



# HOME OF THE TITANS

## STUDENT HANDBOOK

### St. Mary's International School

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*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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## ***A School with a Heart***

*At this school, every one finds a place:*

*Each and every one is taken care of, listened to, loved, and motivated.*

### **SCHOOL 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.

### **SCHOOL 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.

### **SCHOOL MISSION**

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

### **SCHOOLWIDE LEARNER**

#### **EXPECTATIONS**

The St. Mary's community is committed to developing self-directed, life-long learners who are:

#### ***OF GOOD CHARACTER,***

Reflecting values consistent with Christian principles,

#### ***KNOWLEDGEABLE,***

Demonstrating a firm foundation in the academic, physical, and artistic disciplines,

#### ***GLOBALLY AWARE,***

Showing sensitivity and compassion toward human and global concerns in a multi-cultural world, and exhibiting initiative, reliability, and perseverance in their response to these concerns,

#### ***CRITICAL AND CREATIVE THINKERS,***

Confidently using appropriate resources and current technology, either independently or

collaboratively, to reason, make decisions, or solve complex problems in a variety of contexts,

### ***EFFECTIVE COMMUNICATORS,***

Receiving and expressing ideas and information competently and precisely.

### **WELCOME TO ST. MARY'S MIDDLE SCHOOL!**

The St. Mary's Middle School program aims to nurture the moral and spiritual growth of young adolescent boys and provide challenging academic studies in a structured environment. A safe, caring place and a variety of age appropriate experiences are offered for students. Programs and activities develop and broaden students' interest in academic, spiritual, creative, physical, and social endeavors. The ultimate Middle School goal is to create a *Renaissance Man* who is well-rounded and respectful of all cultures.

### **MESSAGE TO STUDENTS**

This handbook has been prepared for your guidance in understanding some basic guidelines around which your Middle School functions. The guidelines for student conduct are prescribed to secure the orderly and energetic pursuit of study, to develop character and to assist you in your growth towards maturity in your acknowledgment of your responsibilities to God and to society.

Please review this handbook and familiarize yourself with its content. Ignorance of rules is not an excuse for violating them. The faculty

and administration wish you the best of luck for a successful and happy year.

### **GENERAL REGULATIONS AND PROCEDURES**

St. Mary's students are expected to conduct themselves in an orderly, courteous, respectful manner. A good school citizen respects the rights and property of others just as he expects his rights and property to be respected.

### **ACADEMIC CLASSES**

Middle School students have four core classes which are: English, Science, Mathematics and Social Studies. Other required subjects taken by students are: Foreign Language, Catholic Religion or Ethics, Physical Education, and Electives. A limited number of students are in the English as a Second Language program (ESL) classes.

### **ACADEMIC GRADING and REPORTING STUDENT LEARNING**

Grades are reported quarterly and the report cards are mailed directly to parents. Core classes use the letter grades listed below. PE and some electives are graded Pass/Fail.

A- Excellent	90-100
B- Above Average	80-89
C- Average	70-79
D- Below Average	60-69
F- Failing	59-Below

The basic criteria used for the Effort grade are work habits, behavior, attitude, and participation. Effort grades are interpreted as:

- E - Excellent
- S - Satisfactory
- U – Unsatisfactory

I – Incomplete

Report cards will be mailed to parents at the end of each grade period. The mailing will take place about one week after the date designating the end of the quarter on the school calendar. It usually takes one to two days for the report cards to arrive in the mail. If the report card is not received, call the school.

### **ADVISORY**

The main goal of the Advisory Program is to provide students with an adult who will be supportive and helpful in the academic and social areas of the student's life at St. Mary's. Advisory groups meet daily for homeroom and at other times as needed for planning and engaging in social and charitable activities.

### **ABSENCES**

When a student is absent from school, parents should call (3709-3411) or fax (3707-1950) the school no later than 8:20 a.m. to inform the Middle School office. A written note confirming the absence is to be brought to school upon returning. A student cannot participate in school sports, practices, or extracurricular activities unless he is in school by 9:00 a.m. on the day of the event.

Call the school for homework assignments if absent for two or more days. Every attempt will be made to have the assignments ready for pick-up or fax on the day of the call.

### **EXCUSED/UNEXCUSED**

#### **ABSENCES**

An excused absence is one in which no penalty is assessed against the student. An unexcused

absence is considered truancy and will be treated accordingly. Types of absences:

- Personal illness
- Illness or death in the family
- Impassable roads or weather
- Religious observances
- School trips
- Medical or dental appointments which cannot be scheduled outside of school hours.
- Passport/visa requirements
- Students who have an excused absence will be required to make-up work missed in each class. It is the responsibilities of the student to arrange for make up work with his teachers.

An unexcused absence is considered truancy and will be treated accordingly. Types of unexcused absences: unscheduled vacations, truancy, suspension from school, oversleeping. Students may or may not be allowed to make up assignments and tests missed due to an unexcused absence.

#### **Twenty Day Absence Rule**

No student may miss more than twenty (20) classes in a given subject during the school year. This includes classes missed for illness, school activities, and sports outings. After the twentieth absence, a student's grades may be affected, or he may be requested to withdraw completely. All cases will be studied individually and hospitalization absences will be treated with compassion.

## **ACTIVITIES PLEDGE**

All students participating in interscholastic activities in Middle School must have a signed Activity Pledge on file from the beginning of the school year. Please read the Pledge and support the spirit of its intent.

## **AGENDA BOOK**

The agenda book is to be used by students to record homework assignments and tests/project due dates. The assignment notebook also allows teachers and parents an easy method for written communication on a daily basis.

## **BEHAVIOR**

A Middle School student should take responsibility for his own actions, set a good example by obeying the rules, and respect school property and the property of others. Students are expected to behave in a mature and appropriate manner while at school and while representing the school in extracurricular activities.

## **BICYCLES**

Bicycles maybe ridden to school, but they must be parked in the bike shed. It is extremely important to lock the bike securely. Bicycle helmets should be worn by all bike riders.

## **BOOKS**

Textbooks are loaned by the school for student use. Lost or damaged books must be paid for in full. Books should be covered to avoid wear and tear.

## **BOOKSTORE**

The school bookstore is located in the Elementary side of the cafeteria and is open during the lunch period. Assignment notebooks and other school supplies may be purchased at the store.

## **BUS INFORMATION**

Some Middle School students ride the bus to and from school. The time spent on the bus is an extension of the school day. Riding the school bus is a privilege that must be honored. There are rules to follow while riding the bus to insure the safety of all the passengers. All passengers share the responsibility of the rules and for safety. Not following the rules can result in losing the privilege of riding the bus.

- Wait for the bus to come to a complete stop before boarding or exiting and keep seat belt fastened.
- Keep head and hands inside the bus.
- Use proper language and voice at all times.
- Never eat, drink, or chew gum on the school bus. Note: Students may drink water on the bus provided it is in a drink container. No cups are allowed.
- Never throw objects of any kind inside the bus or through any open window.
- Follow all directions given by the bus driver or the bus monitor and obey all pertinent school rules while riding the bus.
- Reading or studying is OK, however, doing written homework or drawing on the bus is not permitted.
- Appropriate electronic equipment may be used provided the sound is turned

off. Note: Students may not gather to use an electronic device together.

- The bus driver is in complete charge of the bus and the students who ride on it.
- To ride the school bus is a PRIVILEGE and not a right. Inappropriate behavior will lead to the loss of this privilege.

## **BULLYING**

Bullying or hazing is forbidden at this school. Students who engage in this activity will be subject to expulsion or other appropriate consequences.

## **CHANGE OF ADDRESS**

Please inform the Middle School office or the Main Office if you change your address or telephone number for work or home. Many items are mailed from school to home and accurate records insure prompt delivery.

## **CHEATING**

Cheating and plagiarism are forbidden at this school. All homework, reports, projects, quizzes and tests are to be original work completed by the student. First time students caught cheating will call home and report to parents. Students caught a second time will call home and be suspended until a parental conference takes place. The third offense is a call home, five day suspension with administrative review for expulsion.

## **COMMUTING TO AND FROM SCHOOL**

St. Mary's students are asked to behave in a respectful and appropriate manner while commuting on foot and by train to and from school. Students must also respect the privacy

and property of the school neighbors.

## **DANGEROUS ARTICLES**

Dangerous articles are prohibited on campus and at school sponsored activities. Such articles will be confiscated and students possessing them will be subject to suspension or expulsion. Articles considered dangerous include, and are not limited to: knives, fire crackers, air or toy guns, as well as explosives and firearms. Any projectile may be considered a dangerous article.

## **DETENTION**

The principal and teachers may give students a detention for inappropriate actions on campus or in the classroom. Detentions are served either before school, at lunch, after school, or on Saturdays.

## **EMBARRASSMENT CLAUSE**

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

## **EMERGENCY DRILLS**

Emergency evacuation drills will be held at regular intervals to prepare for emergencies such as fire and earthquake. For the safety of everyone, it is essential that when the signal is given, the proper action be taken. Students must be quiet and orderly during drills.

## **EXTRA HELP**

A student who is having difficulty or is not doing well in his schoolwork should make arrangements to meet with his teacher for extra help. Teachers are available at school until 4:15 p.m. daily. Also, a special room has been designated as the Middle School Study Center for students who want to do homework before they leave for the day. The Study Center is for quiet study after school and is supervised by a teacher.

## **FIGHTING**

Fighting or any other form of physical abuse is forbidden. Offenders will be subject to suspension or expulsion.

## **GUM CHEWING**

Gum chewing is not allowed on campus.

## **GUIDANCE SERVICES**

The RP – 12 Guidance Counselor's office is located in the Middle School and counseling services for students are available on a walk-in or appointment basis.

## **HAIR, FINGERNAILS, AND EARRINGS**

Hair shall be worn neatly, trimmed and clean. As rule, hair should be short enough so that it does not fall over the eyes or the top of an ordinary shirt collar. No pony-tails or hair bands. Natural hair color is the standard. No dyed, bleached, or frosted hair. Students should not wear nail polish. Earrings are not allowed to be worn during the school day or at school functions.

## **HEALTH FORMS**

All students at St. Mary's are required to have an updated health form on file with the school nurse. All students from RP to grade 12 must have the health form updated annually.

## **HEALTH SERVICES**

St. Mary's employs a full-time nurse who cares for RP – 12 students. Any student who feels ill should inform his classroom teacher before reporting the illness to the nurse.

## **HOMEWORK**

Homework is an important part of the Middle School program and is assigned on a regular basis. Along with homework, each student is expected to spend time studying daily to help achieve maximum learning. Some assignments are long range in nature and need planned time for completion. Planning helps eliminate the rush to complete a project the day before it is due. The average time spent on homework and study should be between 1-3 hours daily. The SECRET TO SUCCESS in Middle School is DOING the homework.

## **INTERSCHOLASTIC ATHLETICS and FINE ARTS ACTIVITIES**

The following sports are offered for Middle School student participation: soccer, cross country, basketball, wrestling, ice-hockey, swimming, baseball, tennis, intramurals, and track and field. Fine Arts activities are: speech, choral and band festival, brain bowl, math contest, and jazz ensemble.

Students who represent St. Mary's Middle School in competitions must qualify under the

interscholastic rules and regulations of the KPASSP League Middle School Handbook. St. Mary's Middle School is a member of the Kanto Plain Association of Secondary Principals (KPASSP). The purpose of the organization is to establish standard procedures and to promote cooperation among the various English-speaking schools in all inter-school activities throughout the Kanto Plain region.

### **Member Schools of KPASSP**

American School in Japan  
Aoba-Japan International School  
Christian Academy in Japan  
International School of the Sacred Heart  
Nishimachi International School  
Seisen International School  
St. Mary's International School  
St. Maur International School  
Yokohama International School  
Yokosuka Middle School  
Yokota Middle School  
Zama Middle School

### **RULES FOR PARTICIPATION IN ATHLETIC OR FINE ARTS ACTIVITIES**

In Middle School if a student fails two (2) subjects and receives a "U" for effort in those subjects at the end of the quarter, he shall be placed on academic probation. The student then has until the Mid-Quarter Report to raise the grade and effort or become ineligible. The fourth quarter grades determine fall eligibility. If a student is not in school by 9:00 a.m., he will not be allowed to rehearse, practice or participate in extra-curricula activities that day. (This rule is left to the

interpretation of the principal – morning illness could preclude rehearsal, practice or participation). If a student is absent on Friday, he may not participate in extra-curricula activity on Saturdays. Detention, assigned by teacher or principal, will be served by the individual on the day and time designated. These detentions will take precedent over all rehearsals, practice or participation. A student may not rehearse, practice or participate in extra- curricula activities while suspended.

If a student must miss school because of participation in an extra- curricular activity, teachers may require assignments and examinations missed to be completed in advance. Athletics Only:

- A student may participate in only one team sport per season.
- A student must be up to date on school tuition, which includes accident insurance, or have written proof of other insurance on file with the school nurse.

### **JAPANESE LAW**

As guests, residents and citizens of the host country, we must respect and follow Japanese law. In accordance to Japanese law, students in Middle School may not smoke, drink or possess alcohol, or use/ possess illegal drugs. Police will be involved in serious matters.

### **LANGUAGE OF INSTRUCTION**

English is the language of instruction at St. Mary's. It is important that students use English at all times while on campus except during second language class time. English language



proficiency is strengthened through daily reading, writing, and speaking.

### **LEAVING SCHOOL GROUNDS**

Leaving school grounds without permission is not allowed. Students who leave school during school hours for medical or dental appointments must inform the Principal before leaving. Parents should notify in advance of such an absence by note or fax.

### **LIBRARY**

The library is open from 8:00 a.m. until 4:30 a.m. Middle School students may go to the library before school, during lunch, and after school. Both seventh and eighth grade English classes use the library for research and assignments. The library allows a student an unlimited amount of books to be borrowed at one time as long as the student shows responsibility. The fine for overdue books is 10 yen per book per day. The library has a limited Internet service. Students must have the special library form signed by parents in order to use the Internet.

### **LOCKERS**

Students receive a locker with a combination lock in which to store books and coats. Students also have a locker and a combination lock in the Middle School locker room to store PE uniforms and gym shoes. Students must pay for any lost locks.

### **LOST AND FOUND**

An item with a name on it has a better chance of being returned to its owner. School items such as books, clothes, calculators, pencil

cases, etc., should all be marked with the student's name. Many items end up in the Lost and Found box either in the Middle School hallway or in the Middle School PE locker room. To locate a lost item, look in the Lost and Found boxes first. Valuable lost and found items will be kept in the Middle School office.

### **LUNCH**

Students may bring their lunch or buy the school lunch, which is offered daily for 700 yen. The monthly lunch menu appears in the School Newsletter and on the website. Sandwich lunches are sold in the bookstore located in the cafeteria.

### **MONEY OR ALLOWANCE**

Students and parents should be aware of the amount of money brought to school. Bring only what is absolutely needed for the day's activity.

### **NO TOLERANCE (alcohol, smoking, drug use/possession)**

The school aims for a positive and nurturing environment. In compliance with Japanese civil and criminal law and more importantly for health and moral reasons, the school takes a NO TOLERANCE position on student use and possession of alcohol, smoking, drugs at school and on school-sponsored trips, outings and functions. Consequences may include expulsion from school, mandatory counseling, and the reporting of such violations to the police. Students and parents are urged to participate in educational activities to reinforce good decision-making.

## **RESPECT OF PROPERTY**

Students should respect the property of others. Taking or using another's property "as a joke", and stealing are not tolerated. Consequences may include expulsion from the school. It is best to respect one another's belongings.

## **SCHOOL CLOSURE**

School may be closed at times due to inclement weather or other factors. Announcements of the school closing will be aired on the radio, InterFM 76.1 in Tokyo and InterFM 76.2 in Yokohama. The announcements start at 6:00 a.m... If you do not hear an announcement, you may call the school at 3709-3411 or check the website for confirmation.

## **SCHOOL HOURS**

Punctuality and regular attendance are extremely important. Advisory homeroom time begins at 8:25 a.m. and ends after the 8:30 a.m. announcements. First period begins at 8:35 a.m. and eighth period ends at 3:15 p.m. completing the school day. Teachers are at school until 4:15 p.m. to assist students if needed. From November until the end of the school year the tennis courts are open for play and are supervised by a teacher from 3:15 p.m. until 4:30 p.m. All students should leave campus by 4:30 p.m., unless in a supervised after-school activity.

## **SKATEBOARDS, ROLLER BLADES, SKATES**

Skateboards and roller blades/skates may not be brought to school.

## **STUDENT COUNCIL**

The Middle School Student Council consists of six elected student representatives: three from grade seven and three from grade eight. Their purpose is to establish and direct worthwhile student activities in conjunction with the Sacred Heart and Seisen Middle School Student Councils. Together the three councils plan a social calendar for the school year, which usually includes activities such as bowling, ice-skating, and dances.

## **SUSPENSION**

A positive atmosphere is created by students who conduct themselves in an orderly, respectful, and sensible manner. There are times when a student chooses to break the rules and regulations and at those times a strict disciplinary action may result. When a student is suspended from school, parents will be contacted by telephone before the student serves an in-school suspension or before he is sent home.

## **TARDINESS**

A tardy is defined as arrival of a student after the official starting time of school or class. It is the student's responsibility to be on time to school and all classes. All students who are late are responsible for obtaining an ADMIT slip. In the event that a student is repeatedly tardy, his parents will be contacted. If the problem is not resolved, disciplinary action will occur. For repeat offenders, detention will be served on a weekday or Saturday starting from the fourth tardy. The tenth tardy may result in suspension from school until a parent

conference can be held. This policy is administered on a semester basis.

### **HOW TO PREVENT TARDINESS**

Being on time is a matter of motivation and getting to school on time should be part of a student's daily routine. Getting up at the same time daily will help start a routine which helps prevent tardiness. While at school, students have five minutes between classes to prepare for the next class and every effort should be made to be on time.

### **TELEPHONES AND PERSONAL AV DEVICES**

For security and noise control, the above items should not be used during school hours (8:25-3:15). The school is not responsible for the security of such items. If anyone brings one of these devices to school, they must be switched 'off' and placed in lockers or bags, out of sight. Misuse of these items may result in confiscation.

### **UNIFORM**

The school uniform should be worn with pride while commuting to and from school. HOW the uniform is worn is as important as wearing it so shirts should be tucked in and ties worn properly.

#### **Traditional Middle School Uniform**

- Gray Slacks
- White Shirt
- Blue Knit Tie
- Black or Brown Leather Dress Shoes
- V-Neck Sweater Optional

Ties are not worn during the warmer months of September and May. The official blue knit tie is on sale in the main office of the school.

#### **Hot Weather Uniform**

- Solid color polo shirt with collar: the shirt must be tucked in the pants
- Solid color dress shorts: above the knee; no running or sports shorts, no blue jeans, cut-offs, or baggy, oversized shorts
- Socks and shoes must be worn: no sandals

The hot weather uniform may be worn from the beginning of school through September.

However, the traditional uniform and the hot weather uniform may not be mixed. One or the other must be worn.

#### **Dress Down Days**

On special occasions a free-dress day or a paid-dress day may be designated. Students may wear tasteful regular clothes on these special days.

#### **PE Uniform**

Students must wear an official St. Mary's physical education T-shirt, shorts and gym shoes during PE classes. PE shorts should be hemmed above the knee. Sweatsuits may be worn during cooler weather.

## **THIS YEAR'S TEACHERS**

Homeroom Advisor:

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English:

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Mathematics:

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Science:

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History:

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Geography:

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Foreign Language:

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Physical Education:

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Elective:

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Elective:

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Principal:

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Headmaster:

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Campus Minister:

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School Counselor:

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