

# Mount Saint Agnes Academy

## Middle School (Grade 6 – 8) Student Handbook

This handbook consists of guidelines that provide a framework for the school's day-to-day operation. The administration reserves the right to vary these policies so specific problems are treated on an individual basis. The policies are subject to amendment or discontinuation as the need arises. The school will attempt to keep parents informed of all the changes as soon as it is practical. However, some changes must be made to meet unforeseen circumstances.

### Introduction

#### MISSION STATEMENT

The Mission of Mount Saint Agnes Academy is to provide quality education in a caring, Christian environment. Belief in Christ and fidelity to the Roman Catholic Church form the foundation upon which all academic learning and social interaction take place. To this end we make a strong commitment to recognize each child as an individual and to help him/her to develop according to his/her own potential in order to become a responsible member of the community.

#### HISTORY

Mount Saint Agnes Academy was founded in 1890 by the Sisters of Charity of St. Vincent de Paul (Halifax) who owned and operated the school until 1975. Since then, Mount Saint Agnes has been owned and operated by the Roman Catholic Diocese of Hamilton, Bermuda assisted by a Board of Governors. Saint Agnes was chosen by the Sisters as the Patroness of the school at the request of the Archbishop of Halifax (Agnes was his mother's name) and this was most appropriate since St. Agnes is the Patroness of youth. The Educational structure of Mount Saint Agnes is primarily based on the North American system. Throughout its long history Mount Saint Agnes has remained dedicated to the principles of Christian education which forms a base for the school's philosophy.

#### GOALS AND OBJECTIVES

Mount Saint Agnes leads and guides each student to the knowledge and maturity required to assume a position of Catholic Christian leadership by:

- ✓ *Bearing witness, through example, to the message of Jesus, teaching the doctrine of Roman Catholic Faith through providing opportunities for faith experiences, and community service, and promoting the richness, depth and goodness of Catholic moral traditions and values;*
- ✓ *Striving to develop each student's academic, physical, social and aesthetic skills in a happy, safe environment;*
- ✓ *Fostering a Christian community which is sensitive to the needs, dignity and rights of others;*
- ✓ *Fostering a standard of behavior which encourages self-discipline, a positive self-image and sound moral character;*
- ✓ *Strengthening an appreciation of all students' cultures and heritage and inspiring all to make a lifelong commitment to their individual learning;*
- ✓ *Encouraging respect for bodily health and exercise, a joy in team endeavor, and confidence in physical abilities, along with a mature sense of sportsmanship.*

Mount Saint Agnes Academy will continue to keep its traditions alive, and will meet the challenge to make whatever changes are necessary to ensure that it always provides a quality Catholic education. Our success in providing this will be measured not solely by tests and academic achievement but also by the happy, productive lives of our graduates using their faith and talents to contribute to their community.

## **SPIRITUALITY AND ADHERENCE TO THE CATHOLIC CHURCH**

Mount Saint Agnes Academy is a part of the Catholic Diocese of Bermuda and serves as a very visible part of the work of the Catholic Church in our country. All students, Catholic and non-Catholic alike must respect and show courtesy for the work of the Diocese through the ministry of the school. This respect manifests itself in many ways including but not limited to:

- *Full participation of all students in the prayer and the spiritual life of the school.*
- *Respect and good behavior during school liturgies.*
- *Respect for the Blessed Sacrament during liturgies with regards to Catholics receiving Holy Communion.*
- *Full participation in Religion classes.*
- *Participation in service opportunities to the Church, school and community whenever possible.*
- *Respect for all religions by teachers and fellow students and an encouragement for all students to practice their faith and religion so that all our students may grow to be spiritual adults.*

## **SCHOOL PLEDGE**

We pledge allegiance to Mount Saint Agnes Academy and fidelity to its ideals of faith, loyalty and truth. United in a noble cause, one in purpose, one in high resolve, we pledge our influence to uphold throughout the world the principles of Christian education.

## **SCHOOL SONG**

Nil Sine Deo, to learn and then to lead the way.  
For courage, loyalty and truth are fostered here the home of youth.  
So lift your voice in loud acclaim, for M.S.A. God bless her name.

*Chorus* For M.S.A., for M.S.A. her standards to uphold we'll fight.  
As years roll by, until we die, we'll stand on guard  
for the Blue and White.  
As years roll by, until we die, we'll stand on guard for the  
Blue and White.

Humanities and sciences and sports and class activities  
are blended here at M.S.A. to guide our steps to sure success  
So let your voice ring clear and true, be loyal to the  
White and Blue.

As Juniors come and Seniors go, the torch is passed  
and kept aglow. Ideals run high, school spirit strong.  
Past grads return to join our song make the joyful  
chorus swell to praise the school we love so well.

## **ST. AGNES**

**Courageous Teenager  
Patron Saint of MSA**

Long ago there was a beautiful thirteen-year-old girl named Agnes, who was put on trial for being a Christian. At the trial, the judge described the comfortable life she would have if she gave up her faith and married. Agnes said no. The judge threatened her with torture. Agnes still said no. So the judge had her taken to the altar of the goddess Minerva to offer a gift. Agnes made the Sign of the Cross instead. The judge condemned her to death. It was said that she went to her death more cheerfully than others go to their wedding. Agnes knew she would be going straight to God.

## **How we honor St. Agnes**

This saint is one of the best-known early martyrs. Her memory is kept alive in the First Eucharistic Prayer of the Mass. The Roman Emperor Constantine built a church in her honor over her tomb. She is the patron saint of young girls.

## **Prayer**

*St. Agnes, you refused to give up your faith; help us to be proud of our faith, to love it, to be strong in it, and to give witness to it daily.*

## ADMINISTRATIVE PERSONNEL

Principal	Mrs. Susan Moench	<a href="mailto:smoench@msa.bm">smoench@msa.bm</a>
Assistant Principal	Mrs. Margaret DiGiacomo	<a href="mailto:mdigiacom@msa.bm">mdigiacom@msa.bm</a>
Curriculum Coordinator	Mrs. Sheryl Hawkins	<a href="mailto:shawkins@msa.bm">shawkins@msa.bm</a>
Director of Development & Alumni	Miss Lisa Bardgett	<a href="mailto:lbardgett@msa.bm">lbardgett@msa.bm</a>
Guidance Counselor	Mrs. Bonnie Exell	<a href="mailto:bexell@msa.bm">bexell@msa.bm</a>
Librarian	Miss Lesley Wharton	<a href="mailto:lwharton@msa.bm">lwharton@msa.bm</a>
Administrative Assistants	Mrs. Theresa Fletcher	<a href="mailto:tfletcher@msa.bm">tfletcher@msa.bm</a>
	Mrs. Nélia Pimentel	<a href="mailto:npimentel@msa.bm">npimentel@msa.bm</a>
Business Manager	Mrs. Gloria Araujo	<a href="mailto:garaujo@msa.bm">garaujo@msa.bm</a>
Bursar	Mrs. Jackie Rodill	<a href="mailto:jrodill@msa.bm">jrodill@msa.bm</a>
Maintenance	Mr. Bruce Pimentel	<a href="mailto:bpimentel@msa.bm">bpimentel@msa.bm</a>
Cleaning	Ace Cleaning Company	

## SCHOOL COMMUNICATION

### EDLINE

Mount Saint Agnes Academy provides for students, parents and teachers a link on the worldwide web to facilitate communication between home and school. In this online space, students and parents will have access to class information: course outline, assignments, handouts and homework. In addition, grades will be posted at least once every three weeks. For Grades 6-12, a student's conduct record will be updated once a week.

### MSA COMINGS AND GOINGS

Each Monday during the school year a letter will be prepared detailing upcoming events and discussing pertinent issues. It will be available on the web, EdLine, and emailed every Monday. Parents/Guardians may request a printed copy by contacting the school office.

## SCHOOL POLICIES GRADES 6-12

### ACADEMIC INTEGRITY POLICY

Mount Saint Agnes is a place where learning and knowledge are based on core values of respect, excellence, accountability, consideration, and honesty. We hold our students to the highest standards of performance and integrity and expect each student and staff member to maintain those standards and strive for continuous improvement. We expect students to take responsibility for their actions and thus maintain academic honesty and a positive learning environment.

### TYPES OF VIOLATIONS

- Cheating:** Using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
- Facilitation:** Helping or attempting to help another student violate any provision of the Academic Integrity Policy.
- Falsification:** Making up information/data or a citation in any academic exercise.
- Plagiarism:** Representing the words or ideas of another as one's own in any academic exercise.

### LEVEL 1 VIOLATIONS

- Copying another student's homework, classwork, or ideas without the instructor's permission. (**cheating/plagiarism**)
- Allowing another student to copy homework or classwork without the instructor's permission. (**facilitation**)
- Not acknowledging another writer's ideas or direct words within a given assignment. A list of resources alone is not sufficient. (**plagiarism**)
- Copying or paraphrasing an excerpt from the Internet or any other resource without citing the source. (**plagiarism**)

### CONSEQUENCES FOR LEVEL 1 VIOLATIONS – the following will be enforced:

1<sup>st</sup> offense

- Teacher confers with student and notifies parent
- Zero on assignment

- Disciplinary referral to and conference with administration—student is sent to the office to speak with an administrator.
  - Deduction of 20 conduct points.
- 2<sup>nd</sup> (or subsequent\*) offenses:
- Teacher confers with student and notifies parent
  - Zero on assignment
  - Disciplinary referral to administration for suspension from MSA.
  - Deduction of additional 21 conduct points.

## LEVEL 2 VIOLATIONS

- Cheating on exams, tests, or quizzes, including failure to follow behavioral and procedural guidelines before, during, and after testing situations. (**cheating**)
- Copying or buying an essay, lab report, or project and submitting it as one's own. (**cheating/plagiarism**)
- Using an assignment from a student who previously took the class and submitting it as one's own (**cheating**). Providing that assignment to a current student. (**facilitation**)
- Obtaining information about the content of an exam, test, or quiz from a student who has already taken the exam/quiz. (**cheating**)
- Providing information about the content of an exam, test, or quiz to a student who has not yet taken the exam/quiz. (**facilitation**)
- Making up a source to use as a citation in an assignment. (**falsification**)
- Any academic integrity violation not listed.

## CONSEQUENCES FOR LEVEL 2 VIOLATIONS – the following will be enforced:

1<sup>st</sup> offense:

- Teacher confers with student and notifies parent
- Zero on assignment
- Disciplinary referral to administration for assignment to detention or suspension.
- Deduction of 41 conduct points.

2<sup>nd</sup> (or subsequent\*) offenses:

- Teacher confers with student and notifies parent
- Zero on assignment
- Disciplinary referral to administration for suspension or expulsion from school.

## ATTENDANCE

At Mount Saint Agnes, we wish to create an environment in which students can achieve academic success. The research in this area suggests that regular attendance contributes to student growth. For this reason we have established clear guidelines with respect to attendance expectations. We also recognize that our society values dependability, promptness, and notification when one is unavoidably absent. The MSA Attendance Policy is as follows:

1. MSA requires students to attend all classes unless prevented by reason of sickness or other unavoidable cause.
2. The parent/guardian is responsible for advising the school of a student's absence by telephoning the office prior to 8:15am on the date of the absence.
3. Teachers monitor attendance on a daily basis in all classes
4. Classes missed because of school authorized activities such as field trips shall not be considered absent under this policy.
5. Absences for chronic or extended illness, or for extreme hardships may be approved by the administration when verified by physician's statement.

### Attendance Requirements

Good attendance is required in all courses. When students are absent from class they are missing a considerable amount of instruction. To ensure parents are aware of the students' attendance the following will occur:

4 Absences – Referral to School Counselor and letter home

8 Absences – Referral to Administration and letter home

12 Absences – Referral to Administration for meeting with parents and follow-up with appropriate action

At any time a parent may be requested to meet with school personnel to discuss the student's attendance and progress.

## **Truancy**

Truancy is an illegal or unexcused absence from school or class. A student whose parent or guardian has not called the school to report an absence is suspected to be truant. Since truancy is a serious situation, it will be handled as a disciplinary matter.

## **Late for School (Tardy/Late)**

Mount Saint Agnes Academy emphasizes the importance of punctuality and dependability and maintains a strict policy regarding tardiness/lates. Tardiness will not be excused for reasons of tiredness, traffic (with exception when we have been advised of an accident or road blockage), or errands. Three instances of tardiness-late (after the two free lates) in one quarter will result in a detention on the day of the third tardy/late. All subsequent tardies/lates will result in detention for that day only. **All students, Grades 6-12 must check into the office before going to homeroom or class if they are late.**

## **Attendance Requirement**

If a student misses more than 15 days of school during the year, it may be determined that they will have to repeat the year.

If there is a special/unavoidable circumstance for which a child misses school, the teachers will do everything that they can to work with the child and family in keeping abreast of school work. **Students missing school for vacations should note that the teacher is under no obligation to provide work in advance for the student.** The student can keep up by using Edline and will be given the missed work upon his or her return.

## **CONTACT INFORMATION**

We urge every parent to provide up to date contact information for the school office, including home and work phone numbers, cell phone numbers and email addresses so that parents and guardians can be reached either for routine communication or in an emergency. **If you move or change jobs during the course of the school year, please contact the office so your contact information can be updated.**

## **DRUGS/ALCOHOL**

Mount Saint Agnes Academy has a zero tolerance for drug use and underage drinking. We genuinely share the concern of many regarding the widespread availability of drugs on these islands. However, we recognize drug or alcohol abuse as a human problem, and we are committed to make every effort to provide assistance to any individual who has a drug/alcohol problem. The prevention of drug abuse and our offer of assistance to any drug user require the complete cooperation of every student, parent and faculty member. Let it be understood that where cooperation is not forthcoming, we will act strongly to protect the welfare of the student body, and we will cooperate with existing laws and the police as is our obligation. **We reserve the right to do random testing and searches for drugs and alcohol.**

**Students found guilty of using drugs or alcohol during school, on school grounds, at school sponsored activities, or while in school uniform will fail conduct for the quarter and be suspended or expelled.**

## **ELECTRONIC DEVICES**

### **Grade 6 – 12**

Cell phones, because of their capacity to take pictures and to communicate through the use of text messaging, are very disruptive to the educational process. Cell phones may be used before or after school by students. Any student found to be in possession of a cell phone during the school day, either turned on or off will have that phone confiscated. It will not be returned until the end of the semester (January, June). It does not matter whether the phone belongs to the student, the parent or a friend. It will not be returned under any circumstances. Disciplinary actions, as outlined in that section of this handbook, will also come into play. If students do not want their phones taken from them leave it in their lockers or turn it in to the office. **The school will NOT be responsible for lost or stolen cell phones, iPods, or electronic devices.**

Students in Grades 6 - 12 may bring handheld games or Ipods to school under the following conditions:

- The school is not responsible for the items being lost, stolen or damaged.
- The student may only use such items before or after school.
- The student will have the item confiscated and be disciplined in the same manner as cell phones if caught using them during homeroom, class or a study hall.

## **EVALUATION**

Middle school grades are based on assignments, class work, quizzes, tests and the semester mid term tests and final examinations written in January (mid term tests) and June (final exams). Report cards are distributed four times a year. Grades will be posted on Edline at least once every three weeks.

Evaluation referrals for individual learning needs may be requested by the school. Copies of all documentation should be provided for the school in order to assist the students with their academic needs.

## **EXAM POLICY**

Final examinations are written at the end of the school year. No materials other than pens, pencils, erasers, rulers (and calculators when teachers permit) may be brought to the examination room. Scrap paper will be provided by the proctor. Any sign, verbal or otherwise, of communication among any students, including having a cell phone or electronic recording device (I Pod, etc) in the student's possession, will automatically result in the exam being confiscated and the student will receive an exam grade of zero. The exam is considered to be in progress as long as any student is writing. If a student doesn't understand directions, needs paper, has a question, etc. they may raise their hand for assistance from the proctor.

Prior to the final exams all textbooks that have been given to the students must be returned. Students may not write the final exam unless they return the book for that subject or pay a \$50 fee. **Tuition must be paid in full prior to the beginning of semester exams or the student will be unable to write their exams.**

## **FIRE DRILLS/LOCKDOWN DRILLS/EVACUATION**

Fire drills/Evacuations will take place regularly throughout the school year. Lockdown drills, which keep all students in a safe, locked place inside the school in the event of a dangerous intruder in the school, will take place as required throughout the year. All should familiarize themselves with the fire exits and emergency procedures as posted on each homeroom bulletin board. It is essential that students follow the directions of faculty/staff explicitly and without question.

## **GRADES**

Students will ordinarily be given number grades during the term. **The passing grade is 50%**

## **GUIDANCE**

The Guidance Counselor is always available during school hours for consultation. Parents and students are encouraged to use these services. Anyone wishing to use these services may arrange to do so through the Counselor. The Guidance Counselor will assist parents/students in obtaining psychological counseling if the situation so warrants.

## **GUM CHEWING**

The chewing of gum is not allowed. Students who chew gum will have 5 conduct points deducted from their conduct grade. Habitual gum chewers can help to clean the facility and observe first hand how bothersome gum is when not thrown away properly. After school detention or suspension may be applied to habitual gum chewers.

## **HOMEWORK ASSIGNMENTS**

Homework is an integral part of the learning process. Each member of the student body should be doing at least two hours of home study each night, Monday through Thursday, and an additional three hour period of study over the weekend. Homework does not mean just written assignments but is meant to include constant review and study of materials. Failure to do the latter results in poor grades and/or performance below the potential of the student. **Please note that it is the responsibility of the absentee to request missed assignments and to designate a classmate to procure these.** If a student is to miss a class because of involvement in a school activity, he/she must see the teacher regarding work prior to missing the class. Edline should be used whenever possible to find missing assignments and homework

## **HONORS**

Students are recognized and honored for their scholastic achievement each quarter and at the end of the year.

Honors with Distinction - Average of 90 or over, all marks over 85, and all letter grades B or above.

Honors - Average of 80 or over, all marks over 75, and all letter grades B or above.

Merit - Average of 75 with all marks over 70, and all letter grades C or above.

Students must have a conduct grade of 80 to receive an Honors or Merit recognition.

*In grade 12, the highest average for Grades 9-12 will be recognized as the Class Valedictorian. The second highest average for Grades 9-12 will be recognized as the Class Salutatorian.*

### **NATIONAL HONOR SOCIETY**

The purpose of the Elizabeth Seton Chapter of the National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the high school students of Mount Saint Agnes Academy.

The four qualities of NHS are scholarship, service, leadership and character. The selection process evaluates all four qualities. The Faculty considers how students display these four qualities both at MSA and in the community.

### **ILLNESS OR INJURY**

If a student becomes ill or injured during the school day, he or she should report to the school office where assistance can be provided. If it is necessary for the student to go to the hospital or home, the school's administrative assistants (Mrs. Fletcher or Mrs. Pimentel) will make arrangements and call a parent or guardian. **The school will not dispense any medication unless we have a signed permission form which may be obtained through the office. The school does not have Tylenol or Aspirin available for students.**

### **ACCEPTABLE USE POLICY FOR THE SCHOOL SPONSORED COMPUTER NETWORK AND INTERNET USAGE**

The purpose of the MSA **Acceptable Use Policy** is to educate students, parents/guardians and employees staff, and faculty about *why* certain activities are harmful and, therefore, prohibited. The policy lists the rules and regulations for use of the school wide network and technology equipment. An attempt to identify all technologies and list possible misuses of them is impossible. Therefore, throughout this policy, the term "technology" will be used to reference all existing and new devices or systems that are now used or that will be available in the future. Such technologies now include computers, handheld devices, cell phones, iPods, and digital cameras. The policies and procedures apply to any form of technology whether it is specifically mentioned or not.

***An Acceptable Use Policy must be signed by students and their parents/guardians and employees at the beginning of each school year. Individuals who do not comply with the standards of behavior outlined in the AUP or with the Network rules outlined in this policy, may lose their privilege to use the system and/or be subject to disciplinary action.***

1. **ACCEPTABLE USE.** The use of your account must be in support of education and research and be consistent with the educational mission and objectives of the Mount Saint Agnes Academy. Use of other organizations, networks, or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any Bermuda regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material.
2. **PRIVILEGES.** The use of this Internet connection is a privilege. Therefore, any inappropriate use will result in a cancellation of those privileges. By accepting your account password and related information, and accessing the Mount Saint Agnes Academy Network or Internet system, you agree to adhere to this Policy. You also agree to report any Network or Internet misuse to the administration. Misuse includes Policy violations that harm another person or another individual's property. Also, the systems administrators may close an account at any time as required. The administration may request the system administrator to deny, revoke, or suspend specific user accounts.
3. **NETWORK PROTOCOL.** You are expected to adhere to the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - Be polite. Do not become abusive in your messages to others.
  - Use appropriate language. Do not swear, use vulgarities or other inappropriate language. Illegal activities are strictly forbidden.
  - Do not reveal your personal address, phone number, or password (or those of other students or colleagues). Do not share your account with others.
  - Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to ALL mail! Messages relating to, or in support of, illegal activities may be reported to the proper authorities.
  - Do not use the network in such a way that you would disrupt the use of the network by other users. Do not begin or contribute to chain letters.

- All communication and information accessible via the network should be assumed to be private.
  - Delete e-mail in a timely fashion to avoid excessive use of the server disk space.
- 4. CYBERSPACE PROTOCOL.** The term cyberspace is used to create a unified conceptualization of space spanning the entire Internet.
- Disruption of school operating system
  - Unauthorized use of chat room
  - Use of inappropriate off task sites as determined by the instructor
  - Visiting inappropriate websites (i.e. adult content, racist, pornographic).
  - Sending or forwarding a joke and/or picture that you know or ought to have known was offensive via electronic communication.
  - Using school equipment for online gambling.
  - Downloading audio, video or text-based materials in violation of copyright laws.
  - Posting suggestive or inappropriate pictures of yourself or others and sharing them electronically.
  - Posting comments about students, parents, faculty or administrators online.
  - Facilitating illegal activity
  - Sending hate mail, discriminatory remarks, and offensive or inflammatory communication
  - Installing, distributing, reproducing, or using copyrighted materials
  - Accessing obscene or pornographic material
  - Using inappropriate language or profanity on the Network
  - Transmitting material likely to be offensive or objectionable to recipients
  - Intentionally obtaining or modifying files, passwords, and data belonging to other users
  - Impersonating another user
  - Loading or use of unauthorized games, programs, files or other electronic media
  - Logging on Network using another user's password
  - Inappropriately using E-mail
- 5. SECURITY.** Security on any computer system is a high priority especially when the system involves many end-users. No student should be left unattended for any length of time while using the internet. If you feel you can identify a security problem through our Internet you must notify the systems administrator immediately. Do not demonstrate the problem to other users. Do not use another individual's account for any reason. Attempts to login to the system as any other user will result in cancellation of user privileges. Attempts to login to the MSA Network as a systems administrator will result in the cancellation of user privileges.
- 6. VANDALISM.** Vandalism will result in cancellation of user privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, any hardware, software or any additional network services (i.e. GradeQuick and Edline).

**7. CONSEQUENCES OF INAPPROPRIATE USE OF INTERNET/NETWORK:**

Students will be sent to the office for disciplinary action.

**Note:**

1. A student's privileges will be reinstated at the beginning of each school year.
2. The names of students who have violated this policy will be kept on record in the office.

**Procedures:**

**1<sup>st</sup> Violation:**

Student will be denied Internet/Network access outside of normally scheduled class time for the semester. Parents will be notified and a letter will be sent home with a copy kept on file. Loss of 20 conduct points.

**2<sup>nd</sup> Violation:**

Student will be suspended. Parents will be notified and a suspension letter will be sent home with a copy kept on file. Loss of 41 conduct points.

**3<sup>rd</sup> Violation:**

Student will be given a 5-day suspension. Parents will be notified and a suspension letter will be sent home with a copy kept on file. Parents must meet with the Principal to determine a future course of action. Expulsion may be an option.

**ALL STUDENTS WILL BE REQUIRED TO SIGN A DOCUMENT THAT INDICATES THEY ARE AWARE OF THE ACCEPTABLE USE POLICY FOR THE INTERNET. THIS DOCUMENTS MUST ALSO BE SIGNED BY PARENTS.**

### **LEAVING SCHOOL PREMISES**

No student is allowed to leave the school premises during the day without a note or phone call from a parent or guardian or without the permission of a teacher and the office. Permission to leave the premises will be given for medical and dental appointments. However, when possible, these should be scheduled after school hours or during holidays. All other appointments, when at all possible, should be made after 3:30 p.m. If a student has reason to leave the school building during the school day, he or she will be asked to sign a "sign-out" book in the office. Students who leave the school without following the policy are considered truant from school and will be dealt with according to the Discipline Policy.

### **LIBRARY AND MEDIA CENTER**

Students are encouraged to use the Library and Media Center as a resource center or for recreational reading. The Library has an extensive collection of both fiction and non-fiction books for grades K through 12 and beyond. The Media Center should be considered not only as a classroom for instruction, but also as a resource for both students and faculty to complete assignments and to work on papers and reports. Students wishing to use the Media Center must sign-in with the Librarian. **No student should use the Media Center unattended.** The Library will be open at specified hours outside of class time to provide students with a better opportunity to make use of it. Special arrangements can be made for overnight use of research material. The Media Center printer and photocopier, **under the direction of the Librarian**, are available for student use. A fee is charged for this service. Books not returned at the end of the semester may result in report cards being held until the book is paid for or replaced.

We have an automated Library system called Destiny which allows students to look through our book collection online, and reserve and renew books. In addition, Destiny is linked to age and content appropriate sites on the internet as well as The Bermuda National Library.

### **LOCKERS**

Each student is assigned a locker for the storage of books and other necessary school supplies. Lockers must be locked at all times with a school lock. While the locker is provided for the student's use, it remains the property of the school. No change to the locker is permitted. The school reserves the right to inspect lockers at any time. It is the student's responsibility to see that the locker is kept in order at all times. Opening or tampering with another's locker is strictly prohibited. All decorations inside the locker must be in good taste and consistent with the school's philosophy and mission. Outside locker decorations are not permitted and will be removed. Any problems with lockers should be reported immediately to the office. The cost of repairs for damage caused by misuse or abuse of a locker or lock will be charged to the student to whom the locker is assigned. Replacement locks cost \$10.

### **LOST AND FOUND**

Valuable articles when found should be brought to the office. Other items can be dropped in the box located in the main hallway near the Business Office. Students should periodically check this box for lost items.

### **LUNCHES/VENDING MACHINES**

The students should pack healthy lunches to be brought to school each day. There is a vending machine with water to the students in the Junior Lunchroom. **Students in Grades 6-8 are not allowed to use the vending machines in the Senior lunchroom.** There will be an opportunity to get hot lunches through LaTrattoria on Mondays, Wednesdays and Fridays. The students will not be allowed to leave the school to obtain lunch.

The High School students have lunch in the Senior Lunch Room or in St. Joseph's courtyard. Grades 6-8 have lunch in the Junior lunchroom.

**Parents, family, friends are not allowed to deliver or bring lunch to students except with prior permission of the school and only on rare occasions. The school office must be notified in advance and the lunch must be delivered to the school office and not to the student. Students will be contacted by the office to collect their lunch.**

## **MAKE-UP TESTS**

In case of absence, a student will be responsible for making up class work, assignments and missed tests. Obtaining all make-up work and arranging for missed tests is a student's responsibility. In general, a student absent only on the day of a major test will take it during the next scheduled class. Prolonged absence for serious illness will be taken into consideration by individual teachers when determining make-up work. After two or more absences on a scheduled test date in the same subject area, a doctor's certificate will be required in order for the student to be given make-up work.

## **SALE OF ITEMS/GAMBLING**

No student is to make personal transactions regarding the buying or selling of items to other students while on the school premises. Any bike parts within the school building or yard will be confiscated. Gambling is strictly prohibited on school grounds.

## **GRADE LEVEL PROMOTIONS MEETINGS**

Grade Level Promotions Committee Meetings are held after the final grades have been processed. In Middle School, teachers will make recommendations on which subjects students will be required to make up at summer school. Recommendations may also include repeating the grade.

## **TEACHER CONFERENCES**

In addition to the regularly scheduled Parent/Teacher meetings, parents may request a conference with a teacher at any time during the school year. Parents are also encouraged to email teachers with questions or concerns. Details of accessing teachers' email addresses can be found at the beginning of this handbook.

Please note the dates of Parent/Teacher Conferences in the calendar and on the website.

## **TEXTBOOKS, SUPPLIES, CARE OF PROPERTY AND POSSESSIONS**

Students are issued the textbooks they will need in the specific subjects they are studying. The responsibility of taking good care of these books and returning them to the teacher is that of the student. If a textbook (or supplementary book) is lost, the cost of that book is borne by the student. Students must keep their books in assigned lockers when not needed for classes. **All textbooks should be covered.**

Mount Saint Agnes students should take particular pride in their possessions and in their school. Care should be taken of desks, classrooms and all school property. Any damage or carelessness ultimately hurts parents by placing an additional burden on them in order to replace damaged materials and facilities as well as facing possible disciplinary action.

## **TOBACCO POLICY**

Students are not permitted to smoke or use smokeless tobacco products on the school premises, at any school sponsored event, or at any time while in uniform. Students may not have lighters or matches in their possession. The Mount Saint Agnes campus is a smoke free facility.

## **DRESS CODE GRADES 6 -12**

***MSA students have been voted the best dressed students on the Island.***

Students are expected to be in uniform each day. Students must be neat, clean, well groomed and modest at all times—during and after school hours—while on campus and at all school-related functions. It is important that students keep in mind they serve as ambassadors for Mount Saint Agnes Academy.

In keeping with these principles, students at Mount Saint Agnes Academy are required to abide by the uniform guideline. Uniform items may be purchased through the school's Uniform Shop.

From time to time, a Non-Uniform day may be approved by the administration. Guidelines governing the non-uniform must be followed.

### **Middle and High School Uniform**

Gentlemen:

- White polo shirt with school crest (short or long sleeves)
- Grey Bermuda shorts or grey trousers

- Grey, black or white socks with long trousers – **not ankle or sports socks**
- Grey knee socks with Bermuda shorts
- Dress shoes in black or brown
- MSA vest, cardigan, or long sleeved pullover.

Ladies:

- Plaid Kilt
- White polo shirts with school crest (short or long sleeves)
- White knee socks in summer; navy knee socks in winter.
- Navy slacks may be worn in the winter months.
- MSA vest, cardigan, or long sleeved pullover.
- Low heeled shoes in dark brown or black

*Navy Blue Polar Fleece both gentlemen and ladies:*

- *The navy polar fleece jacket may be worn to and from school. It is outer wear. **THE FLEECE MAY ONLY BE WORN OVER A SWEATER OR VEST ON VERY COLD DAYS. STUDENTS MUST OWN A SWEATER. THE FLEECE MUST NOT BE WORN TO MASS OR ASSEMBLIES.***

#### **OTHER DRESS CODE REQUIREMENTS FOR ALL STUDENTS:**

**Skirt length:** The hem of the skirt should rest at the top of the knee.

**Proper shirt wear:** Only the top button is to be unbuttoned on polo shirts and the shirt must be tucked in at all times whether inside or outside the building. Shirts must not be too large or oversized.

**Undergarments:** Only SOLID, plain, white undergarments may be worn under the uniform polo. Undergarment sleeves should not extend past the length of the outer shirtsleeve.

**Shoes:** Shoes must be polished leather or vinyl. Suede shoes and canvas sneakers are not permitted. High top athletic shoes are not permitted. Ballet style shoes for the females are discouraged as they do not provide adequate support.

**Socks:** Low rise athletic socks are not permitted.

**Proper shorts, pants, and skirt wear:** All shorts, pants, and skirts must rest at the waist.

Pants must not be too large or too long. No large belt buckles are permitted. Belts must be brown or black.

**Sweater Policy:** MSA vest, cardigan, and long sleeved pullover are the regulation uniform.

#### **Jewelry & Hair:**

- No body piercing is permitted.
- Girls are limited to one stud earring per ear. The color of the earrings may be silver, gold, navy blue, white, or small birthstone studs.
- Girls are permitted to dye or color their hair, provided that the color is consistent with a natural hair color. **Extreme colors, highlighting or distracting hairstyles are not acceptable.**
- Hair ribbons, headbands and other hair accessories must be white or navy blue. Large flowers and ribbons are not acceptable.
- Girls are allowed to wear only clear lip-gloss. Natural nails only are permitted. No make-up is permitted. This includes mascara, eye liner and eye shadow. Grade 12 girls are permitted to wear modest make-up
- Boys are not allowed to wear any earrings.
- Hair should be kept out of the eyes and looking clean and neat.
- Boys are not permitted to color or highlight their hair.
- Boys' hair is not to extend over the top of the ear or below the natural hairline and should be kept out of the eyes.
- **Extreme hairstyles such as Mohawks, faux hawks, lines, and other distracting hairstyles are not permitted.**
- Boys are to be clean-shaven; sideburns are not to extend below the ear lobe. A mustache only is permitted.
- No shaved eyebrows
- Boys and girls are permitted to wear a watch, medical alert bracelet or chain, or silver or gold chain with one Christian medal on it.
- For seniors, a Mount Saint Agnes Academy class ring is permitted.

The Principal and Assistant Principal will decide the application of any of the above rules concerning jewelry and hair.

#### **NON-UNIFORM DRESS GUIDELINES:**

From time to time, the administration may permit students a Non-Uniform Day when students are excused from the usual uniform guidelines. On such days, students will be expected to follow these guidelines:

- Jeans, shorts, sweatshirts, flannel shirts, T-shirts, sweaters, and athletic shoes are permitted. T-shirts must not have any advertisements or cartoons that are tasteless or offensive in nature.

Boys:

1. Baggy/sagging pants are not permitted.

Girls:

1. Midriff-revealing blouses, tight-fitting, low-cut blouses, spaghetti-strap tops, tank tops, halter tops, bare shoulders and mini skirts are not permitted.
2. Shorts must reach mid-thigh; they may be no shorter than where your fingertips touch your legs with your arms at rest by your side.

#### **Uniform Code for Off-Campus Travel:**

Students traveling off campus for a conference, retreat, or event where they are representing the school are expected to follow the school's dress guidelines or non-uniform guidelines depending on the nature of the event. Faculty supervising an off-campus event will communicate dress code expectations in keeping with the guidelines outlined in this handbook

**Students who violate the dress code are subject to disciplinary action. Students whose dress code violation is not immediately correctable are subject to being sent home until the problem is corrected.**

Summer Uniform: September to November mid-term; Easter to June.

Winter Uniform: After the November mid-term break to Easter.

**Girls who wear fingernail polish will be subject to a \$10 fine. This is to be paid within the week of receiving the fine.**

**Students will receive 5 conduct points for being out of uniform.**

## **CONDUCT AND DISCIPLINARY CODE**

Mount Saint Agnes Academy is dedicated to providing every student an opportunity to pursue excellence consistent with the school's mission and the teachings of the Roman Catholic Church. Good conduct on the part of all students helps to create a safe and fair environment for students, staff, teachers and visitors. In addition, we believe that learning, experiencing and accepting consequences for inappropriate behavior are essential for the social, moral and spiritual development of all students. The teachers and staff are expected to treat students fairly, showing gentleness when possible and firmness when necessary.

The following statements should be the hallmark of every student at Mount Saint Agnes Academy:

- *Strive always for a close relationship with God and allow God's presence to be easily observable in all our endeavors.*
- *Respect authority and help to create an environment of law abiding citizens with their peers.*
- *Treat all adults in our school with equal respect and follow their instructions.*
- *Create a school environment that respects the uniqueness, individuality and differences of all people, no matter their race, sex, religion, physical appearance, academic or athletic ability.*
- *Obey the rules contained in this handbook in both spirit and letter.*
- *Respect and protect the property of others.*
- *Be drug-free and be sure others work towards the same goal.*
- *Dedicate ourselves to assisting the less fortunate in our community.*
- *Do our part to provide a classroom atmosphere that is conducive for our fellow students to learn, and to work to the highest level of their ability, and to allow the teacher to teach without disruption or distraction.*
- *Contribute to the success of Mount Saint Agnes through support of fund-raising efforts.*

### **CODE OF CONDUCT GRADES 6-12**

### **STEPS FOR MODIFYING INAPPROPRIATE BEHAVIOR AND VIOLATION OF SCHOOL RULES**

- Conference between teacher and student.
- Telephone call, letter or e-mail between teacher and parent(s).
- Conference with teacher, student and parent(s).
- Teacher assigned detention after school.
- Deduction of points from conduct grade.
- Conference with administration, student and teacher.
- Conduct points deducted by administration.
- Conference with administration, student and parent(s).
- In or out of school suspension at the discretion of the administration.
- Expulsion.

## **CONDUCT GRADES**

Each quarter a student starts with a conduct grade of 100. This grade will be lowered when rules are violated.

Teachers may deduct points from a student's conduct grade for violations of classroom/school rules or inappropriate behavior. When a teacher has deducted points and inappropriate behavior continues, the teacher will refer the student to the administration for further deduction of conduct points and other actions deemed necessary.

It is to be stressed that the deduction of conduct points should not be used in place of communication with the student and parent (s).

If a student receives less than a 60% in conduct during or at the end of the quarter, he or she is determined to have failed conduct for that quarter and is subject to the following:

- Conference with administration, parent(s) and student.
- Student is placed on probation for the remainder of the quarter and the following quarter.
- Student will be required to sign behavior/attendance contract.
- During this period of probation:
  - Student is suspended from Student Council, National Honor Society.
  - Student may not participate in field trips or any activities off school grounds.
  - Student may not participate on athletic teams or other teams representing the school.
  - Student may not receive Academic Honors.

Students placed on probation three times during a school year may be expelled, or asked not to return to school for the following year.

Seniors on probation during the third and/or fourth quarter may be barred from participating in some traditional senior events.

Students on suspension are not permitted to attend school functions.

**The following violations may result in an automatic deduction of 41 conduct points and an out of school suspension of 3-5 days. It should be noted that any of these offenses may also result, instead, in expulsion of the student if it is found by the Principals that the offense is part of a larger pattern of disregard for the rules and/or mission of the school (including having failed conduct during the previous school year), if the effects of the offense may cause a disruption to the educational, spiritual or moral atmosphere of the school, or if the offense is extreme in its nature:**

- Blatant disrespect or insubordination of teachers or staff members.
- Bullying or harassment (physical or sexual)
- Cheating more than once in a school year.
- Conviction and or/ indictment of a crime.
- Destruction or vandalism of school property or the property of a teacher or student.
- Fighting on or off the school property/grounds.
- Improper use of the internet.
- Truancy or cutting class.
- Sacrilegious acts.
- Stealing.
  
- **Physical signs of being under the influence of drugs or alcohol/smelling of drugs/erratic behavior that maybe related to substance abuse on the school grounds or during school sponsored events or activities.**
- **Possession of a weapon.**
- **Possession of drug paraphernalia, drugs or evidence of trafficking.**

**These offenses are considered very serious in nature and may result in expulsion.**

**The school reserves the right to discipline students for off-campus conduct that is detrimental to the reputation, values or mission of Mount Saint Agnes.**

**The following violations may result in the deduction of 20 conduct points:**

- Cell phone found on person or in bag during school hours (**the cell phone will also be confiscated and returned to the student at the end of the semester (January or June).**)
- Cheating, first occurrence. The student also receives a “0” for that assignment or test.
- Disrespect of a staff member.
- Dress code violation that is not immediately correctable (out of uniform, hair color, eyebrows shaved, fingernails painted/decorated or tips added, not shaven etc). The student may also be sent home until the violation is corrected.
- Tobacco use on school grounds or at school events.

**The following violations may result in the deduction of 5 conduct points per occurrence:**

- Dress code violation that is immediately correctable.
- Eating or drinking in the hallway or classroom (water is acceptable in warmer months).
- Gum chewing anywhere at school.
- Inappropriate school behavior (eg. Running in hallway, cursing, failure to maintain silence during fire drill or lock down drill, leaving trash behind).
- Tardy to class.
- Tardy to school (students are allowed 2 tardies to school per quarter without penalty).

**EXCLUSION FROM CLASS**

Students who have violated classroom rules or have been disrespectful to a teacher may be excluded from the class. Students must report to the office immediately to complete an Exclusion Form. Students will NOT be permitted to attend this class until the matter is resolved. **It is the student’s responsibility to contact the teacher to make arrangements to resolve the issue. It is at the teacher’s discretion whether conduct points will be given with the exclusion.**

**EXCLUSION POLICY**

1 <sup>st</sup> Exclusion	Interview with an administrator. Exclusion form concerning the discipline issue is taken home to parents. Exclusion form to be returned signed. Student to meet with the teacher to resolve issue.
2 <sup>nd</sup> Exclusion	Meeting with the parents/guardian, teacher, counselor, student and administrator to resolve the issue. Half day in school suspension. Loss of 20 conduct points. Letter on file. Complete discipline package.
3 <sup>rd</sup> Exclusion	Meeting with the parents/guardian, teacher, counselor, student and administrator to resolve the issue. One day in-school suspension. Read article on respect and prepare a 500 word essay on the importance of respecting rights of others. Placed on probation. Loss of 21 conduct points.
4 <sup>th</sup> Exclusion	Three day suspension from school. Meet with MSA Disciplinary Committee to review behaviors and consider future options.
5 <sup>th</sup> Exclusion	Recommendation for removal from school

**Please note: Exclusions are cumulative during the year.**

**DETENTION**

Any teacher or administrator has the authority to issue a detention to a student if that teacher or administrator recognizes this to be in the best interest of the student. A student who receives a detention must serve it on the same day it is issued or the consecutive school day at the discretion of the teacher. For minor infractions, detentions are 45 minutes in length and begin five minutes after the last class period of the day. It is the student’s responsibility to make the necessary arrangements to assure his or her presence at the detention. For more serious infractions, students may be issued double detentions or in-school suspensions.

Detentions take precedence over all extra-curricular activities but not over other classes which meet for a grade. Consequently, a student is not permitted to attend athletic practices (including traveling to games) or clubs until the detention has been completed. During the detention the student may be required to do a “detention work

package". Failure to serve a detention when scheduled will result in an additional detention being issued and further disciplinary action, including the possibility of a suspension.

### **SUSPENSION – IN SCHOOL OR OUT OF SCHOOL**

Suspension is the temporary removal of a student from the classroom or from the school, including participating in extra-curricular activities. The Principals may issue a suspension if it is believed that a student's behavior is serious enough to warrant this action or if the student fails to respond to lesser disciplinary measures. A student will remain suspended until the student and his parents have met with the Principals, and they are satisfied that the student intends to reform his behavior. Suspended students are not permitted to attend school functions both on and off campus—including athletic events.

Because we want to encourage a student on suspension to keep up with his or her academic work, the student may make up work missed during the suspension. However, the maximum value that the student may receive for that work is 80% of what he or she would receive while not on suspension.

### **EXPULSION**

Expulsion is the permanent dismissal of a student from Mount Saint Agnes Academy for disciplinary reasons. The Principals may issue an expulsion. A student may be expelled for repeatedly disregarding school rules or for serious conduct unbecoming a MSA student.

### **EXPULSION AND DUE PROCESS**

The parents/guardians of a student who is expelled may appeal the dismissal to the Board of Governors within two (2) days of the action by submitting, in writing, a letter addressed to the Board Chairman stating the reasons for the appeal. The committee will conduct an impartial hearing and give its decision in writing within two (2) days thereafter. The decision of the Board of Governors is final.

### **DISCIPLINARY PROBATION CONTRACT**

Any student who fails conduct will be placed on Disciplinary Probation Contract. This is a trial period during which the student must demonstrate that he or she has corrected the unacceptable behavior, attitudes or bad habits. The administration will send written notice of the Probation Contract to the parents. This contract must be signed by all parties. Probation remains in effect for a least the entire quarter for which it is issued. A student's infraction of any school rule while on probation may be cause for further disciplinary action or dismissal from the school.

### **GENERAL STUDENT HARASSMENT POLICY**

Mount Saint Agnes Academy is committed to maintaining an educational environment in which all individuals treat each other with dignity and respect. This environment will be free from all forms (verbal, written, on-line or in-jest) of intimidation, exploitation, bullying and harassment, verbal or non-verbal, including sexual harassment. Any threats, harassment, bullying, fighting, injury, or damage to a person or property of any person, by any individual or group is strictly forbidden. Such actions render the student liable to detention, suspension, or expulsion.

### **RESPECT FOR OTHERS/BULLYING**

All students are expected to obey rightful authorities and to follow their directive and instructions. Obedience is an important virtue to be cultivated. Any disrespect of defiance toward any school authority in word or gesture will be considered a grave offense and may result in suspension or expulsion.

Disrespect to fellow students will not be tolerated. Students may face disciplinary action for bullying behavior comments, whether spoken or written. Engagement in online blogs such as, but not limited to MySpace.com, Facebook, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, or other students. All students of the school are part of the Mount Saint Agnes Academy family and should be treated with respect.

### **STUDENT HARASSMENT REPORT POLICY**

Students who feel victimized by other students or employees of the school should report the harassment/bullying to a teacher, guidance counselor or administrator. Likewise, if a student feels another student is being victimized, they should report the harassment or bullying to a teacher, guidance counselor or administrator.

## EXTRACURRICULAR ACTIVITIES

To enhance the academic education and to foster the total development of the student body, Mount Saint Agnes sponsors a variety of organizations and activities.

- Student Leadership: Each May elections are held to choose the officers for the next school year. The purpose of the House Council will be to continue to develop qualities of leadership, to assist in management and to foster good community and school spirit.
- Yearbook: There is a yearbook produced annually. Members of all classes are encouraged to be involved in its production.
- Athletic Teams: There are both varsity and junior girls' and boys' teams in volleyball, basketball and soccer. Students also have the opportunity to participate in organized track and field, swimming and badminton meets.
- Debating Club: This organization has become a very important extracurricular activity.
- The Duke of Edinburgh Scheme. This is offered at the school, where the students have an opportunity to complete their Bronze, Silver and Gold Medals.

For any activity held after school hours, the person, group or class sponsoring it, is responsible for providing gate security. In addition, for functions such as dances, the hosts must also provide chaperones. It will be the responsibility of the hosts under the direction of the teacher/moderator to organize various committees including a clean-up committee to insure smooth running of the event. No food or drink is to be brought to the gym at any time. Students must abide by all school rules (including uniform where appropriate) while attending school games. Students using the gym should be supervised at all times.