

# MIDDLE SCHOOL HANDBOOK



Ecole Notre Dame des Victoires

"Today's Learners, Tomorrow's Leaders"

2016-2017

## MISSION STATEMENT

Ecole Notre Dame des Victoires is a Roman Catholic parochial elementary school founded by the Marist Fathers in 1924. It is located near the financial district of San Francisco. We embrace the values of the Marists and the Sisters of St. Joseph of Orange and continue our tradition of teaching the French language and culture. As a faith-filled community, the faculty and staff of Notre Dame des Victoires are committed to nurturing our students spiritually, academically, socially, emotionally and physically. We support a diverse group of learners who endeavor to develop an inclusive and compassionate world vision.

## SCHOOLWIDE LEARNING EXPECTATIONS

The students of Ecole Notre Dame des Victoires are:

### **ACTIVE CHRISTIANS WHO:**

- willingly take part in Catholic faith development activities
- show compassion for God's people by embracing ethnic, cultural, academic, and religious diversity
- actively participate in and carry out all school liturgies
- respect God's creation
- are involved in community outreach activities

### **EFFECTIVE COMMUNICATORS WHO:**

- listen and read critically to reveal understanding in a concise and coherent way both orally and in written expression
- use different media (art & technology) to convey knowledge
- demonstrate active listening skills

### **RESPONSIBLE CITIZENS WHO:**

- model appropriate behavior
- respond with empathy and compassion to all
- create an environment where student achievement is respected and supported by each member of the classroom regardless of his/her learning style
- use technology responsibly and respectfully
- demonstrate social justice and an awareness of global issues
- care for their personal and global environment

### **LIFELONG LEARNERS WHO:**

- are self-directed
- are able to advocate for their own learning
- are curious and motivated to independently seek knowledge and apply that knowledge to new situations
- develop an appreciation for the arts and technology
- know how to access, evaluate, organize, and use information
- continue to build upon the foundation of their elementary school experience

### **HEALTHY INDIVIDUALS WHO:**

- practice good health and personal hygiene habits
- develop a positive self-image
- understand the importance of maintaining healthy eating habits and an exercise program.

## MIDDLE SCHOOL HANDBOOK

This handbook is meant as a supplement to the Parent-Student Handbook you received the first day of school. Some items in this handbook serve as reminders to items discussed in detail in the Parent-Student Handbook.

### GRADING

A	=	96 – 100
A-	=	93 – 95
B+	=	91 – 92
B	=	87 – 90
B-	=	84 – 86
C+	=	81 – 83
C	=	74 – 80
C-	=	70 – 73
D+	=	67 – 69
D	=	63 – 66
D-	=	60 – 62
F	-	59 or below

In addition to numerical grades, teachers will evaluate students based upon the following observed behaviors:

Students merit the grade of “A” when they:

1. consistently do more than is required.
2. are extremely attentive to following directions and completing all assignments.
3. are prompt, neat, thorough and accurate in all work.
4. show enthusiasm for and interest in their work.
5. take an active part in class discussions.

Students merit the grade of “B” when they:

1. frequently do more than is required.
2. are very attentive to following directions and completing assignments.
3. are prompt, neat, thorough and usually accurate in all work.
4. show motivation and interest in their work.
5. take part in class discussions.

Students merit the grade of “C” when they:

1. do only what is required.
2. are attentive to following the directions and completing assignments.
3. are reasonably thorough and prompt in their work, with average neatness and accuracy.
4. show average motivation and interest in their work.
5. sometimes participate in class discussions.

Students merit the grade of “D” when they:

1. do less than is required.
2. are usually inattentive to following directions and completing assignments.
3. are usually late and inaccurate with their work.
4. come to class without books and supplies and are careless in preparation and presentation of assignments.
5. seldom participate in class discussions.

Students merit the grade “F” when they:

1. fail to do the required work
2. are inattentive to following directions and completing assignments
3. are late and inaccurate or irresponsible about their work.
4. come to class unprepared – without books and supplies and exhibit lack of interest, motivation and effort.
5. never participate in class discussions.

### **POWER SCHOOL**

PowerSchool is an easy-to-use, web-based communication tool that makes it easy for students, parents, teachers, and administrators to monitor student progress. Parents/guardians receive passwords at Back-to-School Night, which will enable them to see their children’s grades on a daily basis.

### **CLIPBOARD AND CONDUCT GRADE**

Deductions on the clipboard will be made to the student’s conduct grade. A student starts each week with fifty (50) points and from it the following deductions may be made:

-2 points	unprepared for class
-3 points	not paying attention
-4 points	constantly talking to others
-5 points	being disrespectful
-10 points	receiving an infraction
-50 points	receiving a detention

The conduct grade will be entered into PowerSchool on a weekly basis at the end of each week. See the Appendix on pages 30 and 31 for a copy of the Clipboard form which will be used in all classes and specific examples of inappropriate actions.

### **HOMEWORK**

Homework is assigned on Monday through Thursday to prepare for class, reinforce material taught in class, and to foster habits of independent study. Students should have a designated place and time at home for homework. We are grateful to parents who regulate television viewing, video/computer games, texting, and reasonable bedtime hours. All homework must be completed and turned in on time. A student planner has been provided for each student which is to be used on a daily basis to write down class assignments and long-term projects.

Generally, weekends and long vacations are homework free; however, children should be encouraged to read. At times, long-term projects, research papers or reports may be worked on over the weekend.

The time it takes each student to complete homework will vary according to individual differences. If your child is spending excessive time on homework, please contact his/her teacher. The following is an approximate guide for homework time per night:

Grades 6, 7, 8	90-120 minutes
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When a student is absent, he/she is responsible for finding out what work he/she missed. He/she will have the same number of days or class periods that were missed to make up the work.

If an assignment is not turned in on the day it is due, a student may complete the assignment that day for “study table” credit (see below) or receive 50% of the grade if completed within one week of the due date. If not received within a week, the student will receive a 0 (zero) in the grade book. Exceptions to this policy will be made only if a note from a parent/guardian is received on the day the assignment is due explaining the extenuating circumstances that led to the assignment not being completed.

### **STUDY TABLE**

Study Table allows a student who has not completed a homework assignment to complete it for partial credit rather than receiving a 0 (zero). A student may attend Study Table immediately after school **the day the assignment was due** to complete the assignment.

A student may attend Study Table in any Middle School teacher’s room or the Vice Principal’s office from the time of dismissal until 3:55 p.m., Tuesday through Friday. Parents will **not** be notified if a student is attending Study Table, but students will be dismissed before tow-away goes into effect at 4:00 p.m. on Pine Street.

Procedure:

- **It is the student’s responsibility to know what is missing and attend Study Table.**
- Students will come to one of the Middle School Teachers or the Vice Principal, complete the assignment and turn it in to that teacher.
- The teacher will give the appropriate teacher the completed assignments.
- The assignment will be graded and 20 percentage points will be deducted from the grade (i.e., A paper that would have received 100% if turned in at class time would receive an 80% when completed at Study Table.)
- Students must attend Study Table in order to receive this consideration.

### **FINAL EXAMS**

Final exams are scheduled at mid-term for both 7<sup>th</sup> and 8<sup>th</sup> grades, and in May for 7<sup>th</sup> grade only. The exams will be comprehensive in nature

and will be given in both grades in math and grammar. The exams are to better prepare our students for the same experience in high school. Final exams are approximately two hours in length. Review sessions are conducted in preparation for the exams.

### **TEXTBOOKS & SCHOOL EQUIPMENT**

Each student is loaned school-owned books. A textbook rental fee is included in the re-enrollment fee at the beginning of each school year. Books must be covered by the first week of school and are to be kept covered through out the school year. Students without book covers must purchase them from the Vice Principal. Books are to be kept free of student marking. Students are responsible for any damage, loss or excessive wear to textbooks. A fine will be assessed if you lose or damage a textbook. Report cards will not be issued until all fines are paid.

Students are expected to bring paper, notebooks, pens, pencils, and other materials necessary for class each day.

### **LOCKERS**

Lockers assigned to students are to be kept neat and organized. Stickers and other adhesive-backed items may not be applied to the lockers. Magnets may be used to hold appropriate items. The inside and outside of lockers should be kept free of any markings or decorations.

### **ASSIGNMENT PLANNER**

Each student in grades 3-8 is provided with a school planner/agenda. Students are expected to use the planner to record homework assignments and long term projects. Families are to sign the planner in the designated area when requested by the teacher. This is another tool for communication between the home and school and to assist students in being organized learners.

### **HALL DECORUM AND PASSES**

All students out of class must display a valid hall pass. Students may not enter the school building during recess or lunch without a hall

pass, which must be shown to the cafeteria and playground supervisors before leaving the cafeteria or yard.

Students are expected to speak quietly in the halls and on the ramps. Shouting, running, jumping, or playing with yard equipment in the halls and on the ramps is not acceptable.

### **YARD GUIDELINES**

**No food or beverages are permitted on the yard before school.**

With the exception of morning recess, all food and beverages are to be consumed in the cafeteria. For safety reasons, glass containers are not allowed at any time.

### **CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS AS SET FORTH BY THE ARCHDIOCESE OF SAN FRANCISCO**

The students' interest in receiving a quality, morally-based education can be served if students, parents and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the student behaves in a manner, both on and off campus, that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.

2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.

3. These expectations for students and parents/guardians include, but are not limited to, all school sponsored programs and events (e.g. extended care, athletics, field trips, etc.)

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g. suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

### **COMPUTER ACCEPTABLE USE POLICY**

Computers and the Internet are tremendous resources for students and staff to connect to the global community. The computers at NDV are used to further the educational excellence at NDV by facilitating resource sharing, innovation, communication, and collaboration. Links to the Internet provide access to local, national, and international sources of information. When accessing the Internet, every network user has the responsibility to respect and protect the rights of every user in our community. Students are expected to act in a responsible, ethical, and legal manner, in accordance with the philosophy of NDV, and the laws of the State of California and of the United States.

On a global network, with access to computers and people all over the world, it is impossible to control all materials, and some material may not be considered to be of educational value in the context of the school setting. Although NDV cannot totally guarantee the effectiveness of selected filtering and blocking technologies, it will use such measures to block or filter Internet access to inappropriate sites, as required by the Children's Internet Protection Act. In addition, we cannot guarantee the accuracy of information obtained from the Internet. Having said that, we believe NDV students need to, and can, learn to use these resources in an appropriate manner with adult guidance, supervision and instruction.

NDV makes no guarantees of any kind for the service it is providing, including loss of data resulting from delays, system crashes, non-deliveries, mis-deliveries, or service interruptions.

Families need to take appropriate cautions at home with regard to their children's computer usage. **NDV feels strongly that children should only have access to the Internet in a public area, so that it is easy for parents to monitor their usage.** Furthermore, parents are encouraged to seek out programs that help them to monitor their children's e-mail, social networking sites, instant messaging, and text messaging. Because these tools can become a significant distraction, particularly during homework and family time, students should be limited in their time spent using these tools. Families should consider whether tools such as social networking, instant messaging and text messaging are even necessary or appropriate for their children.

### **Computer and Internet Use – Terms and Conditions**

The use of NDV computers and the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of these privileges. In order to ensure that computers are used for educational purposes the following guidelines set forth the responsibilities students assume as users of the NDV network. If a student violates any of these guidelines, access to the Internet and school and/or student-owned devices may be suspended *or* revoked *at NDV*, he/she may be given an F in computer class, and he/she may be subject to disciplinary action under NDV's Disciplinary Action Plan.

- \* Computers and the Internet are to be used for school related activities. Chat rooms, social networking sites, *unauthorized* game sites, instant messages, and other similar services are not to be used.
- \* Students should not attempt to circumvent school security systems or visit blocked websites.
- \* Students must respect the property and privacy of other computer users. Destruction of another user's files and using another's name to log onto or otherwise use the school server are violations of school behavior guidelines. Gaining access to an account or computer that is not authorized is considered to be a violation of NDV guidelines.
- \* Destruction of a computer, the files contained on that computer or any action that impedes the use of that computer or the network is considered to be an act of **vandalism** and will be dealt with as outlined in the Disciplinary Action Plan. This includes, but is not limited to, tampering with data, hardware, or network files.
- \* Material found on the computer via external storage, CD-ROMS or the Internet, including information, text, graphics, and photographs, is "owned" by someone else. That information may be used in school work if the student properly cites where the information was found and to whom it belongs. Failure to do so is a violation of copyright laws and is considered **plagiarism**.
- \* Students should only do work on the computer and Internet that they are willing to share with their teachers and parents/guardians. This includes information they create and information they may find while using the Internet. Teachers and administrators may examine student data and e-mail at any time. **Privacy of network files should not be assumed or expected.**
- \* All students must be polite and use appropriate language when using the computer. Internet sites that contain abusive, rude, hateful, harmful, sexually explicit or foul language are inappropriate and may not be used.
- \* If while using the computers a student comes across any information that makes him/her feel uncomfortable, he/she should tell the adult in the classroom immediately.

- \* Note that **electronic mail (e-mail) is only permitted in the lab for the use of retrieving an assignment, signing up for authorized web-based applications and services, or sending work home.**
- \* Students should never give out any personal information such as name, address, school, phone number, or parent names and phone numbers to sites on the Internet, whether at school or at home. Additionally, students should not give out any personal information about any other student or teacher. Posting a photograph in which a student is wearing a school uniform, sweatshirt, sweater or jacket is not permitted, as it reveals personal information about the wearer.
- \* Students who post on online blogs such as, but not limited to, Twitter®, Instagram®, Snapchat®, Facebook®, etc. may result in disciplinary actions if the content of the student's *post* includes inappropriate material and/or defamatory comments regarding the school, the faculty or staff, other students or the parish.
- \* A student may not post photographs of any other person on a website without that person's permission.
- \* A student should not use the network in any way that would disrupt the use of the network by other users.
- \* Any illegal activities, including violation of copyright or other contracts, are strictly forbidden and will be reported to the appropriate authorities.
- \* Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the computer teacher at once. Never demonstrate the problem to other users. The school reserves the right to inspect any user files at any time.

**KEY WORD: RESPECT! Respect** the technology itself, **respect** your fellow students, **respect** your teachers, and most of all **respect yourself!**

### **SOCIAL NETWORKING**

All faculty, staff and school employees are expected to maintain a professional relationship with students. School personnel may not engage in cyber networking with students. Employees will not accept NDV students or any minors (under 18 or students who have not

graduated from high school) who are associated with the school in their circle of friends on Facebook, Twitter, My Space, e-mail, chat, forums, blogs, texting, or any other personal communication tools. The boundaries are maintained under the school's safe environment policy. Students should not be offended when their teacher does not accept these forms of communication from them.

### **GOOGLE APPS FOR EDUCATION**

In keeping with proven educational teaching methods, NDV continues to build a collaborative learning community. Google Apps for Education integrates technology into many aspects of the curriculum. The Google Suite includes Docs, Sheets, and Slides which are similar to the Microsoft Office Suite. Teachers also use Google Classroom which allows for assignments to be distributed, submitted, and graded online. Students are able to collaborate on projects and teachers can monitor student contributions to projects. Students in grades 4 through 8 use Google Apps for Education. Use of these tools requires a g-mail account. The school has access to these accounts so they are not private accounts. NDV's **Computer Acceptable Use Policy** applies to student use of Google Apps for Education.

### **PLAGIARISM**

Plagiarism is defined as the act of stealing the ideas or words of another and passing them off as one's own. Direct quotes or paraphrased material, which is not common knowledge, must be cited by the use of endnotes, footnotes, or any parenthetical notes. When a student uses anyone else's words or ideas, the student must acknowledge the source. This applies to ANY borrowings, including but not limited to, borrowings from a published work, from a lecture, from a friend's old term paper, another student's homework, the Internet, or a tutor. Failure to acknowledge borrowings is PLAGIARISM—intellectual dishonesty.

Do not plagiarize, copy work or cheat in any way in coursework, including labs, papers, tests, homework and projects. Be willing not to finish an assignment, even if the assignment is not understood, rather than cheat or copy work to complete the assignment. Ask the teacher for assistance and clarification in all coursework. Plagiarism

will result in the student receiving a 0 (zero) on the assignment and a detention.

### ATTENDANCE

It is important for students to be at school every day. A direct relationship exists between academic achievement and regular attendance. In the event of student illness, **UPON THE STUDENT’S RETURN TO SCHOOL, A WRITTEN EXCUSE MUST BE PRESENTED TO THE HOMEROOM TEACHER SPECIFYING THE REASON FOR THE ABSENCE AND THE NUMBER OF DAYS MISSED. A CHILD MAY NOT RETURN TO SCHOOL WITHOUT A WRITTEN EXCUSE.** The child will be sent to the office and remain there until a parent/guardian brings or faxes a written note of excuse.

A child who has been absent for more than seven (7) consecutive school days must present a doctor’s note upon returning to school. An absence of fifteen (15) days or more in a single marking period disqualifies a student from receiving report card grades for that quarter unless these assignments are made up. An absence of thirty (30) days within a school year may require that the student attend summer school before advancing to the next grade at the discretion of the principal. Regular attendance and punctuality have a marked influence in school achievement.

If a child is absent more than half a day from school, he or she may not participate in an NDV sporting event later that day for either practice or a game, or any other extra-curricular activity, including the eighth grade play practices.

### TARDINESS

Students are tardy if they are not in line with their class at 8:10 a.m. when the bell rings for morning assembly. Students who arrive late, once the bell has rung, must report to the school office **with his/her parent/guardian** to obtain an “Admit to Class” slip. Students then proceed to the playground and are to remain with the vice principal until the prayer and announcements are complete. This tardy will be recorded by the teacher as well as the office. Any student arriving after first recess will be marked with a half-day absence. Tardiness is

disruptive and students are starting their day at a disadvantage.  
**Tardiness should be the exception, not a regular occurrence.**

If a student is tardy for class during school hours, he/she needs an “Admit to Class” slip from the teacher of the previous class.

### **SHADOWING**

Eighth-grade students have an opportunity to “shadow” – spend a morning or afternoon at a high school to which they plan to apply. A phone call to the high school sets up an appointment for the visitation, and students must notify NDV and the eighth grade homeroom teacher by a note from a parent or an e-mail ahead of the shadow date. High schools usually notify students of the appropriate dress code of the school when confirmation of the date is mailed.

Students must notify teachers if they will miss a scheduled test to make arrangements to take the test. Students must check in with each of their teachers at NDV at the end of the day to find out homework assignments and what class work was covered in class. Students are not excused from assignments. A maximum of three shadow dates are excused for attendance purposes.

### **LEAVING CAMPUS**

Leaving campus without permission at any time during the school day, or once a student arrives at school in the morning, is not allowed. If it is necessary for a student to leave for an appointment during the school day, a parent or guardian must sign the student out in the front office and sign the student back in upon his/her return.

The school assumes no responsibility for students on the premises after 3:35 p.m. unless prior arrangements have been made or the students participate in detention, music lessons, art classes, a club, sports practices, JHAS, or a study hall. Any student on campus after 3:15 p.m. must be under the direct supervision of a staff member. Students may not loiter in the building or on school grounds. Students are expected to leave campus and go home after school if they are not involved in a school activity.

Students may **not** go to the store, Starbucks or local eateries after dismissal to buy food and then return to campus for sports games,

practices, club meetings, play practice, or carpools without special permission from the Principal. Once a student has left the building or school grounds, he/she may not return unless accompanied by an adult. Anyone who leaves campus and returns for activities following dismissal unaccompanied by an adult will be given detention the next day.

## CONDUCT

The conduct grading system works as follows:

- Each grading period is one week.
- A student begins each week with (50) conduct points.
- Deductions on the clipboard will be made to the student's conduct grade. The following points may be deducted from his/her fifty points:

-2 points	unprepared for class
-3 points	not paying attention
-4 points	constantly talking to others
-5 points	being disrespectful
-10 points	receiving an infraction
-50 points	receiving a detention
- PowerSchool will average the weekly grades to determine the quarterly grade.
- If a student receives a detention for behavior not related to infractions, he/she will receive a 0 (zero) for the week. **Note:** A detention due to uniform slips or a Mass Uniform Slip is **NOT** included in the conduct grade.
- If the student is suspended at any time during the quarter, he/she will receive a 0 (zero) for the week, and at the end of the quarter his/her conduct grade will be lowered one full grade.

## INFRACTIONS

The following behaviors will result in a Middle School (sixth, seventh and eighth grade) student receiving an infraction:

- Excessively disturbing class or other pupils
- Excessive talking during class

- Chewing gum or eating in class
- Throwing books, pencils, pens, scissors or other sharp objects
- Disrespect or discourteous behavior
- On-going antagonism towards class routine
- Class tardiness
- Entering a classroom without a teacher present
- Unauthorized absence from class
- Roaming the halls without a pass
- Damaging class materials
- Damaging school property
- Not following playground/cafeteria guidelines stated in the handbook
- Not reporting after school as directed

If a student receives five (5) infractions in a single quarter, he/she will receive a detention. If a student receives three (3) detentions in a single quarter, he/she will meet with the Vice Principal to review behavior.

### **DETENTION**

Detention is given to a student for such reasons as:

- Chronic disruptive behavior in class
- Playing after the bell rings
- Chronic class tardiness
- Misbehaving on the playground, gymnasium or in the cafeteria
- Lying
- Foul language
- Not following directions from the adult in charge
- Disrespect shown towards any faculty or staff member, or other inappropriate behavior as designated by the faculty and administration.
- Cheating on tests/class work, plagiarism
- Students in grades 3-8 with five uniform slips receive a detention.
- Middle School students with five infractions in one quarter receive a detention.
- Middle school students not in full uniform on Mass Days receive a detention.

Detentions are held Tuesday through Thursday. The student's parents will be notified via e-mail that their child will spend half an hour in detention after dismissal on the day of the violation. A detention slip will be sent home and must be returned to school the next day with a parent's/guardian's signature. If a student fails to be present on the day detention is assigned, he or she will be detained an additional day. After school medical or dental appointments take precedence over detention, which will then be served the next day. **A signed medical slip must be obtained verifying the time spent at the appointment.** Sports practices, games, dance, music, or other lessons are not excuses for **NOT** serving a detention.

If a student receives three (3) detentions in one grading quarter, he or she will meet with the Vice Principal to review behavior. At this time a warning will be given to the student and parents that the next detention may result in Qualifying Status for a nine (9) week period. If a student receives a detention while on Qualifying Status, Suspension may be considered.

### **QUALIFYING STATUS**

Students will be placed on Qualifying Status for academic and/or conduct reasons. A grade point average which falls below 2.0 will automatically result in Academic Qualifying Status. An average of exactly 2.0 allows for a discretionary decision on the part of the administration. The criteria for computing grade point averages may be found under GRADING in the Parent Student Handbook on pages 28-30. Qualifying Status for conduct reasons are discussed in the previous paragraph.

Qualifying Status is effective for nine (9) weeks. The parents will be notified, and conferences may be required.

Qualifying Status means that the student may not participate in any extra-curricular activities for nine (9) weeks (equivalent to one quarter) from the date of designation. This includes the Catholic Charities CYO sports program, class parties or socials. An eighth-grade student on Qualifying Status during the second semester will not be permitted to have a major role in the Eighth Grade Play.

Qualifying Status comes to an end after the nine-week period. Qualifying Status can be designated for no more than two consecutive periods, at which time a student may be placed on Probation, following faculty and administrative review. Probationary Status is more serious and will become a matter of permanent record.

### **SUSPENSION**

A student may be suspended from school if, while on Qualifying Status, he or she continues to behave in an inappropriate manner. A suspension also may occur as a result of a serious violation of school rules (see Offenses and Consequences on the next page and on page 27 in the Parent-Student Handbook). Suspension will be determined by the Principal and may be in-house (at school), or the student may be asked to stay at home. Suspension will become a part of the student's permanent record.

### **PROBATIONARY STATUS AND EXPULSION**

Probationary Status is also effective for nine (9) weeks. This action is taken when a student's academic work and/or conduct has reached the point where there is substantial doubt as to the appropriateness of his/her continued placement at Notre Dame des Victoires.

A student is placed on Probation when recommended by at least three staff members, after the second consecutive designation of Qualifying Status as defined under the Student Conduct Policy. The faculty will indicate if the Probation is for academic and/or conduct reasons.

The determination of criteria associated with any special status is at the sole discretion of the administration and faculty. Teacher-parent conferences for academic/behavioral concerns will be recorded and documented on an Evaluation and Recommendation Report Form.

Once a student has completed a Probationary Period, he/she is either free of this status or is asked to leave the school. Probationary Status cannot be continued or repeated.

In extreme cases, and in accordance with Archdiocesan guidelines, expulsion may occur. In cases of immediate necessity, this will be at the sole discretion of the Principal.

## **OFFENSES AND CONSEQUENCES**

The following offenses can result in suspension, probationary status, or expulsion for an NDV student:

- a) Actions gravely detrimental to the moral or spiritual welfare of the students.
- b) Continued disobedience or consistent violation of the school rules.
- c) Open, persistent defiance of the authority of any school employee.
- d) Habitual use of profanity or vulgarity.
- e) Fighting, assault or battery or any threat of force or violence directed toward any school personnel or student and their property or toward school property.
- f) Possession of implements used as weapons including knives and/or guns of any kind.
- g) Verbal or physical harassment directed toward any school personnel or student.
- h) Disrespect toward faculty and staff.
- i) Making racially charged remarks.
- j) Theft.
- k) Defacing and *willfully* damaging property.
- l) Tampering with lockers and/or contents.
- m) Inappropriate use and/or tampering with school computers.
- n) Cutting class.
- o) Going off campus without permission during the day.
- p) Disruptive behavior.
- q) Bringing pirated computer software to school.
- r) Any serious or unacceptable behavior.
- s) Smoking or possession of cigarettes.
- t) Use or possession of hazardous substances, including alcohol.
- u) Possessing, selling, giving away, using or being under the influence of drugs and/or hazardous substances on the campus, at school functions or at a time or place that directly involves the school.
- v) Possession of dangerous implements or materials, such as laser pointers, stink bombs, etc.

## **HARASSMENT**

NDV is committed to providing a safe environment that is free of discrimination for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. In accordance with this commitment, NDV has adopted a zero tolerance for harassment, including sexual harassment, bullying, cyberbullying and retaliation. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

### ***Student-to-Student Harassment***

***Harassment:*** Harassment consists of verbal or physical conduct, including conduct based upon a student's race, color, national origin, sex, sexual orientation, religion, or disability, that is so severe, pervasive, or objectively offensive that it adversely affects a student's ability to participate in or benefit from NDV's educational programs or activities, or otherwise creates an intimidating, threatening or abusive educational environment. Harassment may include: racial or ethnic name calling or slurs; intimidating actions or threats; offensive or threatening phone calls, notes, e-mails, text, or tweets; harmful pranks; or undue pressure to engage in behavior with which the other person does not feel comfortable.

***Sexual Harassment:*** Sexual harassment consists of unwelcome and unsolicited sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature that is so severe, pervasive, or objectively offensive that it adversely affects a student's ability to participate in or benefit from the school's educational programs or activities, or otherwise creates an intimidating, threatening or abusive educational environment.

***Bullying and Cyberbullying:*** Bullying includes inappropriate conduct that adversely affects a student's ability to participate in or benefit from the school's educational programs or activities based on efforts to intimidate, coerce, engender fear, or control a student. Cyberbullying is any harassment that occurs via the Internet, such as vicious posts, name calling in chat rooms and/or social networking sites, posting fake profiles on websites, and mean or cruel texts or e-mail messages.

*Retaliation:* It is a separate and distinct violation of the school's policy for any student to retaliate against any person who reports alleged wrongful conduct, including harassment or bullying, or against any person who testifies, assists, or participates in an investigation, proceeding, or hearing relating to such conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment and may be redressed by the procedures described below.

Any student who believes that he or she has been subjected to harassment, bullying, or other behavior that adversely affects his/her participation in the school's programs and activities should report the alleged misconduct immediately to the school counselor, the Vice Principal, or the Principal so that appropriate disciplinary action may be taken.

NDV may take immediate steps, at its discretion, to protect the complainant.

### ***ARCHDIOCESAN POLICY***

In 1992, the Archbishop of San Francisco promulgated a comprehensive set of policies and procedures covering all forms of unlawful harassment, with particular emphasis on sexual misconduct in the workplace and in ministerial relationships, as well as highlighting the unique respect and responsibility which is owed by adults to children. In 1996 a supplement to the policy was added specifically focusing on student-to-student harassment. The policy serves as a tangible witness to the Catholic commitment to live, love and respect as Jesus did.

The Archdiocese of San Francisco affirms the Christian dignity of every student. It is the policy of the Archdiocese to provide an educational environment in which all students are treated with respect. Harassment is unacceptable conduct that is severe, pervasive and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment which is hostile, offensive or intimidating because of the individual's race, creed, color, national origin, physical ability or gender. Harassment of any student by another student is prohibited and will not be tolerated.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to, and including expulsion. Students found to have filed knowingly false or frivolous charges will also be subject to disciplinary action up to, and including expulsion. Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined, the alleged harasser may be sent home pending conclusion of the investigation by the school. A complete copy of the comprehensive Policy Against Harassment, including the detailed policies on child abuse and student-to-student harassment, is available in the school office.

### **UNIFORMS**

Uniforms are to be worn at all times, unless a non-uniform (free dress) day has been announced by the Principal, and attire should be proper for school wear. Uniforms are checked daily. Please **label** all articles of clothing, including shoes and belts, with the child's name. On full dress uniform days, sweatshirts and polo shirts may not be worn. The school sweater with the school emblem, white dress shirt and "Redi-knot" tie, if a male in grades three through eight, are to be worn on Mass days. If female, the school sweater with the school emblem and white knee socks are to be worn. Middle School students not in full uniform on Mass days will receive a detention.

If additional warmth is needed, a jacket or coat may be worn on top of a school sweater or sweatshirt at recess only. Additionally, a navy blue zip front fleece jacket with the school emblem may be worn in place of the uniform sweater or sweatshirt on days when a full dress uniform is **not required**.

The uniform should be clean and pressed with all buttons and ties attached and the hem intact. Boy's shirt tails should be tucked in while on campus. Dingy white shirts for boys in grades 3-8 are not to be worn.

### **GIRLS' MIDDLE SCHOOL UNIFORM**

Girls are to wear:

- Navy blue midy and skirt. The skirt is not to be rolled at the waist.

- Navy blue cardigan or V-neck pullover sweater with the school emblem.
- Red, navy or white knee socks or white bobby socks (thigh high stockings and socks with decorations are not allowed). On full uniform days, only white knee socks or white bobby socks may be worn.
- Red, white, natural or navy blue tights are permitted during cold weather.
- Shorts may be worn under the uniform, but must not hang below the hemline of the skirt.
- Plain red, white or navy blue turtleneck cotton shirts may be worn under the uniform on cold days; however, they may not hang below the midy.
- All black leather lace-up athletic shoe without logos, colored or white stitching or colored soles. Soles should not mark the gym floor. No high tops or lug soles. Students may not wear heelys or wheel retractable roller shoes.
- A simple, plain headband or barrettes may be worn.

### **BOYS' MIDDLE SCHOOL UNIFORM**

Boys are to wear:

- Navy blue corduroy (14 wale cord) pants.
- White standard-cut short-sleeved dress shirt or solid white standard-cut collared polo shirt to be tucked in at all times (no logos on the shirt).
- Navy or white **crew** socks.
- “Redi-knot” navy blue tie.
- Dark leather belt.
- Navy blue cardigan or V-neck pullover sweater with school emblem.
- White undershirt (no colored shirts or shirts with logos).
- All black leather lace-up athletic shoe without logos, colored or white stitching, or colored or white soles. Soles should not mark the gym floor. No high tops, lug soles, heelys or wheel retractable roller shoes may be work.

## **P.E. UNIFORM**

The dress for Physical Education for both boys and girls consists of dark navy blue NDV logo shorts, white NDV logo T-shirts, and black uniform shoes. P.E. dress code also must be worn on non-uniform (free) dress days.

## **PERSONAL APPEARANCE**

The appearance of students should reflect a sense of pride. The school dress code is designed to establish habits of neatness, good grooming and hygiene. Students shall dress and groom themselves in a manner which is consistent with NDV's educational goal of providing a safe and secure learning environment and which demonstrates respect for the learning environment. Good grooming is encouraged at all times. Students are expected to be in proper uniform upon arrival to school and when departing school. If the need arises, students may change into a sports uniform for a sports practice or game.

Parents are responsible for monitoring student attire. Parents will be contacted when a student's appearance interferes with the educational process and/or orderly operation of the school.

Makeup is not allowed at any time. Artificial nails and French manicured nails may not be worn at any time. Only clear nail polish may be worn on fingernails during school hours.

Extreme hairstyles, tinting, streaking, bleaching, highlighting or coloring hair is not permitted. Simple barrettes, hair bows, and hair bands may be worn by girls. Only red, white or blue hair bows and bands are permitted. Hair extensions, bandanas, and scarves are unacceptable. Hair should be neat, combed, and off the face during the school day and during school activities. For boys, haircuts with tails are not allowed. Boy's bangs may not touch the eyebrows, and hair may not extend over the ears or touch the shirt collar. Older boys must be clean shaven.

For safety purposes, girls only may wear just one small stud earring per ear worn only in the center of the earlobe. No large or dangling

earrings, hoops or multiple sets are allowed at any time. Students wearing non-stud earrings will be required to remove them. Boys may not wear earrings.

A necklace with a small cross is acceptable. Bracelets and the wearing of multiple rings are not acceptable. Colored T-shirts or those with designs, word, or slogans are **not** permitted under uniform shirts. Body piercing or tattooing of any kind is prohibited. In addition, any fashion deemed extreme, inappropriate or unacceptable by the faculty will be prohibited.

### **DRESS CODE**

It is essential that Ecole Notre Dame des Victoires students dress appropriately. This dress code is in effect to and from school, as well as during school hours. At dismissal, students may change clothes only for sports games (team uniforms). Special activities such as concerts and sports events will, of course, require dress fitting the occasion. At such times, various types of student attire are not allowed. On non-uniform dress days, the following student attire is not allowed:

- No tops with midriff showing or low cut front.
- No hats of any type or sweatshirt hoods may be worn in the school.
- No tank tops, halter tops, tops with spaghetti straps.
- No T-shirts with sports, musical group words or phrases of any kind.
- No pants with holes, frayed cuffs, or slits.
- Only knee-length Bermuda shorts are permitted.
- No tight-fitting pants/shorts – skinny jeans, skinny pants, leggings, jeggings, biker shorts, or tight fitting Spandex or knit pants or shorts are not permitted.
- No short skirts or dresses or skirts or dresses with slits – length must be no shorter than just above the kneecap.
- When wearing tights or leggings, tops or dresses must be no shorter than just above the kneecap.
- No strapless or slip-type cocktail dresses at any time during school events.
- No pajama-type or drawstring pants.
- No low-riding or oversized pants.

- No flip-flops, open toes, or strapless shoes (See shoe sections under Uniforms in Parent-Student Handbook, page 12).
- No chains, including those attached to wallets or used as belts or necklaces
- No gloves or armbands.
- No large watches.

Good Rule: If you have a question about whether you should wear it, you should not! If you only have tight fitting shorts/pants, please purchase one or two pair of relaxed-fit khakis or jeans for non-uniform days.

### **UNIFORM SLIP**

Students are expected to be in the proper NDV uniform when they arrive on campus until the end of the school day, including NDVEP and JHAS. Please check the Uniform section of this handbook for the proper uniform requirements. Some reminders:

- Boys' shirts must be tucked in during the school day.
- Boys' shirts are to be white, not dingy, stained or discolored.
- Boys in grades 3-8 must wear belts.
- Shorts worn under a uniform skirt should not show beneath a girl's hemline.
- All clothing should fit properly – should not be too loose, too tight or oversized.
- Pants may not sag, ride low on the hips or be oversized.
- Only school sweaters, sweatshirts or school jacket may be worn.
- On rainy/cold days, a raincoat/coat may be worn outside over uniform sweater/sweatshirt.
- School sweaters are mandatory for all Masses.
- No jewelry is allowed except for post-style earrings for girls (only one post may be worn in each ear on the ear lobe), and standard sized watches or a necklace with a small cross.
- No makeup is to be worn.
- Only clear nail polish may be worn.
- Simple barrettes, hair bows/band (blue, white or red) for girls may be worn.
- Proper shoes and socks are to be worn.
- Hair should be neat and combed.

- Boys' hair may not touch the eyebrows, extend over the ears or touch the shirt collar.
- Extreme hairstyles are not allowed.

Please check the Dress Code section on page 25 of this handbook for proper student attire on non-uniform (free dress) days.

Students in grades 3-8 violating the uniform code will receive a uniform slip. During the course of the year, if a student receives five (5) uniform slips, he/she will receive a detention. Should a student receive five (5) more slips (a total of 10), he/she will receive a detention and lose one theme or free dress. Students abusing the uniform code may lose theme or free dress privileges. In chronic or extreme cases, students will not be allowed to attend class until the uniform violation is corrected. In such cases, parents will be notified immediately.

### **CELL PHONES**

If a student needs a cell phone (or electronic communication device) after school due to walking or taking public transportation home from school, entering a house where no one is home, or attending sport practices or games, he/she is expected to bring the cell phone, in the off position, to his/her homeroom after morning assembly. The cell phones then will be taken to the Vice Principal's office for the day. At dismissal, the cell phone may be picked up by the student in his/her homeroom. **Cell phones are not to be used until the student has left the school property.** At no time during the day should a cell phone be in a student's locker, backpack or in his/her possession. Violation of this provision will result in confiscation of the cell phone, detention, a zero (0) for the week in conduct, and the loss of the privilege to possess a cell phone on campus. After two weeks, the child's parent/guardian must personally come to the office to pick up the phone. The school is not responsible for lost, stolen or damaged cell phones.

Cell phones are not to be used in study hall, NDVEP or JHAS to send or receive calls, messages, texts or to be used as a calculator or study device.

## **E-READERS AND PERSONAL LAPTOPS**

Students will not bring their own devices to school unless directed to do so by a teacher, and then the device will be used under the teacher's direction, and left in the teacher's classroom when not in use. Devices include, but are not limited to: smartphones (iPhone or Android), tablets and e-Readers (iPod, iPad, Kindle, Nook, etc.), laptops, chromebooks, and netbooks.

The principal may authorize the use of a student's personal laptop and/or e-reader if recommended in an educational assessment.

## **PROHIBITED ITEMS**

Pagers, laser pens, laser pointers, CD players, iPods, MP3 players, hand held video games, cameras or other such electronic equipment are not permitted at school. If such items are brought to school, they should be checked with the cell phones or they may be confiscated, a detention issued, and a zero for conduct recorded for the week. They will be returned directly to the parent/guardian after two weeks. (See e-Readers and Personal Laptops for additional information.) Toys are not allowed, including stuffed animals, dolls, tech decks, collectibles, and trading cards. Skateboards and scooters are not allowed on school property. In addition, do not bring roller blades, roller skates, heelys, retractable roller shoes, or any shoe/skate combination or any item not related to instruction or a class activity. These items will be confiscated and returned directly to the parent/guardian after two weeks.

Students are reminded not to bring large sums of money or other valuables onto school grounds. Students, not NDV School, are responsible for the damage, theft, or loss of personal property on school grounds. All articles of clothing and personal belongings should be marked with the student's name.

## **BIRTHDAY TREATS AND CLASS PARTIES**

NDV is addressing nutrition concerns in an effort to live out the "Healthy Individual" Schoolwide Learning Expectation. Due to the fact that there is a broad interpretation of what "healthy treats" actually are, students may not bring in to school or have parents drop off treats to eat or goodie bags in celebration of their birthdays. The

Student Council recognizes all of the students who have birthdays each day during the school year, including summer months birthdays, by giving every student a Uniform Dress Pass, and teachers honor the students in the classroom in various ways.

There are only three occasions when parties may be held: Halloween, Christmas, and Valentine's Day. They are planned for the last half hour of the day. The room parents will work with classroom teachers to provide healthy snacks, such as fruit, vegetables and dip, or bagels. Other class celebrations that support the curriculum will be determined by the teachers.

### **BACKPACKS/BOOK BAGS**

Backpacks and book bags may be used to carry books and materials to and from school. Classrooms at NDV are small and backpacks or book bags on the floors of classrooms create a safety hazard for both teachers and students. Therefore, backpacks and book bags must be left in the student's locker or in a designated area in the classroom. Backpacks and personal belongings may not block fire doors or be left in the hallway.

For safety reasons, rolling backpacks are not allowed. **A letter is required from the student's physician if a physical condition requires such a backpack.** Students with permission to have a rolling backpack are expected to use them cautiously.

### **RIGHT TO AMEND**

Ecole Notre Dame des Victoires reserves the right to amend this handbook. A notice of amendment will be sent to all parents/guardians.



**Inappropriate Actions That Will Lower Your Conduct Grade**

<p>I was unprepared for class or school (-2)</p> <p>Examples: Tardy to class – more than 5 minutes without a note warrants an infraction Not having materials for class including a writing utensil, paper, and/or textbook Receiving a uniform slip</p>	<p>I was not paying attention (-3)</p> <p>Examples: Doing homework Working on something not related to the class Leaving books and materials in the hallway or classroom (not in their proper place)</p>	<p>I was constantly talking to others (-4)</p> <p>Examples: Talking to peers at inappropriate times Distracting others by talking Blurring out questions, answers, or comments</p>	<p>I was being Disrespectful (-5)</p> <p>Examples: Disrespectful during morning assembly Displaying disrespect towards the material being taught Disrespectful towards peers, the teacher, and/or guest speakers Passing notes Disrespectful of school property Excessive noise in the hallway Not returning report cards, permission slips, papers to be signed, etc. when due</p>	<p>I received an Infraction (-10)</p> <p>Examples: Chewing gum or eating in class Entering a classroom without a teacher present Unauthorized absence from class Roaming halls without a pass Throwing books, pencils, pens, scissors or other sharp objects Any action, including those previously listed here, which is persistent or excessive</p>
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