**Enlightening Minds Forming Lives**

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**Est. 1963**

**2021-2022**

# Middle School Handbook Addendum

A supplement to the Annunciation Parent/Student Handbook

\*All content contained in this handbook addendum will take precedence over any discrepancies with the Parent/Student Handbook.

ANNUNCIATION CATHOLIC SCHOOL

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8/3/21

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**This handbook is a supplement to the Annunciation Parent/Student Handbook and is the first resource for all matters and concerns with**

**middle school students.**

**This handbook is required reading for all middle school parents and students.**

**After reading, please sign and return the Handbook Confirmation page found on the last page by August 27, 2021.**

**ABSENCE AND TARDINESS**

Please refer to school policy with the following exceptions for ACS Middle School Students:

Students are to avoid being absent, if at all possible. While it may be possible to complete some assignments missed due to absence, many classroom learning experiences cannot be truly replicated. While absence due to illness cannot be avoided, parents are urged to avoid taking students out of school when it is not absolutely necessary. This is also true for both late arrival and early dismissal.

**General policies related to absences**

* Missed assignments (daily work and homework)
  + Students who are absent due to illness or planned absence have one day for each day of absence (up to five days) to make up the missed assignments (daily work and homework NOT quizzes, tests, essays, or projects). For example, a student who was absent three days would be given three school days to complete the missed work. If you missed Monday, Tuesday, and Wednesday of one week, you would have Thursday, Friday, and Monday to complete the work. It would all be due on Tuesday.
* Missed assessments (quizzes, tests, essays)
  + Students who are absent due to illness or planned absence the day before a quiz, test, or essay due date must complete that assessment (or turn it in) on the assigned day. For example, your test is scheduled for Tuesday and you are absent on Monday. You will still be required to take the test by Tuesday.
  + Students who are absent due to illness or planned absence on the day of a quiz, test, or essay must make arrangements with that class teacher to make up their quiz, test, or essay either the day they return or the day after. This may necessitate arriving early or staying late at school.
  + Middle School teachers give anywhere from four days to two weeks’ notice for each major test. Students are responsible for being prepared for the tests on the days they are given. **If a student is absent on the day a test is given, if at all possible, they must be prepared to take the test on the day they return to school. Policy, however, will allow students a minimum of one school day to prepare for a make-up test.** Students must confer with teachers on the day of their return after an absence to schedule make-up tests. Teachers will decide when a reasonable expectation of preparedness can be achieved. Quizzes may be given without prior notice. Generally, all make-up tests will be administered after school except Wednesdays unless another suitable time is decided.
  + If a student is present for any portion of a school day on which a test is to be administered, the student must make arrangements to take the test in the course of that same school day. If a test is missed due to a late arrival, or will be missed because of a planned early dismissal or mid-day pull-out, it is the student’s responsibility to make arrangements with the teacher to take the test at another time during that same day.
* Projects or long-term assignments
  + If a student is absent, whether due to illness or because of a planned absence, on a day that a long-term project or assignment is due, the work must be delivered to the school office by 8:00 a.m. on the stated due-date. Students who will be experiencing a planned absence on such a due date must turn in the project prior to leaving school.
* It is the student’s responsibility to follow these policies and discuss with the teacher any extenuating circumstances.
* In the event of a planned absence, parents should alert homeroom teachers with as much notice as possible. Only with plenty of advance notice can teachers organize work that may be done while the student is away. It might not be possible for all learning experiences to be prepared for completion outside of school. Teachers may require that some assignments/quizzes/tests be done BEFORE the student is absent from school.
* Students present for any portion of a school day are expected to turn in all homework, whether or not they attend all classes. Students are responsible for the work’s delivery to teachers. If work is not turned in before students leave for the day, that work will be considered late and will be given credit accordingly.
* Students present for any portion of a school day are also responsible for getting any materials or worksheets needed for that evening’s homework in any class they miss due to late arrival, early dismissal, or mid-day pull-out.
* Students who do not turn in all make-up work or complete assessments according to the above stated policy and its time constraints, will receive zeros for said work.

**CLASSROOM MANAGEMENT**

***Middle School Expectations – “Called to Be More”***

*“We are created in the image and likeness of God…. Therefore, it’s in God that we find the ultimate truth about ourselves. The link in this movement from man to God and God to man is, of course, the God-man. Jesus Christ ‘fully reveals man to himself and makes his supreme calling clear.’" (Vatican II)*

We are reminded that the word discipline comes from the root word *“disciple.”* Discipline helps in forming the attitudes and responses that lead to positive habits and responsible Christian actions. ACS teachers have high expectations for our students as individuals and as a class because we believe that disciples of Christ are “Called to Be More.” We trust that with parental guidance and support our students will rise to those expectations and go beyond!

* Habit #1 – Be Proactive
  + - * *“That you should put away the old self of your former way of life, corrupted through deceitful desires, and be renewed in the spirit of your minds, and put on the new self, created in God’s way in righteousness and holiness of truth.” (Ephesians 4:22-24)*
      * Accept responsibility for your actions.
    - Habit #2 – Begin with the End in Mind
      * *“Let us rid ourselves of every burden and sin that clings to us and persevere in running the race that lies before us while keeping our eyes fixed on Jesus, the leader and perfecter of faith. For the sake of joy that lay before him he endured the cross, despising its shame, and has taken his seat at the right of the throne of God.” (Hebrews 12:1b-2)*
      * Follow directions the first time given.
    - Habit #3 – Put First Things First
      * *“Jesus replied, ‘The first is this: “Hear, O Israel! The Lord our God is Lord alone! You shall love the Lord your God with all your heart, with all your soul, with all your mind, and with all your strength.” The second is this: “You shall love your neighbor as yourself.” There is no commandment greater than these.’” (Mark 12:29-31)*
      * Come to school prepared to learn with homework/assignments completed.
    - Habit #4 – Think Win-Win
      * *“Do to others whatever you would have them do to you. This is the law and the prophets.” (Matthew 7:12)*
      * Enhance the learning of others.
    - Habit #5 – Seek First To Understand, Then To Be Understood
      * *“Know this, my dear brothers: everyone should be quick to hear, slow to speak, slow to wrath, for the wrath of a man does not accomplish the righteousness of God.” (James 1:19-20)*
      * Show compassion at all times.
    - Habit #6 – Synergize
      * *“For as in one body we have many parts, and all the parts do not have the same function, so we, though many, are one body in Christ and individually parts of one another. Since we have gifts that differ according to the grace given to us, let us exercise them.” (Romans 12:5-6)*
      * Use your gifts and resources wisely.
    - Habit #7 – Sharpen the Saw
      * *“Do you not know that your body is a temple of the Holy Spirit within you, whom you have from God, and that you are not your own? For you have been purchased at a price. Therefore glorify God in your body.” (1 Corinthians 6:19-20)*
      * Treat yourself and others with dignity.

**Classroom Management Plan**

**ClassDojo**

ClassDojo is an online behavior management system intended to foster positive student behavior and classroom culture. Students earn positive and negative feedback in the form of points, which can be monitored in an app or online. Parents of incoming middle school students will receive an invitation to ClassDojo in the brown envelope. Students and their families are encouraged to reflect on, celebrate, and improve their behavior based on ClassDojo feedback.

**Incentives**

Students have the opportunity to redeem accumulated positive points for various incentives:

* Extra bathroom and/or locker visit: 3 points
* One bonus point in the class of their choice (limit of five points per class per nine weeks): 5 points
* Delay of homework (gives one extra day to turn in work): 15 points
* Hat Day: 30 points
* Non-Uniform Day: 100 points

**Consequences Per Week**

3Negative Points = ClassDojo email message home to parent

4 Negative Points = ClassDojo email message home to parent and lunch detention

5 Negative Points = ClassDojo email message home to parent, lunch detention, and student completion of a “Behavior Reflection,” to be returned signed by parents the following day

6 Negative Points = After–School Detention (3:00-3:45 Monday, Tuesday, or Thursday) and

teacher will contact principal and parents to schedule a conference

*Notice that consequences accumulate with additional negative points throughout the week. The cycle of consequences restarts each week.*

**“The Big Three”**

Situations in which an adult may have to take immediate disciplinary action are as follows:

1. A student is in or places others in physical or psychological danger.
2. A student is abusive in tone, gesture, or word
3. A student’s behavior is out of control

A violation of any of these will result in a Disciplinary Referral to the principal and loss of potential privileges.

**Parent Communication**

Most communication, including that pertaining to behavior, will be via ClassDojo.

Academic communication, i.e., questions pertaining to a certain assignment or grade, absent work updates, etc., will be via email.

**Communication**

FACTS SIS, ClassDojo, email, and the ACS school websites are key tools in our communication network.

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The green envelope that is available on the school website on Monday is your source for the principal’s newsletter, announcements, lunch order forms, photos, and links. Teacher web pages may be accessed at this site, as well. Teachers are most easily accessed via ClassDojo. Calls may also be placed to the school office, and a message will be left for a teacher. All responses will be made within 48 hours.

**MAKE UP WORK & HOMEWORK REQUESTS**

When a student is absent, parents are urged to specifically request make up work when notifying the school office to report their child’s absence. As a courtesy to teachers, special requests should be made by 9:30 a.m. Please understand that teachers cannot stop class to gather materials, so late requests frequently are not honored. Whether or not work is specifically requested, an email regarding the day’s missed work will be sent to students by the end of the day. Work will also be available for pick up by the end of the day. Requests for early pick-up generally cannot be accommodated.

**SEMESTER EXAMS**

First Semester Exams will be given December 14-16, and Second Semester Exams will be given May 16-19.

Second Semester Exams in some subject areas may be in the form of an exit project (Integrated Exit Project) with specific requirements, which will be detailed. There will be no exemptions given for exams or exit projects.

**PUBLIC DISPLAYS OF AFFECTION (PDA)**

The nature of a Preschool through Grade 8 setting presents unique challenges in defining "appropriateness" in terms of developmentally normal behavior. By the middle school years, young teens may develop attractions for one another, and it is appropriate that they engage in well-supervised group activities such as our school dances or skating parties. It is inappropriate, however, especially in view of the range of ages of our school population, for students to engage in public displays of affection anywhere on school property or at any off-campus ACS-sponsored event.

**DANCE DECORUM**

Dances may be scheduled each school year for currently enrolled ACS Middle School students. Guests and dates are not permitted. The dances are chaperoned by ACS personnel. Dances are an opportunity to fellowship. Being that we are “Called to Be More,” students are expected to conduct themselves with dignity and grace. To that end:

* Students will be gracious in accepting and in declining invitations to dance.
* Students will engage only in appropriate dance moves.
* If “slow” dancing, hands will be placed at the waist or upon the shoulders.
* Song dedications are not permitted.

**SNACKS**

A 10-minute break will be taken at approximately 10:00 a.m. Water bottles are encouraged (but please try to avoid disposable bottles – choose a refillable bottle instead). Water is the only acceptable beverage at snack. At lunch, students are able to drink one soda. It is not permissible for a student to leave the classroom or the building to get a snack. Snacks should always be brought to class ready to eat.

**LOST OR STOLEN ITEMS**

If an item is lost or stolen, it should be reported to a teacher immediately. However, the school is not responsible for any lost or stolen items. Students should acknowledge the risk they take by bringing items of value to school.

**SUPPLIES**

Students and their parents are responsible for maintaining correct and adequate supplies. Be reminded that failure to prepare for class in this manner will result in negative feedback on ClassDojo.

**Handbook Addendum Changes**

Due to unforeseen events, some aspects of this handbook addendum may be changed or be modified during the year. Any changes made will be communicated to parents in a timely manner.

**REVISED August 3, 2021**

**CATHOLIC DIOCESE OF JACKSON**

**DRUG AND ALCOHOL TESTING PROGRAM**

**CONSENT AND RECEIPT OF INFORMATION FORM**

I understand that it is Diocesan policy to prohibit the use,

possession, transportation, or sale of illegal or non-prescribed drugs,

chemicals and alcoholic beverages on its premises or at school sponsored functions. I also understand that it is a violation of Diocesan policy to

be under the influence of illegal or non-prescribed drugs, chemical

and/or alcohol.

My signature below constitutes my consent to provide a sample

of my blood, breath, urine, or other related sample for alcohol and drug

testing analysis.

I understand that failure to cooperate with any testing procedure

may result in discipline up to and including immediate expulsion.

I confirm that I have reviewed, or have been given the opportunity

to review the Drug and Alcohol Testing procedures.

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*\* Return with Handbook Confirmation Page by August 27, 2021. \*\*\***

**MIDDLE SCHOOL HANDBOOK ADDENDUM CONFIRMATION**

Parents, please complete this form and return it to your child’s homeroom teacher to indicate that you and your child have read and agree to abide by the Annunciation Catholic School 2021-2022 Middle School Handbook Addendum. **This form is in addition to the ACS 2021-2022 Parent/Student Handbook.**

This handbook is published on the school website [www.annunciationcatholicschool.org](http://www.annunciationcatholicschool.org/).

*\*Parents and students must each sign.*

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Parent Signature Date

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Student Signature Date

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Student Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature Date

**\*\*\* Return signed form to school by August 27, 2021. \*\*\***