

2015 - 2016

### **Middle School Guidelines and Policies**

**CHURCH:** Students will walk to and from church in quiet lines. A reverent attitude is expected on the way to Mass, during Mass and exiting church. Students should show respect physically and spiritually and are expected to participate in word and song. Middle School students attend the 8:30 Mass every Tuesday morning.

**ANTI-BULLYING POLICY:** Be certain to familiarize yourself with the Archdiocese policy. The link to the complete policy is listed in the school's handbook. Any form of bullying does not support our school mission.

### **No Gum Chewing Anywhere on Campus**

**BEFORE SCHOOL:** All students arriving at school **before** 7:50 A.M. are required to report immediately to cafeteria. At 7:50 A.M. the students will be dismissed from the cafeteria to report to their homeroom or to go to a tutoring session. There will be no congregating in the restrooms or walking around the school. A tutoring schedule can be found on the student's schedule and is posted in the hallways.

**TUTORING:** When tutoring is available, students are encouraged to attend. Check your schedule for days when teachers are available for tutoring. While at tutoring, students need to take full advantage of the time by either working individually with the teacher and/or silently preparing for that day's lessons. Students arriving after 7:50 a.m. and before 8:10a.m. **MUST** go straight to a tutoring session or homeroom.

**LIBRARY/COMPUTER LAB:** There are designated days throughout the week that students will be able to go to the library or to 201 computer lab.. When the students are in the library or computer lab, they must be working on school assignments or working with the teacher on duty. Students **MUST** obtain a pass from their homeroom teacher in order to go to either the library or computer lab. Students without a pass will be sent back to homeroom.

**STUDENT IDs:** Each middle school student **MUST** wear his/her school ID daily. The ID must be displayed only on the VOL lanyard. The ID must be turned into the homeroom teacher at the end of each day. There will be a \$5.00 fee for lost IDs. Lanyard replacement fee is \$4.00.

**CELL PHONES:** The use of cell phones is prohibited during school or at after care. **If a cell phone rings, is in use, or is visible, it will be taken away and turned in to the office. The phone will only be returned to a parent. An automatic detention will also be issued to the student.**

**SOCIAL MEDIA:** Students must use utmost caution when participating in any form of social media or online communications, both within VOL community and beyond. Social media sites are not to be used to publish inappropriate remarks about VOL teachers or other students. Students may not take photos or create videos of VOL community members on campus or at off-campus events for online publications or distribution. Parents and students should refer to the school's handbook (page 7 ) for the complete social media policy.

**CLASSROOM:** Books must be kept in cubbies/lockers and not on the floor. All sweaters, coats, etc. should be taken home at the end of the day. Please take pride in your classroom's appearance. No trash is to be left on the floor, and cubbies/lockers should be neat and orderly. School property and the property of other students are to be respected at all times. Defacing school property or the belongings of others will not be tolerated. This may result in a suspension.

**LOCKERS:** All students assigned a locker must abide by the guidelines listed. Only 7<sup>th</sup> grade students will be allowed to use a lock. 1.) Only students assigned lockers should access lockers. 2.) Use lockers only at designated times which are posted in your homeroom. 3.) Keep your locker locked at all times. 4.) Do not share your combination with others. 5.) Lost or damaged locks will result in a replacement fee. 6.) Only school provided locks may be used. All others will be removed. 7.) Only the inside of a locker may be decorated, as long as the decorations are appropriate for a school setting. Do not use tape or glue. 8.) No food or drink can be left in lockers over night. 9.) Do not tamper with locks and/or lockers of other students.

**CHANGE OF CLASSES:** Once students are dismissed by their teacher, they should report directly to their next class. Students must maintain a quiet atmosphere in the halls when changing classes. Tardiness will not be tolerated. If a teacher has begun class, a student is considered tardy if he/she is not present. Students going to classrooms outside the main building (music room and C-4) should go directly to class and return in a timely manner.

**BREAK:** Students should remain within the defined area. The restrooms and classrooms are not playground areas. Students are not allowed to use the bathrooms or water fountains that are located outside of the main building. The students will be using the bathrooms and fountains located in the main building/gym. Running, pushing, rough behavior is **NOT** permitted.

**CAFETERIA:** Students should wait for duty teachers before entering the cafeteria. Students must enter in a single file line, in an orderly manner and refrain from running, pushing or cutting the line. Once students get their plate and give their account number to the cafeteria worker, they may choose a seat in the designated area. Each student should be responsible for cleaning up the area near his/her seat. Due to state regulations all students must bring a lunch or purchase one from the cafeteria; also no soft drinks are allowed in the cafeteria. Past due lunch notices are sent out twice a week. Please be certain that your child's account is up to date. Parents can view their child's account and make payments through the online process

**RETURNING TO HOMEROOM AFTER LUNCH/BREAK:** Students must proceed into the building in a quiet, orderly manner. Students must go directly to their homerooms.

**DISMISSAL/AFTER SCHOOL ACTIVITIES:** Upon returning to homeroom in the afternoon, students should pack books and join in a school wide prayer. A note from home is required if a student will not be using his/her regular means of transportation in the afternoon. If a student is attending an after school activity, he/she must wait in their grade level aftercare room and wait to be called before leaving. Transportation arrangements must be made prior to the day of the activity. Students will not be allowed to use the telephone in the office to make these arrangements. If students are not picked up promptly after an after school activity, he/she will be sent to after care. Club /Team members must attend school on the day of the game in order to participate. If a student leaves school and returns for a game, he/she must be accompanied by a parent.

**Exams:** Exams are given every quarter to 7<sup>th</sup> grade student. Study guides will be posted on the teachers' website. It is imperative that the students keep all old tests, quizzes, worksheets, and notes taken throughout the quarter for exam preparation. **Students may be exempt from the 4<sup>th</sup> nine weeks exam if the following requirements are met: the student received no less than two A's and one B for the previous three nine weeks and the student has an A average for the 4<sup>th</sup> quarter**

**Extra Credit** No extra credit will be given the last two weeks of a quarter.

**HOMEWORK and CLASSWORK:** Students are responsible for completing all assignments. All students should have some homework each night. Your child's grades will suffer if he/she does not complete class work or comes to school without his/her homework. The teachers' homework websites are accessible every evening after 4:00 P.M. for parent and student convenience. However, the homework agenda books are utilized daily and are a means for communication between parents and teachers. If a student comes repeatedly without homework, parents will be notified. Classwork and homework must be made up within two days of an absence.

**TEXTBOOKS:** All students are issued a set of textbooks at the beginning of each school year. It is the student's responsibility to keep all books covered at all times and return them at the end of the school year in good condition. If books are lost or damaged, they must be paid for. Periodic textbook checks will be made throughout the year. Please do not cover textbooks with sticky contact paper. The use of Book Sox is not allowed because they are damaging the textbooks. Students are responsible for any damage caused to the textbooks.

**ONLINE TEXTBOOKS:** Copies of the student textbooks, with the exception of 5<sup>th</sup> grade English, are available online. The subject area teachers will instruct the students on how to access the online versions of the textbooks.

**MAKE-UP TESTS:** Students are required to make up all missed tests. It is the student's responsibility to make arrangements with the teacher within two days upon returning to school. Special consideration will be given to students who are absent due to an extenuating medical condition.

**UNIFORM CODE:** The uniform code is strictly enforced and must be followed by all students. A note must be sent anytime a student is out of uniform. Excuse notes are valid for **only 3 days** and must be approved and signed by an administrator. Please do not abuse this policy. Girls may wear any color nail polish as long as it is the same color on all ten finger nails. Perfume, cologne, scented lotions and make-up are not to be worn. If a boy or a girl chooses to wear ankle/sport socks, they must be the **VOL sport sock purchased from INKA'S. No other ankle/sport sock will be allowed. Please refer to the school handbook for other specific uniform regulations. Students not abiding by the uniform code will receive a consequence.**

**DETENTIONS:** Please refer to pages 13 - 14 *Discipline Policy* in the school handbook.

**SUSPENSIONS:** Suspensions and expulsions information is located on pages 13 – 14 of the student handbook.

**PARENT-TEACHER CONFERENCES:** Parent-Teacher-Student conferences are scheduled on October 14 and February 9. If the need arises, parents or teachers may request an individual conference at any time during the year.

**COMMUNICATION:** All teachers have email and voice mail accounts. Please contact your child's teacher if you have any questions or concerns.

**PARENT PLUS PORTALS:** It is essential for parents to monitor their child's progress through Plus Portals. Important school notices and calendars can also be found in the Plus Portals.