

St. Isidore Junior High 2007-2008

Philosophy

Recognizing that students learn best when basic needs are met, the teachers and administration of St. Isidore School will work to establish and maintain an educational environment conducive to learning by creating a safe, non-threatening atmosphere of mutual trust among teachers, administrators, students, and parents. Students will be respectful, responsible and accountable for their thoughts, words, and actions. As the eldest members of the student body, the junior high sets a standard for the entire school.

General Rules

1. Do your own work.
2. Own your thoughts, words, and actions.
3. Maintain a safe environment conducive to learning and working.
4. Practice active listening.
5. Be prepared by utilizing organization and time management strategies.
6. Follow all school rules and procedures including dress code and the Diocese of Oakland Personal Technology Use Policy. (See Family Handbook)

Each Junior High teacher will enforce these rules commonly.

School-Wide Discipline Policy (Same as the Parent/Student Handbook)

This applies to junior high with the following structure for insuring positive behavior.

School and classroom discipline will be based on clearly defined, reasonable rules of conduct. Teachers and administrators will enforce rules consistently and fairly. Students will be disciplined as necessary based on the teacher's or administrator's judgment. **The school will employ a system of infractions and disciplinary referrals as a method of documenting students' behavior and as a way of partnering with parents.**

Communication/Conferences:

Effective communication is vital to any student's success in school. We highly encourage students to direct their concerns to the teacher who can best assist them. Only after the student has spoken with the teacher and if the student does not feel satisfied, should the student illicit help from parent(s) to become involved and meet with the teacher.

Teachers and/or parents may call for a conference whenever they feel it is necessary. All conferences are arranged by appointment. During the conference, the teacher and parent(s) *together with the student* will determine positive steps that can be taken to ensure the student's improvement.

Infractions

Any teacher may give infractions to students in grades 6-8 for any of the following violations and/or according to the teacher's policies:

- *Violation of school uniform or non-uniform dress policy and/or any school rules or procedures as outlined in the Family Handbook*
- *Missing or incomplete homework or class work*
- *Missing supplies or book(s)*
- *Failure to keep textbooks covered*
- *Failure to transition appropriately*
- *Off-task/disruptive*
- *Other inappropriate classroom or yard behavior*

Teachers will send home the infraction slip with the student on the day it is given. Students are to return the infraction, **with parent and student signature**, the following day, or a minor D.R. will be given.

Note: Any teacher may give out an infraction to any student or recommend to the student's homeroom teacher that an infraction be given.

Should a homeroom teacher recognize a chronic or serious misbehavior of a student, a Minor Disciplinary Referral (D.R.) may be issued and the student will be sent to the Discipline Manager.

Minor Disciplinary Referrals - Minor D.R.'s can be issued by a teacher, following a review with the disciplinary manager, for more serious student misconduct, such as, but not limited to: failing to return infractions, excessive disruption of class, rude and disrespectful treatment of others, inappropriate behavior during recess, lunch time, Mass, assemblies, or class.

The teacher, and/or Principal or Associate Principals will issue an appropriate corrective action, i.e., letter of apology, benching at recess, time out, detention, conference between parents, Discipline Manager and teacher, etc.

Minor D.R.'s are to be signed by the student and parent and returned the following day. Parent(s) should discuss the incident with the child and encourage positive alternative behavior.

Major Disciplinary Referrals - Major D.R.'s may be given for major offenses such as stealing, lying, cheating, forgery, blatant disrespect, vulgarity (by word, gesture, or deed), physically assaulting another student, throwing of objects, tripping, or any other behavior unbecoming of a Christian student.

The Principal and/or the Associate Principals will determine an appropriate corrective action. An **in-school suspension** may result.

The Principal or Associate Principals will give out Major D.R.'s. As with

infractions and minor D.R.'s, major D.R.'s are to be signed by the student and parent and returned the following day.

Plagiarism and Cheating

Cheating of any kind and plagiarism, will not be tolerated and will be considered a major disciplinary offense to result in serious consequences. The following definitions should be understood:

Cheat—verb; 1. To deprive of something through fraud or deceit; 2. To practice fraud or trickery; 3. To violate rules dishonestly.

Plagiarize—verb; 1. To present the ideas or words of another as one's own. (The Merriam Webster Dictionary)

All student work—class work, discussion, homework, projects, tests and quizzes—are used as assessment to evaluate the student's understanding and skill level. Authentic assessment is only possible if students are responsible for their own work. **Any form** of cheating or plagiarism is grounds for disciplinary action. In order to help ensure authentic assessment, the following guidelines and procedures for evaluation (testing) will be expected of students and enforced by all junior high teachers.

- No verbal or non-verbal communication during a quiz or test.
- Stay in your seat: no exceptions.
- All books and materials must be in your desk: all materials in your desk must be neatly organized according to the teacher's directions.
- Keep eyes on your own paper at all times.
- Cover your work—teachers will provide a piece of paper or folder for this purpose.
- When finished, sit quietly until the teacher collects the papers. Do not begin other work of any kind: again, sit quietly (i.e., meditate, pray, read SSR book).

If any of the above procedures are violated, the student may be (but not limited to) reprimanded in one or more of the following ways:

1. a zero on the test;
2. a Major Disciplinary Referral;
3. in-school suspension;
4. automatic academic and conduct probation which includes loss of privileges (including but not limited to free dress, field trips, and parties);
5. an additional assignment may be given to the student to demonstrate mastery of the information tested.

Policies and Procedures

- **Assignments (including late and missing work).**
 - All assignments are to be completed according to teacher directions and due date. Failure to follow directions may result in having to re-do the assignment. Assignments (homework) are written on the **homework board** every day. Homework is to be recorded by each student when the assignment is given or at the end of the day before closing prayer. **The website may not indicate all homework assignments, and students should be aware of additions or changes to the assignments posted as indicated by the teacher during the course of the week.**
 - The amount of time spent on homework will vary from student to student, as everyone works at his or her own pace.
 - When an assignment is not completed by the due date given, the student will receive an infraction and a loss of credit. Infractions serve as not only a notice to parents, but also as a record of the student's lack of effort.
 - Long term projects, reports, or assignments are due to the school on the assigned due date regardless of student attendance.
 - Work that is turned in after the due date will receive reduced or no credit.
- **Make-up work (due to illness or family emergency)**

Valid, excused absences permit the student **one day per days absent** to make-up the work for full credit. **The first day after this grace period the teacher will apply the above Late Work/Missing Assignment policy.**

Please note: All work assigned before the absence and/or due the day of the absence is due the first day the student returns to school with the exception of long term projects as mentioned above.

Requests for assignments during an illness or family emergency absence should be made to the office the morning of the day the work will be picked up. In the case of family vacations, please consult the Parent/Student Handbook as to school policy.
- **Proper Heading and Assignment Expectations**
 - All assignments must be headed in the following manner for all subjects in order to receive full credit:
 - Full Name (first, last), student #**
 - Date**
 - Subject**
 - Assignment**
 - The heading should be written in the upper right hand corner of the paper. Missing heading will result in a deduction of points.
 - Penmanship, neatness, and adherence to directions will be criteria for **all** assignments.

- Written work reflects the effort and pride students take in completing assignments. Assignments should be done to the best of the student's ability.
- Work should be completed on 8 1/2" x 11" college ruled binder paper for all class work. Torn paper from a notebook will not be accepted.
- If using a computer for an assignment, use a 12 or 14 point, plain font (e.g. Times New Roman, Palatino, etc.) and double space work.

- **Grading**

Grading is done by a system of points. All assignments will be given a point value and letter grade. Percentages and corresponding letter grades can be determined by dividing points earned by points possible. Long term projects and assignments will include a grading rubric with criteria. See below for grade percentage equivalents.

If a student encounters a problem with, is confused about an assignment, or is hindered by a special circumstance, it is his/her responsibility to let the teacher know as soon as possible in order to come to an agreement as how to best remedy the problem.

Progress reports will be sent out mid-trimester and as needed. Students should be able to find out their grade within one to two school days if they make such a request to their teacher. Students are encouraged to keep an accurate record of their scores.

GPA will be calculated using the following scale:

<u>Grading Symbol and Percentages</u>		<u>Grade Points</u>
A	95-100%	4.0
A-	90-94%	3.65
B+	87-89%	3.35
B	83-86%	3.0
B-	80-82%	2.65
C+	77-79%	2.35
C	73-76%	2.0
C-	70-72%	1.65
D+	67-69%	1.35
D	63-66%	1.00
D-	60-62%	.65
F	Below 60%	

Christian Service Hour Project

Students in grades 5-8 must complete twenty-five (25) hours of Christian Service to the community. It is preferred that half of the hours are directly assisting the poor. The remaining hours may be completed serving the community in other ways. Students must turn in their service hour packet to their homeroom/religion teacher one week before the conclusion of the tri-mester.

The packet of guidelines for completing the hours and reflection will be explained in the classroom.

Uniforms

Please refer to the Parent/Student Handbook for uniform regulations.

The Administration is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notice.

June 20, 2007