



# Handbook and Discipline Plan for Kearns-Saint Ann Middle School 2019-2020

*Please note: Diocesan policy supersedes all information in this handbook. For information not included in this document, refer to the Kearns-Saint Ann Parent Handbook available on the school website, [www.ksaschool.org](http://www.ksaschool.org), or in the school office.*

## **Mission Statement**

We Teach the World!

Kearns-Saint Ann School, as a ministry of Saint Ann Parish and in partnership with families, fosters a deep love of God, academic excellence, and Catholic values.

## **Schoolwide Learning Expectations**

**Students at Kearns-Saint Ann School are:**

1. Catholic Students:
  - a. Demonstrate knowledge of Catholic teaching
  - b. Participate in spiritual and sacramental Church life
  - c. Serve God and others through the Works of Mercy
2. Life-long Learners:
  - a. Demonstrate growth in academic skills through listening, speaking, reading, and writing
  - b. Exhibit critical thinking
  - c. Use technology as an educational tool
3. Responsible Citizens:
  - a. Demonstrate respect for self, others, and the environment
  - b. Appreciate the richness of God's diverse creation
  - c. Apply virtues and social skills in daily life

## **Code of Ethics**

All students, faculty, staff, and families exhibit a Christian spirit by respecting self, others, and property, contributing to the learning environment, and following school and classroom procedures.

## **History of the Middle School**

A pilot middle school program was initiated in three Catholic elementary schools in 1992 following the analysis of a survey distributed in 1989. Included in the survey were questions about creating a centrally located middle school separate from the elementary schools. Kearns-Saint Ann adopted the middle school model of education as mandated by the Catholic Schools Office of the Diocese of Salt Lake in fall of 1997.

Educators seek to provide schools that are joyful places where learning and learners are celebrated. Young people undergo more rapid and profound personal and physical changes during the years between 10 and 15 than at any other period of 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 middle school model was created as a transition period between elementary school and high school.

## **Parent/Teacher Communication**

Communication between home and school is critical to student success. If parents/guardians have a compliment or concern, please feel free to contact the teacher. Teachers will respond to you within 48 hours of any communication sent between Monday, 8:00am through Friday 12:30pm. (Teachers are not required to check their e-mail or phone messages over the weekend. Communication sent over the weekend will be responded to by the end of the day the following Monday.) Please understand that teachers are working with students during the day and do not have time to check their email or speak on the phone until after 3:30. In the event of an emergency, please contact the school office.

If parents/guardians have a serious concern, we recommend that they set up a face-to-face meeting with the teacher. A meeting with the administration and the teacher should occur if there has already been a meeting with the teacher and the concern has not been solved. Less serious concerns such as logistical, procedural, or homework questions or may be conveyed via e-mail, phone, or note.

## **Midterm Reports and Report Cards**

Parents/guardians will be formally notified in writing about student progress eight times during the school year; midterm reports will be sent home at the middle of each quarter and report cards will be issued following the completion of each quarter. Check the school calendar for these dates. If a teacher is concerned about a student's performance, he/she will notify the parent/guardian by phone, email or note within a reasonable amount of time.

**Online Grades:** The diocese uses RenWeb for recording grades and maintaining records. Parents must create their own usernames and passwords by going to [www.renweb.com](http://www.renweb.com). We encouraged you to check grades on RenWeb regularly. Teachers will record test and assignment scores in a timely manner. Please contact Mrs. Roy or the school office if you have a problem accessing your child's

RenWeb grades.

### **Middle School Promotion Points**

All students in the 6th, 7th, and 8th grades at Kearns-Saint Ann School must earn 40 points in the six basic subject areas each year to be eligible for promotion and/or graduation. A letter containing the points earned thus far, will accompany each Report Card in Quarters 1, 2, and 3.

- The six basic academic subject areas are: Religion, English, Math, Reading, Science, and Social Studies
- Students should attain a minimum of 10 points per quarter, but must attain 40 points per year to pass to the next grade or to graduate
- An “In Danger of Failing” letter will be sent after completion of the first semester to alert the parent of their child’s low Promotion Points total.
- Points will be allotted in the following manner:

<b>Grades</b>	<b>Points</b>
A and A-	4
B+, B, and B-	3
C+, C, and C-	2
D+, D, and D-	1
F	0

### **Honor Roll**

Middle school students are recognized for their overall academic and behavioral achievement with our Pastor’s Honor Roll and Principal’s Honor Roll.

To earn the Pastor’s Honor Roll, students must receive an A or A- in all subjects

To earn the Principal’s Honor Roll, students must receive all A’s and B’s in all subjects.

Students have the opportunity every quarter to earn a place on either Honor Roll. So, if a student has one lower-performing quarter, he/she can still earn the honor roll the next quarter. Once students are on one of the honor rolls, they must maintain their high performance to stay on it for the next Quarter.

**Graduation Recognition:** 8<sup>th</sup> Grade students who receive an “A” all four quarters of their eighth grade year in both Conduct and Effort, will wear the white cord at graduation, and those students who were on the Honor Roll all four quarters of 8<sup>th</sup> grade will wear the gold cord at graduation.

## Homework

1. Daily homework assignments are generally given on Monday- Friday
2. Students are to use cursive when writing an assignment or when heading their paper.
3. The heading is to be as follows:

The diagram shows a rectangular box representing a piece of lined paper. A vertical red line is on the left side. A black dot is in the top left corner. The heading is written in cursive: 'Name' and 'Date' on the left side, 'Grade' and 'Subject' on the right side, and 'Assignment Name' in the center.

4. An assignment is due at the time specified by the teacher for that assignment. Any assignment turned in after this time will be considered late. A late assignment will receive 10% off for each day that the assignment is late up to 50% off.
5. A grade of zero will be recorded for work not received.
6. Chronic inability to turn in homework, study for tests, or produce adequate work will result in the student being placed on an academic contract by the principal.

Students should complete about one and one half-hours of homework Monday through Friday. Homework may be mental (studying), reading, or written. Weekend work time may be necessary to complete long term assignments such as reading books for book reports, editing compositions, memorizing poems or prayers, writing reports, or gathering research. Good time management habits will decrease the amount of stress a student experiences in completing homework. Students are responsible for writing assignments down in their planners.

Students are expected to have the necessary school supplies. The supplies that were purchased at the beginning of the school year do not last for the whole year. It is the student's responsibility to inform his/her parents when supplies such as paper and pencils are getting low. Any supplies "borrowed" from another student should be replaced. To see a list of the required school supplies, see the school website.

## Academic Dishonesty

**Cheating on a Test or Quiz:** If caught cheating on a test or quiz, the student receives a 0% for the grade and is given a warning. The student's parent/guardian is notified by the teacher. Cheating is defined in the Discipline portion of this handbook, page 15.

**Plagiarizing** (For longer-term assignments such as research papers, book reports, etc.): The student receives a 0% for the assignment and is given a warning. The student's parent/guardian will be notified by the teacher. If the assignment is redone, with the approval of the teacher, the student

may only earn a grade as high as a “C.” The consequences are the same regardless of how much of the assignment has been plagiarized. A student who plagiarizes more than once will not be given the opportunity to redo plagiarized assignments.

### **Extra Credit**

Extra credit is given at the discretion of each teacher. Oftentimes, students and/or parents/guardians contact teachers at a time when extra credit may not be available such as near the end of a quarter. Please familiarize yourself with the teachers’ policies before asking for extra credit.

### **Attendance**

At Kearns-Saint Ann School regular attendance has a direct correlation with learning and achievement. Prompt and regular attendance at school is essential for successful class work. Parents are urged, therefore, not to keep their children out of school except for illness or emergencies. Medical, dental, and other such appointments should not be scheduled during school hours unless absolutely necessary.

### **Tardiness**

It is very important that all students arrive to school on time. Coming in late is often disruptive to the other students, embarrassing to the tardy student, and hurts that student academically as he/she may have missed some of the instruction.

Middle school students will go into the gym at 8:00 for morning prayer. When finished, the teacher will bring his/her homeroom to the classroom. The students will put their personal items on the hall coat racks, go to their seats, and prepare for their day. Students are marked tardy if they do not enter the school with their class. Any student entering through the front door will be marked tardy. Parents will be notified by the office when a student has accrued 8 or more tardies.

### **Absences**

**Excused Absences:** Illness and family emergencies are considered excused absences. Each classroom in the middle school has an organized, systematic method to assist students in getting their missed work assignments. Class lectures and discussions cannot be redone by the teachers. Upon their return students need to check with their teachers for any handouts, worksheets, tests or quizzes to complete. For excused absences students will be allowed two days for every day absent to complete and return missed assignments.

**Please Note:** It is the **student’s** responsibility to retrieve and complete all necessary make-up work.

**Unexcused Absences:** Trips and vacations are considered unexcused absences. It is left to the discretion of the teacher to provide work either before or after the absence occurs. Teachers are not required to provide work before the trip, as it is often difficult to predict where a class may be during the time of the absence. 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 on all incomplete work.

### **Books**

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. Jumbo sized stretchable cloth covers available at many stores work really well. Students will be given a verbal warning for an uncovered book. There may be a Falcon buck fine for any book that is uncovered after the initial reminder. The only writing that should be on the book covers is the student's name, grade and subject. Also, students are asked to bring a reading/library book with them to each class.

### **Uniforms**

Uniforms must be worn appropriately at all times. See the parent handbook for the uniform regulations. Failure to comply with the uniform standards may result in the loss of a Falcon buck or an demerit if student is consistently in noncompliance.

### **Cell Phones and Electronic Devices**

Cell Phones and all personal electronic devices are discouraged on our school campus. Students will turn off cell phones and other electronic devices at the beginning of the day, and store them in a locked box until classes are concluded at the end of the day. It is the responsibility of a tardy student to give his/her cell phone to the homeroom teacher for lock-up.

Use of cell phones and personal electronic devices by students is prohibited from the time a student arrives in the morning on school grounds, during recess, lunch time, other breaks, and any period of extended care. Students may use cell phones at 3:10 to call parents if they are still waiting for a ride.

If a student uses a cell phone or other electronic device in an unauthorized manner, the cell phone or other electronic device will be confiscated and put in the school safe overnight. The cell phone or electronic device may be retrieved the following day after school by a parent only.

A second unauthorized use of a cell phone or electronic device will result in additional disciplinary actions. A meeting between the parent and the principal will be conducted before the phone or electronic device will be returned. Kearns-Saint Ann School and its employees assume no liability or responsibility for cell phones or any electronic devices brought onto campus by students, parents or guardians.

### **Middle School Discipline Plan**

Kearns-Saint Ann School tries to create a warm, inviting atmosphere in its classrooms. A climate that is safe 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. To achieve this end, KSA teachers have posted the Schoolwide Learning Expectations in all of the middle school classrooms. All of our middle school students are expected to abide by these tenets.

## Overview

The discipline plan and rubric have been constructed for all stakeholders to work together to implement Kearns-Saint Ann Middle School's goals for responsibility and behavior. The principal, teachers, students, and parents share the responsibility for administering KSA's Discipline Plan. Nothing in this discipline plan is intended to or shall be applied to conflict or contradict the Diocese of Salt Lake's "*Administrative Handbook, 2015*".

One of the goals of education is self-discipline. Parents, teachers, and administrators work with students to establish guidelines for acceptable behavior. All students are required to know what is expected of them and the responsibility they share with their parents to maintain a positive educational atmosphere. When inappropriate behavior disrupts the learning and school environment, the teachers and administrators at KSA will take appropriate action according to this discipline plan.

### **Students will:**

- Be considerate, courteous, and respectful
- Listen to and follow directions of all adults in authority
- Follow classroom and school rules
- Use appropriate language at all times
- Walk in an orderly manner on school grounds
- Keep hands, feet, and objects to themselves
- Show respect for school property and the property of others
- Bring problems and concerns to the attention of an adult
- Use materials and technology appropriately

## Falcon Bucks and Conduct Grade

The Falcon Bucks system was designed to give the students positive reinforcement of their good behavior. It also allows parents/guardians, teachers, and students to be readily aware of rule infractions and to provide a concrete way to assess students' conduct grades.

In the middle school, students begin each week with \$25.00 and 10 conduct points. Oftentimes, teachers give a verbal reminder when a rule is not being followed. However, when necessary, teachers or other staff members will impose a Falcon Bucks fine and/or an demerit which will be recorded. This demerit will be recorded in RenWeb and can be viewed in the Behavior portion of the Parent Page (ParentsWeb). The amount deducted is determined by the teacher/staff member based on the severity of the infraction. At the end of the week, the homeroom teacher tabulates the total number of Falcon bucks deducted due to behavioral infractions. This number is deducted from the student's 10 points, and recorded in RenWeb as the week's conduct grade. The student begins the next week with \$25.00 and 10 points. This process is repeated each week throughout the quarter, resulting in the final conduct grade which will appear on the report card.

The Falcon bucks that the student has earned may be spent in the Falcons 'R' Us store which is opened for business, one time each month.

**Possible fines are, but not limited to, the following:**

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|---|---|
| <ul style="list-style-type: none"><li>● Disrespect towards<ul style="list-style-type: none"><li>○ A teacher</li><li>○ Another student</li><li>○ School property</li><li>○ Another's belongings</li></ul></li><li>● Defiance of a teacher</li><li>● Arguing with a teacher</li><li>● Not prepared for class</li><li>● Missing supplies for class</li><li>● Inappropriate use of Computers</li><li>● Not in seat when second bell rings</li></ul> | <ul style="list-style-type: none"><li>● Disrupting class</li><li>● Throwing anything in class</li><li>● Inappropriate Church behavior</li><li>● Inappropriate language</li><li>● Inappropriate gestures</li><li>● Excessive noise in hallways and/or on stairs</li><li>● Uniform infractions</li><li>● Other offenses at teacher's discretion</li></ul> |
|---|---|

**More serious consequences listed below will result in more severe disciplinary action or possible termination (from the Diocesan Handbook, 2015):**

- Taking anything that does not belong to oneself, whether from other students, from teachers or staff, or from school property
- Threatening a teacher or any other person
- Willful defacing of, theft of, or destruction of school, church, or personal property; the student and/or his legal guardian will be required to pay the cost of repair or replacement
- Possessing or using fireworks or other explosives
- Initiating a fight or participating in a fight
- Using forged notes or forged official signatures
- Refusing to comply with any reasonable request of any teacher or other school personnel while they are performing their official responsibilities
- Committing an act of defiance, either in language or in action, on the school campus
- Leaving class or the school campus without permission
- Disrupting the class while in session; misbehaving in classrooms, restrooms, halls, or in assemblies
- Possession of knives or other lethal weapons, instruments, matches, or pornographic material
- Using language or behavior which is immoral, profane, vulgar, or obscene
- Possession, use, or sale of any form of tobacco, alcohol, or drugs on school, church, or adjacent property used by the school

## **Disciplinary Actions**

Some students make choices which require the use of the discipline rubric. When the rubric is used, consequences such as loss of privileges, detention, suspension, or expulsion may result.

## **Classroom Misconduct**

Each teacher/team will establish classroom rules and enforcement procedures. Students have a responsibility to be appropriate, active participants in the learning process.

## **Hallway or Common Areas Misconduct**

Students are to conduct themselves in an orderly manner when passing between classes. All students are to go directly to their assigned classes and may only be out of class with an adult's permission. Individual teachers establish policies for allowing students to leave their classroom during class time.

## **Cafeteria Misconduct**

During lunch students are expected to:

- Take their place in the cafeteria line
- Talk at a normal conversational level
- Stay seated unless being instructed to put away their basket and trash or to exit to the playground
- Deposit all trash in appropriate containers
- Clean area before leaving the cafeteria. This includes students taking turns to wipe the table.
- Only sit at the tables assigned to middle school

\*\*\*No food and/or drinks is allowed outside the cafeteria unless authorized by school administrator or cafeteria personnel.

\*\*\*Students should not enter the main building during lunch. Students must remain in the cafeteria during lunch and may use the restrooms located directly outside of the cafeteria.

## **Public Displays of Affection**

Students are not allowed to show any displays of affection on campus at any time.

## **Bullying, Teasing and Gang-like Behaviors**

Any actions or behaviors that result in bullying or teasing will not be tolerated and will be dealt with according to the discipline rubric. Dress related to gangs or actions related to gang-like behavior will likewise be handled according to the Diocesan discipline rubric.

### **Physically Dangerous Behavior**

Running, wrestling, throwing objects, pushing, shoving, inappropriate touching, and horseplay on school grounds are not acceptable behaviors. Punching and pinching another student are inappropriate. Students physically intimidating classmates in any manner will be disciplined.

### **Harassment**

If a student feels uncomfortable with the actions of another student, he or she should first tell the other that the actions are not appropriate. If the behavior continues, the student must report the harassment to an adult employee or authorized volunteer at the school.

### **Food, Drink and Gum Rules**

Students may carry drink containers and food in the hallways only when they are transporting it to a classroom, to eat at break time, or taking it to the cafeteria for lunch. Other food, drinks, candy and gum are not allowed on school grounds unless the teacher has made specific exceptions.

### **Fines**

Some offenses are punishable by monetary fines. Fines must be paid within one week of the infraction.

The following infractions are assessed a fine:

- Gum Chewing \$10.00 fine: Gum chewing is not allowed anywhere on Kearns-Saint Ann School property at any time.
- Projectile Throwing \$10.00 fine: For respect of property and safety reasons, throwing snowballs, food, rocks, or any projectile is not tolerated and will be assessed a \$10 fine.
- Full replacement cost of damaged or lost library books, textbooks, Chromebooks, or any school property, must be paid by the student responsible for the item.

### **Improper Dress**

Students are expected to follow the Kearns-Saint Ann dress code at all times, with the exception of “dress-up” or “free dress” days. For more explanation of acceptable dress, see the Uniform section under Parent Pages on the school website.

If a student violates the dress code, he/she will be sent to the office and parents will be contacted. The parents will then be required to either escort the student home to change clothes or to bring appropriate clothing to the student. Students may not return to class until appropriately dressed. If a student continues to violate the dress code, he/she will be subject to discipline.

## Dance Regulations

Grades 7 & 8 may attend dances at other schools various Friday evenings throughout the year. Usually there is a small fee to attend the dance. Dances begin at 6:30 and end promptly at 9:00. Arrangements must be made to pick up the student at 9:00. Failure to be picked up on time may result in a student being banned from future dances.

Students are expected to be dressed appropriately when attending a dance. If a student is inappropriately dressed, the student will be sent home and the principal of the school will be notified.

**Dance Dress Code:** Jackets, backpacks, inappropriate messages on clothing, hats, bandanas, bulky chains, skin tight clothing, and earrings on boys are not allowed. Modest attire must be worn. (i.e. Skirts must be an appropriate length, no more than 3 inches above the knee; midriffs must be covered; no backless, strapless, or sleeveless clothing; no spaghetti straps; no hoodies). Pants should be comfortable but not excessively baggy and must be worn at the waist. Shorts are allowed 1<sup>st</sup> and 4<sup>th</sup> quarter and must be no more than 3" above the knee. The administration of the host school will determine if a student is inappropriately dressed.

While at the dance, students will label and leave their cell phones in a designated spot, such as a coat room, before entering the dance area. All phones are monitored by an adult during the dance. Students may retrieve their phones when the dance is over. Any student caught with his/her phone during the dance will be asked to leave the dance.

## Possessing Inappropriate Items at School

All students should not bring any items to school that interfere with learning or endangers the health and safety of other students. The following are a few examples of inappropriate items:

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|---|---|
| <ul style="list-style-type: none"><li>• Water guns</li><li>• Hand-held computer games</li><li>• Electronic devices</li><li>• Laser pointers</li></ul> | <ul style="list-style-type: none"><li>• Sports equipment (with the exception of equipment needed for team practice after school.</li><li>• Wheeled objects</li><li>• Toys</li></ul> |
|---|---|

***Please note: This is a partial list and may include other items.*** Teachers and administrators can determine other items as inappropriate on campus, and they will confiscate them and keep them until a parent comes to pick them up. Such items not claimed by the parent or student by the close of the school year will be donated to charity or destroyed. ***Items which are contraband under law will not be returned.***

If a school-authorized activity requires specific items that would otherwise be inappropriate, the student will receive instructions from the teacher, coach or leader on their authorized and limited usage.

If the student is in doubt about whether an item is appropriate, he/she is to ask before bringing it on school grounds. If a teacher has any reason to believe that a container of liquid contains alcohol, that container will be confiscated. If it is determined that the container does indeed contain alcohol, disciplinary action will be taken.

### **Improper Computer Use**

Students are to use KSA Chromebooks and/or computers in accordance with the Student Computer Use Contract. The "Technology Acceptable Use Agreement" signed by both the student and a parent must be on file at KSA before that student may use any school computer. This user agreement acknowledges that KSA retains the right to monitor any student communications or information exchanges made with school computers to any other computer.

Transmitting or receiving unauthorized content on any school computer/Chromebook will warrant disciplinary evaluation. The KSA Chromebook Agreement must be signed and on file at school before a student will be issued a Chromebook. Unauthorized access to a computer, unauthorized copying to or from a computer, entry into non-authorized websites, and any actions that interfere with an authorized user's access are each serious offenses that will call for the student's actions to be evaluated by the school administration. Appropriate disciplinary conditions may be implemented.

### **Weapons**

The most serious inappropriate items at KSA are weapons and drugs. A weapon is defined as anything that acts to destroy property or injure another. This includes authentic replicas of real weapons such as toy guns.

Teachers, administrators or staff member will seize the items immediately. Parents will be notified of the confiscation of such items.

### **Drugs**

Students may not possess illegal drugs on school grounds or at school related functions such as sporting events and school dances.

If he/she must take prescribed medication, the parent must bring the medication directly to the school office. Parents will also need to sign a medication permission form. Copies are available in the office.

### **Tobacco Products**

Cigarettes, cigars, snuff, smokeless tobacco or any other type of tobacco product or similar product are prohibited from school grounds or school sponsored activities such as sporting events or dances at another school.

## Middle School Handbook Contract

Please read the Middle School Handbook and discuss it with your child. It is located on the school website at [www.ksaschool.org](http://www.ksaschool.org), under the Parent Pages menu and In the Classroom submenu. Sign this form and have your student return it to his/her homeroom teacher.

**Kearns-Saint Ann Middle School** is dedicated to ensuring that communication between the school and parents is continual, on-going, and uniform. The success of the Student Discipline Plan for Kearns-Saint Ann Middle School depends on the support of each member of the school community. Working together, faculty and staff, parents, and students can promote academic achievement and good character, and ensure the success of students at the school and throughout life.



Principal, Kearns-Saint Ann School

Your signature in the appropriate spaces below will indicate your commitment to helping fulfill the school's primary mission—rigorous academic learning.

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We have read the Discipline Plan for Kearns-Saint Ann Middle School and support the rules and expectations outlined herein. I understand that the principal reserves the right to amend this handbook at any time during the school year and that parents/guardians and students will be given prompt notification of such changes. We agree to support and comply with these policies and practices.

**Student's Name (Please print):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*\*\*\*Please return the signed contract page to the homeroom teacher\*\*\*\*