

Holy Trinity School - Middle School Handbook 2023 - 2024

These rules must be followed in addition to the complete school handbook rules. The rules included here are part of the school handbook, and we have selected the portions that we feel are most important to review with our Middle School Students and families.

Behavior

Manners

- Stand up to greet any adult that walks into the classroom.
- Pray before recess, lunch, and end of day.
- Reply “yes” instead of “yeah”
- Don’t forget “please” and “thank you”.
- Hold doors for adults. Offer to help when you see they have their hands full.
- Do not interrupt when adults are speaking – they see you – they will acknowledge you at the right time
- In class, and when speaking with adults – always respond in a complete sentence

Church procedures *These procedures will be reflected in the student’s grade for religion

- Make sure hands are clean before going to church
- Genuflect while facing the tabernacle before entering and exiting the pew
- Bow reverently before taking the Eucharist
- After Eucharistic minister or pastor says “Body of Christ” students should respond “Amen” loud enough to be heard by the priest.
- If you are receiving Eucharist in the hands – place your hand up high enough so the priest or Eucharistic Minister does not have to bend down.
- If you are selected to participate in Mass it is your responsibility as a middle school student to be aware of the procedure for a typical Mass.
- All Catholic students grades 4 – 8 will be trained to Altar Serve and are expected to do so as assigned at school and parish Masses.

Positive behavior

- Positive behavior will be acknowledged by all teachers in various ways
- Be on the lookout for opportunities to show kindness, leadership skills, and empathy in order to receive positive referrals/Golden Book tickets

Study Skill Write Up

- Missing or Incomplete Assignments
- Neglecting to copy down all assignments in your Planner book daily
- Not being on task
- Unprepared with class materials
- Missing signatures for weekly chart and reading log; **daily.**
- Missing or unsigned grade check sheet

School Uniform – Dress Code Write Up

- PE uniform must be worn on **MONDAY (Grade 6), TUESDAY (Grades 7 & 8)**
- Formal uniform must be worn on **FRIDAY for Mass** and other days as announced
- All shirts must be tucked in during class time (this includes walking to and from classes)

See **Dress Code** for details. Repeat dress code violation will result in loss of free dress pass/privilege

Infractions

- Excessive talking that causes disruption
- Excessive noise during transitions (this includes the pavilion and staircase)
- Running/jumping up and down the stairs at ANY time
- Not following specific directions
- Not following classroom or school rules
- Being out of class without permission

If you have received a verbal warning and continue to misbehave you will receive an automatic infraction.

Misconducts

- Cursing / Profanity
- Fighting of any kind – including play fighting
- Cheating, misuse of AI, or plagiarism
- Leaving school grounds for any reason without express permission from staff member
- Being disrespectful to self and/or others
- Being disrespectful to teachers, staff, and parent volunteers
- Chewing gum / eating in class
- Misuse of technology (including using technology for a purpose it is not intended for or using technology that is not assigned to you). Please note – wireless earphones (e.g. AirPods) or expensive headphones (e.g. Beats) may not be used at school. Bringing them to school will result in a misconduct.
- Inappropriate behavior
- Repeated refusal to follow directions after reminder / infraction
- Any inappropriate behavior in church or during prayer, will result in an automatic misconduct.

Thumbs-Up Thursday

Students who have no infractions or misconducts and who have either no missing assignments or all missing assignments “signed off” will be allowed to have an extra 20 minutes of play time on Thursdays at the end of the day. Students who do not, will report in to the assigned teacher to take care of missing assignments or read.

General Information

Absences

- It is your responsibility to get any classwork or homework from your teachers. Review assignments posted on Google Classroom. Obtain copies of any materials that you need.

- It is your responsibility to make up any tests or quizzes within the specified time frame assigned to you by the teacher.
- Use daily homeroom and homework club time to do this!

Student Work

- All work must be recorded daily in the Student Planner Book. The Planner, like the Weekly Report, must be signed by parents nightly.
- All homework should be stored in your Green Folder until it is turned in. These folders must be cleaned out regularly in order to be helpful organizational tools. They should NOT become a personal filing cabinet.
- All work should contain your FULL NAME and the date. This includes worksheets.
- At teacher's discretion late work will result in partial credit.
- For absences, you generally have as many school days as you missed, plus one, to turn in late work.
 - **Ex: If you were absent Monday- Thursday. Your work would be due Tuesday; 4 days missed and 5 days to make up.**
- If you have not completed missing work within the necessary time frame, or you repeatedly neglect to turn in classwork or homework, including major projects, regardless of the grade you might receive, you will be scheduled to complete all required work during recess with a teacher. This also applies to students who fall behind in meeting their AR goal.
- At the teacher's discretion, students may be allowed to retake a test for which they received a score that they would like to improve. In order to retest, it is the student's responsibility to meet with the teacher and schedule a time to retest.

Transitions

- You must transition to your next class quietly.
- You must have all materials ready **BEFORE** you transition to your next class – you are not allowed to return to class to get forgotten items as this causes disruption to learning in that class.

Restrooms/Office/Classrooms

- You must obtain teacher permission to leave class for any reason including restroom use. Each teacher has an established policy for bathroom use. Follow those rules.
- You must have teacher permission to leave the playground or the lunch area
- When excused to leave to use the restroom or go to the office you must go directly to your destination and return – do not make stops at backpacks etc.

Accelerated Reader and Student Libraries

- Students are assigned an individual AR Reading Goal each trimester.
- There are 4 check-ins for AR Points – 25%, 50%, 75%, and 100%. These dates are posted on the calendar.
- Accelerated Reader points and scores impact your Literature Grade
- If you are not making adequate progress toward your AR goal (as measured at the check-in dates), you may be required to do AR reading during recess, lunch, or detention time until you catch up.
- Students are required to complete an AR log as directed by Ms. Bowman.

- Students may only test on books that have been listed on the log.
- You may not be allowed to test on books significantly above or below your ZPD – if you are in doubt, check with your homeroom teacher or Ms. Bowman.
- The AR test site is <https://global-zone52.renaissance-go.com/welcomeportal/306665>
- AR goals are set in anticipation that you will read a **minimum** of 30 minutes daily.
- All classrooms have a student library. Students may check out library books using teacher's system
- Students will be charged (book value) for books that are not returned by the end of the year

Backpack Hangers

- Student backpacks will be kept outside the classroom
- Students will be responsible for maintaining a clean and neat hallway
- Any water bottles, food or bags at the end of the day will be discarded or placed in lost and found
- Students should only be touching their own materials. Failure to comply may result in misconduct

Cell Phones

- Student cell phones must be **turned off and turned into the homeroom teacher** at the beginning of school each day. They may **NOT** be stored in backpacks, desks, etc.
- Students may **never** use cell phone on campus without permission from teacher/coach etc.
- Students who need to use the phone during the school day will be directed to the office to make the necessary call.
- Cell phones may **NOT** be used during after school activities (sports, AcaDec, HW Club, or Extended Daycare)

Technology

- Students must use only the iPad or Chromebook assigned to them.
- Students may **not** change the wallpaper on the device.
- Students may not save images to the iPad unless they are specifically needed for a school project
- All iPads and Chromebooks must be stored properly for charging and locked away at the end of each day. It is your responsibility to make sure your device is charged and ready for work.
- If you have permission and choose to take your iPad home, it must return fully charged. Only REAL iPad chargers may be used. Knock-offs can easily break or damage the iPad. If you choose to use one, you will be financially liable for any damages caused.
- Be careful when plugging and unplugging earbuds/headphones. You will be financially responsible for broken jacks caused by careless use.
- Chromebooks may **NEVER** be carried by the screen. Use two hands and be careful. You will be financially responsible for damages caused by carelessness.
- Misuse of technology (including using technology for a purpose it is not intended for or using technology that is not assigned to you) may result in misconduct or loss of technology privileges.
- Please note – wireless earphones (e.g. AirPods) or expensive headphones (e.g. Beats) may not be used at school. Bringing them to school will result in a misconduct.
- It is your responsibility to utilize social media (Facebook, Twitter, Instagram, Snapchat, Kik, Tumblr, etc.) with caution and respect. By posting comments, pictures, or having what you assume is a private conversation can bring about unintentional negative consequences. Be aware that even with the strictest privacy settings, what you post online could be seen, read, saved, and shared to anyone.

Your words can be taken out of context and might result in hurt feelings, gossip, and negative consequences at home and school. You need look no farther than news headlines to find examples of both immediate and long term negative consequences for careless negative posts. Be aware of your own digital footprint. Be media smart!

Valuable Items / Items NOT on the School Supply List

- Students should not bring valuables to school. This includes excess cash not needed for snack/lunch.
- Items not listed on the supply list must be left at home unless you are specifically directed to bring it to school by a teacher.
- The school is NOT responsible for lost or damaged items that are brought to school in violation of this policy. This includes cell phones not properly turned in.

Field Trips

- Field trips are scheduled by the teacher to reinforce curriculum
- Students may be excluded from a field trip for the following reasons: excessive tardies/absences that have resulted in missing assignments, missing homework or classwork, failing grades, failure to be “on track” to meet AR goal, behavior concerns.

Christian Service

- Students will participate in a classroom planned service project in addition to the school wide service projects.
- Golden Book tickets may be earned for Random Acts of Kindness, helping teachers (before or after school), and for other announced opportunities.
- Look for opportunities to be helpful to others. Little things make a big difference!
- Our goal is for you to become “people of service.”

Schoolwide Learning Expectations Portfolios

Students will be responsible for setting SLE goals weekly and adding reflections that show growth over time at the end of each trimester.

Honesty and Integrity

Academic dishonesty of any kind is directly contrary to the philosophy and aims of Holy Trinity School. The faculty interprets academic dishonesty as cheating, loaning, copying or completing another’s homework and other assignments, whether in class or out of class, as well as giving or receiving or allowing to be given the answers to quizzes or tests. Doing another person’s work deprives that person of the opportunity for learning and is, therefore, a form of dishonesty. All students caught cheating or colluding to cheat will receive a zero on the test, assignment, or homework. **Cheating of any kind will result in a misconduct.** Parents are reminded that doing their child’s homework for them is considered a form of cheating.

Examples of Academic Dishonesty:

- Tampering with work after it has been corrected and returning it for more credit.
- Improperly correcting work (ignoring wrong answers or changing wrong answers to be correct)
- Sharing physical or digital work and allowing it to be copied.
- Offering another person's work as one's own.
- Stealing another's work.
- Allowing others to do the research and writing of an assigned paper including material available on the Internet.
- Plagiarism is intellectual theft. It means use of the ideas of another without proper credit.
- Collusion is defined as any student who knowingly or intentionally helps another student perform any of the above acts of cheating.

Artificial Intelligence (AI) and Academic Honesty

As a Christ-Centered Community dedicated to the education of the whole person and committed to truth, service, and academic excellence, the use of AI must align with the Holy Trinity School's mission and values. AI is a powerful tool that can offer numerous educational benefits and opportunities for personal growth. However, it must be used responsibly, ethically, and in harmony with our faith-based principles. By using AI technologies, students agree to abide by the rules and principles set forth in this policy.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator.

Students may not use AI, including AI image or voice generator technology, to violate school rules or Archdiocesan policies. In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

AI-generated content refers to any form of digital content, such as text, images, videos, or audio, that is created by artificial intelligence systems without direct human intervention. These AI systems use advanced algorithms and machine learning techniques to generate content that mimics human creativity and decision-making processes.

While AI-generated content has the potential to improve efficiency and creativity in various fields, it also raises ethical concerns related to plagiarism, copyright infringement, bias, and misinformation, which need to be carefully addressed when using and sharing AI-generated materials.

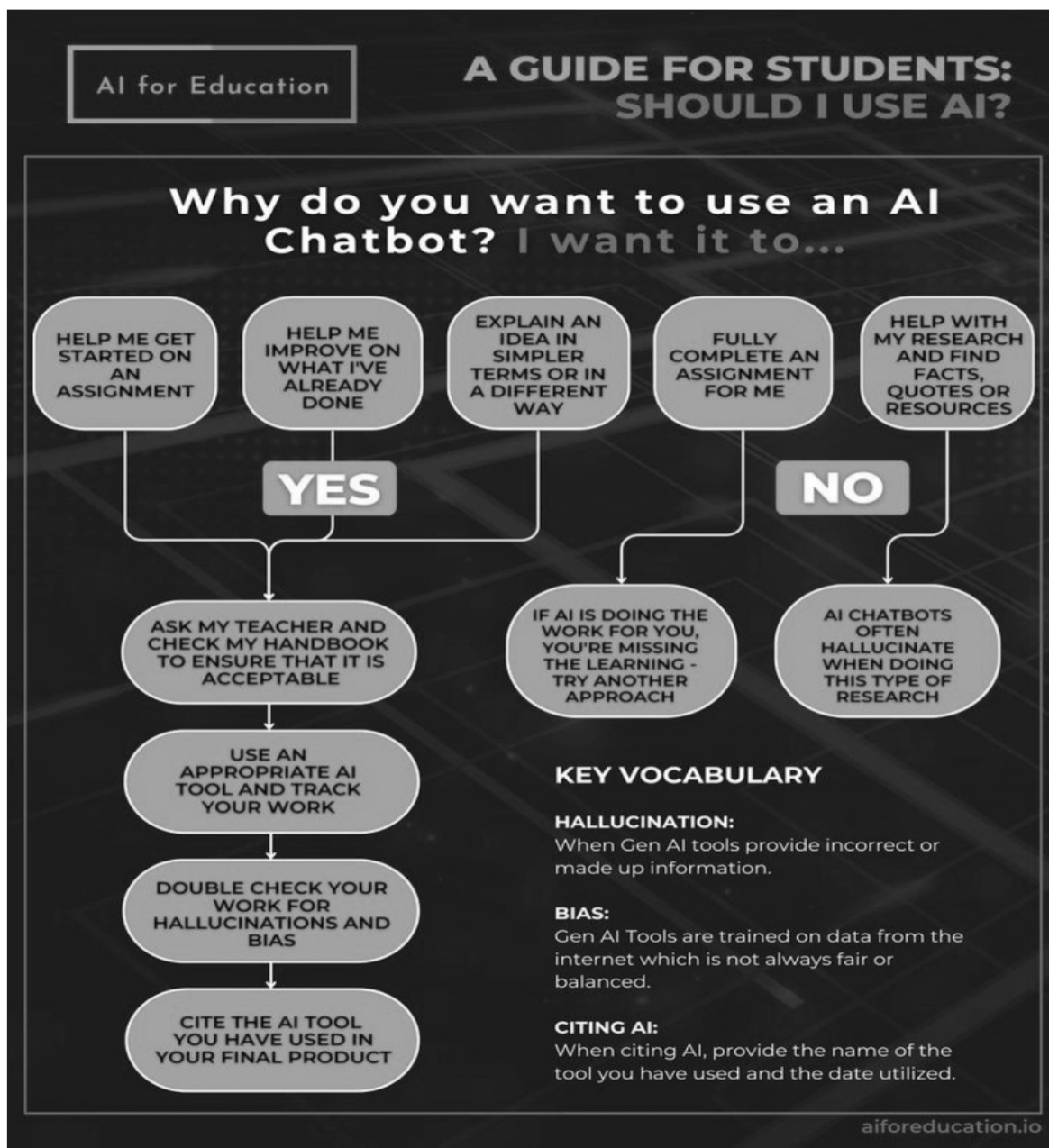
Teachers or other school personnel who discover that a student has utilized AI inappropriately will follow the procedures and consequences for cheating. Students will receive a misconduct and a zero for the assignment/test/project.

DO:

- Use AI programs as smart search engines that present information in ways that are easy to read and understand.
- Ask AI programs for clarification or explanations when you need help.
- Generate ideas, topics, and writing prompts using AI programs.
- Be transparent; attribute AI text and images properly when you use them in your own work.

DON'T:

- Use AI programs to avoid doing your own work.
- Copy text or images from AI programs without proper attribution.
- Use AI text or images without fact-checking and exploring potential plagiarism issues.
- Use AI when your teacher expressly forbids it.



Goal Setting and Conferencing

Students are always expected to be present at a parent/teacher conference. Students will lead the formal fall conference by describing his/her achievements and goals for improvement. Teachers will regularly conference with students (at Progress Report and Report Card) to help students identify areas of strength and areas for growth so that the student can set goals for the new marking period.

Teachers are available for conference by appointment. Conferences are generally scheduled for Wednesday morning – 7:15am.

Returned / Graded Papers

All returned/graded papers should be taken home in the Green Folder (and left at home) or filed in assigned file folder in your homeroom. This enables you to retrieve the papers if there is ever a question about a grade.

Tardiness

Students are considered tardy if they are not present ready for morning assembly at 7:50 a.m. It is the parent's responsibility to see that a student arrives on time for school. Tardy students must report to the office after 7:50 a.m. for health screening. Student cannot be admitted to class without completing the morning health screening and temperature check.

Those students who consistently arrive late interrupt the classroom and disturb the learning process for all students. Students are required to meet the minute requirements for instruction in order to master the grade level standards and be advanced to the next grade. Any student with chronic tardy violations will place themselves in danger of passing to the next grade level, may lose graduation privileges, may be required to complete summer school, or may be asked to withdraw from Holy Trinity School.

Health and Hygiene

- Classrooms have sanitizer available for your use
- Wash hands for 20 seconds using soap every time you use the restroom, before and after recess and before and after lunch
- Clorox wipes are available in every classroom for wiping down desks and chairs
- If a mask is required – or – if you are choosing to wear a mask when it is optional – you must keep your mask on **properly** – covering your nose and mouth – at all times in the classroom and while moving about on campus
- If you have forgotten your snack or lunch, speak to your teacher or go to the office to receive an IOU or emergency lunch.
- If you are feeling ill in the morning – please let your parent/guardian know. If you have a **fever** or are **throwing up** – **PLEASE stay home.** If you are absent, you may check Google Classroom for your work and be sure to check in with your teachers when you return to school.
- If you begin to feel ill while at school, let your teacher know **immediately.** You will be asked to go to the office to be evaluated.
- Consistent and punctual attendance at school is critical to learning and making academic progress.

Procedures

Morning Arrival Rules

7:00am – 7:30am: All students must wait in before school care in the 6th grade room. As you arrive at school, you will enter through the PARKING LOT and proceed to the Pavilion and 6th grade room.

7:50am Morning Assembly: Have your assembly book ready and participate actively and reverently

8:00am Homeroom:

- After attendance, students may remain in homeroom to study, read, or complete assignments.
- Students may also, with permission, report in to any middle school teacher for assistance in any subject.
- Students are encouraged to make good use of this time each day. This is a great chance to study vocabulary, complete AR reading, or get extra assistance.
- This is the time to turn in late assignments or submit retest requests
- If you have been absent, this is the time to get any assignments from your teachers.

10:00am-10:20am: Recess

- Wash hands.
- Quietly walk to Pavilion, buy snack (if necessary), line up against rectory wall
- When recess is over, line up, walk quietly to the pavilion
- You may wash hands in the restroom or use sanitizer
- Return to your classroom ready for block 2 classes.

11:50am-12:35pm Lunch

11:50am-12:10pm: Play time

- Quietly walk to Pavilion, line up against rectory wall and wait for teacher to go to the playground.
- Upon returning to Pavilion go to the restroom – to wash hands for 20 seconds with soap.
- After washing hands – return to Pavilion and be seated at lunch benches assigned to your grade level.

12:10pm-12:30pm: Lunch

- You must remain seated while eating
- Once you have finished eating, wait for permission to discard your trash and then go to the bathroom to wash your hands
- This is a good time to refill water bottles if necessary
- Make sure all trash is discarded appropriately

3:00pm-3:15pm Dismissal

- At 3:00 pm you will walk out of your classroom, and walk with your teacher to the parking lot for dismissal. If you have siblings, pick up your sibling and have them stand with you.

- Be alert and watchful – ready to go as soon as your ride arrives.
- If you go to HW CLUB (Monday through Wednesday), check in
- If you go to extended care, **remain in pavilion and check in with Ms. Ceci**
- If you walk home you must leave school grounds immediately through the parking lot gate.
- Once you leave the school, you are not allowed to return unless you have an adult with you.

Homework Club:

- Homework Club is generally available Monday – Wednesday 3:00 – 4:00pm.
- Participation is generally optional (an excess of study skills violations may make this mandatory)
- This is a great time to meet with teachers and get any extra assistance you need

Students on Sports Teams:

- For **away** games, athletes should change in the bathrooms at lunch time.
- On all days students will walk with their class to dismissal. At 3:15 the student athlete will be released to the coach. If no coach is present, students must report to HW Club (Monday – Wednesday) or to Extended Care and sign in with Ms. Ceci or.
- Except on away game days, coaches will oversee bathroom supervision so that athletes may change. Students will use the downstairs bathroom to change.
- No practice may begin before 3:15pm.
- Students who have an “F” in any class will be suspended from athletics until that grade is improved to passing.

Detention:

Detention is earned for 3 or more study skill, uniform, or infraction violations or for a single misconduct. Detentions are generally sent home on Monday (for a required parent signature) and served on Thursday from 3:00 – 4:00pm with Ms. Lloyd. The excuse that you have sport practice or a game is not an acceptable excuse from Detention. Missed Detentions (for any reason other than absence) will result in a “double” Detention the following week.

Holy Trinity School Dress Code – 2023 - 2024

Both the uniform and non-uniform dress code rules are to be interpreted in the **spirit** of the law as well as the letter of the law – that is to say, attire is to be consistent with expectations of an environment reflecting a disciplined, traditional Catholic community.

The school reserves the right at all times to determine whether or not a student is appropriately dressed and groomed. The principal reserves the right to request any student to change attire, to regulate against certain fashions, and to confiscate any items when it is deemed necessary. Parents may be required to bring an appropriate change of clothes to school if a student is inappropriately dressed. Students who repeatedly violate the dress code are subject to disciplinary action.

BOYS - Regular Uniform:

- Shirt:** Hunter green or white polo shirt with logo (long or short sleeve) All shirts must fit properly (no oversized shirts) and must be worn tucked in at all times by all grade levels.
- Undershirt:** Solid white only. The undershirt must be completely concealed by the uniform shirt and may not extend outside of the shirt. A plain white turtleneck (no other colors) may be worn underneath the uniform shirt during cold weather.
- Pants:** (TK – 8) Khaki twill pants. All pants must be worn at the waist. No baggy or oversized pants
- Shorts:** (TK – 8) Khaki twill walking shorts. All shorts must be worn at the waist. No oversize or baggy shorts.
- Belt:** Plain black. Buckle must be traditional and simple, with no symbols, logos, or designs. **Mandatory for grades 2 – 8.**
- Socks:** Regular crew length plain white or plain black socks. Socks must be visible well above the ankle. Short sports socks and socks with logos **may not** be worn.
- Shoes:** **Solid black** low top athletic shoes. Laces must be solid black and tied in the traditional fashion. No slip-ons, buckles or zippers. Velcro shoes are preferred for grades K-2.

BOYS - Formal Uniform: Must be worn on **Mass days (every WEDNESDAY and as specified on the calendar)** and for special assemblies as required regardless of weather.

- Shirt:** Plain white collared dress shirt. Short or long sleeved. All shirts must fit properly and must be worn tucked in at all times by all grade levels.

- Tie:** Black tie. Clip on okay.
- Pants:** (TK – 8) Khaki twill pants. All pants must be worn at the waist. No baggy or oversized pants
- Belt:** Plain black. Buckle must be traditional and simple, with no symbols, logos, or designs. **Mandatory for grades 2 – 8.**
- Socks:** Regular crew length plain white or plain black socks. Socks must be visible well above the ankle. Short sports socks and socks with logos may not be worn.
- Shoes:** Solid black leather dress shoe. Rubber sole recommended for safety.
- Sweater:** Hunter Green Cardigan with logo; Hunter Green V-Neck Pullover with logo; Hunter Green Vest Sweater with logo.

GIRLS - Regular Uniform:

- Shirt:** Hunter Green or white polo shirt with logo (long or short sleeve); **All** shirts must fit properly and must be worn tucked in at all times by all grade levels.
- Undershirt:** Solid white only. The undershirt must be completely concealed by the uniform shirt and may not extend outside of the shirt. A plain white turtleneck (no other colors) may be worn underneath the uniform shirt during cold weather.
- Skirt/Jumper:** (TK – 5) Plaid jumper; (6 – 8) Plaid skirt. Skirts may not be worn “rolled up” at the waist. Skirts must be of a length that when the student’s arms are held at her side the fingertips touch the skirt/skort/jumper (and not the leg).
- Shorts:** (TK – 8) plaid skort or khaki walking shorts. Shorts/skort must be long enough to pass the “fingertips test” and may not fit tightly.
- Pants:** Khaki pants. Low-rise or tight fitting pants are not allowed.
- Belt:** Plain black. Buckle must be traditional and simple, with no symbols, logos, or designs. **Mandatory for grades 2 – 8.**
- Socks:** Plain white knee high or ankle socks. Socks must be visible well above the ankle. Short sports socks and socks with logos, lace, or embroidery may not be worn.

Shoes: **Solid black** low top athletic shoes. Laces must be solid black and tied in the traditional fashion. No slip-ons, buckles or zippers. Velcro shoes are preferred for grades K-2. All black leather penny loafer or all black “Mary Jane” style shoe. Shoes can have no higher than ½ inch heel. Rubber soles recommended for safety. **NO OTHER SHOE STYLES ALLOWED.**

GIRLS - Formal Uniform:

(K – 5) Plaid jumper with white collared blouse – long or short sleeved. No ruffles, lace, or puffy sleeves.

(6 – 8) Plaid skirt with white collared blouse – long or short sleeved. No ruffles, lace, or puffy sleeves.

Tie Blue cross tie

Sweater: Hunter Green Cardigan with logo; Hunter Green V-neck Pullover with logo; Hunter Green Vest Sweater with logo.

Socks: Plain white, blue, green or black knee highs or white ankle socks. Socks may not be worn scrunched or rolled down. Socks must be visible **well above the ankle**. Short sports socks and socks with logos, lace, or embroidery **may not** be worn.

Shoes: All black leather penny loafer or all black “Mary Jane” style shoe. Shoes can have no higher than ½ inch heel. Rubber soles recommended for safety.

ALL STUDENTS

PE Uniform: Must be worn on scheduled **PE days** (see class schedule from teacher)

Shirt: Green cotton t-shirt with logo. All shirts must fit properly (no oversized shirts). Shirt may be worn untucked. Official Husky Spirit wear may be worn for PE

Shorts: Mesh forest green shorts with logo. All shorts must be worn at the waist. No baggy or oversized shorts.

Socks: Regular crew length plain white or black socks. Socks must be visible **well above the ankle**. Short sports socks and socks with logos **may not** be worn.

Shoes: **Solid black** low top athletic shoes. Laces must be solid black and tied in the traditional fashion. No slip-ons, buckles or zippers.

Optional: Sweatpants – hunter green with logo; Sweatshirt – hunter green with logo
- no hoods

ALL STUDENTS

Jackets: Navy blue or hunter green uniform windbreaker with Holy Trinity logo.
Any uniform jacket with Holy Trinity logo (Dennis Uniforms)
Official Husky Spirit wear sweatshirt or hoodie
No other jackets may be worn in the classroom.
Please note that school team / athletic jackets are not allowed to be worn as part of the uniform.

Hair: Hair must be neat and combed and not obstruct the eyes/face. Hair must be of a natural color with no extreme or fad hairstyles. **NO** bleached, colored or tinted hair; no extreme styles or excessive use of gel/mousse.

Boys may not have facial hair; if they need to shave, they must do so.

Girls' hair must be neatly combed; Simple, traditional hair accessories must be of uniform color (White, green, blue or black).

Students who violate the uniform code for hair who cannot immediately correct the problem will be given a written warning and allowed two school days to do so.

Cosmetics: No make-up, lip gloss, or nail polish. No artificial nails. Excessively thinned or shaved eyebrows are not allowed.

Jewelry: All students may wear a small wristwatch (no "smart" watches), Medic-alert bracelets are allowed. **No other bracelets are allowed.** This includes hair accessories or rubber bands worn as bracelets. Students may wear one neck chain with a small cross or religious medallion. **No other necklaces are allowed.** Girls may wear one pair of stud earrings. "Plug", hoop, or dangling earrings are not allowed. Body piercing is not allowed. **No rings or other jewelry is allowed.**

Grooming: Students should look neat and presentable at all times. Clothes (uniform and non-uniform) must always be clean, pressed, untorn, modest, and appropriate for school wear. Slit or frayed hems are not permitted; pants or shorts that have been "distressed" are not allowed. All clothes must fit properly; baggy/oversized or tight/clingy clothes are not allowed. Nails must be kept short and clean. No tattoos, temporary tattoos, stickers

or writing on the body is allowed. In the interest of modesty, no skin should be showing between the shoulders and the knees, and underwear should never be visible.

Non-Uniform Dress Code

Non-Uniform dress days are a privilege, not a “right.” Students in violation of the Non-Uniform Dress Code will be given a violation slip. On a Non-Uniform Dress Day students may either choose to adhere to the stated Non-Uniform Dress Code for that day or may follow regular uniform dress.

General Guidelines The following is a partial list of items that are **not appropriate** at **any** time:

- ✓ Sleeveless shirts
- ✓ Spaghetti straps
- ✓ Baggy pants or shorts
- ✓ Low-cut blouses or dresses
- ✓ Bandanas
- ✓ “Heelies” or shoes with wheels
- ✓ Clothing which allows underwear to be revealed/exposed
- ✓ Ripped, torn, or “distressed” jeans or other articles of clothing
- ✓ Skirts or dresses must pass the fingertip test
- ✓ No “short shorts” or “Daisy Dukes” - must pass the fingertip test
- ✓ T-shirts with negative or inappropriate messages, slogans, or pictures including depictions of drugs, violence, alcohol, or tobacco
- ✓ Socks must be worn **at all times**. (This is a Health Department Law for schools)
- ✓ No sandals, open-toed shoes, flip-flops, high heels, or platforms over 1”
- ✓ Oversized shirts
- ✓ Tank tops
- ✓ Cut-offs
- ✓ Jeggings
- ✓ Gloves
- ✓ Tops that expose mid-section
- ✓ “Skinny” jeans
- ✓ Makeup/nail polish
- ✓ Low rise jeans
- ✓ “Skin Tight” or Spandex

To check the appropriate length of a hem – use the “fingertips rule.” Stand up straight with your hands at your side. If your fingertips come BELOW the hem of the shorts, dress, or skirt – it is too short to be acceptable at school.

Any clothing, haircut, or accessory that becomes a distraction to the student, the teacher, or the class in general and therefore interferes with the learning process is not appropriate. The principal reserves the right to define what is “appropriate.” If, in the judgment of the administration, a student is in violation of the dress code, the student may be sent home to change and may not return to school until the problem is corrected. Failure on the part of the staff and/or administration to invoke consequences for violation of the Dress Code on one occasion shall not in any way be construed as a change of policy.

School Supplies 6th – 8th Grade

- ✓ Lunch box/bag & Backpack
- ✓ Pencil pouch with zipper
- ✓ 1 scientific calculator (Texas Instrument TI30XI model ONLY please)
this is **required** – not optional – if purchased last year may be re-used
- ✓ 1 plastic supply box (8 5/8 x 5 3/4 x 2 1/2 inches)
- ✓ 2 packages of college ruled notebook paper
(1 package to be kept at home; 1 package to be turned into homeroom)
- ✓ 3 durable pocket folders (1 red, 1 blue, and 1 black – NO SUBSTITUTES PLEASE)
- ✓ 4 packages of 3x5 index cards
(1 package to be turned into homeroom; 3 packages for ELA)
- ✓ 3 pkgs of 24 sharpened #2 pencils (to be turned in to math teacher) **NO** mechanical pencils please!
- ✓ Supply of blue and black pens (**NO** other colors please!)
- ✓ 2 packages of red pens (1 package to be turned in to math teacher)
- ✓ 1 highlighter
- ✓ 1 package of 3 erasers (recommend white high polymer)
- ✓ 1 package of 3 large glue sticks
- ✓ 1 large bottle of white school glue
- ✓ 2 packs Dry Erase Expo markers – 1 thick (homeroom) / 1 thin (math)
- ✓ 1 box of 24 crayons
- ✓ 1 box of markers (Crayola 8 pack Classic Colors, broad tip)
- ✓ 1 box regular sized colored pencils
- ✓ 1 box of watercolor paints (8 colors with brush)
- ✓ 12 inch Ruler with inch and cm markings (to be turned in to math class)
- ✓ 1 pair of scissors
- ✓ Correction Tape (**No Liquid Correction Fluid PLEASE!**)
- ✓ 1 **BLACK** 3 subject spiral for social studies/religion
- ✓ 1 set of inexpensive earphones/headphones for use with Chromebook –
ABSOLUTELY NO AirPods, Beats etc. PLEASE!
- ✓ 3 large boxes of Kleenex
- ✓ 1 bottle of hand sanitizer
- ✓ 2 rolls of paper towels
- ✓ 1 canister of cleaning wipes (Lysol, Clorox, etc.)
- ✓ 4 reams of white copy paper
- ✓ **6, 7, and 8th Grade – New American Bible – CATHOLIC**
Paperback ISBN-13: 978-0529064844
*This is **REQUIRED** – not optional!* If purchased last year may be re-used

Please ensure that you have all of the necessary/required supplies to succeed! Coming to class unprepared makes it difficult to follow directions and to learn.

These rules reflect the rules and procedures of the Middle School Team for 2023 - 2024. These are in addition to any rules listed in the Family Handbook.

The school retains the right to amend this handbook at any time for just cause (left to the principal's discretion). Families will be given prompt notification if any changes are made during the school year. Failure on the part of the teacher to invoke consequences for violation of the policies on one occasion shall not in any way be construed as a change of policy.

By signing this document you are acknowledging that you understand the rules and consequences listed above.

Middle School Handbook Agreement

Student Name (printed) _____

Student Signature _____

Parent Name (printed) _____

Parent Signature _____

Please keep one copy of this handbook at home.
The other copy must be kept in your Green Folder at all times.