

SACRAMENTO COUNTRY DAY SCHOOL



2016-2017

MIDDLE SCHOOL HANDBOOK AND PLANNER FOR STUDENTS AND PARENTS

2636 Latham Drive, Sacramento, CA 95864
916-481-8811 FAX: 916-481-6016
www.saccds.org

MISSION OF EXCELLENCE

Sacramento Country Day School provides a challenging, comprehensive college-preparatory education to students from a variety of backgrounds who demonstrate strong academic potential and good character. Within a community that affirms positive human relationships and sincere respect for others, the school nurtures in its students the qualities of self-confidence, creativity, integrity, and responsibility.

Founded in 1964, Sacramento Country Day School serves 500 students in grades PK-12 and admits students without regard to race, color, gender, sexual orientation, religion, or national or ethnic origin. It does not discriminate in the administration of its educational policies, admissions policies, financial-aid programs, athletic programs, employment practices, or other school-administered programs.

STUDENT CODE OF CONDUCT

- I will conduct myself with honesty and integrity.
- I will maintain respectful relationships with all members of the SCDS community.
- I promise to uphold the Mission of SCDS.

I have read this handbook, including the “Respectable Use Policy for Technology,” and I agree to conduct myself according to the rules and philosophy stated herein.

Student’s Signature _____

Parent’s Signature _____

This Handbook and Planner belong to:

Student’s Name _____ Grade _____

(This agreement needs to be signed and returned to your advisor by Friday, September 2)

Welcome to the 2016-17 School Year

Dear Middle School Parents and Students,

Welcome to Middle School! Sacramento Country Day Middle School is a wonderful place, and we hope you will enjoy every moment you spend with us. Middle School (MS) is a time of growing independence, and we are excited to bring a year of learning devoted to rigorous, project-based, experiential classes. Additionally, a diverse group of electives contribute to the students' "ownership" of their learning. Students may select from electives in music, visual arts, photography, yoga, robotics, global awareness, speech and debate, farm to fork, and film production, among others. Clubs, sports, and Student Council offer opportunities to explore additional facets of growth. In short, opportunities abound and simply by involving themselves, students enhance and enrich their academic experience. In addition to academic and co-curricular activities, the Middle School values growth in compassion, citizenship, and responsibility, and we make a conscious effort to bring these principles to the forefront of the students' thoughts.

This *Handbook* contains important policy and procedural information for MS students and their families. However, it is not meant to be comprehensive, so please consider the spirit of the handbook and not just the written directives.

Please don't hesitate to contact me for clarification, questions, or concerns. I love talking with parents and students and welcome your ideas. Our partnership in your children's education is the best tool we have; I can't wait for the 2016-2017 education adventure to begin.

With warm regards,

A handwritten signature in cursive script that reads "Sandy Lyon".

Sandy Lyon
Head of Middle School

TABLE OF CONTENTS

	Page
The Academic Program (<i>Curriculum, Grades and Report Cards, Honor Roll, Homework, Academic Probation, Policy for Students with Learning Differences</i>)	1
Additional Information (<i>Lockers, Books, Supplies, The Library, Technology</i>)	6
The School Day (<i>Schedule, Lunch & Snacks, Advisory, Assemblies, After School, Athletics, Community Clean Up, Leaving Campus, Medications</i>)	8
Student Field Trips and Activities (<i>Field and Overnight Trips, Student Council, Dances</i>)	11
Attendance and Absences	12
Communicating with Teachers, Administrators and You (<i>Email, Electronic Devices, Messages, Conferences, Concerns, Back-to-School Night, Open House, Publications, SCDS Website, The Parents' Association</i>)	14
Middle School Dress Code	16
Guidelines for Student Conduct	17
Traffic and Parking Rules for Parent Drivers	20
Middle School Daily Schedule	21
Student Class Schedule	22

THE ACADEMIC PROGRAM

The mission of Sacramento Country Day School is to provide a rigorous college-preparatory education to students while fostering in them essential life skills: self-confidence, creativity, integrity, and responsibility. The objective of the Middle School, specifically, is to deliver this mission in the manner most developmentally appropriate for early adolescents. We nurture and celebrate the “child” in our students while recognizing and appreciating the young “adult” in them as well. We strive to prepare our students for the rigors of high school and college, introducing them to a rich and deep intellectual and interdisciplinary study of English, history, math, science, world language, physical fitness, art, drama, music, technology, and human development. Over the course of the three years in Middle School, we grant students – and we expect of them – the increasing responsibility and independence vital to their future academic and personal success.

Curriculum

The rich curriculum in the Middle School is described fully in the *Middle School Curriculum Guide*, copies of which are available in the Middle School office and on the school’s website.

Middle School Advanced Math and Spanish Classes

Accelerated math classes meet the needs of students who excel in math and who are able to advance early. However, due to the cumulative nature of these subjects, it is essential that students achieve a level of B or above to remain in the accelerated class. Seventh grade students earning less than a B in Algebra will be reassigned to the Pre-Algebra class. The same principle applies to the advanced Spanish-A classes. A B average must be maintained or the student will be reassigned to Spanish-P classes.

World Language Options

At the beginning of Middle School in sixth grade, students and their parents choose a language for the next three years: Spanish, French or Latin. Once a language is started, students should remain in that language for the three years of Middle School. However, if a change is desired, the only option is to switch in 7th grade into Latin or a language in which (s)he has prior experience. When students enter high school, they begin either the second or third year of their language or may start over with a different language. New students entering in eighth grade with no language experience may be able to take Latin, Spanish or French I in our high school, depending on schedule availability.

Grades and Report Cards

Grades in the five academic classes, physical education, and elective classes are reported to students and parents in writing at the end of the second and fourth quarters (i.e., at the end of each semester) and through parent-teacher conferences (with the student’s advisor) at the end of the first and third quarters. The semester grade is an average of the two quarter grades (50% per quarter). Teachers will send a progress report home mid-quarter if a student’s grade drops to a C or below.

Teachers incorporate a minimum 5% organization grade and a minimum 5% participation grade into the average for each class. These grades include preparation for class, organization of binders, daily supplies brought to class, and active engagement in class.

Academic Classes

- | | |
|--------|---|
| A (+-) | Excellent range – student consistently meets or exceeds the expectation and shows superior effort and focus. |
| B (+-) | Good or above average range – student meets and often exceeds the expectation and shows consistent effort and focus. |
| C (+-) | Satisfactory or average range – student shows average achievement, effort and focus.
C- demonstrates very low “average” achievement. |

- D (+-) Poor or below average range – student work is below average and only barely acceptable; student is unprepared and unfocused.
- F (+-) Failing – student work is unacceptable; student has not given minimum effort despite intervention by faculty and staff. The student did not pass the class.

Elective Classes

Elective classes are graded on an Honors, Honors Pass, Pass, and Fail system. To be eligible for the Middle School Honor Roll, students must earn Honors or Honors Pass in their elective classes. Students must earn Honors or Honors Pass in 7/8 quarters of their elective classes over the course of the year to be recognized at the Academic Honors Awards Ceremony in the spring.

- H Honors: (90%-100%)
Student goes "above and beyond" in his/her commitment and participation in the course. He/she meets all expectations, attends all extra-curricular events, comes to class on time and is well-prepared, and enthusiastically engages in all aspects of the course. (Eligible for Quarter Honor Roll)
- HP Honors Pass: (77%-89%)
Student meets expectations of class. He/she completes assignments, participates in class and extra-curricular activities, arrives on time, and is generally well-prepared. (Eligible for Quarter Honor Roll)
- P Pass: (60%-76%)
Student is working below expectations. He/she participates minimally in class, can be distracting or disengaged, and/or is late or unprepared for class. (Not eligible for Quarter Honor Roll)
- F Fail: (59% or below)
Student work is unacceptable; student has not given minimum effort despite intervention by faculty and staff. (Not eligible for Quarter Honor Roll)

Effort Grades

In addition to the academic and elective grades, students also earn "Effort" grades each quarter, reflecting their participation and attitude in class. A "U" in effort will disqualify a student for the Honor Roll.

- E Excellent – student demonstrates true excellence; the student always comes to class on time with a positive attitude, respects the policies within the classroom, participates with enthusiasm, is always well-prepared and is a positive role model for others.
- S+ Good – student demonstrates a strong work ethic; the student has a positive attitude and attendance record.
- S Satisfactory – student meets the requirements of the class and performs at a satisfactory level.
- S- Weak – student is bordering on unsatisfactory work and/or behavior; student needs to apply him or herself to the class with much greater energy and enthusiasm.
- U Unsatisfactory – student behavior, punctuality, preparation, performance and focus are consistently inappropriate or below average.

Grade Point Average

GPA will be figured upon the **five academic** subjects (English, math, science, history and world language) according to the following equivalents. Physical Education and elective classes are not included in the student's GPA. *Note: SCDS does not officially give A+ grades.*

A	=	4.0	(93-100%)	C	=	2.0	(73-76%)
A-	=	3.7	(90-92%)	C-	=	1.7	(70-72%)
B+	=	3.3	(87-89%)	D+	=	1.3	(67-69%)
B	=	3.0	(83-86%)	D	=	1.0	(63-66%)
B-	=	2.7	(80-82%)	D-	=	0.7	(60-62%)
C+	=	2.3	(77-79%)	F	=	0	(59% pr below)

Teachers have discretion to round grades when they deem it appropriate. (76.5, for example, could become a C+.) However, the GPA itself is not rounded for the quarter or semester grades.

Qualifications for the Honor Roll

- The names of students on the Honor Roll (3.60+ GPA and H or HP in both elective classes) and High Honor Roll (3.9 GPA and H or HP in both elective classes) will be published in *Highlights* and/or the Friday email at the end of each quarter. The High Honor Roll is all As with no more than one A-.
- Over the course of the entire year, students with a 3.60+ GPA and H or HP in 7/8 of elective classes (Honors) or 3.9 GPA and H or HP in 7/8 of elective classes (High Honors) are recognized at an Academic Honors Awards Ceremony at the end of the year. The GPA averages are based on quarter academic grades.
- Students must have at least an "S-" in effort grade in all subjects to be on the Honor Roll and to be recognized at the Academic Honors Awards Ceremony.
- If the "Behavior Concerns" box on the report card is checked, the student is not eligible for the honor roll for that quarter.

Homework

Homework is an integral part of the academic program. The work assigned is essential to the development of the classroom curriculum, reinforcement of newly learned skills, and preparation for the following day's classes. Homework does not replace time in the classroom; it augments classroom learning. Sixth grade students can expect an average of 20-30 minutes of homework per night for each academic subject; 7th and 8th graders can expect 30 minutes of homework per night for each academic subject. Because of the differences in students' study habits and in the types of assignments, it is impossible to state the exact amount of time any one student should spend studying. However, sleep is important to growing bodies, so if you find that a student is taking much longer than these approximate times, please contact his or her teacher or advisor. Monday – Thursday, unless there is a social/emotional class in session, there is a 30-minute study hall under the guidance of a teacher.

Students need to keep an accurate written record of all assignments for each class in their *Country Day Planners* and/or on their iPads or Google Chromebooks. Major tests and long-term assignment deadlines will be announced well in advance to the students. Every attempt is made to have no more than two tests, projects, and/or papers scheduled for any one student on one day. Small quizzes are not considered part of this scheduling.

In addition, homework is also posted online daily by 4:00 p.m. To access the site, students must use their Cavalier accounts; the following is the path to access the posting:

1. One way to get to the homework site is to go to <http://sites.scdsstudent.org>
2. If prompted, enter first initial and last name and year of graduation. Example: slyon20
3. Enter password. Students are given an initial password by the librarians and then must change it to their own password the first time they log in to the Cavalier accounts. If a student forgets his or her password, the librarians can reset it for them.
4. When the page comes up, go to browse sites, and choose all sites OR type Homework into the search box and get the link to the page.
5. Click on Middle School Homework, which will bring up a site with a list of teachers' names.
6. Click on the teacher they want to view e.g. Lyon or Bolman.

Due dates for homework, projects, and tests are determined at the teachers' discretion. Due to the nature of the academic calendar, tests, quizzes, projects, and presentations tend to "clump" at certain times of the year. Teachers always allow days, if not weeks, of advance warning for larger projects. When students are in regular attendance, it is their responsibility to make sure they meet these deadlines set by teachers. All major assignments and assessments must be completed. In situations where students do not turn in homework on time, the following procedures apply:

1. Homework that is corrected or discussed in detail in class may not be turned in late.
2. An assignment is considered late any time after the appointed hour set by the teacher.
3. Daily homework turned in late is for 50% credit. Projects and writing assignments are deducted 10% for each academic day the work is late.
4. Teachers will contact parents when a child has **two** late or missing homework assignments.
5. Extenuating circumstance will be considered by the individual teachers.
6. When a student has an excused absence, the teacher may provide the same number of days the student was absent to turn in late work. Long-term assignments will still be due the day of return. A short extension may be provided at the discretion of the teacher. For long-term absences (a week or more), a note from a doctor is in order. The student's advisor will help coordinate test make-ups.
7. If a student is tardy due to appointments or illness, homework and test make-up is due that day without an extension.
8. Daily participation points are given in each class, so missing classes may result in a lowered grade due to the missed points.

Academic Probation

There are three criteria that each Middle School student must meet to maintain minimum academic standards. They are

1. A grade point average of 2.0 in academic classes
2. No F's in any subject and not more than 1 D
3. No excessive absences of more than 10 days per semester

A student must meet all of the required criteria each quarter or he/she will be placed on academic probation. The student then has one quarter to raise the grade(s). Students on academic probation at the end of Semester 1 will not be issued re-enrollment contracts during the February re-enrollment period. Students placed on Academic Probation after re-enrollment contracts have already gone out forfeit the re-enrollment contract for the following year. At the end of each semester, the Head of the Middle School) will determine the academic standing of probationary students. Extenuating circumstances may be considered at that time. Students whose contracts have been withheld or rescinded, but are in good academic standing (with a 2.0 or above GPA, not more than one D, and no F's) by the end of the semester, may be issued a re-enrollment contract for the following year. In the case of excessive absences, the school may issue a probationary contract for the following year. At the end of the first quarter, a review of the absences will be held. In addition, a summer course for deficient classes may be required, or an incomplete grade given until the course/s is/are completed.

Eligibility

Students on Academic Probation may not participate on athletic teams or student council. It is understood that participation in such activities is a privilege, and students must accept the responsibility that comes with being selected to represent SCDS on the athletic field and the student council.

Sacramento Country Day School Policy for Students with Learning Differences

Our goal is for students to meet with academic success as active and engaged learners. Teachers and administrators work with families in an effort to provide a successful academic experience for all students from pre-kindergarten through senior year. We recognize that students with diagnosed learning differences may need extra support in designated areas. We expect all students to meet the school's academic and behavioral standards, so we strive to work with students with learning differences so that they may have a fair and reasonable opportunity for academic success. While all of our students have unique learning profiles that influence their experience in school, this policy addresses the needs of those with diagnosed learning differences for which specific accommodations in the school setting are requested.

In determining which accommodations will be provided, the school will consider the extent to which an accommodation may affect the nature of the school's academic and extracurricular programs, the quality of student life generally, the reasonableness of a requested accommodation, whether its costs create an undue burden on the school and its personnel, and the extent to which the family and the student will support the school's recommendations. The essential academic requirements of the school will not be altered. The school reserves the right to evaluate test results and to review testing conducted by educational consultants. Once a diagnostic report is formally accepted by the Division Head, the student and family work together with the student's learning team (Division Head and appropriate faculty) to develop and facilitate reasonable, recommended strategies. A written Plan to Accommodate Learning (PAL) will outline the approved accommodations. Periodically, the student's learning team, with the approval of the Division Head, will review and adjust the accommodations that have been arranged. While Sacramento Country Day School makes reasonable efforts to support students it accepts, the school may determine that a student's needs would be better served in a different academic setting.

Documentation Requirements. In order to receive accommodations, a student must have a comprehensive assessment performed by a qualified professional (e.g. educational psychologist), completed within three years of the request for accommodations. This comprehensive evaluation must include the following:

- The specific learning difference that has been diagnosed
- Recommendations for specific accommodations, with an explanation why the learning difference requires each accommodation requested
- Relevant educational, developmental, and medical history of student
- Thorough documentation of the techniques and methods of evaluation
- Test results and sub test scores along with any narrative discussion of the testing
- The professional credentials of the evaluator (license, certification, area of specialization)
- A signed release permitting the school, the evaluator, and any specialists providing outside services to discuss the testing, results, accommodations, and student progress and needs without restriction

Once the report has been submitted and formally accepted by the Division Head, the report will be secured with the student's learning profile, and the school's confidentiality procedures will be followed. It does not become a part of the student's cumulative file and will not be transferred outside of the school unless this is requested in writing by the parent.

If a student has had an evaluation/assessment done prior to applying to Sacramento Country Day School, this should be included with the application materials. This allows the school to assess whether the student's learning needs can be met within the scope of accommodations we typically approve.

Reasonable Accommodations. When a properly documented learning difference exists, the school will endeavor to reasonably accommodate the student. In a Pre-K-12 grade school, accommodations for learning differences are likely to change over time as the student becomes an increasingly mature and independent learner, capable of self-advocacy. The school will determine the accommodations it deems reasonable. Possible accommodations may include the following:

- Extended time on tests or quizzes
- Alternate testing formats (e.g. allowing the student to give answers orally, etc.)
- Preferential seating in the classroom
- The use of learning tools in and out of the classroom, including word processors, recording devices, and calculators when appropriate
- Reasonable modification of assignments (e.g. requiring fewer problems in a math assignment to demonstrate mastery, reduced spelling lists, etc.)
- Modification of world language requirement

Other accommodations may be allowed when the core requirements of the course are not compromised, when resources are available, and when a student cannot use mainstream methods.

Parents are responsible for making arrangements with and paying for any outside support indicated in the assessment. We are happy to provide a list of referrals.

Conclusion. Ultimately, our goal is to build a collaborative partnership between school, student, and family that assists the student in developing the skills to succeed at Sacramento Country Day School and beyond. With appropriate school accommodations, family support, and the on-going development of individual learning strategies, we strive to promote academic excellence and nurture a wide range of learners.

ADDITIONAL INFORMATION

Lockers

All Middle School students are assigned a locker at the beginning of the year. The locker has a built-in lock, and students are expected to keep their lockers clean and locked (it's amazing how many "lost" books are found in messy lockers). The lockers are large enough to hold books, but rolling backpacks will not fit. Students are asked to keep those either in a homeroom class, off the pathways close to the buildings, or with smaller backpacks, on top of the lockers. Students should be advised not to put items of value in their bags. Unfortunately, the campus can be a target for theft, and unattended belongings tempt unwanted intrusion.

Books

Middle School students purchase textbooks from MBS Direct, the SCDS on-line bookstore. Ordering information and book lists are available on the SCDS website. The books are personal property, and students may highlight or make *appropriate* notes in them. Students' full names should be written on each book in an easily visible area on the cover. All textbooks, notebooks, and school equipment must be kept in a locker. We suggest that students not share books; loaned books that are not returned are the source of much angst for students who are then penalized for not having the necessary materials.

Used Textbooks

At the end of the school year, no-longer-needed textbooks may be turned in for credit toward purchase at the used-textbook sales held on campus in the summer.

Supplies

A list of supplies is available on the website so that each student can take advantage of "back-to-school" bargains in preparation for the year. The school does not provide paper, pencils, etc., and students are expected to come to each class prepared with these items. However, iPads and Chromebooks are provided by the school and remain school property until purchased or returned at the end of the eighth-grade year.

The Matthews Library

The Matthews Library opens at 7:30 a.m. daily during the school week. It is filled with a wealth of research information, the latest technology, great literature, and a friendly, professional staff. Students may search the library catalog and use library databases online any time by going to the library's website <http://matthews.saccds.org> and opening the library research links. At the beginning of the year, students receive brochures with the passwords they will need to access the databases. Students receive CavalierMail accounts that include e-mail, Google Drive, Google Sites, and more. Questions about library computer logons or CavalierMail accounts should be directed to the librarians.

Library Policies

Students are expected to follow the library rules, and those who do not may be asked by the librarian to leave and/or they may be assigned to detention. In serious cases, the student may have library privileges suspended for a time.

- Students must check materials out properly before taking them from the library. Certain library materials may only be used in the library.
- Students are expected to return library materials in a timely manner. Often other students are waiting to use them. The library will notify the student if items are not returned within a week of their due dates. A fine of ten cents will be charged for each day the material is overdue with a cap of \$5 per item. After a reasonable amount of time, if the item has not been returned, the librarian will notify the Business Office to bill the family for the cost of the book.
- Students may not bring food or drink into the library.
- Students are expected to obey the respectable use policy for technology outlined in this handbook. The library computers are for educational purposes. Library computers may not be used to play games. They must be returned by the end of the school day.
- Students must behave appropriately and respectfully in the library and not disturb other patrons.
- Before students leave the library, they should tidy up their tables, push in their chairs, and return library materials to the shelves or the cart unless they will be borrowing them.
- Students are expected to respect the rules for quiet study areas.

Technology – Respectable Use Policy

SCDS issues each Middle School student a device with necessary applications installed. Students and parents are required to review the Respectable Use Policy for Technology document and sign the Device Use Agreement to protect the hardware and software inherent with this technology. Technology resources at SCDS are provided for the purpose of supporting the educational mission of the school. The school's goal in providing technology hardware and services is to promote educational excellence by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning.

While the range of computer, telecommunications, and other technologies allows access to vast resources and information, it also places enormous responsibility on each student to use these systems in a considerate, ethical, and lawful manner. **The use of these technologies is a privilege, not a right, and is subject to terms and conditions.** Any user must adhere to the same code of ethics that governs all other aspects of life within the SCDS community. Actions performed or initiated through the use of technology must reflect honesty, integrity, and compliance with the rules of conduct set forth in this handbook.

Parent/Guardian Responsibilities

- It is the responsibility of the Parent/Guardian to sign and agree to the student Device Use Agreement. Parents/Guardians should talk to their students about use of technology in the same way as they would for all media sources in the home, such as television, telephones, movies, and music.

School Responsibilities

- SCDS will provide on-campus Internet access to all students.
- SCDS will provide Google Drive (or equivalent) for email communication and data storage services.
- SCDS reserves the right to monitor and restrict information transmitted by or stored within school-owned equipment. SCDS uses technology protection measures, such as Internet filtering, to protect against illegal, obscene, and other materials harmful to minors. Upon reflection and input from SCDS faculty and students, SCDS may reconfigure the filtering to best meet the needs of the educational environment.

Student Responsibilities

- Students are responsible for the caring, charging, and securing of their school-owned equipment on and off campus. This includes keeping their device (operating system and installed software) up-to-date through software updates.

- Students are responsible for the managing and the backing up of their personal and school related files and work.
- Students accessing technology as representatives of SCDS are expected to use appropriate language, manners, and ethics. The school may intervene if off-campus use of technology impacts the school community in a negative way. Students should not use email, instant messaging, blogs, or any other form of social media to hurt others in the SCDS community. Students will be held responsible for how they represent themselves and the school on the Internet.
- Students should contact a school employee if they encounter any security problems, abuses, or misuse of technology resources. These include, but are not limited to, sending or receiving messages that contain or suggest pornography; unethical or illegal solicitation; and racist, sexist, or otherwise inappropriate language.
- Students will not use or access files or software of others without the owner's permission.
- Students will not sign-in to another student's campus computer account or CavalierMail account.
- Students will respect the intellectual property of other users and information providers. This includes obeying copyright guidelines and improper use of other's work without proper citation and permission.
- Students will not attempt to bypass security settings or filters, or interfere with the operation of the network by installing illegal software, shareware, or freeware on school equipment. Assisting others in violating these rules by sharing information or passwords is also unacceptable behavior.
- When using electronic equipment, students will do so in a considerate manner while not interfering with the activities or work of others around them.
- Students may not use their own technology on campus except for the use of cell phones before or after school.
- Students understand that SCDS administrators will deem what conduct is inappropriate, if such conduct is not specified in this agreement. Any inappropriate use of technology may result in disciplinary action.

THE SCHOOL DAY

Arrival

First period begins promptly at 8:20 a.m. It is extremely important that students arrive at school before 8:10 a.m., so they will have ample time to visit lockers and prepare their materials for class. Late arrivals interrupt the class and a late student will often miss important instructions.

Class Schedule

Time	Period
8:20 – 9:05 a.m.	1
9:05 – 9:50 a.m.	2
9:50 – 10:10 a.m.	Morning Break
10:10 – 10:55 a.m.	3
10:55 – 11:55 a.m.	Elective Period
11:55 a.m. – 12:35 p.m.	Lunch
12:35 – 1:20 p.m.	4
1:20 – 1:50 p.m.	Advisory Period
1:50 – 1:55 p.m.	Community Clean Up
1:55 – 2:40 p.m.	5
2:40 – 3:25 p.m.	6

Minimum Day Schedule

Classes run until either 12 noon or 2:00 p.m. Adjusted schedules help all the classes meet, albeit for a shortened period.

Breaks/Lunches

A mid-morning break is scheduled daily from 9:50-10:10 a.m. We recommend a healthy snack from home, or students may purchase snacks from the vending machines. Students need to eat their snacks in the Middle School Quad where supervision is provided. This break is also a chance to take care of personal needs, play on the field, and visit with friends.

Students should bring a “bag” lunch to school or buy lunch through the school’s online lunch program, where a variety of healthy lunch choices are available at a reasonable cost. More information is available on the school’s website. For the first 20 minutes of the lunch period, students eat in the Middle School Quad area. After 20 minutes and a cleaned lunch table, students are dismissed to the playing courts and fields for a 20-minute recess. Students may check out balls and return them at the end of the lunch period at 12:35.

Advisory

Our advisory program is central to our Middle School program. Advisory groups of 10-12 students and one faculty advisor meet daily for 30 minutes. The mission of the advisory/homeroom program is to provide students with both academic and social/emotional support in an individualized and consistent way. Advisors monitor a study hall Monday through Thursday for 6th, 7th and 8th grades. This is an opportunity to accomplish homework or redo assignments under the guidance of a teacher. If no homework is required, students may read. On Fridays, after the Middle School Town Hall meeting, students have free time in the quad. The advisors also serve as advocates for the students; they are a liaison between home and school. The advisory period is crucial to fulfilling our mission to foster qualities of self-confidence, creativity, integrity, and responsibility. Because of this, we preempt homework time to hold human development curriculum sessions. Our school counselor will hold regular weekly meetings with 7th and 8th grade students. She also maintains office hours for private counseling, as needed.

Sixth grade students are introduced to the Owning Up curriculum during the first month of school and meet twice a week working on the Owning Up curriculum. This program presents a unique and comprehensive approach to preventing youth violence by targeting the root causes of bullying and other forms of social cruelty. It exposes the cultural expectations that teach young people to humiliate and dehumanize others as the way to achieve power and respect, then challenges them to transform this dynamic. Students meet separately by gender. Social issues continue to be addressed weekly in 7th and 8th grades, but they are not divided by gender but by advisory. Private counseling is also available for sixth grade.

Assemblies

One day a week, the entire Middle School will gather, weather permitting, in the Quad during the advisory period for announcements, celebrations, and brief performances. This weekly meeting is an opportunity for the MS Student Council to organize and lead the meetings and to develop leadership abilities. Our assembly schedule will accommodate longer assemblies for special events (generally held in the MP Room or Gym).

Dismissal

Middle School dismissal is 3:25 p.m. Pick up begins at 3:30 p.m.

- Students must quickly gather their books and materials, clean their locker area, and go immediately to the waiting area in front of the Administration Building.
- Parents must not arrive until 3:30 p.m. and drivers should follow the faculty volunteers as they direct the departure process. Parents, please read the section of this *Handbook* entitled, *Traffic and Parking Rules and Agreement*.
- Middle School students car-pooling with High School students need to wait in the HS designated area at “cars”.

Due to safety considerations and insurance restrictions, the school cannot permit students to wait unattended on campus beyond 3:45 p.m. Students who have not been picked up by this time are required to sign into the After-School Enrichment Program (ASE) at 3:45 p.m., and parents will need to sign them out upon arrival. Middle School students may not be released to the care of their High School siblings.

After School Enrichment Program (ASE)

Middle School students must check into the ASE Program by 3:45 p.m. Any Middle School student who is left on campus must be participating in either ASE classes (including a mandatory study hall from 4-5 p.m.), ASE camp, sports, theater, band/orchestra rehearsals, or other school-related supervised activities such as clubs. An older High School sibling may not supervise students. ASE camp is available between 3:30-6 p.m. If a student remains on campus before or after an organized activity (sports practice, drama rehearsal, etc.), the student must be signed in to ASE.

Athletics

The athletic department runs 12 athletic teams over the course of the year in Middle School. There is a “no cut” policy on all Middle School teams, and all students are strongly encouraged to play at least one sport. Students must maintain a quarterly average of 2.0 or above to play on athletic teams. Practices and games are after school, with varying time commitments depending on the team. Students who are on campus for games or practice must be under the direct supervision of a coach, or they must be signed in to the After School Enrichment camp.

Community Clean Up

Keeping our campus clean is of paramount importance, and it requires a collaborative effort. All individuals should pick up after themselves. We have time allotted in our day to work together as a community to maintain our surroundings. Advisories are responsible for specific areas of the campus; together, the students, teachers, and administrators will pick up trash, sweep, dust, and organize to collectively take care of our environment.

Leaving Campus

Students **may not** leave campus for any reason without an adult, either a parent, guardian, or teacher, to accompany them. This applies to the regular school day, the After-School Enrichment Program, athletics, or any other after-school activity. **Any request for exemption to this rule must be with a note or email written by the parent to the Head of the Middle School. Once a student leaves the campus, he or she may not return that day unless accompanied by a parent or guardian.** Students may not walk off campus to buy a snack and then return for a game or activity unless they are accompanied by a parent and have a prior note. Students involved in weekend or after-hours rehearsals or activities may not leave the campus for lunch, or any purpose, without adult supervision – even with a note from parents.

Special Release for Early Dismissal from School

A dated, written request or authorization by the parent or guardian is required for a student to leave the campus before the time of dismissal; this note needs to be shown to the relevant teachers and turned into the Middle School Office. The student and their parent or guardian should sign out in the Middle School Office. Upon return, students are to sign in again in the Middle School Office. Please make early dismissal requests only when necessary.

Medication

School policy, based on California State Law, prohibits us from dispensing medication to children unless specifically prescribed by a physician and given to us in the original container with dosage instructions indicated by the physician. Parents must also complete a form available on the SCDS website giving the school permission to dispense medication to their child.

STUDENT FIELD TRIPS AND ACTIVITIES

Field Trips

Throughout the year the students will be taken off campus on field trips that are planned as an extension of the Middle School curriculum and are designed to promote teamwork and fun. Most of these trips are day trips, but each class also takes a longer trip of five days duration. Before each trip, students receive an information/permission form that includes details of the nature of the activity, items to take along, the chaperones, and the cost. Parents need to return the appropriately signed forms to the school by the due date.

If a student is sick or has a fever, he/she will not be allowed to accompany the field trip, especially on overnight trips. It is not possible for one teacher to supervise an ill student, since the ratio of teachers to students is approximately 1 to 12 and parent chaperones are not included on the overnight trips. If a student becomes ill or injured on the trip, parents may be called to escort the child home. If a child has a fever or injury, he or she will not accompany the class on hikes or extended walks. In any case, parents will be informed of any difficult situations.

Field Trip Rules

1. All school rules are in effect.
2. Be courteous and positive in your behavior and in your comments to all personnel at the field trip site.
3. Be respectful of the facility by not littering or damaging property.
4. Leaving a facility after hours without a chaperone's supervision or permission is a serious offense.
5. With the exception of music players (which may include cell phones), electronic devices are usually prohibited on school trips. When allowed, iPods, etc., may only be used during plane or bus rides. Cell phones, when permitted, are intended for communication between the student and his or her family and/or the rest of the school group. They may be used for taking pictures as long as this privilege is not abused.
6. On overnight trips, uncooperative students who risk their own or others' safety will be sent home at the parents' expense and may be subject to further disciplinary action by the school.

Student Council

The goal of the Student Council is to learn how to govern responsibly and to address issues, which are important to both students and teachers. The Student Council organizes special activities and dances for the Middle School and spearheads the Middle School community service program. Officers and committee chairs are elected at the beginning of the school year following a week of campaign activities. The officers are elected for the full school year and must maintain good academic standing of no grades below a C to remain in office. Committee chairs may be elected by semester, but they must also maintain strong academic averages. A student holding a leadership position must understand one of the responsibilities accompanying positions is the obligation to set an example of exemplary behavior. A student leader can be removed if he/she exhibits inappropriate behavior.

Dances

The four Middle School dances are a time for all Middle School students to socialize together in a chaperoned, safe, and age-appropriate manner. This is an important time for students to have fun together as a community and to enjoy time with their school friends in a non-academic setting.

- The dress code for dances follows in the spirit of the school dress code, and specifically forbids the following: tank tops; low cut shirts, blouses, or dresses; cropped tops or low-riding shorts or jeans which reveal bare midriffs or undergarments; excessively short skirts or short shorts; excessively tight-fitting garments; ragged, frayed, fringed, slashed jeans, cut-offs or shirts, flip flops, and T-shirts that display inappropriate logos.
- Guests may be invited to dances. A formal permission slip will need to be signed by the parent of the guest and the host and turned in during the school day. Hosts should inform their guests of the school dress code policy, so as to avoid embarrassment.

- Dances are two and a half hours in length. Everyone, except Cavalier Club members, must pay the entrance fee of \$10. Students are not permitted to leave the dance and return later unless prior notification is given.
- Middle School students are not allowed to attend High School dances or proms.

Other Activities

When on campus during the afternoon and evening, except during actual activities such as dances or movie afternoons, students are required to sign in to ASE. When students are on campus and ASE is unavailable – such as during Homecoming and/or watching sports in the evenings, parents must take responsibility for their own child(ren).

ATTENDANCE AND ABSENCES

The school believes it is important for all students to attend classes every day they are in session and to arrive to every class and school obligation on time. Teachers depend on having their students in class every day, so they can keep up with their studies and actively participate in their education. In addition, our students depend on their peers being at school to work with them on group classroom activities, to share their questions and knowledge with classmates, to perform in a musical group, to compete on an athletic team, or to just be a friend. However, if a child is ill, especially with a fever, it is equally important that the child stays home until he/she is well enough to return to school.

Tardies

School begins promptly at 8:20 a.m. Students who are not in class by 8:20 a.m. should report to the Middle School Office to sign in and receive an admit slip before going to class.

Students with three unexcused tardies to classes will serve a lunch detention. After detention is served, students will serve lunch detention again after three more unexcused tardies. Chronic tardy problems may be addressed by an after-school detention. If a student is tardy due to appointments or illness, homework and test make-up is due that day without an extension.

Excused tardies. Tardies of the following nature are excused:

- *Illness*
- *Doctor's appointment.* Please try to schedule appointments during non-school hours. If this is not possible, please send a signed and dated note with your child when he or she arrives to school.
- *Forces of nature beyond the family's control* (snow, flooding, etc.)
- *Religious observances*
- *Family emergency*

All other reasons result in an Unexcused Tardy.

The school expects that families leave ample travel time in the morning, knowing that mornings can be tough for children, and traffic and weather can slow the commute to school. If a child is late due to an extenuating circumstance, please contact the Middle School Office. The school will always try to be flexible if something unexpected happens.

During the school day, students are expected to get from class to class on time.

Absences

Absences will be judged as excused or unexcused on their individual merit. Regardless of whether absences are excused or not, the School expects a student to miss no more than 10 school days in a semester. **Should a student exceed 10 absences per class in a semester, the parents will be officially notified and the student's semester grade may be negatively affected.** Students who miss class due to illness on the day of a scheduled event (sports,

drama, etc.) are not allowed to participate in that event. It is important to be in school for the following reasons:

- it maximizes the amount of time students spend with their teachers in the classroom ensuring an enhanced educational experience.
- it provides classmates with a lab partner, a teammate on the field, a friend, and participation in class that helps all students learn the material.
- it reduces time spent tracking students who need to submit make-up work, require a new test, or need outside tutoring to catch up.
- it teaches students to value reliability, punctuality, and consistency, critical qualities for success in life.
- it underscores to peers the importance of everyone's equal adherence to the rules.

Excused Absences

- *Illness.* If a student is ill, the parent should call the administration office between 7:30 and 8:30 a.m. to report the absence. If possible, please indicate an estimated length of the absence and request homework. Chronic absences can imperil a child's ability to keep up with his or her school work and will be reviewed by the Dean of Student Life and by the Head of the Middle School. **If a child is sick in the morning, he or she needs to stay home all day.** We want to make sure the student has ample recovery time and does not infect other members of the community. The child will not be allowed to participate in sports or other extracurricular activities for that day.
- *Family Emergencies.* In the event of family emergencies, parents need to inform the school as early as possible and the school will do as much as possible to accommodate the emergency.
- *Early dismissal for SCDS athletic or co-curricular activities.* While a team or performance group may have permission to leave school early, it is still the responsibility of the student to inform the relevant teachers and make arrangements for making up work.
- *Religious holidays*
- *Funerals, weddings, and honorary situations* (to receive an award, perform in special events, youth symphony, etc.)

Absences for any other reason will be unexcused and may result in lowered grades for the quarter/semester.

Make-Up Work for Excused Absences

It is the student's responsibility to make up all work missed during an absence. Students who are up to it while they are at home ill should endeavor to get assignments to be completed at home. Students or parents may check the posted homework site and email teachers for explanation as needed. (This communication does not replace a call from a parent to the front office to report the absence.) Many assignments can be emailed or attached to the homework site, but if materials need to be picked up, teachers will send appropriate assignments to the front office where parents may pick them up from the receptionist.

When students return to school, they should ask their advisor to prioritize make-up tests and projects and for their help finding out which assignments were missed. It is the student's responsibility to see their teachers outside of class time to get the assignments and communicate the plan for getting missed notes and returning assignments. In order to complete this work, students may need to give up some lunch or break time or stay after school. It is not possible for teachers to replicate the class lesson, labs, or group work during these meetings, and homework and make-up assignments do not replace class time. The teacher will, of course, try to accommodate an excused absence as much as possible. Students are provided with a reasonable amount of time to make up homework in case of illness. All teachers attempt to extend time when this is necessary.

Make-Up Work for Unexcused Absences

Though make-up work is helpful in the case of necessary absences, it is not possible for teachers to recreate the classroom learning experience. Lengthy planned absences, particularly when used to extend holidays, are discouraged by the school. However, if a student must miss school due to a planned event, **advanced, written notification, by hand or email, is required.** A copy must be sent to the Head of Middle School and all of the student's teachers.

Students are responsible for completing any missed work upon return as **no extensions** are granted for planned **vacations**. Teachers are not required to prepare work for students to take with them for unexcused absences. If tests have been scheduled or assignments have been made prior to an unexcused absence, students must take the tests or hand in the work the day they return, unless special arrangements have been made in advance with the individual teachers. *Students who miss significant time from school often demonstrate a reduction in performance and a corresponding drop in grades.*

Communicating with Teachers, Administrators & You

Email is the appropriate method to handle matter-of-fact business. For example, a parent or student might use email to report an absence to teachers and request homework or to clarify date, time, and/or location information about a class event or activity. The Dean of Student Life uses email to inform parents about detentions. Teachers check email routinely throughout the day and will respond to your questions in a timely fashion. Email should not be used to have "mini" conferences with teachers or administrators. Matters of concern and substance should be handled in person. You may email a teacher or administrator to request an appointment.

Phone/Voicemail

Parents should phone the front office between 7:30-8:30 a.m. when a child is going to be absent. Teachers are not easily accessible by phone during the school day. While every classroom is equipped with a phone, phone calls are not directed to the classroom during class time. Due to the intense nature of teachers' schedules during the school day, teachers often are not able to pick up a phone message until the end of the school day. PLEASE do not use a phone message as a way to convey a timely message to a student. Messages for students should be left with the **school receptionist or division assistant**. If there is an emergency, the call can be directed to the Middle School office.

Cell Phones and other Electronic Devices

Students may not use cell phones or Apple Watches during the school day. Children may use the phone in the front office if they need to call their parents during the school day. If parents need to contact their child during the school day, please contact the **front office**. The receptionist will make sure your child gets the message. Kindles, Nooks, etc. may not be used for reading or game playing and should not be brought to school. The school-issued iPad or Chromebook is fine, though. In addition, electronic games may not be used at school. Personal iPads, other brands of tablets, or computers are not needed at school.

Conferences

Conferences for parents and advisors are scheduled for all students at the end of the first and third quarters. Students on Academic and Disciplinary Probation will meet with the Head of the Middle School, the advisor, and/or the Middle School Dean of Student Life. Teachers and administrators are available and welcome conversations with parents.

Written Notes

Dated and signed notes are required when a student arrives late to school. This note is delivered by the student to the Middle School Office. If a child is leaving campus early (for a doctor's appointment, for example), a note needs to be shown to the relevant teachers and turned into the Middle School Office. If an extended excuse for physical reasons is needed for an elective class or for PE, a doctor's note is required.

Handling Concerns

In order to foster the self-confidence and responsibility central to our mission, it is most appropriate as the FIRST STEP for a child to take a concern – academic, personal, or otherwise – directly to his or her advisor or to the teacher involved. We teach our children, every day, that tackling issues at the source and that open, truthful, and direct communication are essential life skills. Empowering the child to speak on his or her behalf is crucial to our mission at Sacramento Country Day School. As teachers and administrators we model this for our children. We urge you, as parents, to model this as well. We cannot ask our children not to gossip and undermine others when we as adults do not model open, truthful, and productive conversation. Our children will model our behavior.

If, after the student and teacher have talked, further communication is necessary, it would then be appropriate for a parent to contact the appropriate teacher by phone or email to establish a time to meet. In some cases, it might be appropriate to include the Head of the Middle School in this meeting.

If, after the parent and teacher (and, in some cases, the student) have talked, and further communication is necessary, it would then be appropriate for a parent, teacher, and/or student to contact the Head of the Middle School.

If, after the Head of the Middle School, parent, teacher, and/or student have talked, and further communication is necessary, it would then be appropriate for the Head of Middle School, parent, teacher, and/or student to contact the Headmaster.

Back-to-School Night

We strongly urge all parents to attend the Back-to-School session for their child's class. This is an important event for which the teachers prepare with great thought and effort. The academic program will be presented so that parents will understand the teacher's objectives and goals, classroom procedures, behavior expectations, enrichment activities, field trips and other details of their grade level. Parents will have the opportunity to ask questions and to meet other parents in their child's classes; however, this is not a time for a personal conference.

Open House

Open House is held in the spring. This is an exciting evening for the children because they can share with their families their class work, projects, and activities. All current and prospective families are invited and encouraged to attend.

Publications of Interest

Parents can stay in touch with SCDS through a variety of publications.

- *"The Friday Email"* is a vital source of information. This is a weekly update of dates, times, events, and "breaking news." On occasion, Middle School and grade-level email is sent to disseminate important and timely information.
- The *Highlights* Newsletter is produced bi-monthly and is available on the SCDS website. The publication includes a calendar, information regarding field trips, special events, and bits of news and recognition. *Highlights* publishes information of interest to all grades.
- The Development Office produces the *Annual Report* highlighting the successes of the school year, summarizing activities and acknowledging volunteers and donors of the previous year.
- The *College Profile* is published yearly to communicate college admissions results, SAT scores, Advanced Placement results, and overall school college-preparatory philosophy. It is available to current parents and is mailed to all colleges where SCDS students apply.
- At the end of the school year, every student receives a copy of the *Medallion*, the school yearbook. It is designed and produced by a staff of High School students and records the year's events for all grade levels. Every three weeks, the *Octagon* is mailed to SCDS parents and posted on the website. This student-produced newspaper is prepared by the High School journalism staff and is full of timely issues relevant to the student body.
- The Middle School newspaper elective publishes *The Cavalier Times* generally intermittently and it is distributed to all MS students. It is a fun read for Middle School families and if your student doesn't bring it home, it is accessible on the school's website.

The SCDS Website

Go online and check out saccds.org. For Middle and High School families, the website is your primary source of information. The website has up-to-date calendar information, flyers on upcoming events, necessary forms to complete and return, and more.

The SCDS Parents' Association

All parents with a child at Country Day are members of the Parents' Association. The purpose of the Association is to coordinate volunteer support and provide financial assistance to a variety of school programs and projects. It is a great way to become a part of the school's parent community. The activities of the Parents' Association are administered by a Parent Board, which holds regular meetings open to all parents. See the school calendar for meeting dates.

Middle School Dress Code

We believe that the way a student dresses for school is important to the atmosphere for learning, both for the individual and the community as a whole. Appearance should reflect that children are in school, ready to work and learn. The simple motto should be "neat, clean, and no extremes." With this philosophy in mind, please choose school clothes that fit both the letter and the spirit of the rules listed below. When in doubt, please don't hesitate to ask!

General Guidelines for 6th-8th

1. SCDS logo wear is an acceptable choice, except for athletic wear, which is for Friday casual day only.
2. Pants of any color and in good repair are acceptable. The exception is athletic wear – see #5 below. Form-fitting styles, such as leggings, must be worn with a dress or skirt of appropriate length. All clothes must be in good repair and not faded. No rips, cut-offs, fraying, or bleach or acid wash—even if that is a part of the design of the garment.
3. Clothes must fit properly, covering the body from shoulders to approximately the knee and no undergarments should be exposed. Excessively tight, baggy, or short styles are not appropriate. All school clothes must ensure modesty during active play (even on free dress days). The midriff should remain covered even during play and when arms are lifted over the head. Skirts and shorts should be no more than 2-3 inches above the knee.
4. All clothes must be free of inappropriate words and images. The location of a word may render it inappropriate. For example, something written across the seat of the pants would be considered inappropriate. Large advertisements should be avoided. Words or messages should be uplifting and positive, no sarcasm or double entendre. Graphics on t-shirts must not portray violence, even of the cartoon variety.
5. SCDS logo athletic wear in all of its forms is not appropriate for Monday-Thursday school; Friday casual wear is the exception. Sweat or track pants or suits, regardless of fabrication, t-shirts, swimwear and board shorts, NBA or NFL style jerseys or shorts, mesh clothes, cotton jersey athletic clothes, yoga pants, velour, etc. are considered athletic wear and are not allowed.
6. Shirts with collars and sleeves are required, and they must remain buttoned during the day with no visible layers (even if a t-shirt is worn underneath). A hooded sweatshirt is not considered a collar. T-shirts may not be worn over the collared shirt. Dresses must have sleeves, but not necessarily collars. An appropriate blouse or dressy t-shirt may be layered under a sleeveless dress or jumper to create an acceptable look.
7. Outerwear may include sweaters, jackets, fleece, and sweatshirts of any color or pattern. College sweatshirts are fine, but logo wear from high schools other than SCDS High School should not be worn. An acceptable collared shirt must be worn under the outerwear, even if the student does not remove the outerwear garment during the school day.

8. Even on casual dress days, certain styles are not acceptable. Halter tops, tank tops, spaghetti straps, sweat pants, yoga pants, leggings, or other excessively short, tight, athletic wear unless it is SCDS logo wear, or revealing styles are never allowed. Limited free dress occurs on "Casual Fridays" and occasionally other days are announced. T-shirts are acceptable on those occasions, but clothes must not be ripped or have holes.
9. Shoes should be safe and appropriate for an active day of school. Middle School students may wear sandals that do not have a heel or sole higher than 2 inches. Flip flops are never acceptable, even on free dress days.

GUIDELINES FOR STUDENT CONDUCT

All students are expected to comply with the policies and procedures for appropriate conduct established by SCDS. This commences when each student enrolls in the SCDS Middle School. We believe that students who are involved in a caring community develop self-esteem, respect for others, and a cooperative attitude. Ours is a community of trust with high expectations. Self-control on the part of our students results in increased freedom and independence as they demonstrate the ability to handle it. Respect should be the foundation of student relationships and should guide each student's behavior in all areas of school life. Showing care and decency ensures a pleasant atmosphere in which all benefit.

The following are some areas where students need to take responsibility for protecting the rights of others, caring for school property, and creating a pleasant environment:

1. Maintain a reasonably neat locker and area surrounding locker.
2. Respect the right to other's privacy and property. (Do not get into anyone else's locker ever).
3. Maintain a neat, personal appearance and adhere to the dress code.
4. Use appropriate language.
5. Maintain physical and verbal self-control that does not disturb or endanger others.
6. Maintain attractive surroundings by taking responsibility for litter on the campus.
7. Show respect to others.
8. Inclusion is a core value, so remember to include all members of a grade when invitations are handed out. Include anyone who wants to be included in play and conversations.
9. Be prepared, maintain focus and work hard.
10. Stay in the designated areas for Middle School, and use classrooms only with adult supervision.

Discipline

In grades 6-8, every effort is made to help students become responsible for their own behavior. The student is first given a chance to correct their own behavior, then with faculty and parental guidance, and, finally, with a visit to the Dean of Student Life and/or the Head of Middle School.

As a result of some infractions, Middle School students may be assigned to detention. Parents will be notified in advance by means of an email from the Dean of Student Life. Lunch detentions are for minor infractions, but either an accumulation of 3 detentions or more serious infractions may result in an afterschool detention. Clean up of the Middle School area may occur as a consequence either before a detention is assigned or during a detention.

The school restrictions are designed to create an atmosphere conducive to achieving the mission of SCDS. The following list of infractions is not meant to be comprehensive, but it does provide an overview of possible occurrences.

The following infractions will result in an immediate lunch detention:

- gum chewing
- dress code violation
- leaving areas of campus designated for Middle School
- rough physical contact
- using profanity
- class disruption
- tardiness
- inappropriate public displays of affection
- books, clothing, or personal belongings left out on tables or around the campus

More serious infractions or repeated lesser ones may result in an after-school detention. Detention runs from 3:30 – 4:30 p.m. as arranged with the Dean of Student Life. After a quick campus cleanup, students in after-school detention should complete homework or read silently. Athletic games, performances, and rehearsals do not excuse a child from serving detention in a timely manner. In the case of a significant family emergency, religious holiday, or other commitment, the school will work with the family to make appropriate arrangements.

The following will result in an after-school detention or several lunch detentions after an investigation to determine circumstances and impact:

- excessive lunch detentions
- removal from the classroom
- pushing/shoving, defiance or disrespect,
- disregard for others' property or possession of inappropriate objects
- verbal harassment
- use of cell phones and various electronic devices that are not school issued
- electronic games on campus during the school day unless a teacher has given permission for classroom use

The following infractions are considered serious enough to result in on-campus suspension, suspension, dismissal or other disciplinary action considered appropriate at the exclusive discretion of SCDS. Students are required to complete all work missed during a suspension but only partial or no credit will be received.

- Cheating/Plagiarism
- Bullying – this could include telephone or internet harassment
- Fighting
- Lying
- Theft
- Possession of controlled substances or intoxicants, or under their influence
The use of tobacco, drugs, or alcohol during school hours or at a school-sponsored function is not tolerated. If a student uses or possesses one of these substances, he/she may be subject to expulsion. Mr. Repsher, in conference with Ms. Lyon, Mr. Bolman, the student, and his/her parents, makes such decisions. Students in a group where these substances are being used are dealt with as having broken the rules as well. **The school reserves the right to search lockers and backpacks when necessary.**

- Harassment – based on race, sex, age, religion, national origin, physical appearance, disability, sexual orientation
- Vandalism
- Violence

Like acts of cruelty or other disruptive behaviors, threats of violence or violent acts will not be tolerated at any level at SCDS. The student engaging in or threatening such acts will be subject to immediate disciplinary action, including suspension or dismissal. Since such acts or threats often raise serious concerns about the safety of others in the community, their occurrence will most likely lead to inclusion of medical or psychological evaluation if the offending student is to return to the school. Certain severe threats of violence or actions require the school to notify the police or other civic authorities, and the school is compliant with these regulations. School personnel will need to be reassured that there is no possibility of further incidents or escalations.

- Possession of a weapon on campus or at any school event.
Guns, knives, throwing stars, daggers, bullets, and any other weapons are prohibited. Any member of the community who possesses such materials on campus or at school events is subject to major disciplinary action such as suspension or expulsion. **The school reserves the right to search lockers and backpacks as necessary.**
- Cutting classes
- Leaving school property during school or school events or walking off campus after school without written permission or an email from a parent. If the student is to return to campus for sports, play rehearsal, musical concert, etc., he or she **must** be accompanied by an adult.

Bullying

Definition of bullying: "Bullying is a multifaceted form of mistreatment, mostly seen in schools and the workplace. It is characterized by the repeated exposure of one person to physical and/or emotional aggression including teasing, name calling, mockery, threats, harassment, taunting, hazing, social exclusion, or rumors." (World Health Organization). "A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more persons, and he or she has difficulty defending himself or herself." (Dan Olweus)

Types of Bullying

- **Verbal Bullying** is saying or writing mean things. Verbal bullying includes: teasing, name-calling, inappropriate sexual comments, taunting, threatening to cause harm, etc.
- **Social Bullying** sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes: leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors about someone, embarrassing someone in public, etc.
- **Physical bullying** involves hurting a person's body or possessions. Physical bullying includes: hitting/kicking/pinching, spitting, tripping/pushing, taking or breaking someone's things, making mean or rude hand gestures, etc.
- **Bullying will not be tolerated at our school.** Any student who believes that he/she has been a victim of bullying should report the incident(s) to the Dean of Student Life, the Head of Middle School or the advisor. Any student found to have engaged in bullying will be subject to appropriate disciplinary actions which may include suspension or expulsion. Such behavior does not exemplify the respect for others that SCDS aspires to maintain. **This policy pertains to students, faculty, staff, parents, and all other members of the SCDS community.**
- Students who have been suspended will be placed on Disciplinary Probation for a minimum of one quarter. Re-enrollment contracts will not be issued or are rescinded until the student is removed from probation. Students may not be able to participate in dances, sports, extracurricular activities or Student Council.

TRAFFIC AND PARKING RULES

In accordance with our Agreement with the City, we are required to monitor our traffic, so that there is minimum impact on the neighborhood. It is critical that all drivers follow the rules, drive cautiously and courteously in the parking lot and in the neighborhood, and cooperate with our volunteers and staff members. The first five rules are conditions of our legal agreement. The other rules help us manage the flow of traffic in order to comply with our legal agreement. We ask that you allow time so that you are not rushed and that you model patience and cooperation during drop off and pick up. We know this can be a stressful time and we appreciate your help in keeping the traffic flow smooth and trouble free.

1. No drop off, no pick up and no parking, short-term or long-term, on Latham Drive or on any surrounding neighborhood street.
2. No double-parking on streets or illegal parking around corners, near fire hydrants, or in crosswalks.
3. No stacking on Latham Drive at the school's entrance driveway.
4. No parking or stopping that blocks private driveways.
5. No U-turns.
6. Cell Phones: To ensure the safety of the children, we prohibit the use of cell phones in the loading zones.
7. **Coming and Going:** We strongly urge approaching the school from Munroe Street, rather than through the neighborhood. In the afternoons, please observe the pick-up times in order to prevent stacking of vehicles. Plan on arriving *after* students are dismissed, *not before*.
8. **Lanes in the Parking Lot:** All drivers should stay in the proper lanes for drop off and pick up. Lanes 1 and 2 (to the right) are for cars with grades PK-8 students; lane 3 (near the street) is for cars with only grades 9-12 students. Mixed-age carpools should arrive at the latest pick-up time and depart from the location of the oldest child.
9. **The "bay system" for pick-up of Lower and Middle School students** is in effect in lanes 1 & 2. Pull forward completely and wait until the staff members change their "stop" signs to "slow," then proceed slowly ahead.
10. **All vehicles must have a name placard** displayed prominently upon entering the parking lot at pick-up time. The placards assist the staff in having your children ready. If you do not have a placard, contact the main office to obtain one.
11. **Please cooperate** with the parent volunteers and staff as they work to expedite drop-off and pick-up. Move all the way forward before unloading or loading. Drivers must not leave their cars unattended. Students need to have their belongings near them (as opposed to in the trunk, etc.) and must exit and enter on the right side of the vehicle.
12. If you need to escort students to class, or need extra time to unload your carpool's backpacks, *park in a designated visitor spot*. If you absolutely must arrive prior to dismissal time, *park in a designated visitor spot*. Visitor spaces are located in front of the main office.
13. For safety reasons, students and parents must use the marked crosswalks. Please note that the only *acceptable* speed in the parking lot and surrounding streets is **SLOW**.

SACRAMENTO COUNTRY DAY MIDDLE SCHOOL SCHEDULE 2016-2017

	A	B	C	D	E	F
8:20	1	2	3	4	5	6
9:05	2	3	4	5	6	1
9:50	Break	Break	Break	Break	Break	Break
10:10	3	4	5	6	1	2
10:55	Elective I	Elective II	Elective I	Elective II	Elective I	Elective II
11:55	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
12:35	4	5	6	1	2	3
1:20	Advisory	Advisory	Advisory	Advisory	Advisory	Advisory
1:50	Community Clean Up					
1:55	5	6	1	2	3	4
2:40	6	1	2	3	4	5
3:25 3:30	Dismissal Pick Up					

STUDENT CLASS SCHEDULE

Class Schedule – First Semester

Period	Subject	Teacher	Room

Class Schedule – Second Semester

Period	Subject	Teacher	Room