

# MIDDLE SCHOOL PROCEDURES & BEHAVIOR SYSTEM

## BEHAVIOR MANAGEMENT:

*The St. Vincent de Paul Catholic School Middle School procedure for behavior is based on the premise that conduct disruptive to good learning will not be tolerated. Students will learn to be responsible for their actions and to be respectful of the rights and feelings of others by observing school and classroom regulations. In the event that rules are not upheld, the following consequences may occur.*

**1<sup>st</sup> Offense:** Verbal warning from classroom teacher

**2<sup>nd</sup> Offense:** Student will be issued a detention.

- Detentions issued on Thursday, Friday, and Monday will be served from 3:20-4:00pm on the following Tuesday. Detentions issued on Tuesday and Wednesday will be served from 3:20-4:00pm on the following Thursday.
- Students issued with a detention must report to detention at the assigned time without exception. Extra-curricular activities do not exclude a student from detention.
- Failure to appear for detention will result in a second detention.

**3<sup>rd</sup> Offense:** The student will be escorted out of class to the school principal. The school principal will determine the appropriate consequences. For 3<sup>rd</sup> Detention student will serve a ½ day In-School Suspension.

Note: The teacher and administration reserves the right to abridge or by-pass the above procedures depending upon the severity of the offense. All students who receive 5 or more detentions are subject to an Out-of-School Suspension.

## DAILY PROCEDURES:

**ARRIVAL:** No student will be in the hallways or at their lockers before 8:10A.M. All students with a bottom locker are to go directly to class. All students with a top locker may go directly to your locker.

**ATTENDANCE:** Parents should notify the school if their child is absent. Another student in that child's homeroom will collect the homework for the absent student and take it to the office or to a sibling at the end of the day. It is the responsibility of the family to designate someone to pick up those assignments from the office. You will also find homework posted on RenWeb. Consult the handbook for policy concerning absent work.

**TARDINESS:** Tardy student need to pick up a pass from the office to be given to their teachers. Students are expected to be prepared for their classes and seated in their homerooms when the morning bell rings. The consequences for being tardy three times for any class period will be a walking detention served during their recess.

**HALLWAYS:** Students are expected to transition in single-file, quiet lines specifically to and from encore classes, lunch, recess, and assemblies. Students are responsible for keeping their personal belongings orderly and within lockers. If a student need to be excused into the hallway for the bathroom, to run an errand, etc. they are expected to sign out/time out, and sign in/time in. In all events, we students will be expected to maintain our quick, clean, and quiet motto.

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- LOCKERS:** Students may access their lockers only at the given times during the day. They may organize their books and needed materials before the morning bell, at lunchtime, and at the end of the day. All locks must be on the locker and must be locked. Any material in the locker is the responsibility of the student. All decorations must be approved by the office. They may only relate to upcoming sporting events and religious recognition. No birthday decorations are allowed on the outside of lockers. No message boards are allowed on the outside of lockers.
- TEXTBOOKS:** All textbooks should be treated with respect. Books should not be written in and should be covered.
- CHEATING:** All forms of cheating are unacceptable. A student caught cheating will receive a grade of zero and will not be allowed to make it up. This includes any form of plagiarism or copying.
- LATE WORK:** Students are expected to turn in all assignments on time for full credit. On time means when the teacher asks them (not later during that class period or day). All late work will be marked as a zero until the assignment is submitted. Work will be accepted at a later date for partial credit (less than 24 hours late = 90% credit, more than 24 hours late = 50% credit). All work more than one week late will result in a zero.
- CELL PHONES:** **CELL PHONES, SMART WATCHES, FITBITS AND OTHER INTERNET ACCESSIBLE DEVICES STORAGE DURING THE SCHOOL DAY:** Every homeroom teacher will collect all of the student's cell phones AND OTHER INTERNET STORING DEVICES at the start of the day. These devices are no longer being stored in the student's lockers or backpacks. The students will turn off their devices and will then place their phone in a pocket pouch, specific for every student, located by the teacher's desk. The cell phones will remain in that pouch the entire day and will be distributed back to the student before they leave for dismissal. If any family chooses not to follow this procedure your child is welcome to keep their devices at home. There are plenty of phones in our school that if a student would need to call their parent for any reason, they would be allowed to use our school phones. If a student is found with their cell phone it will be confiscated and kept with the teacher to be picked up by the student at the end of the day. If a second cell phone violation occurs the cell phone will be confiscated and must be picked up by the parent in the office. In the event of a third violation of cell phone rules, the office will keep the cell phone for 3 days.
- PE:** Separate PE shoes are not required. Please make sure appropriate shoes are worn. See dress code section of handbook.
- OTHER:** No toys (this includes spinners and all laser pointers), gum, candy, or food.

Refer to the St. Vincent de Paul School Handbook for all other policies and procedures.

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After reviewing the middle school procedures as written above, please sign and return the bottom portion of this form to your homeroom teacher by Friday, the first week of classes.

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Student Name

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Parent Signature