



SAINT PIUS X

CHURCH

SCHOOL

COMMUNITY

2018 / 2019 Middle School Handbook

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St. Pius X School is accredited by the Oklahoma Conference of Catholic Schools Accrediting Association (OCCSAA) and is a member of the National Catholic Education Association.

Middle School Handbook: 2018-2019

Middle School is a transition for students. They will experience both academic and social changes. Some changes are cosmetic. For example, the uniform looks different. Other changes are deeper. Students are treated more like adults and given more responsibility. Some of these changes and responsibilities are outlined below:

Attendance:

Saint Pius X School maintains a high academic standard for all students. Arriving on time and abstaining from needless absences is key to a student's success. Students who are late disrupt not only their own learning, but also the learning of others in addition to creating an extra burden for our office and teaching staff. Teaching the students the importance of not only regular attendance, but timeliness are both valuable skills that are essential for success in school, sports, clubs, volunteering, work, and almost all aspects of life. Students must be at school at least 50% of the day before participating in any games or tournaments on a team sponsored by the school.

Class work policy:

All papers handed in by middle school students should be neat, complete, and organized, regardless of class, assignment, or teacher. Furthermore, assignments will be required to meet Saint Pius X Middle School standards, as defined by formal and informal assignments.

Formal assignments must follow the Saint Pius X Middle School format (see example on page 3). If a formal assignment fails to meet the format, lacks or has an improper heading, or is incomplete, messy, or disorganized, students will be required to recopy the paper in the proper format before a grade will be assigned. Papers that do not follow the proper format will not be subject to a point reduction penalty. However, if they are not corrected, the grade will become a zero after one week.

Informal assignments must still be neat, complete, and organized, but need not follow the format as presented on the following page.

Late work policy:

Assignments meant for the application, or assessment, of student learning may be turned in for a minimum of 50% off one day following the due date of the assignment. The final score is to be determined at the discretion of the teacher.

Assignments meant for in-class studying or necessary for group advancement will receive no credit when turned in late due to the disruption to the learning process.

Example: Homework assignments that will be used for in-class studying, such as note cards, outlines, or other assignments are included in this policy. Furthermore, any assignment necessary for a group project will also receive zero credit if handed in late.

Exceptions can be made for extenuating circumstances at the discretion of the teacher and the principal.

Cheating Policy:

Students are expected to do their own homework, to test without using unauthorized help, and to submit original work for all assignments. Students are to deny all requests to copy class work, homework and tests.

Academic dishonesty includes, but is not limited to the following:

- Turning in any work, or part thereof, that is not the student's own work;
- Using electronic devices to cheat, including, but not limited to looking up, photographing, recording or texting information;
- Copying another student's, or author's, work or class assignment;
- Allowing another student to copy your work or your assignment;
- Putting your name on another student's paper/project/work;
- Using a "cheat sheet" or any unauthorized piece of writing on a quiz/test.
- Using any material from the Internet without proper citation and appropriate credit;
- Changing or altering given grades/tests/assignments.

First Offense

- No credit for all involved;
- Teacher to contact parent;
- Student will receive a demerit;
- Alternative assignment *may* be given at teacher's discretion

Second Offense

- No credit for all involved;
- Student will be suspended;
- Student will not participate in the end-of-the-year field trip;
- No opportunity for alternative assignment.

Cumulative Grades

- Failure in any of the core subjects (Language Arts, Math, Social Studies, Science) for a semester will require summer school or approved tutoring in that subject as a condition of promotion.
- Students who fail more than two semesters of a core subject will be retained.
- Documentation of satisfactory completion of summer school, or tutoring, is required before the student is admitted in the next school year.

SAMPLE PAPER – Saint Pius X Middle School Format

Your Name Here

Your last name here - 1

November 29, 2018

Teacher's Name

6th Grade Writing Section A

Title

This is the location of your introduction. As you can see, it is one space below the title, which is centered and underlined. Your introduction should end with your thesis statement, which is the road map for your paper. Everything that you want to talk about should be summed up in that sentence; the rest of your paper should just elaborate and prove what you wanted to say.

Each new paragraph receives an indent. Lines should be double spaced as soon as you reach the body paragraphs. If you need to go on to another page, make sure your last name and the page number are visible in the upper right hand corner. If you use the header and footer option under “view” (next to file and edit), you can do this automatically. Simply click on “PAGE” under the auto text option that comes up, and then add your last name.

The final paragraph of your paper will be the closing paragraph. This is where you should sum up what you said to begin with, and then reiterate and restate what you were trying to prove in your paper. This is not to say that you are going to copy your thesis, but it is to say that you will be restating it in such a way to show what you've proved in a concise manner. By the way, this paper as written is already 250 words.

Service Hours:

Middle School students are required to complete a number of service hours per year. Failure to complete service hours will count against a student’s religion grade in the fourth quarter of the school year. Requirements are as follows:

Grade:	Number of Hours:
Sixth	12
Seventh	16
Eighth	20

Dress Code:

<p>Girls 6th – 8th Grade</p>	<ol style="list-style-type: none"> 1. Regulation skirt (4 inches from the ground when kneeling) Students in 8th grade may wear a khaki skirt 2. Light khaki uniform pants, with belt. No hip-huggers, skinny-style, corduroys, cargo pants, logos, or rivets. No “flap” pockets on back of pants. No blue jean style or sewn on pockets on back of pants. No ornate buttons or stitching on back pockets. No jean (overlap) stitching down the pant legs. Pants must be hemmed so they don’t slide below the shoe. No frayed hems 3. Light khaki walking uniform shorts with belt; may not be more than 4 inches above the knee 4. Shorts or leggings must be worn under the skirt. Leggings may be navy, gray, or black in color 5. Spandex, lycra, yoga pants, and leggings are not allowed 	<ol style="list-style-type: none"> 1. Button down white, yellow, pink or blue oxford without logos. Shirt should be buttoned appropriately 2. Long or short sleeve polo. Colors may include: red, white, navy blue or hunter green 3. Navy blue, black or white cardigan 4. Navy blue fleece jacket, sweatshirt or hoodie with school logo worn over school shirt. No holes in sleeves or frayed sleeves 5. Navy regulation sweater or sweatshirt worn over school shirt 	<ol style="list-style-type: none"> 1. White, navy or black socks must be worn at all times. Socks must be over the ankle and under the knee 2. Non-scuffing navy, brown or black casual / dress shoes may be worn. Boots should only be worn on rainy or snowy days 3. Tennis shoes are acceptable provided that their predominate color is white, black, gray, or navy. Shoe laces should be white, black, gray or navy. Converse type tennis and high top shoes are allowed if they are white, or black
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<p>Boys 6th – 8th Grade</p>	<ol style="list-style-type: none"> 1. Light khaki uniform pants or shorts with belt. No corduroys, no cargo pants, no logos, and no rivets. No “flap” pockets on back of pants. No blue jean style, sewn on pockets on back of pants. No ornate buttons or stitching on back pockets. No jean (overlap) stitching down the pant legs. Pants should not sag and must be hemmed so they don’t slide below the shoe. No frayed hems. Shorts may not be more than 4 inches above the knee 2. No carpenter pants of any kind 	<ol style="list-style-type: none"> 1. Button down white, yellow or blue oxford without logos, shirt should be buttoned appropriately 2. Long or short sleeve polo. Colors may include: red, white, navy blue or hunter green 3. Navy blue sweater 4. Navy blue fleece jacket, sweatshirt or hoodie with school logo worn over school shirt. No holes in sleeves or frayed sleeves 5. Navy regulation sweater or sweatshirt worn over school shirt 	<ol style="list-style-type: none"> 1. White, navy or black socks must be worn at all times 2. Non- scuffing navy, brown or black casual / dress shoes may be worn. Boots should only be worn on rainy or snowy days 3. Tennis shoes are acceptable provided that their predominate color is white, black, gray, or navy. Shoe laces should be white, black, gray, or navy. Converse type tennis and high top shoes are allowed if they are white or black
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A note on dress code: Pants and shorts must include a belt. Shirts must be tucked into pants/shorts at all times. No part of the uniform should have holes or be frayed. Please make sure that all uniforms are worn appropriately and modestly including “Bella style” polos. Failure to abide in any dress code regulation will result in disciplinary action. (See **Discipline**)

Discipline

Discipline Policy:

Saint Pius X School considers itself to be more than a mere academic institution; it is furthermore a place of social and spiritual development meant to help form productive, caring, Catholic students. Our discipline plans and procedures are, therefore, designed to help students learn appropriate behaviors and encourage them to live the Gospel message.

As a result of this, students in the middle school will be subject to a demerit system for all behavior issues. Negative behaviors (disrespect, failure to tuck in shirts, violations of class policies, etc.) will result in demerits. These thresholds will help to determine in which activities and privileges students may participate.

Bullying and Harassment

As required by the state Department of Education, Saint Pius X School will abide by the "School Bullying Prevention Act" which became effective November 1, 2002. A copy of this Act is available in the school office.

Saint Pius X School specifically prohibits harassment, intimidation, and bullying by students at school, and also provides information and education in order to prevent these situations from occurring. All complaints will be investigated and appropriate disciplinary action will be imposed.

Students found to be in violation of this rule will be dealt with on a case by case basis, and may be punished with in-house suspension, at-home suspension, or expulsion, depending on the nature and severity of the activity.

Sexual or other harassment, either among students, teachers, staff and administrators, or between any of these will be considered a major violation of policy and will be dealt with according to school regulations and Diocesan policy.

Harassment includes, but is not limited to, unwanted or unwelcome words, jokes, comments, physical conduct, display of pictures, or other materials, based upon an individual's gender, race, color, religion, age, national origin, disability or other legal protected status.

Any employee, or student, who believes he/she has been subjected to sexual, or other harassing behavior, by another student, administrator, or teacher in a school of the Diocese is encouraged to follow the procedure outlined in the Diocesan School Policy Manual. A copy of this manual is available in the school office.

Cyberbullying Policy

Catholic schools and offices have a responsibility to provide educational and workplace environments that promote the dignity and respect of everyone within their organizations and therefore must aim to eliminate bullying in all of its forms.

Cyberbullying, like all other forms of bullying, must not be tolerated in our places of work for it has a negative impact on all who are touched by it. It adversely affects student learning outcomes. It erodes the rights and the physical, emotional, psychological, spiritual, and social well-being of individuals. It lowers school morale for it can interfere with the effectiveness of work and learning environments by making them hostile, unpleasant and offensive places.

What is Cyberbullying?

Cyberbullying can include, but is not limited to, the items listed below:

- **Email:** *Sending harassing, threatening, and / or menacing messages to targets either directly, anonymously, or using another person's address or alias.*
- **Instant Messing (IM):** *Harassing someone, or having heated arguments (called 'flaming', in private chat rooms with the use of inappropriate / obscene language.*
- **Chat Rooms / Bash Boards:** *Allowing students / others to anonymously write / create anything (true or untrue) or add cruel comments about someone in a world wide forum.*
- **Text Messages:** *Masquerading as someone else and using that person's mobile phone or computer to send harassing or threatening messages.*
- **Websites / Social Networking Sites:** *Mocking, teasing and harassing online, or voting online for the 'ugliest' / 'fattest' / 'dumbest' (etc.) person, or posting visuals that can be altered (including sexually explicit material).*

Cyberbullying is a serious matter and Saint Pius X School and its employees have a "duty of care" to protect our students, families, and staff members from cyberbullying. Failure for school officials to "take reasonable care" could amount to negligence charges. Thus, the "duty of care" **can extend outside of the normal school hours**, providing that a Saint Pius X community member may be harmed by the cyberbullying action. All Saint Pius X faculty, staff, and students will be provided an Acceptable Use Policy for Technology to make a commitment for the appropriate use of technology provided within our school setting. Saint Pius X School reserves the right to discipline students for problem behavior on or off campus.

Just as in face-to-face bullying situations, cyberbullying can and will be dealt with by school administration. All complaints should be brought to the attention of the principal.

These reports will be reviewed and investigated in a prompt, confidential, and thorough manner. Discipline will be on a case-by-case basis depending on the nature of the infraction. In-house suspension, suspension, or expulsion are possible consequences.

Saint Pius X School will provide bullying / cyberbullying prevention programs to our students. We will also provide in-service education to our faculty and staff. Opportunities for parent forums on bullying and cyberbullying will be offered when they are available as well.

Behavior policy:

A student who is deemed to be behaving inappropriately will receive a demerit. Serious violations will also result in a visit with the principal.

A student is permitted 5 demerits. On the 5th demerit the student will serve detention on the following Tuesday. Behavior detention will take place from 3:15-4:15. The parent will be informed via e-mail and/or a phone call by the teacher who gave the demerit. If the child misses his/her detention, then he/she will serve detention for the next two weeks.

After one detention in a quarter, the child will serve a 1-day in-house suspension. Any tests missed will be taken upon return. Any projects due are still due on their normal due date. Students in 8th grade who receive a detention will miss the next 8th grade activity.

After 2 in-house suspensions, the student will serve a 3-day at-home suspension.

Demerits will be reset at the end of the quarter.

Dress Code Policy:

A violation of the school dress code policy will result in a demerit.

Demerits will be reset at the end of the quarter.

Skirt and short lengths may be checked randomly. One week will be given to lengthen skirts and shorts that do not fall within guidelines.

Skirts and shorts will be checked at the end of the first semester and parents will be notified if their child's skirt/short has become too short. However, please keep in mind that middle school students are growing and it may be necessary to lengthen the skirts and shorts at any time during the first or second semester.

Demerit behaviors:

1. Violations of the Saint Pius X School Handbook, including violations that may have other consequences. (i.e., a loss of a cell phone results in loss of a point);
2. Being tardy to class without a valid excusing note;
3. Being outside the classroom without authorization;
4. Lying;
5. Failure to be prepared for class;
6. Coarse or profane language, writing, or gestures;
7. Class disruptions, including outbursts, other talking out of turn, inattentiveness and failure to follow directions;
8. Talking back to an authority figure;
9. Chewing gum;
10. Dress code violations.

The following behaviors may result in multiple demerits and/or an office referral:

1. Talking back to an authority figure;
2. Excessive teasing or harassment of another individual;
3. Fighting;
4. Instances of bullying (physical or emotional);
5. Disrespect to guests, substitutes, parents, or teachers;
6. Destruction of property or other vandalism;
7. Inappropriate behavior on a field trip;
8. Dangerous or threatening messages posted on Internet sites.

Technology Policies:**Electronic Devices**

Electronic devices should never be in use throughout the school day. Students may turn their electronic devices into the school office, or their homeroom teacher, and pick them

up following the school day. Any devices found throughout the day will be confiscated and released only to the parent.

Electronic Games

Electronic games are never permitted on campus. In addition, video game consoles, cartridges, discs, and other paraphernalia are not permitted at any time.

Cell Phones

Cell phone or Smart Watch use is not allowed on campus grounds. This includes before and after school as well as Before/After Care. Parents who wish to send a cell phone with their middle school child should check the phone in with their middle school homeroom teacher. The student may then retrieve it at the end of the day. Any cell phones found either on a student's person, or in a student's locker, will be confiscated and only returned to the student's parent. Multiple infractions will result in a \$25.00 fine and/or the student not being allowed to bring the device on campus.

Computer Usage

Students are expected to uphold the Catholic values the school teaches. While the school employs filtering and offensive site-blocking technology, it also asks students to take responsibility for their own actions and Internet safety. This would include, but not be limited to:

1. Avoiding sites which contain pornography, or other inappropriate images, stories or content;
2. Avoiding games or media that contain inappropriate language, themes, or violence;
3. Avoiding the reading, or posting, of blogs, messages or online diaries that contain inappropriate language, themes or content.

In addition to these rules set above, Saint Pius X also asks parents to be aware of what kind of information students post on the Internet. The school reserves the right to take disciplinary action against any student who posts personal information about themselves, or any other student, or posts, inappropriate or harmful messages anywhere. In addition to school action, parents should be aware that anything posted on the Internet is considered to be published material in the public domain, and therefore may be subject to legal action from local or national law enforcement agencies.

Sports:

The athletic association's rules and guidelines follow.

ST. PIUS X CATHOLIC SCHOOL ATHLETIC ASSOCIATION

HANDBOOK

GENERAL RULES

- When using Saint Pius X School athletic fields, the Activity Center is off limits.
- Students may only participate in three activities per week; for example, two practices and one game or vice versa. Practice times may not exceed 90 minutes on weekdays or two hours during the weekend.
- Teams from Saint Pius X School are not permitted to play each other in league play.
- Prospective coaches must complete an application form before the signup of the sport they wish to coach. Any coach who fails to do so will not be considered for a coaching position barring unforeseen circumstances.
- Sign-up times are set by the athletic board, and all students wishing to participate in a particular sport are required to sign-up at this time, as well as fill out all necessary paperwork and forms. If other arrangements must be made, the parent must contact the athletic director before signups begin.
- No fans shall criticize umpires, managers, coaches, players or teams. All cheering should be directed to the fan's team. Support shall be in the form of positive encouragement. The coach shall be given the authority to rectify any problem related to the unruly or disruptive behavior by fans. If the problem continues, the matter will be brought to the athletic director whom may take appropriate measures to resolve the matter.
- In no event or under any circumstances shall Saint Pius X School uniforms and/or equipment be used for activities unaffiliated with Saint Pius X Athletic Association sponsored activities.
- No team shall practice or play games anywhere on Holy Days, Easter Sunday, Ash Wednesday, Holy Thursday or Good Friday. No team shall practice or play games at Saint Pius X School facilities during any regularly scheduled Saturday evening or Sunday Mass.

GYM RULES

- Parents are responsible for the behavior of their children. Coaches of each team are responsible for the behavior of their athletes when parents are not present.

- All equipment in the gym, when in use, must be supervised by coaches, parents or organizational persons in charge of the specific event in progress. All other equipment in the gym shall not be played on for the safety of the children.
- Parents, children/and or athletes are not permitted on the stage. The curtain should not be touched.
- All athletes and parents are to enter the west door of the Activity Center when using the gym.
- During practice, the gym, west door foyer, gym rest rooms, and water fountain are authorized areas for coaches and players. All other areas are not to be used or entered for safety purposes.
- Coaches are responsible for cleanliness of the gym restrooms and facilities during their specific practice.
- When there is no school because of weather conditions, games and/or practices will be canceled for the day.
- If a coach has scheduled practice in the gym, and cancels that practice, the Athletic Director or parish office shall be notified of the gym's availability. This will avoid unnecessary use of heat/electricity.
- During basketball games, the north and south baseline areas must be kept clear to avoid injury to players and spectators.
- The bleachers are for spectators and teams. Do not let children run around or crawl under the bleachers for their own safety.
- Game warm-up times begin **10 minutes** prior to the team's scheduled game.
- Athletes shall be on the practice area **only** during their allotted practice time.

SELECTION OF TEAMS

- Kindergarten through First Grade: Parents vote on separate teams based on gender or co-ed teams. Teams should be formed based on the rules of the particular league which the Saint Pius X School teams will be entering.
- Second through Eighth Grade: Teams will be separate based on gender. Teams should be formed based on the rules of the particular league in which Saint Pius X School teams will be entering.
- If it is decided by a majority of votes cast that the teams be split, the selection of teams will be done according to the following:

1. In the absence of a unanimous consensus of the respective coaches and Athletic Director, a practice will be held for the purpose of observing the players ability. The coaches and one Athletic Association Officer (“AA Rep”) will attend the practice.
2. At the end of practice (or at a time mutually agreed upon in the event no practice is required) the players shall be split evenly based on ability.
3. The head coach will keep his/her own child(ren).
4. The “AA Rep” will flip a coin to see which coach begins choosing team members. Players will then be picked alternately, one at a time.
5. If a head coach has more than one child on the team, the head coach of the other team will begin the process. If there are multiple players from one immediate family in the grade, those players are picked together. The other head coach then makes the next two selections to keep the teams balanced.
6. Selections will be done confidentially and will be observed ONLY by the head coaches and the “AA Rep.”
7. Assistant coaches will be determined after the teams are split.
8. Once the selection of teams is finished, the teams will be announced and the rosters will be final.
9. The Athletic Director (“AD”), with approval of the administration, shall place the team or teams in an appropriate league, division or program.

SELECTION OF COACHES

- After the number of teams has been determined, the “AA Rep” shall seek nominations of individuals willing to coach.
- Each prospective coach shall be permitted to make a short statement to the parents concerning his or her goals and objectives for coaching. After the statements, the prospective coaches and their families shall remove themselves from the room while other parents discuss the qualifications of the prospective coaches.
- Votes on coaches shall be made by a written secret ballot provided by the “AA Rep” with the results announced at said meeting.
- If there is only one team for the grade and no coach receives more than fifty percent (50%) of the votes cast, there shall be a run-off between the top two prospective coaches receiving the most votes.
- If there is more than one team, each family will be allowed to vote for two (2) coaches for two (2) teams, three (3) coaches for three (3) teams, etc. In the situation where there are two (2) teams formed the top two (2) candidates receiving votes shall be elected as coaches. If three (3) teams are formed, the top three (3) candidates receiving votes shall be elected to serve as coaches.

- If after any run-off there is a deadlock between parents as to the selection of coaches, the names of the prospective coaches shall be placed in a hat. The name of the coach or coaches shall be drawn to fill the position or positions required in order to have one coach per team.
- Any coach elected under the procedures shall be subject to final approval by the pastor and/or principal of Saint Pius X School.
- Before any coaching and/or practice begins, coaches (including all assistant coaches), must have the required documents in place in the school office. (OSBI, Virtus, and other Diocesan required forms)

MIDDLE SCHOOL BASKETBALL PRACTICES

- At the “Selection of Team” meeting, coaches will be provided a master gym schedule depicting all available gym dates and times (holy days, holidays and other dates/hours should be noted as ineligible) through the end of the year. In addition, coaches will be advised of the date and time of a meeting to schedule gym practice times. This meeting will be held within 8 days of the selection of teams.
- Coaches shall select no more than three practice periods (a period defined as no more than a 90 minute slot) per week. Teams can only practice for the periods selected and scheduled. If there is a scheduled game in the week, only two practice periods shall be permitted.
- In December, as soon as the season game schedules are produced, the athletic director will call a meeting of the coaches to select gym times starting in January and for the remainder of the season. The schedule will have all eligible gym times as well as the dates and times of the middle school games. Coaches will only be able to have a combined three events per week (combination of games and practices).
- The athletic director will publish and maintain the integrity of all practice schedules.

Saint Pius X School

Student Acceptable Use Policy for Technology

School year 2018-2019

Internet services are available at Saint Pius X School students. We have taken all the necessary precautions to filter, block and monitor materials that would be harmful to students. We are providing this service to students with the following goals in mind:

- To promote educational excellence for the advancement and promotion of learning and teaching;
- To support research and education;
- To correctly use information to meet the student's educational goals and for classroom projects.

Being allowed to use computers at Saint Pius X School is a privilege and not a right. This right can be modified, suspended or not allowed if it is abused. As a student, I know that I must follow these rules:

1. I will only use the Internet and computers with my teacher's permission and for the purpose that the teacher has requested.
2. I will respect copyright laws and will make sure to show where I found the information and will not copy it without permission.
3. I will not enter inappropriate or hurtful language into the computer. I understand that my teacher can look at any and all of my work.
4. I will stay safe on the Internet by making sure that I never share personal information, like my full name, address or telephone number, the name of my school, my friends, teachers, where my parents work or their phone numbers without getting permission. If anyone on the Internet tries to meet with me, I will refuse and tell my parents or teachers immediately.
5. I will let my teacher know immediately if I see anything on the Internet that is inappropriate or that makes me uncomfortable.
6. I will respect the school's computer equipment. I will not change any settings or install or download any software on the computer. I will not open any other students' files/folders.
7. I will not put any disks, CDs, or jump-drives into the computer unless they are approved by my teacher.
8. I will only use e-mail for a class project directed by my teacher – any e-mail will be sent or received by my teacher. I cannot use my personal e-mail accounts at school.
9. I will not buy or sell anything using the school's computers.
10. I will not use my personal social networking account to harass, threaten or use cruel comments about other Saint Pius X students, teachers or the Saint Pius X community in general. This extends outside of school hours. If I see any detrimental information about a Saint Pius X School student or staff member, I will report it to my parents or teachers immediately.
11. I understand that I will only be able to use school computers if I follow these rules.

I have read the above and agree to follow these rules. If I do not, my privileges can be taken away.

Student's Signature

Parent's Signature

Date

Date