



# MATER LAKES ACADEMY

**Middle / High School**

Rule & Policy Addendum  
2022-2023 School Year



**Welcome to Mater Lakes Academy. The following rules detail what we expect of our students and their parents or guardians as members of the Mater Lakes Academy family.**

**We use these rules to promote the educational success of every student and to ensure a productive, positive, and safe learning environment. As a parent who has chosen Mater Lakes Academy as your child's school, you have agreed, in principle, to adhere to ALL the rules mentioned herein. These rules are effective the moment a student and parent or guardian arrive on campus whether it is before, during, or after school hours.**

**We ask all students and parents or guardians to read and understand all these rules as they are accountable for knowing and adhering to them. These rules are available year-round on the school's website, [www.materlakes.org](http://www.materlakes.org), under School Policies in the Student Section.**

**We invite students and parents to visit our website routinely to educate themselves on the latest school rules, special advisories, and news.**



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# Chapter 1

## The School Day

The rules detailed herein are school rules but are not restricted to times when class is in session. These rules are for any time any person is on-campus. Any person on-campus before or after class must still adhere to all the rules below.

### ***Chapter 1 - Section 1***

#### ***The Morning***

##### **Paragraph 1: Punctuality**

Students of Mater Lakes Academy must be punctual every day regardless of how they arrive at school. Students are late to school if they are not present in their assigned classroom once the late bell has rung to begin the school day. We ask that students arrive 15 minutes before the late bell to avoid school-related traffic during the morning drop-off. Tardies will not be excused due to traffic situations. Students will not be allowed to enter school after drop-off has been completed.

##### **Paragraph 2: Campus Access**

Individual private transportation (parent pick-up) drivers **may not** exit their vehicles and are not allowed anywhere on campus at any time including during drop-off or pick-up. Parents requiring any access to the campus must go to the office to sign in and obtain a campus pass. A current and valid driver's license is required to obtain a campus pass.

##### **Paragraph 3: Late Passes**

Once a student is late to school, **without exception**, they must obtain a late pass from the office to be allowed onto campus. Students arriving late more than 3 times in a quarter (nine weeks) will be given a Wednesday detention to be served on the next occurring detention date to be detailed in the detention slip. Failure to attend detention or continued tardy arrivals will result in progressive disciplinary measures up to suspension from school.

Once a student receives their twentieth tardy during any school year and if the student has an on-campus parking pass, the student will forfeit their on-campus parking privileges. Arriving late to school at any point during the day and, in any way, bypassing the front desk to avoid obtaining a late pass and/or a demerit is considered "cutting class". This will result in the student having their tardy, demerit recorded manually, and the student will be subject to progressive disciplinary measures up to suspension from school.



## ***Chapter 1 – Section 2***

### ***Before and After School***

#### **Paragraph 1: Arriving Before School and/or Staying After School**

Students who arrive on campus before classes begin or stay after classes end must continue to abide by all school rules. Middle school students arriving early and high school students staying late may only wait in the cafeterias or library and may not loiter in the hallways due to school still being in session.

Students involved in athletics or school-sponsored extracurricular activities may remain on campus after school only if accompanied by their coach, teacher, or activity sponsor. Students not involved in afterschool activities, athletics, or extracurricular activities are not allowed to loiter within the school building, basketball courts, or fields once they have been dismissed for the day. These students must remain in the front parking lot of the school while waiting for pick-up. Unsupervised usage of school facilities before or after school is not permitted. Middle school students arriving early may not use or loiter in the middle school basketball courts or fields for any reason. **There is no direct student supervision for students once all classes are dismissed.**

#### **Paragraph 2: Leaving Campus on Foot (Neighborhood Pass)**

Immediately following class dismissal on-campus local traffic, both inside and outside campus is heightened. To keep students away from dangerous situations involving after-school traffic, students are not allowed to leave campus on foot until traffic subsides. Parents of students who walk home and who would like to allow their child to exit during this high traffic time must obtain a walker's pass called the *Neighborhood Pass*. The request form for the pass is available on the school's website. Parents must complete the form, sign for permission, and prove they live within a one-mile total walking distance from the school to obtain the pass. This pass will allow them to leave campus, on their own, once classes are dismissed and during the height of traffic congestion. The *Neighborhood Pass* must be renewed annually. Students with homes exceeding 1 mile in distance from campus do not qualify for a *Neighborhood Pass*.

## ***Chapter 1 – Section 3***

### ***The School Day***

#### **Paragraph 1: Authorized Location**

All students are required to be at the location always designated by their class or lunch schedule. A student who attends a non-assigned class or is found in any other non-assigned location on-campus (i.e., basketball court, library, cafeterias, etc.) without the permission of the teacher in that class or location **and** their assigned teacher, for any reason, will be considered as “cutting class” and will be subject to progressive disciplinary measures.

Students are designated a specific lunch area determined by their respective grades. During their respective lunchtimes, students must report to their designated lunch area on campus. Once a student reports to these areas, they are required to stay in that area for the remainder of their assigned lunch time. Students are not allowed to leave these lunch areas, loiter in the hallways, vending machines, or any other on or off-campus location during their lunchtime for any reason. Although students are not in a class, a student found outside any cafeteria during their lunchtime is in an unauthorized location and will be subject to progressive disciplinary measures.

Teachers and/or sponsors requiring the presence of their students during lunchtime must do so in person at the cafeteria and be escorted out of the cafeteria. Permission notes for leaving any cafeteria, regardless of who has initiated the note, are not accepted. Food may never be taken out of any cafeteria at any time for any reason.



## **Paragraph 2: Outside Food**

Students may not have food delivered by any food delivery service (i.e., Uber Eats, Door Dash, etc.) or by any other person delivering food from an outside source (i.e., fast food, soda, coffee, etc.). Any item will not be allowed on school grounds or to be delivered to any student at any time, by anyone, during the school day. Students may bring their packed lunch or outside food but must have the food with them when they arrive at school. Any outside food delivered without authorization and discovered on-campus would be disposed of immediately.

## **Chapter 1 – Section 4**

### **Deliveries**

**Parents may not bring ANY items for delivery to students.** The office will not call down any student for any reason other than an early release. Once a student is released early, the student is no longer in school and must remain out for a minimum of one hour. The student cannot re-enter the school after an early release and a hand-delivery is made of any kind. Students who use their phones to contact or receive communications from anyone delivering any item may have their phones confiscated as an electronic confiscation. Students who leave class even with teacher permission, to receive items from anyone inside or outside the campus is in an unauthorized location and may be subject to progressive disciplinary measures. In addition, if the delivery received is schoolwork, of any kind, it will be confiscated and not allowed to be turned in.

## **Chapter 1 – Section 5**

### **Attendance**

#### **Paragraph 1: Absences and Early Release**

Students will be released early from school only by adult individuals (over 21) listed on the student's individual Emergency Contact Card. **NO EXCEPTIONS!** Students must obtain an Early Release slip before leaving school grounds. Students cannot stay in the office to wait for an early release unless a teacher or security has sent a student to the office. Subsequently, the school will **not** call a student to the office for an early release until a person listed on the Emergency Contact Card arrives in the main office and it is determined by office personnel to be authorized to pick up the student.

Early releases are discontinued 30 minutes before the scheduled dismissal of the student. No student will be released after this time.

#### **Paragraph 2: Super Testing Days**

During our Super Testing days, the school is locked and therefore not accessible to anyone not directly involved with testing. Early releases are completely shut down while the school is under a Super Testing status situation.

#### **Paragraph 3: Excusing an Absence**

Missing any entire class or any part of a class due to an absence or an early release from school is always unexcused. Students must provide a valid excuse and must obtain an "Admit Form" from the main office to have an absence excused. Admits are only issued before the start of the school day, during the student's scheduled lunchtime, or after dismissal. Students have 72 hours after returning to school from an absence or an early release to have it excused with a note from a parent. Only a doctor's note is accepted as an excuse for an absence after 72 hours. An extension of an observed holiday or a personal vacation will not be issued an excused absence.



#### **Paragraph 4: Excusing a Tardy**

Arriving late to school may be excused with a valid note from a doctor's office. The note must be turned in at the time the student arrives late to school to excuse the late arrival at school. A doctor's note is the only excuse accepted for arriving late to school. Any other excuses, such as notes directly from parents, are not accepted unless approved by a school site administrator.

#### **Paragraph 5: Extra-Curricular Activities and Attendance**

A student may not participate in any scheduled extra-curricular school event when absent from school on the same day as the event. Participation in extra-curricular activities and athletics may be affected because of poor school attendance and/or conduct. A student's poor attendance may be subject to progressive disciplinary measures through their membership in the activities. This is in addition to any penalties received through the school's administration.

## ***Chapter 1 – Section 6***

### ***Personal Items & Electronic Devices***

#### **Paragraph 1: Possession**

Personal items and electronic devices (mobile phones, laptops, tablets, music players, earphones, headphones, hairdryers, curling irons, video game systems, etc.) not required, directly or indirectly, with a class or a class activity cannot be brought to school. Mater Lakes Academy is not responsible for any items lost, damaged, or stolen while on campus. It is strongly recommended that students refrain from bringing any personal items to school. If any item is brought to school, the student accepts full responsibility for said item and does so at their own risk. Students must follow all rules pertaining to such items regardless of the disposition of ownership regarding the device.

#### **Subsection 1: Wireless Devices**

Wireless devices (i.e. Apple AirPods, wireless headsets, etc.) are not allowed to be brought to school for any reason. The usage of wireless devices is not allowed anywhere on campus. Since wireless devices are not allowed in school Mater Lakes Academy is not responsible and will not take any action for any devices that are lost or damaged while on campus.

#### **Paragraph 2: School Computers**

School computers and other school-owned electronic devices are provided for students for school-related work or for school-related research purposes only. Using school computers at any time to access personal emails, social media websites, or any other activity, which is not directly related to schoolwork, is prohibited.

#### **Paragraph 3: Usage**

**At no time** may electronic devices be used and/or displayed anywhere on campus. This includes any time before the start of class. Usage is allowed only after students have been dismissed for the day. Teachers reserve the right to allow the usage of specific electronic devices (i.e., calculators, e-readers, etc.) during their specific class times. This permission ends once the student walks out of that specific class.

#### **Paragraph 4: Penalties**

A student caught using, accessing, or displaying an electronic device will have said device immediately confiscated. Warnings do not have to be issued before confiscation. Confiscated devices are taken to the main office for storage and disposition and the student incurs -3 Bear points.

Storage times and penalties for confiscated devices are:

- First Offense - The device will remain in storage until the end of the following school day.





- Second Offense - The device will remain in storage for three calendar days from the date the device was confiscated.
- Every subsequent offense - The device will remain in storage for seven calendar days from the date the device was confiscated.

Devices will be held in the office and can be retrieved only by adult individuals listed in a student's Emergency Contact Card and only after the storage time for the device has been satisfied.

#### **Paragraph 5: Equipment**

Items, including but not limited to, athletic equipment or musical instruments, brought to school must be directly related to a school-sponsored activity. Such equipment must remain in a bag or any other type of carrying case where the equipment is out of sight and incapable of unauthorized use during school hours. Equipment accessed and/or used during school hours, unless otherwise approved by a school site administrator, will be confiscated. Physical education class is not an approved school-sponsored activity to which the bringing of sports equipment will be justified.

#### **Paragraph 6: Play Items / Toys**

Any toy that, in any way, resembles a firearm of any kind, will immediately be confiscated regardless of intended use or permission and student may face legal consequences as well as school disciplinary measures if found in possession of these types of toys.

Spinners, fidget cubes, or any other "toy" type items cannot be brought to school. Any student found to be accessing and/or using any of these items will have their item confiscated and it will be subject to the same consequences as an electronic confiscation. A prescription from a physician is required for any type of these "focus aid" devices and must be previously filed with the school for a student to use these devices during the school day.

#### **Paragraph 7: Large Items**

Larger equipment that cannot be carried safely must be stored in a sponsor-approved location throughout the entire school day (the main office is not a storage location for any item mentioned above). Equipment not used for a class or a school-sponsored activity (i.e., skateboard, longboard, scooters) is not allowed on campus. A student using a bicycle for transportation reasons must walk alongside the bicycle once arriving on campus and may not ride the bicycle anywhere on campus. Any non-authorized equipment brought to the school will result in immediate confiscation and may result in progressive disciplinary procedures.





## Chapter 2

# Uniforms

### ***Chapter 2 - Section 1***

#### ***Policy***

##### **Paragraph 1: General Information**

We at Mater Lakes Academy use our uniform policy as a tool to identify students currently enrolled in our school as well as to maintain our belief that the physical appearance of all our students is a direct reflection of themselves, their parents, and our school.

Students are required to always conform to all aspects of the uniform policy while on campus and during any school-sponsored off-campus activity unless otherwise approved by the administration. Uniforms purchased incorrectly will not be accepted in the school for any reason. Uniforms cannot be altered in any way.

Uniform size should be in accordance with an individual student's shape and not to their individual taste. Students in violation of the school's uniform policy will be issued a uniform violation.

##### **Paragraph 2: Student I.D.s**

Student identification cards (I.D.s) are another important safety tool we use to identify students currently enrolled in our school. Because of this very important issue, **students are required to wear their I.D.s on a lanyard around their neck always while in school or at a school-sponsored event, on and off-campus.**

Any deviation from this rule is considered a violation of the school rules and a major uniform violation. Any student not displaying their correct, undamaged, and unaltered I.D., for any reason, is required to replace their I.D. immediately, at their own expense, before being allowed to attend class. No exceptions will be made. Students may only carry their own assigned I.D. card and cannot possess, display, or in any way use an I.D. that is not their own or risk disciplinary measures.

##### **Paragraph 3: Penalties**

Blatant or repeated violations of the school's uniform policy as determined by the school's administration or security will result in the student being removed from class and sent to the office. The student will remain in the office while parent communication is initiated in order to have the child released early from school or have the violation corrected before returning to class. If for any reason, the student's uniform cannot be corrected, the student will remain in the office and their day will be categorized as an indoor suspension.

Any student found to be in violation of the school's uniform policy before arriving at school will not be allowed to enter the school.

##### **Paragraph 4: Uniform Policy Details**

The proper uniform code includes:

- Polo shirts must be solid color white, navy blue, or Texas orange. Shirts must be in good condition and are required to have the approved school crest. Shirts must be long enough to always remain tucked in (boys only) and to cover the torso entirely. Button-down shirts or long sleeve polo shirts may be worn but must conform to all polo shirt requirements.
- Violations: Any shirt that is the incorrect color or lacks the approved school crest. Any shirt that is too short to be tucked in or exposes any part of the torso. Any t-shirt even with the correct school logo. Violating the polo shirt requirement results in a major uniform violation and/or additional administrative disciplinary measures.



- Pants must be straight-cut slacks in the approved shade of navy blue or khaki only. Pants must be in good condition and are not allowed to be worn lower than the waist or “sag”. Pants may not have any holes in any location
- Violations: Any pants which are the incorrect color. Pants with any hole in any location. ALL JEANS of any kind or any color even if they have the correct school logo (jeans are defined as any pants made of denim and/or having rivets reinforcing the pockets). Cargo pants, leggings, jogging pants, joggers, or pants that are cut, have holes or rips even if they have the correct school logo. “Skinny” or excessively tight or baggy pants even if they have the correct school logo. Violating the pants requirement results in a major uniform violation and/or additional administrative disciplinary measures.
- Shorts follow the same guidelines as pants. They must be “Bermuda” or “chino” type shorts.
- Violations: Any shorts which are the incorrect color, too short (2 inches above the knee), too tight, cut off, or cargo shorts. Violating the shorts requirement results in a major uniform violation and/or additional administrative disciplinary measures.
- Belts must be a solid color. Boys must always wear belts.
- Violations: Belts with large buckles or having any metal other than the buckle. Belts that display any image considered by the school’s administration as dangerous or inappropriate. Violating the belt requirement results in a uniform violation.
- Shoes and shoelaces must be a solid color, black or brown only.
- Violations: Shoes or shoelaces that are not the approved color (shoelaces that are not compliant will be confiscated). Crocs, sandals, slides, fuzzy slippers or any similar type of shoe that exposes the toe or heel. Boots above the ankle regardless of color or weather conditions. Violating the shoe requirement results in a uniform violation.
- Sweaters must be navy blue or white only and are required to have the approved school crest. Sweaters, which are not compliant with the school’s uniform policy, will be confiscated regardless of weather conditions. It is the student’s responsibility to retrieve their sweaters from the office within 3 days of confiscation. After 3 days, sweaters are considered forfeited and donated to charity to cut down on storage. School spirit sweaters may be worn in place of the regular school sweater. Sweaters are considered “School Spirit” when they have the school’s name and must have been issued by an approved school-sponsored organization.
- Violations: Any sweater that is the incorrect color and/or does not have the approved school crest. Removal of the sweater by the student will not be considered as being compliant with the school’s uniform policy. Violating the sweater requirement results in a major uniform violation and/or additional administrative disciplinary measures.
- Hair is to be kept clean and neat in appearance.
- Violations: Any hair that covers any part of the face or is so voluminous as to disrupt the line-of-sight of any students seated behind them in class. A device, like hair bands, may be used to remove hair from the face. Extreme haircuts are not allowed. “Extreme” to be determined by the school’s administration. Violating the hair requirement results in a major uniform violation and/or additional administrative disciplinary measures.
- Earrings may be worn but may not be excessively large hoops for safety reasons. However, excessive face and/or head piercings are not allowed. “Excessive” is to be determined by the school’s administration.
- Violations: Students with an excessive number or size of piercings. Violating the piercing requirement results in a uniform violation and/or additional administrative disciplinary measures.



- Casual Friday: School Spirit shirts may be worn in place of the regular uniform shirt. Also, jeans may be worn for a fee. "School Spirit" shirts must have the school's name and must have been issued by an approved school-sponsored organization.
- Violations: Spirit shirts that are worn on any day other than Casual Friday unless previously approved by the administration. Any shirt not considered a "School Spirit" shirt. Jeans that are cut off or with any type of rip in any location above the knee. Out-of-uniform shoes, Crocs (or similar), sandals, slides, or any type of shoe that exposes the toe or heel. Violating the casual Friday requirement may result in a major uniform violation or uniform violation depending on the severity of the violation. The severity of the violation will be determined by a school site administrator.

General uniform violations include:

- Any cut-off pants, shorts, or shirts, of any kind of articles of clothing with holes, ripped sections, or folded to expose any area of the body.
- Buttons, labels, tags, stickers, or any other item deemed rude, inappropriate, or unacceptable on any part of a student's body or belongings.
- Head or facial coverage of any kind (other than a mask for medical reasons).
- Any device that covers any part of any tooth or teeth for fashion reasons (grills).
- Clothing colors that may not be worn for any reason unless otherwise approved are, but not limited to, red, brown, yellow, pink, green, purple, and any blue other than navy blue.
- Athletic, dance, cheerleading, club, activity, or physical education attire worn outside their respective classrooms unless otherwise approved by the administration.
- Any garment or attire determined by the administration or security to be non-conforming to the uniform policy.
- Any excessive amount of cosmetics (excessive cosmetics to be determined by a school site administrator).
- Violating the general uniform requirement may result in a major uniform violation or uniform violation depending on the severity of the violation. The severity of the violation will be determined by a school site administrator.





# Chapter 3 Discipline

## Chapter 3 - Section 1

### Bear Points

#### Paragraph 1: General Information

Mater Lakes Academy uses a merit point system. Positive points (a.k.a. Bear Points or merit points) in order to keep track of the positive and negative behavior of our students. Bear Points are added and subtracted in accordance with every student’s ability to follow the rules set forth herein. Positive Bear Points are awarded when a student performs above and beyond the scope of the school’s rules. Negative Bear Points (a.k.a. demerits) are given as disciplinary action in situations to be determined by Mater Lakes Academy administration, faculty, and/or security. School rules violations can result in a reduction of Bear points and may or may not be accompanied by additional disciplinary measures.

The office front desk issues demerits earned for arriving late to school, late to class, uniform violations, or for discipline by the iPad automated office attendance system. Once a student receives any documentation from the automated office attendance system it is the student’s responsibility to read said document to determine if they have received a warning or a demerit. If the student receives a demerit, it is the student’s responsibility to remember they have earned a demerit in order to prevent being placed on the Benefits Revocation List for excessive demerits.

#### Paragraph 2: Penalties

Students that are not dissuaded from behavior that conflicts with school policies and upon receiving any number of demerits may have their punishments promoted to Saturday school or outdoor/indoor suspensions.

Teachers may also issue their own detentions. These detentions are served with the teacher and are independent of the detentions mentioned above.

If a student in the 12<sup>th</sup> grade, (senior) has a Bear Point balance of zero or higher, he may be included in Dean’s List. The Dean’s List is a yearly benefits endorsement list, which includes, but is not limited to, year-long blanket permission from the Department of Discipline to attend all activities.

When students have an accumulated total negative balance, the student will be included in a *Benefits Revocation List* and will have their extracurricular activities limited or eliminated until their demerits are adjusted to an acceptable level. The limits to be added to the *Benefits Revocation List* are:

- 6<sup>th</sup> grade student -10 Bear Points
- 7<sup>th</sup> and 8<sup>th</sup> grade students -20 Bear Points
- High School students -40 Bear Points

Bear points do not reset to zero at any time while the student remains at Mater Lakes Academy. Any Bear Points accumulated at the end of the year will roll over to the following year.

#### Paragraph 3: Bear Point Schedule

Demerits (negative points)

- Tardy to school
  - First 10 Times No Points
  - Each Time After 10<sup>th</sup> Time -1 Bear point (each offense)
- Tardy to class



- First Tardy No Points
- Every subsequent tardy -1 Bear point (each offense)
- Uniform violation -1 Bear point (each offense)
- Major Uniform Violation -4 Bear points (each offense)
- General demerit/Detention -1 Bear point (each offense)
- Disciplinary Detention -3 Bear points (each offense)
- Equipment confiscation (any) -3 Bear points (each offense)
- Saturday detention -5 Bear points (each offense)
- Indoor suspension -6 Bear points (each offense)
- Outdoor suspension -10 Bear points (each offense)

#### Merit points (Positive)

- Meritorious Award +1 Bear points
- Honor Award +3 Bear Points
- Quarterly Perfect Attendance +5 Bear points
- Honor Roll +15 Bear points
- Principal's Honor Roll +25 Bear points

## ***Chapter 3 - Section 2***

### ***Detentions***

#### **Paragraph 1: Mid-Week Detention**

Detentions are split into two types: Tardy Detentions and Disciplinary Detentions. It is the student's responsibility to arrive promptly to detention. Earned demerits do not have to be served on a specific date. It's the student's responsibility to remove each demerit they earn.

#### **Paragraph 2: Saturday Detention**

Saturday Detention is a progressive disciplinary measure and, unlike Wednesday detentions, are assigned a specific date for completion. Parents may request to have a Saturday detention moved to another Saturday only 1 time and after consulting and receiving approval from a school site administrator. Otherwise, any student not attending their assigned Saturday detention will be considered delinquent from the detention and subject to a school suspension determined by the school's administration.

Saturday detentions take place one Saturday a month on campus from 9:00 am to 12:00 pm sharp. Students must arrive prepared for school, in uniform, and with school supplies prepared to complete an assignment. Saturday Detentions are considered a regular school day and it is the student's responsibility to arrive on time. Students arriving late, displaying disruptive behavior, and/or not prepared or unwilling to complete the assigned work will be removed and will not be given credit for serving that detention and the student may be subject to progressive disciplinary measures. The issuance of a Saturday Detention will be determined by a school site administrator or the Dean of Discipline.





## Chapter 4

# Campus Parking and Driving

### **Chapter 4 - Section 1**

#### **General Information**

##### **Paragraph 1: Rules**

Driving and parking anywhere within the Mater Lakes Academy campus by anyone is a privilege. Any person who drives and/or parks within our campus must observe the same laws as they do off-campus (i.e. speeding limit, stop signs, Do Not Enter signs, Yield signs, etc.). Mater Lakes Academy is a public charter school, but the campus is private property. Anyone found speeding or otherwise driving in a reckless or dangerous manner as determined by security and/or school administration or failing to follow the instructions of school personnel directing traffic will not be allowed to drive onto campus for any reason.

##### **Paragraph 2: Parking Registration**

Students who drive to school and needing an on-campus parking spot must register their vehicle with the school. Vehicle registration is done in the cafeteria office and there is a fee for the registration and parking location. Once parked, a student's vehicle may not be accessed at any time for any reason before being dismissed from school. Any student found accessing any vehicle before being dismissed from school will be considered cutting class/skipping school even if they had permission from their teacher. The student will be subject to further disciplinary measures as determined by the school's administration.

Any student driving to school and parking on campus must be responsible enough to do so without incurring excessive tardies. Any student parking on campus will forfeit their parking spot and parking fee once they reach 15 school tardies during any quarter.

Illegally parked vehicles within the Mater Lakes Academy campus risk a violation sticker on their car and/or being towed at the owner's expense with or without warning. A student parked in the visitor's section is considered parked illegally. It is a student's responsibility to assure the information provided to the school regarding their car is valid and up to date.

##### **Paragraph 3: Driving**

Any vehicle registered with the school for parking and found speeding or driving in a reckless and/or dangerous manner as determined by security and/or school administration or failing to follow the instructions of school personnel directing traffic will lose their school vehicle registration regardless of who was driving. Driving on-campus after losing privileges is considered trespassing and authorities will be notified. If parked, cars will be towed immediately at the owner's expense without warning.

Anyone who drives or parks any vehicle anywhere on campus does so at his or her own risk. The school assumes no responsibility for lost or stolen items or damage due to an accident, theft, vandalism, weather, or an act of God.

This document can be viewed through the school's website at [www.materlakes.org](http://www.materlakes.org). In addition, by signing the Mater Inc. Parent Contract you are acknowledging receipt and understanding of the aforementioned rules.

The rules listed above will take effect at the start of the school year and will remain in effect throughout said school year. This document is not a contract nor should it be construed as one. Mater Lakes Academy administration reserves the right to change, amend, interpret, or supersede any and all of the rules listed above without notice.

