

Dear Parents,

It is the mission of Our Lady of Divine Providence Middle School to provide a Christian family environment, promote excellence in education and develop each child to his or her fullest potential.

The Middle School program promotes a sensitive, caring, and supportive environment that incorporates the Gospel message, fosters community, and encourages the child's social consciousness. The program provides a challenging academic curriculum intended to prepare the student for high school.

The administration and faculty are committed to implementing a stimulating, comprehensive education program that meets the spiritual, academic, physical and emotional needs, as well as individual learning styles, of each child. In cooperation with you, the primary educator, it is our goal to assist the child in developmental growth and adolescent changes during this transition from childhood to adulthood.

Our middle school expectations and behavior policies as well as individual class policies make up what we consider our Middle School Handbook. We hope that this information will prove helpful to you and your child. We ask you to please read, understand, and indicate your support on the final pages. Please understand that all Middle School students are accountable for the information provided to them as part of the Middle School handbook.

Thank you for your cooperation and confidence in our middle school program. We are looking forward to working with you and your child this year.

Respectfully,

Elvina V. DiBartolo
Principal

ACADEMICS

The Middle School program provides a challenging academic curriculum geared to preparing the student for high school. We use a flexible schedule that can be blocked when learning activities warrant longer time periods.

Homework Policy

Students are expected to do assigned homework. **It is the responsibility of the student to obtain missed homework assignments and class work when absent.** Students who have all their homework and satisfactory grades on tests will receive free time for the afternoon activity period. Students who miss assignments will do homework make-up for partial credit during the activity period. Homework is averaged into the academic grade. Disciplinary consequences may result if missing homework becomes habitual.

Testing

Missed tests, quizzes, and/or assignments should be made up within the week of the student's return to school, except in the case of an extended illness. The student should consult the teacher to determine the make-up agenda. F's or Incompletes (I) will be assigned if work is not made up in a timely fashion. Students have the opportunity to earn extra credit by correcting tests.

Exams are given quarterly over a three or four day schedule. Parents and students will be notified of the schedule on school calendars and on the school and teachers' portals at www.plusportals.com/oldp. Notification will be made of any unforeseen changes in the schedule.

Ancillary Classes

The ancillary courses scheduled for this year are P.E./Health, Media, Music, Spanish, and Robotics. These classes are part of our curriculum and must be treated with the same respect as any other class. These courses are graded with certain concepts in mind: participation, appropriate understanding of class material and satisfactory completion of all activities and assignments. Students are to be on task during the class sessions. Individual teachers will address testing and/or other requirements in their class policies.

Numerical grades are recorded for graded assignments in these classes and are averaged together to arrive at a quarterly report card grade based on the same grading system as their academic classes: 100-94 – A; 93-86 – B; 85-78 – C; 77-70 – D; 69 or below – F.

Students who fail an academic ancillary subject for the 1st semester will repeat the class in the 2nd semester, which may entail ancillary schedule changes till the end of the year. Students who fail an academic ancillary subject for the 2nd semester will receive an Incomplete (I) and will be given a summer school packet to complete and return in order to have the Incomplete (I) removed.

Grade Requests

We always welcome interested parents' requests to teachers or administration concerning a child's progress. However, we ask for parent consideration in the week before mid-quarter grades are posted or report cards are due to be sent home. When such requests follow mid-quarter grades or report cards we can give a more accurate appraisal of the child's progress and needs.

MIDDLE SCHOOL LOCKERS

Students in grades 5–7 will be assigned lockers in which to keep their books and supplies. **Lockers must be locked with a combination lock purchased only from the school and must be kept locked at all times.** Students should not share their combinations with anyone else or enter another student's locker without permission from the teacher. The school assumes no responsibility for items left in unlocked lockers. Students will have assigned times during the school day to go to their lockers. No student will be allowed at lockers before or after school without permission from a teacher. In certain cases, the school reserves the right to inspect individual student lockers.

EXPECTED BEHAVIOR

A key concept regarding any behavior or discipline policy is respect. Our Lady of Divine Providence Middle School is based on **respect for self, peers, adults, and property.** We strive to reward positive behavior.

The following set of guidelines is designed to assist students and parents in understanding the middle school daily routine and expected behavior for the day's various activities :

- **HOMEROOM** – Students are expected to be on time, attentive, silent during announcements and responsive during prayers and the Pledge of Allegiance. Occasional outside assemblies will be scheduled and announced. Cell phones or other electronic devices must be checked into the office at this time to avoid disciplinary consequences. **See page 31 of the Student/Parent Handbook.**
- **UNIFORM** – All students should wear the uniform of the day with pride. Torn, worn, or frayed uniform items may not be worn on campus. To avoid disciplinary consequences, the uniform should be appropriately maintained and worn at all times in accordance with the school handbook. This includes changing or eliminating uniform items such as socks or belts during the day.
- **LOCKERS** – Students are to use their lockers before school, at midday, and before dismissal under teacher supervision. All other use of lockers is prohibited unless the student has permission from a teacher or administrator. Students should be packing or seated in the proper area in their classroom during locker time. Students should not leave their assigned area without permission. **There should be no loitering in the halls at any time.**

- **CLASSROOM** – Students should use appropriate language and volume in the classroom. They should have with them all necessary supplies, books and materials for class, and should remain attentive and on task at all times. Students should keep hands, feet, and any possessions to themselves. They should remain seated unless given permission to be up. **Students should avoid calling out or making disrespectful comments to peers, teachers, or other adults at all times.** Writing and sending personal notes during class time will not be allowed.
- **MOVEMENT BETWEEN CLASSES** – Students should move quickly and quietly to class. They should walk in single file and stay within their own space. Students should be on time to class, should enter the class quietly, be seated and begin taking out appropriate materials for class. **There should be no loitering in the hallway or in the prior classroom.**
- **BATHROOM/WATER USE** – Students should use the facilities before school, at recess, and with permission of the teacher and a bathroom pass, at the very beginning or end of a class period. Since students have access to restrooms before school and at recess, bathroom use during the first class and the class following recess is restricted to emergency use only.
- **CAFETERIA** – Students should enter the cafeteria quietly and in order, and avoid pushing or cutting in line. They should keep their hands, feet, and possessions to themselves. They should use appropriate language, volume and manners at all times. Students should clean up their own lunch space, and remain seated until dismissed by the teacher on duty.
- **YARD** – Students should stay in assigned areas for safety purposes. There should be no verbal or physical aggression at any time, and profanity will not be tolerated. Any injuries or other problems should be reported to the teachers on duty immediately. Students must have permission from teachers on duty to enter the building for use of the restroom or other activity.

DISCIPLINE

The following behaviors are unacceptable and deserving of administrative consequences:

- **Anything that might hinder learning by self or others** such as deliberate disturbances; being or causing distractions in class; disobedience; disrespect for peers (person or property); disrespect for teachers/adults; cheating*.
- **Anything causing potential or actual harm to self or others** such as physical or verbal aggression; profanity in any form; destruction of school or others' property; public display of affection; forgery*; truancy*; fighting*; cyber-bullying*; bullying in any form*; defaming or harassing OLDP School, students, faculty or staff via electronic communications or social media*; and/or possession or use of any weapons, drugs, or anything that may cause harm*.

***These offenses are considered very serious.**

Possible consequences for unacceptable behavior include the following: loss of conduct points, teacher interventions, teacher generated punish work, community service, Saturday detention, in or out of school suspension, withdrawal/expulsion. Parent conferences may be required in some cases. The Discipline Committee may be called together for serious and/or chronic situations.

Usual Procedure

Each student will be assigned a conduct grade of 100 points at the beginning of each week. Points will be deducted from the conduct grade according to the Personal Responsibility/Conduct Guidelines found in the student's conduct folder which should be kept with them at all times (except lunch and recess). Any school employee may deduct points for infractions. Weekly conduct grades will be computed and recorded by the homeroom teacher. **The weekly grades will be averaged for a single quarterly conduct grade that will appear on the report card.** Parents are asked to check the weekly conduct grade and sign the folder each Wednesday. Additional consequences will result if conduct folders or detention notices are not signed. There will be incentives to encourage students to maintain good conduct. Weekly conduct grades of D or F will result in Saturday detention with a \$5.00 administrative fee. Consistent grades of D or F are unacceptable. Students receiving multiple D's or F's will be suspended and placed on disciplinary probation. They may be asked to withdraw from Divine Providence School.

A student who makes statements or gestures indicating a threat to the safety of self, students, or staff will be taken seriously and immediately suspended. The student will need to have an administrative/parent conference and a letter from a licensed, board-certified psychologist/psychiatrist stating he/she is not a danger to self or others in order to return to school.

If a student:

- receives a D or F in the weekly conduct folder, he/she will receive a two hour Saturday detention. Students who fail to report for Saturday detention will be suspended, and will not be allowed in class until parents meet with the administration.
- serves 2 Saturday detentions, he/she will receive an in-school suspension and a Parent/Student/Administrator conference in lieu of a 3rd Saturday detention.
- accumulates 2 in-school suspensions, he/she will be placed on disciplinary probation with another Parent/Student/Administrator conference.
- commits further offenses, he/she will receive an out-of-school suspension. The student's record will be reviewed by the Discipline Committee to determine if expulsion or a request to withdraw is in order

Eligibility for extracurricular activities and field trips will be withdrawn for suspensions or other serious disciplinary reasons. Suspensions will also have a serious negative impact on the quarterly conduct grade.

Serious offenses may result in immediate suspension. Immediate expulsion may occur if an offense is considered extremely serious. Our Lady of Divine Providence School reserves the right to expel any student at any time whose behavior is deemed detrimental to other students in the school, or whose behavior is detrimental to the reputation of Divine Providence School. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

EXTRACURRICULAR ACTIVITIES

Our Lady of Divine Providence Middle School offers students a variety of extracurricular activities. Activities that may be of interest may include but are not limited to:

Athletic teams (boys & girls)	Choir	Quiz Bowl
Altar Servers	Environmental Awareness	Robotics
Art Club	Garden Club	Safety Patrol
Bookworms	Matthew 25 (service)	Student Council
Cheerleaders	Mentors	

Students who participate in activities that require a large commitment of time, such as sports teams or cheerleaders, are expected to maintain a satisfactory grade point average. **When grades fall below the satisfactory level, the students will be placed on probation from their extracurricular activities until their grades improve.** Refer to specific club guidelines for further information.

Talent Show

This activity is dependent on availability of adult supervision. Talent shows usually occur in the spring. There will be no show in years where there is no teacher moderator.

MISCELLANEOUS

- Students completing all homework and classroom requirements and/or remaining detention free will be recognized for their achievement.
- In order to be eligible for Student of the Month, a student must have completed all homework and be detention-free for that month.
- An official school permission slip is required in order to attend field trips. These are issued well in advance, and students should be responsible about returning them on time. **Students who do not bring in their permission slips by the day of the scheduled trip will remain at school and will not be allowed to attend with the rest of the class.**

Any additional Middle School information may be found in Panther Pause, published every other week, on the school web page at www.oldpschool.org or on teacher portals at www.plusportals.com/oldp

INDIVIDUAL

CLASS

POLICIES

PLEASE DETACH THIS PAGE FROM THE HANDBOOK AND RETURN TO THE HOMEROOM TEACHER ON THE SECOND DAY OF CLASS.

I have read, understand and support the class and school policies as stated in the Middle School Handbook of Our Lady of Divine Providence School.

PARENTS' AND STUDENT'S SIGNATURES

FATHER _____ MOTHER _____

STUDENT _____ DATE _____

CLASS CODE _____