



Junior High Survival Guide 2015-16

Welcome to the St. Anthony's Jr. High

We have created this guide to help you and your child “survive” Jr. High. This guide contains important information regarding classroom rules, policies, and specific materials for each class. We hope it will begin to answer questions you may have. We have many exciting and interesting things ahead for your child’s Jr. High career. We will be doing a lot of learning, but will be having a lot of fun in the process! Please feel free to email us if you have any questions or you are unclear about any part of this packet.

Mission Statement: The Catholic Christian Community of St. Anthony of Padua welcomes all to our celebration of God's love. Through prayer, education, sacraments, caring and stewardship, we strive to serve the needs of God's people and to gain a richer understanding of the gospel message of love.

Philosophy of Education: St. Anthony’s School is a Catholic community where Christian educators provide a Christ-centered environment to encourage and develop self-aware students who have a true sense of charity, concern, personal dignity and worth of all people. St. Anthony’s School teaches the Christian message within a quality Catholic education encompassing the whole person to promote spiritual, intellectual, moral, physical and cultural growth. Our goal is to develop each individual’s God-given talents allowing them to become problem solvers and positive citizens. St. Anthony’s School recognizes the responsibility of parents as primary educators in the formation of their children’s faith, moral and intellectual development. The clergy, administrators, teachers and staff help facilitate the development of each individual child to become a life-long learner.

Preparation for High School: We, as Jr. High teachers, have a unique job because our students are preparing for High School. This is a big transition. We do our best to make the transition a smooth one for our students. Our expectations are high because our goal is that your child will quickly assimilate into High School with ease. This will, hopefully, make it easier for your son or daughter, and you as well.

Teachers are Not Perfect: We are not perfect and we will make mistakes. We will also be the first to admit if we have made a mistake and will try to remedy the situation. Please email us **FIRST** if there is a problem or question. We are not always aware of things that happen during class time or on the playground. We can usually resolve the misunderstanding quickly, but if not, we will gladly arrange a conference with you. Before or after school are preferable times.

Children Are Not Perfect Either

One of our objectives is to teach children that *Each student is responsible for his/her own actions*. Our basic philosophy for classroom management is based on the following belief to ensure optimal student performance. There is NO such thing as a “bad” child; children sometimes make “bad choices.” They will be reminded of their responsibilities and warned of the consequences. If he/she continues to exhibit unacceptable behavior, we will contact you to discuss the problem and possible remedies.

Curriculum: Our middle school curriculum serves as a bridge between elementary school and high school and is designed to educate young adolescents in a way that meets their unique developmental needs. St. Anthony’s School

provides a solid high school preparatory curriculum grounded in the Gospel and and tied to Diocesan and California State core standards. We believe that learning happens not just by reading textbooks, but also by addressing multiple senses and learning styles. Our curriculum provides a 21st century education that encompasses the arts, music, technology and other venues for learning that complement the core academic subjects of English, Math, social studies, science and religion.

Grading Policy: All grades, announcements, reminders, important dates etc. are available on SchoolSpeak.com as an extra communication tool between teachers, students, and parents. Subject teachers use total points in their grading. The total number of points varies from subject to subject.

Grading Scale: The following is the breakdown of the St. Anthony's Grading Scale:

97-100	A	93-96	A-
89-92	B+	86-88	B
83-85	B-	80-82	C+
75-79	C	70-74	C-
60-69	D	0-59	F

Honor Roll: Students in grades 7-8 are eligible for selection to Honor Roll. St. Anthony's recognizes academic achievement in the following ways: **Honor Roll can be achieved by earning 25 or more points.**

The point value is as follows for the subjects of Religion, Math, Language Arts, Science, and Social Studies.

A = 5 points A- = 4 points B+ = 3 points B = 2 points B- = 1 point

Honors Algebra and Geometry students will receive an additional Honor Roll point.

Physical Education

A = 3 point A- = 2 points B+ = 1 point

Tests and Assessments: Tests and Assessments are comprised of any test, quiz and/or oral assessment. Students will be given ample notice of any test or assessment placed in this category.

Classroom Assignments: Any assignment worked on and completed in the classroom is considered a classroom assignment. Oral reports, presentations, and labs are included within this area.

Long Term Projects: Long term projects are assigned in advance. Please work on them over the course of the provided work time. Projects are to be completed over a period of time and not last minute. Many times check points and class time are devoted to these projects. Students need to use their time wisely. Projects are due the morning of the due date. *Projects are required to be brought to school and turned in to teacher even if the student is not present at school.* 10% of the project grade will be docked every day the project is missing.

Homework: Homework assignments cover areas of study introduced during school and are assigned to provide reinforcement of concepts learned. Homework is defined as *any activity or assignment directed by the teacher to be performed outside the classroom that may include practicing skills learned in class, reading, studying, projects, or completion of assignments.* Student Guidelines:

- Complete homework as assigned.
- Record homework when assigned in class by the teacher.
- Check SchoolSpeak regularly for assignments.
- Seek clarification from teachers when unclear about homework.
- Use class time provided for completing classwork and/or starting homework.
- Seek assistance from teachers when demonstrating an inability to complete homework.

Homework will be given Monday through Thursday. Weekends and holidays are primarily reserved for family time. Students may elect to use the weekends to review materials, make up work, complete projects, and enjoy recreational reading. Assignments shall be designed so that the typical student can complete all homework, including time for studying and preparing for exams, in the average minutes shown. Grade 7 – 70 minutes daily Grade 8 – 80 minutes daily In addition, students shall be encouraged to allot time to read for pleasure. Reading for pleasure times are not included in the time parameters shown.

Sharing of Concerns: Teachers and parents should communicate with each other at the earliest possible opportunity once a student has demonstrated consistent inability to complete homework **and discuss possible solutions**. Children who demonstrate quality effort and spend sufficient time attempting to complete homework should be stopped when a parent observes that continuing is detrimental to the child's well-being. In such cases, parents should note the amount of time spent on the assignment and sign the paper. If a child is consistently unable to complete assigned work, the parent should contact the teacher first for support and accommodations as necessary. Teachers will contact parents if a student consistently is unable to complete the assigned grade level work.

Attendance: Students are expected to attend school regularly. Missing school for vacation is not excusable. Absences for day trips, travel, etc., are considered **unexcused** by the State of California. School holidays and summer are reserved for vacation. **Please review the St. Anthony's School Attendance Policy on pages 8-9 in the 2015-16 Parent Student Handbook.* Students on campus before 8:00am must be supervised either in Campus Care or with permission, in a classroom.

Tardy Policy: Students are marked tardy if they are not in their assigned seats and ready to work when the bell begins to ring. In order to ensure that every child receives the instructional hours necessary to meet the grade-level culmination requirements, it is imperative that he/she arrive to school on time and prepared to learn. Classes begin at 8:15 am daily. It is strongly recommended that each student arrive on campus no later than 8:00 am so that he/she can arrive in class prior to the sounding of the tardy bell.

Early Leave: Send a note with your child which indicates the reason **why** he/she is leaving and for your convenience the specific **time** that you requesting that he/she report to the School Office. Your child is responsible for giving the note to their homeroom teacher before the end of 1st period. There is no need to text your child or call the classroom.

Absent Work Policy: A student who is absent, tardy or dismissed early from school is responsible for any work missed and is expected to inquire about what was assigned and to complete all work. The make-up work policy for assignments and tests is determined by each teacher. The loss of class instruction and participation may impair student progress. Please do not expect teachers to outline all the work missed when absent. Parents are encouraged to call the school office **before 10:00am** to request classwork for the day. Parents may pick up the requested assignments after 3:00pm on regular school days or 1:00pm on minimum days. For an extended absence, please communicate with your child's teachers in advance of absence. Understand that there may be assignments that are unable to be made up.

No Name Assignments: It is imperative that students remember to always put their name, student number, homeroom, and subject in the upper right-hand corner of papers *unless otherwise instructed by teacher*. If they do not, students will given a reminder to get their information on their paper. If the student does not take advantage of the reminder, then the assignment will go into the no name box or area. No Name Assignments will not be graded until they are claimed. Students will be reminded to check the No Name folder/area if they cannot find their assignment.

Cheating and Plagiarism: Honesty and integrity are important human values for the individual and for society. For this reason, cheating in any form is considered unacceptable behavior. Cheating is defined as any act by which a student uses the work of another for his/her own gain. This includes:

- looking at or attempting to look at the work of another
- communication in any way with another during a testing situation
- providing one's own work to another, except when the teacher has recommended or required group study

- theft of tests, looking at stolen tests or any other act, which the administration deems as cheating

Plagiarism is derived from a Latin word meaning to “kidnap.” When you take someone else’s work or ideas, from print as well as from electronic material found on the Internet and you do not give the source credit, you are stealing or kidnapping, and this is wrong, unethical, and against the policies at St. Anthony’s School.

Assignments plagiarized or completed by someone other than the student will result in a “0” for the assignment and immediate disciplinary action. **This is a zero tolerance policy.** According to the Parent- Student Handbook cheating is a major violation.

Being Prepared for Class: The St. Anthony’s Classroom Code of Conduct outlines that students should come to class prepared. Once class begins, students are *not* allowed to leave to retrieve forgotten items. Students should **ALWAYS** have writing utensils (pens, pencils, highlighters, colored pencils) and paper. We **DO NOT** encourage the students to carry textbooks in their backpacks. Textbooks are available on the laptop and teachers will inform students in advance if the hardcopy of the text is needed. **Remember that all students have a right to learn, and teachers have the right to teach.**

Academic Eligibility Policy: Participation in extra-curricular activities can and often does enhance a student’s academic performance. However, extra-curricular activities require a tremendous amount of time and effort. Therefore, students will be required to maintain a satisfactory academic status in order to participate in extra-curricular activities. For the purpose of this Academic Eligibility Policy, extra-curricular activities offered by St. Anthony’s School, which include but are not limited to athletic activities, student government, cheerleading, dances, and drama productions.

The following is expected:

- Students must maintain a 2.5 grade average.
- Students may not earn a “D” in any single subject during any grading period.
- Student’s effort must deserve extra-curricular participation.
- Students must have a 2 or higher in conduct and effort at all times.
- Students must maintain an ongoing positive Christian attitude in and out of the classroom as determined by faculty.

Eligibility:

1. Starts the 3rd week of each trimester.
2. Athletes ineligible will be informed each Monday. Ineligibility will run Tuesday through the following Monday.
3. The Athletic Director will inform the Head Coach of ineligible players.
4. Classroom teachers will inform students of their eligibility status.
5. Classroom teachers will inform the Athletic Director when students are reinstated. The Athletic Director will inform the Head Coach of the player’s reinstatement to play.
6. Athletes may practice with their team during the week if they do not have a Study Hall obligation.
7. Athletes may NOT play in any games for the duration of ineligibility.

Study Hall: After school study hall is **mandatory** of students who fail to turn in quality work on time. Students will find themselves in study hall for a number of reasons: not meeting Accelerated Reader deadline, poor quality work, incomplete work, and missing work. Any student who falls below a 70% average in any subject is *required* to attend study hall. Grades are reviewed in Schoolspeak every Monday morning starting the third week of each trimester.

Study Hall is a quiet environment for students to complete missing work or other homework. All junior high students are welcome to attend. Study Hall is an excellent time to make-up quizzes or tests. This should be arranged with individual teachers. We want all students to have the most productive environment possible for quiet study. Students who are being disruptive, playing games, or behaving in an otherwise inappropriate manner will be asked to leave.

Study hall is held Tuesday-Thursday from 3:00 to 4:00pm. There is no Study Hall on Monday and Friday. There will be no Study Hall on Minimum Days. Homeroom Teachers will inform students of location.

Uniform Expectations: Our school uniform symbolizes respect for authority and order, as well as the idea of basic equality in the eyes of God. It is the intention of this policy to ensure that uniform expectations reflect both pride in oneself and in St. Anthony's School. We rely on the help of junior high parents to assure that your child is dressed appropriately each day you drop him/her off to school.

General appearance:

- All uniforms must be neat and clean & in good repair.
- All uniform clothing must be appropriately sized.
- Shirts must be tucked in at all times.
- Pants and shorts are to be worn at the waist, above the hips.
- Socks must be worn *at all times*.
- A plain white t-shirt or cami may be worn under uniform shirts with the following limitations: no visible logo, no t-shirt or cami may be visible below the sleeves or the hem of the polo shirt.
- Any neat, clean-soled shoes are acceptable. No Uggs, sandals, or shoes that would prohibit student from participating in PE.
- Hair should be clean and well-groomed; no unnatural hair dye, feathers, colored extensions, or other trends is allowed.
- Make up and jewelry should be age appropriate and not create a distraction.
- On non-uniform days, clothing should reflect Christian values with respect to graphics, lettering, and fit. Students dressed inappropriately, as determined by school personnel, will be required to change.
- Clear Nail Polish ONLY-no acrylics or nail art is allowed
- Students must not write or drawn on their skin.

**Please review the St. Anthony's School Uniform Policy on pages 41-43 in the 2015-16 Parent Student Handbook.*

Friday Mass: Begins at 8:45am The celebration of liturgies plays a vital part in the life of the students of St. Anthony's School. Please refrain from scheduling appointments during this time. Students tardy/absent from Mass will be subject to the same attendance consequences as noted above.

Friday Mass Dress: Students are expected to wear the correct Uniform Dress to Mass each Friday and other days Mass is held in church. Boys: Blue pants and white polo. *No shorts or sweatshirts* allowed to Mass. Navy blue school cardigan sweater or vest may be worn. All other uniform guidelines remain the same. Girls: SAS Plaid skirt and white polo. *No shorts or sweatshirts* allowed to Mass. Navy blue school cardigan sweater or vest may be worn. All other uniform guidelines remain the same.

Electronic Reading Devices: are permitted on school grounds for the sole purpose of promoting reading. All eReader use must be approved by the classroom teacher and follow Acceptable Use Policies of St. Anthony's School. Students may not email or chat using the devices while on school grounds. **Please review the St. Anthony's School Electronic Reading Devices Policy on pages 20-21 in the 2015-16 Parent Student Handbook.*

Cell Phone Policy: All student cell phones must be turned off and remain off once they have entered onto school grounds. Cell phones must be kept in a student's backpack for the duration of the school day. Students may only have their cell phone on inside the school building if they have been authorized by a staff member to turn the cell phone on for a specific purpose.

- If a parent/guardian receives a call from his/her child's cell phone during the school day, that child is in direct violation of this policy.
- Should a parent/guardian need to speak to his/her child during the school day, he/she should call the school office. Additionally, should a child need to contact his/her parent/guardian during the school day, he/she will be allowed to use one of the school phones.
- Cell phones are not allowed in student pockets during the school day.

- Cell phones are not allowed to be brought into a school bathroom.
- Cell phones are not allowed to be brought to Mass on Friday.

**Please review the St. Anthony's School Cell Phone Policy on pages 12-13 in the 2015-16 Parent Student Handbook.*

Birthday Treats: are optional and not required. If you wish to send a treat, please contact your child's teacher two days prior to the day. Students may offer treats to students in their class only. Parent/Guardians should not deliver items to their child during school hours but instead send treats to school with their child or drop off in the school office.

Students are expected to use appropriate social skills and not pressure their peers to bring in treats on their birthday or exclude any classmate from receiving a treat. In the case that a student brings a snack deemed unacceptable by the classroom teacher, the snack will not be provided to the class. Please see your child's teacher regarding the policy for summer birthdays. **NO party favors, balloons, gifts or decorations are permitted.** Thank you for contributing to a healthy environment for St. Anthony's School students.

Classroom Visits: Parents are welcome to come and visit our classrooms at anytime, especially during Back to School Night and Open House. It is required that all other classroom visits be prearranged with the teacher's room you are visiting. All school visitors **MUST** sign in at the office and receive a visitor's badge before they are allowed to stay on campus. Do not bring lunch to your child's classroom. There is a lunch table outside of the school office where students know to pick up their lunch.

Fundraisers: All efforts to raise funds for our junior high classrooms are greatly appreciated. Our SAS PTO, parishioners, teachers, and staff contribute significantly to programs, events, and activities that are not supported by student tuition. We ask that you pay your class fee and support our class Hot Lunches and our annual Raider Run which are the two main fundraising events for 7th and 8th grade. Monies collected are used to fund:

- 7th grade Field Trip to Monterey
- 8th grade Field Trip to Los Angeles
- 8th grade Field Trip to Magic Mountain
- 8th grade Graduation Brunch
- 8th Grade Graduation Diplomas, Trophies, Plaques, etc
- Classroom Holiday parties
- Classroom spring Auction Item
- Miscellaneous Classroom supplies

Laptop Program

The focus of the Laptop Program is to prepare students for their future, a world of digital technology and information. As we enter the 21st century, excellence in education requires that technology is seamlessly integrated throughout the educational program. The individual use of laptops is a way to empower students to learn at their full potential and to prepare them for their future. Technology in the classroom does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning.

Parent/Guardian Responsibilities: Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

School Responsibilities: Provide Internet and Email access to its students. Provide Internet Blocking of inappropriate materials. Provide network data storage areas. Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policies.

Student Responsibilities: Use Laptop in a responsible and ethical manner. Obey school rules concerning behavior and communication that apply to computer use.

Student Activities Strictly Prohibited:

1. Any action that violates St. Anthony's School Internet and Laptop Policy. **Please review the St. Anthony's School policies on page 29 in the 2015-16 Parent Student Handbook.*
2. Access or use of any email program or account other than the one issued by the school, without permission from a teacher.
3. Internet/computer games without permission from a teacher.
4. Changing of computer settings.
5. Gaining access to other student's accounts, files, and/or data.
6. Password sharing.
7. Use of the school's internet/email accounts for any illegal activity.
8. Accessing or transmitting materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.
9. Touching a classmate's Laptop without permission.
10. Purposely damaging a Laptop

Please review carefully the **Laptop Programs Actions & Consequences** chart that follows.

Laptops

Laptops must remain on the desk at all times unless otherwise directed by the teacher. Students must have the approved background at all times. Some objective tests are completed on the Laptop. This provides the students immediate feedback on their performance. If students are unable to take a test on their Laptop due to a technology problem, other arrangements will be made, i.e. another computer will be provided. Students are required to complete assignments regardless of their Laptop status, i.e. loss of Laptop privilege, broken or forgotten Laptop, etc. It is very important students back up their work, projects and other important files on a regular basis and have a USB flash drive in their possession.

Laptop Programs Actions and Consequences

Action	1 st Offense	2 nd Offense	3 rd Offense
Unauthorized game playing in class.	Lose laptop for 24 hours plus discipline report and Parent Notification. Student must complete all work by hand including illustrations and presentations.	Lose laptop for 48 hours. Student must complete all work by hand including illustrations and presentations. Discipline report, Parent Notification & after school detention.	Lose laptop for one week. Student must complete all work by hand including illustrations and presentations. Discipline report, Parent Notification & in school suspension.
Unauthorized internet use (including unauthorized email usage and unauthorized websites).	Lose laptop for 24 hours plus discipline report and Parent Notification. Student must complete all work by hand including illustrations and presentations.	Lose laptop for 48 hours. Student must complete all work by hand including illustrations and presentations. Discipline report, Parent Notification & after school detention.	Lose laptop for one week. Student must complete all work by hand including illustrations and presentations. Discipline report, Parent Notification & in school suspension.
Inappropriate internet or email use (including, but not limited to accessing inappropriate material on or off campus or sending inappropriate material via email).	Lose laptop for one week plus discipline report and Parent Notification. Possible 1-5 day after school detention. Student must complete all work by hand including illustrations and presentations.	Lose laptop for two weeks plus discipline report and Parent Notification. Automatic 1-3 day in-school suspension. Student must complete all work by hand including illustrations and presentations.	Lose laptop for one month plus discipline report and Parent Notification. Automatic 3 day suspension. Possible expulsion. Student must complete all work by hand including illustrations and presentations.
Plagiarism	Automatic zero on the assignment. Lose laptop for 48 hours. Student must complete all work by hand including illustrations and presentations. Discipline Report.	Automatic zero on the assignment. Lose laptop for one week. Student must complete all work by hand including illustrations and presentations. Discipline Report plus After school detention of 1 – 5 days.	Automatic zero on the assignment. Lose laptop for one month. Student must complete all work by hand including illustrations and presentations. Discipline Report plus In-school suspension 1-3 days.
Installing any instant messaging or file-sharing	Lose laptop for 24 hours plus Discipline Report. Student must complete all work by hand including illustrations and presentations.	Lose laptop for 48 hours plus Discipline Report. Student must complete all work by hand including illustrations and presentations.	Lose laptop for one week plus Discipline Report. Student must complete all work by hand including illustrations and presentations.

St. Anthony's School Junior High Survival Guide

Thank you for taking time to read this packet. We hope it gives you an opportunity to understand the Junior High Teacher's expectations. **KEEP THIS PACKET TO REFER TO THROUGHOUT THE YEAR.** Please have your Junior High student and a parent sign below verifying that they have read and understand the contents of the Junior High Survival Guide.

Please sign below and retain for **YOUR RECORDS**

I, _____, have read and understand what is expected of me as a student in Junior High.

I, _____, have read and understand the expectations of my student during their Junior High career. As a parent/guardian, I will do my best to ensure that he/she is doing the best they can in all areas.

THIS FORM IS DUE MONDAY AUGUST 24, 2015.

St. Anthony's School Junior High Survival Guide

SIGN BOTTOM PORTION AND RETURN TO YOUR CLASSROOM TEACHER

Date: _____

Homeroom: 7S 7R 8B 8C

I, _____, have read and understand what is expected of me as a student in Junior High.

I, _____, have read and understand the expectations of my student during their Junior High career. As a parent/guardian, I will do my best to ensure that he/she is doing the best they can in all areas.

To help us communicate better with you as a parent, please provide us with your e-mail address and phone number where you can most easily be reached.

Parent Name _____ Email Address _____
Phone Number _____

Parent Name _____ Email Address _____
Phone Number _____

