



Stone Ridge Middle School **HANDBOOK** **2020-2021**



MIDDLE SCHOOL
STUDENT HANDBOOK

GENERAL MIDDLE SCHOOL INFORMATION

General Middle School information and announcements can be found on the Middle School home page of the parent portal, available after logging into “*Inside Stone Ridge*.” Calendar items, as well as weekly e-reminders (Thursday Page), also will be hosted there. Updates to the Handbook and Responsible Use Policy will be posted within *Inside SR*.

ACADEMIC POLICIES:

GRADING SCALE

Letter grades are used in the Middle School according to the following scale:

97-100	A+
93-96	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
65-69	D
Below 65	F

Grades in the A range indicate an exceptional grasp of the subject matter; B range, a thorough grasp; C range, a basic grasp; and D range, a minimal grasp. The grade of incomplete is only used in cases where a student has had a prolonged illness and/or extenuating circumstances. Students must coordinate with the Head of Middle School to determine a schedule to complete assignments. The grade point average is determined by averaging the grades of all core classes. Students who earn a GPA of 90 and above receive Honors distinctions.

GPA of 90-92 = with honor,
GPA of 93-96 = with high honor
GPA of 97-100 = with highest honor.

HOMEWORK POLICY

Homework is assigned as a natural extension of the educational program, as well as to promote self-discipline, responsibility, and decision-making. All are important components of Goals II and V. Homework is a formative assessment tool, designed to reinforce what has been taught in class, to prepare students for upcoming lessons, and to help students develop good study habits, time management, and organizational skills. It should be completed individually, unless otherwise noted, in a legible manner, and in accordance with our ‘Honor and Integrity’ standards listed below.

Frequent, open communication between teacher and student is vital. Students are expected to communicate challenges they may face, and to use good time management and study skills in balancing their schedules. Long-term assignments should be adequately spaced over the assigned time frame to avoid last-minute work.

The amount of time spent on homework will vary according to each student’s schedule, learning style, and the complexity of the assignment. No homework is assigned over Christmas or spring vacation.

Homework may or may not be graded, depending on the subject area and on developmental appropriateness. It is an expectation that homework should be turned in on time. If a deadline is missed, the homework will be owed on the following scheduled class at a grade/point penalty, in accordance with the rubric the teacher has shared at the start of the school year.

Teachers post homework and other assignments on their course pages on “*Inside Stone Ridge*.” It is the student’s responsibility to check for assignments. In the event of an absence, class work and/or homework

that is distributed during class will be made up upon the student's return to school at the discretion of the teacher, within one week after returning to school.

EXTRA HELP/STUDY HALL

Students should arrive at their study hall with all necessary materials and check in with their study hall proctor for attendance. These periods allow time for collaboration with peers or teachers, and enable students to begin homework assignments. Students are expected to seek extra help when needed. Students needing to meet with a particular teacher should request an appointment or ask for permission and receive a note. If a student has no homework, she may read quietly.

EXAMS

Middle School students take exams at the end of Quarters Two, Three, and Four according to a scaffolded schedule. Exams can take a variety of formats, as appropriate for the grade level and the subject area. Grade level exam schedules will be distributed at the start of the school year. Please do not schedule any appointments during those days.

MAKE-UP TESTS AND RETAKES

During the Middle School years, students mature into independent, organized learners. It is expected that all will prepare adequately for their assessments. Correction of formative assessments (assessments for learning, i.e. homework, projects, writing assignments, quizzes, etc.) are at the teacher's discretion in order to promote learning and to ensure continued success on subsequent summative assessments (assessments of learning, i.e. unit and chapter tests, end-of-unit projects, etc). Students must make-up or retake their test the next school day unless otherwise specified by the teacher. Students with planned absences must take their assessments before leaving. If several absences are noted on test days, a meeting with the family will be arranged. For more information regarding make-up tests, retakes, and absences, please see the "Absences" section below.

TEXTBOOKS

Students are required to purchase a set of textbooks from MBS or directly from Stone Ridge for use at home and in school. Should a family wish to purchase textbooks from outside vendors, please confirm the exact ISBN in order to receive the correct edition.

INTERIM REPORTS

When a student receives a grade of 75 or below on a test or quiz, or when homework, classroom behavior, attendance, or lateness habits need improvement, teachers email interim reports to parents and to the student's advisor. Interims are also written to notify parents of significant improvements a student has made. Parents should respond to the teacher directly with any questions.

REPORT CARDS

Report cards are issued each quarter and distributed electronically via our Veracross database system. Quarter 1 includes a grade range for each course and is paired with Parent Conferences. Quarter 2/Semester 1 includes grades for each course and written comments from each teacher. Quarter 3 includes grades for each course and is paired with Parent Conferences. Quarter 4/Semester 2 reports include grades and written comments.

CONFERENCES

Conferences occur twice each year. They are scheduled online, and parents have the opportunity to meet with a student's teachers. It is difficult for a teacher to meet with every parent, therefore it is at the parents and teacher's discretion to decide whether a meeting is necessary. Parents who wish to schedule additional meetings with faculty may do so, at a mutually agreeable time.

HONOR AND INTEGRITY

The Stone Ridge community commits to promoting and practicing honorable behavior. Each member of the community must maintain an honest and moral relationship with her own conscience, other community

members, and the outside world in order to make everyone in the community feel safe and welcome. Every member of the community should strive to uphold the dignity of their own and others' intellectual endeavors and property by acting with integrity. Members of the Stone Ridge community should be persons of integrity on and off campus, who uphold these principles and act in accordance with the goals of the Sacred Heart. Students who violate these standards will face disciplinary action.

ACADEMIC INTEGRITY AND PLAGIARISM

Stone Ridge is an intellectual community and adherence to standards of academic honesty is expected from all. Cheating and plagiarism are serious infractions and will not be tolerated at Stone Ridge. Instances of either are to be reported immediately to the Head of Middle School.

Plagiarism means to adopt without appropriate citation the thesis and line of reasoning from another source, even when the student restates these in some of her own words. If a student is found to be plagiarizing, her parents will be contacted and she will receive a zero on the assignment in which the plagiarism occurred.

Cheating includes but is not limited to copying material from homework, online sources, quizzes or tests, as well as sharing information with another person in any capacity and in any academic circumstance (in class, during tests, at home working on individual assignments, copying homework from a friend, etc). Students found cheating, and those who aid others in cheating, will face serious academic and disciplinary consequences, which may include suspension or expulsion. Should a student be suspended, they will be responsible for all quizzes, tests and assignments they miss.

For more information, please see the Responsible Use Policy.

ACADEMIC PROBATION

If a student's quarter grade average falls below C- and/or she receives two failing grades in required subjects, she will be placed on academic probation. The conditions of the probation are as follows:

1. The student and her parents will be informed by the Head of Middle School or Assistant Heads of Middle School.
2. The student, her parents, and her advisor will meet with the Head of Middle School or Assistant Heads of Middle School to discuss strategies to improve the student's academic standing and to finalize the specific requirements of the student's probation.
3. If the student's overall average remains below C- and/or if she continues to have failing grades at the end of the quarter following her placement on academic probation, she will not be allowed to reenroll at Stone Ridge.

ERB

The ERB tests (a.k.a. CTP4) are standard tests, which the Middle School takes once a year, over the course of several days. Families should refrain from scheduling any appointments during that time, as make-up times are difficult to schedule.

MATH PLACEMENT (GRADES 7 & 8)

In the spring of each year, all students in Grades 6 & 7 sit for a math skills assessment test to determine the level of differentiation that will be required at the start of the following year, or the math class in which they will be enrolled, as appropriate. Pre-Algebra and Algebra are fundamental and crucial to the long-term success of students in the subject area, and any accelerated math course taken over the summer will not weigh in the placement decision (6-week courses in Pre-Algebra or Algebra will not grant a student an automatic waiver for that course the following fall and should therefore only be taken for the love of the subject).

SUMMER WORK

Summer work is posted in early June on the school website's summer page. It includes required reading and activities, as well as math assignments, to prepare students for the start of school. In the event that a student finishes a school year with an average of C- or below (not passing) in either Math or English, she will be required to complete a summer course to qualify for the next grade level. The school will recommend courses, and documentation showing appropriate completion of the program must be provided.

ELIGIBILITY FOR STONE RIDGE UPPER SCHOOL

So that our Grade 8 students are prepared to meet the increased challenges of Upper School at Stone Ridge, students must maintain a GPA of C+ (77%) or above and be in good disciplinary standing in order to be recommended for enrollment in the 9th grade. Students are also required to take Upper School placement exams in the spring. All offers to the Upper School are conditional upon the successful completion of the Middle School academic program.

Middle School students must complete Algebra I with a yearly average of C+ or above to qualify for enrollment in a second-level mathematics course in the Upper School, along with placement test results that verify readiness.

Middle School students must complete Eighth-grade Spanish or French with a grade of C+ or better to qualify for enrollment in a second-level course of that language, along with placement test results that verify readiness.

ATTENDANCE:

To maximize each student's academic progress, regular attendance and punctuality are essential to the satisfactory completion of the year's work. The Middle School day begins promptly at 8:00am. All students are expected to be on time for in-person and virtual classes. Attendance will be taken at the start of each day as well as the start of each class period.

If a student arrives at or after 8:00am, she will be considered late and should report to the office to sign in. In the event of a reported major traffic accident, severe weather conditions, or other extenuating circumstances, the Middle School office may decide to not record the lateness of the student.

ABSENCES

The program at Stone Ridge is challenging and it is important that students be in school each day and on time, barring any illness. Students and families are expected to follow all COVID-related protocols and health code guidelines, and adhere to proper hygiene standards. Any student under quarantine must notify the school immediately and those absences will be marked as excused.

In the case of a student's unexpected absence due to an illness or an emergency, we ask that the parent call the Middle School office by 8:00 am and leave a message at 301.657.4322 ext. 1518, where there is 24-hour voicemail, or send an email to msoffice@stoneridgeschool.org. This way, in the event of an emergency at school, the school can account for all students. If a parent isn't able to call, the school will call or email to inquire about the absence. A student who knows that she will be absent should bring a note from her parent explaining the anticipated absence to give to the Middle School office in advance.

Absences (planned) Outside of School Vacation Days

In order to ensure continuity and success for our students, we strongly discourage trips outside of the scheduled school vacation days. Should a conflict arise, contact the Head of Middle School prior to making arrangements for your trip. All missed work will be the responsibility of the student and she must be prepared to turn in all homework assignments and projects upon returning to school. Any missed tests and quizzes will be scheduled as soon as possible upon the student's return to school.

Absences (unplanned) Outside of School Sickness or Bereavement

In the event of an extended absence due to sickness or bereavement, teachers will meet to triage work and develop a make-up schedule. This schedule will be shared with the family. Students will be expected to fulfill the requirements of this schedule, and any alterations must be approved by the Middle School administrators.

INFIRMARY

The infirmary is open every day from 8:00 am to 3:30 pm and is staffed during these hours by a registered nurse. The nurse administers first aid and will inform parents immediately should anything serious occur. A student with severe allergies or a special medical condition should speak with the nurse in September. All student medication **MUST** be administered by the school nurse and kept in the infirmary during school hours. It should be sent in its original, labeled container with a note stating dosage and time.

Due to new health regulations, if a student has an elevated temperature or other symptoms, parents must keep her home. If a student comes to school with an elevated temperature or other symptoms, the nurse will contact the family to pick her up.

When a student needs to visit the infirmary during class, she must obtain a note from her classroom teacher. In order to be readmitted to class, she must present a note from the school nurse. If the nurse determines that the student is too sick to remain in school, the nurse will call home. Students may not use cell phones or other office phones to ask their parents to pick them up.

ARRIVAL / MORNING DROP-OFF

Student drop-off is between 7:30 am and 7:55 am. All students must have a mask on when they depart their vehicle to enter school.

- Students in Grades 5&6 will use the drop off lane at the Athletics Center and enter the building through the side doors to Sophie Center.
- Students in Grades 7&8 will use the drop off at the Hamilton House Circle and enter through the 4th floor patio doors near the Art Room.

All backpacks, coats, and other personal possessions should be brought with students when they report to Advisory/Assembly. Overweight backpacks and bags can be dangerous, and are strongly discouraged. All students should carry only what is necessary to each class in their backpacks. Cell phones and other electronics brought from home should be turned off and kept in their bags. Cell phones may NOT be used during the day.

DISMISSAL

Afternoon dismissal begins at 3:30 pm and all students must be picked up from the front of Hamilton House via the Hamilton House Circle. After classes finish at 3:15 pm, students will pack up and assemble in Duchesne Center waiting for their car to be called. Please have your car nametag (sent home on the first day of school) clearly displayed on the passenger side, so your name can be called as you drive through the line.

LATE ARRIVAL/EARLY DISMISSAL

Any student who arrives at School after assembly/advisory begins at 8:00 am **must** sign in with the Middle School Office to receive a note so we can account for everyone in the event of an emergency.

If parents know that their child will be late, absent, or leaving early, they should inform the Middle School Office staff, either by written note, phone call to ext. 1518, or email to MSoffice@stoneridgeschool.org.

Students leaving early **must** sign out in the Middle School Office. Parents are prohibited from entering the Academic Buildings and should notify the Middle School office when they have arrived to alert their child. Parents should wait in their cars in the Hamilton House Circle.

SUPERVISED STUDY

All students who are not involved in an after-school activity and have not been picked up by the end of dismissal must join Supervised Study. *Supervised Study will not be available during the First Quarter / Semester One until further notice.*

FORGOTTEN ITEMS

In order to limit the number of individuals on campus, please do not bring in forgotten items and allow your daughter to problem solve with her teacher that day. Parents will not be allowed on-campus due to social distancing and healthcode guidelines.

DISCIPLINE

Teachers handle matters of discipline with the students as necessary, in alignment with the philosophy of *Developmental Designs*. After the teacher has discussed a discipline problem with the student, and should the behavior continue, the Assistant Heads of Middle School and Head of Middle School will be consulted and a parent contacted. The Head of Middle School is always involved in discipline and handles serious discipline issues. If persistent or severe incidents occur, students will face suspension and expulsion. If a student has demonstrated an unwillingness or inability to comply with school policies and Sacred Heart Goals, the School

reserves the right to not renew a student's enrollment for the following year or to suspend/expel the student at any time.

DEVELOPMENT OF SELF DISCIPLINE (D.S.D. - ALSO KNOWN IN OTHER SCHOOLS AS DETENTION)

The Development-of-Self-Discipline (D.S.D.) system complements *Goal V* "Personal Growth in an Atmosphere of Wise Freedom." The D.S.D. system is modeled specifically after two of the Criteria under *Goal V*, namely Criterion 1: "All members of the school community show concern and respect for one another" and Criterion 2: "School policies and practice promote self-discipline, responsibility, and decision making." D.S.D.s may be assigned as appropriate, when behavior infringement warrants it.

UNIFORM

There are two types of uniforms in the Middle School: the regular, daily uniform and the dress uniform, which is used on formal occasions and on the days we have masses. Students should arrive at school in proper uniform. If a student is not in proper uniform, they will be asked to fix their attire or report to the Middle School office for a temporary replacement. Repeat violations of the dress code will result in a D.S.D. Please review the details on the Uniform guidelines on the website.

As a student grows, please adjust the kilt length so that it is no higher than 3" above the knee. Kilts should not be rolled at the waist.

Shirts are to be tucked in, sleeves unrolled and collars flat. If a student chooses to wear a white t-shirt underneath her uniform shirt, it should be plain white in color and free of writing or logos. If wearing a short-sleeved white t-shirt under the uniform shirt, the sleeves should be tucked inside the uniform shirt so it is not visible.

In cooler weather, students are welcome to wear tights or leggings under their kilt or the navy uniform pants.

MASKS

All students must wear a mask while inside any Stone Ridge building. Masks must be at least a two-ply cloth material. It must cover the nose and mouth and fit snugly against the sides of the face. Bandanas or t-shirts are not considered masks. Masks should be free of writing or logos (with the exception of the Stone Ridge-designed masks available in Gator Gallery), and may be of solid colors or patterns.

FREE DRESS DAYS, GATOR GEAR DAYS, "ACCESSORIZE YOUR KILT" DAYS

Occasionally, the Head of Middle School will grant "Free Dress Days". Students are expected to dress appropriately and general guidelines include: no cut-off shorts, no shorts or skirts higher than 3" above the knee, no camisoles or tank tops, no ripped or torn jeans, no leggings or jeggings, no flip flops or clogs, and no hats.

On other occasions, the Middle School will have "Gator Gear Days". On those days, casual wear is acceptable, provided that it is Stone Ridge spirit attire (with similar guidelines as those set for Free Dress Days). At other times throughout the year, Middle School students are given an opportunity to accessorize their kilts with particular colors. While they must wear their kilts and school shoes, they may wear appropriate shirts, tights, socks, or decorations in line with the theme given.

DRESS CODE AND ACCESSORIES

The wearing of head attire during the school day is not permitted unless for religious purposes. Excessive make-up, tattoos, body piercings other than ears, and writing on the arms, legs, and hands are not permitted. Jewelry should be kept to a minimum. In all cases, students are responsible for their own jewelry. However, no jewelry may be worn during physical education classes. Students are not permitted to wear iWatches unless approved by a doctor and the Middle School Office.

CELL PHONES

Cell phones are not to be used at any time during the school day. During the day, cell phones must be powered off or on-silent.

Personal cameras, iPods, smart watches and other electronic devices may not be used during the school day and should not be brought to campus. Parents should refrain from texting or calling their daughters' cell

phones during the school day, and instead call the Middle School office to leave a message for the student. Parents are strongly encouraged to reach out to the Middle School office with any changes to pick-up procedures prior to dismissal. We understand the need for families to reach their daughters at dismissal time, therefore, we will grant permission to students who request it so that they can respond to texts, as needed, for short periods of time.

Phone use without permission is not permitted and will result in confiscation of the phone until the end of the day and a D.S.D. Repeat violations will result in students being required to turn their phone in to the Middle School office each morning or to leave their phone at home. Cell phones are never to be used in locker rooms. Use of cell phones in locker rooms or bathrooms will result in disciplinary action up to and including expulsion. The cell phone policy also applies to any school-sponsored field trips, while on buses, or during after school activities, including athletics.

TARDINESS TO CLASS AND SKIPPING OF CLASS

Teachers record lateness to all classes throughout the school day. If a pattern of lateness develops, the school will notify the family and take appropriate action. When a student arrives late for a quiz or test, she will be asked to take the quiz or test in progress that period/day. No extra time will be granted. Repeat offenses will result in appropriate disciplinary consequences.

Skipping a class, including athletics, electives or advisory, is a serious matter. If this occurs, the Head of Middle School and Assistant Heads of Middle School will assign the appropriate disciplinary consequence and families will be contacted.

GUM

Gum chewing is not permitted in school, at any time, whether it be inside or outside the building.

INVITATIONS TO PARTIES

To avoid misunderstandings and hurt feelings, parties should include either the whole class or a very small percentage of the class. Invitations should not be issued at school unless the entire class is included.

RESPECT FOR COMMUNITY AND PERSONAL SAFETY

Students are expected to maintain a safe environment in which each girl can learn without disruption. Students should show respect for classmates and refrain from inappropriate physical behavior. Caring for our school environment is everyone's responsibility. Students are financially responsible for the deliberate destruction or defacing of school property including but not limited to athletic equipment, desks, laptops, library books, lockers, and resources. A student is required to make full restitution for any damaged item.

DANGEROUS INSTRUMENTS, WEAPONS, AND GUNS

Students may not bring to campus any knives, guns, or dangerous instruments or weapons of any kind. This includes toys, toy guns, and swords. Firearms, weapons, and dangerous instruments include those defined by state and federal law. Any object that can cause injury or bodily harm will also be considered a weapon under this policy. Violators will be subject to appropriate disciplinary action, including potential prosecution.

ALCOHOL, DRUGS, AND ILLEGAL SUBSTANCES

Stone Ridge coordinates efforts with school officials from both public and private schools in the Washington, D.C. metropolitan area in hopes of preventing under-age consumption of alcohol and other illegal substances. Possession, use or distribution of illegal substances or alcohol is not permitted on campus (in the buildings, in the parking areas, or on the grounds) and at all school-sponsored activities off-campus. Possession, use, or distribution of such substances warrants serious consequences, which may include probation, suspension, or expulsion, as well as mandated counseling at the discretion of the school. The buying and/or selling of illegal substances on campus or at a school-sponsored event off-campus is cause for immediate expulsion.

BEHAVIORAL PROBATION

Stone Ridge is a community based on mutual trust and respect. A student is placed on behavioral probation when her behavior seriously and/or chronically has a negative impact on this sense of community. When this

occurs, the Head of Middle School, Assistant Heads of Middle School, faculty, and family will meet to discuss the behavior and determine a plan for improvement. If the behavior is serious enough, a student may be suspended from school.

DISCIPLINARY POLICY REGARDING HARASSMENT, DISCRIMINATION, BULLYING & HATE SPEECH

Stone Ridge prohibits all forms of harassment, discrimination, bullying, and hate speech based on the following protected categories: race, color, religion, national origin, ethnicity, sex, gender identity, sexual orientation, age, or disability.

HARASSMENT AND DISCRIMINATION

Harassment and discrimination will not be tolerated in any form. Harassment can be defined as any repetitive, unwanted, or uninvited behavior that may interfere with a person's participation in the community. This includes, but is not limited to: bullying, teasing, taunting, and any form of sexual harassment (verbal and physical). Harassment encompasses cyber-bullying and the misuse of electronic devices and/or social media sites. Any person harassing another will face serious consequences including suspension or expulsion.

All of Stone Ridge faculty and staff are committed to building community as a Christian value. Discriminatory behavior divides a community and will not be tolerated. Discriminatory behavior can be defined as any word, action, or attitude (of a written, verbal or electronic expression) that creates an intimidating, hostile, or offensive school environment and includes hate speech. This includes, but is not limited to, derogatory remarks, offensive gestures and language, and slurs and epithets related to one's body image, learning styles, accents, physical appearance, ethnicity, and race. Any student found participating in this type of behavior, either on campus or online, will face serious consequences up to and including expulsion. Please see the Responsible Use Policy for additional information regarding student conduct online. Any student who believes she has been subjected to or who has witnessed any behavior fitting this description must report it to the Assistant Head of Middle School for Student Life and the Director of Diversity, Equity and Inclusion and complete a bias incident report.

POLICY ON NON-RETALIATION

Stone Ridge is committed to operating with fairness and integrity and expects its community to act legally, honestly, and ethically. The purpose of this Policy is to promote an academic and work environment that encourages community members to report any activity they believe in good faith to be wrongful or unlawful or a violation of the school's Harassment and Non-Discrimination policies. Stone Ridge strictly prohibits retaliation against any member of its community for reporting or inquiring in good faith about what the member believes to be a wrongful or unlawful activity, or for participating in an investigation or proceeding related to such action. The School considers such reporting, inquiring, or cooperating to be protected activities in which all members of the Stone Ridge community may freely engage.

This policy applies to all Stone Ridge community members, including faculty, staff, students, parents, visitors, and volunteers.

Protected activities: include (i) reporting (whether internally or externally) or inquiring, in good faith, about the suspected wrongful or unlawful activity; (ii) assisting others in making such a report; or (iii) participating in an investigation or proceeding related to the alleged illegal or wrongful activity.

Retaliation refers to an action, performed directly or through others, aimed to deter a reasonable person from engaging in a protected activity or is done in retribution for participating in a protected activity. Retaliation can take many forms.

Definitions of key terms:

- **Microaggression:** Brief and commonplace verbal, behavioral or environmental indignities, whether intentional or unintentional, which communicate hostile, derogatory, or negative slights and insults to people from marginalized groups. Such as, “you’re so smart for a blonde girl.”
- **Microassaults:** Conscious and intentional actions or slurs, such as using racial epithets, displaying swastikas, or deliberate disengagement with a student of color in a group setting, in the halls, at lunch, etc.
- **Microinsults:** Verbal and nonverbal communications that subtly convey rudeness and insensitivity and demean a person's racial heritage or identity. An example is an employee who asks a colleague of color how she got her job, implying she may have landed it through an affirmative action or quota system.
- **Microinvalidations:** Communications that subtly exclude or negate the thoughts, feelings or experiential reality of a person of color. For instance, someone asking an Asian-American where they were born, conveying the message that they are perpetual foreigners in their own land.
- **Minority:** A group of less than half of the total; a group that is smaller in number. Of or relating to quantities that are comparatively less than the majority; a relatively small group (i.e. being the only vegan at lunch with omnivores)
- **Minoritized**
 - 1: Groups that are different in race, religious creed, nation of origin, sexuality, and gender and as a result of social constructs have less power or representation compared to other members or groups in society
 2. To be a person forced into a group that is mistreated or faces prejudices such as ableism, racism, homophobia, and islamophobia
 3. To be in a small group of people that is discriminated against because of situations outside of personal control (i.e. nationality, place of origin, gender)
- **Marginalization:** The process of relegating or confining to a lower or outer limit or edge, as of social standing; the social process of making a group or class of people less important or relegated to a secondary position
- **Hate Speech:** Any form of expression through which speakers humiliate or incite hatred against a group or a class of persons on the basis of race, religion, skin color, sexual identity, gender identity, ethnicity, disability, or national origin.
- **Free Speech:** According to the First Amendment of the US Constitution, it is the right to express any opinion without censorship or restraint. According to the ADL, “the challenge that we face today is that people are using their free speech rights in the real and virtual worlds to propagate hate.”
- **Safety:** The condition of being protected from or unlikely to cause danger, risk, or injury.
- **Comfort:** A state of physical ease and freedom from pain or constraint; the easing or alleviation of a person's feelings of grief or distress.

STUDENT RESPONSIBILITIES

Each student is responsible for:

- Complying with and adhering to the School’s Harassment and Non-Discrimination Policies
- Conducting oneself in a manner that contributes to a positive school environment

- Ensuring that the student does not harass, discriminate against or bully another person on school grounds or at a school-related event or activity because of that person's race, color, religion, national origin, ethnicity, sex, sexual orientation, age, or disability
- Ensuring that the student does not retaliate against any other person for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, or for cooperating in an investigation of harassment, bullying, discrimination, or a hate crime
- Reporting all incidents of discrimination or harassment to the Assistant Heads of Middle School
- Cooperating in the investigation of reports or complaints of harassment, bullying, discrimination, retaliation, or a hate crime

ADVISORY

The Middle School Advisory Program seeks to create a community within a community by matching students with caring adults who will serve as guides and advocates for students as they journey through the academic, moral, and physical challenges of these formative years. The program is designed to create personal, meaningful relationships between each student and an adult who, through the course of the year, will become that student's mentor, and who will serve as the connection between student, teachers, coaches, and parents. Advisory is a consistent home base dedicated to helping students adjust to school or a new Grade, building community among students. Academic advising is aimed at helping students succeed by giving them behind-the-scenes support in a proactive, organized, and caring way. The Middle School Advisory program rests on the philosophy of *Developmental Designs*, around which activities are designed and discussions structured. Most full-time teachers at Stone Ridge are advisors. Each student has an advisor who is particularly concerned with and aware of her growth and progress in all aspects of school life.

ASSEMBLY

Beginning the day with peers builds community and Assembly occurs virtually every other morning at 8:00 am sharp. Attendance is taken and important announcements are made. Any student arriving after assembly begins will be considered late for that day.

ATHLETICS

- All Grade 6-8 students must participate in a sport or PE each quarter to earn a PE/Athletics credit. Once tryouts start, students will have one day to make changes to their selections. After that time, they will be required to remain with the sport/option chosen.
- There are 3 sports seasons.
- There are defined numbers of positions on each sports team. It is possible that there may be cuts, although it is rare.
- Team members are to remember that they represent Stone Ridge, and that their behavior should make the school proud, on and off the field. Students' actions should be consistent with the five Goals of the Sacred Heart at all times.
- Team members are expected to attend all practices and games throughout the season, including gymnasium practices held on inclement weather days. Please try to schedule doctor appointments, etc., so that they will not conflict with team obligations. When this is not possible, bring a note from a parent or guardian and give this note to your coach or the Athletic Director by noon on the excused day, or as soon as possible if you are out for the day.
- Players are responsible for taking care of team equipment and uniforms. Players will not be given extra uniforms if they forget to bring theirs to school on a game day. Equipment and uniforms should be returned in good condition, within one week after the season has ended. Unreturned uniforms and equipment will become the financial responsibility of the families, and a bill will be mailed home. If a student has lost her uniform, she will be billed for the loss. Once payment is received, a replacement will be issued if one is available.
- All practices will begin at 2:15 pm and end at 3:15 pm, with the exception of game days, when a later ending/return time is expected. Practices are Monday through Thursday.
- Students who arrive at school after 12:00 pm may not participate in after-school activities.
- Changes to the game schedule for any reason (weather, etc.), will be posted on "*Inside SR*" and on the Sports Hotline.

PHYSICAL EDUCATION

In Grade 5, students have physical education as part of their weekly schedule. In all of other grades, students not participating in a team sport will have physical education during their sports period. A student who is recovering from illness or who, for medical reasons, should not exercise, may be excused from physical activity provided she presents a written note from her parents to her physical education teacher before class begins. Any prolonged (more than three days) participation should be justified by a doctor's note. Doctor's notes should be brought to the nurse's office before the first period begins. The doctor's note should state the nature of the issue at hand, how long the student is to be excused from physical activity, and what activities

the student may or may not do. In the swimming unit, if a student has her monthly menses and she is not able to swim, a note from her parents is required for up to three days. If the excuse is longer than three days, a parent will need to contact the school nurse to discuss the situation.

When a student has been excused from participation, she is still required to attend class as an observer in order to obtain general instruction, and the student will be assigned an appropriate alternate activity for the class. There are instances where missed work will need to be made up. Students need to check with their teacher for the details of how they are to make up that work. Lateness to class and incomplete uniform and class gear diminish a student's ability to fully participate in class activities and will result in deductions to the class grade.

SWIMMING PROGRAM

Swimming is part of the physical education program for all Middle School students. Students are required to pass a swimming test, which entails a 50-meter swim and treading water for two minutes, prior to participating in swimming class. All students must pass the test. Facility safety rules will be reviewed with each class, and a copy of these rules will be given to each student. Physical education class rules apply to physical education swimming class.

STUDENT COUNCIL

There are many opportunities for leadership in the Middle School, one of which is being a part of the Student Council. The Student Council consists of class officers: Middle School President (Grade 8), Vice President (Grade 7), Treasurer (Grade 8), Secretary (Grade 7), Social Action Chair (Grade 8), and Diversity Chair. The Student Council is the voice of the student body and serves as a link between students and the Middle School Administration. All students running for office should be in good academic and behavioral standing in order to hold a Student Council position. The Head of Middle School and the Assistant Heads of Middle School will determine the eligibility of students to run for and hold Student Council offices. Elections are held at the end of the first month of school. Students running for office are asked to prepare a speech (required), which they will present to the Middle School during Assembly.

AFTER-SCHOOL ACTIVITIES

There are multiple after-school activities available to our Middle School students. Please note that students will not be able to join multiple activities if they happen to meet on the same day and time, as each will require their full participation.

DRAMA PRODUCTIONS

Middle School Drama productions are usually held twice during the year. More information will be forthcoming from Mr. Westerkamp.

LUNCH

There are two lunch times in the Middle School: one for Grades 5 and 6, and a time for Grades 7 and 8. Students may bring their own lunches from home. Upon annual enrollment, students can sign up for our lunch program with SAGE at an additional cost. If a student forgets her lunch, she may purchase a SAGE lunch for a cost of \$5. Students should not share food. All students are expected to practice good manners, to pick up and throw away their trash and wipe down their eating area at the end of lunch.

SNACK / *Goûter*

Break time is a good time for students to have a snack. All are encouraged to bring something. (*Goûter*: From the French for "to taste," *goûter* refers to a snack or special food treat. It is a Sacred Heart tradition that connects to the Society's French heritage.)

BIRTHDAYS AND HOLIDAY TREATS

Once a month, in Assembly, Student Council representatives announce birthdays, and sing a special Birthday Gator song to all who are celebrating. To celebrate, students enjoy a birthday cake or cupcakes during lunch

once a month provided by SAGE. While we want every student to enjoy her birthday, our focus remains on academics. Therefore, the School prohibits the delivery of balloons, flowers, gift bags, etc. for students on their special day.

BLUE AND GOLD

Blue and Gold are our team colors. Each student belongs to a team, which they join upon enrollment. Each grade is represented by Blue and Gold Team Captains, who are their team leaders for competitions, games, cheers, lineups, etc.

GATOR GAME DAYS

Gator Game Days are cookouts and spirit rallies during sporting events in the Middle and Upper Schools, and provide an opportunity to come together as a community.

FEAST OF ST. MADELEINE SOPHIE BARAT

Madeleine Sophie Barat was the foundress of the Society of the Sacred Heart. Born in Joigny, France in 1779, she founded the Society in 1800 and sent the Religious of the Sacred Heart to establish schools in America in 1818. She was canonized as a saint in 1925. Her feast day is May 25.

FEAST OF ST. ROSE PHILIPPINE DUCHESNE

Philippine Duchesne was the first Religious of the Sacred Heart to bring the Society to this country. After stopping in New Orleans in 1818 on her way up the Mississippi to St. Louis, Bishop Dubourg sent her to St. Charles, Missouri where she founded the first Sacred Heart school in North America. Her feast is celebrated on November 18. Saint Philippine was canonized on July 3, 1988.

FEAST OF *MATER ADMIRABILIS*

The title means “Mother Most Admirable” and is the name of a representation of Our Lady as a young girl. The original *Mater*, a fresco that now hangs in the Trinita dei Monti in Rome, was painted by Pauline Perdreau, a young Religious of the Sacred Heart. The painting contains several symbols: the lily (Mary’s purity), the distaff (her work), the open book (her life of prayer and study of scripture), and her downcast eyes (her humility). The feast of *Mater* is celebrated on October 20. Students celebrate the Feast with a prayer service, followed by a pink *goûter*. On this day, students are also invited to accessorize their uniforms with pink.

FEAST WISHES

Held on the last day of school before Christmas vacation, Feast Wishes is a celebration organized by the students for the faculty. The celebration includes readings from the scripture, and a variety of performances organized and prepared by the students.

FIELD DAY

Father-Daughter Field Day is an all-school athletic event. The day includes morning competitions between students. In the afternoon, fathers join their daughters for food and games. It is an opportunity for the Blue and Gold teams to earn points. The day ends with the final all-school sports awards celebration. This celebration culminates with the announcement as to whether the Blue team or the Gold team was victorious for the year, and the new reigning school champions celebrate by ringing the victory bell and fly the team flag at Gator Field.

PRIZE DAY

Prize Day is the final Middle School assembly, also known as the Promotion ceremony. On that day, the division gathers as a community to award end-of-year prizes and Promotion certificates to students. At that time, students are also honored for their commitment to the *Goals* of the Sacred Heart. The dress code that day is “dress uniform” for Grades 5-7 students. Grade 8 students are welcome to wear festive, spring attire (instructions are communicated to families closer to the date).

CONGÉ

A *congé*, from the French, “to take leave,” refers to surprise days when classes are cancelled and the School focuses on building community through activities and play.

EIGHTH GRADE END-OF-YEAR TRIP

Each year, the Grade 8 students go on an overnight trip to celebrate their accomplishments and to come together before they are promoted to the Upper School. This school-sponsored and faculty-chaperoned trip is memorable for all and a happy mix of fun and educational experiences.

FACILITIES & EMERGENCIES

LIBRARY

The Middle School library is open between 8:00 am and 3:15 pm. Middle School students may use the Lower School or Upper School libraries with permission from the Middle School librarian. Students are expected to respect all library materials such as books, magazines, equipment, etc. Throughout the year, students are encouraged to return library books on time. Near the end of the academic year, students with overdue library books are asked to return them or pay for the book. Those who do not clear their library obligations do not receive their yearbooks until their outstanding bill is settled.

LOST AND FOUND

We strongly urge all students to label all clothing, textbooks, or other personal items with their name so that they may be identified and returned. All students are asked to check the Lost and Found if they have misplaced books or articles of clothing. The school makes every attempt to return items that have names to those students. Any articles without names that are not claimed by the end of each quarter are donated to the uniform exchange.

ELEVATOR USE

Students may receive permission to use the elevator for health reasons if a written request from a physician is submitted to the school nurse or the Assistant Heads of Middle School, explaining the reason for and the duration of elevator use.

EMERGENCIES

The school must be able to contact parents or parental representatives promptly in case of emergency during the school day. Consequently, it is imperative that any change of address or telephone number be reported to the Middle School office or made through the parent portal in Veracross, the school’s information database. Emergency contact forms are completed at the beginning of each school year and are given to the Director of Health Services.

FIRE DRILLS

When the fire alarm sounds, students should form a line quickly and quietly in an orderly manner. Teachers close doors and windows if this does not necessitate a serious delay. Students should not stop to pick up coats after the alarm has sounded. Students should **walk** to the nearest exit in silence.

Each class should proceed to a predetermined point outside the building. Classes should then line up by grade in alphabetical order for attendance, which will be taken by an assigned teacher. Students will leave the Athletic Center (e.g. P.E. class) or the pool at the time of a fire drill and form an orderly line outside those spaces. The PE teachers will report the attendance to the Head of Middle School and Assistant Head of Middle School and will supervise their class during the drill. Students will return to their respective buildings only when the “all clear” signal is given. All should maintain silence until they have returned to their classrooms. Students will not be permitted to leave campus during this time, even accompanied.

Goal I: Schools of the Sacred Heart commit themselves to educate to a personal and active faith in God.

1. Rooted in the love of Jesus Christ, the school promotes a personal relationship with God and fosters the spiritual lives of its members.
2. The school seeks to form its students in the attitudes of the heart of Jesus expressed in respect, compassion, forgiveness and generosity.
3. The entire school program explores one's relationship to God, to self, to others, and to all creation.
4. Opening themselves to the transforming power of the Spirit of God, members of the school community engage in personal and communal prayer, reflection and action.
5. The entire school program affirms that there is meaning and value in life and fosters a sense of hope in the individual and in the school community.
6. The school fosters inter-religious acceptance and dialogue by educating to an understanding of and deep respect for the religions of the world.
7. The school presents itself to the wider community as a Christ-centered institution and as an expression of the mission of the Society of the Sacred Heart.

Goal II: Schools of the Sacred Heart commit themselves to educate to a deep respect for intellectual values.

1. The school develops and implements a curriculum based on the *Goals and Criteria*, educational research and ongoing evaluation.
2. The school provides a rigorous education that incorporates all forms of critical thinking and inspires a life-long love of learning.
3. The school program develops aesthetic values and the creative use of the imagination.
4. The faculty utilizes a variety of teaching and learning strategies that recognizes the individual needs of the students.
5. The school provides ongoing professional development for faculty and staff.
6. Members of the school community model and teach ethical and respectful use of technology.

Goal III: Schools of the Sacred Heart commit themselves to educate to a social awareness which impels to action.

1. The school educates to a critical consciousness that leads its total community to analyze and reflect on the values of society and to act for justice.
2. The school offers all its members opportunities for direct service and advocacy and instills a life-long commitment to service.
3. The school is linked in a reciprocal manner with ministries among people who are poor, marginalized and suffering from injustice.
4. In our multicultural world, the school prepares and inspires students to be active, informed, and responsible citizens locally, nationally, and globally.
5. The school teaches respect for creation and prepares students to be stewards of the earth's resources.

Goal IV: Schools of the Sacred Heart commit themselves to educate to the building of community as a Christian value.

1. The school implements an ongoing plan for educating both adults and students in the heritage and mission of Sacred Heart education.
2. The school promotes a safe and welcoming environment in which each person is valued, cared for and respected.
3. Adult members of the school model and teach skills needed to build community and practice clear, direct and open communication.
4. The school has programs that teach the principles of nonviolence, conflict resolution and peacemaking.
5. The school makes a deliberate effort to recruit students and employ faculty and staff of diverse races, ethnicities and backgrounds.
6. The financial aid program effectively supports socioeconomic diversity.

7. The school participates actively in the national and international networks of Sacred Heart schools.

Goal V: Schools of the Sacred Heart commit themselves to educate to personal growth in an atmosphere of wise freedom.

1. All members of the school community show respect, acceptance and concern for themselves and for others.
2. School policies and practices promote self-discipline, responsible decision-making, and accountability.
3. Students grow in self-knowledge and develop self-confidence as they learn to deal realistically with their gifts and limitations.