, or stadium railings.

### **ATHLETIC PARTICIPATION**

Benedictine Military School takes pride in its athletic teams and programs which encourage Cadet participation, support, and total physical effort on the fields of play. Benedictine athletics are a privilege and not a right and while winning is encouraged and appreciated, the school does not place a winning score as the cornerstone of its sports program. Cadets are students first, then athletes who know the joy of physical exertion and tough competition.

Team sports offered are baseball, basketball, color guard, cross country, drill team, football, golf, lacrosse, raider team, rifle team, sailing, soccer, swimming, tennis, track, and wrestling.

It may be necessary for the coaches of the above teams to select fewer Cadets for the team than the number trying out. For this reason, Cadets who make the team and accept a position on the team are asked to make a full commitment to the team for its season and may not participate in outside organized sports during the season. Additionally, once the coach has set a team “start date” a Cadet forfeits participation on any Benedictine Military School athletic team until that sport’s season has been concluded if he is either dismissed for disciplinary reasons or he quits the team.

### **LETTERING POLICIES (TO BE REVIEWED DURING 2016-17)**

Lettering at Benedictine Military School is a prestigious honor. It should be viewed as a privilege, not a right, and can be revoked or denied by the Administration if a Benedictine student-athlete’s character, attitude, or actions are deemed unbecoming of a Cadet. Likewise, the Administration reserves the right to award varsity letters to Benedictine student-athletes who may not necessarily meet the minimum participation requirements but whose contributions to their respective teams warrant such recognition.

#### **Baseball**

A player must participate in 80 innings per year, based on a 24 game schedule. Players who are used exclusively as pitchers must play 40 innings per year. 79 and 39 innings will not get a letter. Four year players will be awarded a letter regardless of innings played.

#### **Basketball**

Student-athletes must participate in at least 50% of the playing time available during an entire basketball season in order to earn a letter. Each student-athlete on the average of a season must participate at least 16 minutes per game.

#### **Cheerleading**

Benedictine Military School cheerleaders must be current students in good standing at Saint Vincent’s Academy. Any cheerleader may letter in any given year of participation. A cheerleader must be in good standing with the coaches, and must participate in 90% of cheerleading events, including practices, games, and pep-rallies.

**Cross Country**

A student athlete must finish in the top 7 runners in 50% or more of the season's races. Any runner who qualifies for the region championship will receive a letter as will any senior who has run in the program for 4 years and finishes in good standing.

**Drill Team / Color Guard**

A student athlete must have no unexcused absences from practices or matches, have his match score count as part of the team score in no less than 70% of the all scheduled meets and events, and must be recommended by the team coach. GHSA Certificates of participation will be awarded to all Drill Team members.

**Football**

Based on a ten game schedule, a student-athlete must participate in a minimum of 20 quarters of varsity level competition to be eligible for a letter. Injuries will not prevent an athlete from lettering who was "on track" to meet requirements prior to their injury.

**Golf**

A student-athlete may be eligible for a varsity letter in golf by meeting one of the following two criteria: Place in the top five individual scores of region competition; if the team qualifies for state competition, be one of the four individuals whose scores were used to compile the overall team score in region play.

**Lacrosse**

To letter in Lacrosse, a student-athlete must participate in one half of the quarters in which the varsity team is scheduled to compete.

**Rifle Team**

A student-athlete must have no unexcused absences from practices or matches, have his match score count as part of the team score in no less than 70% of the all scheduled meets and events, and must be recommended by the team coach and approved by the SAI to receive a letter.

**Soccer**

A student-athlete must have playing time of seven full games (80 minutes) or equivalent in a minimum of a 12 game schedule in order to earn a letter.

**Swimming**

A student-athlete who qualifies individually to compete in the GHSA state championships will receive a letter. Also a letter can be awarded upon the coach's recommendation with Athletic Director approval.

**Tennis**

A student-athlete must be either #1 singles or the #1 doubles to earn a letter. In addition, any player competing in the finals of the region tennis tournament will receive a letter. Any default to behavior will result in disqualification of the right to receive a letter.

**Track**

A student-athlete must place in the top 10 in one or more events in the region championship and / or be recommended by the team coach with Athletic Director approval.

**Wrestling**

To letter in wrestling, a student-athlete must compete in at least one half of the matches on the varsity level.

## **OUR GYMNASIUM**

Student access to the gymnasium and the locker rooms is restricted to Cadets in Physical Education/Health and Cadets involved in athletic activities under the supervision of a coach.

No loitering in the athletic building or gymnasium is permitted at any time. The weight room and gym will be closed after 7:30PM on Monday through Friday and through the weekends to all except authorized sports teams and individuals identified by the Athletic Director. No one may use any of the Athletic Facilities (Locker Rooms, Weight Room, or Gym) at any time unless supervised by a coach or other authorized individual as identified by the Athletic Director.

Cadets are responsible for all materials and are to report any damage immediately to the Athletic Director or Director of Maintenance. Cadets will be obligated to pay for any damage involved.

## **PHYSICALS**

All Benedictine Military School students must have a school physical each year prior to final registration. The school physical must be recorded on the official school physical form available from the office at Benedictine Military School.

## **DRESS**

When leaving the campus, all athletes must abide by the dress code established by each coach. It is important that each team member dress appropriately when representing the school.

## **ATTENDANCE**

Cadets must be in school on the day of the game or activity, or be in school on a Friday for a Saturday competition, no later than the start of 5<sup>th</sup> period of the day and attend all remaining classes in order to participate. This applies to practice sessions as well as to games.

## **MISSED CLASSES AND MISSED ACADEMIC WORK**

### **(Athletic and Extracurricular Activities)**

Cadets who miss academic classes because of athletic and other extracurricular participation are responsible for work missed that day or period. The Cadet is expected to return to class fully prepared the following day. Tests missed are to be made up immediately upon return. Cadets should be aware that it is their responsibility to make up all missed work in order to maintain participation in the athletic and extracurricular activities.

## **SPORTSMANSHIP**

Athletes and spectators must keep in mind that the highly excitable atmosphere of an athletic event can never justify rudeness or excessive complaints about officiating or the outcome of an event. It is the duty of a coach to speak in a sanctioned manner with officials about unclear or questionable calls. Players are not to become embroiled in disagreements with officials or opponents. Spectators are reminded that the excessive badgering of an official is a self-defeating activity and should be discouraged. It is also unbecoming for teams to blame the lack of success on an official.

Cadets attending Benedictine Military School events are expected to:

- Dress appropriately
- Be mindful of their representation of themselves, their school, their family
- Use appropriate language and gestures at all times

Well-mannered teams, coaches, and fans *should* be associated with a competitive spirit or enthusiasm. Honest hard play coupled with strong support from the spectators is a proud hallmark of Benedictine

Military School. Poor sportsmanship, on the other hand, serves no purpose and discredits the school. Such action may lead to a player or fan being removed from the game or team. Disciplinary action will follow at the discretion of the Athletic Director and/or Benedictine Military School's Administration.

**GHSА SPORTSMANSHIP STATEMENT**

The GHSА and its member schools have made a commitment to promote good sportsmanship by student/athletes, coaches, and spectators at all GHSА sanctioned events. Profanity, degrading remarks, and intimidating actions directed at officials or competitors will not be tolerated, and are grounds for removal from the event site. Spectators are not allowed to enter the competition area during warm-ups or while the contest is being conducted.

## THE MEDIA CENTER

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The Media Center is open from **7:30 AM – 4:00 PM**, Monday through Friday. In order for the overall objectives of the school to be attained, the following regulations apply to all who use the Media Center.

- As a Cadet enters the Media Center he must sign his name on the circulation desk.
- If a Cadet is unable to behave properly in the Media Center, he will be asked to leave. A Cadet may be refused access to the Media Center for an extended period of time if his behavior warrants.
- Books may be checked out for **14 days**. Recently published periodicals may be checked out overnight. Back issues may be checked out for one week. No more than **6 books or 6 back issues of periodicals** may be checked out at a time. All reference books, with the exception of encyclopedias, may be checked out overnight. Books and periodicals may be renewed if they are returned before or on the due date. Overdue fines must be paid before an item is renewed.
- E-books may be checked out for 14 days. At the end of the loan period, the e-book will automatically return. A Cadet may check out the book again if he needs to finish reading it.
- Books and materials borrowed from the Media Center must be checked out under the Cadet's name and must be returned before or on the date on the receipt given to the Cadet when the book is checked out. A 10¢ fine will be charged for each school day a book or other materials are overdue. A Cadet must pay for any book he loses, destroys or damages or in any way vandalizes.
- **Book bags are not allowed in the study area.** Upon entering, Cadets should place book bags against the wall at the inside entrance to the Media Center. Cadets should bring needed materials to their table when they first enter.
- When necessary, a hall pass will be issued to a Cadet once he is inside the Media Center. Cadets will have to sign out when they leave the Media Center, and sign in upon returning.
- Computer workstations are available for Cadet use. **Cadets may use MS Word for typing a class assignment before and after school. During class time, a Cadet may come from a subject classroom, with permission and a pass from his classroom teacher, to do Internet research on a topic specified by that teacher or to type an assignment. Freshmen are permitted to use the computers during Study Halls for research with permission from their classroom subject teacher. Cadets who have schedule conflicts or an open period may come to the Media Center after Br. Tim has been notified. Before being allowed to use a computer, Cadets must sign the Computer Use Log in the Media Center. Cadets are not permitted to use the Internet for non-educational activities such as playing games, participating in chat rooms, using teen communication websites, listening to music, etc. at any time. Cadets may use Destiny, the web-based media center database to locate books, with permission and supervision. Failure to comply with this computer use policy will result in revocation of existing privileges.**
- **Use of electronic devices of any type in the Media Center must be used in accordance with Benedictine Military School policy.**

## **COMPUTER-INTERNET ACCEPTABLE CONDUCT AND USE AGREEMENT**

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THIS POLICY IS BEING REVIEWED DURING THE 2016-17 SCHOOL YEAR.

Benedictine Military School provides a wide array of technology resources for Cadet use. Every Cadet is expected to follow all guidelines stated below, as well as those given orally by the staff, and to demonstrate good citizenship and ethical behavior at all times. Failure to follow the following guidelines may result in disciplinary action including the loss of privileges to use Benedictine Military School's technological resources.

In accepting this agreement, Cadets acknowledge the following rules and conditions:

As a Benedictine Military School Cadet, I understand that my school network and email accounts are owned by the school and are not private. Benedictine Military School has the right to access my information at any time.

### **GOVERNMENT LAWS:**

I will use computers in conformity with laws of the United States and the State of Georgia. Violations include, but are not limited to, the following:

1. Criminal Acts – These include, but are not limited to, “hacking” or attempting to access computer systems without authorization, harassing email, cyberstalking, child pornography, vandalism, and/or unauthorized tampering with computer systems. (A list of Federal statutes from the United States Department of Justice is below as Appendix A).
2. Libel Laws - Publicly defaming people through the published material on the internet, email, etcetera.
3. Copyright Violations - Copying, selling, or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright).

### **NETIQUETTE and RESPONSIBLE USE:**

1. I understand that passwords are private. I will not allow others to use my account name and password, or try to use that of others.
2. I will be polite and use appropriate language in my email messages, online postings, and other digital communications with others. I will not use profanity, vulgarities, or any other inappropriate language as determined by school administrators.
3. I will use email and other means of communications (e.g. blogs, wikis, chat, instant-messaging, discussion boards, etc.) responsibly. I will not use computers, cell phones, personal digital devices, other electronic devices, or the Internet to send or post hate or harassing mail, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors either at school or at home.
4. I understand that I am an Ambassador for the school in all my online activities. I understand that what I do on social networking websites such as Twitter, Instagram, SnapChat, and Facebook should not reflect negatively on my fellow Cadets, teachers, or on Benedictine Military School. I understand that I will be held responsible for how I represent myself and my school on the Internet.



5. I understand that masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out e-mail, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name as a joke.
6. I will use Benedictine Military School computer resources responsibly. I will not retrieve, save, or display hate-based, offensive or sexually explicit material using any of Benedictine Military School's computer resources. I am responsible for not pursuing material that could be considered offensive. I understand that I am to notify an adult immediately if by accident I encounter materials which violate appropriate use.
7. I will use Benedictine Military School technology resources productively and responsibly for school-related purposes.
8. I will not use any technology resource in such a way that would disrupt the activities of other users.
9. I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software, shareware, or freeware on school computers.
10. I understand that vandalism is prohibited. This includes but is not limited to modifying or destroying equipment, programs, files, or settings on any computer or other technology resource.
11. I will respect the intellectual property of other users and information providers. I will obey copyright guidelines. I will not plagiarize or use others' work without proper citation and permission.
12. I will not use or access files, software, or other resources owned by others without the owner's permission. I will use only those school network directories that are designated for my use or for the purpose designated by my teacher.
13. I will follow all guidelines set forth by the Benedictine Military School and/or my teachers when publishing schoolwork online (e.g. to a website, blog, wiki, discussion board, podcasting or video server).
14. I understand the Internet is a source for information that is both true and false; and that the school is not responsible for inaccurate information obtained from the Internet.
15. I understand that Benedictine Military School administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.
16. I agree to abide by all Internet safety guidelines that are provided by the school and to complete all assignments related to Internet safety.

Character

Purpose



Spirituality

Brotherhood

**“Forward, Always Forward;  
Everywhere Forward.”  
- Boniface Wimmer**

*N.B. The Benedictine Military School Administration retains the right to amend the handbook for just cause and to make final decisions on the policies and procedures at Benedictine Military School.*