



BLESSED SACRAMENT SCHOOL

igKNIGHTing

our possibilities



Middle School Handbook 2017-2018

“A Place Where All Children Reach Their Personal Best”

Dear Parents and Students,

“What greater work is there than training the mind and forming the habits of the young?”
St. John Chrysostom

Welcome to Blessed Sacrament School Middle School! In choosing the Diocese of Raleigh Catholic School System, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Middle School Faculty and staff look forward to working with you to promote personal, academic, and spiritual development in the context of the teachings of the Catholic Church. The following beliefs inspire our learning, teaching, and community growth:

About Students and Learning, we believe that:

1. Students learn in unique ways.
2. Students need to be challenged.
3. Students must invest in their education.
4. Learning is a life-long process.

About Teachers and Teaching, we believe that:

1. Teachers are powerful role models.
2. Effective teachers are fair, flexible, and challenging.
3. Teachers must innovate, change, and grow.
4. Teachers require resources and support.

Together, we can use these beliefs in a powerful and inspirational mission in guiding our students' growth and education.

In Christ,
Maria Gomez
Principal

Blessings.
Middle School Team

**Middle School Handbook
Blessed Sacrament School
2017-2018
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“Character is how you live your life when nobody is watching.”

“God gave you talents as gifts. Praise God by using your gifts well!”

***“Preach the Gospel at all times and when necessary use words.”
Francis of Assisi***

It is the mission of Blessed Sacrament School to provide a Christian community of faith and love in which students will be able to develop spiritually, intellectually, emotionally and physically. It is our goal that through our academic program, students will recognize their individual value and the responsibility they have to God, Church, Family, Community and the World.

Students,

This handbook is intended to help guide you through this year in Middle School at Blessed Sacrament School. In this handbook, teachers have outlined their expectations of you as part of our faith family – inside the classroom and out. The Middle School Team believes that there is a relationship between teacher expectations and student achievement. That said, we hold high expectations for you, and we feel confident that you will strive to reach those expectations – even if they may seem a little higher than what you feel you are capable of attaining. We all know that anything is possible with God’s help.

Grading Scales

Religion

Homework/Classwork 33%
Tests/Quizzes 66%

Math

Homework 20%
Classwork/Graded Assignments 20%
Tests/Quizzes 60%

Science

Homework/Classwork 25%
Classroom and Lab Participation 15%
Tests/Quizzes 45%
Engineering Projects 15%

Spanish

Homework/Classwork/Participation 40%
Quizzes 20%
Tests 40%

Language Arts/Literature

Homework 20%
Projects/Composition 40%
Tests/Quizzes 40%

Coding/Chorus/The Arts

5th Grade – N, S, O (First Trimester only)
6th – 8th – Letter grade

Social Studies

Tests 50%
Homework 35%
Classwork 15% (reviews, maps, graphs,
essays in class)

Be prepared

- It is your responsibility to come to class with the materials you need for class that day, this includes pencil, paper, and texts, but it also includes assignments (see "Homework" below).
- It is your responsibility to come to class mentally prepared, too. You are expected to do the readings and be familiar with the previous days' class notes each day. Notes from Tuesday should be retained on Wednesday and the remainder of the year.

Homework

- You will have homework as necessary, depending on the subject matter being covered in class.
- Assignments will be verbally relayed to you during class, posted online and/or posted in the classroom at the discretion of the teacher.
- Assignments are due when collected by teacher. If you do the assignment and complete it in the manner it was assigned, full credit is earned. Points are deducted for incomplete work, illegible, or late work all at the discretion of the teacher.
- Late Assignments: If the assignment is 1 day late, partial credit is given at the discretion of the teacher; 2 days or more, a zero will be given.
- For LA/Literature most homework assignments will consist of reading assignments from class. It is VERY important to keep up with these assignments. Students may be assessed on the content of the reading the day the assignment is due.
- Cheating/Borrowing/Sharing of homework between students will be recorded as a zero. Absentees are responsible for work missed and will be responsible to turn it in on the day they return- (special circumstances will be handled as they arise.) If a student arrives late or checks out early, he/she is expected to turn in any assignments due, assigned or given that day.
- Assignments should be completed in a timely manner, but it is also important that the assignments are completed in a high quality, neat manner. Careless and messy work will not be accepted and may be returned to you to be re-done and could be considered "LATE".
- Homework may be assigned over the weekend for students. Tests and quizzes may be given on Monday.

Absences

- If you are sick, parents should call the school office by 9:30am for assignments. Work that is requested by your parents will be placed in the office by 2:00.
- Class time is used for instruction, discussion, and/or lab time. It is very hard to make that up if you miss it. It is your responsibility to get the notes from a classmate.
- Assignments and grades are posted on Option C weekly. If you are absent, that is a good place to visit to figure out what you should be doing until you return to school. Always double check with a classmate, though, as the actual assignments from class may sometimes vary from the website.
- If you are absent when an assignment is collected, it is YOUR responsibility to turn it in as soon as you return to school. Late homework policies apply in this regard, too; if you return to school after an absence, you should turn in the assignment *that* day. If you neglect to turn it in the day you return, your teacher might not accept it.
- If you are absent when a test/quiz is given, it is YOUR responsibility to schedule a make-up with the teacher. Pop quizzes (see below) cannot be made up but will not negatively affect your grade if missed. If you are absent for only one day, and a test/quiz is given that day, you should be prepared to take it the day you return. As stated in the Parent Handbook, you should be prepared to make up a test/quiz within 5 school days of returning to school. This is helpful if you missed several class periods that included notes/material covered on the test.
- If you leave early for appointments or vacation, you are responsible for any material or assignments you missed.

Tests, Projects, and Quizzes

- Tests usually are given at the end of a chapter or unit of study. They will be based on class discussions (for which you should have notes), any handouts covered in class, and material from the texts or supplemental materials.
- Midterms and finals may be given to 8th graders in select classes. The material will be cumulative and students will be responsible for ALL the material covered in class.
- Projects often are graded and counted as equal value to that of a test (see individual teachers' grading scales). Group projects could have peer, self and teacher evaluations that impact the grade. This assures that everyone puts in his or her fair share of the work on the project.
- Quizzes usually are given after a small portion of a chapter or unit has been discussed. You will most often be notified of quizzes in advance. Sometimes, quizzes could be given after a night's reading assignment or a class discussion. There is a chance that you may not be notified of these quizzes in advance. These are called "Pop Quizzes."

Bullying

We are committed to providing a caring, friendly and safe environment for all so they can work and learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all students and parents should be able to tell and know that incidents will be dealt with promptly and effectively. Any bullying deemed serious enough by the principal or pastor can warrant immediate removal from school. All middle school students will sign the anti-bullying handout at the beginning of the school year.

Bullying is prohibited and is defined as one or more actions of abusive treatment of another. Examples include but are not limited to:

- a. Physical intimidation or assault
- b. Extortion
- c. Oral or written threats
- d. Teasing
- e. Putdowns
- f. Name calling

- g. Threatening looks
- h. Gestures or acts of aggression (Overt and Covert)
- i. Cruel rumors & false accusations
- j. Social Isolation
- k. Cyber-bullying

School personnel will not tolerate any bullying on Blessed Sacrament School grounds or at any school sponsored activity (on or off school grounds). In addition, Blessed Sacrament School students and parents who become aware of an act of bullying are to report it to appropriate school personnel (e.g. principal, teacher). All faculty/ staff members who become aware of an incidence of bullying need to take appropriate steps to intervene unless intervention would be a threat to staff members' safety. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the school principal for further investigation.

In cases of reported bullying, the principal or designee shall interview all students involved (i.e. the aggressor(s) and the victim(s)) and investigate, as appropriate. This investigation may include interviews with students, parents and school staff; review of school records; and identification of parent and family issues. Any student who retaliates against another for reporting bullying may be subject to appropriate consequences.

Consequences for students who bully others shall depend on the results of the investigation and may include:

- Counseling
- Parent conference
- Detention
- Suspension and/or Expulsion

Depending on the severity of the incident(s), the principal may also report incidents of bullying to law enforcement if appropriate.

Cheating

Cheating of any type will not be tolerated. Cheating is not limited to copying answers from a test but also includes: copying homework from another student, or plagiarism. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion.

Code of Student Expectations

As the philosophy of Blessed Sacrament School community emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school, which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The Discipline Code is outlined in three levels. Levels I, II, and III represent a continuum of misbehaviors based on the severity and frequency of the occurrence. Our goal is to provide a code that will ensure fairness and consistency. Student expectations are at the core of this code. The examples provided should not be considered as all the possible violations, but simply as a guideline. The teacher will document the incident and the consequence and will email the parents. **Five incident logs will result in after school detention from 3:15pm-4:15pm. Detention day will be determined by the Principal.**

Level I

Level I offenses include minor misbehaviors on the part of the student which are disruptive to the operation and educational environment of the school. Repeated instances of these infractions at this level raise the offense to a higher level. The following list includes examples of behaviors that will result in Level I consequences. **The list is not intended to be all-inclusive.**

- Disrespect toward teachers and other students
- Bullying
- Nonconformity to dress code
- Chewing gum
- Eating or drinking at unauthorized times or in unauthorized areas
- Tardiness to class
- Missed assignments
- Violation of the Technology Agreement/device use
- Talking at Inappropriate Time
- Passing Notes
- Misbehavior in the cafeteria
- Unauthorized use of cell phone
- Excessive talking
- Class disruption
- Work refusal
- Not prepared for class
- Horseplay
- Inappropriate behavior at sporting practices/games

Any other behavior deemed as a Level I violation

Level I Consequences:

- After school detention
- Lunch detention
- Conference with student
- Time out period in the office
- Loss of computer privileges
- Loss of extra-curricular sports and club participation

Level II

Level II offenses are misbehaviors whose frequency or seriousness disrupts the learning climate of the school or classroom. These behaviors can result from the continuation of Level I misbehaviors or include new offenses. Repeated or more serious instances of misbehavior at this level raise the offense to a higher level.

The following list includes examples of behaviors that will result in Level II consequences. **The list is not intended to be all-inclusive.**

- Persistent Level I behaviors
- Cheating, including plagiarism
- Absence from class without teacher / administrative approval
- Defiance
- Verbal abuse
- Inappropriate physical contact
- Serious violation of the Technology Agreement and device use
- Lying
- Bringing or reading inappropriate material in school
- Any behavior that severely disrupts the normal flow of the class or school

Stealing

Use of any social networking site in which the student defames another BSS student, faculty member, administration and/or the school

Level II Consequences

All referrals at this level are to be sent to the principal for action. She will notify parents of the behavior and consequence. A second violation of a Level II offense will result in an automatic in-school suspension (ISS). A possible out-of-school suspension (OSS) and loss of all privileges (sports, clubs and field trips) for a time to be determined by principal.

After school detention

Half- or full-day ISS

1 week loss of extracurricular sports and club participation

Denied participation in a class field trip

Parent/student conference with teacher/principal/assistant principal

Level III

Level III offenses are acts whose frequency or seriousness disrupt the learning climate of the school and are directed against persons or property. These misbehaviors could endanger the health or safety of those in the school. The following list includes examples of behaviors that will result in

Level III consequences. The list is not intended to be all-inclusive. The consequences can be ISS, OSS or expulsion.

Possession of weapons, narcotic drugs, or alcohol

Possession of prescription drugs

Defiance

Theft

Gambling

Sexual harassment

Threats Physical fighting

Use of inappropriate language

Level III Consequences

All referrals at this level are to be submitted to the principal. The principal will determine the severity of the behavior and the consequence. The principal will notify the parents of the violation and the consequences. The Pastor will also be notified. A conference will be automatically scheduled with the parents and student before the student can return to school.

Dress Down Days

Dress down days will be the last Wednesday of every month for grades 5 through 8. The cost is \$5.00 for the year. On these days appropriate attire is expected. Clothing must be in good condition and worn at the natural waistline. You will be able to dress out of uniform according to the following guidelines:

Dress Down Days Do's and Don'ts

DO: Use good judgment when selecting clothing for Dress Down Days

DO NOT WEAR:

- T-shirts that display inappropriate or unacceptable language or advertising
- Low cut T-shirts
- Pants or shorts that display any text or illustrations across the backside of the clothing
- Sweat pants, beach or swimwear, or short shorts
- Sagging pants/jeans with rips
- Sleeveless, spaghetti straps, crop tops, halter tops, or tank tops
- Sheer or translucent clothing
- Torn, frayed clothing or cut offs
- Oversized/undersized clothing
- Spandex of any type or leggings
- Skinny jeans
- Pajamas or sleepwear of any type
- Shirts that are tied
- Pants rolled at the waist causing them not to fit within the acceptable BSS length guidelines
- Open toed or open heeled shoes
- Exception – 8th graders may wear Croc-style shoes, clogs, or Birkenstock-style shoes
- Capri pants made of spandex, lycra or extremely tight-fitting material
- Hair dye
- Make-up or nail polish
- Gloves
- Simple understated jewelry that does not detract from the school day may be worn.

Teachers and/or administrators will make the final decision when a question arises concerning the appropriateness of articles of clothing.

Please remember that Dress Down Days are a privilege!

Electronic Devices

Students may use devices that fall into the following category:

Chrome Books. Blessed Sacrament School is striving to maintain technological relevance in education and is providing the opportunity for students to use these devices in accordance with our Acceptable Use Policy. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents.

Required Software

The wide variety of hardware and software capabilities of available personal electronic devices (e-devices) makes them challenging to monitor and control in a school environment in contrast with school owned technology assets like computers, etc.

A student who violates any portion of the Acceptable Use Policy may immediately lose the privilege to use their device at school for a length of time commensurate with the nature of the violation.

1. E-devices are to be used for academic tools to access school approved material (books, etc.) and not for other purposes such as communication, entertainment, music, gaming, etc.

2. All material on the device must comply with the spirit and policies of Blessed Sacrament School.
3. All E-devices must have cellular capabilities disabled (turned off) while the device is at school. Students should connect to BSS wireless
4. E-devices must be used at appropriate times in accordance with teacher instructions. The device must not be a distraction for the student or those around him/her nor be a source of any classroom disruption.
5. E-devices are not to be used during lunch, middle-school breaks, or during playground/recess time.
6. The student is responsible for knowing how to properly and effectively use their device and this should not be a burden for the teachers.

Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Blessed Sacrament School. Students who have been expelled will not be allowed to return to the school without prior permission from the principal.

Expulsions will be imposed for the following:

1. Possession of any weapon or object that is used as a weapon, on school grounds or during any school sponsored activity.
2. Possession or under the influence of drugs on school grounds or during any school sponsored activity.
3. Possession or under the influence of alcohol on school grounds or during any school sponsored activity.

******* Continued misbehavior may result in expulsion *******

Any other violation deemed serious enough by the principal or pastor or an inexcusable number of more minor offenses can warrant immediate removal from school.

In-School Suspension

Students who are given an in-school suspension will be required to report to school each day. Parents may be charged for paying a substitute teacher.

Any student assigned in-school suspension will complete all class work/homework/tests for the day in a designated area. Students assigned in-school suspension will receive 50% of the grade earned on all work completed during the suspension.

Out-of-School Suspension

Out-of-School Suspensions are reserved for the most serious offenses. In addition, the third (3rd) In-School Suspension will result in an out-of-school suspension. After one (1) out-of-school suspension, any one (1) violation that will warrant an in-school suspension will result in a second (2nd) out-of-school suspension. The third (3rd) out-of-school suspension will require a parent conference with the principal and pastor. Any class work, homework, cannot be made up and will result in a grade of zero (0). Missed tests will receive 50% of the grade earned.

Students who receive an out-of school suspension will not be allowed on campus during the time of their suspension and may not participate in any school-sponsored activities.

Public Display of Affection

Blessed Sacrament School promotes friendship, charity, kindness, love and respect for self and others. However, inappropriate displays of affection, such as kissing or embracing which connote more than simple friendship, are not permitted in school, at school dances, or at any school event. Those who violate these rules may be subject to disciplinary measures, including detention, suspension or expulsion. The administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school.

Student Cell Phone Policy

The use of cell phones by students on school grounds is prohibited. This includes all times between morning drop off through regular end of the day pick up and during sport practices. No cell phones may be used in dismissal room or in the pick-up line. Cell phones should only be brought to school, when necessary. If you allow your child to bring a cell phone to school it must be powered off prior to entering the building and it must be stored in the designated location in your child's homeroom. Any cell phones found on a student's person, in their locker, or in their backpacks during school hours will be confiscated. Any use of the cell phone will also result in confiscation of the device and the permanent loss of privilege to bring their cell phone to Blessed Sacrament School. A confiscated device can be retrieved by a parent/guardian by arrangement with the school principal. **If you allow your child to bring a cell phone a signed Cell Phone Policy must be on file.** Blessed Sacrament School has no responsibility for the loss, theft, or damage to these devices

Uniforms

Please refer to the Blessed Sacrament School Handbook available online.



CELL PHONE PERMISSION FORM

2017-2018

Middle School Grades 5 - 8

While cell phone use by students is not permitted at school, some students need to carry cell phones with them for use after school. This permission slip must be on file. The following rules apply to bringing cell phones to school:

- Phones must be kept in the off position at all times.
- Phones must be given to the teacher during homeroom at the start of the day.
- Students are not permitted to use cell phones to take pictures or record videos while on school property unless permission is granted by the principal.
- No harassment, bullying, or threatening of persons via cell phone is permitted.
- Students may not use cell phones during dismissal or in afterschool. They should be kept in their book bags.
- Students who violate any of the rules regarding cell phones will forfeit the privilege of bringing them to school.

The administration of Blessed Sacrament School reserves the right to amend the cell phone policy. Parents will be notified in writing if changes are made. The school reserves the right to search all electronics, including cell phones that students have brought onto school property.

The presence of inappropriate content can have school consequences.

I, _____ (please print), parent of _____, give permission for my child to bring a cell phone to school. My child and I have read and agree to the rules about having a cell phone in school and the consequences in place should he/she violate this agreement.

Parent signature _____ Date _____

Student signature _____ Date _____ Grade _____



2017-2018 MIDDLE SCHOOL STUDENT HANDBOOK AGREEMENT

I have read the Blessed Sacrament Middle School Handbook policy and agree to observe all school regulations.

Student's Printed Name/Grade

Student's Signature

Parent's Printed Name

Parent's Signature

(Date)