

St. Mary's Academy Middle School

Parent-Student Handbook:
Policies and Procedures
2011-2012



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INTRODUCTION

Welcome to St. Mary's Academy Middle School. As with any healthy community, SMA has a mission, set of beliefs, traditions, policies, and procedures that provide structure and guide interactions. This handbook is meant to inform and clarify all of the above.

The Mission, Beliefs and Assumptions, a brief history, and the four Loretto school values ground the details that follow them. Please take the time to read and understand the contents of this handbook.

MISSION STATEMENT

St. Mary's Academy fosters excellence in each child through academic achievement, spiritual development, and service. The Loretto School values of faith, community, justice and respect provide the foundation for students to be powerful agents of change.

BELIEFS AND ASSUMPTIONS

At St. Mary's Academy, we offer a values oriented education that emphasizes the dignity of the individual. In carrying out these values, we believe:

...that spirituality is an essential dimension of the human experience; therefore, we base our educative mission on religious values that are rooted in, but not limited to, those in the Judeo-Christian tradition;

...that each student should be guided to an appreciation of aesthetics, a growth in wisdom, and an understanding of the interconnectedness of all learning;

...that commitment to a diverse community is an essential support for learning;

...in empowering each student to make ethical decisions and to act for the good of the whole community;

...that personal attention given the student increases academic learning and development;

...we respect and encourage differences of learning and teaching styles;

... that each student needs substantive knowledge, the ability to think critically and broad-based skills for success in the present and the future;

...that the curriculum should be allow for a smooth transition from one level to the next;

...we believe that effectiveness of our program demands constant professional re-evaluation.

BRIEF HISTORICAL SUMMARY

Students at St. Mary's Academy are part of an intriguing and interesting history. They are carrying forward a tradition of risk-taking and initiative that found its earlier expression in a pioneering spirit.

Three Sisters of Loretto, Sisters Beatriz Maes, Ignacia Mora, and Johanna Walsh, left Santa Fe, New Mexico on June 22, 1864 to undertake an arduous five-day journey in a crowded mail coach from Santa Fe, passing through beautiful and rugged lands to establish St. Mary's Academy in Denver, Colorado. The school was modeled on other Loretto schools in Kentucky and Santa Fe, and welcomed children of all faiths.

Johanna Walsh's diary gives a glimpse of starting SMA:

“Well, school opened with quite a number of pupils, large and small, (twenty) and though we were so few, we were obliged to receive as many boarders as space could accommodate. Father Vicar General having promised their parents this advantage. We had to do everything ourselves. No help to be had just then. So with boarders and day scholars, classes of different grades in the school, music lessons and all the accessories of day and boarding school confronting us, we had besides to apportion all the housework and cooking, and reserve time for our spiritual exercises. Now, all this seemed enough to puzzle the head of an engineer. But no engineer being at hand, we made use of our own heads, and indeed, not only our heads, but our hearts and souls, to solve the problem. The expectation of shortly recruiting our number animated our courage, though it had reason to flag many times before that help came, still we went on quietly, as best as we could.”

These women were risk-takers in every sense, and serve as strong models of service and compassion.

SMA's Jessie Forshee was Colorado's first high school graduate in 1875. Since that time, the school has grown and evolved to meet the needs of thousands of children. In turn, those thousands of children have enriched the legacy with their lives.

THE LORETTO SCHOOL VALUES

The four Loretto school values serve as the **foundation for all interactions** that occur among members of the St. Mary's Academy community – **students, parents, and school employees**. They are discussed and clarified on a regular basis by members of the student Loretto Leadership Council with input from the larger Middle School community through the community action teams. Standards of behavior and discipline are based upon and guided by the Loretto school values.

What follows are student-generated beliefs about what the values mean and how they look in action:

RESPECT

We, the students of SMA's Middle School, define RESPECT as treating self and others courteously and thoughtfully. By showing RESPECT we show that we are grateful for others' and our own abilities and belongings. People and materials are deserving of respect, meaning that we take care of each other, materials, and the school building.

We show RESPECT by really listening to others and trying to understand them. We really look at them and not past them. We talk with and not over others. RESPECT is demonstrating kindness, giving effort and trying to do your best, avoiding name-calling and foul language, and being sensitive and generous to the needs of others.

RESPECT means that we take the time to clean up our own messes and pitch in when we see a need. Taking care of our cubbies, lockers, and pods shows respect for our surroundings. Recycling as much as possible shows respect for the earth and future generations.

FAITH

We, the students of SMA's Middle School, define FAITH as having the courage to trust and worship God and to listen to and believe in each other and ourselves.

FAITH allows us to try even when we feel inadequate to the challenges facing us. We show FAITH by having the confidence to stand up for what we believe in no matter how hard that might be in given situations, and by being able to recognize and speak out when what someone else is doing is wrong.

FAITH allows us to trust our moral conscience. Though what is right may not be easy to see, FAITH allows us to believe that good results are possible and so gives us the ability to act for good.

COMMUNITY

We, the students of SMA's Middle School, define COMMUNITY as a group of people working together to accomplish a common task or reach a common goal. The individual's skills and talents are valued as they contribute to the well being of the group. Following rules and standards of behavior are necessary parts of a healthy COMMUNITY.

COMMUNITY means cooperation in work and play, and the ability to freely trust and share feelings and ideas. We show COMMUNITY by being inclusive and not discriminating against people who are different. Visitors and others who are not part of our immediate group are made to feel welcome. To build COMMUNITY, we try to make sure no one is left out. COMMUNITY requires that we exercise forgiveness, patience, and caring.

JUSTICE

We, the students of SMA's Middle School, define JUSTICE as being treated fairly and with compassion. JUSTICE is served best when the Golden Rule is followed: *Do unto others, as you would have them do unto you.* When we treat others equally and without discrimination, we act JUSTLY and earn JUSTICE for ourselves.

We show a sense of JUSTICE when we work and play fairly, when we avoid gossiping and try to stop rumors, and when we step up for what we believe is right. JUSTICE means that we admit when we are wrong and accept the consequences. When we see others doing the wrong thing, we support JUSTICE by finding ways to intervene that do not attack the person, but do try to make things right.

CONTACT PROCEDURES

PROTOCOL

Parents and students are encouraged to **first contact the school adult most directly involved** and capable of answering your question or addressing your concern. While your student's Community Action Team teacher, principal, or other school adults are available and willing to listen and counsel, **the most respectful, effective and efficient method of avoiding potential misunderstandings and to support an environment of trust is to first contact the primary person involved.** If your question or concern is not addressed to your satisfaction and you are in need of advice or counsel on how to proceed, then contact the principal.

WHOM TO CONTACT

To reach a person through the school **voicemail: enter 303-762-8300 and request to be connected to the specific extension.** To reach a person through email, enter:

firstname_lastname@smanet.org or first initial followed directly by the last name@smanet.org

President of the Academy – Deirdre Cryor – 222
 Principal of the Middle School – Martha Ashley – 213
 Director of Admissions – Amanda Savage– 205
 Director of Advancement – Charlie Arbogast – 227
 Director of Athletics – Marcene Murphy – 310
 Director of Operations– Janet O’Halloran – 207
 Director of Program – Kim Vance – 273
 Principal of the High School – Kathryn McNamee – 216
 Principal of the Lower School – Mary Jane Frederick – 210

<p style="text-align: center;">Language Arts</p> <p>6th Mr. Mark Garcia – 7th Mrs. Debbie Sanders – 346 8th Mrs. Katy Cooper –</p> <p style="text-align: center;">Math</p> <p>6th Mrs. Janice Schmitt – 7/8th Mr. Dave Gesler – 7/8th Mr. Michael Pattison – 325</p> <p style="text-align: center;">Science</p> <p>6th Mr. Steve Mayfield – 217 7th Mrs. JoAnn Cencula – 311 8th Mrs. Kathy Rosborough – 369</p> <p style="text-align: center;">Social Studies</p> <p>6th Mr. Andy Rodgers – 253 7th Mr. Terrye Easton – 380 8th Mr. Corey Sampson – 365</p> <p style="text-align: center;">Spanish</p> <p>6th Mrs. Celsa Rutan – 319 7th Mrs. Christina Garcia – 8th Mrs. Ana Fonseca – 370</p>	<p style="text-align: center;">French</p> <p>Mrs. Katie Cohen –</p> <p style="text-align: center;">Literacy & Research</p> <p>Ms. Allie Bronston–</p> <p style="text-align: center;">Religion</p> <p>6th Mrs. Buxman & Mr. Rodgers 7th Ms. Cryor & 8th Mrs. Fonseca & Mrs. Rosborough</p> <p style="text-align: center;">Physical Education/Sports</p> <p>Associate Athletic Director Mrs. Mary Kolbach – 296 Athletics Manager Mr. Luke Lemon –</p> <p style="text-align: center;">Administrative Assistant</p> <p>Mrs. Diane Siennicki – 250</p> <p style="text-align: center;">Counselor</p> <p>Mrs. Donna Sullivan – 215</p>	<p style="text-align: center;">Arts</p> <p>Visual Art</p> <p>Mrs. Cheri Buxman – 295 Ms. Sara Barksdale – 301</p> <p>Band & Bells</p> <p>Ms. Sharon Gayley – 367</p> <p>Orchestra & Music</p> <p>Mrs. Swisher – 359</p> <p>Show Choir & Theatre</p> <p>Mrs. Hamilton-Griggs – 355</p> <p>Guitar</p> <p>Mr. Rick Nelson – 309 Parker Goubert</p> <p>Publications</p> <p>Mr. Mayfield – 217 Ms. Bronston – 221</p>
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CONTACTING STUDENTS

Please call or drop by the Middle School office to leave messages for your student **rather than entering a classroom yourself**. The office will deliver messages during passing periods to minimize disruption. Teachers and students appreciate your respect of this request. **Note: Cell phone use by students is not allowed during the school day.** If brought to school, a cell phone must be **turned off and stored in the student’s locker**. Cell phone use during the day **will result in the confiscation of the phone** for increased periods of time with successive confiscations. While students will be encouraged to call

parents/guardians in cases of emergency or changes in the daily schedule, they are discouraged from calling for delivery of items left at home or for making after-school plans. Phone calls home are to be made from the MS office.

COMMUNITY EXPECTATIONS AND STANDARDS

EXPECTED BEHAVIORS

St. Mary's Academy Middle School seeks to establish **an environment where teachers are able to teach and students are empowered to learn**. Students are expected to exercise self-discipline and conduct themselves in ways that support the mission of St. Mary's Academy and the Loretto school values.

Three primary behaviors are expected of all students at St. Mary's Academy Middle School:

- ❖ **Courteous interactions with others in word and deed.**
- ❖ **Honesty in word and deed.**
- ❖ **Positive responsiveness to rules and requests.**

Courtesy, honesty, and positive responsiveness are expressed, among other ways, when a student treats his/her peers with courtesy, responds promptly to adult direction, locates his/herself in designated areas only, handles property with care, honors the dress code, completes and hands in own work, and comes to class punctually, with supplies in hand and prepared in mind.

The Middle School of St. Mary's Academy reserves the **right to respond quickly with disciplinary action that includes suspension or expulsion in the event of the following occurrences**:

- ❖ Use or possession of tobacco, alcohol, non-prescription drugs, fireworks, or weapons of any kind by any student.
- ❖ Misuse of prescription drugs.
- ❖ Physical, written, posted (**virtual or hard-copy postings**), or spoken expressions of aggression that threaten the safety of any community member or members.
- ❖ Physical, written, posted, or spoken harassment that attacks a person's gender, race ethnicity, disability, age, religion, and/or sexual orientation.

DISCIPLINARY RESPONSES AND CONSEQUENCES

The determination and nature of disciplinary action will vary in accordance with the seriousness or frequency of the disciplinary infractions. Disciplinary actions include, but are not limited to lunch or Saturday detention, assigned school service, daily check-in at the Middle School office before and/or after school, in-school or out-of-school suspension, a loss of privileges, a behavioral contract,

behavioral probation, or expulsion. (An example of a privilege is participation in an excursion/trip, recess, social, council or club meeting, or sports game.)

As appropriate to a disciplined student's progress, his/her parents/guardians will be notified of the disciplinary actions taken at school on behalf of their children. Minor infractions are handled at school and are not reported unless consistently frequent in nature.

The Principal of the Middle School may place chronic or serious offenders on disciplinary probation or a behavioral contract. During the probation or contract period, regular meetings may occur among the student, parents, advisor, and principal to note progress.

Note: In conference between the Principal of the Middle School and the President of the Academy, SMA reserves the right to expel a student who is unresponsive to correction or whose behavior inside or outside of school is disruptive to the learning and teaching process within school or interferes with the safety or welfare of students or other members of the school community.

Learning From Our or Other's Mistakes: The school reserves the right to raise, at any school meeting, any issue of discipline regarding a student for the purpose of furthering the educational and learning experience of students and the school community overall.

The policies and procedures outlined in this handbook are intended to aid the Administration in its efforts to ascertain the facts of a matter and to reach a just decision. They do not confer any contractual rights on the accused.

Circumstances can differ greatly between cases, and the Principal of the Middle School and the President of the Academy may modify the procedures in a particular case in order to reach a timely and just decision.

BULLYING

Any student who believes that he/she has been the victim of bullying shall report the incident(s) to the principal, counselor or a trusted teacher or advisor.

Any student found to have engaged in bullying shall be subject to appropriate disciplinary actions, which may include loss of privileges, suspension or expulsion.

Bullying occurs when a student is the target of repetitive negative actions usually in the form of **intentional, hurtful acts, words or other behavior** such as:

- ❖ Intimidation in the form of intentional and repeated name-calling or threatening;
- ❖ Social alienation in the form of intentional and repeated shunning or spreading rumors;
- ❖ Physical aggression such as spitting, pushing, or grabbing.

SEXUAL HARASSMENT

St. Mary's Academy will respond with disciplinary action in the case of sexual harassment of students, employees or other members of the school community by anyone, whether on school property or off. This includes work-related assignments or events and other school-related events, such as social functions.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature or related to a person's sex when:

- ❖ Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing, or opportunities;
- ❖ Submission to or rejection of such conduct by an individual is used as the basis for employment, or academic standing or school-related decisions affecting that individual;
- ❖ Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating a hostile, intimidating or offensive environment.

Some examples of sexual harassment include: sexual innuendo; verbal harassment, including derogatory comments or slurs, or inappropriate comments about a person's body or appearance; physical harassment such as unwanted touching, patting, or pinching, or physical interference with movement or work; or visual harassment such as derogatory cartoons, drawings, posters, or graffiti.

Any student who believes he/she has been harassed should report such actions to the principal, counselor, advisor, or trusted teacher.

Following a complaint of harassment, St. Mary's Academy will conduct such investigation as is necessary to appropriately respond to the complaint and ensure that no further harassment or retaliation occurs. Complaints will be maintained in confidence to the extent possible considering the school's obligation to take appropriate and responsive action.

Appropriate disciplinary actions will be taken against anyone found to have sexually harassed another. Some forms of sexual harassment are considered violations of criminal law or covered by mandatory reporting obligations, and may need to be reported to legal authorities.

Students are also protected from any retaliation for making a good faith harassment complaint or for participating in a harassment investigation. Any student with a concern that he or she is being retaliated against should immediately bring the retaliation to the attention of the principal, counselor, advisor, or trusted teacher.

OTHER FORMS OF HARASSMENT

Other non-sexual harassment may occur when someone tries to humiliate or intimidate another person, such as:

- ❖ Making racist comments;
- ❖ Making derogatory comments about a person's religion;
- ❖ Making cruel, personal jokes;
- ❖ Teasing a person about his/her sexual orientation.

No one should be able to harass another person on the basis of his/her sex/gender; race; color; religion; national origin; disability, sexual orientation; or ethnic background.

Anyone who believes that he/she has been harassed, as described above, should report such action to the principal, counselor, advisor, or trusted teacher. The school will investigate and follow-through with the same procedures set forth regarding sexual harassment.

VIOLENCE

Students must never resort to physical confrontation to resolve their differences. Fighting for any reason will not be tolerated and may result in disciplinary action including possible suspension or expulsion, probation or contract, loss of athletic, extracurricular activities or privileges, or other disciplinary action as may be deemed appropriate.

Fighting includes but is not limited to the throwing of punches or a serious physical struggle.

Likewise, threatening another will not be tolerated. Threatening includes any language or behavior that purposely places or attempts to place another in fear of imminent bodily injury or physical contact.

OFF-CAMPUS SCHOOL-RELATED ACTIVITIES

Students are held to the same St. Mary's Academy Middle School expectations, policies, and standards when representing SMA by attending or participating in

off-campus activities as when they are on-campus. Examples of off-campus activities include, but are not limited to, field trips, community service excursions, social events such as *The Island* and *Lakeside Night*, overnight trips, arts performances, and sports events.

OUT-OF-SCHOOL EXPECTATIONS

Certain activities outside of school hours or off of school property may result in loss of school privileges and other disciplinary action up to and including suspension or expulsion.

Students may be subject to discipline for misconduct which is, or may be, disruptive of the educational process, interferes with the work of the school, is contrary to the mission of the school, impinges on the rights of other students, employees or members of the school community, or has a direct or immediate effect on the discipline or general welfare of the school, **even if such conduct takes place off campus, during non-school hours, or on breaks from school.**

Such conduct will be evaluated at the sole discretion of the school, and the school reserves the right to take quick action as may be deemed necessary under the circumstances.

Some examples of outside conduct that may have disciplinary ramifications at school because they do or could impact the welfare of one or more members of the school community or the reputation or functioning of the school include:

- ❖ Any violation of law;
- ❖ Underage purchase, use, or possession of alcohol or controlled substance;
- ❖ Misuse of computers or computer websites;
- ❖ Inappropriate text messages, email and instant messages, or other virtual communications.

Examples of inappropriate computer use, without limitation, might include making threats against members of the school community from a home or off-school computer, sending harassing or offensive messages from a home or off-school computer, displaying or sending images that are pornographic, offensive, or threatening, etc.

COMPUTER ACCEPTABLE-USE POLICY

Students and parents are required to read, accept and sign the following acceptable-use policy. The policy, which will be mailed during the summer to new students, will be followed by a signature page which must be returned to the

Middle School office before a student's school account is enabled. Students who have not signed the policy and/or who are new to SMA and whose parents/guardians have not signed will not be able to access their school accounts and freely use the computers and supporting equipment.

The Agreement

St. Mary's Academy's intention in providing Internet and email access is to allow students and faculty to expand their search for information and to enhance the education process.

This document contains the terms and responsibilities that the user agrees to follow when using SMA online resources.

Terms and Responsibilities

The St. Mary's Academy's network consists of the computers, peripherals (including, but not limited to, printers, scanners, CD-ROM and digital cameras) software, the internal data network, and the connection to the Internet.

The use of this service should be directed toward education and career or professional development activities. Educational purpose includes classroom and work activities, career development activities to develop skills in technology.

All users of St. Mary's Academy network services are expected to act in a reasonable, ethical and legal manner in accordance with the rules of SMA, the mission and purpose of the network, and the laws of Colorado and the United States.

St. Mary's Academy reserves the right, at all times, to review email and data files to make sure all policies are being followed.

Violations of this policy may result in a user's loss of access, and review of the situation by the school's administrators to determine the appropriate consequence.

User Guidelines

All SMA users are expected to understand and practice email etiquette, especially when sending messages, to ensure they go only to the intended recipient (s), are not broadcast inappropriately, and cannot be misinterpreted.

For safety of all SMA users, do not give out home phone numbers, addresses or other personal information to anyone. Do not give out names, addresses, phone number or information about any St. Mary's Academy students or staff. If SMA users feel there is a problem or are uncomfortable with information being received they should notify a principal of administrator immediately.

SMA users need to think carefully about what and how something is said. Be respectful in all communications. Remember that all SMA users represent St. Mary's Academy when on the Internet. SMA users are responsible for their account. To protect accounts, keep passwords private. SMA users are expected to change passwords every six months.

SMA will not be responsible for any inconveniences suffered following loss of data resulting from delays, non deliveries, mis-deliveries of service, interruptions caused by or negligence of any kinds.

Inappropriate Uses

SMA users will not misuse the online resources of St. Mary's Academy. Misuse shall be considered the use of any resources that interfere with the school's educational and administrative purposes. Inappropriate uses include, but are not limited to, the following:

1. Accessing or distributing abusive, harassing, libelous, obscene, offensive, profane, pornographic, threatening, sexually explicit or illegal material.
2. Developing or using programs that harass other users or infiltrate a computer.
3. Communicating with others in a disrespectful manner.
4. Sharing passwords or user names.
5. Downloading or using files from the Internet for which permission to download has not been granted (e.g. image files, MP3s).
6. Participating in Internet-based chat programs that are not a part of educational programs.
7. Using instant messaging on campus or on school-owned computers.
8. Posting information online (on SMANET or other Internet resources) about members of the SMA community without their permission.
9. Sharing confidential information on our servers. Email messages are not guaranteed to be safe or private.
10. Taking ideas or writings of others and presenting them as if they were the student's own. Plagiarism and copyright infringement is prohibited.
11. Transmitting, storing or presenting any copyrighted information data or material in violation of federal, state or county law.

12. Posting chain letters or passing chain letters via email is prohibited.
13. Attempting to disrupt SMANET or destroying data accessible through SMA by spreading computer viruses or by any other means.

St. Mary's Academy is grateful to Graland Country Day School, Stone Ridge School of the Sacred Heart and Portage Public Schools for language in this policy.

ADDITIONAL INFORMATION SPECIFIC TO PARENTS/GUARDIANS

LORETTO SCHOOL VALUES

Parents/Guardians are expected to conduct their communications and activities in relation to the school community with the four Loretto school values as their guide. Having FAITH, COMMUNITY, JUSTICE and RESPECT as guiding values strengthens the necessary and valued dialogue between home and school and among parents, thus benefiting students.

SOCIAL EVENT GUIDELINES

SMA parents are encouraged to follow these guidelines when hosting a non-school-sponsored social activity for SMA students.

- ❖ No matter how large or small the event, adult presence and **oversight is essential** during the middle school years.
- ❖ No matter how few or how many guests are invited, **use of discretion when issuing invitations will minimize hurt feelings in the community**. Remind your hosting student to invite his/her guests in private and to ask his/her guests to avoid talking about the event with others in the presence of those who were not in attendance before and after it has occurred.
- ❖ Please do not arrange to have a **celebratory group picked up during car pool**. The sense of exclusiveness is hurtful, even to those who are only tenuously connected to the host or hostess.
- ❖ **Establish behavioral expectations** with your hosting student in advance. Be clear about the behaviors for which there will be zero-tolerance.
- ❖ Establish a specific starting and ending time.
- ❖ Be educated about adult legal responsibilities when hosting a social gathering.
- ❖ Attempt to speak with the parents of invited students before the event to convey starting and ending times, as well as behavioral expectations. Ask for help, as needed, with chaperoning.

SMA parents whose child is attending a non-school-sponsored social event are encouraged to follow these guidelines:

- ❖ Call the hosting parents ahead of time to:
 - Introduce yourself and learn more about the specifics of the event;
 - Ascertain the starting and ending times of the event;
 - If an overnight stay is involved, verify the event, whether spontaneous or planned;
 - Insure that the parent and adequate chaperones will be present;
 - Obtain and give contact information;
 - Offer assistance;
- ❖ Be clear with your child about your behavioral expectations of him/her;
- ❖ Discuss possible compromising situations and the protocol for handling them;
- ❖ Specify alternative contacts – a neighbor or friend – to call if needed

Please do not bring special treats or gifts for a small number of students in your child's class. Special treats and gifts may be shared in your child's community action team.

VOLUNTEER OPPORTUNITIES

Parents/Legal Guardians are valued and welcomed members of the Middle School community. Though there are fewer opportunities to be in school alongside students during these middle school years, there are numerous ways to contribute and make a positive difference. What follows is a list of volunteer opportunities. Please call the Middle School Parent Reps for more information and look for a volunteer coupon book when school begins.

MS Rep – Mary Frances Hummel

MS Rep –

All-Academy Events for which Volunteers are Needed

- ❖ Fall Festival
- ❖ All-Academy Open House
- ❖ Grandparents Day Volunteer
- ❖ Annual Gala and Auction
- ❖ Lakeside Night

Additional All-Academy Volunteer Opportunities

- ❖ Community Outreach Program
- ❖ Advancement Office Volunteer Corp
- ❖ Advancement Committee Volunteers
- ❖ Annual Fund Grade Rep
- ❖ General Assistance – Admissions Office
- ❖ General Assistance – Communications Office
- ❖ General Assistance – Theatre Program

Middle School Volunteer Opportunities

- ❖ Community Action Team (CAT) Parent
- ❖ Family Feast Coordinator
- ❖ Hospitality Rep
- ❖ 8th Grade Continuation Committee
- ❖ 8th Grade Breakfast Committee
- ❖ The Island – An Academy Parent-Sponsored Social for MS Students

ROLE OF COMMUNITY ACTION TEAM PARENT

Community action team parents are comparable to homeroom parents.

Community action teams vary in their reliance on the CAT parent.

Developmentally, students in Middle School are able to assume much of the organizational event planning once completed by their teachers and/or parents.

Some of the tasks of a CAT parent **may** include:

- ❖ Assisting the community action teams in the planning and/or preparation of their once-a-trimester CAT luncheon or holiday celebrations;
- ❖ Assisting advisees in preparing for and driving to community service (with few exceptions, teachers drive their advisees using the school activity bus);
- ❖ Helping Academy Parents plan and serve Tuesday Treats, Family Feasts, Staff Appreciation Luncheon, and/or conference meals.

CAT parents **do not**:

- ❖ Pay for CAT lunches, special treats, community service items, or any other items. PLEASE, do not purchase treats for your child's CAT.

DAILY PROCEDURES

THE SCHOOL DAY

Classes begin at 7:55 a.m. and end at 3:15 p.m. **Note: Students arriving after 7:55 a.m. must check in at the Middle School office before attending class. PLEASE NOTE: CHRONIC LATE ARRIVAL NEGATIVELY IMPACTS ACADEMIC PERFORMANCE.**

The preferred arrival time at school is between 7:30 and 7:45 a.m., since **first period classes begin promptly at 7:55 a.m.** **Note:** Students are discouraged from arriving before 7:25 a.m. without a specific appointment with a teacher. **Teachers are present from 7:25am until 3:45pm and are available by appointment to students needing individual help.** Teacher meetings and preparation do not allow for adequate supervision of students before that time.

Students who have not departed school by 3:40 p.m. will automatically be enrolled for the afternoon in the after-school program (ASA), unless they are being tutored or participating in an after school extracurricular event. The charge for drop-ins to ASA is \$5 per 15 minutes. At 3:40 p.m., faculty carpool monitors will bring students from the designated carpool pick-up points to ASA in the Middle School.

Students who are **absent or miss several core classes are not allowed** to attend same-day socials, perform in same-day concerts or play in same-day athletic events.

SCHEDULES

REGULAR DAY

STUDENTS SHOULD ARRIVE BY 7:45 a.m. ON REGULAR SCHOOL DAYS.

Period 1	7:55-8:40	Cores
Period 2	8:43-9:28	Cores/6 th PE
Period 3	9:31-10:16	Cores/6 th PE/Arts
Period 4	10:19-11:04	Cores/Arts/PE/Sports
Period 5	11:04-11:40	Lunch
Period 6	11:40-12:05	Reflect/Councils/CAT/GLG
Period 7	12:08-12:53	Cores
Period 8	12:55-1:40	Cores
Period 9	1:42-2:27	Cores
Period 10	2:30-3:15	Cores/Arts/PE/Sports

LATE-START WEDNESDAY

STUDENTS SHOULD ARRIVE BY 8:50 a.m. ON LATE-START WEDNESDAYS.

Late start occurs on the **2nd and 4th Wednesdays** with few exceptions. Classes begin at 9:05 a.m. on these days. All teachers and staff members are involved in morning curriculum and cross-divisional meetings. Students are discouraged from arriving before 8:30 a.m. **Note: If your child must arrive before 8:30 a.m. on late-start Wednesdays**, please contact the MS Office at the start of the school year and inform the office of the estimated time of arrival of your child. **Students arriving before 8:30 a.m. must report directly to the multi-purpose room by the kitchen.**

Period 1 or 9	9:05-9:38	Cores
Period 2 or 8	9:41-10:13	Cores/6 th PE
Period 3	10:16-10:47	Cores/6 th PE/Arts
Period 4	10:50-11:23	Cores/Arts/PE/Sports

Period 5	11:25-12:00	Lunch
Period 6	12:00-12:40	Reflect/Councils/CAT/GLG
Period 7	12:43-1:18	Cores
Period 8 or 2	1:21-1:56	Cores
Period 9 or 1	2:00-2:35	Cores
Period 10	2:38-3:15	Cores/Arts/PE/Sports

HALF-DAY – EARLY DISMISSAL

On occasion, the school day is abbreviated. On early dismissal days, the Middle School begins at the regular time of 7:55 a.m. and dismisses at 11:30 a.m. Early dismissal days are marked on the calendar and/or reported on the SMA web site and in newsletters. Some of those days include:

- ❖ Orientation Day – Friday, August 26 – **11:00 a.m.**
- ❖ Fall Break – Friday, October 28 – 11:30 a.m.
- ❖ Grandparents’ Day – Tuesday, November 22 – 11:30 a.m.
- ❖ Christmas/New Year Break – Wednesday 21 – 11:30 a.m.

DISMISSAL AND CARPOOL PROCEDURES

As stated before, Middle School students who have not departed school by 3:40 p.m. will be automatically signed in for the afternoon in the after-school program (ASA), unless they are being tutored or participating in a school sporting event as a player. ASA is for students in grades five through eight.

The charge for drop-ins to ASA is \$5 per 15 minutes. At 3:40 p.m., faculty carpool monitors will bring students from the designated carpool pick-up points to ASA downstairs in the Middle School building. **The parent/driver/guardian is required to sign out the student from ASA.** After 4:00 p.m., the Middle School may only be entered on the southwest corner. (A sign-out procedure is also in place for Lower School students (K-4) from EDC in the High School building.)

CARPOOL PROCEDURES

Safety of our SMA students is the **#1 priority** for every rule listed below:

- All drivers please, please **exercise courtesy and patience at all times.**
- All drivers please **drive slowly** when on school grounds or in the vicinity of the school. To do otherwise conflicts with common sense, the safety of students, and the positive sense of community that we promote at SMA.
- In the north lot, there is no **drop-off or pick-up in front of (east, north, or west side) the High School.**
- Drop-off in the south lot: **Middle School** (and High School) **students are not to be dropped off unless** they are in the car **with a Lower School student.** (Cherry Hills Village ordinance)

- Pick-up in the south lot: **Middle School** (and High School) **students are not to be picked-up unless** they are in a car **with a kindergarten or primary student.** (Cherry Hills Village ordinance)
- Two Middle School faculty members are assigned to the north lot from 3:20-3:40 p.m. during **afternoon carpool** each month. **When these teachers wave you forward or ask you to park, respond promptly and with courtesy, please.**
- Anyone **waiting** in front of Bishop Evans **for approximately five minutes** will be asked to **park** in order to keep the line moving. Please do so kindly.
- Middle School **students are not allowed to cross the carpool line** to their drivers' cars **without a monitoring teacher or an adult by their sides.**
- If you are **picking up Middle School student(s)** only, **do not stay in the carpool line** in front of Bishop Evans **during Lower School pick-up (3:05-3:20 p.m.) Park your car.**
- In the south and north lots, **form two lines.** At "rush hour" this helps to get cars off of University Boulevard. Upon approaching BESC, form one line. Only stop and load when in the single line in front of BESC.
- If you are picking up a Lower School student and also a Middle School athlete who practices during the last period of the day and is dismissed at 3:30 p.m., please contact the Middle School Principal for special instructions and accommodations.
- Please consider the air quality in the lots and its effect on the health of our community members and turn off your car while waiting for carpool to begin.

CAMPUS SAFETY AND SECURITY

ARRIVING AND LEAVING SCHOOL

The sole entrance to the Middle School building is through the front, east doors that face the Sanders House administrative building. The west doors remain locked throughout the day. Students may exit through the west doors.

All parents/guardians and visitors to the Middle School must enter through the east doors and sign in at the desk in the Middle School office, directly to the left of the entry doors.

STUDENTS SHOULD ARRIVE NO LATER THAN 7:45 A.M. ON REGULAR SCHOOL DAYS AND NO LATER THAN 8:50 A.M. ON LATE-START WEDNESDAYS.

ARRIVING OR LEAVING SCHOOL EARLY OR LATE

When students arrive at or depart from school between 7:55 a.m. and 3:15 p.m., **parents/guardians must sign students in and/or out in the Middle School office.** If a student knows that he/she will be arriving late, the parent/guardian should call the Middle School office with this information.

SECURITY AND SUPERVISION

Because student safety is an issue that must be taken seriously at all times, please note the following policies and act accordingly.

- ❖ MS students may not be on campus unsupervised at any time. No student is allowed to wander about the campus or enter academic buildings after the school day. Failure to comply will result in disciplinary action.
- ❖ Students must be in line-of-sight supervision of a faculty member during the school day and during school functions/programs.
- ❖ Fine Arts participants or athletes staying for a rehearsal or game must be under direct supervision of their teachers/coaches.
- ❖ Students attending athletic contests at the end of the academic day must be at the games in the gym or by the playing field. They must remain in the gym or at the playing field until they meet their parents/guardians to leave campus.
- ❖ Student spectators waiting for the start of a game must be in ASA (the after-school program), in the gym, or at the game field. They may not walk among the buildings or in the buildings during these times without adult supervision.
- ❖ **WITH PRIOR ARRANGEMENT**, a student may remain in the building after the end of the academic day to work on a project or meet with a teacher as long as the teacher is directly supervising the student.

CRISIS PLAN

St. Mary's Academy has a school-wide crisis plan for unexpected situations that disrupt the normal flow of events and call for extraordinary measures. A crisis could be, among other situations, a fire, tornado, blizzard, injury, threat of injury, or death. For that reason, the school is prepared with procedures and drills that are reviewed and practiced throughout the year.

Should immediate evacuation from the school be required, students will be evacuated to the Kent Denver School for pick-up.

SCHOOL CLOSING OR DELAYED ARRIVAL FOR WEATHER

Parents are encouraged to use their own judgment about the safety of roads on snowy days. Teachers will waive tardy and test policies on severe weather days. Please stay home rather than risk accident, even if the school is not officially closed for weather.

In the event of inclement weather, St. Mary's Academy might call a "Delayed Arrival." **On a Delayed Arrival day, all classes will begin at 9:05 AM.** For students who might arrive earlier than the 9:05 start time, school personnel will be present in the school buildings beginning at 8:00 AM. MS students report to the Commons. Regular school hours should be assumed in the absence of cancellation announcements.

The decision to announce a Delayed Arrival day will be made according to the following factors: quantity of snow fallen or forecasted; ability of students and staff to travel to school; ability to clear and maintain parking lots and pathways; ability of school function (heating, water, etc.)

As soon as the decision is made to change the schedule, we will put a message on our main phone line: 303.762.8300. We will also post announcements on our website, www.smanet.org. Usually this decision is made and posted by 6:00 AM.

Further, we will announce any school closing or schedule change due to weather or other emergency by 6:45 am on television stations including: KCNC (TV) Channel 4, KDVR Fox 31 (TV) Channel 31, KMGH (TV) Channel 7, KUSA (TV) Channel 9, KWGN (WB2 TV) Channel 2; and on radio stations including: 630 AM, 760 AM, 850 AM, 93.3 FM, 95.7 FM, 97.3 FM, 103.5 FM, 106.7 FM.

When school is in session and we have inclement weather, decisions related to activities/athletics will not be made until after 1:30 pm. Weather changes quickly in Colorado. If school is cancelled due to weather concerns, activities and athletics will be cancelled. Information about cancellation of events or school closing is available by calling the school at 303.762.8300.

ATTENDANCE

EXCUSED/UNEXCUSED ABSENCES

Students are expected to attend school daily, be on time for all classes and to remain on campus throughout the school day. Because attendance and participation in class are significant parts of the learning experience, **excused absences** are limited and include illness, emergencies, and religious holidays. Students who are absent must meet individually with each of their teachers to determine a schedule for make-up work.

Unexcused absences include extended school holidays, pleasure trips or family vacations, and at times, disciplinary suspension. **Assignments in advance are not to be expected. Acceptance of make-up work for credit is limited.**

Note: Students who are **absent more than 50% of the day** will **not be allowed to participate** in after-school events, **social or sports** related, on the day of absence. Exceptions are limited and must be granted by the principal.

Note: Parents/guardians are requested to telephone the Middle School Office (303-762-8300 Ext. 250) by 8:00 a.m. if their child will be absent or late for any portion of the school day. Prompt notification enables us to better serve the individual and community. **Note: Parent/guardian must sign student out in the Middle School office if the student is leaving during the school day.**

Since **absence and tardiness jeopardize academic success and are disruptive**, chronic absences/lateness for any reason will result in a family meeting with the principal and advisor where a plan and benchmarks for attendance will be set. Holidays are sprinkled throughout the school year to accommodate **family vacations and trips**. Please carefully consult the calendar before planning trips.

MEDICAL APPOINTMENTS

SMA requests that medical/dental appointments be made outside school hours whenever possible. If it is necessary for a student to leave during the day for an appointment, **the person picking up the student must sign him/her out in the Middle School office.**

A note should be sent with the student on the day of the appointment indicating the time the student will be leaving. **The note should be delivered to the Middle School office before school begins.**

FAMILY-TEACHER CONFERENCES – COUNTED TOWARD ATTENDANCE

Student attendance at the two scheduled formal conferences is required. Students must attend with one or both of his/her parents/guardians. Sign up for conferences begins several days in advance of the meetings. Sign-up sheets are posted outside the Middle School office.

Two formal meetings for a student's teachers and parents/guardians, one in late September and the other in early March, are scheduled during the school year. The conferences provide opportunities to gain insight on a child's academic, emotional, behavioral, and/or social progress, as well as to further establish a relationship between home and school.

The two formal conferences cannot be rescheduled to another time for the convenience of scheduling a trip or family vacation/holiday. Parents are highly encouraged to note conference dates on their calendars at the beginning of the school year.

Communication between home and school is essential to a student's success. Parents are encouraged to contact the teacher, grade-level guide, advisor, or

principal throughout the school year, in addition to attending the formal conferences, to review their child's progress or to discuss situations that may be affecting their child's attitude, academic performance, or behavior. On-going communication takes place through *Infinite Campus* – the parent/student/teacher computer portal.

DAY-TO-DAY STUDENT LIFE

ASSIGNMENTS/HOMEWORK – Helpful Guidelines

Homework assignments help reinforce and extend learning that takes place in the classroom, and allows a student to process, practice, and reflect. The length of time that it takes for one student to complete assignments in a given evening may be more or less than another student. Personal learning styles, developmental differences, and varying skills in time-management and organization will contribute to the differences.

- ❖ **Homework** assignments will be **posted weekly on *Infinite Campus*** as a convenience to students and their families. The right to spontaneously alter assignments without update is reserved for teachers, as they gauge and adjust to meet student progress.
- ❖ Students are provided with and **encouraged to use a planner**, even though assignments are posted on the parent/student portal of *Infinite Campus*.
- ❖ **Homework is assigned daily** to reinforce skill development and to develop independent study habits. **Making up missed homework is rarely helpful**, unless the student is absent, as it is usually for the next day's work.
- ❖ If **absent from school, students** are **responsible** for verifying and obtaining missed assignments from the portal on *Infinite Campus*, their teachers, or classmates. Missed assignments are to be made up within a reasonable time as determined by the teacher and student in conference.
- ❖ **Teachers are available** before school from 7:25-7:50 a.m. and after school from 3:20-3:45 p.m., Monday-Thursday, to provide additional help to students. Teachers are often able to make alternative arrangements if contacted in advance.
- ❖ **Parental review of a student's planner** and ***Infinite Campus* portal** at regular intervals is recommended.
- ❖ A **set location** in the house contributes to student effectiveness with homework, as do short breaks every 20 minutes.

AVERAGE, ESTIMATED HOMEWORK TIME

On-going consideration is given to the amount of homework assigned to students with the goal of maximizing academic progress. The table below is an average estimate of what a student in SMA's Middle School can expect for homework.

Homework can take between one and three hours, five nights a week.
Homework is not given over holiday weekends.

The amount of time needed to complete homework will vary in accordance with a student's learning style and personal approach/habits. Some evenings may require more time, while others will require less. Learning to manage time and plan completion of homework is an essential part of Middle School academic development.

Please contact the grade-level guide or a trusted teacher for advice if excessive time and stress is being experienced with homework so that helpful strategies can be considered and implemented.

Each grade-level team of teachers maintains a calendar in the pod where major projects and tests are recorded. No more than two major assessments are scheduled for completion per day. Major assessments include tests, presentations, and projects. Major assessments do not include quizzes or spontaneous assessments.

There are invariably and unavoidably times in the school year when closure must occur in several subjects within the same week. Anticipate these weeks through *Infinite Campus*. Contact the grade-level guide or a trusted teacher for helpful strategies in managing these times.

Average, Estimated Homework Time

Language Arts	approximately 20 min daily
Math	approximately 20 min daily
Science	approximately 20 min daily (no HW assigned on Friday)
Social Studies	approximately 20 min daily (no HW assigned on Thursday)
Spanish	approximately 20 min daily (no HW assigned on Tuesday)
Religion	approximately 20 min twice each rotation
Fine Arts	minimal outside of class time (memorization and practice required in all of the performing and instrumental classes.)
Seminars	minimal outside of class time

SMA MIDDLE SCHOOL SUBSCRIPTION DATABASES

For the research needs of our students, we subscribe to two online databases, each of which is designed to allow students to do research more quickly and efficiently, as well as to have more confidence in the reliability of the information they are receiving.

The data bases are **Infotrac** and **World Book Online**. **Infotrac** is a slightly higher-level database, with more sophisticated information and more complex research abilities. **World Book Online**, provided by the makers of the World Book Encyclopedia, is more easily managed by middle school students.

Instructions for use:

Infotrac

1. Infotrac.galegroup.com
2. **User name:** stmarysacad; **password:** wildcats
3. Click “proceed” from the page with our name on it
 - The page will say “St. Mary’s Academy High School”
4. You will have the option to choose from among three products: Infotrac Custom Journals, the Student Resource Center, and the Opposing Viewpoints.
5. Each of these products is engineered to work in a slightly different search context.
 - *Journals* is a group of full-text, peer-reviewed articles appearing in journals on searchable topics.
 - *Student Resource Center* is a curriculum-based database built around standard academic topics.
 - *Opposing Viewpoints* is a database based on the hottest, most interesting, controversial and talked-about social issues of the day.
6. Each product can be checked or unchecked based on the type of research goals.

World Book Online

1. www.worldbookonline.com
2. user name: stmarys4, password: wildcats
3. from here, you have the full-range of access to the site. You can check in the encyclopedia, atlas, dictionary or other reference materials by click in on the tabs at the top of the page, or use the general search text box for basic, preliminary or specific searching.

AWARDS ASSEMBLIES

At the conclusion of each trimester, academic awards are presented in language arts, math, religion, science, social studies, and Spanish to the students who have demonstrated outstanding effort, improvement, and/or achievement. Achievement in the visual arts, physical education, and sports is also recognized at the trimester assemblies. Also, one boy and girl from each grade level is recognized with a Spirit Award each trimester.

Additionally, at the trimester awards assemblies, the Loretto Leadership Award is bestowed upon one student on each CAT-community action team who demonstrates positive growth in one or more of the Loretto school values of *faith, community, respect, and justice*. The awardees are chosen by their CAT team leader and/or fellow team members. The Loretto Leaders serve for one trimester on the Loretto Leadership Council as advisors to the Principal on issues of honor and behavior and as supporters of the Loretto school values.

The culminating athletic award is the Wildcat Award bestowed upon students who have consistently demonstrated responsibility, commitment, and respect during their sports participation. A special assembly is scheduled in May to honor the Wildcat awardees.

Parents/guardians are welcome to attend the assemblies. The dates are noted in mailings and on *Infinite Campus*.

DRESS CODE 2011-2012

In order for students and teachers to optimize their time together, **SMA insists on modest attire. The administration reserves the right to require offending students to cover themselves, change clothes, or remove jewelry or make-up.** When choosing school clothing, be knowledgeable of the dress code.

GIRLS
<p>ALLOWED:</p> <ul style="list-style-type: none"> ◆ blouses/shirts/tops with collars, buttons or snaps, and sleeves in solid, striped, flowered, or checked patterns; MUST BE FASTENED TO CONCEAL CLEAVAGE ◆ skirts, shorts, and skorts in solids or patterns and no more than 4 inches above the ground when kneeling; ◆ slacks and Capri's in solids or patterns; ◆ official St. Mary's Academy collared shirts or t-shirts, sweatshirts, vests, jackets, and hoodies; ◆ other sweatshirts, jackets, and hoodies w/o logos or writing; ◆ shoes with toes covered. <p>DISALLOWED:</p> <ul style="list-style-type: none"> ◆ jeggings and leggings without a shirt, skirt or dress below fingertips with arms at rest ◆ denim pants, shorts, or skirts; ◆ logos/advertisement; ◆ unhemmed, torn, or frayed clothing; ◆ sleeveless tops; ◆ low-riding pants or shorts that result in visible undergarments ◆ lacing; ◆ visible midriff, cleavage, or undergarments; ◆ hats; ◆ sweatbands; ◆ sandals w/o enclosed toes & arch strap; ◆ flip-flops; ◆ high heels; ◆ non-SMA t-shirts; ◆ pajamas
BOYS
<p>ALLOWED:</p> <ul style="list-style-type: none"> ◆ shirts/tops with collars, buttons or snaps, and sleeves in solid, striped, flowered, or checked patterns; ◆ walking shorts or Dockers-style slacks in solids or patterns, cotton or corduroy; ◆ official St. Mary's Academy collared and t-shirts, sweatshirts, vests, jackets, and hoodies; ◆ other sweatshirts, jackets, and hoodies w/o logos or writing; ◆ shoes with toes covered. <p>DISALLOWED:</p> <ul style="list-style-type: none"> ◆ denim; ◆ logos/advertisements; ◆ unhemmed, torn, or frayed clothing; ◆ sleeveless shirts;

- ◆low-riding pants or shorts that result in visible undergarments; ◆hats; ◆sweatbands;
- ◆sandals w/o enclosed toes & arch strap; ◆flip-flops; ◆non-SMA t-shirts.

What about . . .

◆Hair? Hair that falls into the eyes must be secured back during the school day and when representing the school at functions. **Students who do not keep their hair from their eyes may be removed from class.**

◆Hair Color? Natural colors & tints; clean. No unnatural colors.

◆Make-up? Make-up is to be modest. **Dark eyeliner is not allowed.** Students who wear dark eyeliner will be removed from class until the liner is removed.

◆Jewelry? Non-distracting.

◆Socks/hosiery? RECOMMENDED for school and sports.

◆Personal Hygiene? Brush teeth, shower/bathe, and use deodorant daily.

◆**DRESS-DOWN DAYS? no frayed, ripped or torn jeans, no pajamas, no flip-flops**

FAMILY FEASTS

On designated days during the school year, parents/guardians are invited to join the Middle School students for lunch or breakfast. These Family Feasts are arranged by the Academy Parents. Reservations and payment are due in advance. The dates are noted on the school calendar.

GUESTS

Because guests change the dynamics of class and the school environment, **contact the Middle School office in advance of issuing an invitation.** Guests are welcome on most school days **during lunch and recess only.** Guests are subject to the SMA Middle School disciplinary code.

LOCKERS & BOOK BAGS

Each student is assigned an **individual locker with a combination lock.** The use and care of lockers is each student's personal responsibility. The SMA Middle School administration reserves the right to open and search any student locker without notification to the student or parent. **Note:** Each student is required to pay a one-time locker-use fee of \$25 at the beginning of their Middle School enrollment to defray maintenance costs.

Students may store book bags in cubbies or other assigned spaces. Bookbags or belongings that are left out in the pod or in any unassigned location may be confiscated and held with disciplinary consequences, or such items may be relocated to the lost & found.

The SMA Middle School administration reserves the right to search a student's book bag or other personal bag, when safety is an issue. Should a student's

book bag or other personal bag be searched, at least two adults will be present during the search. If unlawful conduct is suspected, a student's personal bag may be held until a parent/guardian is notified and present for a search of its contents.

LOST AND FOUND

Lost and found items are deposited in the storage area between the kitchen and basement on the lower level. Unclaimed items are donated to community charities at regular intervals. **Note: Mark all belongings and items of clothing with the student's name.**

LUNCH/FOOD

When weather permits, lunch is eaten outside. Catered lunches are available and must be ordered and purchased in advance each month. Menus are available on-line and in the Middle School office. Snacks are available for purchase during the lunch hour. Brown bag lunches may be brought from home. Microwaves are available for heating lunch food.

Once each trimester, at the discretion of the CAT leaders, his/her CAT will plan a special lunch or food treat. Items may be delivered by restaurants or parents or prepared and brought by students. On occasion, the Middle School enjoys a community luncheon and orders pizza or plans a cookout.

PERSONAL LAPTOPS

Some students learn and process information better with the use of a laptop for note taking. With permission and prior notice, students may bring personal laptops to school for academic purposes. The computer acceptable-use policy, teacher requests and direction, classroom rules, and behavioral expectations apply to the use of a personal laptop as they would to any other academic tool. The school cannot be responsible for damage or loss of personal laptops, and the school recommends a maintenance/repair contract be secured by the parents for the laptop.

SCHOOL-SPONSORED SOCIALS

Two school-sponsored social evenings and several afternoon community-builders are scheduled throughout the year as appropriate for each grade-level. **These events are open to SMA Middle School students only.** Outside guests are not allowed. The members of SMA faculty/staff provide supervision. The school-sponsored socials take place from 6-8 p.m. and the mixers take place from 3:30-5:00 p.m. on Friday.

SECURING BELONGINGS

Students are encouraged to use their lockers to safeguard personal property, money, and textbooks. They are discouraged from sharing combinations.

Note: Do not bring valuable items to school such as expensive jewelry, large sums of money, or electronic gadgets. The SMA Middle School is not responsible for the loss or theft of a student's belongings. While theft is the exception at SMA, it has occurred. In addition, valuable items become symbols of social power and influence and are not conducive to the learning environment and sense of community that SMA promotes and supports.

USE OF PERSONAL ELECTRONIC DEVICES

Use of student-owned I-pods, MP3 players, cameras, and/or any hand-held electronic device on the SMA campus by students before, during, or after school is prohibited. These items will be confiscated and returned to the owner at the discretion of the administration. **Do not bring these items to school.** The school provides digital cameras and other electronic devices for academic purposes.

If a cell phone is brought to school, it is to be turned off and stored in the student's locker during the school day. Phones will be confiscated and returned at the discretion of the administration if carried or used by students during the school hours. Generally, the following is applied:
First offense – phone returned at the end of the school day
Second offense – phone kept overnight and returned at the end of the next day
Third offense – phone kept for one approximately one week