

Sandia Preparatory School

Student Handbook

2009-2010

Daily Schedules

See page 32

Welcome to Sandia Prep!

Sandia Prep is a community in which young people can grow intellectually and personally in order to make meaningful contributions to society. While Sandia Prep operates in a relaxed and informal manner, the essence of a community requires a framework — standards, traditions, policies — to achieve its goals.

The Student Handbook always contains changes, so we hope you'll read it carefully, then use it as a reference. While it is written for you, please share it with your parents. We haven't covered every contingency in it, and policies and procedures may need to be changed from time to time to fit new circumstances. Nonetheless, it provides guidelines meant to produce a community in which we all can grow.

Mission Statement

Sandia Prep is an independent co-ed school with a college prep program for grades 6-12 on one campus. The joy of learning and living is at the center of all we do. We provide a well-balanced program where the school, as an extension of families, supports the quest for human excellence and individual growth.

Our History

Since its founding in 1966, Sandia Preparatory School has grown from a girls' school serving 82 students in three buildings to a coeducational institution serving more than 600 students in multiple buildings and facilities that fill a 30-acre complex. Sandia Prep's history comprises 49 years of educating youth. The "original" Sandia School was started in 1932 by Ruth Hanna McCormick Simms as a secondary school for girls in New Mexico. Closed in 1942 by World War II, our school was reborn in 1966. Founded by Barbara Young Simms (Mrs. Albert Gallatin Simms, II) and a group of like-minded community members, our present school opened its doors in 1966. The book [Constant Possum: A History of Sandia School](#) by Lou Liberty, Sandia Prep Archivist, is available through the school.

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School Calendar, 2009-2010

As of 6.30.09; subject to change

Faculty Meetings

New Faculty & Administration	Monday, August 10, 2009
Fall Sports Begin	Monday, August 10
SGA-sponsored picnic for new families	Monday, August 10
All Faculty	Tuesday, August 11
Orientation for new students	Wednesday, August 12
All Classes Begin	Thursday, August 13
School Camps	Wednesday - Friday, August 19 - 21
Labor Day	Monday, September 7 (School Closed)
Back to School Night	Thursday, September 10
Homecoming	Friday & Saturday, September 25 & 26
First Grading Period Ends	Thursday, October 8
Faculty Work Day	Friday, October 9 (No School)
Fall Parent Conferences	Friday, October 16 (No School)
Meet Prep	Sunday, October 25
Fall Break	Friday, November 6 (No School)
Grandparents' Day	Wednesday, November 25 (1:00 p.m. dismissal)
Thanksgiving Break	Thursday-Friday, November 26 - 27
Last Day for Middle School	Friday, December 11
First Semester Exams	Monday-Thursday, December 14 - 17
Winter Break	Friday, December 18-Sunday, January 3
Classes resume	Monday, January 4, 2010
Martin L. King Jr. Holiday	Monday, January 18 (School closed)
Presidents Day Weekend	Friday-Monday, February 12 - 15 (School Closed)
End Third Marking Period	Friday, March 5
Spring Parent Conferences	Friday, March 12
Spring Break	Monday, March 15- Friday, March 26
Classes resume	Monday, March 29
April Break	Monday, April 26 (No School)
Last Day for Middle School	Friday, May 28 (1:00 p.m. dismissal)
Memorial Day	Monday, May 31 (School Closed)
Final Exams	Tuesday-Friday, June 1- 4
Graduation	Saturday, June 5, 2010

Whom to Call

If you have questions, call the school's general number (338-3000) and ask for the individual listed to the right of the related topic. You may also call the alternate phone number listed or send an e-mail. (E-mail addresses are composed of the individual's first initial followed by last name@sandiaprep.org. For example, Brian Tregembo's address is btregembo@sandiaprep.org. For a complete directory of e-mail addresses, visit Faculty at www.sandiaprep.org.)

6th-Grader's questions/problems	Advisor first, then Laura Fitzpatrick
7th- or 8th-Grader's questions/problems	Advisor first, then Brian Tregembo
9th- or 10th-Grader's questions/problems	Advisor first, then Willie Owens
11th- or 12th-Grader's questions/problems	Advisor first, then Rick Wettin
Admission	Jan Vanderburg (338-3007), Ester Tomelloso
Advertising & Public Relations	Celeste Walther
Alumni Relations	Melissa Besante Dineen '97
Athletics & P.E.	Pete MacFarlane (338-3025)
Billing/Bookkeeping	Cindy Keaveny
Box Office / Tickets	338-3031
Bus Service for Athletics	Herrera Coaches (242-1108)
College Counseling	Mary Anne Modzelewski, Dave Schindel
<u>Constant Possum: A History Of SPS</u> (to request)	Pam Dorer (pdorer@sandiaprep.org)
Contributions to the School	Julie Cook or Roxanna Caird
Counseling / Health & Wellness	Karen Lyall
Courses Offered	Carla Tidwell
Dances	Grade Coordinator
Detention	Upper School Coordinators
Disciplinary Action	Grade Coordinator
Facilities Rental/Use	Cheryl Davis
Gym/Fields	Pete MacFarlane (338-3025)
Theater	Tim McNamara (239-4405)
Graduation Announcements	Rick Wettin
Homework (make-up)	Advisor or Eddie Jones
Library Books/Volunteering	Kate Clarke or Melanie Templet (338-3039)
Lockers/Combination Locks	Rick Wettin or Willie Owens
Lost & Found Items	Paul Huit
Marketing & Communications	Celeste Walther (cwalther@sandiaprep.org) or Natalie Spencer (nspencer@sandiaprep.org)
Media Relations	Celeste Walther or Natalie Spencer
Newsletter Information	Celeste Walther or Natalie Spencer
Outdoor Leadership Program	Larry Hanley
Report Cards/Transcripts	Jere Newcomb
Scheduling	Advisor or Grade Coordinator
Ski Trips	Tony Schoepke
Sports Events Locations & Times	Pete MacFarlane (338-3025) or www.sandiaprep.org ("Athletics")
SummerPrep	Tina Gibson (338-3045)
Textbooks	www.page1book.com or Cindy Keaveny
Web Site (www.sandiaprep.org)	Celeste Walther or Natalie Spencer
If all else fails...	Ron B Riley (rb Riley@sandiaprep.org) or Dick Heath

Introduction

Sandia Preparatory School

At Sandia Preparatory School, we foster individuality and scholarship in each of our students. Our classes are small, and we treat each child as a unique learner. Joy in learning, to last for life, takes precedence over structure and competition. We place importance upon ethics and values.

We define our program by the five A's — Academics, Arts, Athletics, Activities and school Atmosphere. We expect students to participate actively in our school community. We encourage communication throughout our school family. Students and teachers are open and friendly toward one another, and parents are included as partners in their child's school experience.

Our advisory program focuses upon academic, personal and schoolwide concerns; our college counseling program works closely with our students to place them in a college where they will thrive.

We integrate our community's rich cultural and academic resources with our offerings.

Sandia Prep promotes service to the larger community in the belief that knowledge should lead to both personal and community betterment.

Non-Discriminatory Policy

Sandia Preparatory School admits students of any race, color, or national or ethnic origin and does not discriminate on the basis of gender, race, color, national or ethnic origin, or sexual orientation in administering its educational policies, admission policies, financial aid programs or other school-administered programs.

Your Promise to Sandia Prep

Being a part of Sandia Prep means keeping a promise.

We promise to educate you to the best of our ability and in an individual way. We advise, coach, teach and care about you. You promise to make an honest effort to work with us. We expect you to follow the rules because we expect you to keep your promise.

Absence, Lateness or Tardiness

If you are ill, or have a family emergency, an unavoidable medical appointment or a religious holiday, your absence from class will be excused. Your parents should call the school office before 9:00 a.m. if you will be absent that day. If they don't, we will contact them at home or work.

If you must be absent for any other reason, you need to make arrangements with the school office at least one week in advance. Students are responsible for contacting their teachers and collecting work due in advance of an absence. Requests for homework for an absence of two or more days due to illness or family emergency should be called into the office to the Attendance Coordinator after 7:30 a.m. This gives us time to notify teachers so they can have your homework together at the end of the day.

Your parents, or the person responsible for you, will need to sign you out if you have to leave during the day. When you return, you should sign in immediately and go directly to class.

Lateness is very disruptive to a class. Each teacher will deal with it in his or her own way. Be on time.

Tardiness is being late to school in the morning. If you miss assembly in the morning, report to the office and sign in. Your Grade Coordinator will confer with you and your parents if you develop a tardiness problem.

Classroom attendance is important. Teachers will take attendance each period, and the appropriate grade coordinator will handle unexcused absences. Parents will be informed by the school of any unauthorized class absences.

Academic Awards

In our book, you're all winners for the effort you make to learn and to become better students and people. You are rewarded by what you have gained in the quest, not by the prize at the end. Some of you will stand out for a combination of ability, discipline and the thing that pulls these two qualities into a humane and productive whole — a sense of others and of the need to use what you have for the good of all, as well as for your own personal gain. At the end of each year, we recognize outstanding achievements and service with the following awards:

1. The Middle School Award is presented to a 6th-, 7th- or 8th-grader who shows the all-around qualities desired by Sandia Prep. The faculty elects this person.
2. The Felicia Ellis Memorial Award is presented to the Upper School student who, by citizenship and human qualities, has contributed the most to the life of the school. The faculty elects this person.
3. The Ruth Hanna McCormick Simms Award is presented to the Upper School student who best represents the academic, athletic and extracurricular ideals of Sandia Prep. The faculty nominates the candidates; the student body elects the final recipient.
4. The Paula Degenhardt Science Award is presented to a Junior or Senior who has shown an extraordinary interest and aptitude in the study of science. The recipient is nominated and selected by the members of the Science Department.
5. The Aaron Kwak Award is presented to the student who best demonstrates the qualities of courage, humor and involvement. Faculty members and administrators select this person.

Academic Reports

Academic Reports are sent by teachers to alert parents, Grade Coordinators and Advisors to academic problems or outstanding work. Advisors usually will send reports home for a parent's signature. The student is responsible for making certain Academic Reports get home and are discussed.

Activities

One of the benefits of being at a small school is being able to explore many of your talents. That's why we have set up activity periods. Each teacher sponsors an activity. Among the activities you might sign up for are Frisbee Golf, Junior and Senior College Seminar, Drama, Model UN, Camping Associates, Afro-Caribbean Drumming and Dance, Bridge, Jr. Civitan Service Club, MATHCOUNTS, Middle School Newspaper, Middle School Drama, Supercomputing Challenge, and Middle School Athletics. Activities are offered twice per rotation throughout the year. You may change activities each quarter or continue those offered for the full year.

Advanced Placement Classes

Why Sandia Prep Does Not Offer A.P. Classes

In grades eleven and twelve, Sandia Prep offers courses designed by its teaching staff rather than those of the College Board's Advanced Placement (A.P.) program. A.P. courses follow a curriculum created by the Board and culminate in a standardized test.

The list of independent college prep schools that do not offer A.P. courses includes some of the most respected ones in the nation. When Fieldston School in New York City recently decided to eliminate all of its A.P. courses, the New York Times took note. The Times described Fieldston as part of "a small movement of selective private schools in New York City and across the nation who are uncomfortable offering A.P. classes."

At Sandia Prep, we resist the notion that our Upper School curriculum should consist of courses that prepare students to take standardized tests. Instead of A.P. English, we would rather teach "Contemporary Short Stories" or "Voices of the American South." Instead of A.P. U.S. History, we prefer "American History Through Film" or "Social Movements in Postwar America." In May, we want our 11th grade biology students to be looking at fruit flies under a microscope rather than memorizing terms from a textbook, and we want our 12th graders doing Senior Experience rather than blackening yet another set of ovals.

The AP program crowds out in-depth courses in favor of surveys that emphasize textbook learning and memorization. Courses such as "Women Writers of the 20th Century," "Artist at the Center," and "Social Movements in Post-War America" do not exist at schools where students feel pressure to enroll in classes favored with the AP designation.

In taking the road less traveled, we recognize that we have a special responsibility to communicate with the colleges about our program. Our college counseling department stands ready to assist students in securing appropriate course placements. Some colleges will have their own placement tests for students who did not take A.P. courses; others consider scores on SAT II: Subject Tests. Still more institutions grant credit and placement to students who take College-Level Examination Program (CLEP) tests. Students who investigate these options prior to registering for classes can generally get the right placement.

Much of what is unique about Sandia Prep can be traced to the fact that we are not on the A.P. treadmill. We are proud of our curriculum and equally proud of our record of college placement. We are committed to working with each student to ensure that both remain the best that they can be.

Advisors

Each of you will have a faculty Advisor who will be your special friend and advocate. Your Advisor is your parents' primary liaison at Sandia Prep. You'll meet with your Advisor regularly to talk about your academic plans and progress, as well as about ideas and issues that concern you. It's your responsibility to be open and honest with your Advisor. It's your Advisor's responsibility to be direct and honest with you. Confidentiality is important to the advising relationship. No confidential communication will be divulged without the consent of the advisee, except in cases of a clear and immediate danger to human life and health, possession of a dangerous weapon, specific knowledge about narcotics, threats of suicide or homicide, etc.

After School Policy

Families should be aware that there is no after-school care at Sandia Prep nor supervision for students not involved in scheduled activities. Parents should pick up students as early as possible after school each day. In cases where a late pick-up is necessary, parents should let students know that the Saunders Library is open until 5:00 p.m.

Families are urged to have a contingency plan so that all family members are aware of alternative rides, meeting places, or phone numbers to call.

Athletics

We encourage all Sandia Prep students to participate in athletics. SPS is special in that if you come to practices, you can play on a team. Students will be placed on a team at the level coaches feel is appropriate to their age, skill level and maturity.

In 8th through 12th grades, we have interscholastic teams for boys and girls in soccer, volleyball, basketball, softball, baseball, cross country, swimming, track, golf and tennis. Practices are held after school.

Sixth and 7th grades participate in the parochial leagues for most sports. These students also play interscholastically, such as AYSO soccer teams. Practices are every day from 3:30 p.m. - 5:00 p.m.

Before the start of each school year, our Athletic Trainer mails the forms you'll need to take PE and play sports. These are due before you can participate.

Late Games– If your parents need to know when you're returning from a late game, they may call Herrera Coaches at 242-1108.

Authorized Use Policy

The use of Sandia Preparatory School's computer network is a privilege, not a right. It is essential that each user recognizes his or her responsibilities in having access to these services, sites, systems and people.

It is the student's responsibility not to pursue or disseminate material that could be considered offensive. Sandia Prep staff has the right to review any material they believe may be unlawful, obscene, abusive or otherwise objectionable. The following guidelines govern the use of information technology at Sandia Prep:

You may

- conduct research online related to class assignments;
- participate in class activities conducted online; and
- use the School's email system for class or college-related correspondence.

You may not

- use the network for recreational purposes;
- use the network to access personal email;
- use inappropriate or abusive language;
- leave anonymous messages;
- use an account owned by another individual;
- use the network for inappropriate or illegal activities;
- damage or disrupt equipment, files or systems;
- install applications without written and documented permission;
- download music, movies or games;
- burn, copy, share or make illegal copies of digital formats (CD, DVD, files, programs);
- use online radio access (listening to the radio using our Internet);
- use chat rooms (unless it's part of a classroom activity under the supervision of a teacher). or
- log onto a teacher's, staff member's or administrative computer. There are

dedicated computers around campus for students.

Violation of these guidelines may result in the revocation of network privileges and/or other appropriate consequences. Be aware that your activities on the network will be electronically monitored for violations of the above policy. Teachers have final authority concerning site use for research.

Board of Trustees

The Board of Trustees of Sandia Prep is responsible for the school's general health and its success as a place of education. Its primary tasks are governance and finance. The Board of Trustees is responsible for establishing the policies under which the Headmaster administers the school – it is not an “operating” board. Additionally, each Trustee has a fiduciary responsibility for the funds entrusted to the school and for sound budgetary management. Finally, each Trustee has a responsibility to contribute financially to the school.

Cell Phones and Other Electronic Devices

Middle School: Middle School students may not use cell phones during the school day. If they are brought to school, they must be turned off and stored in a backpack or locker. Students are welcome to use the school phones to make necessary calls during the school day.

Upper School: Cell phones and other electronic devices must be turned off during class, assembly and any other school activity that requires your attention.

Cheating and Plagiarism

We believe that cheating and plagiarism are not honorable and cannot be tolerated.

The dictionary defines “cheating” as an act to defraud by deceiving; tricking; bringing about by deceit. Cheating is also any violation of test procedures such as talking or not putting away notes, and so forth.

The dictionary defines “plagiarism” as an attempt to pass off the ideas, writings, etc., of another as one's own.

The rules may vary slightly with subject and class. Cases of cheating and plagiarism will be handled by the teacher involved who may, in serious cases, refer the matter to the Grade Coordinator, Advisor and Department Head. They will investigate the facts and make recommendations to the Assistant Headmaster for disciplinary action.

The School considers cheating and plagiarism serious offenses.

In cheating, a student is denying his or her responsibility as a thinker and breaking faith with the community of the classroom and the expectations of the academic world.

In taking another's idea for one's own, whether that idea come from the Internet, a friend's work, CliffsNotes or Amazon.com book reviews, a student is similarly failing the standards and expectations of the particular classroom and of the academic community in a larger sense. When we as writers use another's idea, we footnote or we directly acknowledge the source of the idea within our written text. Any use of another's ideas or of another's words not properly footnoted or properly attributed to the original thinker and writer is considered plagiarism.

Any student who cheats or commits plagiarism will receive a "0" on the assignment in question. A Middle School student must make up the assignment in the case of plagiarism and may not make up the assignment in the case of cheating on a test or quiz. After he or she has made up the plagiarized work, turning in a paper of his or her own work on the assignment, the student can receive as much as but not more than a "50," an F, on that assignment. An Upper School student must make up the work as well in order to complete the coursework, but his or her "0" remains a "0."

College Testing and Counseling

As a college preparatory school, one of the most important things we can do is help you find the college best suited to you. Please notice, however, that we are here to help you do this, not to do it for you. Much of the responsibility is yours. Your college counselor will help you with the application process and will serve as your advocate with the colleges to which you're applying. By the time you are a junior at Sandia Prep, you will have taken the PSAT and PLAN tests.

As a Junior —

1. **You should attempt to schedule college visits during spring break or the summer before your Senior year.** We also encourage you to visit college campuses during vacations and to use the computer search to find out about different college possibilities.
2. You will need to take the PSAT in the fall, both for practice in taking the exam and for getting an idea as to your future performance on the SAT.
3. You should attend a number of the college visits at Sandia Prep to become acquainted with various programs and philosophies.
4. You should strongly consider taking the ACT, the SAT I and the SAT II's in the spring. This way you will be able to retake them early in your Senior year, if necessary.

5. You should attend the Junior Seminar offered during activity period in the spring, and join your parents at the spring meeting for Junior parents.

As a Senior —

1. You'll have many deadlines to meet. Meet them!
2. You must submit a list of previous activities and interests to your college counselor.
3. You should take the SAT I and ACT in October or November (if needed).
4. You should complete a list of schools to which you plan to apply by late October.
5. You should arrange college visits to your short list of schools before the holiday break.
6. You'll need to have requested all your college application forms and information by December 1 (or earlier, in some cases).
7. From September through December, you should confer individually with the college counselor, providing information for college recommendation letters. You'll also attend a Senior Seminar during activity period.
8. Please notify your counselor as you receive your acceptance letters.
9. At the close of school, you must tell the Registrar which college you've decided to attend so we can send your final transcript.

We're excited and happy to be able to share in this process with you.

Once you're a Sandia Prep alum, please keep in touch with us about your college experiences. This gives us good information to share with other SPS students as they make their college choices.

Commons

Use of the Commons is a privilege. We count on you to keep it clean, quiet and presentable. No food is allowed.

Community Service

Opportunities to participate meaningfully in the community are offered to individuals, to clubs and to class groups on a voluntary basis.

Counseling / Health and Wellness

If a student is experiencing social and emotional difficulty which is interfering with healthy functioning at school, s/he may be referred to or seek help from the Health and Wellness Counselor. The counselor is also available to meet with parents about issues and concerns affecting their child. In some case, referrals can be made for professional counseling or therapy outside of school.

Course Requirements, Yearly

Each year, every high school student should take at least six courses (see also Graduation Requirements, p. 18).

Dances

Sandia Prep sponsors dances for students, their dates and friends, and the faculty. The dances are meant for fun; to keep them that way, please observe the following:

1. No smoking or other tobacco products are permitted on campus.
2. No alcoholic beverages or illegal drugs are permitted on campus.
3. Don't loiter in the parking lot or visit your car.
4. Stay at the dance until you leave for the evening.
5. Speak with your Grade Coordinator before bringing a guest to a dance.
6. All guests attending SPS dances must have a signed permission form from their school.
7. There are dances for both the Middle and Upper Schools. Middle School students should not attend Upper School dances and vice versa.
8. Faculty members will be present as chaperones throughout the dance.
9. We randomly use breathalyzer tests at dances.

Directory

The school *Directory* is sent to your home in August. It contains the names, phone numbers, addresses, and e-mail addresses (if provided) of students and faculty. **Please use this *Directory* for school purposes only.**

Disciplinary Procedures

For violations of school rules, the following procedures will be used:

The teacher observing or dealing with the breach of conduct may act alone, informing the student of what violation has occurred and seeking to work toward a solution together.

In more serious instances, the teacher will refer a case to the Grade Coordinator. The Grade Coordinator will inform the child's Advisor. Coordinator and Advisor will collect information, may include parents in their discussion, and will have a meeting to discuss the student's past actions and record, and the seriousness of the current offense. They may decide on an appropriate consequence.

The range of consequences may include suspension, probation or expulsion. When these consequences are likely, the Assistant Headmaster will attend any meetings. Students may expect to be heard, as may parents. All disciplinary cases will be handled by using procedures which are designed to be as fair as possible. The school's policy is to afford the student and parents a reasonable opportunity to know the nature of the offenses charged and to respond as they deem advisable. In making disciplinary decisions, honesty will be taken into consideration and is expected.

In disciplinary cases, confidentiality is important, and information is shared only on a need-to-know basis. Our intent is not to deter future violations by making an example of students.

There may be occasions in which an individual disagrees with a disciplinary decision. A complaint should be first addressed with the person directly involved, with the objective of resolving the matter informally. More formal complaints should be addressed to the Assistant Headmaster, who usually will hold a personal interview with all parties involved. The review of disciplinary matters will only be considered by the Headmaster in writing — and only after all other appropriate avenues have been exhausted. The Headmaster's review is final — there is no provision for the Board of Trustees to participate in any way in administrative decisions.

Dress Code

We expect you to use common sense and good taste regarding your dress and personal grooming. Your clothing must be neat, clean, in good repair and appropriate for school. A student's grooming and dress must not disrupt the educational process, interfere with the maintenance of a positive learning climate, or compromise reasonable standards of health, safety, modesty, and decency as determined by the Administration. Examples of inappropriate attire include clothing with slogans or pictures relating to alcohol, tobacco, drugs, sexual connotations, or slurs against any person or group of people. Outlandish, offensive, distracting or attention-getting attire is not permitted. Undergarments should not be exposed.

Midriffs must be covered.

Do not wear the following items:

1. Spaghetti-strapped tops
2. Tube tops
3. Halter tops
4. Sagging pants exposing boxer shorts
5. Excessively short skirts or shorts
6. Low-cut shirts

If the dress code is violated, the appropriate action will be taken by the Grade Coordinator.

Driving on Campus

Driving on our campus is a privilege. This privilege may be revoked for parking in the wrong area, visiting cars during school hours, committing any careless act with a motor vehicle or leaving campus without permission (see Standards of Behavior, p. 26). The speed limit on campus is 10 mph. Parking permits are required (see Parking, p. 24).

Drop/Add Courses

During the first two weeks of a course, you may drop or add it without penalty. Your teacher, the appropriate Department Chair, your Grade Coordinator and the Director of Studies must approve this action. After the first month of the course, you may drop the class with the appropriate permissions.

Drug and/or Alcohol Use

While at school, on school property or at any school-sponsored activity,

students who possess, distribute, sell, use or give evidence of having consumed alcoholic beverages, drugs or narcotics (not taken at the direction of a physician), or other substances intended to alter mood, are subject to intervention, discipline, suspension, expulsion and/or other appropriate alternatives.

In cases of suspected alcohol or drug use, Sandia Prep may ask families to have their child drug-tested, with the results made known to the school's administration.

The most likely consequence of drug possession or use on campus or at any school-sponsored activity will be dismissal from school.

Editorial Policy – Student Newspaper

Mission Statement of The Sandia Prep Times

The Sandia Prep Times is a student forum composed entirely by and for Sandia Prep students. Opinions expressed on the editorial page are solely those of the author or the student editorial board. They do not reflect the policies or opinions of the administration or faculty. *The Times* staff believes its first responsibility is to inform its student readers, who must then make their own choices. Therefore, *The Times* staff will honor the Sandia Prep community it serves by placing truth, fairness, accuracy and objectivity first as they ask the questions that may not always be popular, but that nevertheless must be asked to keep their community a place where open discussion is encouraged and positive change is embraced.

Editorial Policy

1. Every new member of *The Times* staff will be expected to read and discuss the mission statement and the policy upon joining the staff.
2. *The Sandia Prep Times* intends to be a forum for community expression and encourages all members to voice their opinions, issues and concerns.
3. The school newspaper is not subject to involuntary review prior to publication except by its own editorial board and the newspaper's advisor. The one exception to this rule is surveys done by staff members. In accordance with Sandia Prep policy, all surveys must be read by two administrators before they are distributed to students.

4. Student journalists will honor the Sandia Prep community by placing fairness, accuracy and objectivity first. *The Times* will never print and distribute the following: libelous material; vulgar or obscene material; unauthorized confidential material (such as academic records or business contracts with the school); or materials that cause or advocate disruption of school activities or academic programs. Editors or reporters found responsible for violating these prohibitions will be subject to disciplinary action to be determined by the advisor in consultation with the department head.
5. Further, *The Times* recognizes that good journalists do not simply allow the libel, obscenity and privacy laws to define what should be printed. Each story should be judged in light of newsworthiness, the students' right to know versus mere curiosity, common sense, humanity and the law.

Eligibility to Participate in Athletics

To determine your eligibility to participate in athletics, we use the New Mexico Activities Association's (NMAA) rules. Sandia Prep averages the grades you've received in ALL your classes except PE. You must have a 2.0 average to qualify. Please refer any questions to the Athletic Director, Pete MacFarlane.

Exams

The final exam schedule is published on the school calendar. Any request for an exam time or date change MUST contact the appropriate Grade Coordinator. These requests may not be made through a student's advisor or individual teacher.

Field Trips

During the school year, you'll probably get to go on some field trips. In order to go, you'll need to make sure your permission form is signed (it's part of the Emergency Information/Consent Form). Also, remember that all school rules apply when you're on a field trip (or school-sponsored trip).

Fundraising Policy

All fundraising activities require the approval of Julie Cook, the Director of Development.

Grade Point Average

We calculate your grade point average (GPA) by averaging the grades you've received in all your classes taken at Sandia Prep. We do not include your grades from PE or from other schools.

We use your GPA in several ways. It is used to determine your eligibility for the National Honor Society, athletic participation and Senior privileges. Your GPA also is requested by colleges.

Grading System

Grades are a measure of how well you've done alongside others who have studied the same thing at the same time as you. Grades let you know where you stand. They are intended as neither a punishment nor a primary inducement. You are in school for an education, not for grades. Provided you have worked hard, it is okay to get a "C."

Grading tends to be tougher at Sandia Prep than at other schools. However, colleges and universities realize that this is the case with independent schools, and will look at your transcript in this light. We also explain to colleges and universities that, because our classes are small, we do not rank you in your class.

The grading guidelines are as follows:

A = 90 - 100	Excellent
B = 80 - 89	Good
C = 70 - 79	Average
D = 60 - 69	Poor
F = 0 - 59	Failing

These letter grades are placed on a 4.3 numerical scale to help compute your GPA. The scale is as follows:

A+ = 4.3	A = 4.0	A- = 3.7
B+ = 3.3	B = 3.0	B- = 2.7
C+ = 2.3	C = 2.0	C- = 1.7
D+ = 1.3	D = 1.0	D- = 0.7
	F = 0	

We report your grades every nine weeks. In Upper School, you'll take final examinations the week before each semester's end. In Middle School, you won't have final exams, unless you're taking an Upper School course for credit.

Each teacher will explain his or her grading system to you during the first week of school.

Incomplete grades must be made up by the end of the first week of the next marking period.

Graduation Requirements

The graduation requirements we've listed below apply to 9th through 12th grades, unless we've noted otherwise. A credit equals one academic year of a class.

You must have:

- 4 credits in English
- 3 credits in History, including U.S. History in 11th grade
- 2 credits in the same Modern Language in the Upper School
- 2 credits in Fine Arts or Communications
- 3 credits in Mathematics, including Algebra II
- 3 credits in Science
- 1 credit in PE (you earn 1/2 credit for each course taken in grades 9-12) – Successful completion of Senior Experience

An additional six elective courses must be taken to bring your credit hour total to 23. You must have at least 23 credits to graduate.

Sandia Prep's high school program requires four years to complete, including Senior Experience in May of the Senior year. There are no alternative routes to graduation. We do not permit double enrollment in courses to obtain an early diploma. Occasionally a student may petition for substituting the first year of college for his/her Senior year. Permission is granted by the Director of Studies.

Help With Your Work

Occasionally, you may need help with work you do not understand completely. There are resources — teachers, your Advisor, peer tutors, school-provided study skills tutors, parents and outside professional tutors.

Teachers are the first and best source of help. They are available at regular times during the day, or you can arrange a meeting time with them. Your Advisor can be helpful in clarifying information and guiding you in your studies. Your Advisor, too, is available at regular times during the day, or you can arrange a meeting time with him or her.

If you, your parents and your teacher feel a peer tutor might help, let your Grade

Coordinator know. A peer tutor is an Upper School student who helps a younger student. Peer tutors can be especially helpful to a new student at Sandia Prep.

Talk to your Grade Coordinator if you, your parents and your teacher feel one of the school study skills tutors would help.

Parents can be a help, if they are careful only to guide and not to give answers.

If you are absent for an extended time, or are particularly weak in a subject, temporary professional tutoring might be helpful. If you seek professional tutoring, you and your tutor should keep in touch with your Advisor and/or your teacher.

Sometimes you will study with classmates. Be careful that you aim to understand your work, not simply to get the answers from a classmate.

Homework

If homework weren't important, we wouldn't give it to you. We do value it. You'll have more here than you would at most schools. The amount will vary by department and by teacher; different teachers will weigh it differently. It is your responsibility to do the work; it is the teacher's responsibility to make it meaningful and to let you know its value in his/her grading system.

Honor Societies, French and Spanish

The French and Spanish Honor Societies at Sandia Prep recognize those students who study foreign languages beyond the minimum two-year requirement. In addition, society members must demonstrate a strong commitment to improving their oral, written and comprehension skills through their coursework and must participate in projects in which they use, and help others to use, French and Spanish beyond the classroom walls. Indeed, the members of these societies should be ambassadors for foreign language study.

To be eligible, a student must have maintained an honor average in the study of French or Spanish for a minimum of three semesters. The candidates for the Spanish Honor Society also require a letter of recommendation from two teachers and must be willing and able to do a service project.

National Honor Society, Lion and Unicorn Chapter

The purpose of the National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and to encourage character development.

To be eligible, you must have been at Sandia Prep for one year, be an 11th- or 12th-grader, and currently have and maintain a high GPA in courses taken at Sandia Prep.

After we've determined your scholastic eligibility, a faculty council selects new members based on the following criteria:

The candidate —

Service

- a. Willingly renders service to the school community when called upon.
- b. Willingly does committee or staff work.
- c. Willingly and readily shows courtesy by assisting visitors, teachers and students.

Leadership

- a. Demonstrates leadership in classroom or organizational work.
- b. Demonstrates leadership in promoting school activities.
- c. Successfully holds offices or positions of responsibility.
- d. Exemplifies positive qualities and attitudes.

Character

- a. Promptly meets pledges and responsibilities to the school.
- b. Demonstrates the highest standards of honesty and reliability.
- c. Cooperates with school regulations.
- d. Demonstrates concern for others.

For you to become an Honor Society member, the faculty must consider your strengths in these areas generally superior.

Independent Study

We encourage you to explore your interests — the Civil War, Genetics, Yeats — by arranging guided study for 1/2 credit. Here's how:

1. Select a teacher who will agree to supervise your work.
2. Get the proper form (Request for Independent Study) from the Director of Studies. On this form you will list your planned activities, the work you will submit for evaluation, the number of meetings per week with your supervisor and the completion date for your study.

3. Submit your completed form to the Director of Studies for approval before the independent study is scheduled to begin.

Remember — to qualify, you must be taking six courses in addition to your independent study.

Leaving Campus

You must have an acceptable reason and special permission, granted in writing, from your parents to leave campus during the day. Acceptable reasons include illness, a family emergency, unavoidable medical appointments and school business (with the permission of your parents and your teacher). All requests to leave campus must be signed by the student's Grade Coordinator and the approved, signed request must be shown to the Security staff member on duty. Please take this seriously; we need to know where you are in case of an emergency.

Library

The Saunders Library is open from 7:30 a.m. to 5:00 p.m. Monday - Friday. All members of the Prep community are welcome to use the library for research, reading and quiet study. If you need help finding materials, ask a librarian.

Students may check out library materials for their use. However, these materials need to be returned to the library by the date indicated.

Food and beverages are not allowed in the library. Cell phone calls should be taken outside.

Students coming to the library from study hall must have work to do that requires the library's resources. Otherwise, students should remain in study hall.

The library's section of Sandia Prep's Web site (www.sandiaprep.org/library/index.html) is a good resource for your studies.

Lions and Unicorns

When you enter Sandia Prep, you automatically become either a Lion or a Unicorn, the two traditional intraschool teams. The tradition, based upon Lewis Carroll's book, Through the Looking Glass, dates back to the original Sandía School's founding in 1932. Lion and Unicorn Day is celebrated annually.

Lockers

You will be assigned a book locker and a PE locker. Please use your locker for your books and possessions. However, it is your responsibility not to be a willing victim for someone who might steal or “borrow” your possessions. Be sure to use your locks. Report any problems to Mr. Wettin or Mr. Owens. Do not share lockers or combinations with anyone!

Lost and Found

The lost and found collection area is located in the West Gym adjacent to the office of the Director of Security. Items such as miscellaneous clothing, notebooks and lunch boxes should be dropped off here. More valuable items such as iPods, cell phones, computers and backpacks should be turned in to the Front Office where they will be signed over to the Director of Security, who will then attempt to find the owner of the item and secure the item until it can be returned to its rightful owner.

Lunch

The lunch room in the Russell Student Center is open on a cash or prepaid card basis. You are welcome to eat in the Russell Student Center or outside in the Quadrangle. You may bring your lunch or buy it; the choice is yours.

Medical Forms

All students enrolled in school must provide satisfactory evidence of immunization, as required under the rules of the Health and Social Services Board. Therefore, every year we must have your school Medical History Questionnaire/Medical Evaluation, the Consent Form and the Emergency Information forms signed by your parents and your doctor, on file in the office BEFORE THE FALL TERM BEGINS.

Messages and the Message Board

The message board is designed to get you timely information without disrupting classes. If someone calls during the school day to tell you about a change in carpool plans or to remind you about an appointment or something you need to do, we'll put a message on the board. You need to check the message board several times throughout the day. It is located in the Main Office area, near the faculty workroom. If there is a true emergency, we'll make every effort to hand-deliver the message to you immediately.

Sandia Prep's On Site Campus Announcement Resource, known as “OSCAR,”

is a fast, easy way to get important information to the students and faculty on campus. Located in the Russell Student Center, OSCAR runs on a continuous loop on a flat screen monitor. Pertinent information such as game schedules, trip announcements, drama information, and general school announcements can now be posted here. We encourage you to send announcements (along with photos if appropriate) to oscar@sandiaprep.org. Please allow a minimum of 48 hours for messages to be posted, but don't hesitate to send an announcement for later in the semester. OSCAR has the ability to be programmed weeks, and even months, in advance, so tell us your news early. Be sure to indicate the date the announcement should start to run, the duration of the message, and how frequently you want it to appear (every day, once a week, etc.).

Off-Campus School Work

We do not grant credit for courses taken at other schools once a student has matriculated at Sandia Prep. We will, however, note on our transcripts courses that have been taken elsewhere and the grades received.

Off Limits Areas

You are allowed in the parking lot and track area west of the gym or the East Fields only if you are engaged in a supervised athletic activity.

Outdoor Leadership Program

Sandia Prep has made a commitment to help our students learn about the outdoors through organized camping experiences.

Middle School: Every student in the Middle School has an opportunity to go on a camping trip. Sometimes the trips are organized so that an entire class may go. Other times, smaller groups may go.

Upper School: Students can develop their leadership and camping skills in the Camping Associates program. One of the main responsibilities of the Camping Associates is to assist with Middle School camping trips. Upper School students may also participate in the Outdoor Classroom. This week-long program offers in-depth study opportunities for students in good academic standing. Students are required to keep up with their regular schoolwork while they are in the Outdoor Classroom.

In any outdoor activity, there may be some physical risk involved. We want you to know that from the beginning, so that you can make an informed decision.

And of course, as with every school trip and event, all of our rules apply whether you're on the campus or in the mountains.

Parking

Parking requires a permit. Students may check out during the day with the guard at the school entrance on Osuna Road. There will be no parking allowed on the street on El Paraiso. Cars without permits, or those parked illegally, will be recorded and then towed.

Probation

Academic

In the Middle School, your Advisor, Grade Coordinator, parents and you will deal with any academic difficulty as needed. Decisions concerning a student's reenrollment rests with the student's grade coordinator.

In the Upper School, if your GPA is lower than 2.0 at the end of the semester or if you are not making adequate progress, you will be placed on academic probation. You may be subject to dismissal if progress does not occur. Probation implies a watchful attitude by the school toward all aspects of a student's performance.

At the end of the school year, if your cumulative GPA is lower than 2.0, your Advisor, Grade Coordinator and other administrators will meet with you and your parents to discuss your options for the next year (see Standards of Behavior, p. 26).

Social

A student is placed on social probation when his or her behavior has reached a point where the school needs to warn both the student and the family that continued unacceptable behavior may result in expulsion. If you are suspended, you are automatically placed on social probation.

Sandia Prep prides itself on being a community school. When a student's performance in functions independent of the school are meritorious, the school is affected positively by it. On the other hand, when a student's behavior independent of the school is negative, the school's reputation can be affected negatively. Sandia Prep will continue to support students and their families whenever possible. However, the school can and will place a student on

social probation or dismiss a student for any misbehavior outside the school's jurisdiction, if it is deemed that this misbehavior is detrimental to the school in any way.

Religious Holidays

Students are encouraged to observe their religious holidays. As a general rule, tests are not given on religious holidays. To make up assignments on a reasonable schedule, teachers will work with students who miss school because of religious commitments.

Senior Experience

As a Senior at Sandia Prep, you will have the opportunity to participate in a Senior Experience. During the last four weeks of the school year, you may participate in an occupation or profession that particularly interests you. By your participation, we assume your maturity in meeting the requirements designed to make your experience worthwhile and rewarding.

To participate fully, you must —

1. Attend a senior class meeting at the beginning of the year to discuss all the requirements.
2. Meet all the deadlines.
3. Have at least a “C” average in every class.
4. Present a formal, written proposal in April.
5. Be on the site of your experience for at least 30 hours per week (during the period of the experience). While your experience is going on, your Coordinator may visit you and talk with your supervisor.
6. Keep a daily journal of your experiences, discussing your feelings, emotions, problems and lessons rather than what you did each day.
7. Make a formal 10- to 15-minute presentation about your experience to fellow students.

We'll ask the cooperating institutions to keep in touch with us about you. Of course, we expect you to follow the same standards of behavior during your experience as at any time during the school year.

Senior Sign-Out

During your Senior year you may leave campus during lunch only, provided you sign out and have no on-campus responsibilities (such as college visitations or appointments with teachers or others). Because we consider this a privilege, we

have certain expectations of you in keeping it: you must maintain at least a 2.0 GPA with no Fs, and your behavior must be good. Seniors are also required to sign out with Mr. Wettin and present the pass to the guard at the Osuna Road exit.

Smoking

Sandia Prep is a smoke-free campus. You should not smoke or possess smoking materials on this campus.

Snow Policy

We will close* or delay opening school according to the decision announced by the Albuquerque Public Schools, unless specifically published otherwise. Listen to 770 KKOB-AM for the most up-to-date information about school closures or delays. (*Note: Except in extraordinary circumstances, we will not dismiss students early due to inclement weather, once the school day has begun and students have arrived.) If the roads are bad and school is in session, parents should make their own decision about their child's safety in traveling. Under these circumstances, the child would not be penalized for missing school, provided the parent calls in to the school and follows the proper procedures for absences.

Standards of Behavior

We want our environment at Sandia Prep to be conducive to each individual's personal, social and intellectual growth. To foster this, students must recognize that certain responsibilities accompany individual freedom and opportunity. These responsibilities are necessary for an orderly and properly functioning school community.

The following activities are considered unacceptable for Sandia Prep students:

1. Stealing and/or lying
2. Cheating (see Cheating and Plagiarism, p. 9)
3. Disrespect for others or for the school's facilities (vandalism)
4. Physical or verbal intimidation, aggressive behavior, "fighting words," or harrassment of any kind toward faculty or students
5. Habitual tardiness, lateness, or cutting class
6. Drug and/or alcohol use (see Drug and/or Alcohol Use, p. 14)
7. Smoking or other uses of tobacco on campus

Sandia Prep students should also be aware of these additional school policies:

1. Sandia Prep is a closed campus. Students may not leave the campus without being legitimately excused or signed out. Leaving campus is a major violation which may result in suspension and revocation of driving privileges.
2. Students are not allowed in the parking lot during the school day.
3. Responsible behavior is expected of students in assemblies, classes, school dances, study halls, library, clubs and on school buses.
4. Students are to refrain from using offensive language.
5. Gambling is prohibited on campus.
6. Students are responsible for maintaining a neat and attractive campus.
7. Students are urged to be responsible in their displays of affection and are to refrain from overly demonstrative behavior, including kissing.
8. Driving is a privilege. Students are expected to adhere to driving and parking regulations (see Driving on Campus p. 14 and Parking p. 24).
9. Students are reminded that Sandia Prep does have a dress code (see Dress Code, p. 14).
10. Squirt guns, weapons, roller blades, skateboards, and toys should not be brought to school.
11. Guests during the school day must be approved with the Grade Coordinator first. After that, they must sign in with the Attendance Coordinator in the Main Office.
12. Appropriate student behavior that leads to a positive school environment is expected when students use technology. Cyberbullying involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, defamatory personal Web sites and online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others. In addition, any communication of this form that disrupts or prevents a safe and positive educational environment will also be considered cyberbullying. Students whose behavior is found to be in violation of this policy will be subject to loss of privileges, and discipline, up to and including expulsion. Third parties whose behavior is found to be in violation of this policy will also be subject to appropriate disciplinary action.

See Disciplinary Procedures on page 13.

Student Center

Use of the Russell Student Center is a privilege. We count on you to keep it clean and presentable.

Student Government Association

Sandia Prep's Student Government Association (SGA) is made up of five elected officers from each of the seven grades and is a vital part of our school. Classes elect their officers as soon as possible after the beginning of the school year. Executive SGA officers are elected in February of each year.

SGA runs many activities (including Lion and Unicorn Day, Homecoming Weekend and dances). You are welcome to make suggestions for actions and/or projects at SGA meetings, which are open to all students and faculty.

Study Abroad

A trip overseas interferes with your student's academic progression. Sandia Prep is burdened with matching international classes with graduation requirements at Sandia Prep. Likewise, our College Counseling Department finds it difficult to provide the best college counseling services for students who are away for a year or even a semester. We encourage families to consider summer programs abroad or to wait until college when credit is awarded for international study. If a family insists that their student travel abroad during high school, Sandia Prep requires that the family pay full tuition during the student's absence. Upon returning to Sandia Prep, students are required to take an English class, including Rhetoric and Composition, a U.S. History class, and a 4th year math course. There may also be necessary fine arts credits taken upon returning. Students are required to take an approved English course while overseas, and families must provide Sandia Prep School with course descriptions for each class taken. Upon approval of the classes taken abroad, students can be given up to five credits providing the junior year's tuition is paid in full.

Supply Store

The Supply Store, located in the Russell Student Center, is a Parents Association fundraiser that offers basic school supplies for students. Students may purchase supplies during the Supply Sale, which takes place the first few days of school. Supplies also are available five days a week during the school year. The store is staffed by parent volunteers and is open generally from 7:30 a.m. to 3:30 p.m. every school day. You may purchase such things as calculators, notebooks, boards for science projects, batteries, pens, pencils, etc. All are available at reasonable prices. Students may purchase items with cash or use an account

system (wherein your parents deposit money into an account against which you may make purchases).

Telephone

The office phone is only for family emergencies. Please ask before attempting to use the office phone.

All cellular phones must be turned off during classes.

Testing Policy

Teachers work to make sure that you do not have more than two tests on any one day. However, that does not include quizzes, long-term paper assignments or projects. If you have a problem, please talk to the teachers involved and your Advisor or Coordinator.

Textbooks

Page One Bookstore is Sandia Prep's official textbook resource. Beginning in early August (check *PrepTalk*, the monthly newsletter, for the exact date each year), students can purchase course materials online for the upcoming school year at page1book.com or by calling a Page One manager at 294-2026. If you have any additional questions, contact the SPS Business office.

State Textbooks

Students in many classes are issued textbooks that Sandia Prep has purchased with state textbook funding.

Transportation

For school-related trips, a bus will be provided.

Travel Policy

Student Travel Policy Guidelines

1. All overnight trips other than those under the athletic department and outdoor program, which has established trip policies should go through the Assistant Headmaster for approval. Description and itinerary for trip should be in writing. All trips should also have an educational purpose and those seeking to sponsor trips should include in their proposal to the Assistant Headmaster the educational purposes of the travel. We want everyone to have a good time, but we need to be clear on the purposes of each trip as well as have in place more standardized policies which will provide greater safety for our young people.

2. A list of students going on the trip should be submitted to the appropriate coordinator for approval and consultation. On trips requiring a deposit, sponsors should check with coordinators before depositing funds from students and families.
3. Chaperones should be faculty members, with at least a one to ten faculty:student ratio. There should be both male and female faculty chaperones for each trip. Parents should be used in a supportive role rather than as primary chaperones. The list of chaperones should be submitted to the assistant headmaster by the primary trip sponsor for approval. Chaperones will meet with the Assistant Headmaster before the trip to go over disciplinary procedures.
4. In case of discipline problems, each trip should have an administrative representative present (Grade Coordinator, Assistant Headmaster, Director of Studies, or their designee) to provide an initial handling of the problem. Upon returning home the administrative representative will meet with the students, parent's, and assistant headmaster to finalize disciplinary actions. It is not a good policy to send students who have misbehaved home. However in an extreme situation, where such an action is deemed necessary or a student is ill, the student will have to be accompanied by a faculty chaperone and will only be dispatched home upon consultation with the Assistant Headmaster and informing of the parents.
5. School conduct policies apply to all trips, including those outside of the United States. Such conduct policies prohibit use of drugs, sexual activity, alcohol, smoking, theft, and intimidation. The primary responsibility for setting curfews will be up to the trip sponsors; however, students who violate the established curfews will be subject to disciplinary action. All Sandia Prep trips are alcohol-free for all participants.
6. In determining which trips are approved there will be an effort made to allow for as many different trips and sponsors as possible, so that everyone who would like to take students on a trip has the opportunity. Trips involving travel outside the United States should be submitted at least one semester in advance.
7. Any trip operating under the banner of the school must go through these procedures and policies. And all mailings and informational handouts to parents should be approved through the office of the Assistant Headmaster. All trips outside of the United States should include a parent meeting to go over rules and procedures for the trip. The primary trip

sponsor should consult with the Assistant Headmaster before the parent meeting.

8. A complete list of all students and chaperones going on trips will be left with the Prep front office as well as the Assistant Headmaster.
9. All trips outside of the United States should be conducted under the auspices of an authorized student travel company in order to assure that there is adequate health and insurance coverage.
10. After having the trip approved by the Assistant Headmaster, the primary trip sponsor should meet with the business manager so that an account for the trip is established as all money collected for the trip should go through the business office.

Visitors

You may have a student visitor at Sandia Prep, provided your visitor —

1. Has been approved by your Grade Coordinator in advance, and has a reason to be here;
2. Signs in at the office upon arriving;
3. Wears the name tag given him/her in the office; and
4. Abides by all of Sandia Prep's standards of behavior.

If you do bring a visitor, you will be responsible for your guest's behavior while he or she is on our campus.

We especially welcome student visitors to our **Meet Prep** program for prospective students and families (to be held this year on Sunday, October 25, 2009 at 2:00 p.m.).

Web Site

Updated frequently, Sandia Prep's Web site (www.sandiaprep.org) is a good source of information about the School. It includes the school calendar, athletic schedules, admission information, the latest issue of *PrepTalk*, and much more. We encourage you to visit the Web site often.

Now that you've read your Student Handbook — if you have any additional questions, be sure to ask your Advisor.

Sandia Preparatory School

Daily Schedules

2009-2010

Time	A	B	C	D	E	F
7:45-7:55	Morning Assembly					
8:00	1	8	6	5	4	2
8:45						
8:50	2	1	7	6	5	3
9:35	Break	Break	Break	Break	Break	Break
9:55	3	2	8	7	6	4
11:00						
11:05	Mid -Lunch	Mid -Lunch	Mid -Lunch	Mid -Lunch	Mid -Lunch	Mid -Lunch
11:50	Upper 4th Mid - 4th	Upper 3rd Mid - 3rd	Upper 1st Mid - 1st	Upper 8th Mid - 8th	Upper 7th Mid - 7th	Upper 5th Mid - 5th
12:35	Upper Lunch	Upper Lunch	Upper Lunch	Upper Lunch	Upper Lunch	Upper Lunch
12:40	5	Activity	2	1	Activity	6
1:25						
1:30	6	4	3	2	8	7
2:15						
2:20	7	5	4	3	1	8
3:25						

Advisory – Advisories will meet once a week on Wednesday for 35 minutes. All students will have a 20 minute mid-morning break on Monday, Tuesday, Thursday, and Friday.

Sandia Preparatory School School Calendar By Month 2009-2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August 2009						1
2	3	4	5	6	7	8
9	10 New Faculty SGA Picnic Fall Sports begin	11 All Faculty	12 New Student Orientation	13 A 1st Day of Class	14 B	15
16	17 C	18 D	19 Camps	20 Camps	21 Camps	22
23 30	24 E 31 D	25 F School Photo Day 8am-2:30pm	26 A	27 B	28 C	29

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 E	2 F	3 A	4 B	5
6	7 Labor Day School Closed	8 C	9 D	10 E Back to School Night	11 F	12
13	14 A	15 B	16 C	17 D	18 E	19
20	21 F Spirit Week	22 A Spirit Week	23 B Spirit Week	24 C Spirit Week	25 Homecoming Lion & Unicorn Day	26 Homecoming
27	28 D	29 E	30 F	September 2009		

Visit www.sandiaprep.org
Updated calendar, events, athletic schedules and more available online

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
October 2009				1 A	2 B	3
4	5 C	6 D	7 E	8 F 1st Marking Period Ends	9 Faculty In-Service No School	10
11	12 A	13 B Photo Make-up Day 11-1pm West Gym	14 C	15 D	16 Parent Conferences No School	17
18	19 E	20 F	21 A	22 B	23 C	24
25 Meet Prep 2:00 pm	26 D	27 E	28 F	29 A	30 B	31

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 C	3 D	4 E	5 F	6 Fall Break School Closed	7
8	9 A	10 B	11 C	12 D	13 E	14
15	16 F	17 A	18 B	19 C	20 D	21
22	23 E	24 F	25 Grandparents' Day	26 Thanksgiving Break School Closed	27 Thanksgiving Break School Closed	28
29	30 A	November 2009				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 2009		1 B	2 C	3 D	4 E	5
6	7 F	8 A	9 B	10 C	11 D Last Day Middle School	12
13	14 Upper School Exams	15 Upper School Exams	16 Upper School Exams	17 Upper School Exams	18 Winter Break Begins (for Upper School)	19
20	21 Winter Break	22 Winter Break	23 Winter Break	24 Winter Break	25 Winter Break	26
27	28 Winter Break	29 Winter Break	30 Winter Break	31 Winter Break		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January 2010					1	2
3	4 E Classes Resume	5 F	6 A	7 B	8 C	9
10	11 D	12 E	13 F	14 A	15 B	16
17	18 MLK Day No School	19 C	20 D	21 E 8th Grade Parents Night	22 F	23 Winter Ball
24 31	25 A	26 B	27 C	28 D	29 E	30

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 F	2 A	3 B	4 C	5 D	6
7	8 E	9 F	10 A	11 B	12 Presidents Day School Closed	13
14	15 Presidents Day Weekend School Closed	16 C	17 D	18 E	19 F	20
21	22 A	23 B	24 C	25 D	26 E	27
28	February 2010					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 F	2 A	3 B	4 C	5 D 3rd Marking Period Ends	6
7	8 E	9 F	10 A	11 B	12 Parent Conferences No School	13
14	15 Spring Break	16 Spring Break	17 Spring Break	18 Spring Break	19 Spring Break	20
21	22 Spring Break	23 Spring Break	24 Spring Break	25 Spring Break	26 Spring Break	27
28	29 C Classes Resume	30 D	31 E	March 2010		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
April 2010				1 F	2 A	3
4	5 B	6 C	7 D	8 E	9 F	10
11	12 A	13 B	14 C	15 D	16 E	17
18	19 F	20 A	21 B	22 C	23 D	24
25	26 April Break No School	27 E	28 F	29 A	30 B	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 2010						1
2	3 C	4 D	5 E	6 F	7 A	8
9	10 B	11 C	12 D	13 E	14 F	15
16	17 A	18 B	19 C	20 D	21 E	22
23 30	24 F 31 Mem. Day School Closed	25 A	26 B	27 C	28 Last Day Middle School	29

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 2010		1 Upper School Exams	2 Upper School Exams	3 Upper School Exams	4 Upper School Exams	5 Graduation

Visit www.sandiaprep.org
Updated calendar, events, athletic schedules and more available online