



Parent / Student 7th/8th Grade Handbook 2019-2020

St. Adalbert Catholic Academy
52-17 83rd Street
Elmhurst, NY 11373
718-424-2376
www.stadalbertca.org

Mr. Thomas Morris, Principal
Father Mirek Podmiak, Pastor
Lorraine Casey, Board Chairperson

Attendance

Student Absence

Regular attendance at school is mandatory and is essential for student success. Students are responsible for all classwork and homework that is covered during the time of absence.

For **absent work requests**, please inform the school (718-424-2376) **before 10am**. Work will be collected and placed in the main office for pick up. Students are given 1 day, for each day absent, to complete anywork given. Students are responsible for knowing all material for any/all upcoming exams.

If work is not requested during the students' absence, it must be collected the day they return. Every teacher has their own procedures for absences, so it is the students' responsibility to ensure they get the work they need.

Vacations taken while school is in session are considered illegal by state law and must be noted as such on school records. Requests for work can be made, however, and each teacher will hand out work at their discretion.

Lateness

It is essential to success in school that students arrive on time. Chronic lateness can influence acceptance into both public and Catholic high schools. Students who regularly arrive late may be subject to detention.

Cell Phones and Smart Watches

Students are never permitted to use their cell phones/smart watch in the school building without permission from a member of the administration or faculty. Cell phones/smart watches must be turned off before the student enters the building, and must remain off until the student has exited the building at the end of the day.

Cell phones/smart watches of students must be turned into the teacher each day, who will secure the phones. Bringing the phone/smart watch to school and failing to turn it/them in, will subject the student for a consequence. If you need to contact your child during the school day, please call the school office or the After School Program and the message will be delivered.

If a student uses a phone/smart watch during the school day without permission, the phone/watch will be confiscated and the parent will be contacted to come and pick up the device.

Behavior and Conduct

Cooperation between home and school is essential in implementing discipline. The Administration and Faculty reserve the right to discipline any child who infringes upon the rights of other students, faculty and staff. Each situation will be judged independently, and disciplinary action taken will be appropriate to the child's age/maturity, the nature of the offense, and the child's previous disciplinary record. The principal is the final recourse in all disciplinary situations.

In Middle School, offenses are termed as demerits and have an assigned value. When 4 demerits accrue, the student serves lunch detention. Contact will be made to inform parents of the lunch detention, via note or Remind message. Students are not permitted to obtain snacks or drinks during lunch detention, so they must come to school with their complete lunch.

After 8 demerits, or 2 lunch detentions served, the next detention will be held after school, with Mr. Morris. Repeated offences will result in a mandatory meeting with teachers, parents and Mr. Morris.

Repeated offenses may also result in the inability to participate in class/school activities.

The following is a partial list of actions which are deemed inappropriate and may be subject to demerit action:

- 1) coming to class unprepared.....1 demerit
- 2) excessive talking, even after request to cease.....1 demerit
- 3) rudeness toward teachers or faculty member..... 2-4 demerits, after discussion
- 4) bullying..... immediate detention, after discussion
- 5) not handing in cell or Smart watch/caught using it in school.....1-2 demerits
- 6) copying school/HW from another student (not absence related).....1-2 demerits
- 7) copying/completing work from another class, in the class you currently are in...1-2 demerits
- 8) incomplete/incorrect uniform or an item not allowed.....1 demerit
- 9) chewing gum.....1 demerit
- 10) cursing/inappropriate language.....1-2 demerits
- 11) breaking of class rules.....demerits at the teachers discretion
- 12) Safeties found to not be with their assigned classes/students found NOT in their assigned lunch slots.....2 demerits
- 13) other....to be determined

Homework is an essential part of the instructional program and reinforces learning and serves as a means for clarifying and reinforcing material learned in class. Homework may also be reading ahead for the next days lesson! Students are required to complete all homework, and if requested, parents or guardians should sign the completed homework. **Important notes/correspondence needing a signature are also considered homework. Such notes must be signed and returned.**

Every student, for each subject, starts the semester with a 100 for HW. As Homework is missed or incomplete, points will be deducted. The amount varies and is at the teachers discretion. Refer to the procedures followed in each class. Students who repeatedly miss HW assignments may be given lunch detention to complete their work.

In many cases, homework will not itself be graded and “marked” wrong by teachers. The teacher will review the homework and students will “self-correct” during class to ensure full student understanding. Students who are absent are still responsible for homework, projects/reports and independent reading.

Students will have homework on most nights of the week. Students in grades 3-8 will be given an assignment book which must be purchased for a fee of \$3.75. Students should use the assignment book to write all assignments. The students will be shown how to make calendar notations to assist with planning and time scheduling to complete work and prepare for tests. It is suggested that parents check the assignment book regularly, to see that all assignments are completed and done well.

Option C should also be **checked with regularity**. Work will be posted, however, there are times that changes are made during class time that will show up in their assignment books. Changes, or additional information, will also be shared via the Remind app.

Students who are witness to their parents eagerness to be informed and involved, statistically do better in school. Despite the fact that they have an increased need for independence, structure and being held accountable is vital to their academic and personal growth.

Class Supplies: all students need to come to school prepared. It is suggested that extra items be kept at home, as a quick replacement. Items such as: crayons, markers, pens and pencils, white computer paper, loose leaf, a folder or two, and spiral notebooks. NO ROLLING BOOKBAGS.....they impede movement in tight spaces, and often cause other students to trip over them.

Textbooks/Workbooks

- All textbooks are to be covered. Workbooks are prone to falling apart quickly, so we suggest covering them in clear contact.
- Any books lost will have to be replaced and may incur a fee.

Projects

Plagiarism will not be tolerated. Any information downloaded from the Internet must be properly cited. Students handing in plagiarized reports will be given a 0 and will be asked to redo the assignment. Repeated offenses may result in further disciplinary action up to and including suspension or expulsion.

Most projects will be completed in class. Students will be given a time frame to assemble materials needed for their projects, such as pictures or information they have

printed off the internet. Materials will then be due and the project will be worked on during CLASS TIME.

MAKE SURE THAT YOU HAVE INK for your printers. Buy an extra one. DO NOT WAIT to the last minute to print! The Computer lab will not be available for students to print out project items that were due.

Due dates for materials/or any assigned items are important. If an item is :

1 day late , 5 pts are subtracted from the grade.

Day 2 and 3, 10 pts per day are subtracted from the grade.

Any day after day 3, the items are considered missing, and is averaged in as a zero.

If you know you will be absent on a due date, you must make sure your items make it to school via a friend or parent who can drop it off.

Illness is always a possibility, however, if work is done **before** the night before it is due, it should still be handed in. Procrastination and illness do not work with one another. Of course, every incident will be dealt with, if needed.

If an item is due on a Friday, weekend days will count as days late. Afterall, 2 additional days to complete an assignment isn't fair to those who completed it on time.

Honors

Honors are awarded at the end of each marking period to recognize academic achievement. Any student in grades 6 through 8 who achieves an overall average of 90-92 , is eligible for outstanding achievement. Students with an overall average of 93 or higher, are eligible for Academic Honors. Candidates for honors must also have a 3 or above in all personal progress areas and a 3 or above in Spanish.

Report Cards / Parent Teacher Conferences

Report cards are distributed three times a year in December, March and June.

Evaluation is based on classwork, homework, independent study, projects, class participation and tests. Each teacher will provide you with the breakdown used in their class, and it may differ from another class.

Each trimester will have a **Final Exam component**. Teachers will provide a study guide and review following the exams. Dates will be announced with plenty of time to prepare.

Extra assignments will not be provided to students who are not doing well, prior to the end of a semester, to try to raise their grades. Each semester will have a sufficient number of extra credit assignments that students can take advantage of! It is up to the students to make use of such opportunities!

Students are to attend Conferences, if one is requested.

Lunch

Students are to bring their lunch with them to school each morning (except for half-days, pizza days, , etc. where the student has paid for such meals).

Parents are NOT to bring “special lunches” to the Main Office to be given to the student.

Service to our school community

Students will be assigned as **Safeties** for lower grades. This is part of their **Service** to the school community. Students will be paired and their duties include helping the children open lunches, to lining up or organizing small games. If a student is serving lunch detention, a substitute will fill in for them. Students earn a GUT card at the completion of their service period. Service is part of our Catholic and Christian identity, and will also be reflected within the religion grade.

There will also be an after school **Peer Tutoring** program, which will begin in October. We encourage our Middle School students with academic gifts to share and serve their younger peers. This service will also be acknowledged within their Religion grade.

Students will be provided with an identification card and lanyard. These are to be worn during lunch/recess and carried with students at all times. If they are lost, there is a \$3 fee to replace the lanyard.

Retention and Summer School

Students who receive final failing grades for any major subject areas will be required to attend summer school at the student’s NYC DOE zoned summer school site, a Diocesan Summer School site, or receive private tutoring (we do NOT conduct summer school). The student must provide Saint Adalbert Catholic Academy with a report card indicating that the class/classes have been successfully completed before promotion to the next grade. If the student does not attend summer school, the student will be retained (“held-over”) or discharged.

Uniform

The school uniform confirms a child’s attendance at St. Adalbert Catholic Academy. When wearing the school uniform students should remember that they are a reflection of themselves, their parents and the school they attend. Their behavior should be a credit to their families and to the school community.

Girls from Nursery through Grade 8 are NOT permitted to wear the following:

- Make-up including shiny Chap-stick*
- Nail polish or fake nails*
- Bracelets
- Earrings larger than a dime or dangling earrings
- Any piercings other than a single piercing in each ear for an earring
- Hair carvings

- Unnatural hair colors including ombre
- More than one color of hair
- Anything deemed inappropriate or contrary to school or diocesan policies by a member of the administration or faculty

**Girls may be asked to remove any of the items listed above in school.*

Boys from Nursery through Grade 8 are not permitted to wear the following:

- Earrings
- Long hair below the collar or that obstructs vision
- Hair bindings or ties used to separate longer hair
- Inappropriate hair designs or colors
- Dyed hair colors
- Hair carvings
- Anything deemed inappropriate or contrary to school or diocesan policies by a member of the administration or faculty

On days when the high temperature is under 32 degrees or when it is snowing, students are allowed to wear their Gym uniforms for added warmth

When there is inclement weather, students who wear boots to school must change into their school shoes.

Dress Down Days

Monthly, we will be having a Dress Down Day Fundraiser where the students will be permitted to wear their own clothes. We ask parents to be mindful of the fact that the children will still be attending classes on these days, and therefore must be dressed appropriately. The following are not permitted: high heels, tank tops, tight pants or leggings, short skirts or “short” shorts or inappropriate logos/designs. All blouses must cover the stomach both while standing or sitting. All other prohibited clothing, items, accessories, makeup, jewelry, hair color etc. previously listed are also strictly forbidden. If there is a clothing item in question, please check with the principal before wearing. Students that do not follow these regulations may forfeit their ability to dress down in the future.

Students who have served detention multiple times in one month, will lose the option of participating in Dress Down Day.

NOTE: A student may always opt to wear the School Uniform on a dress down

Saint Adalbert Catholic Academy

Parent and Student Handbook Agreement (2019-2020) GRADES 7-8

We have read and agree to be governed by the policies and procedures set forth in the **2019-2020 Saint Adalbert Catholic Academy Middle School Parent and Student Handbook**.

I also understand that should I violate this policy, my privileges may be revoked and I may be subject to disciplinary action as stated in this Handbook.

YOU DO NOT HAVE TO COMPLETE A SEPARATE FORM FOR EACH STUDENT-Please use this Form if you have 1-2 children attending Saint Adalbert Catholic Academy.

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Date

Student Name (Please Print)

Student Signature

Date

Student Name (Please Print)

Student Signature

Date