


Mounds Park Academy  
Parent/Student Handbook  
2009–2010

# Mounds Park Academy Parent/Student Handbook

## Table of Contents

A  symbol signifies new or revised information for the 2009–2010 school year. Please review the entire handbook, but pay close attention to the modifications, new policies and guidelines.

### PreK–12 Information

Mission Statement .....	1
Code of Ethics .....	1
Respect Policy .....	2
Respectful Discourse Policy .....	3
Alcohol-Drugs-Tobacco .....	3
Assemblies, Performances, Field Trips, and other Extracurricular Events .....	4
Audience Etiquette .....	4
Events and Activities During the School Day .....	5
Attendance Policy .....	5
Bus Behavior .....	5
Calendar/Directory .....	6
Dog Policy.....	6
Dress Code/Uniforms.....	6
Uniforms for PreK-4.....	6
Uniforms for 5-8.....	8
Uniforms for 9-12.....	9
Physical Education Uniforms for K-12 .....	10
Equal Opportunity Policy .....	11
Extracurricular Activities Communication/Updates .....	12
Gum .....	12
Health Services .....	12
Language .....	14
Medications Procedure .....	14
Mounds Park Academy School Song.....	14
Noise .....	14
Parent/Non-parent Background Checks .....	15
Parent(s)/Teacher Communication Guidelines .....	15
Personal Property .....	16
Photography and Publicity.....	16
Proof of Legal Custody/Rights & Data Privacy Law .....	16
Religious Holidays .....	16
Reporting Student Progress .....	17
Roughhousing .....	17
Safety Modifications During the School Year .....	17
School Board Policies/Procedures.....	19
School Closings.....	20
School Hours.....	20
School Property .....	20
Sexual Harassment Procedure .....	20
Special Needs Assessment .....	21
Staff Workroom/Lounge.....	21

Stealing .....	22
Student Groups .....	22
Student Transportation Policy.....	22
Student Visitors.....	23
Substitute Teachers .....	23
Technology Information .....	23
Network Acceptable Use Guidelines .....	23
Internet Accessibility .....	23
Lower School .....	23
Middle School .....	23
Upper School .....	23
Rules of Network Etiquette.....	24
Technology Resources at MPA .....	24
MPA Acceptable Use Policie s.....	24
Copyright and Plagiarism Guidelines .....	25
Weapons Procedure .....	25

### Lower School (Grades PreK-4) Information

Principles for Good Practice for Lower School .....	26
Attendance.....	26
Leave Early/Arrive Late .....	26
Vacations .....	26
Illness .....	27
Behavior Guidelines .....	27
Birthdays.....	27
Community Service .....	27
Conferences/Comment Cards (Grading) .....	27
Discipline .....	28
Extended Day Program (Panther Club) .....	28
Extracurricular Activities.....	29
Field Trips.....	29
Halloween Costumes/Parade.....	29
Library .....	29
Lost and Found .....	30
Lunch/Lunchroom .....	30
Hot Lunch .....	30
Cold Lunch.....	30
Visitors to Lunch .....	31
Cafeteria Rules .....	31
Grade 4 Conflict Managers .....	31
Mechanical Devices.....	31
Outdoor Play .....	31
Playground Rules.....	32
Phone Calls/Messages .....	32
Responsibilities.....	33
School Events/Traditions .....	33
Back-to-School Night .....	33
Grandparents and Special Friend Day .....	33
The Last Day of School .....	33

Lower School Art and Music Show .....	33
Lower School Sports Week .....	33
Lower School Track and Field Day .....	34
Student Supplies .....	34

### Middle School (Grades 5–8) Information

Assemblies .....	34
Assignment Notebooks .....	34
Attendance Procedures .....	34
Notifying the School of Absences .....	34
Arriving Late/Leaving Early/Returning .....	35
Tardies .....	35
Extended/Extra Holidays .....	35
Backpack Use .....	35
Cheating and Plagiarism .....	35
Community Service .....	36
Discipline Procedures .....	36
Suspensions .....	36
Dress Code .....	37
Dropping Classes/Changing Schedules .....	37
Extended Day/After School Activities .....	37
Food/Snacks .....	37
Grading .....	38
Homework .....	38
Invite Back Process .....	38
Academic Concerns .....	38
Behavioral Concerns .....	38
Leaving Campus .....	39
Library Use .....	39
Lost and Found .....	39
Lunchroom .....	39
General Guidelines .....	39
Hot Lunch .....	39
Cold Lunch .....	39
Alternate Lunch .....	40
Nurse .....	40
Phone Calls/Cellular Phones/Pagers .....	41
Photocopying .....	41
Radios/CD Players/Tape Players/Electronic Games/MP3 Players .....	41
Recess Rules .....	41
Skipping Classes .....	41
Student Council .....	41
Student Responsibility Code .....	42

### Upper School (Grades 9–12) Information

Academic Integrity .....	42
Cheating/Plagiarism .....	42
Homework .....	43

Make-up Work .....	43
Policy for Dropping Classes .....	43
After School Activities .....	43
Attendance .....	43
Absence from School .....	43
Attendance Procedure .....	43
Attendance - Loss of Credit .....	44
Attendance - Appeals Process .....	45
Extended/Extra Holidays .....	46
Appointments/Leaving Early/Returning .....	46
Arriving Late .....	46
Permission to Leave Campus During School Day .....	46
Permission to Leave Campus Before and After School Day .....	46
Participation in Extracurricular Activities .....	46
Tardies .....	47
Discipline .....	47
General Procedures .....	47
Student/Faculty Judiciary Board Guidelines .....	48
Suspensions .....	48
Driving Regulations .....	48
Extracurricular Activities .....	49
General Information .....	49
Activities and Clubs .....	49
Athletics .....	49
Physical Education/Athletics .....	50
Grading .....	51
Pass/No Credit Grading .....	51
Cumulative Grade Point Average .....	51
Final Exams .....	52
Honor Roll .....	52
Academic Lettering .....	52
Transferred Credits .....	52
Transcripts .....	52
Failing a Class .....	52
Graduation Requirements .....	53
Invite Back Process .....	53
Academic Concerns .....	53
Behavioral Concerns .....	54
Responsible Laptop Use Guidelines .....	54
General .....	54
Citizenship .....	54
Security .....	55
Lunchroom .....	56
Behavioral Guidelines .....	56
Hot Lunch .....	56
Miscellaneous .....	56
Cellular Phones/ Pagers .....	56
Copy Machine .....	56
Eighteen-Year-Old Students .....	56
Electronic Listening Devices and Games .....	56

Library Use.....	57
Lost and Found .....	57
Phone Calls .....	57
Phone Messages.....	57
National Honor Society .....	57
Peer Leaders .....	58
Student Council.....	58
Substitute Teachers.....	58
Discussion Groups .....	58

## PreK–12

Mounds Park Academy aspires to create a pleasant and challenging school environment for its students—an environment where sensitivity, respect for others, and hard work are valued. As a college preparatory school, Mounds Park Academy intends to thoroughly prepare its students for further education, encouraging them to strive for excellence, yet paying attention to their individual needs. It is hoped that the atmosphere of the school will encourage students to enjoy a variety of activities and experiences and take pride in the quality education at Mounds Park Academy.

### **Mission Statement**

We teach students to think independently, communicate effectively and act with respect and integrity in a diverse community that models intellectual ambition, global responsibility and the joy of learning.

### **Code of Ethics**

MPA has developed and maintains a Code of Ethics for the members of its community. The Code, in both its detailed and paraphrased versions, is intended to be a guide for general behavior. (*Adapted from “The Morally Mature Person” developed by the ASCD Panel on Moral Education.*)

#### **The MPA Code of Ethics**

1. Respect human dignity, which includes
  - affirming the worth and rights of all persons,
  - practicing and promoting honesty,
  - promoting human equality,
  - respecting freedom of conscience,
  - working with people of different views,
  - and refraining from prejudiced actions.
2. Care about the welfare of others, which includes
  - recognizing interdependence among all people,
  - caring for the physical environment,
  - advocating social justice,
  - taking pleasure in helping others,
  - accepting one’s responsibility as an American citizen,
  - accepting one’s responsibility as a Global citizen.
3. Integrate individual interests and social responsibilities, which includes
  - becoming involved in community life,
  - doing a fair share of community work,

- displaying self-control, humor, diligence, fairness, kindness, honesty, and courtesy in everyday life,
  - fulfilling commitments,
  - and developing self-esteem through positive interaction with others.
4. Demonstrate integrity, which includes
    - practicing diligence, hard work and commitment;
    - being able to admit to mistakes,
    - taking stands for ethical principles,
    - displaying moral courage,
    - knowing when to confront, when to compromise, when to yield,
    - and accepting responsibility for one’s choices.
  5. Reflect on ethical choices, which includes
    - seeking to be informed about important ethical issues in society and the world,
    - recognizing the ethical issues involved in a situation,
    - making valuations based on ethical principles,
    - and thinking about the consequences of decisions.
  6. Seek peaceful resolution of conflict, which includes
    - striving for the fair resolution of personal and social conflicts,
    - avoiding physical and verbal aggression,
    - listening carefully to others,
    - encouraging others to communicate,
    - and working for peace.

#### **The MPA Code of Ethics Paraphrased for Younger Students**

1. Each person is important and valued.
2. Each person has a responsibility to help make the world a better place.
3. Each person has talents and is expected to use them to serve the community.
4. Each person is expected to choose appropriate behaviors and encourage others to do so as well.
5. Each person is expected to think about the results of one’s actions and how they affect others.
6. Each person is expected to solve disagreements by talking, listening, and compromising.

#### **Respect Policy**

At the core of our community is a spirit of mutual respect. We seek to respect the integrity and worth of every individual, respecting and valuing individual viewpoints, and, therefore, this policy is not intended to restrict the flow of ideas.

#### **Mounds Park Academy expects that:**

- All members of the school community feel physically, intellectually, and psychologically safe when at school or at school functions.
- All members of the MPA community are expected to be respectful at all times to each other, to visitors, and to school property. This expectation applies to all

communications that members of the community have with each other, including electronic communication.

- In order to maintain a safe, positive, supportive community, all members of the MPA community have a responsibility to communicate instances of disrespect/harassment to the appropriate person(s), e.g., faculty, division directors, assistant directors, or other staff members.
- Issues of disrespect/harassment involving students will be dealt with by the appropriate division director. Consequences will depend on the age of the student(s) involved, the severity of the occurrence, and the number of related offenses. The consequences may include, but are not limited to, one or more of the following: A parent conference; counseling; loss of privileges; restitution; and suspension or expulsion, if warranted.
- Issues of disrespect/harassment involving adults will be dealt with by the Head of School and/or Executive Committee of the Board of Trustees.

### **Respectful Discourse Policy**

When difficult conversations are broached, it is OK to disagree. Be willing to speak your mind, and be ready to listen for understanding. Trust your feelings and respect those of others. Think critically, share your ideas, ask questions, and engage in dialogue. The following guidelines should be followed to assure respectful discourse:

1. Always go directly to the person(s) with whom you have the conflict.
2. Speak for yourself and from your own experiences.
3. Assume we are all operating from the same starting point and everyone is working for the best interests of the student and school.
4. Assume a peer relationship—everyone deserves respect.
5. Be willing to listen and really hear others' points of view.
6. Use a respectful tone, language, and gestures.
7. Identify issues(s), ask questions, clarify, and look to understand all sides.
8. Be willing to look at other options/possibilities.
9. Be careful not to breach the confidentiality of students, parents, other staff members, etc. Sometimes a topic should not be discussed in a large group, but only with the individual involved. It is very important that the time and place for discussion of a confidential topic are appropriate.
10. After a difficult conversation has occurred, return to a state of goodwill toward each other and share a willingness to continue to problem solve, in the future, in good faith. Regardless of the outcome of a conversation, one should go away feeling heard and with a willingness to continue to converse.

### **Alcohol – Drugs – Tobacco**

When a student is found to be under the influence or in possession of alcohol and/or other drugs, or there are reasonable grounds to suspect that a student is under the influence, the division director should be notified. At minimum, consequences for a first offense will include a conference with appropriate parties, a chemical use

assessment, counseling arranged by the school psychologist, Minnesota State High School League (MSHSL) penalties, and a two-day suspension. A second violation will result in permanent expulsion from MPA and additional MSHSL penalties. If a student is involved in the transfer of alcohol or other drugs at school or at a school sponsored activity, the student will be permanently expelled from MPA. The transfer will be reported to the police. If a student is dishonest about having possessed, used, or come to school under the influence of drugs, the student will face immediate expulsion.

### **Assemblies, Performances, Field Trips, and other Extracurricular Events**

MPA provides extensive athletic, performance, and assembly experiences for students in the belief that such activities contribute significantly to the development of skills, character, mutual support, and school spirit.

At MPA, we expect our students to be an enthusiastic, supportive, and positive audience at all times. Booing, jeering, negative comments, etc., are not conducive to the encouraging environment we wish to foster. Assembly speakers, opposing teams, and fans are to be treated as guests.

As members of interscholastic teams, or participants in official school field trips, we expect MPA students to demonstrate good sportsmanship and decorum, and to be aware of their roles as representatives of the MPA community. MPA reserves the right to video or audio tape any school performances or events.

### **Audience Etiquette**

When attending events in the Nicholson Center, please be courteous to those performing and other members of the audience by turning off your cellular phones and other electronic devices during ALL programs and performances. Also, please be aware that students and children attending a performance of any kind in the Nicholson Center should either be a participant, and therefore with a supervised group, or sitting with a parent or guardian. Audience members should refrain from bringing food or beverages into the area in order to keep our theater clean and safe.

### ***An Important Reminder to Parents:***

It is not acceptable for students to be running around the building playing tag, shooting baskets, etc. during activities at MPA. This is a potential accident waiting to happen and a liability. The custodians cannot be responsible for your children, as they are not an appropriate alternative to supervising them, regardless of age. Students should learn proper etiquette, and should not be wandering around in and out of events or participating in distracting behavior. This is not fair to the participants in the program and other members of the audience. Please keep your students and their siblings with you, or, if you feel it is not possible, please leave them at home with a babysitter.

## Events and Activities During the School Day

MPA believes that there are several reasons why it is inappropriate for a sibling to attend an event of an MPA brother/sister during the school day, therefore, they will not be permitted to attend an event of an MPA sibling during the school day. Students who would attend in such a situation often miss important class time. Also, those monitoring the event may have only specific groups/individuals in mind to attend.

## Attendance Policy

Punctual, regular attendance is absolutely necessary for a successful education. A student must bring a note from a parent, nurse, administrator, or teacher in order to receive an excused absence. Absences due to illness or appointments are excused. In general, "sleeping in" is considered an unexcused absence/tardy. Students are encouraged to check their class Web sites and PowerSchool for information regarding missed work during absences. Absences need to be called in to each division (#280 for Lower School, #281 for Middle School, and #282 for Upper School).

## Bus Behavior

Students need to be aware of the type of behavior that is expected on the bus. Please review the following rules with your children. If you become aware of problems with student behavior on the bus, please contact the appropriate division director.

1. The rules of conduct that apply at school also apply on the bus.
2. Rules specific to the bus:
  - a. Remain seated unless in the process of boarding or exiting.
  - b. Face forward while seated.
  - c. Talk quietly.
  - d. Do not throw objects around the bus or out the windows.
  - e. Do not use profane language.
  - f. Do not disturb the driver.
  - g. Watch out for the welfare of students younger than you.
  - h. Keep all parts of your body inside the bus (no hands, heads or arms outside of windows, etc.)
  - i. Use great caution when getting on and off the bus.
  - j. Be helpful and courteous at all times.
  - k. Collect all litter and possessions before leaving the bus.
3. Please be aware that the following are NOT PERMITTED on the bus.
  - a. Nonhuman living creatures
  - b. Skis, large musical instruments and other bulky items
  - c. Eating and drinking

4. The procedures in the event of inappropriate behavior are:
  - a. The bus driver will use the reporting form to document the incident or behavior.
  - b. First infraction—appropriate director will speak with student(s).
  - c. Second infraction—parent notification/assigned seats.
  - d. Third infraction—loss of bus riding privileges for a set time.
  - e. Depending on the severity of the infraction, loss of bus riding privileges could occur at any time.
  - f. Students will pay for any property damage.

## Calendar/Directory

The school calendar is mailed to all MPA families in August. Major events are scheduled for the year and are placed on the calendar. Changes and additional information is published on our Web site. Notices for grade level performances are sent home with Lower School students in advance of the performance date. For Middle and Upper School students, event information is published on PowerSchool.

The school directory of student/parent names, addresses, phone numbers, and email addresses is distributed to families in September. An online version with the most recent information is available on our Web site.

## Dog Policy

MPA allows dogs on their outdoor campus if the owner having charge of the dog immediately removes the dog droppings. All droppings must be suitably wrapped or contained before being placed in a litter bin. No dogs are allowed inside the school's facility unless admitted as a guide dog. At MPA, we guarantee a blind or visually impaired person the legal right to be accompanied by a dog guide on our school grounds and inside our facility.

## Dress Code/Uniforms

Students will maintain proper uniform (PreK-7) or dress code (8-12).

### MPA Uniforms—PreK through Grade 4

Boys Uniforms

Slacks: Navy twill or corduroy

Shirts: Perma press shirts, long or short sleeve  
—white, light yellow or light blue, **no** gold or navy blue  
Oxford cloth dress shirts, long or short sleeve  
—white, light yellow or light blue, **no** gold or navy blue  
Turtlenecks or mock turtlenecks  
—white, light yellow or light blue, **no** gold or navy blue  
Knit shirts with collar and placket, long or short sleeve  
—white, light yellow or light blue, **no** gold or navy blue

Sweaters/Pullovers:	Cardigans—navy, dark green, yellow or white V-neck pullovers—navy, dark green, yellow or white Sweater vests—navy, dark green, yellow or white Crew-neck pullovers—navy, dark green, yellow or white Navy fleece pullover and vest with MPA logo <b>No</b> sweatshirts <b>No</b> ribbed or cable knits <b>No</b> hoods on sweaters
Socks:	Solid colors—navy, dark green or white
Shoes:	Any dress shoe, sandal or athletic shoe is acceptable. <b>No</b> flip-flops.
Shorts:	Must be navy blue. <b>No</b> short shorts, camp shorts, gym shorts, tennis shorts or cut-offs.
Girls Uniforms	
Jumpers/Skirts/Skort:	Navy watch plaid with white background
Blouses:	Classic or Peter Pan collar blouses, long or short sleeve —white, light yellow or light blue, no gold  Oxford cloth dress shirts, long or short sleeve —white, light yellow or light blue, <b>no</b> gold Turtlenecks—white, light yellow or light blue, <b>no</b> gold Knit shirts with collar and placket, long or short sleeve —white, light yellow or light blue, <b>no</b> gold and <b>no</b> ribbed knits
Sweaters/Pullovers:	Cardigan—navy, dark green, yellow or white V-neck pullovers—navy, dark green, yellow or white Sweater vest—navy, dark green, yellow or white Crew-neck pullovers—navy, dark green, yellow or white Navy fleece pullover and vest with MPA logo <b>No</b> sweatshirts <b>No</b> ribbed or cable knits <b>No</b> shawls or ponchos
Socks/Tights:	Solid colors—navy, dark green or white
Shoes:	Any dress shoe, sandal or athletic shoe is acceptable. <b>No</b> flip-flops or high heels.
Pants:	Navy twill or corduroy
Shorts/Capris/Skort:	Navy blue shorts, skorts, capris or MPA plaid Bermuda shorts or skorts. <b>No</b> short shorts, camp shorts, gym shorts, tennis shorts or cut-offs.

## **MPA Dress Code—Grades 5 - 8**

The purpose behind the dress code is that students dress appropriately for the school environment and dress in such a way as to express pride in themselves and their school.

Basically, students should look neat and clean. We feel this is important because students who dress well feel better about themselves, behave better, and perform better in the classroom. Additionally, this is the students' place of business, and there are certain expectations that exist in such an environment. We de-emphasize keeping up with the latest fashions and trying to out-do peers. We believe that the substance of a person should send a stronger message than appearance.

### Pants, Skirts, Shorts

Any solid colored pants/skirts/shorts free of graphics or logos may be worn. Sweatpants and fleece pants are not allowed. The inseams of all shorts must be at least five inches in length. All skirts must also have an equivalent length to the shorts. Denim shorts/skirts/pants are not allowed. In accordance with the "neat and clean" portion of the dress code, clothing must never be ripped or torn.

### Tops

Any solid colored, sleeved, and loose fitting top, free of graphics or logos may be worn. Mounds Park Academy t-shirts are allowed, but all other t-shirts with graphics or writing are not. Necklines of all shirts must be armpit level or higher. The sleeves need to cover the shoulders, and midribs must be covered when hands are raised in the air. If a v-neck is worn, a top must be underneath the v-neck that fits the neckline requirements. Dresses are also accepted if they follow both the rules presented for tops and skirts.

### Shoes

Any dress shoe, sandal, or athletic shoe is acceptable. Students may not be barefoot. Heavy-duty boots (such as army boots or motorcycle boots) and athletic shoes with cleats and/or wheels are prohibited.

### Sweatshirts, Fleece Pullovers

Sweatshirts and fleece pullovers from sports teams, clubs, etc. are only allowed if they represent our school and include the MPA name and/or logo.

### Additional Prohibited Clothing

1. Frayed, torn, cut, ripped, dirty, stained, or patched clothing;
2. White undershirt type t-shirts;
3. Cut-offs, bathing suits, etc.;
4. Caps, hats, outside jackets and coats; and
5. Clothing that reveals bare backs, shoulders or undergarments (i.e. bra straps, boxer shorts, etc.).

The MPA administration, staff and faculty reserve the right to decide what is appropriate student appearance. Students whose appearance draws undue attention or detracts from the normal routine or the learning process will be asked to remedy the situation before being allowed to continue in class.

Students are warned if they do not have appropriate attire. After one infraction, students will serve a day of lunch/recess detention for each additional infraction. Continued episodes may result in a parent conference, continued detention and/or suspension.

### **MPA Dress Code—Grades 9 - 12**

We believe that students should dress appropriately for the school environment and dress in such a way as to express respect for themselves and others. Above all, decency is required of all members of this community. All images or language on clothing must be in agreement with MPA's established community values and policies (code of ethics, respect policy, respectful discourse.)

#### **General guidelines**

- No cut, ripped or torn clothing, or sleepwear is acceptable.
- Clothing that reveals bare backs, bare shoulders, exposed midriffs, cleavage, or under garments is not acceptable. Shoulder straps must be at least 2 fingers wide.
- All shirts and tops must reach to or extend past the waistline of pants/shorts/skirts when arms are raised and when seated.
- Length of shorts and skirts must extend past the fingertips when arms are hanging down.
- Caps, hats or bandanas may not be worn in the school building during the school day.
- Students must wear shoes at all times in the building.
- Athletic shoes with cleats are prohibited in the building.
- Logos: All logos must follow the school's respect policy and may not have offensive language or images. Writing across the back of pants/shorts/skirts is not acceptable.

Students are expected to comply with any requests made by a staff member.

#### **Consequences:**

- First offense—One hour detention
- Second offense —additional 2 hours of detention and possible parent conference
- Third violation—Conference with parents and possible suspension

### **Physical Education Uniforms—Grades PreK - 12**

#### **Grades PreK - 4**

- No gym uniforms are required.
- A separate pair of non-marking athletic tennis shoes with laces or velcro.
- It is suggested that all girls have a pair of shorts to be kept at school for physical education class when wearing a skirt or jumper.

#### **Attention parents of 4th grade students:**

With fourth grade students maturing physically, they sweat during physical activity. Please encourage your child to bathe and shower daily, wear freshly washed clothes each day, and use deodorant or antiperspirant daily.

#### **Grades 5 - 6**

- Any **short-sleeved** t-shirt with an MPA logo.
- Athletic style shorts (inseam 4" or longer). No dockers or cargo style shorts.
- Appropriate and clean tennis shoes with laces, i.e. running, cross trainers, or indoor court shoes. (No slip-ons, clogs or raised soles, skateboarding or hiking.)
- Sweatshirt or jacket (stays in locker for cooler weather).
- Sweat pants or nylon wind pants (stays in locker for cooler weather).

#### **Grades 7 - 8**

- **Short-sleeved** t-shirt (no sleeveless shirts of any sort for either boys or girls). Any graphics or text must be school appropriate and is up to the discretion of the individual teacher.
- Athletic style shorts (inseam 4" or longer).
- Appropriate and clean tennis shoes with laces and nonmarking soles.
- Sweatshirt or jacket (stays in locker for cooler weather).
- Sweat pants or nylon wind pants (stays in locker for cooler weather).

#### **Grades 9 - 12**

- Appropriate and clean tennis shoes with laces, i.e. running, cross trainers, or indoor court shoes. (No slip-ons, clogs or raised soles, skateboarding or hiking.)
- Shorts—preferable athletic styles, but anything which does not restrict activity—no boxers.
- T-shirts—no tears, holes, etc.
- Sweat pants and sweatshirt—nothing torn, cut, etc.
- If hats are worn, they must be baseball style only.

#### **Note:**

Though only students in grades 5 and 6 are required to wear MPA logo clothing for gym, there are times during the year when we have "Spirit Days" and allow students to wear blue and white or MPA logo clothing. If you wish to purchase an MPA t-shirt or sweatshirt, they are available at the Used Uniform sale and throughout the year at the Spirit Shop.

Any printing on shirts, sweats, etc. must be in good taste. Any dispute regarding physical education clothing is at the discretion of the physical education teacher.

All student clothing and equipment should be clearly marked with the student's name.

### **Equal Opportunity Policy**

MPA's mission is to encourage a diverse and supportive school community in its selection of students, employees, members of the Board of Trustees, volunteer support, and/or family participation.

#### **Employees**

MPA's decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment decisions will be made in compliance with such laws without regard to race, creed, religion, sex, national origin, age, marital status, affectional orientation, disability, status with regard to public assistance, or any other protected class status to the extent required by applicable state, local, or federal laws.

#### **Students**

MPA's decisions about student admission, retention, and physical or program access will be made in compliance with such laws without regard to race, creed, color, religion, sex, national origin, age, marital status, affectional orientation, disability, status with regard to public assistance, or any protected class status to the extent required by applicable local, state, or federal laws.

MPA is strongly committed to this Equal Opportunity Policy and will make all possible good faith efforts to comply; however, recognizing that the resources of MPA are limited, MPA does not, by having adopted the foregoing policy, commit itself to make changes to physical facilities, curriculum, or staff to accommodate a disability or to make financial aid available to all persons in need.

### **Extracurricular Activities Communication/Updates**

This policy pertains to faculty, coaches, and adults who are supervising students at activities off campus after hours. Its purpose is to provide parents with timely information about their children's activities.

Adult supervisors will provide updated information about their group's plans by using the MPA voice mail system. This is only necessary after 6:00 p.m. on weekdays or weekends, when receptionists are not available to receive information.

If a group's return to school is delayed by more than one-half hour or if other changes in plans are made which parents need to know, the supervisor will call the school and leave the information on his/her voice mail.

### **Gum**

Gum chewing is not allowed.

### **Health Services**

A nurse, hired by MPA, is on duty every school day to provide first aid and handle student health needs that occur during the school day. North St. Paul-Maplewood-Oakdale School District #622 also provides health services. A health aide is present five days each week to do routine screenings, such as vision and hearing, to keep records and provide some first aid.

A district nurse is also available for consultation and is present for follow-up screenings. The district health aide and the nurse may only assist those students whose parents/guardians have marked the "yes" on the state aid form.

Some general questions asked of the nurse are:

#### **Q. When is my child too sick to go to school?**

- A.** Your child should stay home if he/she has:
- a fever (oral temperature of 100 degrees or more)
  - diarrhea or vomiting
  - undiagnosed rash or draining sores
  - a stomach ache or headache that lasts or returns
  - an ear ache, or discharge from the ear
  - redness, swelling, or drainage of eye (possible pink eye)
  - untreated head lice
  - visible signs of a cold; sore throat with coughing
  - a 24-hour wait for report of throat culture (if positive for strep throat; student must be treated at least 24 hours prior to return)

**Q. What happens when a student doesn't feel well in school?**

**A.** Our policy regarding students who do not "feel well" is they may rest in the health office for 45 minutes. If they are not well enough to return to class after that time, the nurse will call the parent or guardian to pick up the student as soon as possible. It is essential that the person listed on the emergency card is someone who can pick your child up from school.

**Q. When my child returns to school after an illness, should he/she stay inside during recess time?**

**A.** A child should return to school when he/she is well. If the child is dressed appropriately, recess time (about 25 minutes) outside should be fine for the child.

**Q. When is my child well enough to return to school?**

**A.** Our policy is that the child must be symptom free for a 24-hour period. Also, they must feel physically well enough to resume all normal, daily activities including outdoor recess.

We wish to avoid constant re-infections and high absentee counts in our classrooms. So please refrain from sending your child back to school too soon. If "in doubt"—keep them home that extra day.

**Family Educational Rights and Privacy Act of 1974 (FERPA)**

FERPA or the Buckley Amendment protects the privacy of students and their parents by restricting access to school records in which individual student information is kept. Only "school officials with legitimate education interest" can directly access a student's records. The school must define "legitimate education interest" and specify the criteria for deciding who has this interest. FERPA provides parents with access to their child's school records, including **health records**, and stipulates that these records may not be released outside the school without specific parental consent except in a few circumstances.

FERPA requires our school to inform parents in writing every year of the school's policies and administrative procedures regarding student records. Parents also should receive information on the additional protections afforded student health information, the types of school-based or school-linked health services available to students, and the names and phone numbers of the school's health professionals. In addition the parental notice should explain in clear, easily understood language the rights of parents and students, the limits of confidentiality, and relevant concepts such as "informed consent." The U.S. Department of Education (USDoEd) has produced a model notice of parent's rights under FERPA and a model school district records policy, outlining these protections. Click <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

**Language**

Students will refrain from using profane or inappropriate language.

**Medications Procedure**

Whenever possible, parents and guardians should make arrangements to administer medications at home. However, when a student needs to take medications at school, the following policy will be followed to provide safe administration of any prescription or nonprescription medication during the school day.

Prior to the administration of medication, parents or guardians must send:

1. Written parental permission authorizing school personnel (nurse or health aide) to administer medication.
2. Written order from a physician/authorized prescriber indicating the necessity of any medication, includes both prescription and over-the-counter (OTC) medication.
3. The original labeled container of medication. Please send any OTC medication in a new, unopened, original container. If you wish to have OTC medication administered for the duration of the 2009–10 school year, your physician also must write an "as needed" order. For prescription medication, please ask the pharmacist to provide a duplicate LABELED container, one for home and one for school.

**Additional Medications Requirements:**

- Authorizations need to be renewed annually or whenever the medication changes.
- Medication to be administered in school should be kept in the health office. Students will need to go to the health office for administration of the medication. The school nurse will attempt to find a student if he/she forgets to come into the health office for their medication, but it is not possible for the nurse to do this on a regular basis.
- Controlled substances such as Ritalin, Dexedrine, Cylert, Adderall, Concerta, etc. must be counted as each supply arrives. We no longer receive these medications in partial supply that is brought to us in any packaging other than the original labeled container. Parents are now being asked to deliver only a one-month supply at a time in the original prescription container. Also, parents should pick up medication from the school at the end of the school year or when their child is no longer taking that particular medication.

**Mounds Park Academy School Song**

*Our voices raised within these walls are loyal, brave, and true; we stand together proud and strong, our flag of white and blue. The spirit that we share with all, will never cease to be; and mem'ries cherished will not fade, Mounds Park Academy!*

**Noise**

Loud voices and/or excessive noise are not appropriate. Conversational tone is expected in the building at all times.

## Parent/Non-parent Background Checks

In addition to all employees and coaches who must complete a background check as a condition of employment, the following individuals must complete a background check prior to providing their services to our students on school grounds:

- All non-parent volunteers.
- All nonemployees who perform a service for pay.
- Any parent who has a recurring assignment.

## Parent(s)/Teacher Communication Guidelines

MPA considers one of its strengths to be the communication that exists between the school, students, and parent(s). The following are guidelines to assist all of us in that communication.

In Grades PreK-4, there are daily/weekly written or phone communications with an opportunity for parental input.

In the Middle and Upper Schools, commendation, progress and/or warning notices are communicated routinely, as appropriate. For example, if a student has done an outstanding job in a particular class, he/she could receive a commendation notice. If the student is doing below "C" work, or has several missing assignments, the parent(s) are likely to get a warning notice.

Additionally, teachers often call to let the parent(s) know of an achievement or concern, and suggest a conference, if appropriate. If at any time a teacher, parent, or student wishes to have a conference, one will be set up at the earliest convenience with the parties involved. Parents are expected to consult PowerSchool in grades 6-12 for current student progress.

Written reports regarding student progress are sent home periodically. These come with a "grade" and comments regarding student's progress. Additionally, twice a year a formal conference is held involving the parent(s), one or more of the teachers, and the student (in grades 5-10). This program demands a great deal of time from our teachers, both in the preparation for, as well as actual conference time. It is, therefore, essential that you be available to conference during this scheduled period in order for these days to be of benefit to faculty and families in assessing the planning for pupil progress.

It is the school's policy that if a parent has a concern, he/she should address the concern to the appropriate faculty member. In the event that the problem is not resolved, the progression would then be to direct the concern to the division director(s), Head of School, and, lastly, to the Board of Trustees.

If a parent wishes to talk to a faculty member, they should call during school hours or email (FirstInitialLastName@moundsparkacademy.org). Whenever possible, it is the school's policy to return phone calls or email within 24 hours.

## Personal Property

All personal property should be kept in assigned desks or lockers. When locks have been provided, lockers should be kept locked at all times. MPA is not responsible for any personal property brought on the premises by students or employees. Our insurance does not provide coverage for any lost, stolen, or damaged personal property.

## Photography and Publicity

Photographs and videotapes of the children participating in our programs may be taken and appear in newspapers, magazines, or other publicity materials. Your written permission for photographs of your child (to be used without compensation) is needed for us to use your child's photograph.

## Proof of Legal Custody/Rights & Data Privacy Law

In cases where parent(s) are separated or divorced, and one parent has legal custody, the school must have proof in the form of a copy of the court order that spells out both custody and visitation rights. The school must have on file appropriate legal documentation in order to assure compliance with any limiting court order. In accordance with federal data privacy laws, MPA recognizes the rights of parents and guardians, including non-custodial parents, to review educational records related to their children. The laws also prohibit disclosure of educational records except for school educational officials as defined by the law.

## Religious Holidays

MPA is an independent school not affiliated with any religious organizations. We, therefore, adopt our calendar without the intention of taking time away from school for a particular religious holiday. We try to recognize and learn from each other the history surrounding religious holidays, their celebrations, as well as the expectations surrounding such holidays.

While we may have school on some religious holidays, we try to make accommodations for students as follows:

- A. If a student misses school because of a religious holiday, the student has the number of days missed to make up the work missed. Teachers are aware of students who miss for these reasons and will do all they can to help students get acclimated once again.

### Note:

1. Some experiences cannot be made up; they are group experiences that are of the moment and cannot be replicated.
  2. It is helpful if the parent or student reminds the teacher(s) of the absence both before and after missing school.
- B. On religious holidays, we try to avoid having extracurricular activities, meetings, standardized tests, etc. Sometimes we are not aware of when a specific holiday is observed and, therefore, it is helpful if we are notified of the dates/times of the holiday before the school year calendar goes to print in early July.

## Reporting Student Progress

One of the most important areas of a school's responsibility is that of determining and reporting student progress. The fundamental purpose of any system is to establish communication between the school, student and home in an attempt to provide feedback and guidance which fosters student growth and enhances each student's ability to reach her/his potential.

### Goals of our reporting system include:

1. To be both regular and spontaneous; this includes PowerSchool, conferences, comment cards, telephone calls, notes, commendations/ warnings, etc.;
2. To be easy to understand and informative;
3. To recognize individual learning skills and rates;
4. To be an indication of each child's ability, effort, and improvement by reporting academic achievement as well as student effort;
5. To report social, physical, and emotional related development;
6. To indicate specific skills addressed and the student's progress on these skills;
7. To accentuate the student's accomplishments and note areas where further growth is needed;
8. To encourage student initiative in the planning of her/his educational progress by allowing the student to take an active role in the setting of her/his goals and assessing progress; and
9. To encourage individual growth related to one's own potential, while providing periodic assessment and review of standardized test results.

## Roughhousing

Running, pushing, fighting, or roughhousing is not allowed on school grounds.

## Safety Modifications to be Followed During the School Year

All outside doors to the school will be locked at all times with these exceptions:

1. Between 7:00 a.m. and 8:30 a.m., only the doors by the south entrance, by the second grade rooms, the room downstairs closest to the elevator, and the north entrance will be unlocked. All classroom doors, including gym doors, should remain locked until the first period teacher arrives to open. (Night custodians should check to be sure all doors are secured when they leave.)
2. Between 8:30 a.m. and 3:00 p.m., only the south and north entrance doors will be unlocked.
3. Students outside for recess should come in the south entrance door only. Lower School students will come in and out of the door closest to the playground. (This door will be unlocked only during Lower School recess.)

4. Between 8:30 a.m. and 3:00 p.m., everyone entering the building must sign in. Even **if** the visitor is a parent, board member, someone whom the receptionist knows, or an expected visitor, he or she also must pick up a visitor badge from the receptionist. (All other visitors must be escorted to their destination after signing in and getting a badge.) Substitute teachers must sign in at the Upper School office and wear a name tag. When leaving, all visitors need to sign out and return their badge(s).
5. If staff, Middle School, or Upper School students see someone without a badge in the building they should:
  - Ask "May I help you?" (Direct the visitor to the south or north lobby or closest division office.)
  - If an appropriate response is not received, the student should seek out the closest adult and let them know; that staff member should contact the Head of School, division director or south reception immediately.
6. From 3:30 p.m. through the time that all activities are concluded for the day, the south and north entrances will remain open.
7. Those in charge of an after school event are responsible for their students. When there is not someone on the custodial staff working downstairs, the event supervisor should circulate downstairs every 20–30 minutes. (Everything should be locked downstairs, except for spaces being used for the event.)

On Saturdays, the building will be accessible (through the south entrance) every hour, on the hour, from 8:00 a.m. to 2:00 p.m. In the case of an event on weekends, the event supervisor and/or security person would monitor those coming in and out of the building. When school is not in session, but students are here for Panther Club, after 4:00 p.m. the gallery doors will be open. When school is in session, the south entrance will be open.

## Events

1. For events, as few doors as necessary should be unlocked.
2. A letter from our athletic director, facility rental supervisor, or the person in charge of the extracurricular event will be sent to the appropriate person(s) of the school(s) attending the event instructing them:
  - a. Which door to enter. (For Nicholson Center activity through the gallery; for sports center activity through the door by the north entrance. Coaches or persons in charge of the event should meet the visitors at the door and make sure they understand the following:
    - Where the bathrooms and vending machines are that can be used.
    - Where we expect them to sit and ask them to tell their fans and participants they are not to wander through the rest of the building.

3. The event supervisor's duties are to:
- Work closely with the school's personnel in charge of the event.
  - Handle any physical building needs such as microphone, lights, etc.
  - Set up signs/tables, etc. to keep people out of areas where there is no activity.
  - Help monitor traffic flow in and out of the building, as well as check the parking lot at the end of the event.
  - Periodically roam the building to be sure people are not in restricted areas.
  - Keep an eye on spectators to assure appropriate behavior.
  - If the Head of School or a division director is not around, and there is something wrong, he/she is responsible for making the decision to call someone from the outside (police/fire, etc.).

The hours, for the most part, will be from 5:30 p.m. to 10:00 p.m.

### **Door Signage**

By the outside doors that will not be entrances, with the exception of the door in the northwest corner of the Upper School, there will be a clearly visible sign indicating this is not an entrance and how people can get to the nearest entrance. On entrance doors, there should be a sign stating this is an entrance directing visitors to the Reception Office, indicating they need to sign in.

### **Locker rooms**

Because there are multiple gym classes and athletic practices each period, there should be someone in each locker room until the last person is out. Then the locker room should be locked. (There also should be someone up in the gym when the first student arrives.)

### **Bathrooms**

The bathrooms upstairs should be open into the hallways. Faculty and staff will check these frequently. Due to the size of the downstairs bathrooms, the door will remain closed, but faculty and staff with rooms downstairs will frequent those bathrooms as well.

### **School Board Policies/Procedures**

As a caring community, we have initiated numerous policies relating to our social and academic life. It is our intention that such policies reflect our values as a community and help to order our lives. We also hope that policies written prior to serious problems can help in the event such problems may occur. If you wish to read any of these policies or others, they are available in the Head of School's office.

### **School Closings**

In the event the school will be unexpectedly closed (i.e., snow emergency, power failure, water problems, etc.) it will be announced on WCCO Radio, network television stations, and MPA's official Web site at [www.moundsparkacademy.org](http://www.moundsparkacademy.org). Decisions on closing will be made as close to 6:30 a.m. as possible, with the stations being informed as soon after that as possible. The decision regarding snow emergency closing is usually based on the bus company's recommendation.

It is unlikely that the school would close during a school day. The transportation system that serves MPA also serves other schools. To coordinate the early closing of all schools served would be difficult at best.

Additionally, we would not want young students arriving home at a time unplanned for by the parent(s). However, should circumstances force such a closing, we will make a media announcement.

### **School Hours**

K-12 school hours are from 8:30 a.m. to 3:10 p.m. PreK hours are from 8:45 a.m. to 2:45 p.m. The school buses leave the parking lot at 3:20 p.m.

### **School Property**

Students share the responsibility for keeping the building and grounds clean and will refrain from damaging the school or personal property. When property is damaged, the student is held responsible for repair, replacement, or cleaning. Further disciplinary action also may take place.

### **Sexual Harassment Procedure**

Sexual harassment is inappropriate verbal or physical conduct of a sexual nature.

Examples:

- Unsolicited verbal comments, jokes, or innuendoes of a sexual nature.
- Pressure for sexual activity.
- Unwelcome touching of the thighs, buttocks, breasts, or genital area.

Mutually respectful, noncoercive interactions that are acceptable to both parties are not considered sexual harassment.

In the case of perceived adult to student sexual harassment, students should report the incident to a teacher, school counselor, division director, or the Head of School. This information will be handled in accordance with MPA's Sexual Harassment Policy.

While sexual harassment most often takes place in a situation of power differential between persons, it also may occur between persons of the same status such as student to student.

When this occurs the following procedures will be adhered to:

1. Any student who believes he/she is the victim of sexual harassment by a student should report the incident to a teacher, the school counselor, and/or the Director of the Lower, Middle or Upper school.
2. When a teacher or another student hears that another student has been the victim of sexual harassment, he/she should report the complaint to the Director of the Lower, Middle or Upper school.
3. When a complaint is received that a student has been the victim of sexual harassment by another student, the complaint will be promptly investigated. Recommendations for education, counseling, and/or disciplinary action will be determined according to the findings. Knowledge of a sexual harassment complaint will be kept confidential and confided only to those persons with a direct need to know.

MPA's procedures are not intended to deny the right of any individual to pursue legal action under state and federal criminal codes. (Please be reminded that MPA has a Sexual Harassment Policy that is for the protection of all members of the community.)

### **Special Needs Assessment**

The procedure for assessment and remediation of students with special needs:

1. Teacher/parent(s)/student recognizes potential learning need.
2. Communication between parent(s), teacher, learning specialist, and student (where applicable) takes place to consider needs, solution(s), or additional information.
3. If the parent(s), teacher and/or learning specialist perceive the need(s) as significant, the division director will be notified and a meeting between the student's teachers, learning specialist, parent(s) and administrator will take place to clarify and address the needs.
4. If necessary, diagnostic evaluation outside the school will be recommended to the parent(s) and assistance will be provided in identifying appropriate resources.
5. At the conclusion of the testing, the evaluators will report findings and recommendations to the student (when appropriate), parent(s), teachers, learning specialist and administrators.
6. Based on evaluation results, an educational plan in keeping with the school's admissions policy will be developed jointly by teachers, learning specialist, parent(s) and the division director. If, in the professional opinion of the faculty and staff of MPA, MPA's college preparatory curriculum cannot realistically meet the student's needs (see admission guidelines) alternative educational environments will need to be found.
7. The educational plan will be implemented with periodic review and revision.

### **Staff Workroom/Lounge**

Students are not allowed in the staff workroom, lounge, or adult bathrooms without permission from a staff member.

### **Stealing**

We assume that MPA is the kind of community where its members can trust each other, yet there is a possibility that some students and/or visitors may break this trust. For this reason, students should keep all lockers locked. Students cannot enter desks or lockers assigned to others. If stealing or "borrowing without permission" does occur within the school, it is assumed, if students are aware of it, that they will inform appropriate faculty and/or administration in a timely manner. For a first occurrence, the offender may be held responsible for replacement of the stolen item, have a parent conference, and/or be suspended. A second occurrence will result in suspension or expulsion.

### **Student Groups (Guidelines for New Groups/Activities)**

The following guidelines pertain to members of the MPA community who wish to form a new group, club, or activity for students at MPA.

Anyone wishing to form a new group, club, or activity for students should submit a written request to the appropriate division director(s). The request should include a description of the group, club, or activity as well as an explanation of its value to the school.

Each request will be reviewed by the division director(s) in consultation with the Head of School. The following factors will be considered in determining whether or not a group will be approved:

1. Compatibility with the stated mission and goals of MPA;
2. Availability of a faculty/staff advisor/parent/non-parent;
3. Availability of appropriate funding as necessary;
4. Availability of an appropriate space and time to meet;
5. Compatibility and/or redundancy with existing programs;
6. Student interest in the new group, club, or activity; and
7. Completion of background check for parent/non-parent.

If approved, a group needs to notify the yearbook advisor by September 1 in order to be pictured in the yearbook.

### **Student Transportation Policy**

1. Class/Curricular trips during the regular school day:
  - Only adults (teachers, staff or parents) may drive students to school events, such as field trips, that take place during regular school hours.
  - Adults should be aware that they are personally liable when transporting others.
  - It is recommended that a bus be ordered for any group of over 12 students.
2. Students cannot drive themselves or other students to field trips or other organized school events during the school day.

3. Students may only drive themselves to extracurricular events with the written permission of their parent, the coach/advisor and the Upper School Director/ Athletic Director. Students are not allowed to drive other students to extracurricular events.

### **Student Visitors**

Students wishing to bring a friend to school should first obtain the permission of the appropriate division director well in advance of the visit.

### **Substitute Teachers**

On occasion, it will be necessary for a student to have a substitute teacher. The substitute is considered a “regular” MPA teacher and teaches content similar to the usual classroom teacher. Students are expected to be respectful and helpful to substitutes. In the event a student is reported for disrespectful behavior toward a substitute, a conference will be held with the student/teacher/ and administrator. The parent(s) also will be notified. A second occurrence would result in suspension.

### **Technology Information**

#### ***Network Acceptable Use Guidelines***

1. The use of MPA network services is a privilege, not a right.
2. Network users are expected to:
  - Honor current school policies and behavior standards;
  - Adhere to the generally accepted rules of network etiquette; and
  - Abide by MPA’s publishing guidelines, current copyright laws and statutes.
3. The use of email through the MPA network services is not guaranteed to be private.
4. MPA reserves the right to monitor network use. Inappropriate use may result in a cancellation of privileges and/or other disciplinary action.

#### ***Internet Accessibility***

MPA provides full Internet access for educational purposes. Network use is monitored at each grade level as needed. Students sign acceptable use policies appropriate for each grade level.

#### ***Lower School***

Each classroom has a computer with Internet access. Classroom teachers are responsible for supervising student access through a classroom account. Students may send/receive mail through this account. Other Internet activities are available as appropriate.

#### ***Middle School***

Internet Access: Students may not have access to the general computer lab or library for Internet activities without a specific assignment and under teacher supervision.

#### ***Upper School***

Each upper school student is issued a laptop computer to be used for school purposes. See page 54 of this booklet for further information. For a full description of the laptop program rules, Upper School students and parents should refer to the MPA Web site under <http://panthers.moundsparkacademy.org/divisions/upperschool/usdefault.html>.

#### ***Rules of Network Etiquette***

1. Be Polite: Abusive messages, inappropriate language, and illegal activities are strictly forbidden.
2. Be Network Safe: Do not reveal your personal address, age, sex, or location or that of students or colleagues. Also, always use your own log-in name.
3. Be Respectful: Use the network in such a way so as not to disrupt its use by others. Do not download excessive information or monopolize resources such as printers.
4. Be Aware: All communication and information accessible via the network should not be assumed to be private property. Email is not private. System operators have access to all mail.

#### ***Technology Resources at MPA***

MPA considers easy access to technology and information resources and databases one key element of education in a digital, knowledge-based environment. Currently, grades K-8 have access to four desktop computer labs, and grades 9-12 and PreK-12 faculty members have personal laptop computers. There are computer workstations in the science labs and in the library. Additionally, there is a mobile laptop cart available in the library for class work. In total, there are about 450 computers connected to a wireless network. In the labs and classrooms, there are 80 desktop computers connected to fast Ethernet.

The purpose of the MPA Web site is to make the school more accessible and to share information with our constituencies. In addition to the public website located at <http://www.moundsparkacademy.org>, current families may access information about divisions, departments, or community projects via the academic website located at <http://panthers.moundsparkacademy.org>. The MPA Library maintains a website with links and resources for the MPA community located at <http://library.moundsparkacademy.org>.

#### ***MPA Acceptable Use Policies***

Each division requires students to sign technology acceptable use policies that cover Internet use, email, and equipment. Additionally, MPA’s “Learning With Laptops” program in the Upper School requires students and parents to sign a technology equipment use agreement that covers the laptop they receive in grades 9-12.

In general, students are expected to adhere to and respect the following for any projects created using MPA technology:

### **Copyright and Plagiarism Guidelines**

Students may print a single copy of any material needed to complete schoolwork or personal research. Students may keep the copies they make as long as needed, but students may not sell them, nor may they make copies of the copies. Students must respect the copyright of the materials they use. Only the creators or the persons or companies who own the copyright may make copies of the material, except as noted above. Students may not modify or change the material, nor may they perform or display the material except in conjunction with class work.

### **Weapons Procedure**

The possession and/or use of weapons on campus are prohibited and will result in one or more of the following:

1. Confiscation of the weapon;
2. Notification of parent(s);
3. Suspension from school—the length of which will be determined by the administration;
4. Notification of police;
5. And expulsion from school.

“Possession” refers to having a weapon on one’s person or in an area on campus subject to her/his control, i.e., a locker, car, etc. A “weapon” includes any firearm, whether loaded, unloaded, or a look-alike, or any instrument which is capable of causing bodily harm or death. Some examples are guns, knives, clubs, swords, metal knuckles, throwing stars and explosives.

## **Lower School**

This section of the handbook is organized to provide additional information specific to grades PreK-4. Please read over and keep as a reference. If you have further questions, please call the Lower School Office.

### **Principles of Good Practice for Lower School**

Elementary education emphasizes the development of the whole child, providing for each child’s social, emotional, physical, and intellectual needs. Elementary programs are developmentally appropriate, in that they are based on an understanding of general patterns of growth in the early years as well as children’s individual development.

- Elementary educators, and all personnel who interact with young children, have appropriate training, understanding, and knowledge regarding the developmental characteristics of this age group.
- Elementary educators recognize that play is the work of young children.
- Elementary educators build on the child’s natural curiosity to promote a love of learning.
- Elementary educators prepare the environment so that children learn through active exploration and discovery.
- Elementary educators recognize the importance of outdoor play and provide appropriate time and equipment.
- Elementary educators design programs that develop the large and small motor skills of young children.
- Elementary educators engage parents as partners in understanding the unique characteristics and needs of young children.
- Elementary educators, in observing and interpreting children’s behavior, use bias-free assessment tools based on developmental norms.
- Elementary educators promote equity and justice by creating a community that fosters respect, understanding, and an appreciation of differences.

### **Attendance**

#### **Leave Early/Arrive Late**

Students should bring a note from a parent/guardian in the event of a late arrival or early departure.

If arriving late, the student needs to report to the Lower School office, sign in, and proceed to the classroom. If leaving early, the student should present a note to the teacher when he/she arrives in the morning. When actually leaving the school, the parent needs to sign out in the Lower School office and pick the child up there, not in the child’s classroom. A returning student should follow the same office procedures.

### **Vacations**

Vacations other than those scheduled by the school are strongly discouraged as it affects student performance. Such absences are impossible to make up fully as the

curriculum has many hands-on and interactive projects. It becomes increasingly difficult to provide extra instruction on topics covered during the absence. Paper/pencil and reading assignments will be collected over the time of the absence and the student will be expected to complete these when he/she returns.

### **Illness**

Parents should call the school receptionist or attendance voice mail (Ext. #280) to confirm a student's illness and/or absence before 8:30 a.m.

### **Behavior Guidelines**

The teacher will use the classroom discipline plan, which includes sending a student to the Lower School office where the following procedure will be implemented:

**First time:** The Lower School Director has a discussion with the child, which includes a clear understanding of the concern, and some alternative behaviors that could be used in the future.

**Second time:** The Lower School Director gives a warning to the student and sends a communication to parent(s) explaining the concern.

**Third time:** A conference with the student, parent(s), and teacher(s) will be arranged to discuss a plan of action or resolution of the concern.

If the situation is judged by the administration as very serious, the above steps may be waived and the student may be suspended.

### **Birthdays**

A student in grades PreK-4 may bring a treat to share with classmates on her/his birthday. Following Health Department guidelines, the treats should be bought and not homemade. We also suggest that it be something individually wrapped.

Parties for groups of children outside of school should be planned in a manner that will avoid hurting the feelings of uninvited students. Invitations should be distributed in school only if all students in a classroom are included. Please don't pick up groups of students at school for parties, or have your child bring gifts to school for parties.

### **Community Service**

Community service is a priority in all grades at MPA. The Lower School cooperates with Middle and Upper School projects and also has its own annual service projects. Individual grades and homerooms also carry out a variety of service projects throughout the year.

### **Conferences/Comment Cards (Grading)**

Formal conferences are scheduled on the school calendar for each fall and winter. This is an opportunity to share your child's progress as well as to cooperatively set goals.

Conferences are scheduled on the hour and half-hour and are 25 minutes in length, allowing five minutes for teachers to prepare for the next conference. It is essential to keep to the conference appointment times.

Student progress is reported by means of combined detailed checklists and written comments. Checklist items are evaluated as:

- + Competent, observed consistently
- 3 Progressing, met criteria with reasonable independence
- L Learning is emerging, requiring ongoing support and guidance
- m/p Needs to put forth more effort on daily practice to show improvement

In addition, Grades 3 and 4 are given a grade for each academic subject area:

- O Consistently exceeds expectations
- S Meets grade level expectations
- N Needs improvement

### **Discipline**

In the Lower School, we use the **7 C's** as our discipline policy. I present this at our first LS Parent Meeting and then send a memo home. **Clear** expectations, **Consistent** follow through, **Consequences** that are developmentally appropriate and fit the action, **Consideration** of the age, the activity, the class, the teacher and the number of repetitions, **Cooperation** from the parents, **Confidentiality** about other children and finally we make sure it is a **Child-Centered Process** with good classroom management, conflict management training, discussion with children and reporting behavior to parents. The Lower School children are young children who are experimenting with social behaviors. They are all going to make mistakes and, though we deal with them and use consequences, we also use the situations as a learning experience.

### **Extended Day Program (Panther Club)**

Childcare is offered before and after school, on most school vacation days during the school year, which are not legal holidays, and during summer break.

Students may arrive by 7:00 a.m. on school days and report to the cafeteria where they are supervised until school starts.

After school care is offered until 6:00 p.m. If the parent is volunteering for the school at this time, the fee will be waived. The program includes snack, outdoor play, arts and crafts, games, and study time. If a Lower or Middle School student has an Upper School sibling who is after school for an extracurricular activity, the Upper School student MAY NOT supervise the Lower or Middle School student. That student must be in the Panther Club program.

Vacation day programs include frequent field trips, lunch, and snacks. Pre-registration is required for vacation days. Flyers will be sent home with students in advance.

## Extracurricular Activities

Lower School students have an opportunity to participate in some activities outside of the regular school day.

3/4 Choir, and Chess Club are possibilities. Karate, piano lessons, violin lessons, Chinese (K-2) and Mad Science (Grades 1-4) are available on campus for a fee for interested K-4 students.

The Parents Association sponsors several K-4 gatherings—rollerskating, bowling, and an end-of-the-year picnic. These events are listed on the school calendar.

The physical education department promotes a fitness program over school breaks and supervises an open gym after school for students.

Because of the number and variety of activities, it is difficult to keep track of which children go to Panther Club after an activity and which children are being picked up. As always, we want to make sure your child is safe and supervised. If your child is involved in an activity after school, please pick them up at that activity as soon as it is over. If you are not there to pick them up, we will automatically send them to Panther Club to be supervised. You can pick them up at Panther Club until 6:00 p.m.

When Lower School students attend any school extracurricular activities such as sporting events, plays, etc., they are to be supervised by a parent.

## Field Trips

Occasional field trips that support the regular curriculum are taken throughout the year by individual classes or grades. Teachers send information home prior to the trip.

## Halloween Costumes/Parade

A parade of grades PreK-4 begins in the Kindergarten hallway and then back to the classrooms on Halloween day. For safety reasons, children in grades PreK-2 may not wear masks. Students in grades 3-4, being more mature, may wear masks.

As a Lower School staff, we are all committed to teaching our students a sense of respect, concern, and caring for others. Costumes suggestive of violence, aggression, and disrespect are counterproductive to this message. Please be aware that depicting characters who are violent and aggressive is not acceptable. Also, the carrying of weapon toys such as guns, swords, or knives will not be allowed.

## Library

Students in grades Pre-K through 4 meet weekly with the librarian. K-4 students may check out books and need to return them the following week in order to check out more books.

Middle School and Upper School students visit the library for research projects, free reading assignments, and on their own during study hall, and before and after school.

The library Web site (<http://library.moundsparkacademy.org>) is used by each division to access the library catalog, periodical databases, two encyclopedias, citation guides, pathfinders of web links for class projects, and much more. Passwords for accessing the databases and encyclopedias from home are available in the library.

MPA families are welcome to check out library materials by setting up an account with a library staff member.

If a book is lost or damaged, students are responsible for replacement costs.

Library hours are 8:00 a.m. to 4:30 p.m. Monday through Thursday, and 8:00 a.m. to 4:00 p.m. on Friday.

## Lost and Found

Lost and found items are kept in the Lower School office. If items are left on the bus/van, students should ask the drivers. Please label all outerwear including uniforms. If a sweater, jacket, etc. is put into lost and found with a name label, it will be returned to the student. If there is no name, children must come to the office to look through the lost and found collection.

## Lunch/Lunchroom

Each year students make the choice of hot or cold lunch. Billing is through the Business Office. Students who take cold lunch do not have the option of eating hot lunch some days and bringing their own lunch on other days. However, students who forget their cold lunch on any given day will be offered hot lunch and can pay for it the following day.

### Hot Lunch

- Hot lunch for grades 5-12 includes **TWO** beverages: **EITHER** (2) cartons of milk **OR** (1) carton of milk and (1) container of juice.
- Hot lunch for grades K-4 includes **ONE** beverages: **EITHER** (1) carton of milk **OR** and (1) container of juice.
- Pre-K hot lunch is served family style in the room.

### Cold Lunch

Students bringing lunches from home should not bring pop or candy. Nutritious choices are encouraged.

**Note:** Students bringing cold lunches may purchase milk and/or juice on a daily basis (\$.25/milk and \$.30/juice), or you may choose to prepay for the week or the full year (\$43.00 per year for milk and \$51.60 per year for juice).

### **Visitors to Lunch**

Visitors (including parents, siblings, grandparents, etc.) are welcome to join students for lunch at school. The fee for lunch is payable to Betty Nordling who is usually in the cafeteria line. (See page 23 in the PreK-12 section for information about Student Visitors during classes.)

### **Cafeteria Rules**

1. Use a conversational tone when speaking.
2. Walk at all times in the lunchroom.
3. Use food only for eating. (Do not play with your food.)
4. Listen attentively during announcements.
5. Throw trash carefully in the barrels provided and stack trays.
6. A peanut-free table is available to children with peanut allergies.  
Notify your child's teacher if you would like your child to sit at that table.

### **Grade 4 Conflict Managers**

Fourth grade students are trained to serve as conflict managers on the playground to help other K-4 students solve problems in a harmonious way through consensus. This method supports the school's approach to problem solving.

### **Mechanical Devices**

Lower School students are not allowed to have any mechanical devices on campus, including cell phones.

### **Outdoor Play**

Students are required to participate in outdoor recess unless it is raining or the wind chill reaches 10 degrees below zero. It is important that students dress appropriately for the weather. Boots and snow pants are required for winter.

Students are welcome to bring playground toys, nerf, wiffle, and rubber balls, jump ropes and sand toys, etc. to school for outdoor play.

Our guidelines for toys that are brought are as follows:

1. The item should be marked with the student's name.
2. The student is responsible for the item.
3. The student must be willing to share with others.
4. No swords, guns, fighting toys, skate or roller blades are allowed.
5. No radios, CD players, or electronic games are allowed.

### **Playground Rules**

1. Students should leave and enter the building quietly—not disturbing classes in session.
2. The boundary lines for the playground are:  
East—in front of trees and shrubs  
West—sidewalk and fence  
South—fence  
North—within the view of teachers (corner of the library)
3. Some general guidelines:
  - No tackling, roughhousing, or sand throwing.
  - No climbing trees.
  - No climbing up the slides.
  - No entering of building without permission of a teacher.
  - One person on the slide at a time.
  - No wading or playing in water.
  - No sand throwing.
  - If equipment goes in the driveway: Tell a teacher and he/she will get it.
4. Special guidelines for snow weather:
  - Boots and snowpants should be worn.
  - No throwing of snow or snowballs.

### **Phone Calls/Messages**

- There is a phone in the Lower School office for necessary student use. Arrangements for overnights should be made from home the night before.
- Necessary messages for students should be called into the Lower School office by 2:30 p.m. to be delivered to students before dismissal.
- Emails and calls to teachers will be returned within 24 hours on school days, if possible.

## Responsibilities

### **General Lower School Rules:**

1. Respect—Students show respect for themselves and others and do not use put-downs, fight, or exhibit embarrassing behavior.
2. Language—Students express feelings directly with no profanity.
3. Noise and Running—Students work together to provide an environment for learning which does not allow loud noise or running in the halls.
4. School Property—Students share the responsibility for keeping the building clean and caring for school property. When property has been damaged, the student is responsible for repair, replacement, or cleaning.
5. Personal Property—Any personal property brought to school should be kept in a student's locker or desk. These items are the student's responsibility. Students are not to enter desks or lockers of others.
6. Punctuality—Students are expected to arrive on time to classes with all the needed materials to participate in the class.
7. Dress—Students will wear the proper uniform as explained in the K-12 section of this handbook.

## School Events/Traditions

**Back-to-School Night** is a special evening scheduled in August for the purpose of receiving homework assignments, meeting teachers, getting reacquainted with friends, meeting new classmates, and getting an introduction to the school year and a new grade.

**Grandparents and Special Friends Day** is a celebration when grandparents and special friends of students are invited for a visit to MPA in October. They meet Lower School teachers as they visit the student's homeroom and one of their special classes. The visit also includes a short performance.

**The Last Day of School** is really a half-day in which students receive yearbooks, have some special closing activities in their classroom, and usually end with a Lower School picnic.

**The Lower School Art and Music Show** is presented by K-4 students one evening in the spring of the year. Each student chooses several pieces of art to be displayed in the show. The evening is culminated with a musical performance in which every student participates. It is a family event, and children are asked to remain with their families. The art and music show is one of the highlights of the school year.

**Lower School Sports Week** is a theme week sponsored by the physical education department in November. Students participate in events including a sports clinic put on by high school students, write and draw using an action/sports theme, dress-up as a favorite athlete or in favorite physical activity clothes, and have a special sports luncheon.

**Lower School Track and Field Day** is held in the late spring of the year for students to participate in track and field events. Every student receives a participation ribbon as the day is viewed as an opportunity to show personal growth. Parents are invited.

### **Reminder for Parents and Guardians**

School-sponsored performances host many members of the MPA community.

**Important Reminder to Parents:** Students and children attending a performance should either be performing and, therefore, with a supervised group, or sitting with a parent or guardian. It is not acceptable for students to be running around the building playing tag, shooting baskets, etc. This is a potential accident waiting to happen and a liability. The custodians cannot be responsible for your children as they are not an appropriate alternative to supervising them, regardless of age. Students should learn proper concert etiquette, and should not be wandering around in and out of the program or participating in distracting behavior. This is not fair to the participants in the event and other members of the audience. Please keep your students and their siblings with you, or, if you feel it is not possible, please leave them at home with a babysitter.

## Student Supplies

Class supply lists are on our Web site under current parents. Students need a paint shirt for use in art class. Generally, old large t-shirts work best for students.

## Middle School

This section of the handbook includes information that is specific to Middle School life. Parents and students are reminded to read the K-12 section of this handbook for other important information that also applies to Middle School students.

### **Assemblies**

In addition to the suggestions found in the K-12 section of the handbook, students are reminded to sit in assigned areas, respect gum and food rules, and not bother other spectators.

### **Assignment Notebooks**

MPA assignment notebooks are required for all Middle School students. Limited replacement assignment notebooks are available for purchase in the Middle School office.

### **Attendance Procedures**

#### **Notifying the School of Absences**

The school must receive a phone call before 8:30 a.m. or a note from a parent, nurse, administrator or teacher in order to have an excused absence. (Absence may be one or two classes, an entire day, several days, etc.). Absences due to illness or

appointments are excused. Following an extended absence, family crisis, acute illness and/or hospitalization, parent(s) should consult with the Middle School Director prior to the student's return to school.

### **Arriving Late/Leaving Early/Returning**

If arriving late, the student must report to the Middle School office, sign in and receive a pass to give his/her classroom teachers. Excused absences are only for illness or appointments and must be accompanied by a note. In general, "sleeping in" is considered an unexcused absence/tardy. Most other absences and tardies are unexcused. If leaving early, the student should present a note to the Assistant to the Middle School Director when arriving in the morning and receive a pass to give to the teacher whose class he/she will leave. When leaving school, the student should sign out in the Middle School office. Returning students should similarly sign in, receive a pass, and present it to the classroom teacher.

### **Tardies**

Students are expected to arrive at school and in class in a timely manner. If a student is tardy, she/he will be asked to get a pass from the Middle School office. Excused tardies include late bus arrival, illness or an appointment verified by parent communication. Consequences:

1. One unexcused tardy, per quarter, is allowed without penalty.
2. Every unexcused tardy after one per quarter results in one day of lunch/recess detention.
3. Parents receive communication for every unexcused tardy beyond one per quarter.
4. Ten unexcused tardies in a quarter result in suspension.

### **Extended/Extra Holidays**

Vacations other than those scheduled by the school are strongly discouraged. It affects student performance. Such absences are considered detrimental, and teachers cannot be expected to provide extra instruction on topics covered during the absence.

### **Backpack Use**

Students may use backpacks to transport materials between school and home. Students may not use the backpacks during the school day because of safety and organizational issues.

### **Cheating and Plagiarism**

Cheating and plagiarism are regarded as serious offenses, but also opportunities for correcting inappropriate behavior. For each incident, the teacher will communicate with the student and also contact the parent(s) regarding the incident. Appropriate consequences, such as receiving "no credit" for the assignment, may be imposed. A second occurrence will result in suspension and a conference with the student, teacher, parent(s), and administrator. Continued episodes could result in expulsion from school.

### **Community Service**

At Mounds Park Academy, our Middle School values community service and lives our goal of global responsibility. We serve within our school community as our students carve pumpkins, do math, and read with our younger buddies. Our Middle School students are responsible for all-school recycling and play a key role in maintaining our community garden, our community courtyard, and our cafeteria.

As a Middle School, we reach out to our local community through visits to a nearby nursing home and picking up trash in our neighborhood. We also give to our greater community when we package food for Feed My Starving Children, host collections and raise money for food shelves and other charities, and teach basic skills one-on-one in an inner-city school. We serve through our classes, through our advisories, through Student Council, through clubs like the E-Club, and by grade level. Living in the Middle School at Mounds Park Academy is about experiencing joy in learning and our commitment to community service is an integral part of that joy.

### **Discipline Procedures**

The expectation of Middle School students is that they will abide by and support MPA's Code of Ethics on page 1 and the Middle School Responsibility Code on page 40 in this handbook.

Following a breach of the rules, or other misbehavior, the student will be reminded or warned about the behavior. With continued or severe offenses, however, the following procedures may be implemented:

1. The student's teacher or administrator will communicate with parent(s) to share the problem and discuss possible solutions.
2. The student may face the appropriate immediate consequences for the inappropriate behavior (e.g., a student damaging property may be asked to repair it, do maintenance work, or pay for replacement).
3. The parent(s) and/or student will meet for a conference with the appropriate faculty and staff.
4. The student may be suspended from school as a result of the individual's severe behavior or a pattern of continuing inappropriate behaviors. Readmittance will occur only after a conference with the student, parent(s), and appropriate faculty and staff results in the assurance that the problem(s) have been resolved.

### **Suspensions**

- A. Only one-half credit will be given for daily work or quizzes given during the time of the suspension. A one full letter grade reduction on tests, major projects, and papers will be given for such work due during the suspension.
- B. A student who is suspended may not participate in any after school events or activities during the period of the suspension.
5. The student may be expelled from school or not issued a contract for the upcoming year if the behavior so warrants or the conferences do not provide the desired results.

It is assumed from the preceding that in dealing with most inappropriate behaviors and continued problems there is a normal progression of consequences and that parents and students are properly informed and the behavior and consequences are documented. The consequences should move from appropriate and immediate, as suggested in #2 under Discipline Procedures, to suspension and finally probation or expulsion. Serious infractions may result in immediate suspension or expulsion.

### **Dress Code**

Refer to the appropriate part of the PreK-12 section for details on acceptable dress. Students are warned if they do not have appropriate attire. After one infraction, a parent will be notified and the student will serve a day of lunch/recess detention. Continued episodes may result in a parent conference, continued detention, and/or suspension.

### **Dropping Classes/Changing Schedules**

In general, Middle School students do not change schedules or drop classes during the school year. Dropped classes must occur within the first week of class. Class changes may occur as the situation warrants with the approval of parent, student, and faculty and staff.

### **Extended Day/After School Activities**

Extended Day care is available on a daily fee basis for students in grades 5 and 6 from 3:10 p.m. to 6:00 p.m. on school days. Extended Day is designed to provide students with a safe place to stay after school. A variety of activities are available for students.

MPA Extended Day is required for 5th and 6th grade students unless the student is participating in an after school program. Students staying for the activities should make transportation arrangements well in advance to ensure that rides are available when the activities are over. If a student isn't picked up within 30 minutes after the completion of an extracurricular activity, we assume the student will sign in at Extended Day for supervision. If an extracurricular event is canceled, students need to register at Extended Day (without charge) until transportation arrives. Students should also register for Extended Day without fee if their extracurricular activity begins between 4:15 p.m. and 5:00 p.m. Siblings in grades 5 and 6 who wait for an older brother or sister are to be in the Extended Day program. Grade 7 and 8 students may sit quietly by their lockers between 3:30 p.m. and 6:00 p.m.; inappropriate behavior will result in a warning, parent conference, and/or loss of this privilege. If a Lower or Middle School student has an Upper School sibling who is after school, the Upper School student may not supervise the younger student.

### **Food/Snacks**

Food is not to be eaten in the halls or classrooms unless part of a special class activity. Students may bring snacks to school, but they should be eaten in the lunchroom unless permission has been granted to do so elsewhere. This will help us promote a clean school environment.

### **Grading**

The Middle School maintains the following letter grade system for students in grades 6-8:

- A Outstanding achievement; excellent performance
- B Achievement beyond the requirements of the class; commendable performance
- C Satisfactory achievement in meeting the requirements of the course; adequate performance
- D Unsatisfactory achievement; has not met all requirements of the class
- F Failed the course; credit may not be given

Students in grade 5 receive the following grades:

- O Outstanding; consistently performs above grade level
- S Satisfactory; consistently performs at grade level
- N Needs improvement; consistently performs below grade level

### **Homework**

As a general rule, grade 5 and 6 students will have approximately an hour of homework each night. Grade 7 and 8 students' homework amount will be approximately one and one-half hours each night. These amounts may vary based upon a student's learning style, familiarity with material, and type of assignment. Additionally, all students are expected to do one-half hour of outside reading each night. Students enrolled in band or orchestra will need to practice 20–30 minutes per night.

Homework is due on the assigned due date. Make-up time is allowed for excused absences. Parent(s) may call the Middle School office for a list of assignments. Requests must be made by 9:00 a.m. to allow teachers adequate time to gather the assignments. Requests made after 9:00 a.m. will be processed for the next day. In lieu of calling the Middle School office, students who are absent may get assignments prior to their return by checking with another student for make-up work.

### **Invite Back Process**

#### **Academic Concerns**

If a student receives two or more "F's" or three or more "D's" in a semester, that student will then have had an unsatisfactory academic semester and will be placed on probation for the following semester. Two unsatisfactory semesters in one school year may result in that student not being invited back for the next school year.

#### **Behavioral Concerns**

Each quarter, the Assistant Middle School Director will review individual student behavior, considering number of office referrals, suspensions, chronic tardiness, etc. Based on such information, if a student's behavior is deemed unsatisfactory, that student will then be placed on probation for the following quarter. The Assistant Middle School Director and the Middle School Director will then meet with the student and her/his parent(s) to clarify concerns and note what must be done to improve. Three unsatisfactory quarters in one school year or four unsatisfactory quarters in two consecutive years will result in that student not being invited back for the next school year.

## Leaving Campus

For safety reasons, students may not leave the campus during the school day unless given specific permission by a teacher or administrator. This includes students who are staying for extracurricular activities (late afternoon and evening) and those who should be registered at Extended Day. Students leaving campus without permission will face disciplinary action, including possible suspension.

## Library Use

Students should view the library as an area for quiet study, class-related work, and leisure reading. Books must be checked out and returned at the end of the lending period. If books are not returned at the end of each term, then students are responsible for reimbursing the library for the cost of the book(s). Library hours are generally 8:00 a.m. to 4:00 p.m. daily.

## Lost and Found

Middle School lost and found is in the main hall cubby area. Valuable items lost also may be located in the Middle School office. Please label all personal items.

## Lunchroom

### General Guidelines

1. Remain seated while eating.
2. Each student should occupy his/her seat until dismissal.
3. Use conversational tones when speaking.
4. Food should not be shared or thrown.
5. Students should not run in the cafeteria.
6. Students will assist in cleaning the cafeteria following dismissal.

### Hot Lunch

1. Middle School students are provided with two beverages: either two cartons of milk or one juice and one milk. Students may purchase additional milk/juice.
2. Students may select any of the food entrees offered by the food service.
3. Students purchasing hot lunch may not provide food to those not taking hot lunch. Students who provide food for those not on the hot lunch program or students not on the hot lunch program who take food are subject to the following consequences.  
**First offense:** Student will be billed for a full lunch and receive an office referral.  
**Second offense:** One day suspension for theft.
4. Students who forget their lunch may purchase or charge a hot lunch. A lunch charge is to be paid before another charge is allowed.

### Cold Lunch

1. Students bringing lunches from home should not bring pop or candy.
2. Cold lunch students may not use the sandwich or salad bar without purchasing a hot lunch.

**Note:** Students bringing cold lunches may purchase milk and/or juice on a daily basis (\$.25/milk and \$.30/juice) or you may choose to prepay for the week or the full year (\$43.00 per year for milk and \$51.60 per year for juice).

### Alternate Lunch

Alternate Lunch is just what it's called – an alternate place for students to spend their lunch period. Originally reserved for students needing to serve a detention, Alternate Lunch has expanded to also be a quiet place where students can work on late assignments, do make-up work, and take tests.

- Alternate Lunch begins during recess and extends into the lunch period. Partway through the period, students leave as a group to get their lunches and return to the classroom to eat.
- The Middle School office staff assigns Alternate Lunch to students with two or more tardies in a quarter, two or more infractions (dress code, gum chewing, etc.) in a year, or three or more responsibility referrals (pink slips) in a year. Teachers assign Alternate Lunch at their discretion for late homework, make-up tests, student misbehavior, etc.
- The list of students assigned to alternate lunch is posted on the bulletin board next to the cafeteria each day before 11:00 a.m. If a student's name is on the Alternate Lunch list and s/he has a prior commitment during his/her lunch period, s/he **MUST** check in and get permission/guidance from the Alternate Lunch teacher about where to go. Alternate Lunch often takes precedence.
- If a student assigned to Alternate Lunch chooses not to attend, they are assigned an extra day for each day not in attendance. It is the students' responsibility to check the list, and they are accountable for following up if they have a question about their status in the office or with a teacher **BEFORE** the Alternate Lunch period begins.
- If there is room, students may choose to come to Alternate Lunch – and often do – for a variety of reasons: Sometimes they just want a quiet space to get away from it all; other times, they stop by to read or work on an assignment – as long as their attendance doesn't interfere with their own personal goals of social interaction, responsibility, etc. These students may also opt to come just for lunch or just for recess at their discretion.

### Nurse

A nurse is available for students who may become ill at school and require attention. If possible a student should notify the teacher of the class he/she will be missing. See the K-12 section for more information.

### **Phone Calls/Cellular Phones/Pagers**

All Middle School student calls should be made from the phones in the hallway. Students should limit the length and number of phone calls made from school. Appropriate times to call are before school, after school, and during the lunch recess. Cellular phones and pagers should not be used during the school day. They will be confiscated if they interrupt school activities.

### **Photocopying**

Middle School students may use the photocopy machine located in the library.

### **Radios/CD Players/Tape Players/Electronic Games/MP3 Players**

Radios, CD players, and tape players without headsets are not to be used on campus. Radios, CD players, tape players, and electronic games with headsets may be used, but only before classes in the morning, at recess, and/or after school in the afternoon. Any of these items being improperly used will be temporarily confiscated.

### **Recess Rules**

- No contact sports are allowed.
- No tackling or roughhousing.
- No snowballs.
- Once you select your recess area, you must stay there for the balance of the recess period.
- Dress appropriately for varying weather conditions. In general, students are expected to go outside for recess.
- Detention will be served during recess time.
- Passes will be given out by a teacher for only those structured activities sanctioned by the Middle School administration.

### **Skiping Classes**

It is the expectation that Middle School students attend all classes and school events unless they've provided a communication excusing the absence. Students missing the entire or significant portions of classes/activities with unexcused absences will have a parent conference on the first occurrence and suspension on the second.

### **Student Council**

The Middle School has an active, involved student council. It is composed of elected representatives from homerooms/advisories and officers elected at large. Students should view these roles as official spokespeople for the MPA student community. Students elected must remain in good academic and behavioral standing in order to remain on the council.

### **Student Responsibility Code**

Middle School students are expected to comply with the following expectations contained in the MPA Code of Ethics:

1. Cares for the physical environment.
2. Does a fair share of community work.
3. Displays self-control (i.e., interruptions and hallway behavior controlled).
4. Displays humor, diligence, fairness, kindness, honesty, and courtesy in everyday life.
5. Develops self-esteem through positive interaction with others.
6. Avoids physical and verbal aggression.
7. Listens carefully to others.

Students who do not comply with the code will be warned or reminded of the behavior. After three episodes, parents will be notified and disciplinary action will be considered. Continued misbehavior could lead to detention, suspension and/or expulsion.

## **Upper School**

This section of the handbook includes information specific to Upper School life. Parents and students are reminded to read the K-12 section of this handbook for other information that also applies to Upper School students.

### **Academic Integrity**

#### ***Cheating/Plagiarism***

Cheating will result in no credit received for the work. The teacher will contact the parent(s) regarding the incident. A second occurrence will result in suspension or expulsion and a conference with the student, parent(s), teacher, and administration.

Plagiarism, the taking of the writings of another and using them as one's own, is dishonest and will result in no credit received for the specific work. This policy covers shared student files, published materials, and online sources. The teacher will contact the parent(s) regarding the incident. A second occurrence will result in suspension or expulsion and a conference with the student, parent(s), the teacher, and the administration.

### **Homework**

Homework is due on the assigned due date.

### **Make-up Work**

1. Following an excused absence, the student will be allowed one day for each day absent to make up the missed work. See Attendance policy on pages 43-46.
2. During extended absences, the parent may call the school for a list of assignments or email the teacher. Please allow adequate time for the teachers to list these assignments.
3. Students who are absent for less than three days and wish to get assignments prior to their return should check with another student to get make-up work.

### **Policy for Dropping Classes**

Students in grades 9 through 12 will not be allowed to drop a class after the first two weeks of the class, unless there are extenuating circumstances to warrant otherwise. This applies to quarter, semester and full year courses.

### **After School Activities**

Only students who are working with a specific teacher or participating in an after school activity are to remain after school. Those staying for the activities should make transportation arrangements well in advance to ensure that rides are available when the activities are over. Students must stay on campus until their transportation arrives unless written parental permission to leave is in the student's file.

### **Attendance**

#### **Absence from School**

Parent(s) should call the school receptionist to confirm a student's illness and/or absence before 8:30 a.m.

#### **Attendance Procedure**

Punctual, regular attendance is absolutely necessary for a successful high school education. It is the responsibility of each student and parent to see the student attends and arrives on time every day school is in session. MPA believes the most important component of a student's education is the interaction that takes place within the classroom environment. Thus absences are highly discouraged.

1. A student must bring a note from a parent, nurse, administrator, or teacher in order to receive an excused absence. (Absence may be one or two classes, an entire day, several days, etc.) Absences due to illness or appointments are excused. In general, "sleeping in" is considered an unexcused absence/tardy.
2. Students are encouraged to check their class Web sites for information regarding missed work during absences.
3. Following an extended absence, a family crisis, an acute illness and/or hospitalization, parent(s) should consult with the Assistant Upper School Director prior to the student's return to school.

4. Consequences for unexcused absences (i.e., skipping class)\*:

#### A. First time:

1. Zero for the class period.
2. The teacher may request time to be made up after school.
3. The parent(s) will be called.

#### **4. Each skipped class will count as two absences in terms of the attendance policy.**

#### B. Second time:

1. Zero for the class period.
2. The teacher may request time to be made up after school.
3. A parental conference with the student, teacher(s), and administrator(s).

#### **4. Each skipped class will count as two absences in terms of the attendance policy.**

\* A student who skips any or all of a day is **ineligible** to participate in after school activities that day.

### **Attendance - Loss of Credit**

1. Any student who has more than six absences in a quarter in a class that meets every day (whether excused or unexcused) will receive a full letter grade reduction for that class, in that quarter.
2. Any student who has more than four absences for that class, in that quarter, that meets every other day (whether excused or unexcused) will receive a full letter grade reduction for that class.
3. Any student who has missed more than nine classes in an every day class, or six classes in an every other day class, will receive a grade of F or N for that class, in that quarter.

Missing class for the following reasons will not count toward the absence maximum:

- School sponsored activities
- Death in family
- Religious holidays

Students are responsible for completing any work when not in class for the above reasons.

Seniors are granted an additional five days, per school year, for college visiting approved by the Assistant Upper School Director or Director of College Counseling. But extended college visits (over five days), vacation/trips, court appointments, suspensions and medical appointments do count toward a student's maximum absences.

Appeal for exception to the absence maximum due to serious extenuating circumstances or documented extended illness is available. (See Appeal Process on page 45.)

Students absent from study hall who do not appear on the daily attendance will be referred to the Assistant Upper School Director for appropriate action. Attendance policies in physical education classes may vary from the above. Be sure to check with your physical education instructor regarding department attendance policies.

A distinction between “excused” and “unexcused” absences is made only for the purpose of making up missed work.

- An excused absence is defined as any absence that is approved by a parent or guardian. Written notification must be received from a parent or guardian either prior to the absence or when the student returns to class. Missed academic work should be completed. Students are allowed one day for each excused absence to complete missed work.
- An unexcused absence is defined as any absence that is unapproved by either the school, parent or guardian. Missed academic work will be recorded as a zero, with no credit given for the days absent.

When students know in advance of an upcoming absence, he or she should inform his/her teachers a minimum of two days prior to the planned absence. The individual teacher will determine if missed work is to be turned in before or following the absence.

For purposes of this policy, 20 minutes or more missed of a class will be considered an absence.

### ***Attendance—Appeals Process***

Students who reach or exceed the absence limits set on pages 43-46 will be able to appeal the application of the attendance policy to the Assistant Upper School Director and the Upper School Director.

A student who wishes to appeal must do so within two school days of being notified of having reached the absence limit. The student should talk to the Assistant Upper School Director and submit an appeals form with appropriate documentation. The Assistant Upper School Director will consult with the Upper School Director and report back to the student regarding the committee’s decision.

Appeals for particular absences MAY be granted for the following reasons: Pursuing or developing special talents; special educational opportunities not offered at MPA; or extended illnesses and/or recurring medical appointments for special health conditions. Students should provide documentation for the above exceptions to the regular policy.

Appeals will generally NOT be granted for the following reasons: Vacations; recreational or noneducational experiences; or skipping class. A student’s diligence and responsibility in making up missed work will be a factor in determining whether or not an appeal will be granted.

### ***Extended/Extra Holidays***

Vacations other than those scheduled by the school are strongly discouraged as it affects student performance. Such absences are considered detrimental and teachers cannot be expected to provide extra instruction on topics covered during the absence. The student is responsible for obtaining all assignments in such cases.

### ***Appointments/Leaving Early/Returning***

Parents are required to send a note or phone the Upper School office in the event of a late arrival or early departure.

### ***Arriving Late***

If arriving late, the student must report to the Upper School office, sign in, present a note to the Assistant to the Upper School Director, and receive a pass to give to her/his classroom teacher. If leaving early, the student should present a note to the assistant when he/she arrives in the morning, and receive a pass to give to the teacher whose class they will leave. When actually leaving the school, the student must sign out in the Upper School office. Returning students should follow the same office procedures.

### ***Permission to Leave Campus During the School Day***

Without written parental approval or a phone call to the Upper School office, students may not leave the campus during the school day.

### ***Permission to Leave Campus Before and After the School Day***

Our general expectation is that students arrive at school no earlier than 8:15 a.m. (or 7:35 a.m. if they have a “0 Hour” class) and leave school after 3:10 p.m., unless they are involved in a specific extracurricular activity or have arranged for work with a teacher. Nevertheless, we are aware that students may have times when they are off campus during the school day. Because we have a closed campus, we assume it is your expectation that your student is here at MPA. If, however, you wish to allow your student to leave campus during the school day, we must have your written consent, acknowledging we are not responsible when he/she is off campus.

### ***Participation in Extracurricular Activities***

In order to participate in an extracurricular practice or competition, the student must arrive by third block and attend classes the rest of the day. A student who skips any or all of a day is ineligible to participate in after school activities that day.

## **Tardies**

1. A student is officially tardy to class after the scheduled start of a given class. The tardy is unexcused if a student does not bring an appropriate pass with her/him when entering class. Parents should use PowerSchool to monitor attendance.
2. Passes are available for:
  - A. A late bus arrival (pass available in office).
  - B. Illness or appointment verified by parental note or phone call.
  - C. Late arrival due to discussion with faculty or administrator.
3. Drivers' tardies are unexcused unless accompanied by a parental note or phone call.
4. Consequences for unexcused tardies are as follows:
  - A. The fourth time a student is tardy to a particular class in a semester, the teacher will notify the Assistant Upper School Director. The student will be assigned detention.
  - B. If a student is assigned detention a third time for lateness, the Assistant Upper School Director will contact the student's parents.
  - C. The consequence for the fourth offense (i.e., 16 reported tardies) will be one day suspension from school and a conference with the student and parent(s).

## **Discipline**

### **General Procedures**

The expectation of Upper School students is that they will abide by and support MPA's Code of Ethics.

Following a breach of the rules, or other misbehavior, the student will be reminded or warned about the behavior. Given the quality of students at MPA, in most cases this should be sufficient. With continued or severe offenses, however, any or all of the following may be implemented.

1. The student's teacher or administrator may send a communication home indicating the problem and solution.
2. The parent(s) and/or student will come to a conference with the appropriate staff (teacher(s) and/or administrator(s)).
3. The student may face the appropriate immediate consequences for the inappropriate behavior (i.e., a student damaging property may be asked to repair it, do appropriate maintenance work, or pay for the replacement).
4. The student may be referred to the Judiciary Board.
5. The student may be suspended from school as a result of the behavior. Reinstatement will occur only after a conference with the student, parent(s), and appropriate staff results in the assurance that the problem(s) have been resolved.
6. The student may be expelled from school or not invited back for the following year if the behavior so warrants or the conferences do not provide the desired results.

It is assumed from the preceding that in dealing with most inappropriate behaviors and continued problems there is a normal progression of consequences, and that in all cases parent(s) are properly informed and the behavior and consequences are documented. The consequences should move from appropriate and immediate, as suggested in #3 above, to suspension and finally probation or expulsion. Serious infractions may result in immediate suspension/expulsion.

### **Student/Faculty Judiciary Board Guidelines**

The responsibilities of the Student/Faculty Judiciary Board include:

1. Hearing serious cases of suspected student impropriety and **proposing** a course of action;
2. Offering recommendations and suggestions to the school administration regarding prevention of school discipline issues;
3. And serving as a model of student/faculty/administration cooperation.

The voting members of the Judiciary Board include four elected student representatives, a student council representative and two faculty members. Nonvoting members include the Assistant Upper School Director. A full description of the procedures of operating guidelines used by the Judiciary Board is available in the Upper School office.

### **Suspensions**

1. Any work missed during a suspension must be made up the next day without teacher assistance.
2. No credit will be given for daily work or quizzes given during the time of the suspension. A one full letter grade reduction on tests, major projects and papers will be given for such work due during the suspension.
3. A student who is suspended may not participate in any after school events or activities during the period of the suspension.

### **Driving Regulations**

1. Students driving to school must register their vehicle(s) each year with the Upper School Administrative Assistant before driving and parking at MPA.
2. All students age 16 or older are presumed to be capable of driving and must be registered. Parents may write and sign a note stating their 16-year-old or older student will NEVER drive and park at MPA during the current school year. (Detention will be assigned to unregistered students who drive and park at MPA and to registered students who drive and park unregistered vehicles.)
3. Student drivers are expected to drive safely, respect traffic laws, and be respectful of the presence of young children in the vicinity of the school.
4. Student drivers should park in designated areas only. Cars may be towed if they are parked in fire lanes or other illegal places.

5. No student should go to the parking lot during the school day without permission. Students must bring all necessary books, food, and equipment from their cars upon arrival.
6. The school reserves the right to search cars parked on MPA property.
7. All students must be in class on time.
8. Student drivers may not give rides to other students unless they obtain written permission from their parent(s) and the parent(s) of the rider(s). All students must have rider registrations on file in the appropriate divisional office each year.
9. All students must ride the buses to and from after school activities unless being transported by a coach or parent. Exceptions may be granted by the Upper School Director or Athletic Director with parent permission.
10. Seniors may be assigned parking spaces in the back lot. These spaces are for senior drivers only (not siblings, etc.). Violation of the preceding rules may result in revocation of the school issued driving/parking permit and may result in further disciplinary action. It should be understood that the gaining of a drivers license does not automatically mean permission to drive to and from school. This is a privilege offered by MPA to the students and must be accompanied by appropriate student behavior.

## **Extracurricular Activities**

### **General Information**

Please see the booklet, "Everything You Wanted to Know About the Upper School" for a full description of the following activities. It also can be found online at <http://panthers.moundsparkacademy.org>.

### **Activities and Clubs**

Amnesty International • Bloodmobile • Book Club • Bridge Club • Chamber Choir • Concert Band • Concert Choir • Debate • Drama Productions • Gay/Straight Alliance • Habitat for Humanity • Inkslingers • International Thespian Society • Jazz Ensembles • Judiciary Board • Library Advisory • Men's Chorale • Men's Quintet • MOSAIC • National Honor Society • Newspaper • Orchestra • Peer Leaders • Quiz Bowl • SADD • Snowboarding Club • Speech • String Quartet • Student Congress • Student Council • Student Political Union • Tech Aide Program • Tutors Guild • Winter Show • Women's Chorale • Women's Quintet • Wood Ensemble • World Language Contests • Yearbook

### **Athletics**

Alpine Skiing • Baseball • Basketball • Cross Country Running • Girls Swimming • Golf • Boys' Hockey • Boys' Football • Nordic Skiing • Soccer • Softball • Tennis • Track and Field • Volleyball

MPA is a member of the Minnesota State High School League (MSHSL) and the Tri-Metro Conference.

## **Physical Education/Athletics**

### **1. Why does Mounds Park Academy require two years of physical education to graduate?**

MPA is committed to educating the whole person. Physical education at the Upper School level is necessary for the further development of the student's physical, social, emotional and mental growth.

Physical education is a vehicle which allows students to experience the enjoyment of a variety of skills and physical activities leading them to make responsible decisions regarding life-long personal health and fitness.

### **2. What is the difference between physical education classes and after-school athletics? Why can't students fulfill their physical education requirements via participation in after-school athletics?**

Physical education classes are required while participation in athletics is a voluntary extracurricular activity. Physical education classes provide the students with the knowledge, skills, and fitness necessary to participate in a variety of individual and team activities. Athletics is a specialization of one particular sport. We believe that requiring physical education classes provides all students with an opportunity for healthy, positive social interaction during the school day. Students also are able to interact with peers who have a wide range of interest and abilities.

### **3. What is the difference between the Middle School, junior varsity and the varsity athletic programs?**

Middle School athletics are participation oriented with emphasis on the development of individual skills, sportsmanship, understanding team concepts and enjoyment of the sport. Middle School athletics meets three to four days per week.

Junior varsity sports, while still emphasizing participation, tend to be more competitive than Middle School athletics; the JV program is a step away from the varsity level. The JV program is a daily commitment.

Varsity athletics are the highest level of competition attainable at MPA. Varsity sports require a daily commitment and discipline to individual and team improvement and goals.

Due to the competitive nature of varsity athletics, students and parents should not expect that all players will participate in every game.

## Grading

The Upper School maintains the following letter grade system:

- A Outstanding achievement; excellent performance
- B Achievement beyond the requirements of the class; commendable performance
- C Satisfactory achievement in meeting the requirements of the course; adequate performance
- D Unsatisfactory achievement; has not met all of the requirements of the class
- F Failed the course; credit is not given.

Given the students accepted at MPA, it should be noted that a “C” grade is satisfactory and the requirements of the class have been met. A “D” grade may mean the student would not be able to use the class as a prerequisite.

## Pass/No Credit Grading

A grade of “P” indicates success at the level of C- or above as determined by the teacher. No credit is given for performance below a C-. Neither a grade of “Pass” or “No Credit” is figured into a student’s GPA. Pass/No Credit grading is considered on an individual basis only. Generally, students are discouraged from taking courses Pass/No Credit. However, under the following circumstances approval may be granted:

1. Independent studies such as word processing or computer programming.
2. Special circumstances including chronic illness, physical handicap, prolonged absence due to family circumstances, etc.
3. Students wishing to broaden their educational background without the penalty of potentially lower grades or GPA.

In order for students to take a course Pass/No Credit, they must apply for permission no later than two weeks into the course; under special circumstances, administrative discretion may apply. The Upper School Director and/or Assistant Upper School Director along with the department offering the course and the instructor teaching it must grant permission. The instructor will prepare a contract describing course requirements and due dates. This will be kept on file in the Upper School office. Requests for Pass/No Credit are granted only when the course in question is not a departmental graduation requirement.

## Cumulative Grade Point Average

The cumulative GPA is based on semester grades only for all courses taken and is weighted by credit. It is calculated after each semester and is recorded on the transcript at the end of the second semester for that school year. The cumulative grade point average only includes grades for classes taken at MPA.

## Final Exams

Teachers will retain student final exams until September 15 of the following school year. The exams can be destroyed at that time.

If a student/parent wants to see the exam, they should call the teacher to make arrangements or set an appointment at the teacher’s convenience. This can be done during the week following the exam or in the fall before September 15.

## Honor Roll

The honor roll, based on semester grades, is for students who average a B+ (3.30) or above. The honor roll is based on all MPA courses taken, weighted by credit, and is posted semi-annually in the main hall.

## Academic Lettering

Students at MPA have the opportunity to letter in a variety of events. Criteria for obtaining a letter are set by the advisors of the activities. In addition, students can earn an academic letter if their yearly GPA is 3.50 or better.

## Transferred Credits

MPA grants credit for course work taken outside of MPA only after review and approval by MPA administration. Students enrolled at MPA should seek approval prior to registering for outside course work by filling out an outside credit sheet, which can be obtained in the Upper School office. The amount of credit and determination of grading system for transferred credits is at the discretion of the administration.

## Transcripts

The following applies to information sent to colleges, universities and other institutions:

- MPA will send the record of a student’s course work and grades in its entirety.
- Students are responsible for reporting all test scores to colleges, universities, and other institutions.
- Special needs information contained in the student’s file will only be forwarded if a written request is made to do so. If a student leaves MPA to attend another school, all records from previous schools (before attendance at MPA) will be forwarded to the new school.

## Failing a Class

When a student fails a semester or full-year course, that “F” remains on the transcript and the “F” figures into the GPA of the student. If MPA recommends that the student make up the credit lost by passing a summer school course or retaking the course at MPA, the grade from such a course is placed on the student’s transcript. If a student fails a semester of a full year course, no credit will be given for the failed semester.

## Graduation Requirements

English:	4.00 credits
Math:	3.00 credits
Science:	3.00 credits
World Language:	3.00 credits
Social Studies:	4.00 credits
Physical Education:	2.00 credits
Health:	0.50 credits
Fine Arts:	3.00 credits
Service Project:	0.50 credits

*Each senior must complete one quarter credit of service in or out of the school (30 hours). One quarter credit is also required of students in grades 9-11, who must complete 10 clock hours of service in each of their 9th, 10th, and 11th grade years.*

Senior Seminar:	0.25 credits
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*Each senior must complete this mini-course at the end of his/her senior year.*

Senior Performance:	0.25 credits
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*Each senior must complete this during the senior year.*

## Departmental Credits Required

**23.50 credits**

## Electives

**4.50 credits**

## Total Credits Required for Graduation

**28.00 credits**

The remaining credits needed to meet the minimum required for graduation may be earned by taking elective courses offered throughout the curriculum or by working in an area, such as the computer lab, tutoring, the library/media center, or in some other service project area (maximum one credit toward graduation). In the area of fine arts, we encourage students to take courses in each of the four areas even though they are not required to do so.

Seniors are required to take a minimum of 6.00 academic credits, plus 0.25 senior seminar, 0.25 senior performance, and 0.50 service credits.

**Course Requirements:** Advanced courses taken in grades 7 and 8 do not satisfy graduation requirements.

## Invite Back Process

### Academic Concerns

If a student receives one or more "F"s or two or more "D"s in a semester, that student will then have had an unsatisfactory academic semester and will be placed on probation for the following semester. Two unsatisfactory semesters in one school year may result in that student not being invited back for the next school year.

## Behavioral Concerns

Each quarter, the Assistant Upper School Director will review individual student behavior, considering number of office referrals, suspensions, chronic tardiness, etc. Based on such information, if a student's behavior is deemed unsatisfactory, that student will then be placed on probation for the following quarter. The Assistant Upper School Director and the Upper School Director will then meet with the student and her/his parent(s) to clarify concerns and note what must be done to improve. Three unsatisfactory quarters in one school year or four unsatisfactory quarters in two consecutive years will result in that student not being invited back for the next school year.

## Responsible Laptop Use Guidelines

***Students should not be doing anything that disrupts their own learning or the learning of any other student.***

### General

1. Student laptops are for school use. Any actions or activities that interfere with the education use of a computer are not allowed and will be subject to disciplinary action.
2. Teachers set the general tone of computer use during a class or study hall.
  - Do not instant message during class time or study hall times as it is disruptive.
  - Do not send personal email or play computer games during class time.
  - Computer games must be appropriate and are subject to teacher approval.
  - Music is generally not allowed during class time. Use headphones when listening to music.
3. Computer desktops or decorations must be appropriate for school and are subject to approval.

### Citizenship

1. Students will comply with **any** teacher's request regarding their computer use. Adults will confiscate computers if necessary.
2. Student use of the computer network will not interfere with the use of the network by others.
  - Students will not enable any file sharing or other server service on their laptop computer. This includes—**but is not limited to**—Apple file sharing, Personal Web Server, Peer-to-Peer music sharing like Limewire, certain email and FTP services, iTunes music sharing, network games and SSH.
  - Students will not enable their laptops to function as AirPort base stations.
  - There will be no sending of chain email letters.
  - Students must obtain prior permission to send email to the entire school or class.
  - Students will not print more than 20 pages at any given time without the permission of a faculty member. If applicable, please restrict such printing to after-school hours.

3. Students will never access the email or file server account of another person. Using someone else's password or posting a message using another person's identity is a form of dishonesty. **You are responsible for all mail originating from your email account even if you didn't send it.**
4. Students will honor copyrights and software licenses following the accepted "Fair Use" policies for education.
  - Students will comply with MPA policies regarding acceptable computer use and web publishing standards.
  - Students will take great care when loading software on their laptop computer. There is a risk that it may contain a harmful virus or interfere with the proper functioning of the laptop. **If software is added that interferes with the proper functioning of the computer, the school will re-image the computer back to its original configuration.**

### Security

1. **Never leave your laptop in a nonsecure place.** It is **your** responsibility to lock away your computer in your locker or to keep it with you while at school. Do not leave your book bag unattended with your laptop inside, even if your bag is zipped shut. Do not leave your laptop on top of your locker, or in any place other than secured inside your locker. **If your laptop is found unattended, you will be assigned one hour of detention.**
2. Personal privacy is important.
  - Do not give your locker combination away to anyone else (even your friends) and report any locker malfunctions to the Upper School office.
  - Do not share any passwords and remember that you are responsible for keeping them private and secure.
  - Do not reveal any personal identifying information (name, gender, phone, address, photo) without having first established a prior relationship outside of the Internet, or have adult permission to do so.
3. Do not take your computer to lunch or leave your bag in the Middle School hallway cubbies. Do not leave your machine unattended during any unsupervised time or in the care of someone else "keeping an eye on it" while you are away (even if for only a brief period of time).
4. Do not lock your computer in the locker room as it is not secure.
5. Do not lend your computer to someone else as it is still your responsibility if something happens to your laptop.
6. Do not bring laptops on extended school trips unless given permission to do so by the faculty trip advisor. If you bring your laptop, you must keep the laptop with you at all times or store it in a locked facility. You should bring your laptops with you on family trips/vacations only if you can secure the laptop when necessary.
7. If possible, in emergency situations (i.e., fire drill), take your laptop with you when exiting the building. However, human safety and a speedy exit are the first priorities in such a situation.

### Lunchroom

#### Behavioral Guidelines

1. Use conversational tone when speaking.
2. Do not play with or throw food.
3. Stop eating and listen during the announcements.
4. Do not run in the lunchroom.
5. Stay at the tables until dismissed. (It is the student's responsibility to see that his/her table and surrounding areas are cleaned before being dismissed. Students should throw trash in barrels provided.)

#### Hot Lunch

1. Upper School students are provided with two beverages: either two cartons of milk or one juice and one milk. Students may purchase additional milk/juice.
2. Students purchasing hot lunch may not provide food to those not taking hot lunch. Students who provide food for those not on the hot lunch program or students not on the hot lunch program who take food are subject to the following consequences.

**First offense:** Student will be billed for a full lunch and receive an office referral.

**Second offense:** One day suspension for theft.

**Note:** Students bringing cold lunches may purchase milk and/or juice on a daily basis (\$.25/milk and \$.30/juice), or you may choose to prepay for the week or the full year (\$43.00 per year for milk and \$51.60 per year for juice).

#### Miscellaneous

**Cellular Phones/Pagers:** These items should not be used during the school day. They will be confiscated by staff/faculty if they interrupt school activities.

**Copy Machine:** Students may ask the assistants to use the copier in the Upper School Office. A copy machine is also available in the library.

**Eighteen-Year-Old Students:** School rules and policies requiring parental permission apply to all MPA students, even those who may be 18 years or older.

**Electronic Listening Devices and Games:** Electronic listening devices (i.e., CD players, tape players, radios, etc.) are not allowed during class time. Such devices may be used with headphones during the following times: Before or after school; during recess; and during study hall (at the study hall teacher's discretion). Students may not play electronic games of any type during class time. Appropriate games are permissible during study halls subject to teacher approval. For information regarding use of laptops and game playing, see the "Learning with Laptops" handbook located online at [panthers.moundsparkacademy.org](http://panthers.moundsparkacademy.org).

**Library Use:** Students should view the library as an area for quiet study, class related work and leisure reading. Books must be checked out and returned at the end of the lending period. If books are not returned at the end of each term, then students are responsible for reimbursing the library for the cost of the book(s). Library hours are generally 8:00 a.m. to 4:00 p.m. daily.

**Lost and Found:** Lost and found items are kept in the Upper School office. If items are left on the bus, students should ask the bus driver. Please label all personal items.

**Phone Calls:** All student calls should be made from the phones in the hallway. Students should limit phone calls made from the school. Appropriate times to call are before school, after school, and during lunch recess. Parents are encouraged to email their students during the day if they need to contact them.

**Phone Messages:** Students will be contacted by email regarding phone messages received during the school day.

### **National Honor Society**

1. Membership in local chapters is an honor bestowed upon a student. A faculty council selects members based on outstanding scholarship, character, leadership, and service.
2. The MPA Faculty Council consists of five voting faculty members and a non-voting chapter advisor. They meet in the fall to consider senior students for membership in the society. A formal induction ceremony takes place in the fall.
3. Once selected, members have the responsibility to continue to demonstrate the four qualities noted above.
4. A National Honor Society member who transfers from another school and brings a letter from the former principal or chapter advisor to the new school advisor shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.
5. The process by which the MPA Faculty Council selects students to be members of the National Honor Society is:
  - A. The council reviews the cumulative grade point average of all students who have completed their junior year. To be considered for NHS membership, a student must have a 3.5 (B+) grade point average.
  - B. Students will be notified in June if they have met the scholarship requirements for membership.
  - C. Each qualified student must complete a resume to be considered for membership. Completion of this form does not guarantee selection.
  - D. Each Upper School faculty member is given an opportunity to evaluate the students for character and leadership.

- E. The Faculty Council votes on each student on the areas of character, leadership, and service based on the information from the student and faculty. Selection for membership in the National Honor Society is recognition of truly outstanding academic achievement, as well as service, leadership, and character.

The faculty and administration of MPA considers membership in the MPA National Honor Society an honor and makes selections with great care.

### **Peer Leaders**

Peer Leaders is a unique program at MPA. Upper School students apply and are selected to participate in programs K-12 that aid in fostering a nurturing, healthy school environment. New students are matched with a buddy to support their transition to MPA. After a training retreat, peer leaders facilitate discussions in the 5th and 9th grade seminars about friendship and other relevant topics. These skilled students listen to their peers and regularly meet with Middle School advisories to discuss social/emotional issues. Peer Leaders also take the time to meet with 3rd grade classes, helping to give training in empathy and assertiveness. If you would like to be a Peer Leader, please contact Lisa Woodruff at ext. 343.

### **Student Council**

MPA has an active, involved student council. It is composed of representatives elected by the student body and students should view such representatives as official spokespeople for the MPA student community. Students elected must remain in good academic and behavioral standing in order to remain on the council.

### **Substitute Teachers**

On occasion, it is necessary for a class to have a substitute teacher. The substitute is considered a "regular" MPA teacher and should be treated accordingly. Students are expected to be helpful and respectful to substitutes. Students who are disrespectful to substitute teachers will be referred to the office for disciplinary action.

### **Discussion Groups**

Each year, depending upon student need and demand, MPA's psychologist offers discussion groups for Upper School students. Examples of such groups in the past have included stress management, alcohol/drug, family change and gay/lesbian/bisexual. Questions about the groups should be directed to Lisa Woodruff, Psychologist.