

**Ascension Middle School  
Policies and Procedures**



## Ascension Middle School Policies and Procedures 2023-2024

### Supplement to the Ascension Parent Student Handbook

It is required that students and parents read this guide, sign the last page and return the bottom portion to homeroom teacher by **August 16th, 2023**. The Middle School faculty team looks forward to partnering with parents to ensure students receive a quality education at Ascension.

#### Expectations

The Ascension faculty are firm believers that parents play a crucial role in their child's academics. As Jane D. Hull, American politician and former Governor of Arizona, nicely explained "At the end of the day, the most overwhelming key of a child's success is the positive involvement of parents." As educators, we are committed to creating a partnership with parents that will facilitate your child's learning throughout the year. Our vision is to guide students into becoming well rounded individuals who are able to succeed in the 21st century. It is a blessing to be able to teach within the Catholic Faith and we feel honored to be part of the Ascension community.

Whether your child is beginning their 6<sup>th</sup> grade year or going into their 8<sup>th</sup> grade year, middle schoolers are expected to be the role models to the elementary school students. A middle schooler's behavior, words, leadership, respect and conduct must set a positive example whether in school or out of school. Through collaboration, the teachers promise to work diligently to ensure that all middle school students are positive ambassadors of Ascension Catholic School.

#### Communication

Ascension School utilizes the following platforms to keep communication ongoing with parents:

**Rediker:** our online parent and student portal for grades and personal information (address, phone, medical, etc.). You should receive an email from plus portals at the beginning of the year with instructions on how to login. Please call the office if you need assistance (451-2535). **Rediker is where you go to keep track of your child's overall grades.** Middle school teachers will update grades regularly.

**Google Classroom:** homework and classwork assignments. Google Classroom has a calendar feature that tracks assignment due dates for students. Parents are strongly encouraged sign up to receive daily email updates from Google Classroom.

**Google Sites:** the middle school team will use Google Sites to post assignment due dates and relevant class announcements.

**Please ask your child to explain teacher communication to you first before contacting the teacher. This teaches the student responsibility and accountability.**

#### Behavior Expectations and Consequences

Administrative consequences may result in the following:

- Probation
- In-school suspension
- Out-of-school suspension
- Any other consequences listed in the parent and student handbook.

Students will be referred to the principal for the following negative behaviors:

- Fighting
- Inappropriate Language
- Vulgar or Rude Actions (disrespect)
- Bullying
- Harassment
- Weapons

Threats  
Drugs or Alcohol  
Gang Activity  
Theft  
Vandalism/Destruction of Property Technology Violations  
All other negative behaviors listed in the parent and student handbook.

### **Purposeful Homework**

Homework is a necessary part of your child's education. Homework is important to give the student adequate practice and time to comprehend and learn the material outside of their class time. However, teachers do realize that many of these talented students have extracurricular activities that do not allow them much free time after school. The middle school team wants every child to have time for their activities, dinner, family time, and early bed before their next day begins. The middle school team is in communication to ensure that each child has a fair amount of homework.

### **Late Work Policy**

The student is responsible for completing his or her work and turning it in on time. Individual teachers have policies for accepting late work. Students are expected to abide by a teacher's late work policies.

**Mr. Vowel's** (Science/ 6<sup>th</sup>, 7<sup>th</sup> grade Religion) policy:

*The student is responsible for completing and submitting class assignments on time. No work will be accepted past the due date assigned by the teacher. If a student does not complete and turn in an assignment by the due date, the student will receive a 0 for that assignment.*

**Ms. Pendarvis'** (6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> grade Math) policy:

*Students are responsible for completing their work to the best of their ability and turning in assignments on time as well as checking their grades. Missing work will receive a placeholder zero in Rediker. Once that assignment has been turned in, the zero will be replaced with a late grade. Each day an assignment is late will result in a deduction of 10% until a maximum grade of 50% is reached. Additional time will be given to students who are absent. Students have the number of days they were absent plus two days to make up assignments they have missed (3 days absent + 2 make up days = 5 days to turn in makeup work before it is considered late).*

**Mr. Monaghan's** (6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> grade Social Studies/8<sup>th</sup> grade Religion) policy:

*Students will receive a participation grade each trimester for work completion (classwork and homework). This grade will be set at 100% and worth 100 points (10% of the overall grade). Each time the student does not turn in an assignment, that grade will be reduced by 5 points. If the student turns in an incomplete assignment, the assignment completion grade will be reduced by 2.5 points. For example, one late homework assignment and one incomplete homework assignment would reduce the homework completion grade to 92.5%.*

*Assignments that are not turned in will be marked as missing and will receive a **placeholder** zero in Rediker. Those assignments are the student's responsibility to turn in. The **placeholder** zero will be adjusted once the student has turned in the missing assignment. Late work will be accepted until the end of the current unit of study.*

*Additional time will still be given to students who are absent. Per the school handbook, students have the number of days they were absent plus 2 days (2 days absent, 2 make up days = 4 days to make up an assignment).*

*The intent of this grading policy is not to be punitive. Rediker is one of the many forms of communication that students, and parents, have access to. Rather, the intent is to give students the opportunity to identify missing assignments, understand the impact of their missing work on their overall grade, and help them take more ownership of their education. Middle school is a time of transition and we, as a middle school faculty, want to ensure students have the tools and skills necessary to be successful in the next phases of life.*

**Ms. Pennington's** (6<sup>th</sup>-8<sup>th</sup> LA) policy:

*All late and incomplete work will have 10% deducted from the available grade points for the assignment per day until a maximum grade of 50% is reached. No late work will be accepted after one week from the end of the unit—at that point all missing work will receive a 0 and incomplete work will be graded as-is. Assignments that are not turned in will be marked as missing and will receive a **placeholder** zero in Rediker. Those assignments are the student's responsibility to turn in.*

The **placeholder** zero will be adjusted once the student has turned in the missing assignment. IXL and Freckle assignments will not be accepted late and will be given a score of 0. Simple Solutions lessons will be worth 4 points per week (4 lessons, each worth 1 point). Each lesson that is not completed will deduct 1 point from this overall score and will not be accepted after it is due. Trimester projects will not be accepted after the final date of the trimester. .

**Mrs. Smith's (Art) policy:**

An important aspect of creating art is making choices. Choosing to use class time wisely is especially important when students have art only once a week. Though students do not all work at the same pace, they are expected to focus on their art and make reasonable progress during each art class. Student's progress will be evaluated each week. Students who have not completed an appropriate amount of work due to lack of effort will receive a lowered grade for the week along with incomplete work marked in the comment section.

**Mrs. Wagner's (Library/Tech) policy:**

The students are responsible for completing their assignments on time. Most work will be completed in class and homework is generally not given. However, be aware that I only see students one day a week. If an assignment is not finished during class, it will need to be completed as homework. Assignment due dates will be listed on Google Classroom. Points will be deducted for late assignments.

### **Classroom Management**

The middle school team has decided on a new approach to classroom management this year: no more blue pages or detention. We feel that students should receive an immediate consequence for their poor choices and those choices should not transfer to parents, nor impact the time of teachers having to come in early to proctor detentions. This policy will be explained to all middle school students on the first day of school.

Students who choose to be disrespectful of their classmates, teachers, others in the building or facilities will receive a non-verbal warning in the form of their name written on the board (lesson continues uninterrupted). If the behavior continues, their name will be circled (lesson continues). Continued issues will lead to a checkmark next to their name meaning the student is to complete a written assignment that night and turned in the next morning at beginning bell. The written assignment will be educational (passage from the Bible, history essay, poem, etc.). The piece must be legible, handwritten in its entirety (including punctuation and capitalization) and completed outside of school hours. Students will **not** receive multiple written assignments in the same day. Instead, students will be sent to the office, if behavior continues throughout multiple classes, and parents may be asked to pick their child up (suspension). Our intent is not to be punitive, simply to ensure all students receive their right to an uninterrupted learning environment. This approach applies to behavior in hallways, café, playground, etc.

Parents will **not** be notified of written assignments as students are given the choice to discuss their behavior with their parents. We are approaching it this way to help students build character and establish mutual respect between teacher and student (allowing them the opportunity to discuss at home).

### **Houses**

The House System will be used for grades 3-8. The purpose of the House System is to promote character, community service, school spirit, academic success, a family atmosphere between grade levels, and an overall culture of excellence in our school. The four houses are based on character traits that we believe are important for all of our students to uphold. These include Integrity, Leadership, Respect, Loyalty.

### **Absent**

If a student is absent for any reason, it is the student's responsibility to find out what assignments they missed. All work that they missed should be turned in no later than the number of days they were absent + 2 days. For example, if a student misses 2 days then they have no more than 4 days to turn in all missing work. *Work may not be turned in past this point, as it is considered late.*

### **Respect**

Students are expected to behave in a respectful, Christ-like manner at all times. Absolutely no disrespectful behavior will be tolerated.

### **Dress Code**

Hoodies, jackets, and coats that are not part of the Ascension uniform must be removed before the bell rings at 7:55 AM. Students are allowed to wear outerwear to outdoor PE pockets and recess, but must remove it upon entering the building. Outerwear cannot be worn in the cafeteria.

Hair must be worn in a way in which it does not hang over eyes.

Students who are not in dress code may be asked to wait in office for uniform to be brought to them.

On non-uniform days, students are expected to dress modestly: no form fitting shorts/pants, shirts covering shorts. Please see Uniform section of Parent Student Handbook.

Students who receive continued uniform infractions within a given month are not allowed to dress down on non-uniform days in that month.

### **Restroom Use During Class**

Students are expected to use the restroom during scheduled breaks: PE Pockets, lunch and recess. If a parent feels their child needs to use the restroom at any time for medical reasons, contact the homeroom teacher.

### **Grammar & Sentence Structure**

Students are expected to use correct grammar, punctuation and sentence structure in all classes. Students should feel free to ask for help, before submitting work, from any teacher and/or Principal.

### **Student Asked to Leave Class**

If a student is asked to leave a classroom at any time for behavior, they will be sent to Principal's office and may be sent home (suspended).

### **Class Materials**

Students are expected to have all class materials with them at all time. They will not be allowed to return to their homeroom to collect materials during class time.

### **Honor Roll**

Students who receive multiple writing assignments, are suspended, or other behavior infractions will not be eligible for honor roll during that trimester.

### **Grading**

To be promoted from one grade level to the next, a student shall attain an overall average of 70 or above for the year in all courses taken.

### **Absent Work**

The attendance policy can be found Parent-Student Handbook. The student is responsible for any missed assignments. Because of our technology (ipads) students can check Google while they are out and, if capable, should try to complete as much work as possible. Teachers are not responsible to compile absent work. Students must make up absent work within two days for every absent.

### **Academic Intervention**

Parents of students requiring academic assistance should contact the Learning Coordinator and appropriate teachers to set up a meeting. Mrs. Kellie Hood [khood@ascension-parish.com](mailto:khood@ascension-parish.com)

### **Mass and Special Activities**

School Mass is celebrated every Wednesday, Holy Days of Obligation, and other special days. Students who are an Altar server, lector or have any other formal participation must be at school on time.

Middle School students are expected to behave appropriately: setting an example for our younger students, singing, participating, etc..

## Service Hours

Service is a ministry, not an activity. It is something you get involved in and risk doing for someone because you care. It is the critical verb that makes us Christian. It is work... spiritual work that is a quest to discover God and encounter Christ in those we serve. It is about putting faith in action and living the Gospel message. It is about faith connections.

Students in grades 6 and 7 are expected to complete seven (7) hours of community service each trimester (21 total for the year). Examples of acceptable community service include: sandwich Sunday's, altar server, nursing home visits or any other volunteer work which directly helps members of any community. If you are not certain about a service opportunity, please email Mr. Vowels or Mrs. Hood. Service record forms are available from Religion teachers and should be turned in to them.

## 8th Grade Service Hours

SERVICE IS... A ministry, not an activity. It is something you get involved in and risk doing for someone because you care. It is the critical verb that makes us Christian. It is work... spiritual work that is a quest to discover God and encounter Christ in those we serve. It is measured not in hours but by experiences, which help the candidates gain a deeper understanding of "why" we serve.

It is about putting faith in action and living the Gospel message. It is about faith connections.

**OBJECTIVE:** To provide meaningful service experiences that are intended to stretch and challenge the candidates as they are invited to step out of their "comfort zones" and serve others who may be on the margins of our community. To foster a sense of Catholic social justice and its relationship to service and faith.

**GOAL:** To expose the candidates to outreach opportunities that educates them and increases their awareness of human need and injustices in the world. To help Confirmation candidates make a connection between service and faith; while deepening their understanding of "WHY" we serve.

**HOW:** By offering a comprehensive approach to the Confirmation service component that includes an introduction, actual service experiences, processing, and reflection.

## SERVICE REQUIREMENTS

*Candidates MUST complete a total of 5 service experiences in the following areas:*

~COMMUNITY/OUTREACH 2 experiences

~PARISH SERVICE 2 experiences

~FAMILY/FRIENDS 1 experience

**\*NOTE:** Candidates are expected to be responsible for choosing and completing service experiences ON THEIR OWN. The experiences that they choose should be something that they are passionate about; like a favorite charity or marginalized group of society. It is most important that they choose an experience that is meaningful and important to THEM.

The service requirements are NOT measured in time/hours, but in valuable experiences that are worthwhile. The focus is not on quantity, but on quality; as this is what is important.

There will be opportunities for candidates to reflect and share about their service experiences and these may be written and/or verbal in a group setting. They will keep track of their service requirements in a binder and signatures are acceptable but not necessary, as the experience is what is most important.

## Technology Policy

The purpose of use of electronic media and telecommunications at Ascension is for education and research. Parents of children in all grades will be asked to sign the *Statement of Acceptable Use*, which applies to educational use of electronic images and the Internet. Instructional applications may include distance learning and video-conferencing. "Acceptable use" includes proper iPad, and computer usage (including on-task vs. off-task behaviors), e-mail etiquette, prevention of copyright violation, plagiarism, cyber bullying, texting, or access of non-approved materials, and other potentially harmful actions. Teachers will supervise and instruct students in these areas to achieve high moral, ethical, and social practices in use of electronic communications.

Consequences for a serious or repeated violation of Acceptable Use Policy will result in banning the student from all technology use for a designated period, as deemed by the principal. Alternative assignments will be provided if regular

technology use is part of class work.

### **Ipads**

Students are expected to have a charged iPad in class every day. If a student forgets their iPad at home, they will not be allowed to call home to get it: they will be responsible for completing all work they could not do in school at home that night. If there is a quiz or test that day on the iPad, they cannot make it up. If a student fails to have their iPad charged, they are not allowed to charge it at school: they are responsible for completing all work that they could not do in school at home that night. Exceptions may be made for known technical issues.

Student iPad use is monitored by the teacher using Google Classroom. Teachers can see a student's screen at any given time. If a student is not on what they are supposed to be on, they will lose the privilege of using their iPad. This may result in them not being able to complete their work during class. In that case, the student is to complete the work that they could not do in class at home that night.

### **Cell Phones/Smart Watches**

Cell phones and smart watches should never be out in the school building.

For the first offense, the student may pick it up at the end of the school day in the principal's office. For a second offense, a parent must pick up the cell phone/smart watch in the principal's office. These policies also apply to a cell phone or watch ringing in their backpack. Continued infractions with cell phones/smart watches may lead to meeting with parents, student, and principal.

### **Daily Procedures**

1. Late students must go to the office and receive a late slip in order to enter the classroom.
2. As they enter the class, students are to respect the learning environment and have all materials for the class.
3. The school begins each day with morning prayer, pledge of allegiance and announcements. Students are to stand during this time and may sit only when the teacher instructs them to do so.
4. As the students begin their day of courses, they will be expected to speak in a low voice in the halls, line up at the door in silence, enter the classroom quietly, sit down at their desk, and wait until the teacher gives them instructions.
5. Students will not be allowed to leave the classroom without teacher permission.
6. When students are transitioning from class to class, the halls are to remain quiet and horseplay is not allowed.
7. LUNCH – Middle School lunchtime is from 12:05-12:30 each day. This may be later than he/she is used to eating, and teachers know that students get hungry! If your child would like, they may bring a healthy snack to eat during the morning so they will be able to focus in each class before lunch. Students are encouraged to have a water bottle – to be filled during class breaks: PE pockets, lunch, recess and before school.
8. When students are in the cafeteria, students are to speak quietly and eat their lunch. They are to remain seated at all times.

### **STUDENT PLEDGE**

1. **I will conduct myself like a Christian at all times.** I will treat myself and others with respect, and will expect to be treated fairly. The words I say are real, they are powerful, and I am responsible for them.
2. **I am a free thinker.** I understand that I will be challenged to think. I will be honest if I do not know an answer. I will not be afraid to ask questions, take risks, express my respectful opinions or offer an educated guess.
3. **I will take ownership of my workspace.** I will hold myself, my classmates and my teacher accountable for keeping the classroom clean, neat and orderly. I will do my part to clean up and organize after each class period.

4. **I will take ownership of my work.** I will make every effort to turn in my assignments completed and on time. If I cannot complete an assignment on time, I will inform my teacher as soon as I realize I will miss the deadline. If I must miss a deadline, I understand that my teacher will consider my explanation but does not have to grant me extra time, even if I feel I have a good reason.
5. **I will take ownership of myself.** I will accept the consequences for my actions, both good and bad.
6. **I will have integrity.** I am responsible for my own work. I may help my classmates when it is appropriate, but I will not do their work for them, nor will I ask a classmate to do my work for me. I will not cheat.
7. **I will be proactive.** If I have a disagreement with a classmate, we will try to resolve it peacefully before bringing it to the teacher.
8. **I will be courageous.** I will stand for what is right, even if I am standing alone.



Thank you for your continued support of Ascension teachers and students. We look forward to a great 2023-2024 school year with your middle schooler!

Sincerely,

Mr. Danny Monaghan	<a href="mailto:dmonaghan@ascension-parish.com">dmonaghan@ascension-parish.com</a>
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Mr. Terrence Mullaney	<a href="mailto:terry@ascension-parish.com">terry@ascension-parish.com</a>

After you have read and discussed the handbook with your student, please sign below and return the signed portion back to your child's homeroom teacher. Thank you!

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Student Signature

Date

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Parent Signature

Date

