

Handbook & Community Directory 2007-2008



S E V E R N

MIDDLE SCHOOL STUDENT CONDUCT

Severn's Major School Rules are based upon integrity, respect and personal responsibility. Students are expected to behave according to the rules, policies and standards outlined in this handbook, according to normally accepted standards of behavior, and in a manner that contributes positively to the community. Students are expected to treat others as they would wish to be treated.

Students who break the rules or act contrary to School policies and standards will be dealt with on an individual basis considering the seriousness of the offense. Any student who commits an offense may be subject to a wide range of penalties, including but not limited to, counseling, detention or work hours, loss of certain privileges, probation, suspension, or dismissal.

These rules are reviewed with the students periodically, and we believe that the students are old enough to live by and be responsible for the standards that have been set. The Middle School Head, the Headmaster or another administrator designated by one of them will make decisions regarding conduct infractions. In all disciplinary matters, the Headmaster shall have the ultimate decision-making authority.

DETENTION

Detentions are scheduled at the discretion of the administrator ordering detention, and they take precedence over other school commitments. Detentions may be scheduled before, during, or after the academic day. Unexcused absences from detention may result in further disciplinary action. As part of detention a student may be required to sit quietly for a set amount of time, serve a set number of hours in service to the community, write on an appropriate topic, or perform other services or duties. A student given detention will be given sufficient notice so that any necessary arrangements regarding a ride home may be made. The School will attempt to contact parents for any detention longer than 25 minutes.

PROBATION

Probation serves as a warning that continued academic or disciplinary problems could result in more severe consequences, including suspension, dismissal, or a decision not to let the student reenroll the following academic year. Probation may be accompanied by other penalties, including restrictions on a student's activities or requirements that he/she complete certain specified duties. (Please be aware, a student does not necessarily have to be placed on probation as a precondition for any punishment, including suspension, dismissal, or not being invited to reenroll.)

SUSPENSION & DISMISSAL

Behaviors that commonly result in suspension or dismissal include, but are not limited to:

- ◆ Lying
- ◆ Cheating or plagiarism
- ◆ Stealing
- ◆ Abusing or being under the influence of any legal drug
- ◆ Using, possessing, or being under the influence of any illegal drug or any alcoholic beverage on campus or during any school function or activity
- ◆ Expressed or evident antagonism to the School and to its spirit, purpose or procedures
- ◆ Conduct which tends to bring discredit to the School or its members

If a student is dismissed, he/she is asked to permanently leave School. Suspension is the most serious penalty that Severn imposes short of dismissal, and it should send the message that the individual has violated School standards and therefore the School must exclude him/her for a period of time. If a student has been suspended, he/she will not be allowed to return to Severn after the suspension period until he/she agrees to abide by the School's rules, policies and standards. A suspended student is required to have completed all academic work upon returning to School, thus parents of suspended students should ensure that the student does not use this period simply as some "free time."

ATHLETIC EQUIPMENT & RULES

- ◆ Equipment should be used on the athletic fields only
- ◆ Lacrosse sticks, balls, bats, gloves, etc., are not to be used in any School building
- ◆ Middle School students may not play lacrosse before, during or after school on campus unless they are involved in a team practice or game with coach supervision
- ◆ Football games may not be played before, during or after school by Middle School students
- ◆ Balls may not be bounced against the outside of buildings or used in any other way that goes against the spirit of this rule
- ◆ Students are not to shoot on goal during School time as protective clothing is not worn
- ◆ Students may not play any games involving tackling
- ◆ Equipment must be placed in lockers during class, and may not be taken into classrooms.

Should a student break any of these rules, his/her equipment will be taken for one week starting from the day of the offense. This includes equipment lent to another student. Students must learn to be responsible even in the lending process.

OFF LIMITS

The following places are off limits to Middle School students:

- ◆ The faculty workroom, conference room, and lounge in Teel Academic Center and the faculty lounge in Bauer Dining Hall
- ◆ The parking areas during School hours
- ◆ Gym locker rooms of the opposite sex
- ◆ The roofs of all buildings
- ◆ The Olde Severna Park beach and the wooded area behind the Academic Center (unless students are accompanied by a teacher)
- ◆ Other people's lockers and all locker areas during class periods
- ◆ **OFF CAMPUS.** Students may not leave campus during the school day unless they have presented a note from a parent/guardian excusing them from campus

SOCIALS

- ◆ All School Rules are in effect during a Middle School social
- ◆ Students may leave a social only with their parents. If alternate transportation arrangements are made, the Middle School Head or head chaperone of the social must be informed in advance by a parent or guardian.
- ◆ Parents of any student who is being disruptive or not following School Rules will be called and are expected to take the child home from the social. The parents are also expected to meet with the Middle School Head the next School day to go over the incident and the punishment assessed.
- ◆ Middle School students may not attend Upper School dances or other Upper School events deemed inappropriate for Middle Schoolers.

MIDDLE SCHOOL UNIFORM DRESS CODE

There is uniform clothing in the Middle School. Clothing may **only** be purchased from *Flynn & O'Hara School Uniforms* (www.flynnohara.com). Existing clothing from *Arthur's Clothiers* will be allowed this year. Be sure to also check with the Used Uniform Shop in the School Bookstore.

Students may wear any combination of any articles of clothing listed below, except the shorts, which may be worn April 1 through October 31 only.

| ITEM | FOR | REQUIREMENTS | WHERE TO ACQUIRE |
|---|--------------|--|--|
| Polo shirts | Boys & Girls | <ul style="list-style-type: none"> ◆ <i>Flynn & O'Hara</i> only * ◆ Navy, Maroon, or White ◆ Long- or short-sleeved ◆ If undershirts are worn, they must be white—no logo or design may show through to the polo shirt | Must be purchased from <i>Flynn & O'Hara</i> or Severn's Used Uniform Shop in the Bookstore |
| Slacks | Girls | <ul style="list-style-type: none"> ◆ <i>Flynn & O'Hara</i> only * ◆ Salt Flat Front Low Rise or ◆ Khaki Flat Front Mid Rise | Must be purchased from <i>Flynn & O'Hara</i> or Severn's Used Uniform Shop in the Bookstore |
| Slacks | Boys | <ul style="list-style-type: none"> ◆ <i>Flynn & O'Hara</i> only * ◆ Khaki Pleated Twill ◆ Khaki Poly/Cotton | Must be purchased from <i>Flynn & O'Hara</i> or Severn's Used Uniform Shop in the Bookstore |
| Shorts April 1 through Oct 31 | Girls | <ul style="list-style-type: none"> ◆ <i>Flynn & O'Hara</i> only * ◆ Khaki Girls Twill Walking Shorts | Must be purchased from <i>Flynn & O'Hara</i> or Severn's Used Uniform Shop in the Bookstore |
| Shorts April 1 thru Oct 31 | Boys | <ul style="list-style-type: none"> ◆ <i>Flynn & O'Hara</i> only * ◆ Khaki Boys Twill Walking Shorts | Must be purchased from <i>Flynn & O'Hara</i> or Severn's Used Uniform Shop in the Bookstore |
| Skirts & Skorts | Girls | <ul style="list-style-type: none"> ◆ <i>Flynn & O'Hara</i> only * ◆ Navy Sewn-Down Knife Pleat Skirt ◆ Khaki 4-Kick Pleated Skirt ◆ Khaki & Navy 2-Panel Skort | Must be purchased from <i>Flynn & O'Hara</i> or Severn's Used Uniform Shop in the Bookstore |
| Sweaters | Boys & Girls | <ul style="list-style-type: none"> ◆ <i>Flynn & O'Hara</i> only * ◆ Navy or Maroon V-Neck Pullover ◆ Navy or Maroon Crew Neck Pullover | Must be purchased from <i>Flynn & O'Hara</i> or Severn's Used Uniform Shop in the Bookstore |
| Sweat-shirts | Boys & Girls | <ul style="list-style-type: none"> ◆ Official Severn sweatshirt only ◆ No sports sweatshirts allowed | Used Uniform Shop, Severn's Bookstore, or The Admiral's Collection |
| Socks | Boys | <ul style="list-style-type: none"> ◆ Boys must wear white socks at all times ◆ Socks must cover the ankle | May be purchased anywhere |
| Socks & Tights | Girls | <ul style="list-style-type: none"> ◆ Girls must wear socks or tights at all times ◆ Navy or Black Opaque Nylon Knee-highs ◆ Navy or Black Orlon Knee-highs ◆ Navy or Black Opaque Tights | May be purchased from <i>Flynn & O'Hara</i> or any other source |

* Existing clothing from *Arthur's Clothiers* will be allowed this year

- ◆ Flat sneakers or flat leather tie shoes are the only shoes to be worn to School. Boots and sandals are not allowed, even on Dress Down Days.
- ◆ Students may not wear hats in any building at any time unless on a special "costume" day announced by the Middle School Head.
- ◆ The responsibility for adhering to these guidelines rests with the students and parents. For general harmony and community spirit, the School asks that parents check in the morning to see if their child is appropriately dressed. Students are expected to be in uniform when they arrive at School and when they leave campus at the end of the day. Please pay particular attention to appropriate skirt length.
- ◆ Parents will be called to bring appropriate clothing to School should a student not be in complete uniform. Sports are an obvious exception to the rule for the end of the day.
- ◆ Dressing at lockers is inappropriate.
- ◆ On Dress Down Days, students may not wear t-shirts containing inappropriate references or profanity. Cropped tops are not allowed.
- ◆ Also, students may not wear short skirts or short shorts to School. Cropped tops, tank tops, or sleeveless, low-cut, or spaghetti-strap shirts are not allowed.