

Enlightening Minds Forming Lives



**2017-2018**

## **Middle School Handbook**

A supplement to the Annunciation Parent/Student Handbook

\*All content contained in this handbook will take precedence over any discrepancies with the Parent/Student Handbook.

### **ANNUNCIATION CATHOLIC SCHOOL**

223 North Browder Street

Columbus, MS 39702

[www.annunciationcatholicschool.org](http://www.annunciationcatholicschool.org)

Phone: 662-328-4479

Fax: 662-328-0430

Principal:

Joni House [johouse@cableone.net](mailto:johouse@cableone.net)

## TABLE OF CONTENTS

ACS Honor Code	3
Service Hours Requirements	4
Absence and Tardiness	7
Classroom Management	7
Communication/Conferencing Procedures	9
Bullying/Harassment	9
Homework	11
Integrity	12
Make-up Work & Homework Requests	13
Plagiarism	13
Testing Policies	13
Semester Exams	14
Uniforms	14
Public Displays of Affection	17
Dance Decorum	18
Field Trips & Chaperones	18
8 <sup>th</sup> Grade Retreat	18
Snacks	19
Lost or Stolen Items	19
Cell Phones and Electronic Devices	19
Supplies/Binders/Notebooks	19
Substance Abuse	19
Drug & Alcohol Consent and Receipt	24
Handbook Confirmation Page	25

**This handbook is a supplement to the Annunciation Parent/Student Handbook and is the first resource for all matters and concerns with Middle School Students.**

**This handbook is required reading for all Middle School Parents and Students.**

**After reading, please sign and return the Handbook Confirmation page found on the last page by August 14, 2017.**

## **ACS MIDDLE SCHOOL HONOR CODE**

We, the Middle School students of Annunciation Catholic School, will commit ourselves to live our faith, to meet educational goals, to align our actions with the tenets of Catholic Social Teachings, and to practice proper discipline. We also pledge to THINK before we speak and act. We will ask ourselves the following questions:

Is it True?

Is it Helpful?

Is it Inspiring?

Is it Necessary?

Is it Kind?

As a member of this community, I will be mindful of and led by the following Scripture:

*“God created man in His own image, in the image of God He created him; male and female He created them.” (Genesis 1:27)*

## CHRISTIAN SERVICE HOURS REQUIREMENTS

Christian Service Hours, which are based on the Works of Mercy and Catholic Social Teaching, give us the opportunity to walk in the footsteps of Jesus. Just as members of the early Church pooled their money and property, using their resources to care for the poor, we too are called to use our unique gifts to reach out and make a difference. As part of your preparation for high school, you are required to complete service in each of the following areas: Family, School or Parish (church), Community. Students should evenly distribute their hours among these three areas. Prayer and discernment are an important part of what God is calling you to do. Some services may fall into more than one area. Your Religion teacher will discuss more examples of service opportunities in class.

Required number of service hours per grade	
6 <sup>th</sup>	6 hours
7 <sup>th</sup>	9 hours
8 <sup>th</sup>	15 hours

**Completion of a Christian Service Hours form** is required for each service. Signing in or telling someone about the service is not enough. Always make sure the Reflection of Service part of the form is completed in detail. **By the end of Christmas break you should have completed at least half of your service hours.**

**Please note**, examples of service that do not meet the requirements of Christian Community Service are volunteering as an assistant coach for a sports team, pet walking or pet sitting, car washes. Please see Religion teacher if you have questions.

### Prayer and Discernment

*Now there are varieties of gifts, but the same Spirit; and there are varieties of services, but the same Lord; and there are varieties of activities, but it is the same God who activates all in everyone. To each is given the manifestation of the Spirit for the common good. All these are activated by one and the same Spirit, who allots to each one individually just as the Spirit chooses. (1 Corinthians 12:4-7,11)*

**Dear God,**

**Thank you for the opportunity that lies before me. You know I'm feeling uncertain about where to go and how my service project will turn out. Please open my heart as I choose my project, and guide me to the place that will best use my gifts. Help me find the resources I need to make a wise choice and do a good job. Thank you for your constant love and guidance. Amen.**

## **Catholic Social Teaching**

### **Life and Dignity of the Human Person**

Human life is sacred because it is a gift from God. We are all God's children, and share the same human dignity from the moment of conception to natural death. Our dignity-our worth and value- comes from being made in the image and likeness of God. This dignity makes us equal. As Christians we respect all people, even those we do not know.

### **Call to Family, Community, and Participation**

As Christians we are involved in our family life and community. We are called to be active participants in social, economic, and political life, using the values of our faith to shape our decisions and actions.

### **Rights and Responsibilities of the Human Person**

Every person has a fundamental right to life. This includes the things we need to have a decent life: faith and family, work and education, health care and housing. We also have a responsibility to others and to society. We work to make sure the rights of all people are being protected.

### **Option for the Poor and Vulnerable**

We have a special obligation to help those who are poor and in need. This includes those who cannot protect themselves because of their age or their health. At different times in our lives we are all poor in some way and in need of assistance.

### **Dignity of Work and the Rights of Workers**

Our work is a sign of our participation in God's work. People have the right to decent work, just wages, safe working conditions, and to participate in decisions about their work. There is value in all work. Our work in school and at home is a way to participate in God's work of creation. It is a way to use our talents and abilities to thank God for his gifts.

### **Solidarity of the Human Family**

Solidarity is a feeling of unity. It binds members of a group together. Each of us is a member of the one human family, equal by our common human dignity. The human family includes people of all racial, cultural, and religious backgrounds. We all suffer when one part of the human family suffers, whether they live near us or far away from us.

### **Care for God's Creation**

God created us to be stewards, or caretakers, of his creation. We must care for and respect the environment. We have to protect it for future generations. When we care for creation, we show respect for God, the creator.

## **Works of Mercy**

### **Corporal Works of Mercy**

Feed the hungry  
Give drink to the thirsty  
Clothe the naked  
Shelter the homeless  
Visit the sick or nursing homes

Visit the imprisoned (The elderly and disabled are often prisoners in their home.)  
Bury the dead  
Attend funerals of friends and family

### **Spiritual Works of Mercy**

Counsel the doubtful  
Help those in need of guidance/support  
Instruct the ignorant  
Admonish the sinner  
Lovingly warn others when their ways are leading to sin  
Comfort the sorrowful  
Comfort friends & family who are suffering

Forgive all injuries  
Forgive those who hurt you and rebuild relationships  
Bear wrongs patiently  
Do not take revenge for injustices done to you  
Pray for the living and the dead



## **ABSENCE AND TARDINESS**

Please refer to school policy with the following exceptions for ACS Middle School Students:

Students are to avoid being absent, if at all possible. While it may be possible to complete some assignments missed due to absence, many classroom learning experiences cannot be truly replicated. While absence due to illness cannot be avoided, parents are urged to avoid taking students out of school when it is not absolutely necessary. This is also true for both late arrival and early dismissal.

### **General policies related to absences**

- If a student is absent one day, they must turn in the homework for the missed day on the day after they come back. If a student is absent two days, they must turn in all work two days after they return. If they are absent three days, they must turn in all work in three days, etc., not to exceed five days. Students who do not turn in all make-up work according to the above stated policy, will receive zeros for said work.
- In the event of a planned absence, parents should alert all teachers (not just the home room teacher) with as much notice as possible. Only with plenty of advance notice can teachers organize work that may be done while the student is away. It might not be possible for all learning experiences to be prepared for completion outside of school. Teachers may require that some assignments/quizzes/tests be done BEFORE the student is absent from school.
- Students present for any portion of a school day are expected to turn in all homework, whether or not they attend all classes. Students are responsible for the work's delivery to teachers. If work is not turned in before students leave for the day, that work will be considered late and will be given credit accordingly.
- Students present for any portion of a school day are also responsible for getting any materials or worksheets needed for that evening's homework in any class they miss due to late arrival, early dismissal, or mid-day pull-out.
- If a student is absent, whether due to illness or because of a planned absence, on a day that a long-term project or assignment is due, the work must be delivered to the school office by 8:00 a.m. on the stated due-date. Students who will be experiencing a planned absence on such a due date must turn in the project prior to leaving school.

## **CLASSROOM MANAGEMENT**

### ***School Wide Expectations – The Four B's***

These affect the daily living together of all members of the school community:

**Be Responsible**

**Be Respectful**

**Be Safe**

**Be Kind**

### ***Middle School Expectations – “Called to Be More”***

*“We are created in the image and likeness of God.... Therefore, it's in God that we find the ultimate truth about ourselves. The link in this movement from man to God and God to man is, of course, the God-man. Jesus Christ 'fully reveals man to himself and makes his supreme calling clear.’” (Vatican II)*

We are reminded that the word discipline comes from the root word “*disciple.*” Discipline helps in forming the attitudes and responses that lead to positive habits and responsible Christian actions. ACS teachers have high expectations for our students as individuals and as a class because we believe that disciples of Christ are “Called to Be More.” We trust that with parental guidance and support our students will rise to those expectations and go beyond!

† Habit #1 – Be Proactive

- *“That you should put away the old self of your former way of life, corrupted through deceitful desires, and be renewed in the spirit of your minds, and put on the new self, created in God’s way in righteousness and holiness of truth.” (Ephesians 4:22-24)*
- Accept responsibility for your actions.

† Habit #2 – Begin with the End in Mind

- *“Let us rid ourselves of every burden and sin that clings to us and persevere in running the race that lies before us while keeping our eyes fixed on Jesus, the leader and perfecter of faith. For the sake of joy that lay before him he endured the cross, despising its shame, and has taken his seat at the right of the throne of God.” (Hebrews 12:1b-2)*
- Follow directions the first time given.

† Habit #3 – Put First Things First

- *“Jesus replied, ‘The first is this: “Hear, O Israel! The Lord our God is Lord alone! You shall love the Lord your God with all your heart, with all your soul, with all your mind, and with all your strength.” The second is this: “You shall love your neighbor as yourself.” There is no commandment greater than these.’” (Mark 12:29-31)*
- Come to school prepared to learn with homework/assignments completed.

† Habit #4 – Think Win-Win

- *“Do to others whatever you would have them do to you. This is the law and the prophets.” (Matthew 7:12)*
- Enhance the learning of others.

† Habit #5 – Seek First To Understand, Then To Be Understood

- *“Know this, my dear brothers: everyone should be quick to hear, slow to speak, slow to wrath, for the wrath of a man does not accomplish the righteousness of God.” (James 1:19-20)*
- Show compassion at all times.

† Habit #6 – Synergize

- *“For as in one body we have many parts, and all the parts do not have the same function, so we, though many, are one body in Christ and individually parts of one another. Since we have gifts that differ according to the grace given to us, let us exercise them.” (Romans 12:5-6)*
- Use your gifts and resources wisely.

† Habit #7 – Sharpen the Saw

- *“Do you not know that your body is a temple of the Holy Spirit within you, whom you have from God, and that you are not your own? For you have been purchased at a price. Therefore glorify God in your body.” (1 Corinthians 6:19-20)*
- Treat yourself and others with dignity.



The following is our “tool” for Classroom Management in the Middle School

### **ClassDojo**

ClassDojo is an online behavior management system intended to foster positive student behavior and classroom culture. Students earn positive and negative feedback in the form of points, which can be monitored in an app or online. Parents will be invited to ClassDojo by their child’s homeroom teacher. Classroom and individual incentives for positive feedback will be determined by each classroom teacher. Students will be encouraged to reflect on and improve their feedback based on the following:

#### **Consequences Per Day**

3 Negative Points = ClassDojo email message home to parent

4 Negative Points = ClassDojo email message home to parent and lunch detention

5 Negative Points = ClassDojo email message home to parent, lunch detention, and student completion of a “Behavior Reflection,” to be returned signed by parents the following day

6 Negative Points = After-School Detention (3:00-3:45 Monday, Tuesday, or Thursday)

Teacher will contact principal and parents to schedule a conference.

*Consequences will accumulate. For example, if a student receives five negative points in one day, it will be recorded in ClassDojo, they will serve a lunch detention, AND they will be required to complete a “Behavior Reflection.”*

#### **“The Big Three”**

There are times when an adult may have to take immediate disciplinary action:

1. When a student is in or places others in physical or psychological danger.
2. A student is abusive in tone, gesture, or word.
3. A student’s behavior is out of control.

A violation of any of these will result in a Disciplinary Referral to the principal and loss of potential privileges.

#### **Parent Communication**

Academic communication, i.e., questions pertaining to a certain assignment or grade, will be via TeacherEase email.

All other communication, including that pertaining to behavior, will be via ClassDojo.

#### **Communication/Conferencing Procedures**

TeacherEase, ClassDojo, and the ACS school websites are key tools in our communication network.

The brown envelope that is sent home on Monday and the ACS school website are your sources for the principal’s newsletter, announcements, lunch order forms, photos, and links. Teacher web pages may be accessed at this site, as well. Teachers are most easily accessed via email. Calls may also be placed to the school office, and a message will be left for a teacher. Every effort will be made to respond to a parent within 24 hours.

#### **BULLYING/ HARASSMENT**

Catholic educational institutions need to be havens where Gospel respect is paramount in the learning environment. Our schools and centers need to be places where students and employees feel safe and valued. The Diocese of Jackson, therefore, has a zero tolerance policy for harassment of any kind in its schools/centers.

Harassment includes any physical, psychological (including threats of extortion) or verbal action reflecting a lack of respect for another. Because harassment oftentimes can be

construed as creating a *hostile environment* for another person or group, it cannot be tolerated in a Catholic school where respect for the human dignity of each person is a basic value.

Bullying is another form of harassment. It occurs when an individual takes advantage of another person. The bully perceives this individual as vulnerable and, by any of the actions noted above, seeks to gain control over his or her victim.

Bullying/harassment complaints or threats of extortion will be immediately investigated by the appropriate adult (i.e. classroom teacher) and referred to the administrator. Individuals who make threats – seriously or in jest- either physically, verbally, in writing or on-line will be subject to immediate disciplinary action, up to and including expulsion or termination.

*(Policy#4604, Diocese of Jackson Policies and Regulations)*

Annunciation Catholic School is committed to providing a learning environment that is free from harassment and bullying. Harassment or bullying of any student by any other student or school employee or volunteer is prohibited. The school treats allegations of harassment or bullying seriously and will promptly investigate such allegations and take appropriate corrective action.

A complaint of harassment or bullying does not, in and of itself, create a presumption of wrongdoing. Substantiated acts of harassment or bullying, however, will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges may also be subject to disciplinary action, up to and including dismissal.

Harassment or bullying occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating by a real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but is not limited to, such actions as verbal taunts, name-calling and put-downs—either ethnically- or gender-based, derogatory written words, drawings or gestures, and extortion of money or possessions. Such conduct is disruptive of the educational process and the Christian and spiritual environment. Therefore, harassment and bullying are unacceptable behaviors at Annunciation Catholic School.

Annunciation Catholic School is also concerned about cyber-bullying and its impact on children. It causes emotional harm, and can result in children's depression, anger, school failure and physical harm to themselves and others.

If in the judgment of school officials any cyber activity occurring off-school premises could result in the harassment, intimidation or bullying of an ACS student, such cyber activity may be treated as an offense under the School's Bullying Policy. Examples of prescribed cyber activity, though not exhaustive, are:

1. Sending or posting harmful materials online or through a cell phone that, in the judgment of school officials, might pose a threat to another;
2. Posting threatening statements or distressing material about others either online or through a cell phone;
3. Disclosing personal or intimate information (whether or not true), including photos, addresses and phone numbers, about another in an "imposter" website (a website created by a person other than the person depicted on the website).

This policy shall apply to activities on school property, all school-sponsored events whether at school or away from the school, and to activity (whether on school property or not) which causes harassment or bullying to be suffered by an ACS student. The following components are part of this policy:

- A procedure for pupils to confidentially report to school officials incidents of harassment, intimidation, or bullying
- A procedure for parents and guardians of pupils to submit written reports to school officials of suspected incidents of harassment, intimidation, or bullying
- A requirement that school employees or volunteers report suspected incidents of harassment, intimidation, or bullying to the appropriate school official
- A formal process for the documentation of reported incidents of harassment, intimidation, or bullying, except that no such documentation shall be maintained unless the harassment, intimidation, or bullying has been proven
- A formal process for the investigation by the appropriate school officials of suspected incidents of harassment, intimidation, or bullying
- Disciplinary procedures for pupils who have admitted or been found to have committed incidents of harassment, intimidation, or bullying
- Disciplinary procedures for pupils who have submitted false reports of incidents of harassment, intimidation, or bullying

## **HOMEWORK**

The length required to complete each night's home assignment should be approximately this schedule: **sixth 15-20 minutes per subject assigned; seventh and eighth 20 – 30 minutes per subject.** Many factors, however, can affect the actual time an individual student requires to complete homework. The key to a student's efficiency is time management, both in class and out of school. Students who do not use class time efficiently often take home unfinished class work, adding to the time needed for actual homework and for preparation for the next day's classes. Procrastination on assignments given several days to complete or on long-term projects can also give the appearance that homework has been "piled on" on any given evening.

It is essential that students learn to effectively manage time before making the transition to high school. The use of the school-issued agenda is mandatory. Organization is a fundamental skill that must be taught, practiced, and learned.

Students are in error when they view homework as strictly the completion of "hard-copy" assignments. Students who say they "have no homework" are, in effect, telling parents that they have no unfinished work that will be collected the next day. While such may be true, time still should be devoted to study and review. The goal is to establish a routine and develop a work ethic that clearly marks school work as a student's top priority.

### **General homework guidelines/policies**

- Homework is the student's responsibility. The parents' responsibility is to provide a quiet study space for students.

- All homework must be complete and of acceptable quality. **Incomplete, sloppy, and/or quick work may be required to be redone and/or subject to lower grading.**
- Homework is expected to be complete when the student arrives for school. This is not a time to do homework that should have been done the night before, nor can students hope to find time in the course of a new school day to complete a previous day's assigned work.
- Homework that is not complete when the day begins is subject to a late grade. Students may not fill in answers for unfinished work if the assignment is reviewed in class before the teacher collects it (answers may be filled in, if the teacher permits). **To do so would result in the assignment receiving a zero.**
- Some assignments may not be eligible for accepted late credit. The teacher will communicate which assignments will not be eligible for late credit with the students.
- Students present for any portion of a school day are required to turn in all homework due that day, whether or not they attend all classes. Students are responsible for the work's delivery to teachers, and failure to turn in any homework will result in a 0M (zero, missing work) grade just as if the homework had not been done.
- Students present **for any portion** of a school day are also responsible for getting any materials or worksheets needed for that evening's homework in any class they miss due to late arrival, early dismissal, or mid-day pull-out.
- Students who will experience a planned-absence on a stated due-date for a **long-term assignment** are required to turn in all work before leaving school.
- In preparation for the rigors of high school, some homework may be assigned over weekends and on special event nights.

### **Middle School Homework Policy**

The following is the Middle School Homework Policy:

- ▶ Homework is due upon arrival at school.
- ▶ Homework that is not completed and turned in on the due date will result in a zero for the assignment until it is turned in.
- ▶ Late homework may be turned in the following day for  $\frac{3}{4}$  credit or for  $\frac{1}{2}$  credit any day after that day, for up to five days after the original due date.
- ▶ Homework that is not turned in five days after the original due date earns a zero and is not eligible for any partial credit.

*Homework policy extends to all assignments, including long-term projects and papers.*

### **INTEGRITY ISSUES AND HOMEWORK**

Generally, homework is assigned to promote independent mastery of content and skills. During the learning phase of any content or skill, however, it is reasonable for students on the road to mastery to require help from others. As such, cooperative learning can be an effective teaching strategy. What students need to understand, however, is that there is a world of difference between cooperative learning and simply exchanging answers. Students are encouraged to:

- Seek out partners who will truly help facilitate learning
- Discuss processes that lead to solutions
- Teach others methods that will enable them to solve problems on their own

Students earn a zero and negative feedback in ClassDojo if the following occurs:

- A student copies answers directly from another person's work
- A student allows another person to copy their work
- A student verbally gives or receives answers
- A student is in possession of another student's homework

### **MAKE UP WORK & HOMEWORK REQUESTS**

When a student is absent, parents may specifically request make up work when calling the school office to report their child's absence. As a courtesy to teachers, special requests should be made by 10:00 a.m. Please understand that teachers cannot stop class to gather materials, so late requests frequently are not honored. Whether or not work is specifically requested, a "While You Were Out" sheet will be prepared and materials gathered for the absentee. Work will be available for pick up. Requests for early pick-up generally cannot be accommodated.

### **PLAGIARISM**

The American Heritage Dictionary defines *plagiarism* as "the use and passing off as one's own the ideas or writings of another." Plagiarism is a serious offense. Middle School students generally understand that copying directly from published works constitutes plagiarism, but frequently they mistake other acts as permissible. Plagiarism also occurs when:

- Text is cut from a web site or document and pasted into one's own document
- An author's words are simply rearranged and placed into one's paper
- The student substitutes a few synonyms for an author's original word choices
- Ideas found elsewhere passed off as original ideas

Students are taught how to acceptably paraphrase, cite sources, and attribute credit. As such, students who plagiarize will be subject to disciplinary action, which may include the nullification of any grade earned on the assignment found to be plagiarized.

### **TESTING POLICIES**

During a test, the student will:

- Face forward while sitting properly at the table/desk
- Sit with feet on the floor and hands on the table/desk
- Keep eyes focused on his/her own paper
- Come prepared with all tools/materials allowed for use during the test
- Clear the desk surface of all superfluous materials and place all other personal possessions in the designated areas
- Remain seated at all times; permission to leave the table/desk must be granted by the teacher
- Raise his or her hand if assistance is needed

It will result in a zero grade, negative feedback on ClassDojo, and possible disciplinary action from the principal if a student:

- Looks on someone else's paper or allows another student to look at theirs
- Has in possession or on their person, notes or information pertaining to the test
- Leaves notes or other materials exposed within sight
- Uses information from any external source; all work during test time must be the product of the student's own brain

### **Test Taking Following an Absence**

Middle School teachers give anywhere from four days to two weeks notice for each major test. Students are responsible for being prepared for the tests on the days they are given. **If a student is absent on the day a test is given, if at all possible, they must be prepared to take the test on the day they return to school. Policy, however, will allow students a minimum of one school day to prepare for a make-up test.** Students must confer with teachers on the day of their return after an absence to schedule make-up tests. Teachers will decide when a reasonable expectation of preparedness can be achieved. Quizzes may be given without prior notice. Generally, all make-up tests will be administered after school except Wednesdays unless another suitable time is decided.

If a student is present for any portion of a school day on which a test is to be administered, the student must make arrangements to take the test in the course of that same school day. If a test is missed due to a late arrival, or will be missed because of a planned early dismissal or mid-day pull-out, it is the student's responsibility to make arrangements with the teacher to take the test at another time during that same day.

### **SEMESTER EXAMS**

First Semester Exams will be given TBD, and Second Semester Exams will be given TBD. Second Semester Exams in some subject areas may be in the form of a project (Performance Assessment) with specific requirements, which will be detailed. There will be no exemptions given for Semester Exams.

### **UNIFORMS**

*“Do you not know that your body is a temple of the Holy Spirit within you, whom you have from God, and that you are not your own? For you have been purchased at a price. Therefore glorify God in your body.” (1 Corinthians 6:19-20)*

*“The body, in fact, and it alone, is capable of making visible what is invisible: the spiritual and the divine....[The body] was created to transfer in the visible reality of the world the invisible mystery hidden since time immemorial in God and thus be a sign of it.”  
(Pope John Paul, General Audience 2/20/80)*

A human person is precious because they are both body and soul. In *Theology of the Body*, the author states, “Our bodies are the windows that reflect the light of our souls” (Butler, et al.). In this way, the “language of the body” can give a powerful message about our relationship with God.

The ACS Uniform and Dress Code has been established to encourage modesty, which is speaking or dressing in a way that reflects God's design for our bodies. A student's appearance cannot be a distraction from the learning environment and students are expected to dress cleanly and modestly without reminders. Parents and guardians are expected to be the best counsel in this effort.

ACS students learn that self-expression is determined by their character as illustrated by their attitude, behavior, and personality. It is not determined by what they wear. Compliance with the uniform and dress code is not voluntary. It is effective before, during, and after school hours when students are on school property, field trips, or extracurricular events.

Dress code violations will result in a Uniform Violation as a reminder of what needs to be corrected. If not corrected in a timely manner, negative feedback on ClassDojo will occur. ACS teachers and administrators make the interpretation of what is acceptable or unacceptable and the consequential disciplinary action for objectionable dress. If there is any question as to whether the article is within dress code or not, do not wear it. Rule of thumb is if you have to question it, we will have to question it.

## **Middle School Uniform Policy**

### **Regular School Day**

#### ***Boys***

- Pants
  - **Khaki shorts or long pants (no higher than 2 inches above the knee)**
  - Belt required – solid brown, black, red, or blue
- Shirts
  - **Navy blue or white short or long sleeve polo shirt**
  - Shirts must be tucked in with the exception of PE.
  - Undershirts must be solid (dress code-approved) colors.
- Socks – **REQUIRED** (socks must be visible)
  - Solid white, navy, or black socks
- Footwear
  - Primarily neutral colors – white, brown, grey, black, navy, or red
  - No overall outrageous/extreme colors
  - No boots
  - No sandals or clogs (including Crocs)
- Jewelry
  - Jewelry and accessories should not distract from the learning environment.
  - No earrings
  - Necklaces are limited to a single strand/single medallion.
  - No makeup or fingernail polish
- Hair
  - Hair must be clean, well-groomed, trimmed above the eyebrows and no longer than the top of the collar. No facial hair is permitted (i.e. mustaches, beards, goatees, sideburns, etc.).

#### ***Girls***

- Skorts
  - **Khaki skort (no higher than 2 inches above the knee)**
- Shirts
  - **Navy or white short or long sleeve polo shirt**
  - **Short or long sleeve white camp shirt (no tuck)**
    - **Discontinued by Uniform & Accessories**
  - **¾ sleeve (no tuck)**
  - All shirts except the no-tuck blouses must be tucked in.
  - Undergarments for girls worn under white should be white or flesh-toned.

- Socks – REQUIRED (socks must be visible)
  - Navy blue knee socks, navy/white tights, or solid color white or navy socks
  - No leggings
- Footwear
  - Tennis shoes or casual shoes/loafers (closed heel and closed toe shoes) with rubber soles
  - Primarily neutral colors – white, brown, grey, black, navy, or red
  - No boots
  - No sandals or clogs (including Crocs)
- Jewelry/Accessories
  - Jewelry and accessories should not distract from the learning environment.
  - Only one pair of earrings may be worn
    - Small and unobtrusive studs or 1-inch dangles
  - Necklaces are limited to a single chain/strand, single drop/medallion.
  - Headbands and other hair accessories must be in dress code colors and not distract from the learning environment.
- Makeup
  - Light application (no heavy eyeliner)
  - Neutral colors only
- Fingernail polish
  - Must be well-manicured with no chipped polish
- Hair
  - Hair must be clean, well-groomed, and either pulled back away from the face or, if bangs are worn, trimmed above the eyebrows.

### ***Outerwear***

- Inside - Only the following are allowed in the classrooms/assemblies:
  - **Blue or red sweatshirts with ACS logo**
  - **Blue or red fleece jackets or vests with ACS logo**
  - **Blue or red Nylon Anoraks with ACS logo**
- Outside
  - All other outerwear should be worn outdoors.
  - No hats may be worn in any of the buildings.

### **Mass and Special Days (Mandatory)**

\*\*Students will wear this uniform all day.

### ***Boys***

- Khaki long pants**
- White Oxford short or long sleeve shirt**
- Optional: sweater vest with logo**
- Navy and red striped bowtie or tie (purchased at ACS for \$10)
  - A fee of \$5 will be charged if a tie is borrowed from the office.
- Brown or black belt
- Brown or black socks
- Brown or black “church” dress shoes



## ***Girls***

- Navy or red plaid kick pleat skirt (no higher than 2 inches above the knee)**
- ¾ sleeve white Oxford blouse (no tuck)**
- Navy cross-tie**
  - A fee of \$5 will be charged if a tie is borrowed from the office.
- Navy or white knee socks or navy or white tights
- Brown or black closed-toe “church” dress shoes – flat or low heel

## **Reminders:**

- No visible tattoos (either permanent or temporary), brands, body piercing, or other body art is allowed.
- Students may not draw upon themselves or others with markers, paints, or other staining products.
- The principal may request that the hair be cut or trimmed.
- Students are not allowed to come to school with dyed hair.
- Parents are asked to write their child’s name on all articles of clothing, outerwear, and lunch box.
- Uniforms should be clean and pressed with all buttons attached, no holes in clothing, and hem intact.
- Shirrtails should be tucked in while a student is on campus unless the shirt is a no-tuck shirt.
- Belts must be worn at all times when a shirt is tucked into pants or shorts with belt loops.
- All uniform items in bold must **only be purchased** from our approved uniform company, Uniforms and Accessories, Inc.

## **ACS Middle School PE Dress Code**

Students must be dressed out for every PE class and follow PE dress code guidelines for Middle School, unless they have a written doctor’s excuse.

The dress code for Middle School PE class is as follows. Clothing must fit properly: not too tight or too loose, not too short or too long. Waistlines must be kept at waist height.

1. ACS T-shirts
2. Navy PE shorts must be mesh and of a sports/basketball style. They must be dress code length. (no higher than 2 inches above the knee)
3. PE shoes must be a true athletic shoe for the safety of the athlete. They do not have to be expensive. They must tie snugly or have Velcro clasps. Socks must be worn with PE shoes.
4. Stick deodorant must be used after PE. No body sprays, cologne, or heavily scented body lotions are allowed.

## **PUBLIC DISPLAYS OF AFFECTION (PDA)**

The nature of a Preschool through Grade 8 setting presents unique challenges in defining "appropriateness" in terms of developmentally normal behavior. By the middle school years, young teens may develop attractions for one another, and it is appropriate that they engage in well-supervised group activities such as our school dances or skating parties. It is

inappropriate, however, especially in view of the range of ages of our school population, for students to engage in public displays of affection anywhere on school property or at any off-campus ACS-sponsored event.

### **Hugging**

Again, while showing affection for one's friends by exchanging brief hugs is perhaps age-appropriate, hugging at school can be problematic for several reasons. The "no PDA" policy is aimed at disallowing overt displays of affection between boys and girls who see themselves as a "couple." Teachers, however, cannot be expected to judge when hugs at school are being exchanged between "just friends," as opposed to those who view themselves as something more exclusive. Another concern is that hugging, especially among girls, often becomes a means of publically indentifying alliances while socially snubbing others.

### **DANCE DECORUM**

Dances may possibly be scheduled each school year for currently enrolled ACS Middle School students. Guests and dates are not permitted. The dances are chaperoned by ACS personnel. Dances are an opportunity to fellowship. Being that we are "Called to Be More," students are expected to conduct themselves with dignity and grace. To that end:

- Students will be gracious in accepting and in declining invitations to dance.
- Students will engage only in appropriate dance moves.
- If "slow" dancing, hands will be placed at the waist or upon the shoulders.
- Song dedications are not permitted.

### **FIELD TRIPS & CHAPERONES**

School field trips are an extension of classroom learning, and are considered a privilege. All field trip permission forms, payments, etc. are due by the specified date. Failure to bring any of these items will result in the child's absence from the field trip. Students will also be required to complete provided assignments in lieu of the field trip experience. These assignments will be due on the following school day.

Due to the nature and size of our middle school and the amount of teachers we have, chaperones are not always required. Should the need for chaperones arise, however, you will find this information on the permission slip for that field trip.

### **8<sup>th</sup> GRADE RETREAT**

The "8th Grade Retreat" is an event that is scheduled year by year, and is calendared by the principal only after it is determined to have sufficient parental support. The itinerary for the trip itself may vary from year to year for myriad reasons.

Parents and students should note that individual attendance on the class trip is a privilege, not a right. A student may lose the privilege to attend the class trip as a consequence related to administrative disciplinary action. Any decision to revoke a student's travel privileges rests with the principal.

Parents and students must understand that the fees set for a class trip are based upon the number of travelers who commit to the excursion. The loss of even one student who commits to the trip can impact the costs for the other travelers. As such, any student who loses the privilege to travel as a result of disciplinary action, may forfeit fees already paid and be asked to pay in full if their removal from the roster would force classmates to pay higher fees.

It is the policy of ACS that only teachers and school administrators/staff may serve as chaperones for the class trip.

### **SNACKS**

A 10-minute working snack break will be taken at approximately 10:00 a.m. Parents should very intentionally provide a nutritious snack every day. Young teens need to eat at mid-day. The snack should be a healthy one: fruit, yogurt, a low-fat granola bar, cheese sticks, a half-sandwich, or crackers. Sugary snacks, finger-staining (Cheetos/Doritos/barbeque-flavored chips), and excessively salty products are discouraged. If students bring such things to eat, teachers may confiscate the food and provide healthier alternatives. Water bottles are encouraged (but please try to avoid disposable bottles – choose a refillable bottle instead).

The middle school takes snack during classroom instruction and activity, so it is not permissible for a student to leave the classroom or the building to get a snack. Snacks should always be brought to class ready to eat.

### **LOST OR STOLEN ITEMS**

If an item is lost or stolen, it should be reported to a teacher immediately. However, the school is not responsible for any lost or stolen items. Students know the risk they take by bringing items of value to school.

### **CELL PHONES AND ELECTRONIC DEVICES**

Cell phones and other electronic devices belonging to students are to be kept off during the school day. Students may not carry cell phones on their persons during the day. If a cell phone is an absolute necessity, students must keep cell phones in a designated spot in their homeroom classes.

Any use during the school day of any electronic device may cause the device to be confiscated. Students may use cell phones or other electronic devices on school property before or after school hours **ONLY IF GIVEN PERMISSION ON THAT DAY** by school staff. Failure to comply can result in the electronic device being confiscated.

### **SUPPLIES**

Students and their parents are responsible for maintaining correct and adequate supplies. Be reminded that failure to prepare for class in this manner will result in negative feedback on ClassDojo.

### **NOTEBOOKS/BINDERS**

Student notebooks, binders, or other educational tools are to be free of photographs, magazine or Internet pictures, excessive personal ornamentation, or other markings deemed a distraction.

### **SUBSTANCE ABUSE**

As our middle school continues to develop the local Advisory Council voted to accept and implement the Diocese of Jackson Substance Abuse Policy 5607 and regulations 5607R(a), 5607R(b), 5607R(c), and 5607R(e) as their own. The below policy and regulations will be implemented if faculty/staff have reasonable suspicion (as defined below) of substance abuse.

The purposes of the Diocesan policy on substance abuse are:

- a) To provide the highest quality education by ensuring that no students are users of illegal drugs or are under the influence of drugs, chemicals or alcohol;
- b) To maintain a safe, healthy learning environment for all students;
- c) To reduce absenteeism and tardiness;
- d) To prevent injury to participants of school extracurricular activities;
- e) To prevent injury to those who drive vehicles on campus;
- f) To prevent injury to those who participate in work/study programs

The use, possession, transportation, sale of illegal or non-prescribed drugs, chemicals, and/or alcohol, or the transfer of prescribed drugs is prohibited on school/parish property or at school sponsored functions. It is also a violation to be under the influence of illegal or non-prescribed drugs, chemicals, and/or alcohol.

This policy applies to all students on school property, all students in school vehicles, and all students off school property attending a school function.

If a school reasonably suspects that a student is under the influence of drugs, chemicals, or alcohol either on the premises or at school-sponsored functions, it may require students to submit to a drug, chemical and/or alcohol test (see 5607R(b)). Regulations 5607R(a) through (e) apply to any drug, chemical and/or alcohol testing required by the school.

The school shall require follow-up testing if: 1) at any time during his/her enrollment a student's drug/alcohol test indicates use of illegal or non-prescribed drugs, or alcohol or 2) a student admits to the use of illegal or non-prescribed drugs or alcohol. For procedures regarding follow-up testing see 5607R(c).

Possession of any controlled substance on school property subjects a student to automatic expulsion as stated in Mississippi Code § 37-11-18.

Any student involved in the use and/or abuse of drugs, chemicals and /or alcohol must receive counseling and continued assessment from a licensed drug/alcohol counselor PRIOR to and after readmission to the school. The student will be placed on probation and required to sign a contract approved by the Superintendent of Schools.

All elementary and secondary schools in the Diocese shall provide programs for prevention of substance abuse in their curriculum

#### **Diocesan Regulation 5607R(a)**

The following are the Diocesan regulations concerning substance abuse:

- (1) The sale, possession, transfer, use, or purchase of illegal drugs, controlled substances, or non-prescribed drugs will be reported to appropriate law enforcement officials.
- (2) No prescription drug will be brought on school premises by any person other than the student or the parent/guardian of the student for whom the drug is prescribed. Prescription drugs may be used in the manner, combination, and quantity prescribed only with the administrator's knowledge and the required form.
- (3) Non-school related use, possession, transportation, or sale of illegal or nonprescribed drugs, chemicals, and/or alcohol resulting in investigation, arrest and/or conviction, excessive absenteeism, tardiness, inferior performance, an accident, or a failure to meet school expectations is a violation of this policy.

- (4) Any student who refuses to take or cooperate with the procedures for the administration of a drug, chemical and/or alcohol test within one hour of leaving the school with his/her parents will be subject to discipline, including immediate expulsion.
- (5) Any student who refuses to comply with testing, who tampers with a drug, chemical and/or alcohol test or who in any way fails to cooperate with an investigation into possible violations of the Diocesan Substance Abuse Policy will be subject to immediate removal from school premises.
- (6) If a student's mental or physical abilities are impaired in such manner that the school determines the student is unable to function in a safe or responsible manner, the student must have a parent or guardian pick him/her up and transport the student from the premises to the testing facility. If no relative is available within a designated time period school officials will make appropriate provisions for testing. If the student is hostile and/or leaves the premises against the better judgment of school personnel, appropriate law enforcement officials will be notified.
- (7) The school reserves the right to conduct personal searches of a student's locker, vehicle and effects located on school property or when attending a school-sponsored event when it reasonably believes its substance abuse policy has been violated. Entry upon the school's premises by students will be deemed to constitute consent by students to personal searches. A copy of these regulations, and the Mississippi Drug and Alcohol Testing law can be obtained from the Superintendent's office.

Any violation of the aforementioned regulations will subject a student to discipline, up to and including immediate expulsion.

**Diocesan Regulation 5607R(b)**

(a) Reasonable suspicion is defined under this policy as the belief by the school that a student is using or has used drugs, chemicals, and/or alcohol in violation of Diocesan policy. Reasonable suspicion testing may be based upon:

- (i) Observable phenomena, such as direct observation of drug, chemical, and/or alcohol use and/or the physical symptoms or manifestations of being under the influence of any of the above;
- (ii) Abnormal conduct or erratic behavior while at school, absenteeism, tardiness, or deterioration in school performance;
- (iii) A report of drug, chemical, and/or alcohol use provided by reliable and credible sources and which has been independently corroborated;
- (iv) Evidence that an individual has tampered with a drug, chemical and/or alcohol test during his/her school enrollment with the school;
- (v) An accident or injury at school or while attending or participating in a school related function, or information that a student has caused or contributed to an accident while at school or while attending or participating in a school related function, regardless of the extent of personal injury or property damage; and
- (vi) Evidence that a student is involved in the use, possession, sale, solicitation, or transfer of drugs, chemicals, and/or alcohol while on school premises or while operating its vehicles, machinery, or equipment, or while participating in a work-study program.

- (b) If there is reasonable suspicion that a student is using or has used drugs or chemicals or consumed alcohol in violation of Diocesan policy, that student will be required to submit to a drug, chemical and/or alcohol test.
- (c) In all but extenuating situations, the Superintendent of Schools must approve, in advance, all reasonable suspicion drug testing. In instances when the Superintendent cannot be reached, the principal and/or the pastor has the authority to initiate testing. In the case of reasonable suspicion of alcohol use, the principal has the authority to initiate breath analysis or saliva testing.
- (d) Any student whose test results indicate any use of drugs or alcohol or whose test results are confirmed positive for drugs, chemicals, and/or alcohol will be subject to disciplinary consequences, up to and including expulsion.

**Diocesan Regulation 5607R(c)**

If during the course of his/her enrollment a student's test indicates any use of illegal drugs or alcohol or if the student enters a drug, chemical and or alcohol rehabilitation program, the student will be subject to periodic testing at the parent's expense as a condition of continued enrollment in a Catholic school. Refusal to submit to follow-up testing will result in expulsion. All follow-up testing procedures adopted by the school must meet the prior approval of the Superintendent of Schools.

**Diocesan Regulation 5607R(e)**

- (1) All information, interviews, reports, statements, memoranda, and test results, written or otherwise, received by the school through its drug and alcohol testing program are confidential communications, and will not be released except under circumstances allowed pursuant to the aforementioned drug and alcohol testing law.
- (2) Before testing, a student will be allowed to provide notice to the school of any current or recent use of prescription or nonprescription drugs.
- (3) The following include some of the types of drugs or chemicals for which the school might test: Amphetamines, Barbiturates, Cannabinoids (Marijuana), Cocaine, Opiates, Phencyclidine (PCP), Methadone, Methaqualone, Propoxyphene, Benzodiazepines and other drugs/chemicals that the student is suspected of using.
- (4) All initial positive drug test results will be confirmed by a gas chromatography/mass spectrometry test of the same sample originally tested. All initial alcohol tests will use breath analysis or saliva testing. Confirmatory alcohol testing will be completed by blood sample analysis.
- (5) Any student who receives a positive confirmed drug chemical and/or alcohol test result may contest the accuracy of the result or explain the results within ten days of the date of such result by filing a written statement with the Superintendent of Schools. A student, at his or her own cost, also may request that the specimen be retested at a certified laboratory.
- (6) Any student who receives a positive confirmed test result and who fails to present a satisfactory explanation for the result, or who fails to present a contrary result from a certified laboratory of the student's own choosing, will be subject to discipline, up to and including expulsion.

**Procedures for the school to follow if reasonable suspicion (as defined above) occurs.**

- Faculty/staff member will contact the Principal.

- Principal will contact the Pastor
- Principal will contact the Superintendent
- Principal will contact parent(s) or guardian(s)
- Student will be taken to LabCorp by the parent(s) or legal guardian(s) at 543 Bluecutt Rd Columbus, MS 39705 with the required paperwork. The student will be tested for the following: Amphetamines, Cocaine, Marijuana, Opiates, PCP, Barbiturates, Benzodiazepines, Methadone, Propoxyphene

### **Handbook Changes**

Due to unforeseen events, some aspects of this handbook may be changed or be modified during the year. Any changes made will be communicated to parents in a timely manner.

**REVISED August 5, 2017**

**CATHOLIC DIOCESE OF JACKSON**  
**DRUG AND ALCOHOL TESTING PROGRAM**  
**CONSENT AND RECEIPT OF INFORMATION FORM**

I understand that it is Diocesan policy to prohibit the use, possession, transportation, or sale of illegal or non-prescribed drugs, chemicals and alcoholic beverages on its premises or at school sponsored functions. I also understand that it is a violation of Diocesan policy to be under the influence of illegal or non-prescribed drugs, chemical and/or alcohol.

My signature below constitutes my consent to provide a sample of my blood, breath, urine, or other related sample for alcohol and drug testing analysis.

I understand that failure to cooperate with any testing procedure may result in discipline up to and including immediate expulsion.

I confirm that I have reviewed, or have been given the opportunity to review the Drug and Alcohol Testing procedures.

Date \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

**\*\*\* Return with Handbook Confirmation Page by August 14, 2017. \*\*\***



## HANDBOOK CONFIRMATION

Parents, please complete this form and return it to your child's homeroom teacher to indicate that you and your child have read and agree to abide by the Annunciation Catholic School 2017-2018 Middle School Handbook. This form is in addition to the ACS 2017-2018 Parent/Student Handbook

This handbook is published on the school website  
[www.annunciationcatholicschool.org](http://www.annunciationcatholicschool.org).

If you would like a hard copy of the ACS Middle School Handbook, please send a note to your child's homeroom teacher. Thank you.

*\*Parents and students must both sign.*

\_\_\_\_\_  
**Parent signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student signature**

\_\_\_\_\_  
**Date**

**SIGNED FORM DUE TO SCHOOL OFFICE BY AUGUST 14, 2017.**