

Saint Anthony School



SAINT ANTHONY'S SCHOOL

Junior High Handbook

2011-2012

Welcome to the St. Anthony School Junior High Program. The purpose of this handbook is to inform parents and students of the policies and procedures of St. Anthony School. The junior high faculty appreciates and encourages feedback regarding this school program.

HISTORY

Saint Anthony School opened for the first time in September 1956. The building on Laurel Street housed 300 students in grades 1-4. The faculty, with Sister Mary Edward as principal, was made up of three sisters of St. Joseph of Carondelet and two lay teachers. The dream and labor of our founding Pastor, Monsignor Michael Condon, was brought to completion in 1964. The school was then comprised of sixteen classrooms, housing 851 students. In June of 1964 was principal Sister Mary Monica closed the Laurel Street building and opened the present school in September of 1964.

RATIONALE

Educators seek to provide school that are places of learning and where learners are celebrated. Young people undergo more rapid and profound personal changes during the years between 10 and 15 than at any other period in their lives. The self-contained elementary structure of a single classroom teacher is not able to optimally address the intellectual, physical, social, spiritual, or emotional needs of these adolescents. Likewise, traditional junior high schools have been patterned after the high school structure, which is too complex and confusing for a young adolescent to face. Therefore, the junior high program was created as a transition period between elementary school and high school.

BEHAVIORAL EXPECTATIONS

St. Anthony School Junior High tries to create a warm and inviting atmosphere in its classrooms. A climate that is safe, inviting, and caring promotes a sense of community and encourages learning. Human relationships are paramount and all individuals are treated with dignity and respect. Students and adults recognize and accept one another's differences; curiosity creativity and diversity are celebrated.

St. Anthony School's junior high teachers have posted the school's School Wide Learning Expectations in all junior high classrooms. All our junior high students are expected to adhere to the same high expectations. As part of the junior high curriculum, students are learning life skills and virtues. Teachers will use language of these life skills and virtues when dialoguing with students about their behavior. In support of this effort, each classroom teacher has Student Conduct Expectations posted in each classroom which refer to the 4 B's: Be Safe, Be Respectful Be Responsible and Be Ready to Learn. This set of behavioral expectations is a framework for an attitude in which to approach each day's interactions for students.

The discipline process has been designed to allow parents, teachers, and students to be readily aware of rules, infractions and to provide a concrete way to assess the student's citizenship. The process includes incremental steps which lead from a warning to conferences, and ultimately, meetings between school representatives and parents if necessary.

The junior high teachers work collaboratively on behavior grades. Students will receive one overall behavior grade. Your child is responsible for their own actions the entire day they are at school. Each student will be held accountable for their actions using St. Anthony's Behavior Forms. The forms outline student expectations while on campus. Behavior forms are formatted into three sections including: work habits/ study skills, behavior, and severe misbehavior. Uniform violations count towards behavior grade and can/ will affect overall behavior grade.

Junior High Discipline Process

- *Behavior forms received in sections 1 or 2 will result in the following:*
 - *3 forms= Morning Detention*
 - *6 forms= Saturday Detention*
 - *9 forms= 1 Day Suspension*
 - *12 forms= 1 Week Suspension*
 - *15 forms= Dismissal from School*

- *Behavior forms received in section 3 will result in the following:*
 - *1 form= Morning Detention*
 - *2 forms= Saturday Detention*
 - *3 forms= 1 Day Suspension*
 - *4 forms= 1 Week Suspension*
 - *5 forms= Dismissal from School*

NOTES

- *Parents will be contacted for any missing behavior form.*
- *Severe offenses automatically merit a behavior form and detention.*
- *Failure to attend detention will result in an additional detention period.*

Severe offenses include: willful disobedience, damage to property, physical or psychological danger to self or others, leaving school property without permission, cheating or forgery, use of profane words or gestures, or out of control behaviors. Bullying is considered a severe offense and will not be tolerated.

POSITIVE COMMUNICATION

Communication between home and school is critical to student success. If parents have a compliment or concern, please feel free to contact the teacher at school or via written note, email or phone call. Any concern should be brought to the immediate attention of the student's homeroom teacher. Positive notes about student behavior will be emailed to parents as each situation warrants.

Teachers and parents are partners in the educational program of each student. The tone in which communication takes place is important to recognize. Therefore, St. Anthony School junior high encourages open and professional communication at all times. We are all "following in the footsteps of Christ" and our examples of communication will certainly lead the manner in which our students communicate.

HOMEWORK

Homework is designed to enrich and refine the material taught during the school day. Students are expected to put forth their personal best on all assignments. When students do not complete their homework assignments they fall behind in their academic success. To ensure that all students have an opportunity to be successful academically as well as develop the life skills of responsibility and accountability, the junior high faculty will follow these procedures homework:

Students should not have more than two (2) hours of homework each night (all subjects).

- Late assignments will be accepted for partial credit up to three (3) days. After the third day students are required to complete all assignments but will not receive credit for them.
- A zero (0) grade will be recorded for work not received or if student does not follow the homework procedure set by the teacher.

- Chronic inability to turn in homework will result in the student being placed on an academic contract.
- Teachers will post grades/points awarded every two (2) weeks on the 15th and 30th of each month (Active email addresses are needed from each family).

Parents and students are encouraged to check grades using the TeacherEase grading program regularly. Each parent will be sent an initial email which will contain password information to access their student's grades.

In accordance to the school's homework policy, junior high students should expect up to two (2) hours of homework. The homework may be mental (studying) or written. It may be necessary however for students to complete long term assignments/projects that may take longer. Good time management habits will decrease the amount of stress a student experiences in completing homework assignments. Students are each provided with an assignment planner in which to record all assignments throughout the school year.

PROGRESS REPORTS and REPORT CARDS

Parents will be formally notified in writing about student progress during the school year. Progress reports will be sent home periodically as indicated on the school calendar provided to each family.

Note: Grades for assignments in a current grading period are available via the school's grading program.

ABSENCES

EXCUSED ABSENCES:

On the day a student returns to school, **a written note of explanation, signed and dated by the parent should be given to the teacher.** Illness and family emergencies are considered excused absences (deaths and hospitalizations are considered family emergencies). All other absences are usually considered unexcused absences.

The State of California lists 6 valid reasons for students to miss school. Education Code Title V, Section 420 provides that when verified the following absences will be excused:

- illness
- quarantine by health officer
- medical, dental or optometric appointments

- attending funeral services of an immediate family member
- religious holiday
- school field trip or activity

Each classroom in the junior high has an organized, systemic method to assist students in getting their missed work assignments turned in for grading. Class lectures, discussions and activities are impossible to recreate. Upon their return, students need to check the bin in each teacher's classroom marked with their grade level. The bin will contain an absent sheet that will have the work the student missed on the day they were absent. Along with the absent sheet will be any handouts and/or worksheets that should be included. Students are responsible to consult with the teacher or fellow classmate on any notes they might have missed. For excused absences students will be allowed the amount of time they were absent to complete and return assignments for each day they are absent. Example: A student who is absent for three (3) days will be given three (3) days to make up all missing assignments. Students need to turn the completed absent work in the absent work bin in each teacher's classroom. **Please note:** It is the student's responsibility to retrieve and complete any homework assignments.

UNEXCUSED ABSENCES:

Students should fill out a written request **prior to taking an unexcused absence**. It is left to the discretion of the teachers to provide work either before or after the absence occurs. The teachers will set a due date for all missed work. If the work is not returned on or before the due date, the student may receive a zero (0) on all missed work. Teachers are not required to allow make-up work or provide make-up tests for unexcused absences, nor are they required to provide tutoring to catch a student up on missed class work or homework assignments.

TARDINESS

Attending school each and every day is important. The St. Anthony faculty is committed to helping all students maximize their academic potential. Students who are habitually tardy are disruptive and compromise the academic integrity of the classroom.

All students arriving late to school must check in with the office to receive a late slip. A student is deemed tardy for school if he/she is not with their homeroom class (either in assembly or, if raining, in the classroom) at 7:55 a.m. Because of the effect on a student's education and the disruption to a class, there are consequences for being tardy for the school and class:

- Detention assigned for any student who is tardy five (5) times in a month.

- Students who are tardy to class must enter the classroom using the door that opens to the outside lunch patio.
- Severe tardy tallies will be documented and potentially will require a conference with the principal.

STUDENT LEADERSHIP

In order for students to hold a student council position, they must meet the following criteria:

- Be in the sixth, seventh or eighth grade.
- Make a commitment to attend all meetings.
- Be responsible and have a record of completing tasks.
- Maintain a grade point average (GPA) of 2.5.
- Maintain a behavior grade of an “A” or better.
- Obtain appropriate signatures to run for office.

NOTE: If a student council member’s GPA or conduct falls below the above requirements, they will be placed on academic probation. If there is no improvement, they will no longer be able to participate in student council for that academic school year.

BOOKS

All students are expected to have a free reading book every day to be taken from class to class. Students finish class work at different rates of speed. The book allows them to use their time constructively while waiting for others to finish.

In order to keep textbooks in good condition and cut down on unnecessary replacement costs, students are expected to keep their textbooks covered all year. Students will be given a verbal warning for any uncovered book. A referral will be given to students who do not comply with any request to cover textbooks. The only writing that should be on the book covers is the student’s name, grade and subject.

UNIFORMS

Uniforms must be worn appropriately at all times. See the school’s Parent/Student Handbook for the uniform regulations. Any student who is out of uniform will call his/her parent to rectify the situation. Failure to comply with the uniform standards will result in a warning and potential further discipline.

SPIRIT WEAR DAYS

On assigned days, students are allowed to wear their spirit wear clothes. Students must wear their spirit shirt or school polo shirt appropriately with blue or black jeans. Jeans should be comfortable but not baggy or tight. School sweatshirts, sweaters or jackets are approved outerwear.

CELL PHONES

Cell phones must be in the off position and left in the student's backpack during the school day. Students may use cell phones outside on school grounds after school is finished with the permission of the homeroom teacher.

If a student violates the cell phone policy, the phone will be taken and given to the principal by the student immediately. Only the student's parent/guardian may retrieve the cell phone. If the cell phone is taken a second time, only the student's parent/guardians may retrieve the cell phone and the student is no longer allowed to bring the cell phone to school. A third infraction could result in further disciplinary action.

Junior High Expectations

Students will:

- Set reasonable and attainable goals: academic, social, spiritual.
- Be responsible and accountable for recording all assignments in their planner.
- Turn assignments on time.
- Come to class prepared.
- Check grades on TeacherEase every two weeks.
- File papers and organize their binder.
- Follow class rules regarding behavior.
- Always be in the proper school uniform.
- Keep classrooms and desk areas neat and organized.
- Come to class on time.
- Communicate with the teachers if they are having difficulty in class.
- Keep textbooks covered at all times.

Teachers will:

- Be prepared and teach quality lessons.
- Post assignments in the classroom.
- Record grades on TeacherEase every two weeks on the 15th and 30th of each month.
- Post classroom expectations and rules.

- Provide a place for students to pick up and drop of absent work.
- Provide progress reports.
- Reply to emails, written notes, and phone calls as soon as possible.
- Maintain a neat and orderly classroom.
- Use the language and virtues when correcting student behavior.

Parents will:

- If Catholic, attend Mass with their children on weekends.
- Bring students to school on time.
- Ensure that students come to school in proper uniform.
- Help students balance outside activities and ensure that school is a priority.
- Show an active interest in your child's work and insist that they always do their best.
- Focus on improvement rather only on scores or letter grades.
- Provide a quiet study environment.
- Direct any concerns to the specific teacher.
- Check TeacherEase grades regularly.
- Help students direct concerns to a teacher and discourage gossip or disrespectful conversations about administrators, teachers or students.

St. Anthony School and its junior high program ask parents for support. We encourage involvement and invite parents to work toward finding solutions to issues that will undoubtedly arise throughout the year. Please know that we chose the teaching profession, and junior high ages in particular, because we love children, feel called to a ministry working with the young, and believe we have an understanding of the uniqueness of a junior school student. We will do our best to make this year a positive and successful experience for your daughter or son.

Sincerely,

Ms. Adriana Camarillo

8th Grade Teacher/Math, Science, Religion

Mr. Leif Lapiad

7th Grade Teacher/Language Arts, History

Please read and discuss this handbook with your junior high school student, then sign and return this acknowledgement page by Tuesday, August 30, 2011.

I have read and I understand the policies and practices of St. Anthony School and the junior high program. I understand that the principal reserves the right to amend this handbook at any time during the school year and that parents and students will be given prompt notifications of such changes. We agree to support and comply with these policies.

Student Name (Please Print)

Student Signature

Parent/Guardian Signature

Daytime Phone

Date