

**ST. MARY ACADEMY
JUNIOR HIGH SCHOOL
ADDENDUM TO STUDENT HANDBOOK
2009-2010**

The information contained in this addendum is *in addition to* the information provided in the St. Mary Academy Student Handbook.

I. Student notebooks

- A. Each student is required to keep a notebook for each class. The type of notebook will be at the teacher's direction.
- B. Notebooks may be collected and graded each term for *neatness, accuracy and thoroughness*.

II. Student Written Work

- A. All papers will be uniform.
 - 1. The heading will be in the upper right corner of the paper and will include the following:
 - Name**
 - Date**
 - Subject**
 - 2. Margins are required on the left and right side of the paper. They should be approximately ½" wide.
- B. Students are required to bring to class 2 pens (blue or black), a pencil, a red pen and a ruler. Failure to do so on a regular basis may affect a student's grade.
- C. Ragged edges must be trimmed from papers *before* bringing them to class.
- D. Students must write in complete sentences unless directed otherwise.
- E. Handwriting must be legible at all times.
- F. Papers must be neat.
- G. Papers must be stapled *before* bringing them to class.
- H. No white out may be brought to school. The teacher may dispense white-out, as deemed necessary.
- I. Individual teachers may request homework assignments and test papers to be signed by a parent and returned to school.
- J. Any work turned in which does not meet these standards may be returned to be redone. Repeated failure to meet the standards for written work may affect a student's grade.

III. Homework and Work Missed Because of Absence

- A. Each student must keep a school assignment book.
- B. Homework is a necessary and required part of the learning process. If homework is incomplete or missing, a student is required to fill in a "Homework Notice" form and submit the carbon copies in place of the

homework. When checking off homework, the teacher should find the work or the form. If neither is present, a detention will be handed out. The student should take the original form (white copy), have his/her parents sign it, and return the form with the missing work the next school day. Failure to return the work with the signed form will result in detention. Repeated failure to complete homework will result in a lower grade on the report card.

- C. Work passed in late will be given no credit or partial credit, at the teacher's discretion. Each teacher will inform parents about her policy in this regard.
- D. In the event of an absence from school, it is the **student's responsibility** to contact teachers immediately to arrange make-up work. Tests may have to be made-up after school.
- E. Students may arrange to have assignments provided for them if they are ill. Please call the office before 9:00 am to request assignments for that day. Assignments requested after 9:00 am will be available the following day.

IV. Dress Code

The dress code, as detailed in the school handbook, will be strictly enforced. Please note on p. 17 of the handbook it states that "the school reserves the right to judge the appropriateness of clothing."

Our goal in developing our uniform and dress code is to preserve the learning environment. Anything which is unduly distracting to the student in question or to other students detracts from the learning environment and will not be tolerated.

Repeated uniform or dress code violations will result in a detention.

N. B. Because of ongoing issues with revealing clothing, tank tops must be completely covered by another layer of clothing; no cleavage may be visible.

As a special privilege, Jr. High girls may wear any color nail polish, with the exception of black.

V. Disciplinary Policy

In order for learning to take place, it is necessary to maintain a quiet, orderly environment. It is also important to enforce rules which assure the safety of all students and the learning environment of students in other areas of the school. In order to do this, students are asked to abide by rules which make this possible. In addition, students are expected to interact with both teachers and other students in a respectful and caring manner.

In the event that a student fails to abide by the rules the following procedure will be applied:

If a student receives 3 detention notices (including conduct referrals), a parent-teacher-principal meeting will be held.

If a student receives a 4th detention, it will result in an in-school suspension.

All detention slips, conduct referrals, homework notices, and uniform violations must be signed by parents and returned to school.

VI. Tardiness Policy

Being on time for school is important. A student will be given a detention for every five tardies during a trimester.

Please sign and return the attached paper.

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Name of Student _____

I have received the Addendum to the St. Mary Academy Handbook and understand what will be required of my child during this school year.

Signature of parent

Date

Signature of student

Date