

# Saint Anthony School



## *Junior High Handbook*

2019-2020

*“Building the Bridge to Spirituality, Academics and Service”*

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, Principal Sister Mary Monica closed the Laurel Street building and opened the present school in September of 1964.

## **RATIONALE**

Educators seek to provide schools 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 grades 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= Thursday Afternoon 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= Thursday Afternoon 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 sent 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:

Parents and students are encouraged to check grades using Gradelink 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 encouraged to have 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 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 optometry 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, systematic method to assist students in getting their missed work assignments turned in for grading. Class lectures, discussions and activities are impossible to recreate. Students are responsible to consult with the teacher or fellow classmate on any notes, handouts or worksheets 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. **Please note: It is the student's responsibility to retrieve and complete any homework assignments.**

### ***UNEXCUSED ABSENCES:***

Students must provide written notification **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 provided 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.
- 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 fifth, 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 "G" 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.

## **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 receive a behavior form and continued failure to comply with the uniform standards will result in 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 jeans. Jeans should be comfortable but not baggy, ripped, or tight. School sweatshirts, sweaters or jackets are approved outerwear.

## **CELL PHONES**

Cell phones must be in the off position, and collected. If a student violates the cell phone policy, the phone will be taken and given to the principal by the teacher 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/guardian 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 Contract**

The following contract is a binding agreement between students and teachers. This agreement is designed to promote a constructive and respectful learning environment. A breach of this contract will result in the consequences mentioned below.

The following are guidelines to adhere to:

### **Student's Behavior**

- I will respect teachers, faculty, and students.
- I will respect the property and privacy of others.
- I will follow directions.
- I will keep my hands and body to myself and not engage in violent behavior (this includes horse playing).
- I will not have a bad attitude.
- I will listen and not talk when the teacher is talking.
- I will be prepared for class, participate in classroom activities, and complete assignments given by my teachers.
- I will not use offensive and inappropriate language.
- I will not bully other students.
- I will not shout or run in the hallways during class time.
- I will not use my cell phone on school property or during school hours unless given permission by a teacher.

### **GPA**

- I will achieve a 2.0 or above GPA for all three trimesters.

## Study Habits

- I understand that **I am** 100% responsible for all my classwork, homework, and materials inside and outside of school.
- I understand that it is my responsibility to write down homework daily and if I am absent, I must obtain it from another student and/or check with Gradelink for assignments. I may also email the teacher within reasonable and ample time.
- I will not have more than 5 missing assignments for all classes.
- I will not have ANY missing projects.
- I understand plagiarism/cheating are prohibited and could result in a loss of ALL privileges as well as a zero on the assignment.

I fully understand the Jr. High  $\sqrt{\quad}$  system for uniform, classroom/school behavior, and homework.

<b>Check Marks</b>	<b>Work Habits/Study Skills/Discipline</b>	<b>Severe Misbehavior</b>
1 check in a day = Warning	3 Tiger Forms = Detention	1 Tiger Forms = Detention
2 checks in a day = Tiger form	6 Tiger Forms = Saturday	2 Tiger Forms = Saturday
3 checks in a day = Detention	9 Tiger Forms = 1 day suspension	3 Tiger Forms = 1 day suspension
3 consecutive checks in a week = Tiger Form	12 Tiger Forms = 1 week suspension	4 Tiger Forms = 1 week suspension
5 consecutive checks in a week = Detention	15 Tiger Forms = Expulsion	5 Tiger Forms = Expulsion

The breach of this contract may result in referrals, detention, suspension, expulsion and/or the loss of privileges:

These are the potential privileges that may be lost:

- Catalina (if receive 6 minor/2 severe referrals)
- Outdoor Ed (if receive 6 minor/2 severe referrals)
- Sports
- School families
- Buddies
- Field Trips (if receive 6 minor/2 severe referrals)
- Free Dress
- Class Parties/Potlucks
- Class Privileges

**Zero Tolerance:**

The school is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

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,

Mrs. Nicole Auth

8<sup>th</sup> Grade Teacher/Religion, History

Mrs. Diana Resurreccion/Ms. Nicole Lutes

7<sup>th</sup> Grade Teacher/Language Arts

Mr. Dominique Yoro

6<sup>th</sup> Grade Teacher/Math, Science



Please read and discuss this handbook with your junior high school student, then sign and return this acknowledgement page.

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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.

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Student Name (Please Print)

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Student Signature

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Parent/Guardian Signature

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Daytime Phone

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Date



## St. Anthony's School Technology Resources User Agreement for Students and Parents/Guardians 2019-2020

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

Parent/Guardian Name: \_\_\_\_\_

St. Anthony's School provides a device and an internet connection to:

- ✓ support the Mission of the Catholic Church,
- ✓ promote educational excellence and innovative instruction,
- ✓ promote communication, and
- ✓ prepare students to live and work in the 21st century.

Participation in the St. Anthony's School Technology Program is contingent upon signing this agreement. The following is a summary of key points within *St. Anthony's School Acceptable Use Policy for Computers, Network, Internet and Electronic Communications*:

By participating in St. Anthony's School Blended Learning curriculum, I/we agree to the following:	Student Initials	Parent Initials
<p><b>Devices</b></p> <ul style="list-style-type: none"> <li>• I understand that St. Anthony's School owns all student devices that are checked out.</li> </ul>		
<p><b>Damage, Loss or Theft</b></p> <ul style="list-style-type: none"> <li>• I understand that parents/guardians are responsible for any deductible involved with the insurance company for repair or replacement of the device.</li> <li>• In the event the device is lost, parents/guardians will be billed for the full cost of replacement if no police report is filed and/or if gross negligence is determined.</li> <li>• I will not leave my device unattended unless it is locked in a secure place.</li> <li>• I agree to report any damage/loss/theft to St. Anthony's School by the next school day.</li> <li>• I understand that excessive repair/loss/theft incidents may result in withdrawal of the privilege of using the device at school.</li> <li>• I understand that St. Anthony's School retains the right to collect and/or inspect the device at any time, including via electronic remote access, and to alter, add or delete installed software.</li> </ul>		
<p><b>Proper Care</b></p> <ul style="list-style-type: none"> <li>• I will have my device charged and power cord with me every day for every class, unless otherwise instructed by a teacher.</li> <li>• I will keep the device in its protective case when not in use.</li> </ul>		



## St. Anthony's School Student and Family Expectations 2019-2020

### Student Expectations

*Read each of the following statements below and initial in the space provided.*

- \_\_\_\_\_ I will use the student device as an empowered student to put forth my best effort to be an active individual and to be a faithful disciple.
- \_\_\_\_\_ I will conduct myself with respect for my school, my classmates, the faculty and staff of St. Anthony's School, my property, and myself.
- \_\_\_\_\_ I understand this computer is for educational purposes only, and I will use the student device in a responsible and focused manner.
- \_\_\_\_\_ I understand that the use of the iPads and all school-owned devices are a privilege, and if I do not meet the expectations given to me, I may lose this privilege.

### Family Expectations:

*Read each of the following statements below and initial in the space provided.*

- \_\_\_\_\_ We will ensure that our tuition and fees are up to date.
- \_\_\_\_\_ We will ensure that our child arrives to school on time every morning, wearing the proper uniform for that given day.
- \_\_\_\_\_ We will model proper use of technology and digital resources (including social networking).
- \_\_\_\_\_ We will monitor our child's use of the student device at home.
- \_\_\_\_\_ We will check, Google Classroom and the school website to make sure our child is keeping up with the work and passing all classes.
- \_\_\_\_\_ We will ensure that a proper case or backpack is provided for transport of the iPad.
- \_\_\_\_\_ We understand that the use of the iPad is a privilege, and if we do not meet the expectations given to us, we may lose this privilege.

I have read the full **Acceptable Use Policy** and the **St. Anthony's School Student and Family Expectations** and agree with their stated conditions.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

*Please return this signed form to St. Anthony's School.*

*Students will not be allowed to participate in the Blended Learning program until this agreement is received.*