



St. Mary Catholic Middle School  
*Grades 6-8*

## **Student/Parent Handbook**

1000 Zephyr Drive

Neenah, WI 54956

(920) 727-0279

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Email: [mzuleger@smcatholicschools.org](mailto:mzuleger@smcatholicschools.org)

### **Mission Statement**

St. Mary Catholic Schools, in partnership with family, church and community, provides a quality Catholic education that is focused on faith, academics, service and personal development from preschool through high school to influence a rapidly changing world.

St. Mary Catholic Middle School was made possible because of the vision, dedication, generosity, and hard work of many people in the Neenah/Menasha area. We are grateful for the support of St. Gabriel, St. Margaret Mary, St. Mary, St. John, and St. Patrick's Parishes, who directly support the middle school.

This handbook contains information, rules, and procedures that you will need to know in order to be successful at SMCMS. Teachers and staff will be glad to help parents and students with any questions or concerns.

*St. Mary Catholic Middle School does not discriminate on the basis of sex, race, or national origin in the enrollment and participation of students or the employment of personnel.*

*The administrator reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion. Parents/students will be given prompt notification if changes are made.*

## Quick Check Daily Reminders

### Telephone Directory

Main Office 920-727-0279  
FAX Line 920-727-1215

### Email

Mike Zuleger: [mzuleger@smcatholicschools.org](mailto:mzuleger@smcatholicschools.org)

### General School Information

#### Guidance

Students are encouraged to visit with the counselor for personal guidance and for information on grades, study help, and testing programs. The counselor is available to discuss any home, school, or social concerns.

#### Lockers

Lockers are provided as a convenience. They are school property and may be searched at any time. Students are responsible for keeping their lockers clean and orderly. No decorations are allowed on the outside of the locker. Stickers may not be placed on any locker surface. Students are advised not to share their locker combinations with others. Locker assignments, combinations, and changes will be handled through the main office.

#### Attendance

Student success in school is directly tied to attendance. Responsibility for attending class lies with the student and his/her parents.

#### School-wide Expectations

1. Keep hands, feet and other objects to yourself.
2. Walk at all times.
3. Show respect for people and property.

### School-wide Policy for Assignments

1. Homework may be given on a daily basis.
2. Grades may be lowered for late assignments.
3. Students may expect from 30 to 90 minutes of homework on any given day.
4. A student should have no more than two tests on any given day. (This does not include quizzes or a weekly spelling test.) This policy may change at the end of a grading period with administrative permission and notification of the students.
5. Students who miss school for any reason are responsible for checking online and with all teachers to collect missed assignments. They should also make an agreement with their teachers as to a due date for all such work.

### Daily Reminders for Students

1. Always have a library book.
2. Use only wide-lined, loose-leaf paper.
3. Use only blue or black pens and/or pencils. Students may use erasable pens.
4. Pencils may be used for some assignments, but must be used for mathematics assignments.
5. All headings should be as follows

### Proper MLA heading for all papers

	Name
	Teacher's name
	Class – Period
	Date {Day/Month/Year (5 September 2015)}

### Study Hall Procedures

1. Bring all necessary materials. (Books, notebooks, paper, pens, pencils, etc.)
2. Stay in assigned seat.
3. Do not talk without permission.
4. Have written permission from a teacher to work or study with others.
5. Bring a library book.

### Advisor/Advisee

The Advisor/Advisee Program, S.T.A.R. (Student Teacher Advisory and Recreation), is a guidance-based program that meets 3 times a week. Each teacher is assigned a small group of students (10-15). The weekly schedule includes activities and discussion based on monthly themes, intramural competition, and individual conferences. The goals of this program are to develop an understanding and valuing of self, others, and life experiences.

### Arrival and Dismissal

Student supervision begins at 7:15 a.m. and ends at 3:30 p.m. daily unless a student has made prior arrangements with a staff member or the administrator. **A student should never be in the building before or after supervision hours unless he/she is with a staff member or a coach.**

### Assignment Notebook

All students are given and required to use an assignment notebook in order to record class assignments. Should a book be lost or destroyed, replacement books are available for purchase in the office. Parents should look over and sign this notebook on a weekly basis. Teachers use red ink to indicate missing assignments. Teachers will sign off on missing assignments once they are received. **Assignments with due dates can be found online.**

### Athletics

A separate athletic handbook can be found on the SMCMS website.

### Attendance

It is the responsibility of the parents to make sure students attend school on time every day it is in session. *Wisconsin Act 239 requires that parents/guardians provide a written excuse prior to a planned absence for personal or non-health-related reasons (such as a vacation). Every day or part of a day a student is absent for a planned absence counts as one (1) absence. The state law limits these parent written excuses to ten (10) per school year. When a student reaches a total of 10 planned absences in one year, the administrator must schedule a conference with parents to discuss the situation. Parents will be notified after the sixth (6<sup>th</sup>) parent excused planned absence.*

Parents must provide a written excuse PRIOR to a planned absence. This does not apply to absence due to health issues or family emergencies.

- Absences Parents should call school (727-0279) no later than 8:30 a.m. to report a student's absence. If a call is not received by this time, the absence is considered unexcused and the student receives zeros for all missed work.
- Planned Vacations Please **DO NOT plan vacations during school time, BUT if you must** the school office should be notified in writing at least 48 hours in advance. This information will be shared with the student's teachers. We do NOT send homework/ assignments in advance for vacations, but students should check online for assignments. A student will be given missed work with adequate time to complete that work upon his/her return to school.
- Early Dismissal Parents are urged to make dental, medical, and other appointments after school hours. If it becomes necessary to check out during the day, a student must 1) bring a note to the office before first period; 2) obtain a dismissal pass; 3) show the pass to the teacher at the time to leave; 4) sign out at the office; and 5) upon return to school that same day, sign in at the office and receive a pass to return to classes.
- **Tardy** A student not in homeroom at 7:50 will be considered tardy. When a student arrives after 7:50 he/she must report to the office for an Admit Pass.

### Band

Band is available to all grade levels. The student must provide his/her own instrument. A fee is charged for band participation. The fee includes a private or small group lesson on a weekly basis.

### Bicycles

The school assumes no responsibility for bicycles. However, provisions have been made to store bicycles by providing a rack in which they can be parked and locked. Bicycles are never to be ridden on school grounds. Helmets should be worn.

### **Bus Routes and Operating Policies**

Lamers and Kobussen Bus Companies plan bus routes and stops. Neenah and Menasha students who live more than two miles from school are eligible to ride a bus. Information from registration forms is forwarded to the public school and they, in turn, send SMCMS a roster of those eligible for busing. SMCS busing is available in Darboy and Sherwood area.

### **Bus Conduct**

The bus companies have established the following rules in order to ensure the safety of all that ride buses

- Use only the assigned bus and bus stop
- Orderly behavior is required at the bus stop
- Remain seated, facing front, when the bus is in motion
- Talk quietly, make no unnecessary noise
- Obey the driver's directions
- Keep head, arms, and all objects inside the bus
- Do not litter the inside of the bus or throw anything out the window
- Those waiting for buses after school may not leave the designated waiting area
- Students are not allowed to bring friends home on the bus without a note from the parent and signed by the principal.

Those who do not abide by these rules may be denied the privilege of riding the bus.

### **Campus Ministry**

In addition to overseeing the Religion curriculum, Campus Ministry provides spiritual guidance for students and staff. Liturgies, retreats, prayer services, and service activities are regularly scheduled to encourage Catholic, Christian development.

### **Cancellation of School**

School will not be cancelled unless extreme weather, equipment failure, or public crisis has created a significant safety risk. Cancellations/early dismissals will be announced on major television/radio stations and by text or email through Cel.ly. When Neenah or Menasha public schools are out, SMCS schools are out. In the event of an unscheduled early dismissal, students who normally ride the bus or walk will be sent home by normal means. Students who rely on parental transportation will be allowed to call a parent.

### **Change of Address / Telephone**

It is very important that an up-to-date address and telephone number are kept at the school office. Use the registration site online for updates.

### **Cheating**

Cheating will not be tolerated and will result in a zero for all work, tests, etc. connected with the occurrence. A student who knowingly allows another to cheat will receive the same consequences.

### **Communication**

- **Web Site** Information, including newsletters, permission slips, etc., can be found at [www.smccatholicsschools.org](http://www.smccatholicsschools.org)
- **Newsletter** A school newsletter containing items of interest to students and parents will be posted on the SMCMS website each week and an email link will be sent to all parents.
- **Telephone calls from parents** Please make every effort to communicate with your student before school and limit phone call messages to a minimum. **Please do not text your student during the school day.** *Student's phones should be turned off throughout the day, unless permission is granted by a staff member to use it.* We cannot get messages to students after 3:00 pm.

### **Computer Program/Internet Security**

St. Mary Catholic Middle School has implemented a one-to-one laptop program. A student must sign a copy of the school's Student/parent Handbook Acknowledgement & Acceptable Use Policy. Through the **one-to-one laptop program**, every SMCMS student is issued a digital device. A nominal user fee is charged to each student. Each SMCMS student is assigned a small laptop that he or she uses every day for class work, group projects and homework. In addition, each "pod" is equipped with several SMART boards, digital projectors and SMART response systems.

**Internet security** is an area of strong concern for parents and school administrators alike. The technology in the new middle school is regulated by a strong filtering program and teacher-controlled monitoring features. Strict expectations are enforced, and teachers have the ability to see, on their own screens, what individual students are viewing, as well as the capability to turn off anything inappropriate. This ability to simply "click out" a student from a site unrelated to the class allows an instructor to carry on without taking the time to reprimand or single anyone out.

### **Conferences**

A traditional student-parent-teacher conference is held in the first quarter of the school year. Student-led conferences occur at beginning of the third quarter

### **Counseling Program**

A certified counselor oversees the counseling program at St. Mary Catholic Middle School. The counselor serves as director of the Advisor/Advisee Program and is available to all students and parents on an individual and/or small group basis. Parents are encouraged to contact the counselor with student concerns.

### **Calendar for the School Year**

A SMCS calendar for the school year can be found on the website.

### **Discipline Plan at SMCMS**

SMCMS uses a teaching approach to discipline. This plan is based on positivity, choice and reflection. The key to effective classroom management is teaching and practicing procedures. This is the teacher's responsibility. Discipline, on the other hand, has to do with behavior and is the student's responsibility.

### **Discipline expectations**

*Students are expected to show*

- Respect for self
- Respect for the rights of others
- Proper behavior during school hours, at school related activities and to and from school
- Respect all property school, parish, personal, etc.

The following types of conduct are never permissible

- Defiance of school staff
- Disruption of class
- Conduct, whether inside or outside school, that is detrimental to the reputation of the school
- Fighting or threats made against another or against school property
- The use of profanity
- Immorality in talk or action
- Possession of weapons, alcohol, tobacco products, any controlled substance, over-the-counter medications, and/or other dangerous objects
- Gambling
- Vandalism
- Abusive behavior/harassment/bullying

### **Discipline Consequences**

One or more of the following actions will be taken as a result of a serious infraction of the rules

- Parent notification
- Student, parent, teacher and/or administrator conference
- Detention - before or after school, or at lunch
- In-school suspension
- Out-of-school suspension
- Probation
- Expulsion

Student offenses will be considered and dealt with on an individual basis, and each offense will be dealt with according to its seriousness.

### **Dress Code: Posted on the website**

The administrator will make the final interpretation on all dress code questions.

### **Emergency**

Threats to students and faculty safety (fire, tornadoes, bomb threats, hazardous spills, etc.) are taken very seriously at SMCMS. Drills are conducted monthly. For fire drills, escape plans are posted inside the door of each classroom. For tornadoes, classes have a designated area in the basement. Students are to move to designated areas in a safe, silent, and orderly manner and maintain silence throughout the emergency/drill.

### **Emergency Information**

Students are required to have on file at the school office the following information

- Parent/Guardian name(s)
- Complete and up-to-date address, and email
- Parent/Guardian home, work, and cellular phone numbers
- Emergency phone numbers for at least two relatives and/or friends
- Physician's and dentist's names and phone numbers
- Medical alert information

### Field Trips

- Parents are required to sign a permission slip before each scheduled field trip. Only the school issued permission slip is acceptable for participation.
- A fee may be requested from each student to help defray transportation and/or facility use costs.
- Students are expected to ride to and from school field trips on the transportation provided by SMCMS.
- Parents who want to pick up their child from a field trip may do so by notifying the office at least 24-hours in advance.
- Students are expected to conduct themselves in a manner that best represents themselves, their class, school, family, and community.
- Students will not be allowed to participate for the following reasons suspension from class, chronic misbehavior, and/or lack of academic progress (i.e. missing assignments). This student is expected to attend school as usual and will be supervised by staff members.

### Food Service

- SMCS Food Service offers a nutritionally sound, reasonably priced hot lunch daily.
- All students must eat lunch. (If a student cannot eat lunch for whatever reason, a parent must send a dated, signed note to the office.)
- A computerized debit system will track lunch charges and payments. When the account is \$15.00 in arrears, the student will not be allowed a regular meal.
- Balance notifications are sent via email.
- Students are assigned a pin number that allows him/her to access his/her lunch account.
- All checks should be made out to SMCS Food Service. All food service monies will be taken care of by SMCS. Monies can be sent to the school office and they will be given to the food service bookkeeper.
- Should a student forget to bring a lunch, one can be charged.
- A copy of the monthly menu is sent home via email and can be found online.

### Fundraising

Funds are raised for both the system and our school. A percentage the profit generated by a family from SMCS fundraisers is deducted from that family's tuition account. SMCMS fundraiser, **Meet Me in the Middle**, allows us to work on needed projects within the building that are not funded by the budget.

SMCS Fundraising Fee Each family with a student in K-12 will be assessed a \$100 family fundraising fee. Credit towards this fee can be earned by buying or selling \$100 or more in Jumbo Gumbo tickets or by donating \$100 or more to the SMCS Annual Fund. The family fundraising fee does not replace the SMCMS Parent Involvement Fee.

### Grading Scale

A	95 - 100	C	82 - 79
A-	94 - 93	C-	78 - 77
B+	92 - 91	D+	76 - 75
B	90 - 87	D	74 - 72
B-	86 - 85	D-	71 - 70
C+	84 - 83	F	Below 70
I	Incomplete		

### Honor Roll

The SMCMS Honor Roll is a special recognition for academic achievement. It is based on the total grade point average of all assignments/tests for the preceding quarter and is posted four times a year. Receiving SMCMS's Highest Honors are those with a GPA of 3.75 to 4.0. Receiving High honors are those with a GPA of 3.5 to 3.74, and receiving Honors are those with a GPA of 3.0 to 3.49.

An "F" disqualifies a student from being on either honor roll.

### PowerSchool/Edmodo

PowerSchool is an easy way for parents and students to keep-up-to-date online. Once an account is activated, and SMCMS has posted information, parents can use PowerSchool to check their child's latest grades; receive email alerts when new grades are posted; receive emails with school or class information; verify assignments; view rubrics for projects, see what assignments are missing and read notes from your child's teachers.

Edmodo is electronic tool for teachers to use to communicate with students in their class. Teachers can post assignments, quizzes, educational videos, lesson plans, etc. This is primarily for electronic communication between the students and teacher. Students are able to communicate to the entire class or send a private message to the teacher. All school expectations/rules apply while students use Edmodo. Parents could create a parent account to view their child's information, or just ask you child for their Edmodo username and password.

PowerSchool is where student's assignments & grades are posted, Edmodo is how the teacher communicates with the class and could post assignments, quizzes, etc

### **Probation - Academic and Athletic**

Academic eligibility for all students will be determined by a grade check at the mid-quarter and nine-week grading periods.

Students must maintain a minimum of a C- average with no failing grades to be considered a student in good standing.

Students on probation will meet with an academic advisor to make an individual plan. Possible social and/or athletic restrictions will be decided upon at that time. (Also refer to the SMCMS Athletic Handbook)

### **Homework**

Homework is an extension of the learning that takes place in school. It provides practice and drill that reinforces classroom learning and provides opportunities for independent study, research, and creative thinking. The suggested maximum time for daily homework assignments is between 30 and 90 minutes. Students are expected to complete and return homework on time.

### **Illness or Injury**

A student who becomes ill at school should inform the teacher and receive permission to report to the office. The student's condition will be assessed and proper action taken. In case of an injury, school personnel will render first aid treatment only. If other treatment is deemed necessary, a parent will be contacted. If parents or other contacts are not available in an emergency, the student will be transported to the emergency room at Theda Clark Hospital (by ambulance, if deemed necessary, or by car).

### **Immunizations**

State law requires that students have evidence on file of an up-to-date vaccination program.

### **Library**

The library is open on a regularly scheduled basis and is supervised by the librarian or a volunteer. Students may check out up to three books for a period of two weeks each. Books are always due on a Friday. Fines will be assessed for overdue books. Full payment must be made for lost or damaged books.

### **Liturgy/Prayer Services**

As Liturgy and prayer are central to our faith, our students and faculty participate in Liturgies and/or prayer services. Family members are invited and encouraged to participate in the scheduled Liturgy/prayer service with the students. **Liturgy days are dress-up days for all.** Dress code passes may not be used. SMCS or any other sweatshirts are not allowed on these days.

### **Lockers**

A locker with a combination lock is issued to each student at the beginning of the school year. Only school-issued locks may be used. The locker is not a student's private property and may be opened by school authorities if there is reason to believe that the locker contains prohibited items. A student should never give his/her combination to other students. The school is NOT responsible for valuables left in lockers. Under limited circumstances and with special permission, leaving cash or valuables in the office may be possible. Students will be charged for lost or damaged locks and/or damaged lockers.

### **Lost and Found**

Clothing, money, jewelry, or other articles that are found are to be given to the office staff.

### **Make-up Work**

All assignments will be posted online. Parents may pick up a student's books from his/her locker when that student is absent from school. A student may not make up work for credit after an unexcused absence.

### **Medications**

If a student needs medication during the school day, the following requirements must be met

- A parent **must** fill out a school medication form before the office can dispense medication.
- Prescription medication must have the original label with the student's name, drug identification, dosage instructions, doctor's name, and a current date.
- ALL non-prescription medications (i.e. aspirin, Tylenol, Advil, etc.) must be sent in the original bottle, kept in the office, and given to a student only with a signed medical form on file in the school office.
- Medication will be given and documented by office personnel.
- Cough drops and inhalers may be carried and used by a student with written permission. A parent and a member of the office staff must sign a permission note.
- A student MAY NOT self-medicate nor may he/she give medications to others. Such action can result in suspension/expulsion.

### **Parent Involvement Program**

St. Mary Catholic Middle School considers all parents very valuable and special resources. As such, SMCMS requires parents to give 40 hours of time to school in the way of volunteer hours and/or involvement time. Parents log hours on SMCMS forms that are returned to the school office. Parents are assessed an additional \$200 charge on their tuition bill that is adjusted quarterly according to the amount of volunteer time that is claimed (\$5.00 per hour). Volunteer needs in specific and/or general areas will be announced in the newsletter. Activities vary from SMCMS cafeteria help, to fundraisers, sports and many other things.

### **Personal Electronic Device (PED)**

A personal electronic device (PED) is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of PEDs: cellular and wireless telephones, pagers/beepers, smart-watches, personal digital assistants (PDAs), Smartphones, WiFi-enabled or broadband access devices, two-way radios or video broadcasting devices, tablets, laptops, and other devices that allow a person to record and/or transmit (on either a real-time or delayed basis) sound, video or still images, text, or other information.

Students may bring PEDs to school. Students may not use PEDs in classrooms, unless permission is granted by a teacher. PEDs may be carried during the day and may be used for communicating, with permission, in the school office, but are to be turned off and kept out of sight during school hours. During school hours, parent(s) wishing to contact students must call the school office. If a student fails to follow the guidelines for PEDs, the consequences are as follows:

- 1<sup>st</sup> offense –confiscation of the PED, which can be picked up from administration after school and honor card mark (7<sup>th</sup> and 8<sup>th</sup> grade only)
- 2<sup>nd</sup> offense –confiscation of the PED, which can be picked up from administration after school by a parent/guardian and honor card mark (7<sup>th</sup> and 8<sup>th</sup> grade only)
- 3<sup>rd</sup> offense –confiscation of the PED, which can be picked up from administration after school by a parent/guardian, loss of privilege to bring a PED to school for a length of time determined by administration and honor card mark (7<sup>th</sup> and 8<sup>th</sup> grade only).

No expectation of confidentiality will exist in the use of PEDs on school premises/property. Administration reserves the right to check the content of confiscated PEDs. If the PED is password protected, the student must enter the password for administration and unlock it. If the PED was used to cheat or if inappropriate material is found on it, consequences may be imposed. PEDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, or any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The principal has authority to make determinations as to other specific locations and situations where possession of a PED is absolutely prohibited. Violation of this rule may involve the police. Students are prohibited from using PEDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person during the school day, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a PED to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by administration. Students are prohibited from using a PED in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. Students are prohibited from using a PED to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating or academic dishonesty. Likewise, students are prohibited from using their PEDs to receive such information. Students are personally and solely responsible for the care and security of their PEDs. SMCS assumes no responsibility for theft, loss, damage or vandalism to PEDs brought onto its property, or the unauthorized use of such devices.

### **Physical Education Classes**

If an illness or injury prevents a student from participating in a physical education class, parental notification is necessary. A doctor's excuse is required for non-participation for any length of time over two class days. See the dress code for acceptable gym wear.



### **Pictures**

Individual student pictures are taken each fall. Class pictures are taken in the fall. Parents may purchase these after viewing the pictures.

- Registration in a SMCS school grants permission for photos, publicity & inclusion in a participant list unless the SMCS Advancement Office is notified in writing prior to September 1<sup>st</sup> of each school year. The Advancement Office can be contacted at 920-722-7796 ext. 201.

### **Progress Reports**

Report cards are emailed home at the end of each 9-week period. Students' weekly progress can be checked on PowerSchool. Students and parents should carefully review the student's progress and contact the teacher/school if there are questions regarding grades. Grades are updated on PowerSchool weekly. Parents and students have individual accounts on PowerSchool.

### **Promotion and/or Retention**

Grade promotion and/or retention are based on an evaluation of academic, physical, social, and emotional growth. The primary reasons for considering retention are 1) indifference or lack of effort on the student's part, 2) physical or social immaturity, and 3) excessive absences. Parents can assume that a student will be promoted unless the alternative of retention has been discussed during the school year. Parents will be involved in any retention decision.

### **Release of Records**

1. The school will maintain records on all students. Information included in these records may not be released without written parental consent. A parent/guardian wishing to review his/her student's file must give a 24-hour notice by way of a written request and set an appointed time with the administrator to review the file.
2. The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order, the school will provide the non-custodial parent access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **Religious Instruction**

Religion is a required class at each grade level. Liturgy celebrations are planned through S.T.A.R. groups. Sacramental preparation is a parish responsibility and is coordinated with the student's parish religious education administrator.

### **Schedule Changes**

Students may request schedule changes within five school days after the beginning of classes if 1) the student receives written approval from a parent and the classroom teacher; 2) there is space available in the class into which the student wishes to transfer; and 3) the student obtains approval from the administrator.

### **School Colors / School Mascot**

The St. Mary Catholic Middle School mascot is the Zephyr. School colors are columbia blue, white, and gold.

### **Student Council**

The purpose of the SMCMS Student Council is to provide first-hand experience in the methods and procedures of democratic government. In addition, the Student Council sponsors activities in the areas of academics, socials, sports, and fund-raising. All members of the student body are encouraged to participate in these activities. Student Council officers are selected the last month of school for the next school year.

### **Suspensions**

Suspensions from school are given by the administrator for serious infractions of school rules and policies.

- In-school suspensions are given in most cases. The student is placed in an isolated spot and supervised by a staff member. He/She is expected to complete all assignments. Students may be suspended from one class or all classes. Parents will be notified.
- Out-of-school suspensions are given only as a last resort. They signify that behavior has been so disruptive that the only way to deal with the situation is to remove the student from the school environment. Reinstatement will not be granted until the administrator is satisfied that the reason for misconduct has been effectively addressed. Parents must meet with the administrator before a student can be reinstated in classes.

### **SMCS Directory**

A directory of names, addresses, and phone numbers is compiled and distributed to families via newsletter. Parents may request that part or all of their personal information be deleted from the directory. This directory is for the SMCS community use only and should not be used for outside promotions.

A PDF copy may be obtained by contacting the SMCS Advancement Office at 722-7796 ext 803.

### **Telephone**

The office telephone is a business phone and is not to be used by a student except in extreme cases. Students should not use the phone to make after school plans. Personal cell phones may be used in the office with permission.

### **Textbooks**

Textbooks and workbooks are provided for student use. Students must assess and inspect each textbook prior to acceptance of the book. Students will fill out a form noting any damages to the book and to allow for assessment at the end of the year. If a book is lost, misused, or damaged beyond reasonable wear, the student will replace the book according to the following guidelines

New 1<sup>st</sup> year of use- 100% of replacement cost

2<sup>nd</sup> year of use - 80% of replacement cost

3<sup>rd</sup> year of use - 60% of replacement cost

4<sup>th</sup>-year of use - 40% of replacement cost

5<sup>th</sup> year of use or older - 20% of replacement cost

A minimum fee is charged for the following damages, up to the replacement value of the book

Damaged bindings         \$1.00

Damaged pages             \$0.25 each

All fines must be paid prior to receiving the final report card.

### **Vandalism**

Willfully damaging or destroying school property is cause for immediate suspension and/or expulsion.

The school requires that damages be paid before a student is allowed to return to class. If a student accidentally causes damage to school property, the damage should be reported immediately so that it is not misconstrued as vandalism.

### **Visitors**

Parents are welcome and are encouraged to visit the school. All parents and visitors must sign in at the office.

### **Yearbook**

A yearbook is available for a fee. Yearbooks are distributed at the end of the current school year.