



*Middle School Addendum*

*2024-2025*

## **OVERVIEW & PURPOSE**

*At Saint Paul Catholic School, we strive to promote an atmosphere built on principles of Christ. Inherent in these principles is the idea that we should treat each other with Christian respect and love at all times. Teachers, parents, and students work together to create a safe, caring environment, based on Catholic values and service to others, which enables students to learn and develop spiritually, academically, emotionally, and physically.*

*Our middle school program is designed to promote Christ like behavior between our students. Respect and dignity for others is a hallmark of an education at Saint Paul. This section of the Saint Paul handbook will address programs, policies, and information specific to Saint Paul middle school students and parents.*

*Please note that this addendum is meant as a supplement, and does not replace or override any portion of the student/parent handbook.*

## STUDENT ARRIVAL

*The outside doors will be open to students at 7:30 a.m. Upon entering the building, middle school students are to use the stairs closest to the office to get to the second floor. They are not to walk through the elementary hallway, nor should middle school students loiter downstairs before school.*

*For safety and liability purposes, NO STUDENTS should be in the middle school hallway before 7:30 a.m. when they can be properly supervised.*

## MORNING ROUTINE

*Once students have placed their book bags and jackets in their lockers, they should head immediately to their homeroom. At 7:45 a.m., at the tone of the bell, the teacher will close the classroom door. Students should be in their assigned seats at this time. Students entering the classroom after this time will be marked tardy.*

*Students arriving late because of a late bus will be excused. These students will be given a bus pass from the office to show their teacher.*

*Our school day begins with the morning announcements. During announcements, students are to be silent. After announcements, the entire school receives the morning offering, the Pledge of Allegiance, and the Character Pledge. Middle school students are expected to participate in the pledges respectfully and cheerfully every day.*

## AFTERNOON HOMEROOM

*When students are dismissed from their last-period class, they are to pack up their belongings and homework then report to their homeroom before the final bell rings at 2:27 p.m. Afternoon announcements will be given at this time. Again, Middle school students are expected to be seated and listen silently.*

*The homeroom teacher will pass out any important information from the office, including SCRIP orders, at this time. Bus riders, walkers, and car riders will be dismissed over the intercom in intervals after the announcements.*

*When dismissed, Middle school students are to proceed immediately down the stairwell closest to the Teacher's Lounge and to their assigned dismissal location. Students may **NOT** return to their lockers once dismissed.*

## ABSENT STUDENTS

*Please remember that missing instructional time greatly impacts learning. It is highly advised, especially at the Middle School level, that absences be limited as much as possible.*

*If a student is absent, another student may collect their homework for that day and give it to the homeroom teacher if arranged ahead of time. It is highly recommended that students set this up with a friend at the beginning of the year.*

*In the event that the work was not collected, students are responsible for meeting with each teacher to collect missing work. This is not to be done during class time. Students should meet with teachers during passing periods, lunch, or before/after school to collect work. It is the **STUDENT'S RESPONSIBILITY** to collect their missing work. A student's failure to ask for absent work is not an excuse for turning in absent assignments later.*

*Middle school students will have one day for each day absent to turn in their missing assignments due to excused absences. The exception to this rule is for scheduled exams or tests. Make-up testing may not take place during class time. Instead, these tests should be made up during lunch or after school as arranged with the student.*

*Pre-planned absences, such as vacations, will not be given work ahead of time. Make-up work will only be provided after students return and meet with each of their teachers. Anticipated Absence Forms must be completed and submitted a minimum of 1 week prior to the absence. If the form is not submitted, students will not be allowed to make up the work, as per school policy.*

## **DRESS CODE**

*Middle school students are not to wear non-uniform clothing in class such as coats, sweatshirts, or gloves. This includes the period before lunch, upon returning from lunch, or upon returning from band/orchestra.*

*Please be aware of the length of skirts. It is common at the middle school age for girls to grow taller while their waist size remains the same. This means that the skirts that fit nicely in 5th grade, may still seem to fit in Middle school. However, this creates a problem with the skirt quickly becoming too short. Skirts should sit no more than 3" above the knee. A standard Post-it note held above the knee cap should make contact with the hem of the skirt. Please refer to the Student/Parent handbook for more clarification on the dress code.*

*Shirts are to be tucked in and belts are to be worn with pants or shorts. Socks must cover ankles. Appropriate outwear includes the royal blue crew neck sweatshirt with the school logo and the heather grey quarter-zip sweatshirt with the school logo. No other hoodies or sweatshirts can be worn inside the building.*

*Minor dress code violations will be noted in RenWeb and a note may be sent home.*

*Students with severe violations (including but not limited to; clothing items that are too short, too small, or too tight; wearing make-up or face paint, non-uniform tops, bottoms, or outerwear, etc.) will be sent to the office immediately for a wardrobe change. A parent will be called to bring appropriate clothing and/or items will be taken from the wardrobe closet if available. Items taken from the wardrobe closet will be billed to parents per item. This type of violation will also be considered an infraction on their conduct grade for the quarter. Students who have a dress code violation on dress down days will not be able to participate in the next dress down day.*

*8<sup>th</sup> grade students are only permitted to wear Saint Paul issued caps, gowns, chords and pins with church attire. No other items may be worn during graduation.*

## **ASSIGNMENTS BOOKS**

*Each student is provided with a planner at the beginning of the year. These planners are part of the required materials for each class and students are to use them to record their assignments.*

*Middle school students are required to replace lost or damaged assignment books immediately and parents are responsible for paying the replacement cost. Office staff will send a bill for the replacement cost after issuing a replacement.*

## **TEXTBOOKS**

*All textbooks should remain in the condition in which they were assigned. Hardcover textbooks need to be properly covered with a paper bag within one week of receipt. Students may request assistance with properly covering their textbooks from any middle school teacher. Students will be charged for damaged textbooks.*

## LOCKERS

*Lockers and padlocks are assigned to each student at the beginning of the year. Each student will have their own locker to store books and supplies as well as an additional locker to store their coats, backpacks, or gym shoes. Refillable water bottles should be kept in the locker during the day.*

*All items should remain inside of lockers with the **door closed** throughout the school day. It is the responsibility of the student to keep their lockers clean and orderly. No food should be stored in lockers outside of their daily lunchbox and water bottle. It is the responsibility of the teachers to enforce locker policies. Unkempt lockers will require a clean out with supervision. Any student with a habitually untidy locker may lose locker privileges until they can prove they have acquired the organizational skills and maturity necessary to earn their locker back.*

*Students are solely responsible for the contents of their lockers. If inappropriate items are found within a locker, the consequence will fall on the student who is assigned to that locker. For this reason, it is recommended that students keep their lockers locked when they are not nearby. It is required that lockers be locked at the end of the school day.*

*Students may decorate the inside of their lockers tastefully; however, only blue painters' tape or magnets can be used to adhere decorations. (Students may ask a teacher for blue tape if needed.) Students cannot place decorations on the outside of their lockers unless prior approval has been given in special circumstances.*

*Lockers are the property of Saint Paul Catholic School and no expectation of privacy should be given regarding the contents of lockers. Lockers are subject to search at any time without warning or notification.*

## RESTROOM

*Students are given a passing period between every class. This is the time to use the restroom if needed. Using the restroom during class should be limited.*

*It will be the teacher's discretion as to whether or not to allow students to leave class or ask them to wait.*

*Unless they are in a different area of the building, middle school students should only use the restrooms in the middle school hallway.*

## BAND/ORCHESTRA

*Saint Paul students who participate in orchestra are transported to Benjamin Franklin Middle School or Valparaiso High School on various days. Band students will have CYO lessons on Thursday mornings. This takes place during regular instructional time, and students will miss portions of a class because of this. Students leaving class will be dismissed at the appropriate time by their teacher. Students should remain silent in the hallway while they are leaving or returning from orchestra.*

*It is the student's responsibility to collect the material or homework that was missed while they were at band or orchestra. This is **NOT** considered an absence; therefore, assigned homework or classwork is to be turned in on time.*

*If a test or quiz was given while the band or orchestra students are gone, these students need to schedule a time to make up the test as soon as possible.*

## DANCES

*Middle school dances are typically held three times per year. Any student attending the dance must have a signed permission slip, arrive on time, and remain at the dance until the event is over. Students are not permitted to leave dances early.*

*Each dance will have a specific dress code. Students are to dress appropriately, as per school policy, with the exception of the allowance of makeup. Dancing should remain age-appropriate. Cell phones will not be allowed at dances.*

## **ELECTRONICS**

*Many middle school students are the owners of cell phones and smartwatches. While we understand that the culture of today permits everyone to have a cell phone at all times, we strive to preserve a different type of culture here at Saint Paul School. Cell phones should not be seen or heard at any time during the school day, before school, after school, or during lunch. **Smartwatches are not allowed at any time.***

*There is no reason for any student to need to use a cell phone here at school. Every classroom contains a phone to be used in the event of an emergency, and phone calls to home can be done in the office with permission.*

*If a cell phone is seen by any staff member, it will be immediately confiscated and held in the office by the principal. Parents can schedule an appointment with the principal to retrieve the cell phone.*

*If it is found that parents are the ones encouraging the use of cell phones by sending messages or phone calls to students during the school day, a meeting will be scheduled between the parents and the principal immediately to discuss their commitment to the Catholic school policies and agreements.*

*If a student is in possession of a smartwatch, the smartwatch will be confiscated and held in the same way as a cell phone as stated above.*



## CHROMEBOOKS

*Middle school students will be assigned a Chromebook to use for educational purposes during the school day and at home. Students are responsible for charging their Chromebook every evening and bringing it back to school with a full battery the following day. Students who frequently forget to charge their Chromebook may receive disciplinary action or have their Chromebook privileges revoked for a period of time.*

*During class, students are to only use their Chromebooks when given permission to do so. Otherwise, the Chromebook should remain closed until further instruction is given. If students are working on their Chromebooks and the teacher asks for their attention, the appropriate response is to stop working immediately, tilt the screen down at a 45-degree angle, and listen to the teacher with eyes and ears. Once the teacher is finished addressing the students, the screen may be tilted back up to a 90-degree angle and work may resume.*

*Students will need to purchase a pair of earbuds and carry them along with their Chromebooks to every class. An inexpensive pair of earbuds will work just fine for our purposes. Wireless earbuds are not allowed. Earbuds must be worn anytime there is sound on the Chromebook. If a student forgets their earbuds, they will not be able to listen to audio.*

## CHROMEBOOK MISCONDUCT

*Misuse of a student Chromebook includes, but is not limited to:*

- *Visiting unapproved websites including working on assignments for other classes*
- *Playing games, or other distracting behaviors*
- *Using the Chromebook during class without teacher permission*

### *Consequences for Chromebook Misconduct:*

- *Minor violations may result in a verbal warning at the teacher's discretion*
- *First Offense: Loss of Chromebook privileges for 1 school day*
- *Second Offense: Loss of Chromebook privileges for 3 school days*
- *Third Offense: Office referral and parent meeting with the principal*

## GOOGLE CLASSROOM

*Middle school core classes will be using Google Classroom. This is new to some students and will be used differently for each class. It is expected that middle school students log on the Google Classroom frequently to see assignments, homework, or announcements. In the event of an e-learning day, assignments will be posted on Google Classroom. Parents will not have their own access to Google Classroom but can ask their child to log in and show their Google Classroom page at any time.*

*With each middle school student having their own Chromebook, it is acceptable for assignments to be either digital or standard paper and pencil. Digital assignments have a timestamp and may be due by a certain time. Please make sure to pay attention to this.*

*Internet access is crucial for 21st-century learners, and students will frequently have assignments that require the use of the internet. If your home does not have internet access, please get in touch with the principal immediately. There are programs available to provide low-cost high-speed internet for students.*

*If your family limits "screen time", please adjust your limits to account for approximately 45 minutes of internet time for homework and research purposes each evening. There may be times when your child does not have online homework, but please account for it in the event that they do (which they frequently will).*

## E-MAIL

*Middle school students are provided with a Saint Paul email account that has many protections in place to keep children safe. For example, students are only allowed to send and receive emails from other Saint Paul email accounts. So, frequently teachers may email out reminders, announcements, or other messages to students. This is also a great way for students to communicate with each other when doing a group project or if someone simply forgot to write down the homework for the day and needs to ask for the assignment. It is expected that students check their email regularly, at least once per day.*

*As we continue the one-to-one Chromebook program in middle school it is vital that we have your support and you assist in reminding students to keep up with email and other digital matters. We will work together to get them prepared for a very fast-paced digital world ahead of them.*



*It is our belief that the policies and procedures within the Saint Paul Catholic School Student/Parent Handbook Middle School Addendum will encourage our students to behave respectfully, responsibly, and Christ like as they grow and learn.*

*We also believe that the discipline policies and procedures we have put into place will diminish the need for higher-level consequences with a clear understanding of the expectations and the consequences of not meeting those expectations.*

*Thank you for joining us as we shape the academic, physical, social, and spiritual lives of our middle school students.*

*Once you have had time to review the Student/Parent Handbook, the middle school Addendum, and all individual classroom policies, we ask that you and your student sign and return the bottom sheet as verification no later than September 7.*

---

*By signing this form, I am indicating that I have read and agree with the Saint Paul Student/Parent Handbook, the Middle School Addendum, and all individual classroom policies. I agree to work together with teachers and administration to follow and enforce the policies within each document.*

*Parent Signature* \_\_\_\_\_

*Date* \_\_\_\_\_

*Student Signature* \_\_\_\_\_

*Date* \_\_\_\_\_