



# **BENEDICTINE HIGH SCHOOL**

## **Parent/Student Handbook 2024-2025**

College Board Code: 361-195  
Revised: July 2024

### **Administration**

Principal: Mr. Dominic Fanelli  
Academic Dean: Dr. Elizabeth Salem  
Dean of Men: Mr. Steven Miller  
Director of School Counseling: Mrs. Josefina Alfes

### **Accreditation**

Benedictine High School is fully accredited by the Ohio Catholic School Accrediting Association and by the North Central Association Commission on Accreditation and School Improvement.

### **Parent/Student Handbook 24-25**

Admission to Benedictine High School is on an annual basis.

Because no handbook can be all-inclusive or anticipate every situation, this clause empowers the administration of Benedictine High School to take any measure they deem necessary to insure the smooth operation of the school, the safety of its faculty, staff, and students, and the advancement of all aspects of the educational process as defined by its mission, accreditation, and charter. This includes taking disciplinary action for any behavior that violates the spirit and philosophy of Benedictine High School, even though not specifically stated in this handbook.

The complete diocesan policies concerning youth gangs & violence, weapons, sexual harassment, sexual violence, and guidelines regarding students with infectious/contagious diseases are on file in the Main Office.

Any aspect of this handbook is subject to change, addition, or deletion by the administration with reasonable notice to affected parties. Parents/guardians and students must read this handbook and sign and return the acknowledgement contained within as a prerequisite for picking up the student's computer and the student's enrollment at Benedictine High School.

**IMPORTANT DATES** Listed here are school calendar dates as a quick reference for the 24-25 academic year.

## **BENEDICTINE FACTS**



**SCHOOL SEAL** The seal of Benedictine High School is derived from the medal of St. Benedict. On the right side of St. Benedict is the poisoned cup, shattered when the saint made the sign of the cross over it. On his left side is a raven waiting to carry away the loaf of poisoned bread sent to the saint. Below the saint's feet we see "1927," the opening year of the school.



**SCHOOL MASCOT & COLORS** The student body and athletic teams of Benedictine High School are known as the Bengals, a name suited for our vibrant student body. The school colors are blue and white. The "B" located on our logo has been present on Benedictine football helmets since the 1950s.



**MARIAN GROTTA** On its 16-acre campus, Benedictine has a sanctuary for the Virgin Mother where students have prayed since the 1950s.

### **FIGHT SONG**

Go Benedictine  
Go Right Down That Field  
With Your Colors Flying  
We Will Never, Never Yield  
Go Benedictine  
Show Your Spirit True  
Fight For The Game  
And Spread Our Name  
Let's Fight for The White and Blue

### **ALMA MATER**

All Hail Benedictine  
Our Dear Old White and Blue  
We Pledge Our Loyalty  
All Your Sons So True  
Your Cherished Traditions  
We Tenderly Review  
We Give Alma Mater  
Our Hearts to You



## MISSION STATEMENT

A Catholic all-boys high school in the tradition of St. Benedict that shapes a diverse group of young men into leaders.

***Rationale for Mission:*** We are Catholic and yet inviting of all backgrounds to Benedictine. In 1978 we made a decision by looking to our Hallmarks of Community and Stability to stay in our current location. It may seem counterintuitive in the 21st century, but we find the greatest success in forming young men by going backwards to a 1500-year-old rule written by a monk; a Saint, and we have done so since 1927. We are in the business of forming our young men into Men of Benedictine: men with faith and resiliency, prayer and work, Ora et Labora.

### ***BENEDICTINE BELIEFS:***

***We are the Men of Benedictine:*** As a diverse brotherhood of young men, we believe that we are better together. Whatever hurts our brothers, hurts us. The Men of Benedictine are men of character and integrity. We have dedicated ourselves to follow God in every way, to obey His commands with joy, and to freely give of ourselves for the benefit of our Benedictine family. We may come from many backgrounds and places, but the shared experience of our time at the school forms a strong bond. We own our membership in this community. As alumni, we carry on the Hallmark of Conversion (Conversatio) as we leave Benedictine, proud to have attended the school as we spread the news of the work that we do here to the wider world.

***We are Ora et Labora:*** As a school formed and influenced by the Rule of St. Benedict, we live as a community where work and prayer inform all that we do. The Benedictine religious tradition dates back centuries, and, as an institution founded by St. Andrew Abbey, our school is guided by the Rule. Our day is filled with prayer from the beginning of the day to its end. Even though our school is rooted in the traditions of the Catholic Church, our shared Christian traditions also guide our students from different faith communities as we build this community together. The work that we do in our classrooms and offices and the athletic field is intertwined with our daily conversations with God. The rhythms of religious life that guide the monks at St. Andrew Abbey influence the daily life of the school. It is through prayer and work that we build God's kingdom at Benedictine, in our neighborhood and in Cleveland.

***We are the Home of Champions:*** We form young men into champions across multiple facets of life: academic, athletic, social, and religious. While we normally associate Home of Champions with our sports teams, "champion" is a term that transcends the athletic field. Victory in this case goes beyond merely being the best or winning a game - it's a commitment to excellence. We form our students to have a championship mindset. Becoming a champion is also tied to our Benedictine tradition and Hallmarks, in particular, discipline and



humility. Benedictine is the place where our alumni began their journey toward success in their future lives and this is where they were shaped. Benedictine remains “home” even as our graduates have left campus.

***We believe in letting students lead:*** We believe in student leadership. We give our students the space and guidance to assume leadership roles and to take charge. They are given the freedom to make mistakes, to learn from mistakes, and to fix mistakes. As part of shaping our students’ future, they need to be given the space both to try and to fail. They are the primary drivers behind many of our school events (dances, pep rallies, student sections, Convocation) and are allowed to experiment, to innovate, and even to make mistakes. While faculty and staff are there to provide guidance, our students play dynamic roles in shaping and growing the Benedictine community. By the time they graduate, our students are comfortable with logistical planning, with leading their peers, and with handling real world situations. We are not afraid of messy outcomes because these form key learning experiences for our students.

#### ***HONOR AND PLEDGE OF A BENEDICTINE MAN***

Honor Code: As a child of God and as a Man of Benedictine, I will not lie, cheat, steal, deceive nor disrespect. Nor will I tolerate the actions of those who do these things.

#### ***Parent/Guardian Role in Education***

Once your son has been enrolled at Benedictine High School, we trust you will be loyal to this commitment. During these important years your son needs constant support from both parents and faculty in order to develop morally, intellectually, socially, culturally, and physically.

Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his potential.

It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. Parents are expected to partner with the school in holding students accountable. This allows us to help our students grow into Men of Benedictine. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

#### ***Student and Parent/Guardian Duty to Warn***

Any student who receives information indicating that another student may harm himself or someone else must immediately notify a responsible adult, i.e., his parent or guardian if he is outside of school, or a teacher/staff member if he is in school. If the student notifies his parent/guardian (or if the parent/guardian receives such information independently), that



adult must immediately take appropriate action, contacting a Benedictine High School administrator and any other needed resources (e.g., local law enforcement) so that preventive measures may be taken before a tragedy occurs.

Any student who fails to follow the procedure outlined above will be subject to disciplinary action.

### ***Nondiscriminatory Policy***

Benedictine High School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, athletic and other school-administered programs. Benedictine High School does not discriminate on the basis of race, color, creed, or ethnic origin in the administration of educational and admission policies, financial aid, and other school-administered programs. We are a Catholic school; nevertheless, we welcome students of any religious faith.

## **RELIGIOUS FORMATION AND INFORMATION**

Benedictine High School takes seriously its mission to pass on the Benedictine values of prayer, work, stability, and community. One of the primary ways we accomplish this is through a religious formation program in which every student participates.

This program includes opportunities for prayer and spiritual development through liturgies and retreats, as well as intellectual development and apostolic work through theological studies and service. Both aspects of the program serve to lead the student to a deeper appreciation of the living community of the Catholic Church in its long, stable tradition. The following components and policies of the Religious Formation Program greatly foster the maturity and development of the students that are integral to a Benedictine education.

### ***Liturgies***

Benedictine High School offers various liturgical experiences throughout the course of the year as a means of enriching the students' spiritual lives and instructing them in the liturgical traditions of the Roman Catholic Church. Since we place such a high value on these celebrations, attendance at all school liturgies and class masses is mandatory.

### ***Retreats***

All students are to attend a retreat annually. These retreats are facilitated or sponsored by the Office of Mission Integration of Benedictine High School. The yearly retreat is a graduation requirement.

### ***Theology Courses***



All students at Benedictine High School are required to study theology, regardless of their creed. Grading is based on academic achievement and not on their religious affiliation, personal belief or the practice of their faith.

### **Service Hours**

Benedictine students are called to examine the significance of service to others and community and the responsibility of integrating this important element of Christianity into their lives.

The Benedictine service requirement consists of the following:

- Ten (10) hours of service per year combined with an integrated study and analysis of the social teaching of the Catholic Church
- Seniors will commit to an additional ten (10) hours of service for their Senior service project
- Students who transfer in after the Sophomore year must discuss the fulfillment of this component with the Service Coordinator

*Students are responsible for creating and implementing their own service project(s) for this component. The combined total requirement for graduation is, therefore, fifty (50) hours of service.* Basic requirements for service to be acceptable include the following:

- Projects must occur outside the home and are not to be substituted for expected family duty
- A project from which there is remuneration either individually or communally is not acceptable (e.g. a student cannot be paid for the service; a student cannot use club or organization time where funds are raised for that organization, etc.)

## **GENERAL INFORMATION**

**Student Security** Each student will be issued a school identification/lunch access card. This card will be used for the following:

- Building security (students will be monitored entering and exiting)
- Breakfast/Lunch
- School library card for the Learning Commons

**MISPLACING THIS CARD WILL RESULT IN YOUR STUDENT'S INABILITY TO ACCESS CAMPUS BUILDINGS, OBTAIN MEALS AND NEEDED EDUCATIONAL MATERIALS FROM THE SCHOOL'S LEARNING COMMONS. IF MISPLACED, A REPLACEMENT CARD COSTS \$7.**

**Emergency Parental Communication** In the event of an emergency, contact can be made through the Main Office in accordance with state law. A student cannot and will not be released from school if there has not been confirmed communication between the parent(s)/guardian(s) and school administration. This is best practice to ensure that the parent and school are aware of the student's whereabouts and the needs of the family in an

urgent matter are being met.

**School Day** The official school day at Benedictine High School begins at 7:55am and ends at 3:00pm. The building will be accessible to students at 6:45am.

**Late Start/School Closure Notification** In the event of severe weather or other emergencies that would require the late start or closing of school, Benedictine High School will notify parents/students through email and/or phone call. News outlets will also be used in an effort to notify families in a timely manner.

**Transcripts** Each senior is permitted one set of transcripts at no charge. Additional transcripts are \$5.00 each. Transcripts will not be released if the student's financial accounts are in arrears.

**Textbooks** Textbooks are loaned to all students for the year. They must be returned at year's end in good condition.

**Backpack/P.E. Bags** Students are to wear backpacks (see display below; not brand specific). P.E. bags of any type and or size are not permitted to be carried by the students to classes for any reason.

P.E. bags for physical education class should be obtained from the student's locker prior to their physical education class and returned to the locker after that class.

P.E. bags are not to be brought to class prior to or following physical education class. This policy is in place to assist with the safety of your students and their possessions.



The whereabouts of your student are vital to his safety and others in our school community.

When a student leaves the classroom, study hall or any assigned area, he must be provided a Benny Bond from the teacher, study hall moderator, club moderator, etc. The student's Benny Bond is to be always visible when outside of the class, and is a bond of the student's commitment to acting as a Man of Benedictine while moving about the school.

### **Cafeteria**

- Behavior in the cafeteria will follow the same expectations and principles as classroom behavior
- During lunch period students are expected to be seated when not obtaining lunch
- During lunch period the student must remain in the cafeteria. If a student will not be in the cafeteria, the Attendance Coordinator must be informed.
- Students are expected to pick up after themselves after eating (i.e., clearing area of trash and cleaning up spills)
- Students are to use their own access/identification cards. The use of a student identification card that is not the owner will be considered a form of theft and consequences will be given
- **Please Note:** To promote accountability in the community, students may be randomly assigned table clean-up duty

## **CELL PHONE POLICY**

In line with Ohio HB 250 and our commitment to a focused learning environment free of unnecessary distractions, all student cell phones must be turned in at the beginning of the school day and will be returned at the end of the day.

- **Homeroom/First Period Procedure:** Designated student leaders will collect and store cell phones in numbered carrying cases. Refusal to turn in a cell phone is not permitted. See **Consequences** below.
- **Tardy Students:** Late-arriving students must turn in their phones to Mrs. Lechman at the front desk. The Dean of Men will collect and store these phones.
- **Storage:** Collected phones will be transported by student representatives to the Dean of Men's office for secure storage.
- **Early Dismissal:** Students leaving early must collect their phones from the Main Office. Authorized staff for phone retrieval include Mr. Fanelli, Mr. Miller, Dr. Salem, or Mrs. Zima
- **End of Day Procedure:** Students' phone will be returned at the conclusion of 9th period class. Student leaders will distribute cell phones from the carrying cases. End-of-day announcements will be made during this time.

Students MUST use school phones located in the main office, business office, or front desk for necessary communication with parents.

### **Consequences for failure to turn in a cell phone**



- First refusal to turn in a phone: Detention.
- Second refusal: Saturday Detention.
- Further refusals: Out of School Suspension.
- Turning in a "burner phone" or other device: Same penalties as above.

### ***Listening Devices***

Earphone (wired or wireless) usage will not be permitted in the classroom without instructor approval but may be used in passing periods, study halls, and at lunch.

Use of a listening device during a test or exam will result in consequences at the discretion of the teacher.

### ***Lockers***

Each student will be or will be assigned a locker that is to be secured with a Master combination lock. All students are issued a combination lock during their Freshman year.

Benedictine High School is not responsible for any personal items that are taken off of a person or out of an unlocked locker.

Lockers will be inspected at the end of the school year. Students are responsible for the year end cleaning of their assigned lockers. All personal belongings must be removed from the locker by the last day of school. Damage to the student's locker will be assessed by the maintenance staff and billed as appropriate.

Student lockers are to be locked at all times. Each student is to only use his assigned locker. This includes lockers used for gym class and athletics.

Unauthorized removal of another student's lock for any reason will be dealt with as theft. Tampering with lockers will be considered vandalism. Students may decorate their lockers on the inside with pictures or posters that do not damage the locker and which are consistent with the Catholic philosophy and beliefs of Benedictine.

Benedictine High School retains the right to inspect school lockers at any time, even without the student present. The school will seize any illegal and/or inappropriate items discovered during any search. Parents/guardians will immediately be notified. The search of a locker may be conducted under the authorization of the Principal or his/her designee at any time. This may involve forcible removal of the lock. The school also reserves the right to search any item brought onto school property. This is a best practice for the safety of your student and the Benedictine community.

Additionally, the students of Benedictine High School are subject to search by a school administrator if the designated administrator has suspicion or belief that the specific student is in possession of any item constituting a violation of school policy or procedure. The student(s)/parent(s)/guardian(s) will be notified in the event a search is completed.



### **Work Permits**

Any student ages 14-17 can obtain an [Application for Minor Work Permit](#) from the reception desk in the Atrium. Once complete, return to the reception desk for processing. Twenty-four-hour notice is required for completion.

### **Fire, Tornado Drills, and Lockdown Drills**

In accordance with state law, Fire, Tornado and Lockdown Drills will be held, both announced and unannounced. The student's responsibility during these drills is to follow the instructions of staff members and directions posted in the classrooms. Students are to be silent during all safety drills. This is state law.

### **Learning Commons (Library) Procedures**

Student conduct in the Learning Commons is to meet the expectation of classroom behavior. In the event of excessive noise or disruption, the student may be asked to remove himself from the Learning Commons (in this case Learning Commons privileges may be reduced to use as needed for the remainder of the school year) or issue a detention at his/her discretion. The Learning Commons Director also has similar authority in the matter of overdue or destroyed library materials or textbooks. Replacement fees will be charged for assessed damages to materials.

### **Student Health Services**

In the event of illness, a student will report to the nurse's office. The nurse will then make a determination about whether or not a student requires early dismissal. If necessary, the school nurse will contact the parent/guardian in order for the child to be taken home or given permission for the child to leave the building. Students must be picked up by an authorized pickup contact.

A registered nurse is responsible for the school health program and will be in the building every day between 8:00am and 1:00pm. Ohio State Law requires that students registered in the school must have written verification on file that they have received immunizations, up to date per the Ohio Department of Health. Failure to provide information will result in the student being excluded from classes until written verification of proper immunization is provided to the school.

The Student Health Form and Emergency Medical Authorization Form must be on file at the start of the school year or registration will not be considered complete. Parents must inform

the nurse regarding procedures if their child has a severe allergy, seizure disorder, diabetes, other medical problem, or takes medication regularly.

Medication prescribed by a physician must be in the original prescription container and labeled by a registered pharmacist and given to the nurse, with this [Medical Permission](#)



[Request](#) form completed. The school will not provide any over-the-counter medication to any student. Students are responsible for taking their prescribed medication on time.

Current contact information is vital to Benedictine ensuring the safety and health of your student(s). Please inform the Main Office of any changes to contact information (i.e. new email address, new home address, new phone number, etc.).

### ***Social Function Policy***

Benedictine dances are an opportunity for students to socialize in a supervised and safe environment.

School rules, as they pertain to appropriate behavior, are enforced during school social functions, whether on or off campus. All students and guests in attendance must complete the Social Function Policy form and be able to provide student ID upon request from school personnel or chaperones. The administration will be notified of any violation of rules or behavior deemed inappropriate.

Benedictine students may bring one guest to a dance. The Social Function Policy form identifying the guest must be submitted to the administration prior to the dance.

Benedictine students and guests may be asked to leave the event for misbehavior or violations of Benedictine rules or policies. Benedictine is not responsible for any confiscated items. Students bring valuables at their own risk. The administration reserves the right to deem the appropriateness of dress and behavior.

In addition to the policies mentioned, the following regulations are in effect:

- No one is permitted to leave the social function to go to a car for any reason
- Chaperone instructions must be obeyed immediately and at all times
- Students absent from school the day of the dance may not attend the dance
- Students who choose to dance inappropriately after a warning will be sent home, and parents notified immediately of the student's early departure
- Students will be subject to taking a breathalyzer test, administered by the Dean of Men, if a student is suspected of consuming alcohol and/or other illegal substances.

## **GENERAL SCHOOL POLICIES/PROCEDURES**

***Academic Privacy Rights/Child Custody*** Non-custodial parents will not be given access to the academic records and/or information regarding the academic progress of their child(ren). Verifiable documentation is needed in order for non-custodial parents to receive academic records and/or information regarding the academic progress of their child(ren).

***Student Housing*** Every student is expected to reside with his/her custodial parent/guardian. Any type of different living arrangement must be documented and on file with administration.



**Student Online Policy/Procedure** When the administration learns of inappropriate postings including defamatory comments or images regarding the school, the employees, other students or the Order of St. Benedict online but not limited to, Instagram®, Twitter®, Facebook®, SnapChat®, etc., the school is able to exercise every disciplinary and legal measure it deems appropriate including but not limited to, legal action, suspension and expulsion of the student(s) involved.

**Food Ordering Apps:** Students are not permitted to use food delivery websites or apps (such as Uber Eats, DoorDash, Grubhub, etc.) to order food to campus during school hours, 7:30 AM to 3:00 PM.

**Unauthorized Food and Drink Sales:** Students are prohibited from selling or purchasing any food or drinks from other students at any point during school hours while on campus. The sale or purchase of food and drinks is only permitted through authorized school vendors, the school cafeteria, and officially sanctioned school events. Any student found to be selling food and/or drinks on campus will be subject to school consequences.

**Off-Campus Conduct** Although the school cannot assume responsibility for student conduct when outside the school's jurisdiction, students should remember that at all times they are responsible for the good name of Benedictine High School. A student involved in off-campus conduct that may put into question the reputation of the school may be subject to all levels of discipline.

**Sexting** Any person possessing, taking, or sharing nude, obscene, pornographic, lewd, or illegal images/photographs may be punished by school rules/policy, as well as the legal system. The school has the right to exercise every disciplinary and legal measure it deems appropriate including suspension and expulsion of the student(s) involved. Benedictine will report any instances to the appropriate law enforcement agencies.

**Chemical Abuse and Treatment Policy** Benedictine High School recognizes that chemical dependency is a treatable individual and/or family disease. Chemical dependency can be defined as an illness in which the use or abuse of chemical stimulants and/or narcotics interferes with expected achievement or behavior of a student. Definitions of chemical stimulants and narcotics are found in the appropriate sections of the Ohio Revised Code. Recognition and treatment of chemical dependency is the direct responsibility of the parent or guardian. Students who display signs of apparent chemical abuse or dependency or who are found to be in simple possession of contraband items, or are under the influence in school or a Benedictine sponsored event, shall be recommended for testing (to determine the extent of his dependency) and treatment, both at the cost of the parent, as soon as possible.

Administration will follow normal procedures should the Parent/Guardian and/or student exhibit a lack of cooperation in this procedure. Students found selling or distributing narcotics or illegal, controlled substances will be dismissed immediately.

**Threat Policy/Procedure** Benedictine High School's priority is the safety of our community. Any

and all students who threaten to inflict harm to oneself or others will be taken seriously. In the event that any threat is made by a student to another student, faculty, staff or the school as a whole, the following policy/procedure will be followed:

- When a threat of harm of any type is known by either student, staff and faculty, it is to be reported directly to the administration
- Benedictine reserves the right to contact the appropriate authority as it pertains to the threat, when and if need be (i.e. mobile crisis)
- The parent(s)/guardian(s) of the student(s) who are involved in the threat will be contacted and requested to remove their student(s) from school
- The principal will inform the Benedictine community of the issue and confirm that the protocol is being followed
- Independent of the risk level, the student will be suspended and not allowed to return to school until there has been an assessment by an accredited mental health provider or medical professional. This will be at the parent(s)/guardian(s) expense. The assessment submitted to, and approved by the Dean of Men and the Counseling Department, must declare that the student is not and does not pose a threat to himself or others in the community
- Benedictine, with the permission of parent(s)/guardian(s), will provide support for the student(s) who received the threat either verbally or in print

In regards to any and all students who threaten to inflict harm on oneself, the following steps will be taken: the student issuing the threat will be isolated, parents/guardians of the student making the threat will be notified, the student will be assessed at the discretion of an evaluator and the administration and appropriate faculty will be notified of a plan of action, and any other relevant information.

If a parent/guardian or student refuses to cooperate at any point in the process described above, the student will be subject to dismissal from Benedictine.

### ***ANTI-HARASSMENT/ANTI-BULLYING PROGRAM***

In accord with the Catholic values of our school, we strive to create among our students a culture of respect for all. "Love God and love your neighbor as yourself" is an ethical mandate we take very seriously as a core part of our school's mission.

To promote students' respectful treatment of each other, we have in place an anti-harassment/anti-bullying program.

"Benedictine Brotherhood" is a core value of our school. We emphasize that we are to accept and appreciate our differences, not demean them. We remember from The Rule of St. Benedict: "All guests who present themselves are to be welcomed as Christ, for he himself will say: *I was a stranger and you welcomed me* (Matt 25:35). Proper honor must be shown to *all* ... " (53: 1-2).



All forms of bullying and cyberbullying by Benedictine students will not be tolerated. Any student who engages in bullying and or cyberbullying is subject to disciplinary consequences. Students who have been bullied, cyberbullied or know of someone who is being bullied shall promptly report such incidents to any staff member.

Complaints of bullying or cyberbullying will be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of the complaint. All forms of bullying or cyberbullying are unacceptable and such actions are disruptive to the educational process of Benedictine. A violation of this policy shall subject the offending student to disciplinary consequences, consistent with the student discipline code, which may include suspension, expulsion or notification to the appropriate authorities.

### ***Fighting***

Benedictine High School defines fighting as any mutual physical contact between students as well as words or actions which MIGHT cause physical contact. Excuses such as “we were just fooling around” or “we were just playing” will not be accepted as excuses for physical contact. In any instance the consequences will range from detention, suspension or expulsion, as determined by the severity of the incident(s).

### ***Hazing***

Hazing activities of any type (including initiations) are inconsistent with the maintaining of a safe environment and will not be tolerated. No student shall plan, encourage, or engage in any hazing. All hazing incidents should be reported immediately to the administration for investigation. Any person involved in any type of hazing will be subject to disciplinary consequences including suspension and expulsion, as well as legal actions, if deemed necessary.

### ***Psychological Services***

Benedictine has a full-time psychologist who offers supportive counseling for students with personal or academic issues. Parents/guardians who would like the psychologist to work with their son must request and give written consent for these services each school year. However, the psychologist may meet with any student without the consent of his parent/guardian under these circumstances:

1. There is concern that the student may be at risk of harming himself or someone else;
2. There is concern that the student may be experiencing abuse or neglect.

### ***Students with Special Needs***

Benedictine High School implements individualized education programs (IEP) through the Jon Peterson Scholarship Program. Each student will receive intervention services in compliance with their individual education plan that is on file with the Jon Peterson Scholarship Office.

### ***Child Sex Abuse Prevention Policy***

Benedictine High School provides a safe, secure environment to teach and care for the students of the Benedictine Family. Our goal is to protect the students from sexual abuse, child molestation or any type of inappropriate sexual behavior by persons employed or volunteering at Benedictine and to protect employees and volunteers from false accusations.

This policy addresses five (5) areas that are critical for the protection of students, employees and volunteers of Benedictine: selection process, education, protection policy, reporting procedures and response to allegations.

- Selection Process: Employees and volunteers will have a criminal records check and will not be given an assignment to work with minors until the school has received appropriate clearances. Any employee, volunteer or parent volunteer who gives service to Benedictine will be required to complete "VIRTUS Protecting God's Children" training sponsored by the Diocese of Cleveland. This certificate will be kept on file in the Principal's office.
- Education: Teaching students the prevention of child abuse and child sexual abuse will be given in Theology classes under the topic of Morality. Employees, volunteers and parent volunteers must be trained in "VIRTUS Protecting God's Children," sponsored by the Diocese of Cleveland. A certificate of completion of VIRTUS must be on file in the Principal's office. It is the responsibility of the employee, volunteer or parent volunteer to update their training in VIRTUS as per the guidelines set forth by the Diocese.
- Protection Policy: Employees (administrators, teachers, coaches, volunteers, etc.) will be present, or nearby, and available on each floor and in the hallways, locker rooms, gymnasium, on retreats and in the parking lot where minors are present. Reasonable effort will be made to have two (2) adult employees present or nearby during activities where minors are present. Reasonable effort shall be made to ensure that one adult is not left alone with one minor. Reasonable effort will be made to place students in rooms with windows and open doors for all teaching/learning activities. All employees will comply with this protection policy during Benedictine sponsored events within town and out of town.
- Reporting Procedures: Observed or reported child sexual abuse or child molestation should be reported immediately to the Principal. Failing to report can have severe consequences to a child at risk.
- Response to Allegations: All allegations will be taken seriously, and the administration will take appropriate action in accordance with the laws of the State of Ohio.

### ***FIELD TRIPS***

Field trips/outside of the classroom activities are an extension of the classroom. We believe that getting students outside of the classroom and shifting their paradigm is good for all students and want to make the opportunity available to as many students as possible. All school policies remain in effect on all school-sanctioned field trips and activities outside of the

school building. A student's ability to participate will be determined by teachers/administration. The student must display the ability to represent himself and our community appropriately.

The administration and/or the appointed chaperone reserve the right to search for and confiscate any illegal drugs/contraband or items considered to be injurious to individuals, groups or the goals of the event taking place. This search includes but is not limited to bags, suitcases, coats and emptying of pockets if requested.

We reserve the right to impose curfews and check rooms at any time. If a student violates any policy or procedure as outlined in this handbook, a parent/guardian will be called immediately to pick up the student or arrange for his transport home at the parent's expense. Any student who violates any policy or procedure outlined in this handbook while on a field trip may be subject to disciplinary action, including detention, suspension and/or expulsion.

Any costs for damages or fines incurred by a student(s) on any school-sponsored trip will be the sole responsibility of the family/families involved. The administration reserves the right to limit a student's participation in field trips for any reason.

### ***Field Trip Guidelines***

- Field trips must be approved in advance by the Principal
- An out-of-state field trip needs to be approved 3 months in advance
- An out of the country field trip needs to be approved 12 months in advance
- All aspects of the field trip will be designed to provide a highly effective means for accomplishing the objective of the curriculum
- Students' safety will be the primary consideration. Adequate supervision will be provided at all times for all students and such supervision will take into account any unique circumstances or dangers posed by the trip
- All fees for voluntary class or co-curricular field trips will be reviewed prior to approval. The sponsor of that trip must certify to the Principal that provisions have been made for group members unable to pay required fees
- Field trip sponsors shall not pay or commit any deposits and/or fees for any field trip until all required approvals have been granted
- The use of private or leased vehicles by staff members or parents for transporting small groups of students must be pre-authorized by the Principal
- Teachers are responsible for informing accompanying adults of their responsibilities
- The teacher will review acceptable standards of conduct with the students in advance of the trip
- The teacher has primary responsibility for the conduct of the students
- The teacher planning the trip will be responsible for arranging an appropriate educational experience and supervision for the students who do not participate in the field trip
- Prior to leaving on the field trip, the teacher will provide an attendance list of the students who will be on the trip so that correct attendance can be taken
- Health emergency information for each student must be taken on each field trip



- Should an emergency occur, the teacher is responsible for notifying a BHS administrator by telephone as soon as reasonably possible
- All curricular field trips must include all students registered in the class
- All co-curricular and extra-curricular field trips cannot be off campus more than one scheduled school day

***Photography/Video Policy***

Benedictine High School reserves the right to photograph and/or video record students for the purposes of marketing or recognition including but not limited to publication in brochures, recruitment materials, newspapers, and the school website. Any parent objecting to the use of their son's image for these purposes must notify the principal in writing, no later than the 1st week of September.

**ACADEMICS**

***Grading Scale***

The following percentage grading scale is in effect at all times.

	Percentage Point Value			Percentage Point Value	
A+	98-100	4.3	C	77-79	2.0
A	95-97	4.0	C-	74-76	1.7
A-	92-94	3.7	D+	71-73	1.3
B+	89-91	3.3	D	68-70	1.0
B	86-88	3.0	D-	65-67	0.7
B-	83-85	2.7	F	0-64	0
C+	80-82	2.3			

	REGULAR	HONORS	AP
A+	4.3	4.8	5.3
A	4.0	4.5	5.0
A-	3.7	4.2	4.7
B+	3.3	3.8	4.3
B	3.0	3.5	4.0

B-	2.7	3.2	3.7
C+	2.3	2.8	3.3
C	2.0	2.5	3.0
C-	1.7	2.2	2.7
D+	1.3	1.8	2.3
D	1.0	1.5	2.0
D-	0.7	1.2	1.7

If a student warrants dismissal from Benedictine or leaves of his own accord before taking final exams for the semester, he will not be granted any credit for that semester. Exit grades will be forwarded to his next school upon request.

### **Calculating Grade Point Average (G.P.A.)**

#### **Example of Computing the Grade Point Average:**

<b>Course</b>	<b>Letter Grade</b>	<b>Credit</b>	<b>No. Of Sem.</b>	<b>Weighted Credits</b>	<b>Quality Points</b>
English	B	1.00	2	$(1 \times 2 / 2) = 1$	$(3 \times 1) = 3$
Phy. Ed.	B	.25	2	$(0.25 \times 2 / 2) = .25$	$(3 \times .25) = .75$
Health	B	.50	1	$(0.5 \times 2 / 1) = 1$	$(3 \times 1) = 3$
Algebra	C	1.00	2	$(1 \times 2 / 2) = 1$	$(2 \times 1) = 2$
Total				3.25	8.75
G.P.A.					2.69

Add up the quality points and divide the total by the number of weighted credits. Weighted credits reflect the total weight of a grade calculated with the number of semesters it is taken. A 1 credit class for two semesters is similar to two 0.5 credit classes taken in different semesters. The number for quality points was obtained from the chart on the previous page.

### **Report Cards**



Report cards are emailed to parents four times during the school year (October, January, March, June). The semester grades issued in January and June are entered on the student's permanent record. Failure of a course required for graduation on the January or June report cards must be made up in summer school or through a certified tutor before the upcoming year. The January and June grades also determine the student's Grade Point Average (G.P.A.).

Only in the case of a January failure may the Teacher-Student contract option as described later in this section be applied.

The January and June semester grades are determined according to each teacher's formula as published in their individual class syllabus. The semester grade is determined by the following percentages: each quarter is worth approximately 42.86% of the grade, and the semester final is worth approximately 14.28% of the grade. Please Note: This could result in a student passing the first and second quarters but failing the semester due to a very low semester exam grade.

### ***Second Semester Affecting First Semester Grades***

A first semester failure may be changed through a contract with the teacher and student through content-based work during the second semester so as to give the student credit. This must be approved by administration and communicated by Counseling. The change to the passing grade, however, will not affect the G.P.A. for the first semester.

### ***Failure Policy, Second Semester Seniors Only:***

If a Senior fails a 2nd semester course, there will be no opportunity to make up this grade before commencement. Summer school options must be discussed with and approved by the Counseling Department and copied to the Academic Dean. All summer school documentation must be turned into the Counseling Department and copied to the Academic Dean. Successful completion of the course work will then allow the a diploma to be obtained.

### ***Make-up Work***

When a student is ill and is expected to be out for an extended length of time, the student should check for missing assignments through FACTS and Google Classroom. Any necessary communication should be facilitated through the Counseling Department.

Assignments, tests, or quizzes missed due to absences from class can be made up due to the discretion of the teacher.

### ***Courses Outside of Benedictine***

Benedictine does not accept credit for any classes taken outside of Benedictine High School or online when classes are offered under the same or similar name in the course of the school year. Classes outlined for credit recovery will not be accepted unless the student has first



failed that class. Any exceptions to the above must have the approval of the Academic Dean in writing.

### ***Schedule Changes***

Class change requests will be completed at the discretion of the administration. There is a process for students to obtain signatures from their current teacher, parent, counselor and an administrator in order to change classes. Schedule changes requested by the student or parent are to be made two weeks after the first class at the latest.

Students who choose an AP® or CCP course may not drop the courses unless discussion with parent, teacher and administration takes place.

### ***College Credit Plus (CCP)***

Benedictine allows qualified students to participate in the State of Ohio College Credit Plus Program. This program allows qualified high school students, with the permission of their schools, to enroll in local college courses for which they can earn simultaneous credit for high school and college at no tuition cost to the parents. This program is dependent on state funding and will not be offered otherwise. If state funding has not been secured, students can check for tuition costs from the local college or the local school. Parents are responsible for these tuition costs.

Students may inquire about taking such courses with their counselor or the Academic Dean. Students must then attain acceptance by the colleges they wish to attend. These courses must also be scheduled in such a way that no conflict arises with courses a student is required to take at Benedictine.

Students taking CCP courses must still carry the equivalent course. If a CCP course is dropped, the student will be placed in a corresponding course during both the first and second semesters.

Students not taking an A.P. exam and not enrolled in CCP are required to take a Final Examination in that A.P. course.

### ***Academic Honors***

Students will be designated on the Dean's List at each semester grading period for the following academic honors:

Summa Cum Laude	4.000 GPA and above
Magna Cum Laude	3.600-3.999 GPA
Cum Laude	3.000- 3.599 GPA

**The Valedictorian shall be the Senior who has the highest cumulative G.P.A. after eight**



semesters. The Salutatorian shall be the Senior who has the second highest G.P.A. average after eight semesters. To qualify, the Valedictorian and Salutatorian must have attended Benedictine for a minimum of six semesters (the G.P.A. will be calculated after eight semesters, including any grades earned at a student's previous school). The top two students in the Senior class will be invited to give a brief address at graduation. Each student's address must be submitted to and approved by the administration one week prior to graduation.

Graduation Requirements for the Classes of 2025, 2026, and 2027:

To receive a Benedictine diploma a student must successfully complete a minimum of 25 credits which includes:

- 4 credits English (requiring 1 year American Literature and 1 year of British Literature)
- 4 credits Theology (1 for each year of attendance at BHS)
- 4 credits Mathematics (requiring the completion of Geometry and Algebra 2 or the equivalent)
- 3 credits Social studies—1 credit Modern World History, 1 Credit U.S. Government, and 1 Credit American History
- 3 credits Science (requiring Physics, Chemistry, Biology)
- 3 credits Elective courses (for the Class of 2026 and Class of 2027 0.5 credit of electives must be in Financial Literacy)
- 2 credits The same foreign language for two consecutive years
- 1 credit 0.5 Health and 0.25 PE1 0.25 PE2 or Flex Credit (attained by 2 consecutive years of a sport or marching band)
- 1 credit Fine Arts
- 25 credits Total

Graduation Requirement for the Class of 2028 and subsequent years:

To receive a Benedictine diploma a student must successfully complete a minimum of 26 credits which includes:

- 4 credits English (requiring 1 year American Literature and 1 year of British Literature)
- 4 credits Theology (1 for each year of attendance at BHS)
- 4 credits Mathematics (requiring the completion of Geometry and Algebra 2 or the equivalent)
- 3 credits Social studies—1 credit Modern World History, 1 Credit U.S. Government, and 1 Credit American History
- 3 credits Science (requiring Physics, Chemistry, Biology)
- 3.5 credits Elective courses
- 0.5 credit Financial Literacy (Classes of 2026, 2027, 2028)
- 2 credits The same foreign language for two consecutive years
- 1 credit 0.5 Health and 0.25 PE1 0.25 PE2 or Flex Credit (attained by 2



1 credit      consecutive years of a sport or marching band)  
Fine Arts

26 credits      Total

### ***Additional Graduation Requirements***

- Successful completion of core curriculum and necessary electives. **(Seniors who fail second semester required courses will not receive their diploma and may be deemed ineligible for commencement ceremonies.)**
- Successful completion of service hours and Senior Service Project
- Successful completion of Project R.E.A.L. requirements (Realistic Education Alternative Learning)
- Retreat requirement fulfilled
- The return of all textbooks and payment of fees for any lost or damaged books, uniforms, etc.
- Tuition paid in full with no outstanding balances to any school department or organization

### ***Parent/Teacher Conferences***

Official parent/teacher conference days are included on the school calendar. Parents are notified of the procedure for setting-up Zoom appointments and are encouraged to communicate regularly with their son's teachers. Advance appointments are necessary to meet with a faculty member or administrator. Any abusive or inappropriate language or action by a parent/guardian will be cause for immediate termination of the meeting.

Unofficial conferences: if a parent wishes to meet with a teacher or administrator a 24-hour notification is needed. Please email the teacher or administrator directly to arrange an appointment. Parents are not to drop in to see a teacher or administrator without an appointment.

### ***Credit Flexibility Program***

In compliance with Senate Bill 311, Benedictine High School offers students the opportunity to earn high school credit(s) through a credit flexibility program. "Flex Credit" shifts the focus from evaluating student learning based on "seat time" to assessing students' demonstrated academic and skill level or performance.

With "Flex Credit," students will have options to show what they know, earn credit(s) and move on to higher-order content. Students can choose to customize aspects of their learning around their interests and needs, which might include flexible schedules and a choice of modalities (e.g., online learning and community-based projects), as well as options to pursue niche interest areas and combine subjects.

Students interested in credit flexibility options must contact the Academic Dean. It is important to note that there are specific guidelines and timelines that have been established and must be followed in order to be considered for participation in Ohio Department of Education credit flexibility programs. Students choosing to pursue credit through credit flexibility must review these guidelines carefully. Students must complete all requirements before credit is issued.

### **ATHLETIC AND EXTRACURRICULAR ELIGIBILITY**

- All students must observe all regulations in the Parent/Student Handbook and the individual sports or activities guidelines
- Athletes must be examined and pass a physical given by a physician prior to competition. OHSAA Physical forms, waiver forms and school emergency medical authorization must be on file with the Athletic Director before the beginning of the school year
- All athletes are expected to carry health care insurance
- All students must be in school for a minimum of one-half day (4 full class periods, excluding lunch) to be eligible to participate in a practice or event that day. School sponsored and approved field trips are not considered as time out of school
- All students with less than a 2.0 at the quarter will be on the weekly ineligible list, where their G.P.A. will be checked weekly for eligibility. Per OHSAA rules students passing less than 5 courses at the quarter will be ineligible for the following quarter
- Any student who does not meet the minimum G.P.A. the preceding quarter but has no more than 2 course failures and has met state eligibility standards, becomes ineligible for one week - Monday through Sunday, beginning the Monday following the report of quarter grades
- Student weekly eligibility will begin **September 16th**
- Eligibility can be regained during the quarter through weekly grade reports. To be eligible for the following week, the student must achieve the required G.P.A. and have no more than 2 course failures and meet state eligibility standards (passing 5 one credit courses or their equivalencies)
- A student who does not regain eligibility based on weekly grade reports becomes ineligible again for competition the following week (Monday through Sunday)
- The administration of the school makes the final determination of the student's eligibility based on grades received
- **For eligibility purposes, no summer school grades will be utilized to substitute for failing grades received in the final grading period of the regular school year.**

### **Academic Honesty**

In placing his name on a report, term paper, homework assignment or other composition, a student pledges that the work submitted is entirely his own. Civil law and moral law recognize the rights of an author to his choice of words, his arrangement of words, and his sequence of ideas. Hence a student's unacknowledged use of any material - copyrighted or not - by another is a combination of stealing and lying. This goes against the teachings and beliefs of Benedictine.

If a student is found guilty of plagiarism or cheating of any type on class work or exams of any sort, the penalty of failure of the assignment, test or quiz, and no credit for the work may be imposed by the teacher. Students are not to use electronic translators in foreign language classes. Students are not to use AI (ChatGPT, etc.) to generate any school assignments. The use of such equipment or web sites will constitute academic dishonesty. The student may be subject to disciplinary action including detention, failure of the course, suspension, and/or expulsion.

### ***Artificial Intelligence (AI) Policy: Diocese of Cleveland***

#### *Intent*

Students may, in the administration's and faculty's discretion, learn how to use artificial intelligence ("AI") text generators and other AI-based assistive resources (collectively, AI tools) to enhance rather than damage their developing abilities as writers and thinkers. The following requirements constitute our school's AI use policy, in addition to all of the requirements in our Code of Conduct.

#### *Students shall:*

- Not use AI tools in connection with any assignments, quizzes, tests, or examinations unless explicitly permitted and instructed and in such case students must follow the instructions for AI use.
- Give credit to AI tools whenever used, even if only to generate ideas rather than usable text or illustrations.
- Use AI tools wisely and intelligently, aiming to deepen understanding of subject matter and to support learning rather than as a replacement for student work.

#### *Instructors will:*

- Seek to understand how AI tools work, including their strengths and weaknesses, to optimize their value for student learning.
- Employ AI detection tools where appropriate to evaluate the degree to which AI tools have likely been employed.
- Impose an appropriate disciplinary consequence for inappropriate use of AI tools.

## **ATTENDANCE**

***Students are expected to be in school on time and in class on time.***

***Reporting Absence Procedures*** When reporting your student absent for the day please contact the school via phone or email. The information is as follows:

- **Attendance Office: (216) 421-2080 x 321**



- Email: [attendance@cbhs.edu](mailto:attendance@cbhs.edu) before 9:00am
- Failure to do so will result in student being marked UA (unexcused absence)

**Full Day Absence** Include the student's name, grade, and reason for absence.

- For an absence to be excused, parents must either write a note/email, or call the Attendance Coordinator explaining the absence.
- With **3** consecutive absences, a doctor's note is required in order for the student to return.

**Half Day Absence** The following are seen as unexcused absences and subject the student to disciplinary consequences:

- Students must attend by 11:30am at the latest, in order to participate in ANY extracurricular activities
- School-approved field trips are not considered as time out of school.
- 12 missed classes from any class due to **unexcused** absence per semester will result in loss of credit for that semester's class(es).
- Multiple day absences involving medical situations, family emergencies, vacation, etc. must be communicated to the Attendance Coordinator by parent/guardian.

**Excessive absence will result in:**

- Loss of Cleveland or EdChoice Scholarship renewal
- Expedite the progression of discipline received reflecting poorly on the student's permanent record
- Affect the student's ability to participate in extracurricular activities (ie. field trips, intramurals, social events, athletic events)
- The ability for a student to remain or return as member of the community

**Unexcused Absences** The following are seen as unexcused absences and subject the student to disciplinary consequences:

- No call from parent or guardian on the day(s) of absence(s)
- No written explanation from a medical provider after multiple days of absence
- Students marked as UA will be unable to earn credit for any missed assignments and/or assessments issued on the day of UA
- **Disciplinary Consequences for multiple UAs in one quarter:**
  - 4 Unexcused absences will result in Dean of Men contacting parents
  - 5 Unexcused absences in a quarter will result in that student being required to serve a Saturday Detention.
- Any student found to be UA for an excessive amount of days in a semester will result in the following disciplinary actions:
  - **Loss of Privileges:** losing the right to participate in extracurricular activities,

- sports teams, school events, or use of certain school facilities.
- **Saturday School & ISS:** Student will be required to serve a Saturday detention, failure to do so will result in an In-School Suspension
- **Behavioral Contract:** Students may be placed on a behavioral contract that outlines specific expectations and consequences for further unexcused absences.
- **12 unexcused absences per semester will result in loss of credit for that semester's class(es).**

**Excessive Absences** Students are considered excessively absent when they have ten excused or unexcused absences from any class/classes in a semester. (Special consideration may be given to students who have documented medical reasons for prolonged absences or if there are other acceptable extenuating circumstances).

**Examples of Excused Absences, but not limited to:**

- Sickness
- Death in Family
- Scheduled Appointments with Physicians, Health Clinics, and/or Agencies
- Religious Observance/Impassable Roads/Quarantine
- Approved Work Program/Military Obligation
- Approved Externship/Internship/Volunteer Activity

**Truancy** Absence from school or class without the knowledge or consent of both the parents and the proper school authority for any period of time is considered truancy. Truants may be subject to disciplinary consequences including suspension and/or expulsion, as well as the involvement of public agencies to address the issues of truancy.

**Chronic Truancy** Benedictine High School abides by the Ohio Truancy Law O.R.C. §3321.38.

**Late Arrival/Early Departure Procedures**

- Parent(s)/guardian(s) must correspond with the office in advance prior to the start of classes to excuse a tardy and/or early departure
- For an early departure, students must have a written request **or call** from their parent/guardian which has been approved by the administration
- Students arriving before 11:30am will be considered absent ½ day
- Students leaving after 11:30am will be considered absent ½ day

**Please note:** Student safety is a priority. A parent that has not provided written notification and desires to remove their student from school will need to report to the Attendance Coordinator to verify the student's early departure.

**Tardiness Procedure** Punctuality is a sign of professionalism, respect, and courtesy that is applicable in all disciplines and professions. Punctual attendance is a collective responsibility. Our teachers and administrators will hold the parents and students accountable for arriving on time to school.

### **School Tardiness Policy**

- All students are required to be in their homeroom by 8:00am. Students who do not enter the classroom before 8am must proceed directly to the Attendance Coordinator to receive an admission pass to class. Students entering homeroom after 8am without a pass must report to the Attendance Coordinator to receive a pass to enter homeroom/class.
- All tardiness is recorded in the student's record
- Students reporting to school 8:30 am or later need a parent/guardian note
- Every 4th tardy in the semester constitutes an email to parent/guardian
- Every 5th tardy in the semester constitutes a detention
- Every 10th tardy in the semester will result in a Saturday detention

### **Please note: Excessive tardiness will result in:**

- Loss of Cleveland or EdChoice Scholarship renewal
- Expedite the progression of discipline received; this will reflect poorly on the student's permanent record.
- The ability for a student to remain or return as member of the community
- Effect the student's ability to participate in extracurricular activities (ie. field trips, intramurals, social events, athletic events)

### **College Visits**

College visits will be permitted based on a satisfactory attendance record and classroom performance. In order for a student to attend a college visit the following procedures apply:

- A request from a parent (email or phone call) must be delivered to the Attendance Coordinator a minimum of 1 day prior to the event.
- A letter of verification on college stationery signed by the contact at the college (or an email showing the scheduled college visit appointment) must be presented to the Main Office on the day that the student returns to school.
- No college days will be granted during the last week of each quarter or adjacent to school calendar vacations, nor after the last day of April.

## **ATHLETIC EVENT CONDUCT POLICY**

Benedictine High School is dedicated to fostering a positive, respectful, and supportive environment at all school athletic events. Students representing the Benedictine community are expected to maintain high standards of conduct that reflect the values and principles of



our institution. This policy outlines the rules and standards for student behavior at Benedictine athletic events for the fall, winter, and spring seasons.

### **Standards of Conduct:**

**Respectful Behavior:** Students must exhibit respectful behavior towards all players, coaches, referees, and spectators. This includes members of both the Benedictine community and opposing teams.

**Prohibition of Profanity:** The use of profanity or obscene language is strictly prohibited.

**No Physical Altercations:** Engaging in or provoking physical altercations is forbidden.

**Respect for Property:** Students must respect all property, including facilities, equipment, and personal belongings of others. Vandalism or destruction of property will not be tolerated.

**Disrespect towards Opposing Teams and Fans:** Students must refrain from taunting, jeering, or displaying any form of disrespect towards opposing teams and their fans.

### **Consequences for Misconduct:**

Students who fail to adhere to the standards of conduct will face a series of escalating consequences:

1. **First Offense:**
  - A meeting with the Dean of Men to discuss the behavior and reinforce the expectations of the Benedictine community.
2. **Second Offense:**
  - Removal from the sporting venue by school authorities. The student will be escorted off the premises and will be required to meet with the Dean of Men the following school day. Parents will be notified of student behavior issue
3. **Third Offense:**
  - The student will be banned from attending any Benedictine athletic events for the remainder of the school year. Parents will be notified, and a formal letter will be issued detailing the ban.

**Note:** Students may be removed from athletic events at any point for failure to adhere to standards of conduct listed above.

## **DISCIPLINARY CONSEQUENCES**

Students and parents have selected Benedictine High School and the school has accepted students on the basis that they will comply with **ALL** rules and regulations set down by the

school.

Discipline begins in the home and is reinforced by the Benedictine community. It is expected that each student will conduct himself as a Christian man, treating all members of the community with dignity and respect. We believe that discipline is a learning process, which guides an individual to develop himself while respecting the rights of others. Students learn accountability for their actions through the choices they make and by accepting the consequences of their actions.

There is an expectation that Men of Benedictine display:

- Respect for the religious beliefs of the Catholic Church, and its moral principles and its liturgical practices
- Respect and care for the property of the school and Abbey
- Respect for all members of the Benedictine Community
- Respect for yourself, including care for your body, mind, and spirit

When students fail to obey the rules and expectations, they will be subject to one or more of the following types of disciplinary sanctions:

- Calls or written notification to parent(s)/caregiver(s) by a teacher and/or the administration
- Detention
- Office Referral
- Administration/Parent Conferences
- Suspensions
- Behavior Improvement Plan signed by teacher/administration/parent/student
- Dismissal from Benedictine High School

### ***Forms of Consequence***

***Detention:*** A basic consequence given by administrators, teachers and staff to student(s) who have not complied with the rules and regulations set forth by the school.

- Detentions are to be served the day of, unless otherwise noted by the Dean of Men, due to uncontrollable circumstances. In that case, the detention will be served at the next available opportunity. Any detentions issued on Friday will be served on the following Monday; (extracurricular activities do not take priority over the serving of detention)
- Detentions will be held Monday, Tuesday, Wednesday and Thursday from 3:10pm to 3:45pm in a designated room
- Students are to remain in full dress code when serving detention

**\*\*Arriving late or failing to show will result in another detention**

### ***Progression of Discipline***

Progressive discipline uses incremental interventions to address inappropriate behavior with

the goal of teaching the expected behaviors. Progressive discipline is in place to prevent recurrence of negative behavior by helping students learn from their mistakes.

The progression of discipline is as follows:

- Every 5th detention in a semester constitutes a Saturday detention to be served the Saturday of that week. Attendance is mandatory with detention being served from 9am to 12pm
- Failure to attend a Saturday detention will result in an additional Saturday detention. Those detentions will be served on the following consecutive Saturdays
- Every 10th detention of the semester results in a parent meeting for possible dismissal

A detention is behavior that is not in line with what it means to be a Man of Benedictine. The following are of examples of some of the MINOR VIOLATIONS:

- Excessive Class Tardies and/or Unexcused Absences
- Failure to adhere to the Benny Bond
- Food outside of approved areas
- Chewing gum
- Littering
- Unauthorized sale of food and/or drink
- Dress code violation
- Parking violation
- Violation of an office procedure (i.e. untimely phone or computer usage)
- Improper language
- Bus behavior
- Locker violation
- Cell phone/listening device violation

The following are examples of MAJOR VIOLATIONS and the consequence/number of detentions. These violations may also result in suspension and possible dismissal:

- Habitual infraction of a minor violation
- Fighting/Violence/Retaliation
- Staff Disrespect – Meeting with parent and Counseling Department
- Cutting class - zero for any missed work/participation points/meeting with parents involving Dean of Men and Counseling Department
- Forgery/Plagiarism - detention, zero on assignment/quiz/test /meeting with parent/guardian involving Dean of Men and Counseling
- Throwing objects such as food, snowballs, books, etc.
- Failure to report to administrative assigned detention
- Violation of off campus conduct
- Tobacco Use/ Vaping – Suspension
- Drug Use on Campus/Possession – Dismissal and the involvement of the local police department, when and if deemed necessary
- Failure to report to the Dean of Men when requested in addition to the teacher given

consequence

- Vandalism or graffiti – Suspension or removal
- Inappropriate use of technology including social media – Suspension and possible dismissal

### ***Suspensions***

Out-of-School Suspension— The following procedure will be followed for out-of-school suspension:

- Students will receive a zero in all classes for all assignments missed. This may include tests and projects
- Students are not permitted on school property for any reason and may not attend any school events, including athletic events, home or away
- All out-of-school suspensions are recorded on permanent record

### ***Suspension Notification***

- The student(s), parent(s)/guardian(s) will be notified of an impending out-of-school suspension and the reason(s) for it. Notification will be made as soon as possible by telephone and email

### ***Expulsion/Dismissal***

Expulsion of a student from Benedictine is a serious matter. Recommendations for dismissal are made by the Academic Dean and/or Dean of Men to the Principal who has full responsibility for the decision to dismiss a student from the school. In some cases, the school may deem an action so severe that it would result in immediate expulsion from school.

Students have a right to a hearing before the Principal after notification of the dismissal recommendation. Only the student and his immediate family may attend the hearing. The Administrative Team will make a non-binding recommendation to the Principal, and the Principal will make a final decision on the dismissal of a student.

### ***Fines***

In addition to the penalties above, some infractions, either by their nature or expenses incurred, are liable to monetary fines. Fines should ultimately be the responsibility of the student, but the parents will be liable as well. These fines are in addition to any other disciplinary measures taken by the administration.

- Damage to any school property—cleaning, repair or replacement cost as determined by the school's Business Office
- Learning Commons: overdue books, damaged or missing books—repair or replacement cost
- Damaged or missing textbooks – repair or replacement cost
- Violation of School Technology Use Policy— see Technology section

## **DRESS CODE**

Men of Benedictine are expected to be neat in appearance and in compliance with the following dress and personal grooming code when they enter the building. All articles of clothing should be clean, pressed, and not torn or frayed.

**Students are expected to be in school uniform from the end of homeroom until 3pm.**

Benedictine High School has a seasonal dress code that is in accordance with the weather and will be implemented as follows:

### **1st Day of School through 1st Monday in October:**

Polo style shirts, dress pants, belt, and dress shoes. If students choose, they may also wear dress shorts with belt loops and tennis shoes. Students will be required to wear the traditional dress shirt, dress pants, tie, and dress shoes on days that Mass is being held; students will be informed in advance of these days.

### **1st Monday in October through 1st Monday in April:**

Button-down dress shirt, tie, dress pants, belt, and dress shoes.

### **1st Monday in April through last day of School:**

Polo style shirts, dress pants, belt, and dress shoes. If students choose, they may also wear dress shorts with belt loops and tennis shoes. Students will be required to wear the traditional dress shirt, dress pants, and tie, and dress shoes on days that Mass is being held; students will be informed in advance of these days.

**Please Note:** The administration reserves the right to determine the appropriate appearance or attire. Students who are not in proper dress code subject themselves to disciplinary consequences.

These timeframes are general time frames to communicate the dress code. Actual dates will be communicated in your student handbook and by email when it is time to change from one uniform to the next.

### ***Dress Slacks and Belts***

- traditionally styled slacks with belt loops and inside pockets (please see the attached pictures)
- appropriately sized both in waist size and inseam
- Solid colors, fronts may be plain or pleated with either cuffed or stitched hems. Dress pants with elastic at the waist with no belt loops or elastic at



the cuffs are not permitted. (Please see the attached pictures.)

- a belt must be always worn when wearing dress slacks



### ***Dress Shirts and Ties***

- Both long and short sleeve shirts
- Polo style/buttoned dress shirts, both style of shirts may be long or short sleeved
- Shirts are to be appropriately fitted in neck and sleeve length
- Students are to have shirts tucked securely into the waistband of the slacks at all times with no material covering the waistband and belt line of the trousers
- Necktie or bowtie fastened snugly around the neck, fully under the collar and knotted properly so that it extends to the top of the belt



### Shoes & Socks

- Boots of any kind are not permitted during the school day. Boots may be worn to school but must be changed before reporting to homeroom/class.
- If dress shoes are meant to be laced, they **MUST** be laced.



Prohibited: Boots of any kind are NOT permitted during the school day. This includes Ugg-style boots. Any shoes extending above the ankle, any type of “hiker,” sandals (including Crocs, slides, foam shoes, and foam runners), slippers. Athletic shoes or those that mimic athletic styles are only allowed during the appropriate season or on a dress down day. Please refer to the pictures above for appropriate footwear.

**Please Note: Failure to abide by the dress code, in any way, will result in disciplinary consequences and may expedite the progression of consequences. Administration assumes the right to determine what types of shoes are permitted as appropriate footwear.**

### Outerwear

Hoodies are never permissible to be worn during the school day, unless it is a dress down day.

Permissible outerwear to be worn over dress code items:

- Benedictine Varsity Jackets/Cardigans
- Benedictine team apparel (without hoods)
- Sweaters with student’s tie visible
- Benedictine school-issued crew neck sweatshirt
- Quarter zip

**Please Note:** When wearing outerwear, ties are to always be visible. If it is not seen it is assumed that it is not on.

### Personal Grooming

- Students will always be neat in appearance



- Student hair is to be worn so that students can see (eyes are visible)
- Students are not to have hair color outside of their natural color

**Please Note:** The administration shall deem what is appropriate/neat in appearance. Non-compliance will initially be addressed by the student receiving a verbal warning.

### ***Miscellaneous***

Outdoor coats or jackets (other than Benedictine apparel) **MAY NOT** be worn during the school day. Hats, caps or other headgear must be removed and remain off while a student is in the building. No sunglasses, tinted lenses or glasses mimicking sunglasses may be worn in the building. Inappropriate tattoos must be covered/bandaged during the school day and at all after-school activities, including interscholastic sporting events.

### ***Earrings/Jewelry***

Jewelry is limited to a single watch and one ring per hand.

The following items are not allowed during school hours at Benedictine:

- No earrings, posts or intrusive objects through the ear, tongue, nose or any other visible body parts are allowed

**Please Note:** Students who prioritize this and receive piercings that are not able to be removed during school must wear **only clear plastic studs**. These **MUST** be purchased by students. No other earring is acceptable during school hours.

### ***Dress Down Days***

Dress code for dress down days are as follows: school-appropriate attire, including jeans or athletic pants on bottom and tennis shoes. Hoodies are permissible on dress down days.

Athletic shorts are permitted on dress down days during the months that the polo dress code is in effect.

### ***Automobiles/Parking Lot***

Only students with proper permits are permitted to use the school parking lot. All permits must be visible hanging from the rear-view mirror. Parking permits are procured from the Dean of Men Office. Every student vehicle must be registered in the Dean of Men Office. If students park in the school parking lot without a permit, one will be issued to the student and the fee will be added to the tuition. Parking permits are **\$100.00**.

Driver courtesy and safety by all students using the parking facilities at Benedictine High School is required. Benedictine High School and the Benedictine Order of Cleveland will not be held responsible for vandalism, damage or loss of contents to any vehicle parked on its property at any time. The maximum speed limit in parking lots and driveways is five (5) miles per hour. Any violation of vehicle safety rules, or regulations and parking rules, will result in a



loss of parking privileges. In addition, should necessity demand, Benedictine High School reserves the right to remove a vehicle at the owner's or driver's expense.

**No student may go to his car during the school day without the permission of a faculty or staff member.** Students will park in the large lot behind the Trueman Field House. Vehicles are to be parked along the gates enclosing the parking lot after 3:15pm. Students are to enter and leave the large parking lot by the driveway south of the school. Any damages to cars in the school parking lot due to team sport practices after school is the responsibility of the owner.

Parents must use the designated student drop-off areas to ensure student safety in accordance with state law. A map is enclosed in this packet that includes this procedure.

All students must park head in and are allowed only one parking space on the perimeter of the large parking lot. Overflow parking will park at the far end of the south lot parallel to Lamontier Avenue, closest to the bus garage entrance.

### **Senior Parking**

Seniors ONLY may park in the spots facing Bossu Field at a first come first serve basis.

### **Bus Fees - New Transportation Policies**

In order to ride the Benedictine bus, families must sign a contract with the Transportation Department. Benedictine will provide transportation from a designated stop to and from school each scheduled day. A pass must be presented to the driver each trip. Parent/Guardian agrees to pay Benedictine High School for the transportation service selected. Students must arrive at their stop 10 minutes before their indicated time and remain 15 minutes after their indicated time, to account for unavoidable causes in traffic. The Activities Bus (late routes) will leave promptly at 6:30 PM. If your game, meeting, practice, or activity will be later than 6:30 PM you must provide your own transportation home. The Activities Bus drop off will be the same as the designated school pick up and drop off location.

Transportation options include: Full Pass: \$2,500 - To/From School plus Activities, School Only Pass: \$2,200 - To/From school (no Activities), Activities Only Pass: \$1,500 - Full Year Activities or Season Activities Pass: \$750/season - Fall, Winter, or Spring.

**Students using the Activity Bus must sign up in the Business Office every day before 1:00pm. If a student does not sign up, there is no guarantee that a place will be available on the Activity Bus for him. If a student signs up to ride and does not show up at departure time, he will be fined \$40.**

Shuttle rides to the Shaker Square Rapid and the University Circle area are provided at no cost. Students who wish to ride the shuttle also need to sign up in the Business Office by 1:00pm.

All policies and regulations listed in the Parent/Student Handbook also apply to Benedictine transportation. Additional policies and procedures can be found in your transportation contract and will be enforced by the Transportation Department and/or the school



administration. If a student loses riding privileges due to violations of policy, no refund will be given.

## **REQUIRED ANNUAL NOTIFICATION OF PARENTS, TEACHERS, AND EMPLOYEES REGARDING THE AVAILABILITY OF MANAGEMENT PLANS**

The management plan for asbestos-containing building materials (ACBM) required by the federal Asbestos Hazard Emergency Response Act (AHERA) has been performed for Benedictine High School. The management plan is on file at the school office and is available for public inspection upon reasonable notice. If desired, a copy of the plan may be obtained upon payment of a reasonable reproduction cost.

Federal law required all schools to inspect their buildings for asbestos-containing materials and to develop Management Plans for those materials found. Our school contracted Asbestos Compliance Technology Inc. to provide this Inspection/Management Plan and to submit a copy to the Ohio Department of Health in 1989.

The asbestos Inspection/Management Plan is available for your review, by appointment, during our regular business hours. If you wish to see the report, please contact the Main Office for an appointment. All appointment requests will be honored within five (5) working days of their receipt. A written copy of the Inspection/Management Plan can be made available upon written request, for the cost of reproduction.

Our school's maintenance and custodial staff has received specialized asbestos training and will visually survey the school's asbestos-containing building materials every six (6) months. Furthermore, a complete re-inspection by an EPA accredited inspector will occur every three (3) years. Copies of these inspections can also be made available for your review.

If our school requires an asbestos abatement larger than small scale short duration, only an EPA accredited asbestos contractor will be used. Attached, you will find a list of the asbestos abatement projects, if any, that our school undertook this past year, and a list of the asbestos abatement projects, if any, planned for the near future.

Please be assured that we are concerned with your safety and will make every effort to comply with all laws and regulations pertaining to asbestos.

## **BUSINESS OFFICE INFORMATION**

### ***Tuition Policy 2024 - 2025***

- Tuition for the 2024-2025 academic year has been set at \$14,900.
- An Annual Registration fee of \$250 is due in February during course registration for the following year. **All students must pay the non-refundable registration fee if a schedule**

**is created for the next school year, as this process guarantees a place for them at BHS and determines enrollment for staffing purposes. The registration fee will be applied toward any open tuition balance in the following school year.**

- Workbook fees are determined by classes taken and will be added to the student's account each year.
- All students will be charged a computer fee, payable monthly or annually. Annual payments made before July 1 will be discounted. See Business Office for details.
- Our tuition does not cover the full cost of education of a student. BHS relies significantly on fundraising and the generous support of many benefactors to make up the difference.
- In order to cover the costs of graduation, seniors will be assessed \$200 for graduation fees.
- Transportation options available for purchase in the Business Office include:
  - **Full Pass: \$2,500 - To/From School plus Activities**
  - **School Only Pass: \$2,200 - To/From school (no Activities)**
  - **Activities Only Pass: \$1,500 - Full Year Activities**
  - **Season Activities Pass: \$750/season - Fall, Winter, or Spring**
  - **FREE Shuttle Service: to University Circle or Shaker Square**
  - **All students must present a pass to ride.**
- Programs such as band, school newspaper, drama, yearbook (partial funding), technology, science (especially labs), library, art, campus ministry (on-campus retreats and programs) and the weight room will continue to be funded by the school.

## **TUITION PAYMENT OPTIONS**

### **1. PAYMENT IN FULL**

Full payment of tuition directly to the school by July 1, will earn a prepayment discount of 3% of the net tuition due after all scholarship and financial aid awards. This discount is only valid on net tuition amounts in excess of \$2000.

Payment can be made via cash, check\*, Master Card, Visa and Discover directly at Benedictine. Please note there will be a 3% service charge assessed on all credit card payments.



**PLEASE NOTE: ANY NSF CHECKS WILL BE ASSESSED A \$50 FEE BY BENEDICTINE. ALL FUTURE TRANSACTIONS WILL BE ON A CASH BASIS ONLY.**

## **2. TWO-PAYMENT PLAN**

Two payments are made directly to the school where one half of the tuition is due by July 1, and the net tuition due is paid on or before October 1.

## **3. FACTS TUITION PAYMENT PLAN**

A monthly payment option through the FACTS payment plan is available, either through an Automatic Bank Payment Plan or via the Invoice Program. (One-time fee of \$55 to FACTS.) Families should follow the FACTS link under "Student Center" on our website ([www.cbhs.edu](http://www.cbhs.edu)) to choose their payment plan and method.

**Other than options 1 and 2 above, no installment payment plans can be made directly to the school. Installment payment plans can only be done through FACTS. NO EXCEPTIONS!!!**

Please let the Business Office know what option you are considering. We will also tell you the amount of net tuition due.

### ***Fines***

Fines will be assessed for violations including, but not limited to:

- Illegal Parking and Reckless Driving
- Missing or Damaged Books (textbooks and library books) (returned books must correlate to the number assigned to the student at the beginning of the class)
- Technology computer violations, including, but not limited to:
  - Cracked Screen
  - Missing/Damaged Pens
  - Missing/Damaged Power Supply
  - Missing/Damaged Bag
  - Software Violations
  - Missing Computer

**Unpaid fines will be added to student accounts.**

### ***Late Payments***

It is the responsibility of each student's parent(s) or guardian(s) to keep the Business Office informed of the family's need to make any changes in any preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late:

1. **Full payment.** If payment is not received on or before July 1, the discounted rate of tuition will not apply. If full payment has not been made by July 1, the family must contact the Business Office to select an alternative tuition payment option. If funds are

not received according to a new agreement, all tuition payments must be made through the FACTS payment plan.

2. **Two-payment plan.** If payment is not received on or before the due dates (July 1 and October 1), the family must contact the Business Office and sign up for the FACTS payment plan.
3. **Monthly Payments.** Families who choose the 10- or 11-month payment plan and miss a monthly payment due to insufficient funds will be assessed a missed payment fee by FACTS and may incur a fee from the family's financial institution. The missed payment will be reattempted by FACTS within 10 days.

### **Non-admission of Students Due to Account Delinquency**

All families must be current in their payment of tuition. **Arrangement must be made with the Business Office with all delinquent tuition and fees. The Administration has the right to refuse admission to those students who have not made arrangements with the Business Office.**

### **If your student account is delinquent at the end of the school year:**

Families will be notified that if their student accounts do not become current, their son will not be allowed to receive or have sent any official or non-official transcript or records to any institution

### **Unpaid accounts of seniors**

- ▶ **Accounts of seniors that are not paid in full result in the student not receiving a diploma. The diploma, final transcripts and all records will be held until the account is paid in full.**

### **Delinquent Student Accounts**

Access to **FACTS**, grade reports, diplomas and any grade information will be denied if a student has a delinquent account. No official or non-official grade transcripts or records will be released.

### **Refund Policy**

Leave during 1<sup>st</sup> quarter – 25% of annual tuition and fees will be charged if the student is in school **for at least one day** during the quarter. Any amount paid over this percentage will be refunded. No refund for bus passes or tickets will be made. All financial aid or scholarships will be prorated on the same basis as the tuition refund.

Leave during 2<sup>nd</sup> quarter – 50% of annual tuition and fees will be charged if the student is in school **for at least one day** during the quarter. Any amount paid over this percentage will be refunded. No refund for bus passes or tickets will be made. All financial aid or scholarships will be prorated on the same basis as the tuition refund.

Leave during 3<sup>rd</sup> quarter – 75% of annual tuition and fees will be charged if the student is in school **for at least one day** during the quarter. Any amount paid over this percentage will be refunded. No refund for bus passes or tickets will be made. All financial aid or scholarships will be prorated on the same basis as the tuition refund.





Leave during 4th quarter – 100% of annual tuition and fees will be charged if the student is in school **for at least one day** during the quarter. There will be no refund for tuition and fees, bus passes or bus tickets.

**To families participating in the EdChoice, EdChoice Expansion or Cleveland Scholarship Program:**

Funds received from this state system are calculated based on attendance. If funds are released and applied to your son's account, but have not been earned due to withdrawal, the funds that have not been earned must be returned to the State of Ohio. You are responsible for any refunded amount required by the State.

**TECHNOLOGY ACCEPTABLE USE POLICY**

**No computer will be issued unless ALL paperwork is completed and turned in.**

Access to the Internet is available to faculty, staff, and students at Benedictine High School. Benedictine is very pleased to make this access available to all because we believe the Internet offers vast, diverse, and unique resources which will enhance learning and scholarship. The intention in providing this service is to promote educational excellence in our school by facilitating resource sharing, innovation, and communication. Thus the faculty, staff and student body are able to access computers all over the world. In other words, this enables all to have access to the knowledge of the world.

However, as we are all aware, with access to computers and people all over the world comes the availability of material that may be of questionable educational value. Therefore, it is important that those using electronic technology and the Internet do so in a proper manner. If after reading this document, a student violates any of the provisions set forth, he can be denied such access to the Internet/Network.

***Electronic Technology - Terms and Conditions***

The Benedictine Computer Network does not warrant that the functions of the system and network will meet any specific requirements one may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or profits) sustained or incurred in connection with the use, operation, or inability to use the system or network. Benedictine High School shall not be liable for any damages incurred due to harmful programs (including computer viruses), which on rare occasions may propagate through computer networks such as the Benedictine Computer Network and Internet.

**Network Etiquette**—All users of the Benedictine's network and the Internet are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. The use of obscene, vulgar, threatening, abusive, defamatory, or otherwise objectionable language in public or, upon registration of

complaint, private messages is expressly forbidden.

- Do not reveal your personal address or phone number. Do not reveal the address or phone number of other students or colleagues.
- Note that email is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be private property.
- Network users shall not violate any federal, state, or local criminal or civil laws. Network users shall not load, download, install, or disseminate shareware, freeware, copyrighted material or illegal copyrighted software onto or through the network. Network users shall not load or use copyrighted software which others may have illegally uploaded onto the network and Internet. Illegal activities are strictly forbidden.
- Network users shall not engage in any commercial for profit activity, advertising, political lobbying, or extensive personal business.
- Do not access, keep, or send anything that you would not want your parents or a teacher to see.
- Network users should not give their username and/or password to others.
- Network users should not use authorized educational games without expressed permission by their supervisor. Educational games must be authorized by the Network Administrator and/or Compliance Coordinator.
- Do not install or load/run any software, add-ons, or extensions, without the expressed permission of the Network Administrator and/or Compliance Coordinator.
- The use of any movies, videos, music CDs and/or CD-ROMs or software must be authorized by the Network Administrator and/or Compliance Coordinator.
- Earbuds and/or headphones shall only be used for educational purposes during the school day. The school reserves the right to determine if it is an educational purpose.

Benedictine High School retains the right to monitor network activity, review any material stored in files, edit or remove any material which Benedictine High School, in its sole discretion, believes violated the above standards, and terminate the network accounts of any persons violating the conditions set forth in this agreement.

**Vandalism**—Vandalism is defined as any malicious attempt to harm or destroy equipment, the data of another user, the Internet, or any of the above listed agencies or other networks that are connected to Benedictine’s Network. This includes the uploading or creation of computer viruses, infecting any machine with any type of virus, changing the DNS settings, attempting to login to any other account, computer, computer network, or attempting to obtain passwords illegally. Vandalism will result in loss of all computer rights and any other applicable sanction as found in the student handbook. This could include disciplinary action and reimbursement for damages.

**Unauthorized Use**—Any unauthorized use of any school computer or registered/unregistered laptop/PDA for any purpose or any damage to any computer or its programs will result in disciplinary measures (which may include confiscation of the device as an unauthorized

electronic device, fines, and/or suspension of computer use), and repair or replacement cost being levied. This includes but is not limited to the following: using an unregistered laptop, using another student's laptop, disconnecting from Benedictine's wireless, using an unregistered cell phone on the BHS wireless network, receiving or sending private email or instant messages, large printouts (over 15 pages) or excessive printing, inappropriate printing, tapping into any web site or Internet line not authorized by your supervisor, using social media in school (Facebook, Skype, Twitter, SnapChat, Instagram, TikTok, Discord, gaming servers, etc.), using a non-school issued email account, calling up unauthorized games, failure to follow network etiquette, watching movies or videos, playing music, using unauthorized software, add-ons, or extensions, using unauthorized discs or downloading programs to private discs without the expressed permission of the Network Administrator and/or Compliance Coordinator.

### ***Internet—Terms and Conditions***

1. **Acceptable Use**—The purpose of the Internet is to support research and the educational goals of Benedictine High School. Therefore, the use of the Internet by any student must be in keeping with these goals. In other words, material not appropriate for a school setting must be avoided. Likewise, transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets. Student users and parents need to be aware that the Internet, like television, telephone service, and other forms of mass media, provides access to information and people representing many different countries, cultures, political/philosophical/moral/religious views, and lifestyles. Parents or guardians have the obligation to make sure their son understands this aspect of the Internet.
2. **Loss of Right**—Since the Internet will be an integral part of a Benedictine student's education, the use of the internet must be seen as a student's right. However, if a student abuses this right of access, especially by inappropriate use of the Internet (see Network Etiquette and Acceptable Use), this right can be revoked by the school.

### ***Security***

- Security on any computer system is a high priority.
- Do not use another individual's account. Attempts to log on to the network or Internet as another user will result in the cancellation of a user's right of access.
- Attempts to circumvent network security/Internet filters will result in the cancellation of a user's right of access.
- Any unauthorized use executed under your username is your responsibility and can result in loss of access.
- Do not allow another individual to use your laptop. Allowing another user to use your laptop could result in loss of computer access for both users.



**Laptop/PDA Use** Non-Benedictine issued laptops/PDAs, during school hours, are prohibited and will be confiscated.

### ***Benedictine High School Wired Network***

- Disconnecting lab/library/classroom systems to connect a laptop is prohibited. Connecting a laptop to an unassigned data jack is also prohibited.
- To gain access to the BHS wired network a patch cord (student-provided) is required.

### ***Benedictine Wireless Network***

- Students are prohibited from connecting unauthorized devices to the wireless network.
- Cell phones are prohibited to be used during the school day as outlined in the student handbook. Cell phones may be registered to use the wireless network for outside of the school day. They must be registered in Room 204. Failure to register your cell phone annually could result in a fine if you use the school's wireless network.

### **Laptop Security**

- Do not leave the computer unattended.
- Do not leave the computer in classrooms or labs.
- Do not leave the A/C adapter behind.
- BHS cannot be held responsible for lost or stolen computers or A/C adapters.

### **Laptop Rules of Use:**

- Users are required to adhere to the Technology Acceptable Use policy.
- Users may not attach a personal webcam to their laptop or use a built-in webcam without permission of their teacher.
- Built-in webcams must be on during Zoom classroom sessions. Students are never to cover their webcam.
- Users will not play games unless expressly authorized by their supervisor.
- Users will not use laptops for wagering, betting or selling chances.
- Users will not let other students use their laptop.
- Users will not use social media.
- Users are required to adhere to a teacher's classroom computing policy.
- Users are required to adhere to the Laptop Regulations and Responsibilities.

### **Student's Laptop Responsibility Statement**

Laptop PCs are issued to all Benedictine High School students. Each student is responsible for the proper care and safety of the computer and related equipment.

#### ***Purpose***

This statement establishes policies and procedures for information technology acquisition

and use at Benedictine High School. For this policy, the term information technology encompasses the Laptop PC, including the following items:

- System units (including internal drives and power supplies)
- Battery packs
- LAN adapters
- Software
- Computer Protective Case

**Stewardship of Equipment** Upon signing the handbook acknowledgment form, a student assumes responsibility for the equipment.

**Personal Use of Computers** Incidental personal use of computers and/or software is allowed to the extent of maintaining or improving proficiency or educational development. **However, no hardware, software, or data should be used for direct or indirect personal business use or in violation of the Benedictine Acceptable Use Policy and should also not be used as a storage device for personal music or video files.**

**Physical Security** Each student is responsible for ensuring that his Laptop PC (at or away from BHS) is reasonably secured from unauthorized use, vandalism, or theft. (For example: do not leave the Laptop PC inside a passenger car compartment; place it in a locked trunk.)

### **Laptop PC Rules**

Student has read and agrees to follow the Laptop PC rules listed below:

- Come to school with the Laptop fully charged, the pen with Rocketbook and case.
- Carry a lock to secure the Laptop in lockers during school and all extracurricular activities. All students will have an assigned locker.
- Never leave it unattended.
- Never leave it lying on the floor.
- Keep it in your bookbag when not in use.
- Use caution when removing your backpack/bag from your shoulder and placing it on the floor.
- If you must leave it in your car, keep it out of sight and the car locked. Never leave it in the car overnight!
- **Classes of '25, 26, and '27** should use only the Frixion Pen to write in the Rocketbook (You will be responsible for purchasing a replacement Rocketbook for \$50.00 if you lose it).
- Use only the A/C adapter issued to you. (You will be responsible for purchasing a replacement for \$35.00 if it is lost or broken. The warranty is valid for the first year only.)
- Do not deface the Laptops with stickers, graffiti, or labels. (You do not own the Laptop, but you are responsible for it.)
- Do not remove any BHS or official stickers attached to the Laptop or its attachments.
- The Laptop is intended for academic purposes. Downloading programs, music, or photos for personal use is not permitted.
- Instant messaging or chatting will not be permitted on the Laptop unless assigned and supervised by a member of the BHS faculty or staff.

- Come to Room 204 if you have hardware or software problems. We will do the repairs. Do not try to repair it on your own.
- Do not disconnect from the wireless at Benedictine High School.
- Use of the Rocketbook App between 7:45 A.M. and 3:15 P.M. in school is prohibited, unless authorized by a teacher.

**Note:** BHS has the right to restore the computer to its original state whenever we feel it is appropriate and necessary. Anything that is loaded on the local drive will be deleted. Student files backed up appropriately on the Flash Drive will be preserved. If the Laptop must be reimaged because of spyware acquired by inappropriate web usage, there will be a charge of \$100 to reimage the Laptop PC. Students are responsible for making back-ups of all files to a USB flash drive on a daily basis.

**Compliance with Licensing Agreements** It is the policy of BHS to comply with all contractual obligations contained in license agreements to which it is a party.

- BHS must register all purchased software, as applicable, with the vendor. The Technology Department registers newly purchased software.
- BHS prohibits students from duplicating, modifying, selling, trading, or otherwise distributing licensed computer software and accompanying documentation if contrary to the vendor's license agreements. Students will not purchase or accept copies of software from any source if they know, or reasonably should have known, that the copies were made contrary to legally enforceable provisions of a vendor's license agreement.

**If the Laptop is damaged or lost due to the student's negligence, the student and his parents may be responsible for its replacement and/or repair cost.**

**Laptop PC Fees/VIOLATIONS OF COMPUTER POLICY**

Student and Parent/guardian(s) shall bear the risk of loss for a lost, stolen, or damaged Laptop PC due to neglect or negligence from the date the Student receives delivery of the Laptop PC until the return of the Laptop PC to BHS, and shall be liable to BHS for the replacement cost and other damages caused by such loss, theft, or damage due to neglect or negligence as set forth in Laptop PC Fees herein not covered by manufacturer's warranty or the accidental damage coverage as specified in Laptop PC Fees. Parent/guardian/s may personally insure the Laptop PC on their own personal homeowner's policy as a rider to cover these costs. Repair of a Laptop PC that is accidentally damaged - dropped, spilled on, and zapped by an electrical surge, etc. (what is referred to as "end user damage") - will not be covered by the manufacturer's warranty, but by accident insurance. The deductibles below are in addition to any charges by Lenovo, Dell, or Fujitsu for any damage deemed to be not accidental.

The deductibles for accidental damage are:

LCD Screen Replacement	\$500.00, second or any further occurrences
Keyboard Replacement	\$250.00, second or any further occurrences



AC Power Adaptor	\$35.00
Costs to Rebuild a hard drive damaged by spyware or un-approved downloading of music, add-ons, extensions or programs	\$100.00 and an office referral
Damage to the Laptop casing	\$150.00, second or any further occurrences

The costs to replace miscellaneous parts that are lost, broken or stolen:

AC Power Adapter	\$ 35 (The AC adapter is only under warranty for 1 year)
Backpack	\$75
Rocketbook (Classes of '25, '26 and '27)	\$50
Frixion Pen	<i>You must purchase from a store</i>
USB Drive	\$10

The cost to restore the Laptop PC to its original configuration and condition (including labor and materials) due to any alterations, additions, or improvements (collectively and individually, "Modifications") to the Laptop PC without the prior written consent of BHS IT is \$100.00. Prohibited Modifications include, but are not limited to, additional memory and Input/Output (I/O) devices, unapproved software, add-ons, extensions, personal music and /or video files. Should modifications be made to the Laptop PC, such modifications will become the property of BHS. Should BHS elect to remove these modifications, BHS may charge parent/guardian/s a fee for the cost of restoring the Laptop PC to its original configuration and condition (including labor and materials), which Parent/guardian/s shall pay within ten days of notice. BHS has the right to restore the computer to its original state whenever we feel it is appropriate and necessary. Anything that is loaded on the local drive will be deleted. Student files backed up appropriately will be preserved. If the Laptop must be reimaged because of Spyware acquired by inappropriate web usage, there will be a charge of \$100 to reimage the Laptop PC. Students are responsible for making back-ups of all files to a USB flash drive. The student is responsible for backing up his work. Work lost due to the imaging of a computer is the student's responsibility and will not be accepted as an excuse for not handing in the work on time.

**Fines**

Using Another Student's Account/Laptop: Suspension of Computer Use (Both Students)	\$25.00
Using Another Student's Power Supply:	\$25.00
Unapproved Programs/add-ons/extensions/Files/Spyware on Laptop (requiring re-imaging):	\$100.00
Unapproved Programs/add-ons/extensions/Files/Spyware on Laptop (not requiring re-imaging):	\$50.00
Unauthorized Device	Confiscation and fine
Violation (Vandalism or Unauthorized Use):	\$10-\$25
Failure to hand in computer when requested	\$25
Using a program or extension to bypass or turn off the school's filter (e.g. Psiphon, etc.)	\$50
Disconnecting from Benedictine's wireless	\$10
Using an unregistered cell phone	\$10



First offense: The appropriate fine and a student may lose computer privileges (confiscation of laptop) until the fine is paid.

Second offense: The appropriate fine and a student may lose computer privileges (confiscation of laptop) for one week or until the fine is paid.

Third offense: The appropriate fine and a student may lose computer privileges (confiscation of laptop) for one month or until the fine is paid.

Fourth offense: The appropriate fine and a student may lose computer privileges (confiscation of laptop) for the rest of the school year.

Fees during the school year (for excessive borrowing):

Borrowing an AC Adapter	\$5/day
Borrowing a Laptop (fee does not apply if student's Laptop is being repaired)	\$10/day
Borrowing a Rocketbook	\$5/day
Replacement Label (This fee may be waived if student asks for replacement label in a timely manner)	\$5 per label

Fees as a result of End of the Year Review:

Returning another students AC Adapter as your own	\$50
Missing or broken AC Adapter (fee does not apply if still covered under 1st year warranty)	\$35
Replacement Label	\$5 per label
Reimage due to spyware/unauthorized programs/files/resetting Windows	\$100
Missing Backpack	\$75
Missing Rocketbook	\$50
Missing USB Drive	\$10

**Student/Parent/guardian(s) Laptop Computer Agreement EXHIBIT A**

**Class of 2025 Laptop Computer Minimum Specifications as of July 31, 2021:**

The laptop selected for use for the Class of 2025 at the Benedictine High School is the Dell Latitude 3520 with:

<b>Processor:</b>	Intel® Core™ i5-1135G7 processor (2.4 GHz)
<b>Memory:</b>	8 GB RAM
<b>Hard Drive:</b>	256 GB SSD hard Drive
<b>Operating System:</b>	Microsoft® Windows® 10 Professional 64
<b>Screen:</b>	15.6" Screen





- Battery:** Primary Lithium ion battery with AC pack
- Network Adapter:** Intel® Dual Band Wireless-AX201,
- Accidental Damage Protection:** Four (4) year accidental damage protection

The Accidental Damage Protection (ADP) program covers damage caused by unintentional mishap. One incident per major part is covered per year. "Major parts" include such components as the screen (LCD), DVD/CD ROM drive, hard disk drive, memory, CPU, and Motherboard. Non-major parts are also covered and are not subject to the one incident per year restriction. If the unit needs to be sent out for repair, Dell pays shipping to and from the Dell depot.

**Protective Case:** Bump Armor LK Series Backpack

Your son may receive a comparable older computer during his freshman orientation but will have the above new computer by November 30, 2021.

**Class of 2026 Laptop Computer Minimum Specifications as of July 31, 2022:**

The laptop selected for use for the Class of 2026 at the Benedictine High School is the Lenovo ThinkBook 14 G2 ITL 20VD with:

- Processor:** Intel® Core™ i5-1135G7 processor (2.4 GHz)
- Memory:** 8 GB RAM
- Hard Drive:** 256 GB SSD hard Drive
- Operating System:** Microsoft® Windows® 10 Professional 64
- Screen:** 14" Screen
- Battery:** Primary Lithium ion battery with AC pack
- Network Adapter:** Wi-Fi 6,
- Accidental Damage Protection:** Four (4) year accidental damage protection

The Accidental Damage Protection (ADP) program covers damage caused by unintentional mishap. One incident per major part is covered per year. "Major parts" include such components as the screen (LCD), DVD/CD ROM drive, hard disk drive, memory, CPU, and

Motherboard. Non-major parts are also covered and are not subject to the one incident per year restriction. If the unit needs to be sent out for repair, Lenovo pays shipping to and from the Lenovo depot.

**Protective Case:** Bump Armor LK Series Backpack

**Class of 2027 Laptop Computer Minimum Specifications as of August 8, 2023:**

The laptop selected for use for the Class of 2027 at the Benedictine High School is the Lenovo ThinkPad E16 Gen 1 with:



**Processor:** Intel Core i5 13th Gen i5-1335U

**Memory:** 16GB RAM

**Hard Drive:** 512 GB SSD hard Drive

**Operating System:** Microsoft®Windows® 11 Professional 64

**Screen:** 16" Touchscreen

**Battery:** Primary Lithium ion battery with AC pack

**Network Adapter:** IEEE 802.11ax Wireless LAN

**Accidental Damage Protection:** Four (4) year accidental damage protection

The Accidental Damage Protection (ADP) program covers damage caused by unintentional mishap. One incident per major part is covered per year. "Major parts" include such components as the screen (LCD), DVD/CD ROM drive, hard disk drive, memory, CPU, and Motherboard. Non-major parts are also covered and are not subject to the one incident per year restriction. If the unit needs to be sent out for repair, Lenovo pays shipping to and from the Lenovo depot.

**Protective Case:** Bump Armor LK Series Backpack

### **Class of 2028 Laptop Computer Minimum Specifications as of June 25, 2024:**

The laptop selected for use for the Class of 2027 at the Benedictine High School is the Lenovo ThinkPad E14 Gen 5 with:

**Processor:** Intel Core i5 Gen i5-1335U

**Memory:** 16GB RAM

**Hard Drive:** 512 GB SSD hard Drive

**Operating System:** Microsoft®Windows® 11 Professional 64

**Screen:** 14" Touchscreen

**Battery:** Primary Lithium ion battery with AC pack

**Network Adapter:** Wifi 6 Wireless LAN

**Accidental Damage Protection:** Four (4) year accidental damage protection

The Accidental Damage Protection (ADP) program covers damage caused by unintentional mishap. One incident per major part is covered per year. "Major parts" include such components as the screen (LCD), DVD/CD ROM drive, hard disk drive, memory, CPU, and Motherboard. Non-major parts are also covered and are not subject to the one incident per year restriction. If the unit needs to be sent out for repair, Lenovo pays shipping to and from the Lenovo depot.

**Protective Case:** Bump Armor LK Series Backpack

***Your son may receive a comparable older computer during his freshman orientation but will have the above new computer by November 30, 2024.***

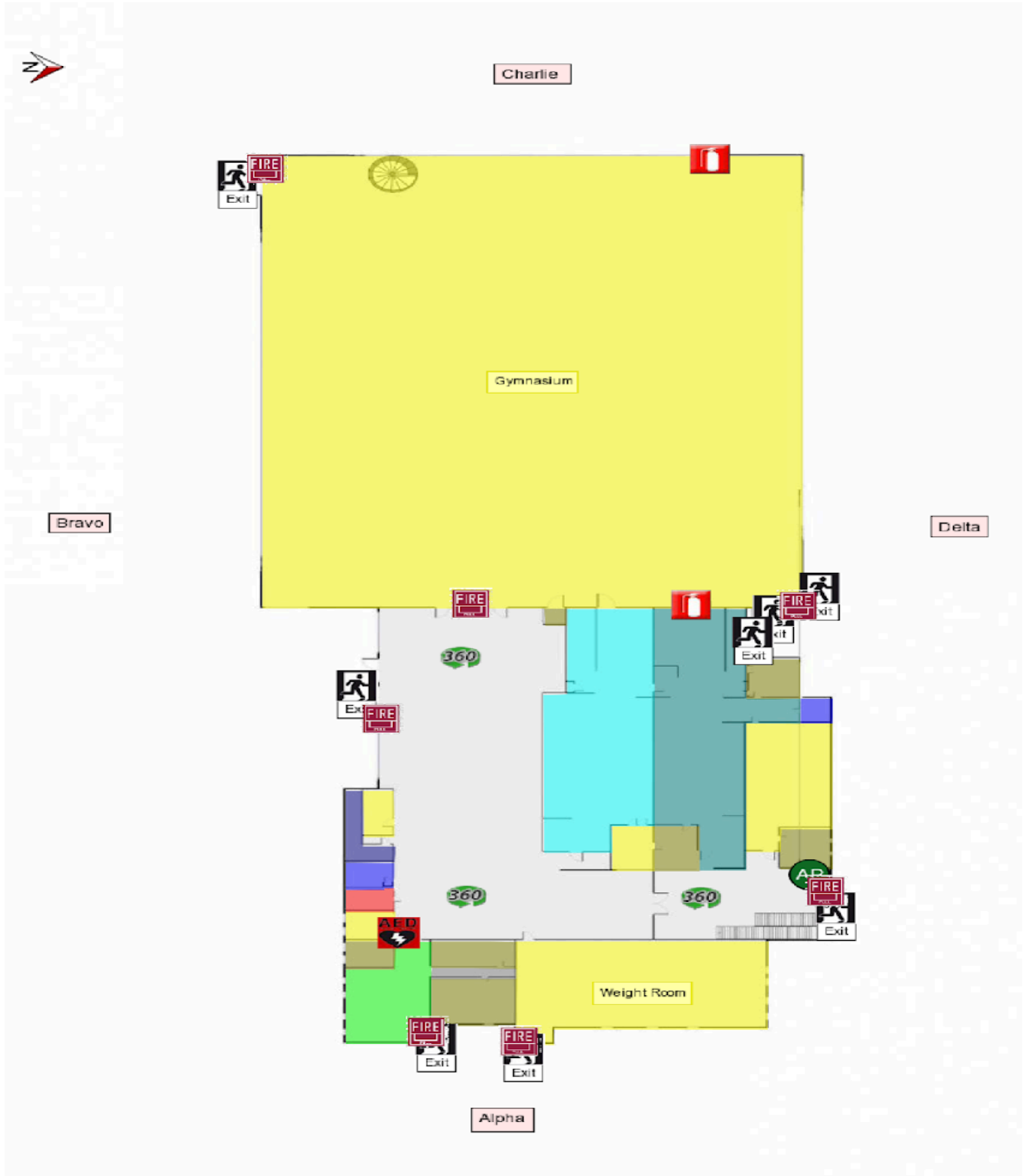
# CAMPUS MAPS

Benedictine High School 1st Floor

Legend	
	360 Image
	AED
	Alarm Panel Keypad
	Compass
	Electrical Shut-Off
	Exit
	Fire Alarm Control Panel
	Fire Extinguisher
	Fire Pull
	Gas Shut Off
	Live Camera
	Water Shut Off

**Benedictine High School  
1st Floor**  
 Benedictine High School  
 2810 Martin Luther King Drive  
 Cleveland, Ohio 44114  
 Identification #: 52682  
 Office Phones: (216) 421-2080  
 Emergency Phones: (216) 421-2080

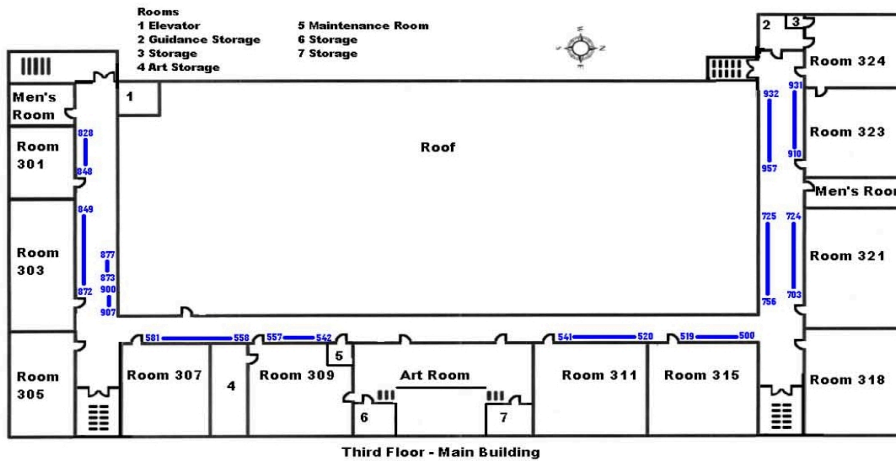
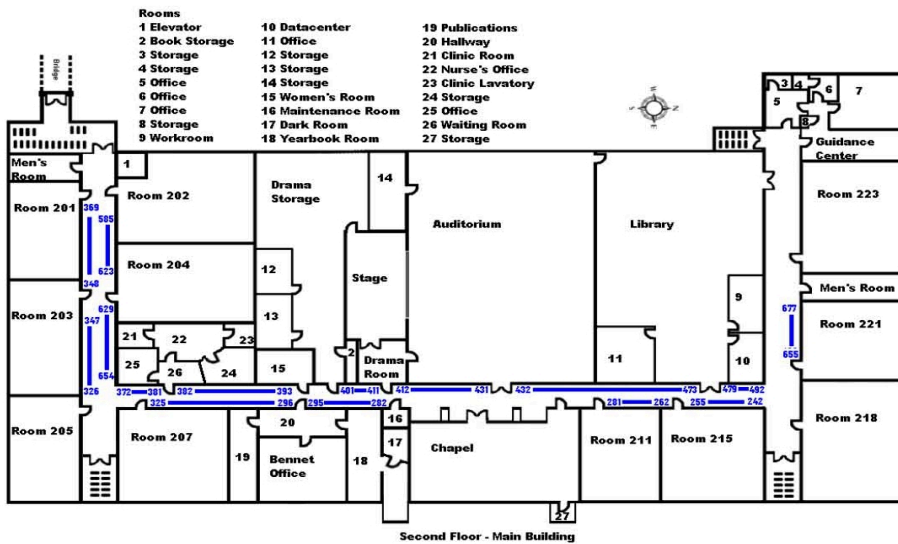
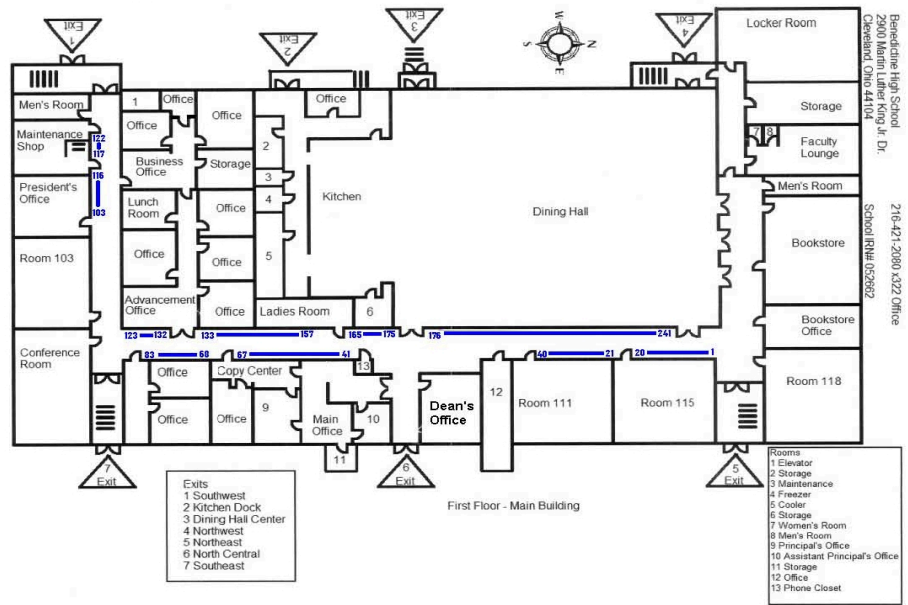






# Main Building Floor Plan

## Numbers in Hallways – Approximate Locker Location



**Science/Athletic Building Floor Plan**

