



# St. Anthony of Padua

## CATHOLIC SCHOOL

# MIDDLE SCHOOL STUDENT HANDBOOK 2022-2023

*"Jesus went down with His parents then ... and was obedient to them ... Jesus, for His part, progressed steadily in wisdom, age, and grace before God and men."*

**Luke 2:51-52**

The Middle School Student Handbook is provided to all students enrolled in 6<sup>th</sup>-8<sup>th</sup> grades. Policies and procedures stated in the Middle School Student Handbook are specific to St. Anthony of Padua Middle School. They are provided to inform students and parents of the expectations of St. Anthony of Padua Catholic School. Information in this handbook was taken from the Family Handbook or written by the middle school staff.

St. Anthony of Padua Catholic School and administration retain the right to amend the Middle School Student Handbook for just cause. By no means is this handbook considered all-inclusive. Students will be given notification if changes are made.

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## GENERAL INFORMATION

### DAILY SCHEDULE

7:40 AM Students may enter building  
 8:00 AM Instructional Day begins  
 Tardy Bell rings (Students must be in their classroom.)  
 Announcements & Prayer

11:40-12:20 PM	Lunch – 6 <sup>th</sup> -8 <sup>th</sup>
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3:05 PM Announcements and prayer  
 3:30 PM Dismissal for 4<sup>th</sup>-8<sup>th</sup>

### DAILY SCHEDULE – EARLY RELEASE DAYS

7:40 AM Students may enter building  
 8:00 AM AM Instructional Day begins  
 Tardy Bell rings (Students must be in their classroom.)  
 Announcements & Prayer

Lunch Schedule – Same as Above
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2:05 PM Announcements and prayer  
 2:30 PM Dismissal for 4<sup>th</sup>-8<sup>th</sup>

### ACADEMIC REQUIREMENTS

Students are required to earn the following credits for graduation:

	6 <sup>th</sup> Grade	7 <sup>th</sup> Grade	8 <sup>th</sup> Grade
Religion	1	1	1
Reading/Literature	1	1	1
English	1	1	1
Mathematics	1	1	1
Science	1	1	1
Social Studies	1	1	1
Physical Education	.5	.5	.5
Electives	1.5	1.5	1.5
Total	8	8	8

Electives are offered providing a variety of opportunities for students. Though students have many choices, some classes in the elective slots are required. Students must complete two technology courses, and one year-long language to be eligible for graduation. **Students will not be able to change electives after classes have been in session for two weeks.**

### ADVISORY

Students are assigned to an advisory, which they attend each day. Advisory provides time for grade level students and a teacher to interact in a positive learning community. The goal is to develop discipleship and character while exploring opportunities to practice healthy self-concept and decision-making skills. Advisors foster positive peer relationships and team building among students. Students review and practice school wide character traits and social skills.

The student's advisor is the initial contact for school-related matters. The advisor serves as an advocate for the advisee within the school community.

## ATTENDANCE AND TARDIES

- A student not physically present at school or participating in a school-sponsored field trip or activity is marked absent.
- **Excessive absences or tardies of 18 days or more may affect credit given for courses taken and/or re-enrollment for the following year.** Situations where students have 18 or more absences or tardies are reviewed by administration.
- When a pupil is absent, a written excuse signed by the parent or guardian stating why the child was absent, must be sent to the child's teacher.
- When a student's absence for illness exceeds five (5) cumulative days, a statement from a physician verifying the student's extended absence is needed.
- Students are expected to make up assignments and tests from absences. Assignments are not provided prior to a planned absence.
- A student absent for three (3) or more days can have class work or homework picked up for completion at home. Please call the school office before 10:00 am of the day that work will be picked up. Work should be ready for pickup in the office by 3:00 pm.
- A student is marked tardy if not in the classroom by 8:00 AM. Sleeping in, waking up late, not feeling well, etc. are marked as tardy. Tardies are removed if a student has a note from a health care provider (i.e. doctor, dentist). Consideration is given for weather days and emergencies. Habitual tardiness in 1<sup>st</sup>-8<sup>th</sup> grades will be handled as follows:
  - ❑ On the 3<sup>rd</sup> tardy in a 9-week period – an email is automatically sent to the parent through FACTS©
  - ❑ On the 6<sup>th</sup> tardy in a 9-week period – an email is automatically sent to the parent through FACTS© notifying them of the \$10 fee for excessive tardies.
  - ❑ The accumulation of 6 additional tardies in the same 9-week period will result in the student earning a 1 day absence. An email is automatically sent to the parent through FACTS© notifying them.
  - ❑ In addition, excessive tardies of 18 days or more during the school year may affect student promotion and/or re-enrollment for the following year. Cases are reviewed on an individual basis.
  - ❑ A student arriving at school after 10:00 AM or leaving before 1:00 PM are considered absent for a half day. Students must be in attendance a minimum of 2 hours during the morning or afternoon to be considered in attendance for that portion of the day.

## ARRIVAL AND DISMISSAL

### Arrival

- Students should not arrive at school prior to 7:40 am unless attending the Before & After School Program or scheduled before school activities. Our Beyond the Bell program opens at 6:30 AM for families who need before school care. Please call the school office at 281-296-0300 for Beyond the Bell registration information. In the interest of safety, students dropped off before 7:40 AM will be registered for the Beyond the Bell program. Consequent charges will be billed through FACTS©.
- Students in grades 4-8 will be directed to walk up the sidewalk and along the covered walkway entering the building via the gym entrance.
- Students should walk into school and to their classroom on their own. Parents should not accompany middle school students to class.
- Students arriving after 8:00 am must be signed in by a parent in the office.

## Dismissal

ALL students (Pre-K 3--8<sup>th</sup>) will dismiss at 3:30 PM\*\* The options for afternoon dismissal are **Carline Pick Up** or **Personal Pick Up**.

- Please **choose one dismissal option** that will serve as the “default” option for your family and notify the homeroom teacher of that choice.
- Any changes from the default dismissal option should be communicated to the classroom teacher and to [attendance@staopcs.org](mailto:attendance@staopcs.org) as early in the school day as possible. This allows teachers time to check email and direct your student to the correct dismissal line. Please try to keep dismissal changes to a minimum.
- Students will only be released to designees with a current year’s carline sign or designated as an Emergency Contact in FACTS®. Additional carline signs can be purchased through the front office for \$2.
- Students are not allowed to leave with anyone other than their assigned Carpool, through Personal Pickup without permission and a note from a parent or guardian.
- **Students leaving after 3:00 pm leave through the Carpool System, Personal Pickup or Park & Walk. We ask that you keep this in mind when planning after school schedules.**
- Dismissal is at 3:30 pm. Students staying for athletic practices, club meetings, etc. should report directly there. **Loitering on campus is prohibited.**
- Day Care Pickup- Students who are being picked up by a daycare or after school program need to go directly to the vehicle at dismissal. Vehicles that park in front of the Parish Life Building (PLB) near the cones and barrels that mark the middle school cross walk.

## Walkers and Bike Riders

- Students with a completed Arrival & Dismissal Permission Form are issued an ID tag. The tag is shown to a staff member on duty at dismissal for release as a walker or bike rider.
- Walkers and bike riders enter the building through the main entrance. At dismissal, they are released through the front office.
- Students are not dismissed to walk or ride home if it is raining and/or lightning in the area. Students riding bikes must wear a helmet.

## Leaving School Early

Early dismissal of students is discouraged and should be kept to a minimum in order to maximize instructional time as teaching continues through 3:25 for 4<sup>th</sup>-8<sup>th</sup> students. These dismissals should occur before 3:00 PM. When necessary, students may be picked up early through the school office.

- Parents should e-mail the homeroom teacher and copy [attendance@staopcs.org](mailto:attendance@staopcs.org) stating the time they wish to pick up their child.
- We ask that you plan the start time of after school activities so that students are present for the entire instructional day and disruptions in the classroom are kept to a minimum.
- When necessary, students may be picked up early through the school office.
- Parents should send a note stating the time they want to pick up their child. The student should give the note to the school office personnel. An early release sticker will be issued. The student will be sent to the office by the teacher at the time stated on the early release sticker. Students waiting for longer than 15 minutes to be picked up will be sent back to the classroom for instruction. Parents/guardians must come to the office to sign the child out of school.
- Students who return to school the same day must be signed back in through the school office.

## **BIRTHDAYS**

- Birthdays are recognized during morning announcements and during Advisory.
- Administration invites students with birthdays to the office for a special celebration.
- Students may participate in the Paduan Parent Package and Library Book Birthday Programs.
- Parents may bring their child lunch and are encouraged to join them during lunch.
- Students may share birthday treats that have been purchased or prepared at an establishment meeting county health requirements. Distribution is limited to lunchtime. If birthday treats are shared it is asked that enough be provided for the entire grade level. Please notify your child's advisor of the day that birthday snacks will be provided.
- Parents must check in through the office before going to the Fellowship Hall at lunchtime.



## **CLASSROOM EXERCISES**

When intercom announcements begin students should stop where they are (hallway, classroom, etc.) and bring activities to a standstill giving full attention to announcements, prayers, pledges, etc. as a sign of respect and reverence.

## **EXTRACURRICULAR ACTIVITIES**

St. Anthony's offers a wide range of extracurricular programs and activities such as clubs, athletics, academic competitions, etc. These are offered to meet the interests of students. Extracurricular activities may be subject to specific procedures, requirements and regulations contained in separate handbooks, by-laws or other documents. In elections the following guidelines apply:

1. Each student will receive one vote to cast and one vote only.
2. Students that know they will not be present on voting day may cast an absentee ballot ahead of time.
3. Students who are not present the day of voting will not be able to cast a ballot.
4. Students are allowed to give a speech lasting no more than five minutes and in that speech they will state why they are the best candidate and what their goals for the position are. Officer speeches presented to entire middle school. Representative speeches given to homeroom.
5. Students may create a campaign poster that may be displayed during the campaign speech.
6. Students are not allowed to offer money for votes.
7. Students may give a small treat to voters such as lollipops. (Cost less than .50 cents per item.)
8. Election results will be tabulated by the teacher and the results given directly to the students.
9. Any student that does not follow all regulations will automatically be taken out of the election. There will be a revote for all those whose votes were given to the disqualified candidate, whereas they will have the opportunity to vote for remaining candidates.
10. Intimidation of any kind is deemed a breach of the rules and that candidate will be disqualified

## **FORGOTTEN ITEMS, MESSAGES, DELIVERIES & TELEPHONE USE**

- Parents are asked not to bring forgotten items to school.
- A lunch will be provided for students who forget to bring their lunch to school. **Fast food should not be brought in place of forgotten lunches.**
- Students are not allowed to use campus telephones or personal cell phones to call or text for forgotten items during the school day.
- Students are not allowed to reenter classrooms after dismissal to get forgotten items.
- Deliveries of items, such as flowers, for students are not accepted.
- **Students may use the campus phones only in an emergency. Student use of personal cell phones is permitted only outside of the school day.**

- If an academic item is brought to a student, the student will have the same consequence as if submitting a late assignment.
- Students may check the drop off table in the front office to see if something has been left for them.

## **GRADUATION**

Graduation for 8<sup>th</sup> grade is scheduled not more than five instructional days before completion of the TCCBED required number of school days. STAOPCS celebrates graduation through an awards breakfast and a Mass. The events are held during the school day. Students are given information on the appropriate attire for graduation. Other activities planned by parents are held off campus. Should a student in 8<sup>th</sup> grade fail a subject, he/she will participate in graduation activities; however a diploma and transcript for the student will be issued only after successful completion of the course in summer school. In the event of non-payment of tuition and/or fees, overdue or lost items such as library books, textbooks, athletic uniforms, etc. a student will not be allowed to participate in graduation activities. Report cards, completion certificates and other academic records will be held until accounts are settled. All students are required to attend *graduation practice in order to participate in the graduation ceremony*. In the case of a severe violation of the school's policies, a student may lose the privilege of participating in graduation activities.

## **GUIDANCE & COUNSELING PROGRAM**

Our school's guidance and counseling program provides a comprehensive developmental program that addresses the academic, personal, and social development of all students in a Christ-centered environment. The school counselor provides a program of diverse services for the school community including a classroom-based guidance program and school wide Character Counts program. The counselor coordinates special programs that address drug use prevention, Internet safety, career awareness, and anti-bullying. The student ambassador program supports new students in their transition to our school is under the counselor's direction.

The counselor is available to all students at STAOPCS. A student may be referred by a teacher, staff member, or parent. A child may also ask to talk to the counselor. Typically, the counselor works with students individually, in small groups and in classrooms to address their needs. Some of the issues addressed in school counseling include but are not limited to classroom performance, conflict resolution, social skills, family issues, behavior, peer relations, anxiety, stress, and learning differences. When working with students the counselor is the student's advocate.

A strong guidance and counseling program promotes school success. At STAOPCS we strive to build a welcoming and supportive school environment where everyone is valued and respected. The school counselor is an important resource in the school community working to help students develop wholesome self-concepts, self-discipline and skills to choose safe and healthy lifestyles.

## **HIGH SCHOOL RECOMMENDATIONS**

Recommendation forms for high school placement, school transfers, etc. are handled by the school counselor. High school recommendations will be processed beginning in November of the school year. Parents are asked to provide the forms to the school counselor along with an envelope that is addressed and stamped. The school counselor distributes forms to the appropriate school personnel for completion. The forms are completed in a timely manner by the school personnel and returned to the school counselor. The completed forms are mailed or faxed directly to the requesting school by the school counselor. Pastor recommendation forms are handled through the parish office. Please let the school know where students have been accepted for high school and if they have received a scholarship.

## HONORS, AWARDS, & RECOGNITION

### Academic Awards

#### St. Anthony Honor Roll

- Grades 6-8 -A's in Religion, Reading, English, Math, Science, & Social Studies  
-E's or S's in Electives and Conduct

#### Paduan Honor Roll

- Grades 6-8 -A's with no more than one B in Religion, Literature, English, Math, Science, & Social Studies  
-E's or S's in Electives and Conduct

### Administrative Programs

Students may be recognized through Character Counts, Writing Leaders, and Bringing Up Grades (BUG) Club. Classes work together to earn Dynamite Dolphins.

### Citizenship Awards

#### Paduan Pride Award

One or two students from each advisory are chosen by their teacher based on overall conduct, leadership, citizenship, and behavior. Conduct grade is S or above.

#### Christian Spirit Award

One or two students from each advisory are chosen by their teacher from peer nominations based on their demonstration of Christian values, character traits, and behavior. Conduct grade is S or above.

#### Beacon of Light Award

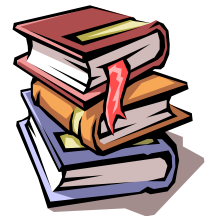
One or two students from each advisory are chosen by their teacher based on overall effort and/or improvement during the quarter. They serve as role models or "beacons of light" for others.

## INVITATIONS, GIFTS, ETC.

Invitations may not be given out at school unless all students in the class or all students of the same gender in the class are included. Favors and gifts are not distributed at school.

## LIBRARY/MEDIA CENTER USE

The library/media center is central to the school's total educational mission. The library is open from 7:30-3:20 daily. It is fully integrated into the curriculum serving the school's educational goals and objectives. The library/media center strives to ensure that students are effective users of ideas and information, develop a love and enthusiasm for reading, and become effective researchers. We collaborate with staff to encourage students to be independent lifelong users of ideas and information. We promote reading as a means for learning and enjoyment. We provide instruction that includes multiple literacies including information, digital, visual and technology literacy. Our students become independent library users, informed users of information and lifelong learners and readers.



- Students in 6th-8th may check out up to three books and books may be renewed. Checkout limits may be extended for a project or an assignment.
- Students are responsible for bringing library materials back on time. Students may not check out any library materials if they have overdue books.
- Lost or damaged materials should be reported to the librarian. If a book is lost or damaged beyond use, the student will pay the cost of the book plus a \$5.00 handling charge so that it may be replaced in the library.



- Library fines are assessed in middle school at a rate of \$.05 per day that the book is overdue, including weekends.
- Refunds will not be issued for books which are located *after* fees have been processed.
- Report cards may be held for overdue library materials.

## LOCKERS

Lockers are assigned to students to keep their belongings in during the school day. **Locker combinations should not be shared with anyone.** Students will be held responsible for any damages to their locker. Students may only use magnetized items for locker décor. Tape and adhesives are prohibited. Students should not open or use lockers other than their own.

Students are expected to keep their belongings in their lockers when not in use. Books, backpacks, etc. are not permitted on hallway floors. Any items found in the halls will be confiscated. Lockers are cleaned out the last week of school. Items left in lockers will be held in the Assistant Principal's office. They will be discarded if not picked up by the 5<sup>th</sup> day after the last day of school.

## LOST AND FOUND

Articles of clothing, lunch boxes, and backpacks should be labeled with the first initial and last name of the student. "Lost and found" items are kept upstairs near the student information board or in the school office reception area. At the end of each quarter items remaining in "lost & found" will be donated or discarded.

## LUNCH

- Students bring lunch from home or purchase a lunch from the school's lunch catering program.
- Students who bring their lunch do not have access to cold storage or heating appliances. Large cooler type lunchboxes are not permitted due to the limited space in lockers for storage. Students bringing lunch and snacks must furnish utensils and condiments.
- Carbonated drinks, gum, and glass containers are prohibited.
- **Fast food may be brought in for birthdays, but not on a regular basis.**
- The cafeteria is open from September through April for parents or guardians to have lunch with their students. Details for parents are included in the Family Handbook.



## PARTICIPATION IN PHYSICAL EDUCATION

Students are expected to participate in classes unless injured or ill. A note from a parent to the PE teacher is needed to be excused from participation. If a child cannot participate for more than one week, a doctor's excuse is required. If a student-athlete is unable to participate in physical education class due to sickness/injury, coaches will be notified that the student will not be able to participate in school athletics (practices or games) that afternoon or evening. Students in 6<sup>th</sup>-8<sup>th</sup> grade are required to wear the school PE uniform during classes. Appropriate footwear is important for safety. Students are required to wear appropriate tennis shoes on PE days as part of the PE uniform.

## PERSONAL PROPERTY

- Toys, CD players/walkmans, tape recorders, laser pens, handheld computer games, iPods, MP3 players, iPads, eReaders, electronic games, portable stereos, other electronic gadgets, etc. should not be brought to school. Inline skates, skateboards, and shoes with concealed inline wheels are prohibited on school property. The school is not responsible for damage, breakage, lost items, or liability for injury. If school personnel see students with personal property that should not be at school, items are confiscated and held until the end of the school day. Repeated incidents may require parents to come to school to retrieve the items from the teacher or administration.



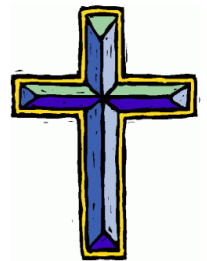
- Use of student cell phones to send or receive phone calls or text messages, access the Internet, take photographs or access any other application for which the phone is capable is prohibited during the school day. Cell phones must be turned off and not visible during the school day. Cell phones should be kept in backpacks or lockers. The use of cell phones in locker rooms and restroom areas at any time while at school is prohibited. The school is not responsible for cell phones/smartwatches that are damaged, lost or stolen. If school personnel see students with a cell phone or using a smartwatch for anything other than telling time, it is confiscated and given to administration. On the first incident students are required to meet with administration at the end of the day to retrieve their cell phone/smartwatch. The second incident requires that parents come to school to retrieve the cell phone/smartwatch from administration. Additional incidents and/or serious violations of cell phone/smartwatch regulations may result in a student losing the privilege of having a cell phone/smartwatch on campus. If administration suspects that a cell phone or smartwatch has been used in violation of guidelines, photos, call history, text messages, etc. may be viewed.
- Smartwatches are not allowed on campus unless necessary for medical reasons. A smartwatch is defined as any watch that can send/receive calls, texts or date and/or access the Internet. Smartwatches must be turned off and not visible during the school day. Smartwatches should be kept in backpacks or lockers. The use of smartwatches in locker rooms and restroom areas at any time while at school is prohibited. The school is not responsible for watches that are damaged, lost or stolen. If school personnel sees students with a smartwatch, it is confiscated and given to administration. On the first incident students are required to meet with administration at the end of the day to retrieve their smartwatch. The second incident requires that parents come to school to retrieve the smartwatch from administration. Additional incidents and/or serious violations of smartwatch regulations may result in a student losing the privilege of having a smartwatch on campus. If administration suspects that a smartwatch has been used in violation of guidelines, photos, call history, text messages, etc. may be viewed.

## **RELIGION**

Catholic Schools have as their central goal the formation of disciples providing students with opportunities to learn and live their Catholic faith. The foundation for our Catholic Identity comes from the command of Jesus. "Go, therefore, and make disciples of all nations". (Matthew 23:19) We recognize Christ as the unseen but ever present teacher in our classrooms. With Him as our model, we work together to provide students with experiences and opportunities to know and feel God as a real presence each day.

Students are encouraged and expected to live as Jesus taught us to live accepting the responsibility for serving others by sharing the gifts and talents received from God. We follow the teaching and example of Jesus and seek to have others do the same as Disciples of Christ. Religion is taught daily as a separate subject and integrated into other subjects. Prayer is integrated into the school day. Students attend Mass, which is usually on Wednesdays and also on holy days. Students are given opportunities to participate in the sacrament of reconciliation. Official uniforms are worn for Masses, prayer services, etc. unless other directions are given. Students should come to school dressed for Mass. Ties and dress shoes should remain on all day on mass days. Students may change into tennis shoes for PE and then back into dress shoes for the remainder of the school day.

Students who have been trained as altar servers in the parish may serve at school Masses. Students may also serve as cantors, choir members, lectors, gift bearers, etc. for Mass. Students participate in and may lead quarterly meetings of Paduan Pods (multi-grade groups). Students participate in Catholic traditions such as feast days, Living Rosary, Stations of the Cross, and May Crowning. Students are expected to participate in stewardship projects.



## Stewardship

We are all called to serve humankind with Christ as our model. To be of service to others, we are called to put our love for God into action as disciples, to help “the least of our brothers”, to act as Christ has enjoined us to when he said, “Love one another as I love you.” (John 15: 12). Members of our school community are encouraged to live as Jesus taught us to live and accept our responsibility as disciples for serving all people by sharing the gifts and talents received from God through stewardship/service projects.

Stewardship is a key component to our religion program allowing middle school students to experience the grace and joy of giving, to be reminded of their mission to serve, and to respond to Christ’s call to serve. Why stewardship/service projects? As followers and Disciples of Christ, we are asked to reach out to others through the Beatitudes and Works of Mercy. On a societal level, federal, state, and local governments encourage youth to participate in service projects. On a personal level:

- It can be a powerful force for change, not only for those helped, but for those who serve
- It can make a difference in their, or someone else’s, life
- It can impact their future choices: many colleges, looking for the ideal candidate for their school, look beyond grades, for the person who will have something more to offer
- It can help your student find their life’s direction or career
- It’s the right thing to do (the government promotes volunteering; even public grade and high schools are requiring their youth to volunteer)

Responding to our Baptismal commitment to serve others, we have incorporated a service requirement into religion class in Middle School. **The service hour requirements are: 6<sup>th</sup> grade, 10 hours; 7<sup>th</sup> grade, 12 hours; 8<sup>th</sup> grade, 14 hours.** Students complete their service hours through the school year. They are given a log in which they record the date, service performed, the number of hours, and signature of the supervisor. The completed log is turned in to the religion teacher at the end of the school year and is a major religion grade for the fourth quarter. Service hours are not typically done during school hours. Service hours are done on a volunteer basis for a group, agency or family. Service hours are done without pay. Service can be babysitting, helping around the house with chores that are not the student’s usual or expected responsibilities, or serving at Sunday Masses/Holy Week services, etc. The focus of service is finding an opportunity to offer oneself for the good of others, to be a witness to and for one another, and to actively put one’s faith into action as a true disciple of Christ.

## SCHOOL SUPPLIES

Most school supplies are included as part of the application fee. Certain grade levels may require that students purchase a binder of their choice. This will be communicated through the homeroom teacher. Students, who use supplies in excess, may be asked to purchase additional supplies during the school year. Liquid paper may not be used. Backpacks must be large enough to hold textbooks and a 9 1/2" x 11" folder but small enough to fit into a student’s locker. Please label backpacks, and lunch boxes.



## SOCIALS

Socials provide the opportunity for students to interact with classmates outside the classroom setting. Middle school and auxiliary staff members sponsor a fall and a spring social. A fee is charged for attendance. Dress Code is consistent with the requirements for a free dress day or t-shirt and jean day at school. Anyone violating the dress code will be asked to call his/her parents to bring proper attire. School rules and expectations for conduct and behavior apply for socials. Cell phones will be collected upon arrival to the social and returned at departure. Students may lose the privilege of attending future middle school socials if inappropriate dress or behavior is an issue.

**UNIFORM REGULATIONS AND DRESS CODE**

NOTE – A color chart is available for reference on the school web page.

Parents and students are responsible for seeing that garments worn are properly fitted and comply with regulations. The school reserves the right to determine if a student's grooming and dress meet the standards of STAOPCS. If students come to school out of uniform or inappropriately dressed for the day parents may be called to bring the appropriate garments. A student's conduct grade is reduced for uniform and dress code violations. Effective in the 2019-2020 school year, all students PreK3-7<sup>th</sup> grade, should be wearing the Risse Brothers uniform.

Official uniforms must be worn for Mass, some field trips, and other special occasions. In most cases, the last Friday of the month is Spirit Shirt & Jeans Day. Students may wear their school spirit t-shirt (current year is preferred) with blue jeans, blue jean capris, long blue jean shorts, uniform shorts, skorts or slacks and must follow the regular policy for shoes. Students are required to be in appropriate attire for designated *Non-Uniform/Free Dress Days*, *School Sponsored Events*, or anytime they are on campus. Clothing must be modest and appropriate for wear in the Catholic school setting. The length of skirts and dresses should be no shorter than 2" above the knee. Tank tops, halter-tops, midriff shirts, shorts shorter than fingertip length, or any garments exposing an inappropriate amount of a student's body are not permitted. Clothing should not be too tight or revealing. Garments with advertisements for cigarettes, alcohol, or music groups may not be worn. Garments with offensive or inappropriate language, graphics, or symbols may not be worn. Garments such as sweatshirts and t-shirts with appropriate references to collegiate or sports teams are acceptable on non-uniform days. Hats/caps are not indoor wear and not allowed in the classroom. When blue jeans are worn, they may not be frayed, tattered, too tight, too baggy, or too low. Boots with heels no higher than one (1) inch are permitted on free dress days. On Free Shoe Days students are allowed to wear school appropriate shoes in the color of their choice.

Shoes should be mainly black, brown, navy, gray, tan, or white with rubber soles. Details on shoes should be minimal and colors are limited to those reflected above or in the school plaid. Florescent or neon colors are not permitted for shoes or laces. Athletic shoes are acceptable. Shoelaces should match the color of the shoe, be free of charms/other decoration, and be tied. Velcro fasteners are acceptable. Sandals, crocs, flip-flops, clogs, high top, light up tennis shoes, shoes with a concealed incline wheel, platform shoes or heels higher than 1 inch are not permitted. Shirts should be tucked in. Layering of additional garments such as turtlenecks is prohibited. Non-uniform coats and jackets with zippered or buttoned fronts can be worn outdoors in colder weather and are hung in student cubbies or lockers during the day. The school sweater, school sweatshirt, or school jackets are the only articles allowed indoors as covering over the school uniform. Students may wear non-uniform coats and jackets when traveling from the school building to the church for Mass in colder weather. If students are on the altar, the only acceptable outerwear is the school cardigan sweater. Undergarments that can be seen through white oxford shirts should be white and free of graphics and advertising. Ties and dress shoes should remain on all day on mass days. Students may change into tennis shoes for PE and then back into dress shoes for the remainder of the school day.

Students are expected to be neat, clean, and well groomed. Hair should be worn neatly and not interfere with vision. Extreme/exaggerated haircuts or styles including shaved styles, bleached, or dyed hair in colors that do not occur in nature are not permitted. Boys' hair must be cut above the ears and shirt collar in back. Boys may not wear ponytails or braids. Girls may wear bows, scrunchies, barrettes, headbands, etc. in solid school colors or the school plaid. Florescent or neon colors as well as bandanas are not permitted.

Watches that do not beep or chime may be worn. Religious medals or crosses may be worn under uniform shirts or blouses. Girls may wear a small ring, and stud earrings. Body piercing is prohibited with the exception of a single ear piercing on the lower ear lobes for girls. Additional jewelry, wristbands, make-up, nail polish, false nails, hair extensions, and tattoos are not worn.

Parents and students have the option to purchase items through our online Spirit Store at <https://teamlocker.squadlocker.com/#/lockers/st-anthony-of-padua-catholic-school-spirit-store>. Students may wear outerwear (sweatshirts/jackets) either from Risse Brothers or Squad Locker during the school day. These are the only items that may be worn over the official school uniform while indoors.

#### **GIRLS 6TH—8TH GRADES**

##### **Official Uniform**

- Navy kilt skirt with dolphin logo (no shorter than 1 inch above knee)
- White oxford with logo
- Navy snap tie
- Solid navy socks (knee-hi)
- Black, brown, navy, gray, tan or white shoes
- Topsiders or dress shoes are worn for Mass with the official uniform

##### **Options**

- Navy or khaki skort with biker shorts and dolphin logo (no shorter than fingertip length)
- Navy or Khaki slacks with dolphin logo
- Navy knit or Dri Fit shirt with logo worn with skorts or slacks only
- Yellow knit shirt with logo worn with skorts or slacks only
- Navy cardigan with crest monogram, school sweatshirt or school jacket with logo
- School t-shirt worn on designated t-shirt days only
- Solid navy or white socks or tights

#### **BOYS 6TH—8TH GRADES**

##### **Official Uniform**

- Navy slacks with dolphin logo
- White oxford shirt with logo
- Navy & Khaki tie
- Brown braided belt
- Navy or black socks (no ankle socks)
- Black, brown, navy, gray, tan or white shoes
- Topsiders or dress shoes are worn for Mass with the official uniform

##### **Options**

- Navy or Khaki shorts (no shorter than fingertip length) or slacks with dolphin logo
- Navy knit or Dri Fit shirt with logo
- Yellow knit shirt with logo
- White socks
- Navy cardigan with crest monogram, school sweatshirt or school jacket with logo
- School t-shirt worn on designated t-shirt days only

## **VISITORS**

Alumni and former students wishing to stop by to visit with friends during the school day may do so only during scheduled lunch times with prior approval. No visitors are allowed during class times, recess or social time.

## INSTRUCTION

### FIELD TRIPS

Participation in field trips is a privilege and not a right. Participation is earned through good conduct. School rules and expectations for conduct apply to field trips. A student who receives an N or U as a quarterly conduct grade may not be allowed to participate in field trips during the school year. A student receiving a Level 2 or Level 3 infraction while on an overnight field trip may lose the privilege of participating in future overnight field trips. Permission slips must be signed and returned before the field trip so that students can participate.



Students may be given the opportunity to participate in extended and/or overnight field trips. Students must travel with the school group both to and from field trips unless there is an emergency. Students may not leave overnight field trips early or join the group late unless there is an emergency. Students who choose not to participate in an overnight field trip are expected to attend school each day of the field trip completing assignments designated by the teacher(s).

Students attending overnight field trips may bring cell phones. However, provisions will be made so that cell phones are collected and secured for the larger portion of the day. Cell phones will be distributed to students at a designated time for a specific amount of time allowing them to communicate with parents and guardians.

Official uniforms are worn for field trips unless other instructions are given. Property damage caused by a student on a field trip is the responsibility of the student's family.

### GRADING

- In 6<sup>th</sup>-8<sup>th</sup> grades major subjects are weighted. Quarterly averages are based on: major grades (chapter daily grades, etc.) equal 40%.
- Middle school students take mid-term and final exams in major subjects and high school credit electives. Semester elective exams will be administered the week prior to core semester exams. Semester grades are based on: first quarter grade equals 40%, second quarter grade equals 40%, and the semester exam grade equals 20%.
- Grades for papers without names are reduced by a maximum of 5 points.
- Students begin each nine-week period with a grade of 100 as their homework grade in FACTS®. Each day a homework assignment is not turned in or completed 5 points will be deducted. Homework grades are updated weekly in FACTS®. After 5 school days, the student earns a grade of 0 but must still complete and submit all work to demonstrate mastery and understanding of material. An "I" remains in the grade book until homework is turned into the teacher. Math homework is a major grade.
- Grades on assignments and projects are reduced by a maximum of 5 points for each day late. After 5 school days, the student earns a grade of 0 but must still complete and submit all work to demonstrate mastery and understanding of material. An "I" remains in the grade book until the work is turned into the teacher.

A+

### MISSING WORK

Recognizing that all students at STAOPCS are capable of doing grade-level work and that we expect them to use their God-given gifts to reach their potential, students are encouraged to complete and turn in work in a timely manner. Rather than students earning a zero for incomplete or late work which is counter-productive for motivation and life-blocking, students are given an "I" for incomplete. Incompletes are recorded in teacher gradebooks and appear in weekly online grade reports to parents. Students

must be responsible and accountable while imposing logical consequences for not completing and turning in the work on time.

The following procedures have been established to encourage students to demonstrate their understanding of concepts taught:

### 6<sup>th</sup>-8<sup>th</sup> Grades

- Teachers will assign a referral when a student fails to complete and/or turn in class work, homework, projects or long-term assignments.
- The teacher works with students during social time and/or lunch to complete the work. The teacher does not provide tutorial assistance. The student is responsible for turning completed work in to the teacher.
- Class Work - If class work is not completed during the class period, it may be sent home as part of homework for that evening. If a student returns to school the next day and it is incomplete, points will be deducted for late work.
- Homework - If homework is not completed and turned in on time, the student is given a referral.
- Parent conferences may be necessary to discuss support for a student's work habits. Additional strategies and consequences may be implemented.
- Students with an "I" on mid-term progress reports/report cards are placed on probation and not allowed to participate in athletic games or other after-school extra-curricular activities for two (2) weeks. Probation is removed if work is turned in.
- Students with an "I" at the end of the year will not be promoted to the next grade level or re-enrolled for the next year until the work is completed and turned in.
  - ❑ Violations of the Honor Code involving cheating and/or plagiarism result in a level 3 infraction and an appropriate consequence. The student will receive a zero on the assignment/assessment. Parents will be notified by the teacher. Future incidents that involve cheating and/or plagiarism will jeopardize the student's continued enrollment. More information on the Honor Code and violations of the Honor Code can be found in the Discipline - A Call to Responsibility section of this handbook (page 73). Academic and conduct grades may affect a student's eligibility for awards and participation in athletics, and extracurricular activities including field trips. Students with a Level 3 infraction will not be eligible for certain privileges including but not limited to: awards, NJHS, Student Council, CMLT, etc.
  - ❑ Report cards may be withheld at year's end when financial responsibilities to the school have not been met.
- Academic and conduct grades may affect a student's eligibility for awards and participation in athletics, and extracurricular activities.

Major subjects (Religion, English, Literature, Math, Science, & Social Studies) receive grades of:

Outstanding		Above Average		Average		Below Average		Failure
A+	99-100	B+	91-92	C+	84-85	D+	76-77	F Below 70
A	95-98	B	88-90	C	80-83	D	72-75	
A-	93-95	B-	86-87	C-	78-79	D-	70-71	

- *Other subjects* (electives) and *conduct* receive grades of:

Excellent		Satisfactory		Needs Improvement		Unsatisfactory	
E	90-100	S	80-89	N	70-79	U	Below 70

- Conduct grades - Students receive a single conduct grade each quarter. The grade for the quarter is an average of weekly conduct grades. Students are issued a conduct card each week. The card travels with the student to all classes. If a student has an infraction, the teacher marks the infraction on the student's conduct card. Infractions fall into levels with each level having an assigned value. The value for the infraction is deducted from the student's weekly conduct grade. The student's conduct card is sent home in the Friday folder for parent signature as acknowledgement. 8<sup>th</sup> grade students who earned a 100 in conduct are not required to get parent signatures however, conduct cards must be returned to school the next day. Lost conduct cards will result in a grade of 60 in conduct for that week. Failure to return the conduct card or to get a parent signature as acknowledgement is an infraction.
- A child receiving an N or U as a quarterly conduct grade may not be allowed to participate in field trips during the school year. A student receiving a Level 2 or Level 3 infraction while on an overnight field trip may lose the privilege of participating in future field trips. Students receiving a Level 3 infraction during the quarter are not eligible for Honor Roll or Citizenship Awards. All level 3 infractions result in a 0 in conduct for the week. Level 1 and 2 infractions are logged into FACTS<sup>®</sup> by the teacher. Level 3 infractions are logged into FACTS<sup>®</sup> by Administration. In 4<sup>th</sup> – 5<sup>th</sup> grade, level 2 infractions may result in a detention. A child who has an N or U as a final conduct grade for the year will be on disciplinary probation for the 1<sup>st</sup> quarter of the following year.
- Posting Grades - Grades are live through FACTS<sup>®</sup> for student and parent access. Grades taken on Wednesday, Thursday or Friday of that week may not appear until the next week's posting. Additional time may be needed for teachers to grade longer assignments and/or projects. Efforts will be made to report student grades in a timely fashion.

## **HOMEWORK**

Assignments will be recorded using a method that the student chooses, for example, an assignment notebook or the Chromebook™ to help parents monitor student assignments and help students build responsibility. In addition, homework is posted on teacher web pages in ParentsWeb<sup>®</sup>. Students in grades 6-8 can expect 45-75 minutes of homework per night. Times are based on average students - some students finish faster and some students may require additional time for completion. If your child consistently experiences difficulties completing assignments within reasonable time frames, contact your child's advisor or teachers.

Homework and long-term projects such as book reports should remain the student's work. Homework and projects may be given in all middle school subjects including electives. Classroom warm up activities (bell work) is not considered homework and is completed and graded like class work. Mid-term, final exam, & IOWA<sup>®</sup> testing weeks are "Dead Weeks" used solely for studying.

## **MAKE UP WORK**

- Students are responsible for obtaining missed assignments and class work.
- Make up work for an absence is due in the same number of days that the student is absent or deductions for late assignments may be taken.
- Make up tests or exams in middle school can be given before or after school. Students need to make arrangements with their teacher.

## **PROMOTION TO THE NEXT GRADE**

If a student receives a grade below 70, the student fails the subject. A student failing one subject is placed on academic probation for the next school year. If the student is in 6-8 grades, successful completion of the course in summer school is required so that the student can be given credit for completion and remains on track for graduation in 8<sup>th</sup> grade. Should a student in 8<sup>th</sup> grade fail a subject, he/she will participate in graduation activities however a diploma and transcript for the student will be issued only after successful completion of the course in summer school. If a student receives a final grade in



conduct of N or U, the student will be placed on behavioral probation for the next school year. Grades of "I" at the end of the school year will affect student promotion, issuance of middle school credits, and/or reenrollment for the following year.

### **TEST SCHEDULE**

Teachers publish scheduled tests and projects to ParentsWeb© and/or Google Classroom calendars. Grades may also be taken for quizzes, daily work, labs, etc. A schedule for mid-term and final exams is published.

## **COMMUNICATION**

### **ASSIGNMENTS**

Students should record their assignments daily. In addition, homework, test dates, due dates, etc. are posted on teacher web pages. These are accessed through ParentsWeb®. In 6<sup>th</sup>-8<sup>th</sup> grades daily signature by parents is not required unless a student experiences difficulties during the school year with organization, homework, etc.

### **ELECTRONIC COMMUNICATION**

Electronic communication between students and school faculty or staff members is permitted only through the school's phone system, email system or school/teacher web sites.

### **GREEN FRIDAY FOLDERS**

Students bring home a green folder on Friday of each week. The folder contains weekly conduct cards. Students are asked to review these with parents. Parents are required to provide a signature as acknowledgment on conduct cards. 8<sup>th</sup> grade students who earned a 100 in conduct are not required to get parent signatures however, conduct cards must be returned to school the next day. Folders may also include communication from the office such as order forms which may not be available on through the school web site.

### **PROGRESS REPORTS**

A student's academic progress can be monitored weekly by reviewing grades through ParentsWeb®. In addition, progress reports are generated through ParentsWeb® at the midpoint of the quarter.

### **REPORT CARDS**

Report cards are distributed at the end of the quarter through FACTS®.

## DISCIPLINE – A CALL TO RESPONSIBILITY

### DISCIPLINE & DISCIPLESHP

St. Anthony of Padua Catholic School has high expectations for appropriate student behavior. We emphasize discipline through discipleship, helping students to recognize the voice of God, understanding the message, and acting upon it freely. Discipleship encourages students to make life-giving choices, to demonstrate respect and dignity for all, to build community, and to accept responsibility for words and actions.

With Christ as our model we strive for a positive, non-disruptive environment. We address issues in order to hold students responsible for their choices. Misbehavior is considered an opportunity to turn a poor choice into an experience of growth through logical and natural consequences. We expect students to restore or replace what they damage and reconcile with those they hurt. Our school discipline program is aimed at formation and the cultivation of discipleship and Christian character.

### CHARACTER TRAITS, SOCIAL SKILLS, & MANNERS

Reverence for the dignity of each person is important to the development of a culture of discipleship. Christ-like character traits, social skills, and manners lead students to becoming true disciples who act in love respectful of themselves and all they meet. St. Anthony of Padua focuses on the following Christ-like character traits and social skills in middle school.

### CHARACTER TRAITS

#### REVERENCE (*Self-Discipline & Sincerity*)

- is showing honor or respect, especially to something or someone sacred or holy.

#### RESPECT (*Courtesy & Golden Rule*)

- is treating others, as you would like to be treated.
- is being considerate of other people's feelings.
- is showing high regard for authority, people, and yourself.

#### RESPONSIBILITY (*Dependability & Trustworthiness*)

- is being dependable and accountable for your words and actions.
- is doing your best and never blaming others for your mistakes.

#### KINDNESS (*Compassion & Generosity*)

- is being caring, compassionate, loving and considerate.
- is showing concern for the feelings of others and being helpful and generous
- is doing good without thought of a reward or getting something in return

#### HONESTY (*Integrity & Truthfulness*)

- is telling the truth and admitting wrong doing.
- is never cheating, stealing, or plagiarizing.

#### PERSONAL BEST (*Maturity & Initiative*)

- is giving 100% to everything that you do.
- is not giving up even when it is difficult.

#### COOPERATION (*Teamwork & Helping*)

- is working with others to accomplish a common purpose.
- is interacting with people in a respectful way that helps everyone to succeed.

#### PERSEVERANCE (*Patience & Determination*)

- is working to accomplish something with determination and hard work.
- is continuing to try to do something in spite of obstacles, difficulties, or failure.

#### CITIZENSHIP (*Stewardship & Sportsmanship*)

- is being involved in service to school, community, and country.
- is obeying rules, respecting authority, and using good manners.
- is accepting responsibility for actions.

#### FAIRNESS (*Justice & Acceptance*)

- is practicing justice by doing what is right to make sure others are not treated badly.
- is practicing equity and equality.
- is cooperating with one another and valuing differences.

## **SOCIAL SKILLS - "What Would Jesus Do?"**

### **HOW TO ACTIVELY LISTEN**

1. Look at the person who is talking.
2. Sit or stand quietly.
3. Listen with your ears, eyes, and heart.
4. Wait until the person is finished talking.
5. Show that you understand.

### **HOW TO COMPLETE A TASK**

1. Listen to or read instructions carefully.
2. Think about the steps needed to complete the task.
3. Get everything together that you will need for the job.
4. Focus all of your attention on the task ignoring distractions and interruptions.
5. Work carefully and neatly.

### **HOW TO MANAGE EMOTIONS (such as anger, frustration, or jealousy)**

1. Identify the emotion when it arises.
2. Breathe slowly and deeply to relax.
3. Think about how to respond appropriately.
4. Put your plan in place.
5. If needed, discuss your emotion or plan with a caring adult or friend.

### **HOW TO REPORT PEER BEHAVIOR**

1. Look at the adult.
2. Use a calm voice.
3. Give a specific description of peer's inappropriate behavior.
4. State the reason for the report.
5. Thank the adult for listening.

### **HOW TO RESOLVE CONFLICT**

1. Get the facts. (Find a good time and place to talk.)
2. Listen carefully. (Pay attention, ask good questions, show you understand, and stay calm.)

3. Use "I" statements. (I feel \_\_\_\_\_. I want you to \_\_\_\_\_. I will \_\_\_\_\_.)
4. Brainstorm a solution. (Work together, think of lots of ideas, and discuss calmly.)
5. Compromise. (Find an idea everyone can accept.)

### **HOW TO DEAL WITH PEER PRESSURE**

1. Look at the person or group.
2. In a calm voice say "NO" to any activity you do not want to do.
3. Suggest something else to do.
4. Continue to refuse to participate. If necessary, leave the group.

### **HOW TO ACCEPT DECISIONS, CORRECTIONS, AND CONSEQUENCES FROM AUTHORITY**

1. Look at the person who is talking.
2. Remain calm and quiet.
3. Show that you understand.
4. Calmly ask for a reason if you really don't understand.
5. Respect the adult by not arguing, pouting, or getting angry.
6. If you disagree, bring it up later.

### **HOW TO DISAGREE APPROPRIATELY**

1. Look at the person.
2. Use a calm voice.
3. State your disagreement and reason in a respectful manner.
4. Thank the person for listening.

### **HOW TO APOLOGIZE**

1. Look at the person.
2. Use a calm voice.
3. Say specifically what you are sorry about.
4. Explain how you plan to do better in the future.
5. Ask the person to accept your apology.

### HOW TO SOLVE PROBLEMS

1. Describe what the problem is.
2. Come up with two or more solutions.
3. Look at the disadvantages of each option.
4. Look at advantages of each option.
5. Decide on the best solution and put it into action.

### HOW TO COOPERATE WITH OTHERS

1. Discuss goals or tasks with others.
2. Decide what each person must do to accomplish the goal.
3. Give and accept constructive criticism.
4. Share information and resources. If playing a game, follow the rules.
5. Praise the efforts of others.

### HOW TO GREET OTHERS AND INTRODUCE YOURSELF

1. Look at the person and smile.
2. Use a pleasant voice.
3. If greeting someone, make a verbal greeting.
4. If introducing yourself, shake the person's hand, say your own name, and make a friendly statement.

### HOW TO OFFER HELP TO OTHERS

1. Look at the person who may need help.
2. Use a pleasant voice.
3. Ask the person if you could help them.
4. Respond to their answer or need.

### HOW TO ENGAGE IN CONVERSATION

1. Look at the person or group you are with.
2. Wait until no one else is talking.
3. Use a pleasant voice.
4. Ask a question or begin talking about a new topic.
5. Pause to listen and give others a chance to talk.
6. Respond with a comment without changing the subject.

### HOW TO SHOW APPRECIATION

1. Look at the person.
2. Use a pleasant voice.
3. Say "Thank You". Describe what the person did that you liked.
4. Say why you appreciated what he or she did.
5. Offer your help in the future

### HONOR CODE

The honor code at St. Anthony of Padua helps students to strengthen their ability to make good decisions about basic matters of right and wrong. Students are expected to make a personal commitment to the school's honor code. It is expected that students will abide by the Honor Pledge:

On my honor, I will not lie, cheat, or steal, and I agree to conduct myself responsibly and honorably in all activities at St. Anthony of Padua. I will conduct myself in such a manner that as a follower of Christ, my mind is drawn to wisdom, my heart to courage, and my soul to God.

Definitions:

#### Lying

Students are expected to be completely truthful in all of their communications with the school. Lying includes but is not limited to:

- Knowingly telling an untruth
- Intentionally withholding a truth/information
- Presenting an incomplete accounting of oneself or a situation

### Cheating

Cheating is intentionally presenting another's work, research, or conclusions as his/her own without teacher approval. Cheating is, but is not limited to:

- Copying or giving an assignment to another student.
- Forgery of signatures.
- Use of unauthorized reference materials (cheat notes) on tests or exams
- Using any source without giving proper credit
- Copying or taking ideas from the writing of another person and passing them off as if they were the student's own, which is known as plagiarism.
- Unauthorized possession of test or exam information.
- Student knowingly looking at another student's exam or sharing an answer and/or sharing the content of a test or exam with another student and/or sibling.

### Stealing

Stealing is taking, possessing, using or borrowing someone else's property or the school's property without permission. Vandalism is the willful destruction of another's or school's property and is a form of stealing.

### **PUBLIC DISPLAY OF AFFECTION (PDA)**

Catholic schools promote friendship, charity, kindness, love and respect for self and others. However, inappropriate displays of affection, such as kissing, touching, or embracing that suggest more than simple friendships are not permitted on campus or at school sponsored events and will result in disciplinary action.

### **SCHOOL WIDE & CLASSROOM DISCIPLINE PLANS**

Students are expected to maintain appropriate behavior while at school. St. Anthony of Padua has a **school wide discipline** plan that revolves around four (4) beliefs that students and staff try to model each day. St. Anthony of Padua Catholic School staff and students work to...

- ✓ **BE *Respectful***
  - ✓ **BE *Responsible***
  - ✓ **BE *Safe &***
  - ✓ **BE *Christ-like***
- in all that we do.

The chart on the next page details the school wide expectations for behavior based on the four beliefs.

## St. Anthony of Padua Catholic School

EXPECTATIONS Mighty Dolphins will...	Be Respectful	Be Responsible	Be Safe
ALL SETTINGS & COMMON AREAS (Before, During & After School, including athletic & fine arts events)	<ul style="list-style-type: none"> <li>• Use appropriate voice levels</li> <li>• Use kind words, actions &amp; manners</li> <li>• Follow adult directions</li> <li>• Be inclusive</li> <li>• Respect others, their space &amp; property</li> <li>• Treat others the way you want to be treated</li> </ul>	<ul style="list-style-type: none"> <li>• Care for personal &amp; SAOP property</li> <li>• Wear full &amp; proper uniform daily &amp; follow free dress guidelines</li> <li>• Obey Honor Code</li> <li>• Stand up for what you know is right</li> <li>• Take responsibility for your choices &amp; attitudes</li> <li>• Leave inappropriate items such as gum, toys, etc. at home</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet &amp; objects to self</li> <li>• Settle conflicts with kind words</li> <li>• Walk unless participating in PE, recess or athletics</li> <li>• Use materials &amp; equipment safely</li> <li>• Report unsafe conditions &amp; actions</li> <li>• Stay where adults can see you at all times</li> </ul>
ARRIVAL	<ul style="list-style-type: none"> <li>• Greet others appropriately</li> <li>• Use quiet voices</li> <li>• Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>• Arrive on time</li> <li>• Go directly to classroom</li> <li>• Be ready to learn by 8:00 am</li> </ul>	<ul style="list-style-type: none"> <li>• Exit vehicles onto sidewalk</li> <li>• Walk on sidewalk to building</li> <li>• Enter through front doors only</li> <li>• Follow hallway expectations</li> </ul>
HALLWAYS, STAIRWAYS, & SIDEWALKS	<ul style="list-style-type: none"> <li>• Respect Quiet Zones</li> <li>• Respond appropriately to adults</li> <li>• Hold doors for others</li> <li>• Respect other people's space</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands &amp; feet to self &amp; away from walls &amp; windows</li> <li>• Go directly &amp; promptly to your destination</li> <li>• Keep areas clean</li> <li>• Report unsafe conditions or actions</li> </ul>	<ul style="list-style-type: none"> <li>• Walk to the right</li> <li>• Walk facing forward &amp; in line</li> <li>• Step on every step &amp; hold handrail</li> </ul>
OFFICE	<ul style="list-style-type: none"> <li>• Respect Quiet Zones</li> <li>• Use kind words, actions &amp; manners</li> <li>• Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>• Return to your classroom promptly</li> <li>• Get permission to use a phone</li> </ul>	<ul style="list-style-type: none"> <li>• Stay inside building</li> <li>• Walk at all times</li> </ul>
CAFETERIA	<ul style="list-style-type: none"> <li>• Include others</li> <li>• Use quiet voices</li> <li>• Use good table manners</li> <li>• Respect cafeteria staff</li> <li>• Respect others' food &amp; space</li> <li>• Follow adult directions</li> <li>• Take turns &amp; wait patiently</li> </ul>	<ul style="list-style-type: none"> <li>• Eat your own food</li> <li>• Sit in assigned area</li> <li>• Use signals to leave seat</li> <li>• Use your time wisely</li> <li>• Clean your area, table &amp; floor</li> <li>• Throw trash away when told to by an adult</li> </ul>	<ul style="list-style-type: none"> <li>• Walk at all times</li> <li>• Stay in line with hands, feet &amp; objects to self</li> <li>• Report &amp; clean up spills &amp; messes</li> <li>• Lights off - voices off</li> </ul>
PLAYGROUND & ATHLETIC FIELDS & SOCIAL AREAS	<ul style="list-style-type: none"> <li>• Include others</li> <li>• Use kind words &amp; actions</li> <li>• Use appropriate physical contact</li> <li>• Role model good sportsmanship</li> <li>• Play fairly &amp; follow game rules</li> </ul>	<ul style="list-style-type: none"> <li>• Use play equipment for intended purpose</li> <li>• Return equipment to proper place</li> <li>• Line up at first signal</li> <li>• Keep outdoor areas clean</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in approved areas</li> <li>• Keep nature on the ground</li> <li>• Report unsafe conditions &amp; actions</li> <li>• Play games such as football &amp; soccer only on grassy areas</li> </ul>
ASSEMBLIES	<ul style="list-style-type: none"> <li>• Respond to quiet signals</li> <li>• Be active listeners</li> <li>• Use applause only</li> </ul>	<ul style="list-style-type: none"> <li>• Ask appropriate questions</li> <li>• Give appropriate answers</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet &amp; objects to self</li> <li>• Enter &amp; exit in orderly manner</li> <li>• Sit in assigned areas</li> </ul>
CHURCH & WORSHIP SPACES	<ul style="list-style-type: none"> <li>• Be reverent</li> <li>• Follow lead of the cantor</li> <li>• Enter &amp; exit prayerfully &amp; silently</li> </ul>	<ul style="list-style-type: none"> <li>• Participate actively &amp; appropriately</li> <li>• Wear official uniform</li> </ul>	<ul style="list-style-type: none"> <li>• Lower kneelers &amp; replace books quietly</li> </ul>
RESTROOMS & WATER FOUNTAINS	<ul style="list-style-type: none"> <li>• Use quiet voices</li> <li>• Give others privacy</li> <li>• Take turns &amp; wait patiently</li> <li>• Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>• Keep clean</li> <li>• Use water fountains only for drinking - 5 second rule</li> <li>• Flush toilet after use</li> <li>• Wash hands when done</li> <li>• Return to class promptly</li> <li>• Report unsafe conditions or actions</li> </ul>	<ul style="list-style-type: none"> <li>• Keep feet on floor</li> <li>• Avoid loitering or horseplay</li> <li>• Keep water in sinks, toilets or water fountains</li> <li>• Use materials &amp; equipment the right way</li> </ul>
LOCKER ROOM	<ul style="list-style-type: none"> <li>• Use quiet voices</li> <li>• Give others privacy</li> <li>• Respect property of others</li> <li>• Take turns &amp; wait patiently</li> <li>• Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>• Store items in assigned lockers</li> <li>• Dress quickly &amp; exit to hallway or gym promptly</li> <li>• Report unsafe conditions or actions</li> </ul>	<ul style="list-style-type: none"> <li>• Keep floors clear</li> <li>• Avoid loitering or horseplay</li> <li>• Exit with shoes on &amp; tied</li> <li>• Use roll on or stick deodorant only</li> </ul>
DISMISSAL	<ul style="list-style-type: none"> <li>• Use quiet voices</li> <li>• Listen &amp; follow directions</li> <li>• Exit quietly</li> <li>• Respect piazza as holy ground</li> </ul>	<ul style="list-style-type: none"> <li>• Take care of belongings</li> <li>• Keep belongings in backpack</li> <li>• Keep food &amp; drink put away</li> </ul>	<ul style="list-style-type: none"> <li>• Remain seated until called</li> <li>• Face forward in single line</li> <li>• Stay with parent/guardian</li> <li>• Enter vehicles on passenger side</li> </ul>

Each classroom and the library defines their expectations for being RESPECTFUL, RESPONSIBLE, and SAFE. Students at St. Anthony of Padua abide by the school's HONOR CODE. Students are expected to conduct themselves in a Christ-like manner, whether inside or outside school, or at sponsored activities. A Christ-like manner compliments the philosophy, expected behaviors, and reputation of a Catholic school. When behavior jeopardizes the safe environment of the school, or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences including expulsion.

Each teacher has a *classroom discipline plan*. Emphasis is placed on student responsibility. The classroom discipline plan is based on:

- Rules & Expectations
- Positive Reinforcement & Recognition Examples include verbal praise, notes/calls home, privileges, citizenship and conduct awards.
- Consequences Appropriate disciplinary action is used when students have difficulty maintaining appropriate behavior. Examples include: conferencing with the student, withdrawal of privileges, time out, recovery settings, contracts, notes home, calls to parents, isolation from other students, silent lunch, detention, or referral to administration. Consequences are given based on the Level of Infraction and impact weekly conduct grades. The Levels of Infractions are listed below. If a student feels that a consequence was not fair, they are encouraged to ask the teacher to discuss it.

<p><b>Work Study Traits</b> These are handled by the classroom teacher and are not part of the conduct grade. They are reported on weekly progress reports, conduct cards, and report cards as improvement needed.</p>		
<ol style="list-style-type: none"> <li>Working independently</li> <li>Completing assignments on time</li> <li>Being organized</li> <li>Being prepared for class</li> <li>Participating in class</li> <li>Being attentive in class</li> <li>Using time &amp; resources wisely</li> <li>Having orderly &amp; neat habits</li> <li>Working well in groups</li> <li>Following routines &amp; procedures</li> <li>Being responsible for personal items &amp; property</li> <li>Having consistent homework habits</li> <li>Getting required signatures</li> <li>Turning signed items in on time</li> </ol>	<p><b>Level 2 Infractions</b> – These are handled by the classroom teacher and/or administrator. Weekly conduct grades are deducted 12 points.</p> <ol style="list-style-type: none"> <li>Disruption to the classroom environment</li> <li>Inappropriate or disrespectful behavior (verbal or nonverbal) towards peers or adults</li> <li>Abusive or profane language</li> <li>Conspiracy: encouraging, assisting or covering up another student's inappropriate behavior.</li> <li>Inappropriate physical contact</li> <li>Use of cell phones during the school day to send or receive calls or text messages, access the Internet, take photographs or access any other application which the phone is capable; use of cell phones in locker rooms and restrooms at any time on campus</li> <li>Use or possession of any electronic devices including but not limited to: eReaders, iPods, CD players, laser pens, gaming devices, or MP3 players</li> <li>Thoughtless acts that could endanger one's self or others (poking, using projectiles, walking on furniture, pushing, shoving, etc.)</li> <li>Vandalism that does <b>not</b> have a permanent damaging effect, or does not create an excessive mess (which can include but not limited to throwing wet paper towels against a wall or unauthorized writing in a textbook)</li> <li>Being in an area of the campus without permission</li> <li>Lying (Honor Code)</li> <li>Any other conduct (verbal or nonverbal) considered unacceptable by the school</li> </ol>	<p><b>Level 3 Infractions</b> - These are automatic office referrals. Weekly conduct grades are reduced to a 0 resulting in an automatic U for the weekly conduct grade.</p> <ol style="list-style-type: none"> <li>Stealing, cheating or plagiarism (Honor Code)</li> <li>Physically or emotionally injuring another person</li> <li>Fighting</li> <li>Leaving campus without permission</li> <li>Participation in disruptive group activities such as gangs</li> <li>Possession, distribution, or use of a controlled substance</li> <li>Possession, distribution, or use of weapon/perceived weapon</li> <li>Harassment as defined in this handbook.</li> <li>Defiance shown to any staff member after a reasonable request has been made</li> <li>Vandalism that has a permanent effect, creates an excessive mess, or is unacceptable in nature</li> <li>Creation, possession or distribution of sexually explicit material and/or pornographic images in any form or media</li> <li>Behavior that would endanger one's self or others at school functions on or off campus</li> <li>Verbal or written threat against a student or staff member.</li> <li>Violation of the Technology Acceptable Use Policy to include text/images on social media/network sites or in the creation of any web presence; use of school logo, name, or acronym or school images for private use or profit without prior approval</li> <li>Incorrigibility.</li> <li>Any other conduct (verbal or nonverbal) deemed of a serious nature and/or that dishonors or defames the reputation of St. Anthony of Padua Catholic School, Parish, and the Catholic Church including, but not limited to, unlawful civil or criminal actions.</li> </ol>
<p><b>Level 1 Infractions</b> - These are handled by the classroom teacher. Weekly conduct grades are calculated based on a deduction of 6 points.</p>		
<ol style="list-style-type: none"> <li>Irreverence</li> <li>Gum/candy</li> <li>Inappropriate hallway behavior</li> <li>Talking</li> <li>Tardy between classes</li> <li>Writing or passing notes</li> <li>Difficulty staying in seat</li> <li>Interfering with the learning of others</li> <li>Loitering</li> <li>Lack of self-control</li> <li>Not following directions</li> <li>Defiant</li> <li>Inappropriate behavior at dismissal</li> <li>Violation of cafeteria rules and procedures</li> <li>Not sitting properly</li> <li>Unkind or unchristian words or actions</li> <li>School uniform violation</li> <li>Any other inappropriate behavior (verbal or nonverbal) considered inappropriate by the school</li> </ol>		

Notes:

- Infractions – All infractions will be logged and communicated via FACTS. Level 1 and 2 infractions are logged by teachers. Level 3 infractions are logged by Administration.



- **Detentions in 4<sup>th</sup> – 8<sup>th</sup> Grades** - Repeated or multiple Level 1 Infractions may result in a detention. Level 2 Infractions result in an automatic detention. Level 3 Infractions result in a weekly conduct grade of 0. Level 3 infractions may result in a detention as determined by administration. Failure of a middle school student to serve a detention results in an additional detention requiring the student to serve two detentions.
- **Cheating/Plagiarism** – Students will receive a level 3 infraction, a weekly conduct grade of zero and a zero on the assignment. The student may retake the test or quiz using a different format. If it is a project, research paper, etc., they may have to complete another one at home. Future incidents that involve cheating will jeopardize their continued enrollment.
- **Violations of the Honor Code** may affect a student's membership in clubs, national organizations, etc. based on the groups by-laws.
- A student who receives an N or U as a quarterly conduct grade will not participate in field trips during the school year.
- Conduct grades will affect athletic eligibility.
- Students receiving a Level 3 infraction during the quarter are not eligible for Honor Roll or Citizenship awards.

### **REFERRAL TO ADMINISTRATION**

A *Referral to Administration* occurs if a student does not respond to repeated efforts by the teacher to encourage appropriate behavior; a student's behavior disrupts learning of others or when a serious offense occurs. A referral to administration is made at the teacher's discretion for Level 2 infractions and automatically with a Level 3 infraction. Administration will meet with the student to discuss the incident or behavior. If needed, administration will explore the situation further and discuss the incident with possible witnesses or other participants without parent permission. At the administrator's discretion, the student's consequences or disciplinary actions may include: conferencing with the student, withdrawal of privileges, recovery settings, contracts, notes home, calls to parents, isolation from other students, silent lunch, behavioral report, detention, service, suspension, expulsion, or other appropriate responses. Administration takes into consideration the seriousness of the offense, frequency of misconduct, attitude of the student and degree of cooperation when deciding which action will be taken and the level of the infraction. Administration works with students to resolve problems on the school level. If administration determines a need, parents will be contacted and brought into the process. Once administration has determined that a Level 3 infraction is warranted, the infraction is entered into the discipline module of FACTS© by administration. This will be visible to parents however; discipline records are never forwarded to other schools in the future.

- **Suspensions** are for one to five days. Suspensions may be either in-school or out-of-school. The student reports directly to the school office and is isolated from other students for the day. An In-School Suspension Fee is charged to families when a full-day sub is needed to supervise a student in an in-school suspension. The \$100 fee will be billed to the student's FACTS© account. The student is responsible for completing class work assigned. Completed work must be neat, organized, and easy to read. The student is also responsible for completing homework missed and tests given during the suspension. Parents pick up the student in the school office at the end of the suspension day. If out-of-school, the student is required to remain away from school for the duration of the suspension. Class work will be given and parental supervision required for the length of the suspension. The student is also responsible for homework assignments and tests given during the suspension. Assuming the student completes his/her work in a timely fashion, he/she must be given full credit for all assigned work. Students may not participate in school activities such as athletic practices, athletic games, field trips, assemblies, field days, etc. on the day of a suspension.
- **Expulsion** is dismissal of a student from school. Immediate expulsion can take place when a student:

- Participates in disruptive activities by a group such as gangs
- Possesses, uses, or delivers narcotics, dangerous drugs or alcohol
- Smokes or uses a tobacco product
- Possesses, uses or conceals a weapon or any item construed to be a weapon (any instrument which may produce bodily harm or death)
- Threatens bodily injury or harm to a student or staff member
- Assaults a student or staff member with resulting serious physical injury
- Vandalizes school property or the property of others
- Possesses a beeper, electronic pager or any communication system disruptive to instruction
- Engages in chronic or repeated misbehavior which disrupts the learning environment

Attending St. Anthony of Padua Catholic School is a privilege and not a right. Administration and staff exercise professional judgment and discretion to address each situation fairly and consistently. However, when interventions have been implemented and unacceptable behavior continues, it may be necessary to remove a student from STAOPCS.

## **HARASSMENT**

The Archdiocese considers harassment, including bullying, as a severe infraction. **As a result, any reports or claims of harassment brought to the attention of teachers, school counselor or administration will be explored.** A **referral to administration** occurs when a student engages in harassment. Consequences up to and including expulsion, may be taken against a student who engages in any type of harassment. Harassment, including bullying, includes, but is not necessarily limited to, the following behaviors:

- Unwelcome repeated or persistent behavior that makes a person feel threatened, humiliated, uncomfortable, or unsafe including bullying in all forms – physical, verbal, relational, etc.
- Cyber-bullying defined as the use of the internet, cell phone or other electronic device to send or post messages or visual images intended to hurt or embarrass another person. Cyber-bullying includes, but is not limited to the following:
  - ❑ sending cruel instant messaging or threatening emails
  - ❑ sending mean, repeated cell phone text messages
  - ❑ creating websites for the purpose of mocking students or school personnel
  - ❑ posting humiliating “photo shopped” or digitally modified images of students or school personnel
  - ❑ forwarding private photos or videos to others
  - ❑ pretending to be someone else by using their online screen
- Repeated or persistent use of racial slurs, vulgar or obscene language, derogatory jokes or comments, social ostracization, and/or personally damaging statements made about others.
- Behavior that is sexual or lewd in nature, including sexual advances, physical contact, and other verbal, physical or visual conduct of a sexual nature.
- Behavior that is intimidating, including but not limited to threatening gestures, assault, unwanted touching, and blocking of normal movement that interferes with another student’s work, study, or play.

Retaliation or intimidation for having reported or threatened to report harassment, or for assisting the school in the investigations, is strictly prohibited. Acts of retaliation will result in disciplinary action.

Students experiencing or witnessing any type of harassment need to report this to school personnel directly. Reporting is the first step in getting help with any harassment or bullying situation. When instances of harassment or bullying are reported, the school implements the following procedures.

Level I - Conflict Resolution

Incidents of harassment should be brought to the attention of the counselor or the grade level assistant principal. They explore the situation. Bystanders and witnesses may be brought in to gather information. Each student involved in the situation is met with to gather information. Parent permission is not required for school personnel to meet with students. If appropriate, both parties are brought together to discuss the incident and let them know about future consequences should the behavior continue. The counselor and/or assistant principal/dean works with students to resolve conflicts on the school level. If the counselor and/or assistant principal/dean determines a need, parents will be contacted and brought into the process.

Level II - Referral to Administration

If a second incident of harassment is reported to the grade level assistant principal, the process in level I will be followed in consultation with the principal. Parents will be contacted for a meeting and written acknowledgement will be provided to parents noting further consequences if the behavior continues.

Level III – Consultation with Pastor and/or Catholic Schools Office

If a third incident of harassment is reported, administration will explore the situation and will consult with the pastor and/or Catholic Schools Office. Consequences of a third incident of harassment can include but is not limited too: counseling, suspension or expulsion.

**SEARCH AND SEIZURE**

The school is co-tenant of individual student lockers and desks. Without prior notification, the administration or a representative of the administration may conduct a search of any area of the school and all personal effects, lockers, baggage, and/or other student property. The administrator or representative of the administrator may seize and retain any illegal or unauthorized item found.

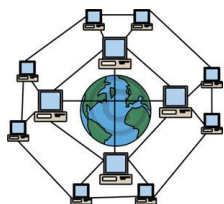
**POSSESSION OR USE OF CONTROLLED SUBSTANCE**

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. A student can be removed from class, suspended, expelled or referred for prosecution if he or she:

- Uses a chemical substance, possess for consumption, sale or dispensing of illegal drugs and narcotics including alcohol, inhalers, marijuana, or other controlled substances
- Acts under the influence of an illegal drug, narcotic, alcohol, inhalers, marijuana, or other controlled substance
- Misuses or overdoses on prescription or over-the-counter medication

## TECHNOLOGY AND TELECOMMUNICATIONS

### ACCEPTABLE USE POLICY



STAOP offers students access to technology and electronic resources for educational purposes, which may include but is not limited to computer hardware and software licensed to the school. During the 2018-2019 school year students in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade will participate in the 1:1 Chromebook® Program. Policies and procedures of the program can be found in Appendix A of this handbook. To gain access to technology resources, each year all students must obtain parental permission on the appropriate form(s).

Middle school students are issued their own login ID and password as well as their own personal folder to store projects. Passwords for accessing technology resources must be kept private and it is the student's responsibility to use the password and protect it from the unauthorized use of others. Students must not give or share their password to or with anyone. Students are prohibited from using another student's login ID or password.

### What is expected?

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with Archdiocesan standards and the specific rules set forth below. The use of technology resources is a privilege, not a right, and may be revoked if abused. Students are personally responsible for their actions in accessing and utilizing the school's technology resources. The students are expected never to access, keep, or send anything that they would not want their parents or teachers to see. Under no circumstances are students to access any sites that are sexual in nature.

As a representative of STAOPCS, students are also expected to adhere to the technology and telecommunication expectations while using the Internet outside of school. Unauthorized use of the school's name, name(s) of school personnel, and/or name(s) of other students in any way that is detrimental to the school, faculty or students is strictly prohibited. Any threats, defamatory statements, or conduct on the Internet that is not reflective of Christian values will be considered in violation of the school's technology and telecommunications policy.

### Internet & E-mail

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purpose of the school is to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet outweigh the disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to allow for access.

## What are the rules?

- **Electronic Communication and Social Media** – Whether occurring within or outside of school, when a student's use of electronic communication jeopardizes the safe environment of the school or is contrary to Gospel values the student can be subject to the full range of disciplinary consequences including the expulsion of the student. This policy applies to all forms of electronic communications or depictions whether they occur through the school's equipment or connectivity resources or through private communication.
- **Personal Safety and Personal Privacy**: Students will not post personal contact information about themselves or others including their full name, address, telephone, school address, etc. This information may not be provided to an individual, organization, or company, including web sites that solicit personal information. Technology should not be used to harm other people or their work. Students should respect the rights of others and not trespass in another person's folders, work or files.
- **Social Networking**: Accessing social networking websites, blogs, video sites (e.g. TikTok, Facebook, YouTube, Tagged, etc. except those used for educational purposes) are off-limits on school property. The use of circumventors to get around school network security is prohibited. Students are prohibited from posting or publicizing the school's name, name(s) of school personnel, and/or name(s) of other students on their personal spaces.
- **Illegal Copying/Downloading**: Students should never download or install any commercial software, shareware, or freeware onto network drives, external devices or cloud based storage. Students should not copy other people's work or intrude into other people's files. The download/upload of any material in violation of any US, State, Board, Archdiocesan, or school policy is prohibited. This includes, but is not limited to, copyrighted materials, threatening, violent, or obscene material, or material protected by trade secret. Accessing or downloading games and music from the Internet is prohibited unless directed by a teacher.
- **Inappropriate Material or Language**: No profane, slanderous, bullying, or impolite language or images should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. Use of technology resources for anything other than educational purposes is prohibited. A good rule to follow is never view, send or access materials, which you would not want your teachers or parents to see. Should students encounter such material by accident, they should report it to their teacher immediately. Use of any electronic device to transmit unacceptable language and/or images that are harmful to self, other students, and/or to other people is prohibited.
- Students should follow the guidelines below to prevent the loss of technology privileges at school.
  1. Do not use technology to harm other people or their work.
  2. Do not damage the network or any technology resource in any way.
  3. Do not interfere with the network or computer operation by installing any form of software or permitting the spread of computer viruses.
  4. Do not violate copyright laws.
  5. Do not view, send, distribute or display offensive or bullying messages or pictures.
  6. Do not share your password/personal information or in any way obtain another person's password/personal information.
  7. Do not waste technology resources such as storage space or printing supplies.
  8. Do not trespass in another's folders, work or files.
  9. Do notify an adult immediately, if by accident, you encounter materials, which violate the Rules of Appropriate Use.
  10. Do not attempt to circumvent network filters or security in any way.
  11. Be prepared to be held accountable for your actions and for the loss of privileges if the Acceptable Use Policy is violated.





**ST. ANTHONY OF PADUA CATHOLIC SCHOOL  
MIDDLE SCHOOL STUDENT HANDBOOK  
ACKNOWLEDGEMENT FORM**

Please sign and return this form to your advisor.

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Advisor: \_\_\_\_\_

We have read and discussed the St. Anthony of Padua Catholic Middle School Student Handbook. We agree to follow the school procedures, regulations, and policies covered in this handbook. We understand that failure to abide by the school procedures, regulations, and policies may jeopardize a student's continued enrollment or reenrollment for the next year.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

Appendix A  
St. Anthony of Padua Catholic School  
1:1 Chromebook™ Policies and Procedures

**Our Chromebook™ Mission**

As we navigate the 21st century, excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future. The individual use of Chromebooks™ is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace.

The mission of the 1:1 program for St. Anthony of Padua Catholic School is to create a collaborative learning environment for all learners. This environment will encourage students and teachers to apply innovative uses of technology while reinforcing students' understanding of content and fostering the development of independent, responsible life-long learners and users. Our goal is for students to grow from collectors of data to visionary producers and proprietors of knowledge.

**The Device Purpose**

St. Anthony of Padua Catholic School is supplying students with a Chromebook™ device. This device is the property of St. Anthony of Padua Catholic School. The Chromebook™ allows student access to Google Apps for Education™, Google Classroom, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high end computing. All use of this device (whether on school property or off school property) must be in compliance with the Technology and Telecommunications Parent Permission and User Agreement Form.

**Receiving Your Chromebook™**

Students will be issued their Chromebook™ at the beginning of each school year. Before a student is issued a Chromebook™, the following steps must occur:

- The non-refundable technology fee must be paid in full (paid during enrollment).
- Students must complete an in-class orientation.
- Students and parents must read and agree to all policies and procedures for use, care, and maintenance of the Chromebook™.
- Students and parents must have a current Technology and Telecommunications Parent Permission and User Agreement Form on file.

**Equipment:**

Students will be issued the following equipment:

- Asus Chromebook
- Power cord
- Protective Carrying Case
- A set of earbuds

**Returning Your Chromebook™**

At the end of the year, students will turn in their Chromebooks™, including the power cord. Failure to return a Chromebook™ will result in the student being charged the replacement cost for the device and power cord.

Students, who graduate, withdraw, are suspended or expelled, or whose enrollment at SAOPCS is terminated for any other reason must return their individual school Chromebook™ and power cord to the Technology lab or to the front office on their last day of attendance. Failure to return the device and power cord will result in the student being charged the full replacement cost, along with the report card and transcript being held.

**Technology Fee and Incidental Billing**

St. Anthony of Padua Catholic School requires an annual non-refundable \$200 technology fee for participation in the 1:1 Google Chromebook™ Program. The fee covers rental of the Chromebook™, power cord, a carrying case and earbuds. If any deductibles or fees need to be paid throughout the year regarding the Chromebook, ALL fees will be charged through incidental billing in FACTS/RenWeb. *We will no longer accept cash or checks through the Tech lab.*

**Chromebook Protection Plan**

Families will participate in a protection plan that covers:

- accidental damage
- power surge
- mechanical and breakdown failure

- liquid damage
- drops and cracks

This coverage is provided by a third party provider, Vivacity Tech, which the cost of the plan is included in the technology fee.

**Not Covered in the Protection Plan:** If any of these below incidents occur, the student/parent will be held 100% responsible for replacing the device.

- Intentional damage or destruction (this includes painting or marking on the device)
- Perils
- Natural disasters (i.e. hurricanes, tornadoes, floods, etc.)
- Theft or loss
- Cosmetic damage

### Filing Claims

In the event the Chromebook™ has been damaged, the student will need to bring the device to the Technology lab, as soon as possible, for assessment by the Technology team. The Technology team will be responsible for sending the device off to the appropriate place directed by Vivacity Tech. At this time, Vivacity Tech will be responsible for starting the claim process per the coverage of the policy. The student/parent will be responsible for paying the **deductible of \$25.00** in order for the device to be repaired or replaced. Meanwhile, a school loaner will be provided on a **first come, first serve basis** and will need to be signed out by the student. If a unit is lost or stolen, the student will need to report it to the Technology team as soon as possible and make arrangement to purchase another device through the school.

*\*The final decision to repair/replace the damaged Chromebook™ is that of Vivacity Tech. If damages do not fall within the guidelines of the policy, student/parents will be 100% responsible for the replacement of the school owned Chromebook™.\**

### Chromebook™ Maintenance and Repair

#### **Tech Support:**

All Chromebooks™ in need of repair must be brought to the Technology lab as soon as possible.

- The student will consult with a member of the Technology team to implement a plan.

**Replacement Cost:** If a student misplaces or loses their technology devices, they can be replaced for the following fees:

- Chromebook (Market value at time of purchase)
- Charger (\$30.00)
- Carrying Case (\$30.00)
- Ear Buds (\$1.00)

### Taking Care of Your Chromebook™

Students are responsible for the general care of the Chromebook™ they have been issued by the school. Chromebooks™ that are broken or fail to work properly must be taken immediately to the Technology lab.

#### **General Policies:**

- Do not apply stickers/decals or deface any portion of the Chromebook
- Students should always keep their Chromebooks™ secured in their hallway locker when not in use.
- No food or drink should be consumed or opened near the Chromebooks™.
- Cords, cables, earbuds, and removable storage devices must be inserted carefully into Chromebooks™.
- Heavy objects should never be placed on top of Chromebooks™.
- Do not lean on or use your Chromebook™ as a writing surface.
- Never leave your device in extreme temperatures, direct sunlight, or in a vehicle.
- Always bring your Chromebook™ to room temperature prior to turning it on.
- Chromebooks™ must remain free of any writing, drawing, stickers, or labels that are not the property of SAOPCS. This is intentional damage and the device will not be covered under the protection plan.
- Students are responsible for charging their Chromebook™ battery before the start of each school day.
- Students may be selected at random by teachers or administrators to provide their Chromebook™ for inspection for damages or misuse.
- Students should not leave their Chromebooks™ on the floor or in the hallway in fear of it being stepped on.
- Students should not mistreat their devices in anyway (i.e. horse playing, tossing it, etc.)



**Screen Care:**

The Chromebook™ screen can be damaged if subject to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook™ when it is closed.
- Do not store a Chromebook™ with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Do not poke the screen.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

*Failure to comply with the general policies listed above may result in the revocation of technology privileges.*

**Cases:**

Each student will be issued a protective case for his or her Chromebook™ that should be used whenever the Chromebook™ is being transported or not in use. The case the school provides is approved by the Vivacity Tech protection plan. If you choose not to use the one provided, this could result in a possible insurance claim being denied. If this is the case, the student/parent is responsible for the full amount of the repair.

**Device Use****Educational Use:**

- School issued Chromebooks™ should be used for educational purposes and students are to adhere to the Acceptable Use Policy at all times, even when the student is not on school property.
- Students must be responsible for bringing their Chromebook™ to all classes, unless specifically advised not to do so by their classroom teacher. In this case, it must be stored in the student's hallway locker.
- Students should not email or receive emails outside the school domain.

**Ownership:**

- The Chromebooks™ are property of St. Anthony of Padua Catholic School, not the student to whom it is issued.
- Chromebooks™ are issued to individual students for educational purposes and should be used only by the student to whom it is issued.

**Charging Device:**

- Students are expected to bring a fully charged Chromebook™ to school every day.
- Students need to charge their Chromebooks™ each evening.

**Chromebooks™ Left at Home:**

- If students leave their Chromebooks™ at home, they will be allowed to check out a Chromebook™ loaner for the day from the Technology lab, if available.
- A student borrowing a Chromebook™ must sign a loaner agreement and will be responsible for any damage to or loss of the issued device.
- This will result in a Level 1 infraction noted on the student's conduct card for the day. The students that obtain a loaner will be responsible for returning the borrowed device back to the Technology lab by 3:30 p.m.

**Chromebooks being repaired:**

- Loaner Chromebooks™ may be issued to students when they leave their school-issued Chromebook™ for repair.
- Chromebooks™ needing repair will need to be given to the Technology lab. Students can request a status update from the Technology team on when they should anticipate their repair to be completed. All repairs will be handled by St. Anthony of Padua Catholic School IT Team or Vivacity Tech.
- A student borrowing a Chromebook™ must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- Chromebooks™ on loan to students having their devices repaired may be taken home.

**Background and Themes:**

- Inappropriate media may not be used as Chromebook™ backgrounds or themes. The presence of such media will result in disciplinary action.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, pictures or anything else deemed inappropriate by SAOPCS staff will result in disciplinary actions.

**Sound:**

- Sound must be muted at all times unless permission is obtained from a teacher.
- Earbuds may be used at the discretion of the teachers.
- If earbuds are lost, the student can purchase new earbuds for \$1.00 from the Technology lab. This charge will be applied to the parent/guardian's FACTS account.

**Printing:**

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Because all student work should be stored in an Internet/Cloud application, students will not print directly from their Chromebooks™ at school unless directed by their teacher.
- Students may set up their home printers with the Google Cloud Print™ solution to print from their Chromebooks™ at home. Information about Google Cloud Print™ can be obtained here: <http://www.google.com/cloudprint/learn/>.

**Logging into a Chromebook:**

- Students will log into their Chromebooks™ using their school issued Google Apps for Education™ account.
- Students should never share their account passwords with others, unless requested by an administrator or teacher.
- Password resets can be facilitated by the Technology team.
- To ensure the safety of your Google account, students must log out of their Chromebook™ when not in use. Students should also log out of their Google account on other devices when not in use.

**Managing and Saving Your Digital Work with a Chromebook™:**

- Google Apps for Education™ (GAFE) is a suite of products which includes Gmail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that allows students to create different kinds of online documents, collaborate in real time with other people, and store documents, as well as other files, in the Cloud.
- The majority of student work will be stored in Internet/Cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- All items will be stored online in the Google Cloud™ environment.
- The school will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their work on a portable storage device or by having multiple copies stored in different Internet storage solutions.
- Prior to leaving or graduating from St. Anthony of Padua Catholic School, students that want to save any work need to use Google Takeout™ to transfer any work to a personal Gmail account.

**Using Your Chromebook™ Outside of School**

Students are encouraged to use their Chromebooks™ at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook™ use, however, some applications can be used while not connected to the Internet. *Students are bound by the SAOPCS Technology and Telecommunications Acceptable Use Policy stated in the SAOPCS Family Handbook.* Administrative procedures, acceptable use, and all other guidelines in this document are to be observed wherever the students use their Chromebooks™, on or off school property.

**Operating System and Security:**

Chromebooks™ run a modified version of the Chrome browser. It connects to web resources, apps, and extensions provided on the Internet. It does not run Microsoft/Windows application software or Mac application software. Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by SAOPCS.

**a. Updates**

- The Chromebook™ operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks™.

**b. Virus Protections and Additional Software**

- Chromebooks™ use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.
- Files are stored in the Cloud, so there is no need to worry about lost homework, if saved properly.

**c. Procedures for Restoring your Chromebook™**

- If your Chromebook™ needs technical support for the operating system it must be submitted to the Technology team.

**Content Filter:**

SAOPCS utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks™, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the school. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students should notify their teachers or the Technology team to request the site is unblocked.

**Chromebook™ Identification:****a. Records and Computer Labels**

- SAOPCS will maintain a log of all Chromebooks™ that includes the Chromebook™ serial number and the name of the student assigned to the device. This information will also be recorded on a label and adhered to the unit.

**b. Users**

- Each student will be assigned the same Chromebook™ for the duration of his or her time at SAOPCS. Take good care of it!

**No Expectation of Privacy:**

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook™, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. SAOPCS may, without prior notice or consent, log, supervise, access view, monitor, and record use of student Chromebooks™ at any time for any reason. By using a Chromebook™, students agree to such access, monitoring, and recording of their use.

**a. Monitoring Software**

Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks™.

**User Terms and Conditions**

The use of SAOPCS technology resources is subject to the following terms and conditions:

- The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of SAOPCS along with the Galveston-Houston Archdiocese, State and Federal regulations. In compliance with the archdiocese's policies and federal law, SAOPCS shall make reasonable efforts to restrict access to inappropriate materials and shall monitor the online activities of the end users in the school environment.
- User accounts are considered the property of the school. Network administrators may review school computers to maintain system integrity and to insure that users are using the system responsibly. Users should not expect that anything stored on school computers or networks will be private.

**Cyberbullying**

- "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 defamatory online personal polling Web sites, to support deliberate and hostile behavior by an individual or group that is intended to harm others." -Bill Belsey, President of Bullying.org.
- Cyberbullying is all forms of harassment over the Internet or other forms of electronic communications, including cell phones. Students and staff will refrain from using communication devices or SAOPCS property to harass or stalk another. SAOPCS computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of cyberbullying. All forms of cyberbullying are unacceptable and viewed as a violation of this policy and the school's acceptable computer use policy and procedures.
- Users are responsible for the appropriateness of the material they transmit. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited. Cyberbullying includes, but is not limited to the following misuses of technology: Harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, videos, or Web sites postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.
- Student and community members, who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be brought to the attention of the Assistant Principal, Counselor, or the Technology team.
- School administrators shall appropriately examine all reports of cyberbullying.
- In situations in which cyberbullying originated from a non-school computer, but is brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive to the education process so that it markedly interrupts or severely impedes the day-to-day operation of a school. In addition,

such conduct must also violate a school policy. Such conduct includes, but is not limited to threats, making a threat off school grounds, or to harm a member of the school staff or a student.

- Malicious use of the school's computer system to develop programs or to institute practices that harass other users to gain unauthorized access to any entity on the system and or damage the components of an entity on the network is prohibited.
- Disciplinary action may include, but is not limited to, the loss of computer privileges, suspension, or expulsion for perpetrators of cyberbullying. Discipline for cyberbullying will be handled on a case-by-case basis. In addition, when any kind of threat is communicated or when a hate crime may have been committed, it shall be reported to local law enforcement officials.

## **Chromebook™ FAQ's**

### **Q. What is a Chromebook™?**

A. Chromebooks™ are mobile devices designed specifically for people who live on the web. With a comfortable, full-size keyboard, large display and clickable trackpad, all-day battery life, lightweight and built-in ability to connect to WiFi, and mobile broadband networks, the Chromebook™ is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time-consuming, often confusing, high level of maintenance required by typical computers" (Google).

### **Q. What kind of software does a Chromebook™ run?**

A. Chromebooks™ run millions of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store™ (Google).

### **Q. How are these web-based applications managed?**

A. Each Chromebook™ we provide to students will be a managed device. Members of St. Anthony of Padua Catholic School IT Department will maintain devices through our Google Apps for Education™ domain. As such, the school can pre-install web applications as well as block specific web-applications from a centralized management console.

### **Q. What devices can I connect to a Chromebook™?**

A. Chromebooks™ can connect to: USB mice and keyboards, USB storage and SD cards, headsets, microphones, and earbuds.

### **Q. Can the Chromebook™ be used anywhere at any time?**

A. Yes, as long as you have a WiFi signal to access the web. The Chromebook™ does offer the ability through some Apps for users to work in an "offline" mode if WiFi is unavailable.

### **Q. Will our Chromebook™ have 3G or 4G?**

A. No. The school's Chromebooks™ will not have 3G or 4G broadband.

### **Q. Do Chromebooks™ come with Internet Filtering?**

A. Yes, the Chromebooks™ are subject to Internet filtering by school policy. St. Anthony of Padua Catholic School will be filtering Internet access as well as emails and documents, both onsite and offsite using the school's web filter.

### **Q. Is there antivirus built into it?**

A. It is not necessary to have antivirus software on Chromebooks™. The Chromebook's™ operating system is implemented in such a way that it is difficult to be compromised.

### **Q. Who is the provider of the protection plan? What does the plan cover?**

A. The provider we support to protect the Chromebook is Vivacity Tech Protection Plan. This plan is a highly recommended full coverage, extended warranty plan with a \$25 deductible (student/parent's responsibility) that protects from ***accidental damage, power surge, mechanical and breakdown failure, liquid damage, drops, and cracks.***