

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. Please note that this year's Middle School Handbook has been significantly condensed, with references to the Parent-Student Handbook as appropriate.

Changes to this year's version of the handbook are noted in red both throughout the document and at the end.

Please review the grading scale that appears on p. 32 of the Parent-Student Handbook.

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 to this handbook for

a copy of the Clipboard form that 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 that 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 are 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

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 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.

FINAL EXAMS

Final exams are scheduled at mid-term for both 7th and 8th grades, and in May for 7th 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 throughout the school year. Students without book covers may lose clipboard points. 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. Bringing these materials to class everyday demonstrates that a student is prepared for class.

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.

STUDY HALL

Study Hall is available to students in grades 6-8 from dismissal to 4:00 p.m. Tuesday through Thursday each week. This allows students to complete part of their homework before leaving school for the day. Students are encouraged to meet with specific teachers for additional help during the study hall period. Study Hall is not offered on 12:40 dismissal days.

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.

Please review the yard behavior guidelines that appear on p. 18 in the Parent-Student handbook.

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, which 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.

Please review the COMPUTER ACCEPTABLE USE POLICY and the terms and conditions associated with computer, iPad, and internet use that appear in the Parent-Student Handbook, beginning on p. 22.

SOCIAL NETWORKING

Students with an online presence on one or more social networking sites may not post NDV photos (examples include, but are not limited to, photos of themselves and/or classmates in NDV-branded attire) unless such photos have been taken at a school event. Such photos must also reflect NDV's mission and philosophy as outlined in this and other school handbooks and must be consistent with all NDV behavior guidelines and uniform policies.

Students who create and/or maintain social media accounts using the school name in full or in part, the school mascot name in full or in part, or any variation of these names that can reasonably be interpreted to refer to the school will face disciplinary action which may include suspension or expulsion.

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®, Instagram®, chat, forums, blogs, texting, or any other personal communication tools. The boundaries are maintained under the school's safe environment policy. Students should not 'friend' or otherwise seek to connect with the school's faculty, staff, or administration via social networking sites. With a teacher's permission, Middle School students are allowed to email assignments and questions about homework to teachers.

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 person 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.**

Please review the attendance and tardy policies that appear beginning on p. 7 of the Parent-Student Handbook.

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 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 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 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, **or 10 each day (for example, a 4-day week is 40 points)**
- Deductions on the clipboard will be made to the student's conduct grade. See page 1 of this handbook for specific point deduction protocols.
- PowerSchool will average the weekly grades to determine the trimester 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 trimester his/her conduct grade will be lowered one full grade.

INFRACTIONS

The following behaviors generally result in a student receiving an infraction:

- Excessively disturbing class or other pupils

- Excessive talking during class
- Chewing gum or eating in class or the hallway
- 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
- Playing after the bell rings
- Not reporting after school as directed
- Any other inappropriate or unacceptable behavior as determined by a member of the faculty, staff, or administration

If a student receives four (4) infractions in a single trimester, he/she will receive a detention. If a student receives three (3) detentions in a single trimester, 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
- 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
- Any other inappropriate or unacceptable behavior as determined by a member of the faculty, staff, or administration.

- Students in grades 3-8 with five uniform slips receive a detention.

- Middle school students not in full uniform on Mass Days receive a detention.

Please review further information regarding behavioral expectations (including infractions, detentions, suspension, qualifying status, and probationary status) beginning on p. 28 of the Parent-Student Handbook.

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) Smoking or possession of cigarettes, smokeless tobacco products, or e-cigarettes.
- s) Use or possession of hazardous and/or illegal substances, including alcohol.
- t) Possessing, selling, giving away, using or being under the influence of drugs and/or hazardous and/or illegal substances on the campus, at school functions or at a time or place that directly involves the school.
- u) Possession of dangerous implements or materials, such as laser pointers, stink bombs, etc.
- v) Any serious or unacceptable behavior.

HARASSMENT: Please review important information about harassment, including sexual harassment, beginning on p. 27 of the Parent-Student Handbook.

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 middie and skirt. The skirt is not to be rolled at the waist. The skirt must be no shorter than just above the knee.
- Navy blue cardigan or V-neck pullover sweater with the school emblem.
- Red, navy or white knee socks (thigh high stockings and socks with decorations are not allowed). On full uniform days, only white knee 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 middie.
- All black leather-preferred lace-up athletic shoes 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 heeled 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 for full uniform days and a solid white standard-cut collared polo shirt with the school emblem for regular days 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-preferred lace-up athletic shoes 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 worn.

P.E. UNIFORM

The dress for Physical Education for both boys and girls is required, and consists of 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. Students will receive an infraction for every three (3) times that they do not dress for P.E. After the sixth (6) time, students will receive a detention.

Please review further information about student personal appearance (beginning on p. 14 of the Parent-student Handbook) and dress code information for non-uniform days (beginning on p. 17 of the Parent-Student Handbook).

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 day. 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 Main Office for the day. At dismissal, the cell phone may be picked up by the student in his/her homeroom. **Cell phones are to be put away and not used once the student arrives at school. Students cannot use their cellphones until they have 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 child's parent/guardian must personally come to the office to pick up the phone. Repeated offenses may result in the loss of the privilege to possess a cell phone on campus. 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, chrome books, 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

Smart watches (defined as any watch capable of sending or receiving any type of communication), 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. Fitness trackers (such as Fitbits and similar devices) are not permitted except in cases of documented medical necessity. 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 must be returned directly to the parent/guardian. (See e-Readers and Personal Laptops for additional information.)

Toys are not allowed, including stuffed animals, dolls, tech decks, collectibles, fidget spinners, 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.

Please review the guidelines for BIRTHDAY TREATS and CLASS PARTIES that appear on p. 50 of the Parent-Student Handbook.

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. In the case of an outbreak of infectious disease (including, but not limited to, Covid-19), these amendments may be substantial.

APPENDIX

Inappropriate Actions That Will Lower Your Conduct Grade

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