

Middle School Guidelines School Year 2010-2011

Arrival Procedures

- Students will go to their locker, empty book bag, and get their books for first hour. Please put all non-uniform items and book bag on hooks in the designated areas.
- Please proceed to homeroom and get prepared for start of day.
- All students must be in their seat by 8 a.m. Students will not be admitted to class without a tardy slip.

Hall/Passing Procedures and Lockers

- Students should proceed to class quietly and expediently.
- Students are expected to respect others' personal space.
- All students are to use the "north staircase" when proceeding to/from any of the following classes: PE, Music, Art, Computer or the office and health room unless otherwise directed by a teacher or administrator.
- All students will use the "south staircase" when going to/from Spanish and recess unless otherwise directed by a teacher or administrator.
- Students needing to use the restroom and drinking fountain, on the floor of their current class, will first check into class and get the teacher's permission. Telephone use is permitted with consent of teacher or administration. The phone must be used in the school office unless authorized by a staff member to use the phone in Mrs. Mueller's room.
- A water bottle for use in the classroom is encouraged.
- All rules apply to staircase use and other levels of the building.
- Electronic devices are not to be brought to school and used during school hours, 7:30– 3:15 pm. This includes cell phones, mp3 players, and digital cameras. **PERSONAL ELECTRONIC DEVICE POLICY:** Students are prohibited from using telecommunication devices, including cellular phones, pagers, beepers and MP3 players at school during the instructional school day or during a field trip. Students in violation of this policy will be given an automatic detention, have the device confiscated and it will be held in the school office until the end of the instructional day. The device must be picked up by a parent. The school recognizes that special circumstances can arise where a student will need to have a telecommunications device available after the instructional day. In those circumstances, students may keep the device in their backpack and it must be turned off during the instructional day. Our Lady of the Presentation will not assume responsibility for these items if they are damaged, lost or stolen.
- Lockers must be kept neat and free from graffiti and other items. Nothing should be displayed on the outside including birthday messages. Personal pictures may be displayed on the inside of the locker.

Classroom Procedures

- Students are expected to be respectful to teachers, administrators, school staff and other students.
- Students are expected not to disrupt the class or the teacher.
- Students are expected to follow the teacher's directions at all times.
- Students are not permitted to leave the classroom without permission.
- Students are encouraged to have a nutritious snack during the first 15 minutes of third hour ONLY (except computer class and they will have their snack at the end of 2nd hour): fruit, granola bars, cereal bars, vegetables, crackers, etc. No cookies, candy, mints, chips, or drinks other than water are permitted. **Please see attached list.** Students are responsible for cleaning up their own mess. Sharing of snacks is prohibited.
- There will be no gum chewing allowed in the school building. **Students caught chewing gum will receive an automatic detention.**
- Study hall classrooms and hallways are expected to be quiet.

Agenda Use

- The agenda purchased from the school will be used in all core classes.
- Students should take agendas home each night and bring them back to school the next day. A missing agenda will result in a Thursday detention.
- Students are required to fill out agendas completely. N/A is not an acceptable entry, students are expected to fill out the class objective for the day.
- Please do not fold or tear out agenda pages. **Please be careful with your agenda which must last the entire year.**

Assignments, Homework and Tests

- All school books must have a book cover. Books with missing covers will result in the student being given a procedure mark.
- Blue or black colored pens **ONLY**. Red pens are needed for grading.
- All assignments are expected to be turned in on clean-edge notebook paper; no spiral edges will be accepted.
- Please head all papers in the upper right hand corner as follows: name, date, homeroom, assignment name. Examples will be posted in each class.
- The expectation of **all** middle school teachers is that every assignment be completed and turned in on the due date. Late assignments will be accepted with these stipulations:
 - 1 day late-10% decrease in assignment score
 - 2 days late-20% decrease in assignment score
 - 3 days late-50% decrease in assignment score
 - 4 days late-0 credit given
 - (day is consecutive school day past the due date)
- No extra credit will be given to make up for missing work.
- Students must schedule make-up tests before or after school with the teacher.

Late tests must be made up within 1 week of missing the test.

- Students are encouraged to attend study hall during recess until all absent work is completed. In certain circumstances, students may be required to attend study hall until all work is completed and turned in.
- Copying and cheating on assignments or tests will not be tolerated. Any student(s) caught sharing work or cheating will be given an automatic zero on that assignment and parents will be notified.

Absences – Planned/Unplanned

Planned Absences

- Parents are discouraged from taking children out of school for vacation during the school year. Even though some written work may be completed, there is no way to make up class discussions and presentations.
- If work is requested prior to an extended absence, students are expected to turn in the requested work the day that they return to school from the absence.

Unplanned Absences/Illness

- Students will be given one day for each day that they are absent to make up the work. After the absence grace period, it will be considered late work.
- Students are to report to their homeroom teacher the morning following the absence and get the absent work form. This form should be stapled into the agenda on the missed day (s). Students are then to meet with each teacher during class time to receive assignments and schedule make-up tests.

Lunch/Recess Procedures

- Students should not bring homework or books to lunch/recess.
- Students are expected to clean up their lunch mess.
- Students will keep their conversation and noise at an appropriate level.
- Lights Out = IMMEDIATE SILENCE.
- Students may sign up to attend study hall with Mr. Nyhan instead of going to recess. If this is the case, the student must sign up by 3rd hour and show up on time. There will be no wandering the halls or leaving study hall early. In certain cases, teachers may require a student to attend study hall if he/she is having difficulty turning in work.

Dismissal Procedures

- Students are expected to clean up classroom, check agenda, and collect papers and whatever else the teacher directs.
- Teachers will dismiss students to the lockers to gather their books and then proceed to the gym for prayer.
- Prayer begins promptly at 3:00 p.m. Students will be dismissed from the gym to either to parking lot or the ACED program in the auditorium. Parents MUST come into the gym to pick up the students on inclement weather days.
- Students are expected to wait for their carpool in the parking lot directly in front of the North Exit door. Students are not allowed to wander around the

parking lot. Pop may not be purchased after school and ACED participants need to be in the auditorium and not in the parking lot.

- Students will not be allowed to return to the building once dismissed.
- All students must have exited the building by 3:10 – 3:15.
- Any student waiting for a pick up after 3:15 will be sent to the ACED program.

Discipline Procedures

- Students will have a discipline card located on the back page of their planners.
- Students will be given checks for the following reasons:
 - Dress Code Violations
 - Tardiness
 - Classroom/Hallway/Lunchroom policy violations
- Each quarter a new discipline card will be given to all students.
- Students receiving their 5th check or an automatic detention in a quarter will be assigned a Thursday after-school detention. Students receiving their 2nd detention will serve a Thursday morning detention from 6:45-7:45am and a parent conference. A 3rd detention will result in an In-School Suspension.
- Thursday detentions must be served and are from 3-4 pm. Parents will be notified 2 days prior to the detention either by e-mail or phone call and written notification.
- An automatic detention will be given for missing agendas, gum chewing or teacher designated violations.
- Students will be given a variety of tasks to do during detention.
- Students in detention must be picked up at the circle drive promptly at 4:00pm or they will be sent to the ACED program.

Grading and Sports Eligibility

- Students are required to maintain a grade of “C-” (74 %*) for each class to participate in school sponsored extracurricular activities. Specific guidelines are stated in the handbook.
- Eligibility runs Monday to Monday. Parents and the athletic director/sponsor will be notified on Tuesday if a student is warned or ineligible to participate.
- Student grades are available on the Lumens Parent Portal. At mid-quarter a progress report will be sent home with students. Progress reports need to be returned with the parent’s signature by the following Monday. Please notify the appropriate teacher if you have questions regarding a grade/assignment.
- Report Cards are sent home a few days past the end of each quarter. Only the signed envelope needs to be returned to school.

Lumens Parent Portal

- Teachers will export student grades each Monday by 4:00pm. Parents are encouraged to consistently check for new postings. This is the most accurate way to be apprised of student progress. Teachers will assume that parents are

taking advantage of the parent information available through the Lumens Database.

- Every attempt will be made to make sure that parents are aware of student academic progress.

Communication

Principal	Mrs. Briggs	jbriggs@presentation-parish.org
Counselor	Mrs. Mueller	vmueller@presentation-parish.org
Science	Mr. Nyhan	tnyhan@presentation-parish.org
Math	Mrs. Vittorino	mvittorino@presentation-parish.org
Social Studies	Mr. Wright	jwright@presentation-parish.org
Spanish	Mrs. Memoly	lmemoly@presentation-parish.org
Language	Mrs. Fletcher	dletcher@presentation-parish.org
Religion	Mrs. Connors	hconnors@presentation-parish.org
Computer	Mrs. Lock	llock@presentation-parish.org