

St. Mary's International School

**High School Handbook
2014 - 2015**



Philosophy, Mission, Vision and Values

Philosophy

St. Mary's International School endeavors to form free and responsible young men. As a Catholic school, it integrates the acquisition of knowledge, the establishment of responsible freedom, and the deepening of personal faith. Education at St. Mary's is based on love and respect for the person, in full recognition of the dignity of humankind created in God's image and destined to live in union with Him.

Students are made aware of global issues, as well as of the aspirations of people who work for peace, justice, freedom and truth, in the hope that these may engender beliefs and actions conducive to the betterment of humanity. In this process, personal development is marked by empathy and mutual trust.

Academic programs are rigorous and challenging and are designed to prepare students for higher education within a safe, caring and orderly atmosphere. The all-boy environment creates a place wherein positive self-esteem can fully develop and where learning is promoted at a pace appropriate for boys. A comprehensive and enriching co-curricular program is offered, which allows for individual expression to enhance self-worth.

At St. Mary's, members of the international community in Japan can establish an identity respectful of both cultural and religious differences in an atmosphere that values diversity.

Mission

Our mission is to Instruct, to Educate, and to Impart Christian Values.

Vision

St. Mary's is committed to educating boys to be lifelong learners of good character who demonstrate academic, physical, artistic, and moral excellence, respect for religious and cultural beliefs, and responsibility as international citizens.

High School Values

Respect, Compassion, Honesty, Fairness and Responsibility

Parental Responsibilities

Parental Absence from Tokyo

When both parents are going to be away from home, it is necessary to notify (in writing) the school in advance, stating who is responsible for your child/children and who the school must contact in the case of an emergency.

Parent Residence and Residence in Tokyo

The school expectation is that at least one parent or legally appointed guardian is to reside in the home with the student.

Parent Conferences

Parents may initiate conferences regarding any facet of school at any time by calling a teacher, counselor or administrator and arranging an appointment. Parent Conferences will be held each semester at the school for all parents.

Medical Information

Health Forms: Annual Health forms need to be completed by a parent or guardian at the beginning (first two weeks) of the school year. Please take the time to complete the form and insure that all information is current. A mandatory physical examination is required for all new students and those students entering grade 10. Both the Annual Health Form and the Physical Examination form can be obtained at the Main Office.

Illness and Communicable Disease: Please keep your son home with a fever, nausea/vomiting, sore throat, conjunctivitis or other communicable diseases. This is to allow your child to recover from illness but to prevent the spread of illness. Just as you do not want your son to be exposed to an illness at school; other parents desire the same courtesy. We do require that students remain home for 24 hours after a fever / illness has resolved (48 hours for influenza). Please contact the school nurse with any questions about when your child should be kept home.

In school injury or illness: Students are sent / go to the Nurse's Office with any minor injuries / illnesses that occur while they are in school. When an injury or illness is minor, the students will be treated in the Infirmary and sent back to class. If a student requires further treatment or should go home, the parent(s) will be contacted and asked to come to school to pick up the sick or injured student. We discourage parents from requesting that their son be sent home via train or bus. Please keep the school office informed of any changes in emergency contact information.

No Physical Education / Swimming / Activity Guidelines: If your son cannot participate in Physical Education, Swimming Class or other activities for a medical reason, please send a note stating the reason and activity you are excusing your son from. Parents can excuse a child from an activity for one day. Not participating in an activity beyond once requires a doctor's note. If your son is excused from physical education during the day, they will not be permitted to participate in after-school sports

Emergency Medications: If your son needs any emergency medications, due to a medical condition or possible allergic reaction, please bring an extra supply of these medications to the **Nurse's Office**. Additionally, if your son takes medication on a routine basis, a three-day supply of medications can be stored in the Nurse's Office.

Administration of Medicine during School Hours: Please notify the Nurse if your child is on medication. Whenever possible, all medicine should be administered at home. In cases when it is necessary for medicine to be taken at school, the following steps must be followed:

- For any medicine it is essential that the first (initial) dose be administered at home to prevent an allergic reaction from occurring at school.
- Medicine must be labeled and must accompany written instructions by the parent/guardian:
 - Student's Name
 - Reasons for taking Medicine
 - Name of doctor & phone number
 - Name of Medication
 - Dosage
 - Date and time medication needs to be administered
- Medicine will be administered only by the Nurse

Face Masks: Students are requested not to wear masks in school. Masks that are worn improperly can increase the spread of infection. In addition, students touch masks frequently and readjust them on their face. Since masks are moist from wearing, the moisture harbors infection and can increase the spread of infection via the students' hands. Additionally, masks distract the students from listening and participating in class activities. If your son is ill, please keep him at home.

Change of Address/Contact Information

Parents are requested to notify the high school assistant of any change of address, email or telephone number.

HIGH SCHOOL BASICS

Attendance Expectations

School Attendance

Students are expected to attend school daily. When a student cannot attend school, the parents should telephone the school office between 8:00-9:00 a.m. (3709-3411). Students may not call in their own absence. If no call is received, the school will call to verify the absence.

Upon return to school, it is the responsibility of the student to bring a written note of absence to the high school office by 8:20 AM and obtain a class admission slip from the High School Office. The class admission slip is to be presented in each class for the teacher's signature.

The following information should appear on the note written by the parents: student's name, date(s) absent, reason for absence, parent's signature, and any attached documentation such as a doctor's note.

10% Absence Rule

No student may miss more than 10% of a class due to unexcused absences over the course of the school year. Unexcused absences in excess of 10% of class time may result in denial of credit for the course.

Excused Absences

Parents and students should get prior approval from the High School Administration for a planned excused absence. It is the responsibility of the student to make arrangements with teachers for all schoolwork that is missed during the excused absence. The teacher has the right to refuse credit for make-up work if it is not completed within a reasonable time.

Types of excused absences include the following:

1. Hospitalization or medical certificate
2. Bereavement
3. Religious observances
4. Absences that occur due to school-sponsored fine arts or sports activities
5. Approved college visit
6. Any other absence receiving prior approval from the administration

Unexcused Absences

Any other absence will be considered unexcused. Students may not be allowed to make up assignments and tests missed for an unexcused absence. A written note or a phone call does not constitute an excused absence. Absence from any class for the purpose of make-up work or preparation for another class is considered an unexcused absence. In addition, no student will be admitted to any class following an absence without a class admission slip.

Tardiness

Tardiness is defined as the arrival of a student at school or a class after the official start time. Students who are late for school must obtain a Class Admission Slip from the high school office. Students will not be admitted to class without the Class Admission Slip. Students late for class will be marked Tardy by the classroom teacher. A tardy of more than 20 minutes to

school or class will result in an excused or unexcused absence, as described in the absence policy. Excessive tardiness will result in disciplinary action, as determined by the high school administration.

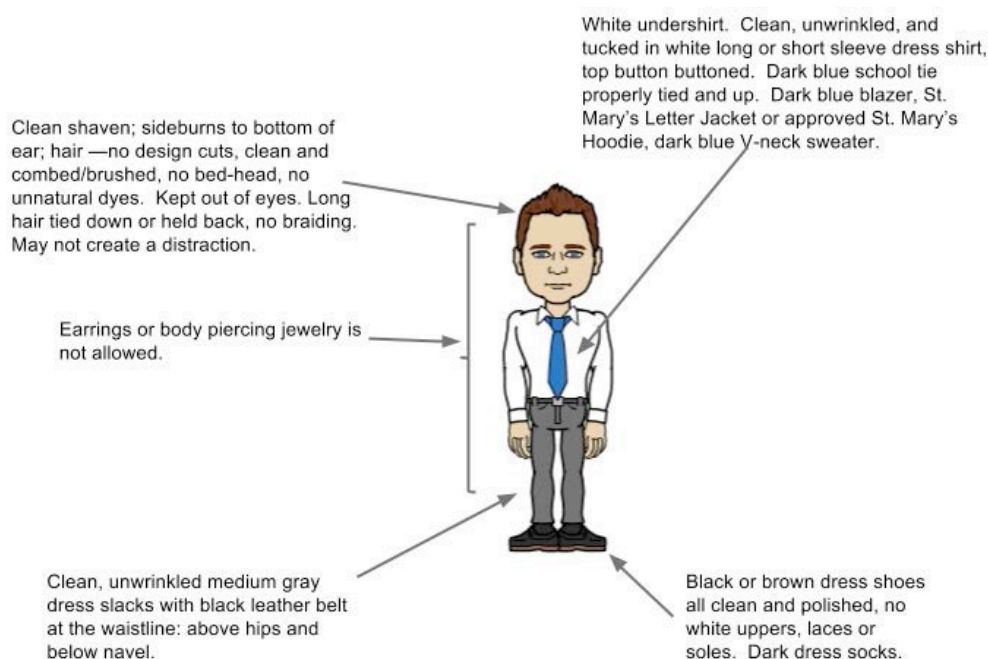
Any student who needs to see the school nurse, counselor, or other support personnel is expected to report to his class first to inform the teacher.

Leaving School Grounds

Students who leave school during school hours for any reason must have written permission and check out through the high school office before leaving. An absence will be considered excused or unexcused as defined in the absentee policy.

Dress Code

Uniforms: Grade 9-11



Uniforms: Seniors

In addition to this, Senior students may have the following:

Hair: Clean, groomed, and conservative moustache or goatee.

Footwear: Appropriate suede shoes.

Upper Body: Other conservative color suit or dress shirt long- or short-sleeved and coordinated tie and dress sweater or blazer is allowed.

Lower Body: Other conservative color suit, dress pants or khakis and black or brown belt are allowed.

Jewelry: No change from 9-11 standards.

Academic Program

Daily Schedule

The school day at St. Mary's is divided into eight (8) periods of 42 - 47 minutes depending on the period. All students will follow a schedule of eight (8) assigned classes and two nutrition breaks.

Course Selections

In the spring, teachers will make course recommendations for students. Based on teacher recommendations, students will complete the course selection. A schedule of the student's classes will be determined.

Program Change

Changes in the student's schedule should be finalized prior to the opening of the school year. All changes will be dependent upon openings in the various courses. Student initiated changes to the schedule will be permitted until the counseling office deems the schedule has been finalized. At this time, the counseling office will declare; through the bulleting that scheduling is closed. Teachers and students will be informed when a schedule change has been officially approved.

Examinations

Teachers may administer tests in their classes at their discretion during the school year. High school semester and final exams are administered in January at the end of the semester and at the end of the school year. Students must be present for their semester and final exams. Students who are absent must obtain permission from the teacher in order to make up semester or final exams.

Homework

Homework is an extension of course work which will help students gain competence and skills in all subjects. Students should accomplish homework with the same purpose and dedication expected in the classroom.

Textbooks and Supplies

Textbooks are school property and are issued at the beginning of the school year. Each student is responsible for the textbooks loaned to him. Reasonable wear and tear is expected as a result of daily use. Unreasonable damage to textbooks will result in fines. Lost textbooks must be paid for at the principal's office before a new book will be issued.

PowerSchool

The High School uses a program called PowerSchool to share student information. During the 2014-2015 school year, PowerSchool will be open to parents and students so that students can check grade progress online. PowerSchool is essentially an open grade book where students can monitor their progress. This open communication allows the student to take responsibility for missing assignments, catch up on homework, plan for absences and monitor your academic gains. At the high school level PowerSchool is meant to give the student more responsibility over his own learning. The student is in charge of following through on assignments, explaining his learning to parents and advocating for himself. We want students to become self-advocates so if there are questions or concerns about grades, students should respectfully approach teachers for assistance. Parent access to PowerSchool should be viewed as an opportunity to have dialogue with your son regarding his learning.

Report Cards

At the end of the semester, students and parents will receive a printed report card with information or feedback on your achievements in your High School studies. The reports also serve as official school records. Please log in to PowerSchool to see grades and feedback at the end of each quarter.

Grade Scale

A = 100 – 95 A- = 94 – 90
B+ = 89 – 87 B = 86 – 84 B- = 83 – 80
C+ = 79 – 77 C = 76 – 74 C- = 73 – 70
D+ = 69 – 67 D = 66 – 64 D- = 63 – 60
F = 59 and below

Withdrawal and Transfer Procedures

Students should report to the guidance office at least five days prior to their last day of school attendance. On the last day of attendance, a student must carry his clearance form to his last meeting with each of his classes when the teacher will clear the student. In the event a student owes money for books or other items, payment must be made before clearance can be completed. The student should return the clearance form to the guidance office at the end of the day.

A student's official transcript will be forwarded to his new school. An unofficial copy will be given to the student upon withdrawal. Students leaving St. Mary's twenty school days prior to the end of a semester may receive credit if all the work is completed (including a final exam). Teachers must be notified in writing as soon as departure plans are firm in order that course requirements can be completed within a certain time frame. Please notify the school at least five school days in advance to get the needed documentation.

Technology

Technology Use

SMIS encourages the use of technology inside and outside the classroom. All use of technology must be in support and consistent with the high school values of respect, responsibility, honesty, compassion and fairness. In addition, please refer to the Digital Citizenship outline that takes place in the early days of each school year.

This usage includes but is not limited to laptops, electronic dictionaries, graphing calculators, iPods and Smartphones. Devices that have a voice function should be set to silence at all times. Voice calls are permitted with permission in designated areas only.

It is the user's responsibility to exercise reasonable judgment to ensure that no equipment or software is destroyed, modified or abused in any way. Student-owned technology used at school is expected to be in good working condition with only properly licensed software installed, with sufficient power to operate when required in classrooms. Faculty and staff may check laptops and other electronic devices at any time to verify appropriate usage.

Each user is expected to respect other's work, files, passwords and property. Every user is responsible for keeping their passwords strong, private and secure. Users shall not seek information on, obtain copies of, or modify files, data or passwords belonging to others. Users will not misrepresent themselves, others or the school in communications and/or online posts. Derogatory, obscene or otherwise inappropriate communication and posts are prohibited.

Please understand that communication systems and use of the school's networks should not be considered confidential and may be monitored by the school at any time to ensure reliability, integrity, security and appropriate use.

The consequences for failure to use technology appropriately may result in restricted or complete loss of access to technology, the school's network or other disciplinary measures deemed appropriate by the high school administration.

Titans Email

At the High School level, the school gives every student an email address. Students are expected to communicate with teachers, coaches, and other school personnel through this email address. All high school correspondence with students will be made with students through the @smistitans.org email.

St. Mary's faculty and staff emails can be found on the school website and in most cases the addresses are: faculty last name, first initial @smis.ac.jp.

Student Safety

Helmets

Any student who chooses to ride his bicycle to school should wear a helmet.

Motorized Vehicles

Students are not authorized to drive a car, scooter or a motorcycle to school. There is a lack of parking facilities, street parking around the school is illegal and motorcycles have proven to be too dangerous for the school to condone their use.

Skateboards/Roller blades

Skateboards and roller blades may not be brought to school.

Safety Drills

Fire

At the sound of the fire alarm bell, all students must leave the building quietly through the designated exits posted in each room. It is important that silence be observed so as to hear the instructions of the teachers. All students will assemble by classes on the tennis courts and remain there until permitted to return to the building.

Earthquake

Earthquake drills are quite similar to fire drills. The same signal will be given to evacuate the building but different exit procedures will be followed. Students should follow the directives of the teachers. If a serious earthquake occurs, students should immediately kneel under their desks and/or cover their faces to protect themselves from falling debris. Do not evacuate the building until the alarm is sounded or the teachers give instructions. All students will assemble on the field by home base group.

Additional Information

Library

We want you to use the High School Library. It is designed to support your learning and reading needs. The library is open from 8:30-4:30 on school days. Students who wish to use the library for study or research may obtain a library pass from their classroom instructor.

Lockers

The school provides each student with a locker and a lock. No other lock may be used without permission. Each student is responsible for the lock. If it is lost, broken or stolen, the student must pay for the lock (2000 yen). Students should not leave valuables in their lockers nor should they give their locker combinations to other students.

Lost Property

If a student loses personal property he should inform the office immediately. If a student finds something, he should turn it in to his teacher or the office immediately. In no case should the student put property he finds in his locker; this could constitute theft.

Students are cautioned about bringing valuable personal property to school and should remember that they must assume all risk for damage and loss. St. Mary's will not make reimbursement for lost or missing items.

Cafeteria and Titans Cafe

Students are expected to maintain the good order of the cafeteria, and to observe the usual forms of etiquette, which normally prevail at home.

Students will:

- Deposit all lunch litter in the wastebaskets.
- Return all plates and utensils to the wash area.
- Leave the tables and floor area in a clean condition
- Consume all food and drink in the cafeteria
- Be responsible for the common area as a collective group

Administration of Medicine during School Hours

Notify the Nurse if your child is on medication. Whenever possible, all medicine should be administered at home. In cases when it is necessary for medicine to be taken at school, the following steps must be followed:

- For any medicine it is essential that the first (initial) dose be administered at home to prevent an allergic reaction from occurring at school.
- Medicine must be labeled and must accompany written instructions by the parent/guardian:
 - Student's Name.
 - Reasons for taking Medicine
 - Name of doctor & phone number
 - Name of Medication
 - Dosage
- Medicine will be administered by only the Nurse
- In cases where a child takes medicine regularly for chronic illness, it is necessary to have an emergency supply kept in the School Infirmary.

Maintaining a Positive Learning Environment

In order to ensure that the high school is a positive and supportive environment for students to learn and enjoy school, all members of the community need to consistently exhibit the school values of *respect, compassion, honesty, fairness and responsibility*. Sometimes members of a community make decisions that do not align with an accepted set of values. When this happens with a student, he will undergo a process that will give him an opportunity:

- ✓ To accept responsibility for his actions
- ✓ To reflect on his actions in order to learn from the situation
- ✓ Make amends to those that were affected by his actions
- ✓ To return to the community as a positive contributing member

Depending upon the nature of the behavior there may also be further consequences to ensure that the student has a clear understanding of the responsibilities associated with being a member of the St. Mary's community.

Types of conflicts with the high school values of respect, compassion, honesty, fairness, and responsibility

When students engage in behavior that is in conflict with the high school values the following categories guide the principal and assistant principal in their work with students. Consequences will be aligned with the categories and other variables.

Category One

This category represents the vast majority of disciplinary incidents. These are the day- to- day reminders or warnings to students to be safe or to act properly. Examples of incidents in this category include, but are not limited to, dress code violations, unsafe play, and behavior disruptive to a positive learning environment. In most of these cases, the learning or reinforcement of good behavior takes place on the spot and students are asked to make verbal plans to avoid repeating the behavior. Repeated Category One behaviors can lead to more serious consequences.

Category Two

This category covers incidents at the middle level of concern. Examples include, but are not limited to, excessive tardiness, rude behavior, use of profanity, cutting class, dangerous behavior, and disruptive behavior on the bus. These are referred to the administration; parents may be contacted and the counselor is informed. Teachers are involved so that their awareness of the incident will support the student. Category two offenses may result in Lunchtime Learning, detention, community service, loss of privileges, and in serious or repeated cases, suspension, at the discretion of the principal or assistant principal.

Category Three

This category represents the most serious discipline cases in the school, those that threaten the community's moral fabric. Some examples include, but are not limited to acts of

intimidation, vandalism, fighting, tobacco, drug and alcohol use or possession, stealing, lying, and academic dishonesty. Following a thorough investigation and a Values Learning Plan, offenders are disciplined accordingly and the Headmaster may be notified. The school counselor is involved and outside counseling may be recommended. In order to best support the student his teachers will be notified. These cases are referred to the administration, parents are contacted and a parent conference will be conducted. Given repeated offenses or in an extreme case, a student may lose the right to continue to be a member of the school community. This is an administrative decision, and as with all disciplinary decisions, is based on balancing the welfare of the student and that of the broader school community.

Values Learning Plan (VLP)

Students involved in a discipline incident may be asked to draft a Values Learning Plan (VLP), in addition to other consequences. The format of the VLP provides the opportunity for students to describe what happened, reflect on the results of their actions, and design a strategy to avoid repeating such behavior. This is an important part in the process of values guidance, learning and support. In addition it offers parents and the adults at school a common foundation in guiding students. In cases where the VLP involves a suspension from school, a parent conference will be arranged to discuss the VLP and a copy will be shared with the student's teachers and counselor. For some serious situations or repeat offences students may need to conference with the adults in their life including parents, an administrator, counselor and teachers to discuss their actions and their plan to improve. (See the example below)

The purpose of completing a values learning plan is to help you reflect on certain behaviors you have chosen to display. It is also an opportunity to assist you in developing a plan to alter these behaviors. When completed, this plan must be signed by, your parent(s), teacher, and principal.

Complete a piece of thoughtful writing, in which the following questions are addressed.

- Describe what happened?
- Explain the consequences of your actions to yourself and others.
- How do your actions relate to our school community values, and your own personal values?
- Describe fully the steps you will take to make amends to those affected.

Consequences for Conflicts with High School Core Values

When a student's actions are in conflict with the high school's core values the consequences could include but would not be limited to, a verbal plan, parent call, parent conference, loss of privileges, (activities, sports, field trips, etc.) loss of free time, (lunchtime learning, detention, etc) temporary removal from a class, service to the community, in-school suspension, out of school suspension, permanent exclusion from a class, and in serious or repeated cases, expulsion (permanent removal from school).

Lunchtime Learning

Lunch Time Learning is a consequence that involves students reporting to the lunchtime learning classroom to complete assignments and homework during a portion of the lunch hour. Students will be permitted to eat lunch for the last portion of the lunch hour.

Detention

For some infractions students may lose some or all of their free time at school. Detention is typically assigned at lunch, before or after school.

Suspension

Membership at SMIS is dependent on learning and living by our core values. In support of this expectation, a student may be suspended should he exhibits behavior that:

- Poses an immediate or continuing threat to the safety of others.
- Clearly demonstrates a conscious failure to live within and abide by SMIS core values.
- Deliberately, significantly and consistently disrupts and impedes the learning of others.

The length of a suspension is relative to the severity of the incident and the circumstances. Suspensions remove a student from the learning community to provide time for reflection on the core values and their commitment to abide by them.

A student on:

- **In-school suspension:** A student is in a designated area within the high school for the duration of the suspension. Students serving in-school suspension would not be allowed to participate in any school sponsored after school activities, but may complete and turn in any work they miss as a result of their time away from classes.
- **Out of school suspension:** A student is picked up by his parents and would not be allowed on campus for the duration of the suspension. Students suspended out of school may not participate in any school activity and may not receive credit for any work they miss as a result of their time away from classes.

Expulsion

A case may arise where a threat to safety, or breach in conduct is so significant that a student will be required to leave school and not return.

Selected Examples of Conflicts with High School Core Values

Behavior Off Campus

Our support, guidance and concern for students developing into responsible citizens does not stop at the school gates. Students engaged in unlawful activity, acts of intimidation, digital bullying or physical violence, may be held responsible under school disciplinary guidelines. This is true especially when other students are involved, and the action off campus affects the climate or learning of students on campus,

Train Behavior

Students are expected to follow the rules of the train and show respect to train personnel and passengers at all times.

Bullying

We are committed to providing a caring, friendly and safe environment, conducive to learning. Bullying of any kind is against our school values and unacceptable at SMIS. Bullying is the act of intentionally intimidating others by the real or threatened infliction of physical, verbal, written, electronically transmitted or emotional abuse.

Specific examples of bullying may include:

- Physical: pushing, kicking, hitting, punching or any use of violence
- Verbal and/or written name-calling: put downs, sarcasm, spreading rumors, teasing, graffiti, notes or messages, racial taunts, ethnic or sexual orientation slurs
- Electronically transmitted: teasing, put downs, all forms of electronic information, such as email, chat room, SMS, text messages, telephone calls, abusive web pages, or photo imaging when inappropriate
- Emotional exclusion: using relationships as a weapon, tormenting, hiding others belongings, threatening gestures, building coalitions that deny an individual from healthy relationships with others
- Attacks on the property of another person or extortion of money or possessions.
- Aggressive body language: non-verbal gesturing, eye rolling, mean looks, silent treatment, noises
- Sexually oriented comments or behaviors

Vandalism

It is important that we consistently demonstrate respect for school and personal property. Any student who marks, defaces, breaks or destroys school property will be responsible for cleaning, repairing or replacing the damaged item. Parents will be notified. Appropriate disciplinary action will result.

Theft

The SMIS community is founded on the Core Values of respect and responsibility. Any person stealing demonstrates a lack of respect for peers and themselves. Any student engaged in theft will be subject to appropriate consequences.

Academic Honesty: Knowing Your I's & C's (Independent and Collaborative Assignments)

Learning to work on your own (Independently) and with others (Collaboratively) are both important lifelong goals. In general, school assignments will be directed to either develop your independent working skills or your ability to work collaboratively with others. Teachers design assignments, projects and learning opportunities so that you have a rich experience, if you cheat you deprive yourself of the chance to learn. To use outside help or materials not allowed in an independent assignment is cheating. **If you are unclear about whether an assignment is 'I' or 'C', it is your responsibility to ask your teacher.**

As an example, it would be cheating if you:

- Turn in someone else's work as your own
- Turn in work that was completed by another person
- Copy someone's work
- Allow someone to copy your work
- Get information from notes or another student during a test or quiz
- Give information to another student during a test or quiz
- Obtain information from another student about a test they have already taken
- Give information about a test or quiz you have already taken to a peer
- Copy published material without giving credit to the source
- Do not follow specific guidelines concerning cheating given to you by your teacher

Because academic dishonesty is considered a serious offense, (Category 3) parents will always be contacted if a student chooses to cheat. If it is the first time the teacher will contact the parents. For multiple offences the student will be sent to the office. When cheating occurs, the following will take place:

- The teacher will always inform the Principal and there will be a record kept of the **academically dishonest** behavior.
- The Principal or Assistant Principal will be involved if the teacher requests his/her support or if it is the second time a student is engaged in cheating.
- When the Principal or Assistant Principal is involved, a values learning plan will be developed by the student which will identify appropriate consequences.
- Students will not earn any credit for assignments completed by cheating and must redo the assignment to earn credit.

Dangerous Items

Students may not bring dangerous items to school. These include pellet and BB guns, knives, matches, lighters, etc. or any item that can be used to harm or injure our community members. These items will be confiscated and parents may be called. Appropriate disciplinary action will result.

Drugs, Alcohol & Tobacco

Alcohol and tobacco are illegal for persons under the age of 20. Any student found at school or a school sponsored event in possession of or having ingested alcohol, tobacco or drugs will be immediately suspended from school. Students who are reinstated may be barred from participation in any school related event. Students holding esteemed positions (officers, captains, leaders, etc) may have those privileges taken away. For students who are repeat offenders, further consequences will be taken that may include expulsion. Smoking is not allowed on our campus. Students found smoking on campus are subject to disciplinary action.

Public Display of Affection

Public displays of affection are not appropriate at the school. Such behavior can make other others feel excluded or uncomfortable.

Embarrassment Clause

Any student, who by his actions, brings about embarrassment to the school, the administration, faculty, or teachers may also be expelled. This decision rests with the building principal and the headmaster.

At Risk Intervention Plan

The SMIS High School At-Risk Intervention Plan provides guidelines for identifying those students who most need help to function successfully in school. It is used in conjunction with the student support process used to develop a plan designed to remove the student from the At-Risk category.

There are four categories of functioning addressed by the At-Risk Plan: ESOL, Academic Progress, Behavioral, and Social/Emotional Development. It is possible that a student can be considered At-Risk in more than one category. The use of the designated Levels (1,2 or 3) is a feature of the plan aimed at signaling all involved in supporting a student as to the seriousness of the student's difficulties.

An At Risk Committee (ARC) oversees the implementation of the intervention plan and is comprised of those people involved with the student including but not limited to teachers, counselor, learning support and administrators. The ARC is convened to determine if placement on the At-Risk Plan is warranted, to develop strategies for intervention, to monitor progress, and to determine movement from one level to the next or exit from the plan.

The purpose of the SMIS Student At-Risk Intervention Plan is to help the student function to the best of his ability during his time at SMIS. For this reason, an incoming student new to SMIS may be placed on the At-Risk Plan as a condition of admission if past school history and/or on-site assessment warrants this action.