

# Saint Anthony School



# Junior High Handbook 2023-2024

## ***“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 the 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. In addition, students will take ownership of their in-class behavior by completing a digital self-reflection form. The form will be emailed to the following parties: Junior High teachers, administration, and parents/guardians.

We have an individual behavior reward system that focuses on positive reinforcement. Students can earn rewards individually by receiving Jr. High Bucks for exceptional participation in class, consistent classwork habits, consistent uniform habits, etc. Students can use Jr. High Bucks to purchase various prizes such as homework passes, redo a test/quiz, etc.

#### ***Junior High Positive Reinforcement System***

- Individual Rewards
- Jr. High Bucks

#### ***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***

- *If need be, parents will be contacted regarding work and behavior habits. Please make sure to check student's Google Classroom and Gradelink for current academic standing.*
- *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.

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 staff always encourages open and professional communication. We are all "following in the footsteps of Christ" and our examples of communication will certainly lead to the way our students communicate.

### **COMMUNITY SERVICE HOURS**

Community service is a mandatory part of St. Anthony School's junior high religion curriculum (***15% of your child's Religion grade is based on completion of hours***). It is a great way for junior high students to make a positive impact on their community. It also helps them develop valuable skills such as communication and problem-solving. As a Catholic school we believe in stewardship – the belief that we are responsible for using all our gifts, time, talent, and abilities, wisely. We are called to be good stewards of what God has given us and use our gifts in the service of others.

Service is an essential part of our Catholic life, from volunteering at a soup kitchen or homeless shelter to visiting the sick and elderly. By serving others, we become more aware of their needs and grow in our relationship with God.

Stewardship also means responsible management of our resources and supporting charitable causes that promote the common good and alleviate suffering.

Ultimately, Catholic stewardship is about recognizing everything as a gift from God and using them in the service of others. By embracing this concept, we can grow in faith and become better people.

\*St. Anthony School faculty and administration strongly stress that community service hours are completed within the community. Picking up trash in your neighborhood, tutoring a family member, helping a teacher in the classroom, etc. does not count towards community service hours, though they are valuable ways to help others.

Students are encouraged to start their hours as soon as possible. Their extra hours can be rolled over to the following trimester within the given school year.

## **ACADEMIC WORK**

Work is designed to help students achieve mastery of the standards and content. Students are expected to put forth their personal best on all assignments. When students do not complete their classwork assignments during class, they fall behind in their academic success. It is imperative that they use their class time wisely, so that if they have questions, they are able to ask their teacher during class time. Students have ample time given in class to complete their work if they are on task.

\*Disclaimer: All assignments are started in class with extensions given as needed. (Except projects- It may be necessary however for students to complete long term assignments/projects that may take longer.)

\*Due dates are posted on Google Classroom.

Junior high students are expected to prepare and study for their tests/quizzes at home. Test and quiz dates are known in advance to give students ample time to study. Good time management habits will decrease the amount of stress a student experiences in completing assignments.

## **LATE AND REDO WORK**

Since it is important for students to practice skills to achieve mastery, the Junior High Team does accept late work and redo work. Students need to submit any late and redo work prior to the deadline given by their teachers (*usually 2 weeks before the end of the trimester*).

The late work policy is as follows:

- Must submit their work on Google Classroom and turn in. If redoing, they must resubmit and send their teacher an email, letting them know the assignment they have redone.
- Late and redo work can receive up to an 85% (B).
- Students must do their best on their late and redo work. It should not be turned in partially completed.

## **GRADING SCALE**

100-94 = A (4.0)

93-90 = A- (3.7)

89-87 = B+ (3.3)

86-84 = B (3.0)

83-80 = B- (2.7)

79-77 = C+ (2.3)

76-74 = C (2.0)

73-70 = C- (1.7)

69-67 = D+ (1.3)

66-64 = D (1.0)

63-60 = D- (.7)

59 & below = F (0)

## **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. These reports must be signed and sent back to the teacher.

***\*Note: Grades for assignments in a current grading period are available via the school's grading program (Gradelink).***

## **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 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 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.

## **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 2.0.
- 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.

## **HONOR ROLL**

Students are eligible for an honor roll each trimester. To earn honors, students must meet a minimum of a 3.0-3.49 GPA. To earn highest honors, students must meet a GPA of 3.5 or higher.

## **GRADUATING WITH HONORS (8TH GRADE)**

Students are eligible to graduate with honors and highest honors at graduation time if their cumulative GPA in the junior high (6th, 7th, and 8th grade years) is a 3.0 or higher. Honors is 3.0-3.49 and highest honors is 3.5-4.0 GPA.

## **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(s) to rectify the situation. Failure to comply with the uniform standards will result in a warning and potential further discipline.

### ***\*Reminders:***

- ***Only 1 pair of earrings at the earlobe is acceptable (no additional piercings are allowed - examples: lip, nose, tongue, etc.)***
- ***No skirt rolling***
- ***No fake eyelashes or extensions***
- ***No makeup***

- ***No false nails***
- ***No nail polish (clear polish is okay)***
- ***No big chains***
- ***Undershirts - solid color (school colors). Undershirt must not be visible, except at the neck area. Can't be longer than the school shirt (past the sleeves). Long undershirts to the wrist are allowed when the weather permits.***
- ***No highlights***
- ***No hair extensions***
- ***Shoes that have laces must be tied***
- ***No dying hair (not even natural color)***

**PE Attire:** Students must wear their PE shirt with their grey school shorts or they will not receive participation credit for PE.

### **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. Moreover, appropriate jeans should be comfortable but not baggy, tight, or ripped. Shorts should be an appropriate length. School sweatshirts, sweaters or jackets are approved outerwear. Students must wear their school shoes (school colors) on spirit wear days.

### **CELL PHONES & SMART WATCHES**

Cell phones and smart watches 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 parents/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. No Smart Watches should be worn at school.



## 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 assignments and materials inside and outside of school
- I understand that it is my responsibility to check Google Classroom and Gradelink for assignments, especially if I am absent.
- I will communicate or email the teacher, within a reasonable time, if I have questions.
- I understand plagiarism/cheating are prohibited and will result in a loss of ALL privileges as well as a zero on assignment.

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
- Outdoor Ed
- Neon Lights
- Sports
- Field Trips

### **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. Nicole Mullich

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

Ms. Lizeth Lopez

**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.

\_\_\_\_\_ Student Name (Please Print)

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

\_\_\_\_\_ Parent/Guardian Signature

\_\_\_\_\_ Daytime Phone

\_\_\_\_\_ Date