



## **Guidebook to St. Leo the Great Catholic School's Middle School Program**

### **Introduction**

Welcome to the Middle Level Program at St. Leo the Great School Catholic School. We are pleased and privileged to have you with us. This year will be full of many challenges and new experiences. It is our hope that you, as a student of the middle level, will accept the responsibility of becoming a life-long learner and a model of Christian principles. In light of that goal, we have developed the Student Guide for the Middle Level Grades. This guidebook does not replace, but rather reinforces and supplements, the school's handbook found at our website: [www.stleoschool.org](http://www.stleoschool.org). It provides information on the daily operations, the teachers, the classes, and the expectations for students. In addition, it explains some of the procedures that will be followed in the classrooms. We hope that it helps in your adjustment to these next few years at St. Leo the Great School.

### **Beginning the Day**

Students in grades 6, 7 and 8 will be allowed to go directly to their lockers upon arrival. We are confident that you will respect others and our school at all times. Evidence of this includes; speaking in hushed tones, listening to adults the first time, organizing materials needed for your morning classes, etc. Failure to make good choices will result in lost locker privileges; instead the student will sit in the gym for a specified number of days determined by the principal. On Monday mornings the students are to report to the gym at 8:25, after placing all materials needed for the first three periods on homeroom desks, for school-wide morning prayers. On Tuesday through Friday the students are to be seated in their homerooms by 8:25am.

### **Lockers**

You will be assigned a locker to store your personal belongings and borrowed school property. Lockers must remain clean and organized both inside and out. No items may be affixed to the outside of the lockers *unless it is an individual's birthday and then only temporary, appropriate and affirming decorations may be used*. Again, it is expected that you can and will respect each other's privacy and not tamper with things in others' lockers. All lockers are subject to periodic inspection and students may not switch lockers. Since no locks will be allowed on lockers we recommend NOT KEEPING VALUABLES in the locker (including money, jewelry, electronic equipment, etc.). In other words, please think carefully before bringing your cell phone to school with you. You may visit your locker during the following times of the day. You may visit your lockers the three minutes between all classes. A student must obtain teacher permission if (s)he needs to visit his or her locker at any other time.



*Live Like St. Leo!*

*Be a Learner*

*Be Earnest*

*Be Optimistic*

## Student Conduct

To promote cooperation and establish respect for all people, students must maintain a calm, quiet atmosphere in the classrooms and when changing classes. You are expected to follow the Code of Conduct for Character Formation as shown on the Intermediate Grade Report. Living like St. Leo creates nurturing surroundings in which to learn. All students deserve a school where they feel safe and where they have a sense of belonging and community. As the Book of Romans teaches we should *outdo each other in the amount of honor we show each other!* What does showing honor look like? Let's learn from St. Leo:

## Live Like Leo

Be a **L**earner

Be curious: ask questions

Be diligent: try and try again

Be responsible: make knowledge your own

Be collaborative: share information and help others



*St. Leo was a learner when he was able to stop the spread of heresies (false teaching). St. Leo explained the true faith with his famous writings. He called a Council to condemn the wrong teachings. Those who would not give up their mistaken beliefs were put out of the Church. And Pope Leo received back into the Church those who were sorry. He asked people to pray for them.*

## Be **E**arnest

Be observant: pay attention

Be thorough: finish

Be obedient: follow rules

Be respectful: build others up, not yourself, know who you are in Christ

*St. Leo was earnest when he faced the barbarian armies of Attila the Hun. When Attila the Hun came to attack Rome, all the people were filled with fear. They knew that the Huns had already burned many cities. To save Rome, St. Leo rode out to meet the fierce leader, Attila. The only weapon he had was his great trust in God. When they met, something wonderful happened. Attila, the cruel pagan leader, showed the pope great honor. He made a treaty of peace with him.*

## Be **O**ptimistic

Be cheerful: fake a smile if you have to

Be thankful: appreciate the small things in life

Be forgiving: make peace

Be joyful: refuse to let anything ruin your day because you are a child of God's

*St. Leo was optimistic when he knew with great assurance that Attila saw two mighty figures standing by the pope while he spoke. It is believed that they were the great apostles, Peter and Paul. They had been sent by God to protect Pope Leo and the Christians.*

Appropriate behavior is anticipated at all times and rewarded often.

### Positive Behavior Support: Live Like Leo



Saint Leo the Great's crosses are used to reinforce positive behavior. Any staff member may place a



student's name on a cross when he/she is seen displaying a positive behavior: Be a Learner, Be Earnest, Be Optimistic. Each inscribed cross will then be posted on the front lobby bulletin board until Monday morning. Crosses will then be placed in a drawing box, located on our community prayer table. One winner will be picked every Monday morning. Each month another winner will be randomly selected and be presented with a precious St. Leo the Great medal.

We expect students to display these behaviors regularly and we will make an effort to recognize positive behaviors as much as possible, either through St. Leo the Great crosses or verbal praise. The goal of the program is to

teach students the internal rewards for doing the right thing. SLTG crosses will be handed out randomly and we will make every effort to make sure that the program is fair to all.

### **School Incentive**

Students will earn a school wide incentive when they have been awarded 400 (year Leo was born) crosses.

In the event that a student engages in conduct that is unacceptable, there is a system of demerits and detentions in place. This system is explained in the handbook. In each case, the student will be required to accept ownership of misbehavior. A written Conduct Referral or Uniform Notice will be completed and sent home to the parents as well. After two demerits are given, the principal, Mrs. Christine McLean, will contact the parents by email. A third demerit results in a detention. Detention hall is held Wednesdays from 3:30 to 4:30 pm in the school library. When forced, teachers strive to give demerits out fairly and consistently. Demerits are given when a student fails to respect the people and things around him/her. The final step in the case of continued disruptive actions or acts of physical violence or danger to himself or herself or to other students or members of the school community is suspension. Detentions and suspensions affect the participation of all after school activities as outlined in our Code of Conduct Policy for Participation in Saint Leo Extra-Curricular Activities Two suspensions are followed by the start of expulsion proceedings.

### **Class Schedule Organization**

The middle grades follow a modified departmentalized schedule. The sixth through eighth grade students begin the day with their respective homeroom teacher, who also teaches some of their subject area classes. Each of the homeroom teachers is a subject area specialist, so the students move from one teacher's room to the next for various subjects. Students should keep their individual schedule of weekly class, mailed home in August, in their binders. Students will have three minutes to transition from one class to the next. Students may and should use the restrooms and revisit their lockers at this time. A demerit will be given if a student is late for class, as indicated by our bell system.

In addition to the academic courses, the middle level students receive instruction in fine arts, physical, world language and technical areas.



## Standard Classroom Procedures

### HOMework

Unless a student has been absent, there is probably no need for assistance on daily assigned homework on a regular basis. Supervision and support, however, are necessary and highly valuable for middle-level-age students. They need an appropriate place and sufficient time to fully devote attention to homework.

- Each student should have and use a homework planner. The planner is also a convenient place to track progress in subject areas.
- Homework assignments are generally posted in the classroom. It is the responsibility of the student to copy this into the assignment planner. Assignments will also be posted in Google Calendars, one of the many tools offered through Google classroom (see more about Google Education on page 9). It may not have as much detail as the assignments posted in classrooms.
- Homework must be completed according to directions and handed in when collected to receive full credit.

There is never a day on which a student has no homework in the middle grades. **By this stage in the educational process, students should be reviewing the reading and notes from at least one subject area every night, whether or not there is a specific assignment.**

This is especially true of subjects like Spanish, which is scheduled only two days each week in sixth, seventh and eighth grades. The students could make and use flash cards to review vocabulary and grammar. Rereading social studies and science helps in grasping the main concepts presented. Religion, language arts, and mathematics should also receive attention when no written assignment has been made. In this way, students are never caught off-guard with an unmanageable amount of review when a test is scheduled. No more than two major tests will be given on any one day.

### ABSENCE

Long-term assignments must be turned in on the date due to receive full credit. (Some exceptions might be made, at the individual teacher's discretion, in extreme circumstances.) Students missing school for anticipated absences must also anticipate long-term assignments and hand these in before leaving if those assignments are due during the absence. This prevents delays in the return of graded projects and papers.

Regular attendance is mandated by the laws of the Commonwealth of Pennsylvania. Schools in the diocese abide by these regulations per policy 5130. Parents/guardians are responsible for the regular school attendance of their children. The school administration monitors attendance and when our students have 'unlawful absences', we must take appropriate actions:

#### Excused Absences

- Parents are required to provide a written, signed note to explain a student's absence from school. See our calendar handbook for examples of excused absences.
- If a student misses 3 consecutive days, a doctor's note is required.



### Unlawful Absences

- Absences that are not excused are unlawful, either because of the nature of the absences or the failure of the parents to provide documentation.
- Parents will be notified by the principal that the absence has been listed unlawful and a meeting will be scheduled to discuss ways to insure regular attendance.
- When a student has 6 days of unlawful absences in one school year, the principal will notify the student's public-school district and begin student withdrawal.

### Long-term and Habitual Absences

- When a student has a chronic, medical condition and misses significant amounts of school, the school will devise a plan, with consultation from the student's medical provider that is appropriate to the circumstances.

## **Pennsylvania's New Truancy Law**

November 2016 from the Office of Governor Wolf

### Definition of "truant".

Having 3 or more school days of unexcused absences during the current school year

### Definition of "habitually truant".

Having 6 or more school days or unexcused absences during the current school year

### Procedure when child is "truant".

- Principal will notify parents/guardians in writing within 10 school days of the child's third. Notice will include:
  - A description of the consequences if the child becomes "habitually truant." ○ Use language preferred by parent
  - Offer an attendance improvement conference
    - ✦ If the child continues to incur additional absences after this notice has been issued, the school must offer a student attendance improvement conference

### Procedure when a child is "habitually truant".

- Under 15 years of age – ○ Principal MUST refer the child to either:
  - ✦ A school-based or community- based attendance improvement program
  - ✦ The county children and youth agency (CYS) for services or possible disposition as a dependent child under the Juvenile Act
- Principal MAY
  - ✦ File a citation against the parent of a habitually truant child under 15 in a magisterial court
  - ✦ Withdraw the child from the school



### Definition of “School Attendance Improvement Conference”.

A conference where the child’s absences and reasons for the absences are examined in an effort to improve attendance, with or without additional services. The law requires schools to invite the following individuals to the conference:

- The child
- The person in parental relation to the child
- Other individual identified by the person in the parental relation who may be a resource (e.g. grandparent, sibling, family friend, advocate, community member, etc.).
- Appropriate school personnel.
- Recommended service providers (e.g. case managers, behavioral health providers, probation officers, children and youth practitioners).

*The school must provide verification that it convened and held a student attendance improvement conference.*

- Principal **MUST** make a meaningful attempt to encourage parent participation in attendance improvement conference by advance written notice and attempts to communicate via telephone.
- Principal **MUST** hold conference even if the parent declines to participate or fails to attend.
- Principal **MUST** document the outcome of any attendance improvement conference in a written attendance improvement plan.
  - o There is no legal requirement for either the child or parent to attend the conference.
  - o No further legal action to address unexcused absences may occur until after the date of the scheduled attendance improvement conference has passed.

### TARDINESS

Tardiness is defined as late arrival to school. Middle school students are to be in homeroom by 8:25 AM. A student who is not in homeroom by 8:25 AM should report to the school office.

Students are permitted only two tardies per trimester without consequence. Should a third tardy occur, the Principal will initiate a warning. Being tardy more than three times per trimester will result in a detention. A family should contact the Principal if a unique situation has arisen that needs special consideration.

### BINDER SYSTEM MATERIALS

Each student should bring the following resources to the first day of school:

- One 2-inch D-ring binder (to be used throughout the day)  
OR two 1/1<sup>1/2</sup> inch binders (one to be used for AM classes, the other for PM)



- Five or Six folders that have inside pockets and come three-hole punched
- One packet of three-hole-punched dividers
- One pencil and pen pouch that is three-hole punched
- One packet of loose-leaf paper
- One box of black pens
- One box of pencils
- One red pen

It is the student's responsibility to keep notes organized in a binder. Topic headings, to be further explained by individual teachers, are required. Binders are to be neat, organized, and free of doodles and unrelated drawings. Illustrations, charts, and graphs to help explain the notes are encouraged. Binders will be periodically collected and scored for neatness and completeness. This may be done without prior notice.

#### HEADING and USE OF PEN / PENCIL

Continuity in format makes evaluation of student work significantly more agreeable. While some requirements for different classes may vary slightly, the following guidelines should be followed for all middle level classes.

- Math and science are to be done in pencil; error corrections are to be erased, not crossed out. All other major subject class work and homework is to be done in black or blue pen. To make corrections when writing in pen, use a single strike through the word (s) to be corrected.
- Cursive writing is to be used at all times during religion and language arts classes except when directed otherwise by individual teachers.
- Theme paper or standard rule loose leaf is to be used for assignments to be done on loose leaf. No pages are to be ripped from copybooks or spiral notebooks.
- Each student is assigned a number, by alphabetical placement, at the beginning of the year. This number is to be placed in the upper right-hand corner of all papers. This is used for a quick reference check after all papers are collected.
- When a report or research project is assigned, students are to use the general MLA guidelines for the bibliography or works cited page, as well as for the format of the paper and documentation of the sources used, when required.

If assignments are word-processed, students must always do the following:

- Double-space the document; no extra space between paragraphs.
- Use Arial or Times New Roman font, size 12.
- Use 1" margins at the sides, top, and bottom of the pages.
- The standardized heading has the student name, first and last, on the top line on the left side of the paper, with the student number across from it in the upper right. Directly below the name is the date, and below the date is the subject. An illustration follows:



Prudence Hossenpfeffer

Month 13, 2004

Subject

## QUALITY WORK

All students must produce their best work at all times. Students may be required to recopy work that demonstrates a less –than- best effort.

- Capitalization, spelling, and punctuation always count, unless the teacher specifies otherwise.
- Use careful penmanship.
- Use specified heading and make corrections as instructed.

## ASSESSMENTS

At least six major assessments of student learning will be given per report period in each major subject area. These may include tests, reports, projects, or presentations. Teachers are given two weeks to grade and post these grades online.

- Teachers try to give notice two to four days before an upcoming major test, but students should use good judgment and anticipate a test toward the end of a unit of study.
- The date of the test will be posted in the classroom as soon as possible. Daily review eases test stress.
- Quizzes will be given approximately once per week in each subject area. This could be a homework assignment counted as a grade.

Mark:		<b>Five Point Scale</b>	<b>Diocesan Grading</b>
<b>Scale*</b>			
A	5	Exceptional Mastery	100-93
B	4	Proficient Mastery	92-85
C	3	Basic Mastery	84-75
D	2	Below Basic Mastery	74-70
F	1	Failure to Master	Below 70

\* Diocesan Policy# 5123



### MIDDLE LEVEL GRADE CLASS TRIPS

The trip is an educational experience, and students are expected to behave in a cooperative, mannerly fashion. A student whose conduct is unreliable may be excluded from participation in the trip.

<b>Annual Spring Field Trips *</b>
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6th grade: Baltimore, MD  
7<sup>th</sup> grade: Philadelphia, PA  
8<sup>th</sup> grade: Washington, DC

\*Optimistic that pandemic will not affect these trips.

### Sharing Our Faith

#### **PARTICIPATING IN PRAYER**

You are blessed at St. Leo School to have many opportunities to live your Catholic faith and share it with others. We begin each day with prayer, and carry our learning about Christian living through every aspect of our day. To truly nurture your relationship with God and become closer to the person of Jesus, you must participate fully in communal prayer, classroom religious services and retreats, Adoration, and school wide liturgies. To do this, listen thoughtfully, respond with feeling, sing joyfully, and open yourself enthusiastically to the word of God.

#### **WITNESSING OUR FAITH**

Everything we do and say bears witness to who we are and what we believe, and our actions often speak louder than our voices ever could. A prayerful attitude is always expected in church, as well as the proper etiquette of sitting quietly and behaving reverently. As members of a Catholic educational community, we must also demonstrate positive, Christ-like behavior regardless of where we are; in the Church, on school grounds, at our homes, on the sports fields or in the virtual world. We should actively support school service projects, participate in school activities, and treat everyone with care and respect. In this way we prepare for an active role as adults in the Catholic Church.



## **HARASSMENT, BULLYING, AND CYBER BULLYING** Policy 5136 A

It is jarring to see these last two topics together; Sharing our Faith and Harassment. Harassment in any form is inconsistent with our mission of Catholic education. The Diocese prohibits any form of harassment, including bullying or cyber bullying of or by students, on or off our school campus. Kindly see our calendar handbook for diocesan definitions of these terms and examples and consequences of these behaviors. You are a valuable, unique child of God and deserve to be treated as one. Report threatening behavior to the school principal immediately.

Please see the full and newly revised Bullying and Harassment Policy dated April 30, 2017 in our Parent Handbook.



## **Saint Leo the Great Catholic School Technology Acceptable Use Policy**

### **Purpose:**

Computers are a valuable tool for education at Saint Leo the Great Elementary School; the faculty/staff encourage the proper use of computer related technology including the Internet. Students and all users of computer technology have a responsibility to use these tools properly and in accordance with the policy below. No student will be able to use the Internet without this agreement signed and on file with the school office.

### **Goals:**

- To provide a variety of electronic tools to help students and teachers develop the ability to evaluate and synthesize information from a variety of sources
- To enable students to work effectively with various computer/communication technology.
- To encourage critical thinking and problem-solving skills which will be needed in our electronic and global society.

### **Responsibilities of User:**

Christian morality obliges each person to use all things in ways that are good and meaningful for human development. With right of access comes the responsibility to use the source both correctly and wisely. Saint Leo the Great School students and staff and all those who use the school's computers are expected to exercise wise judgment, common sense and good taste in selecting sites and material from the Internet. Saint Leo the Great School has implemented web filter(s) to monitor and filter inappropriate Internet sites. In addition, staff will assist in monitoring Internet sites used but ultimately, it is the responsibility of each user to monitor his/her use of technology resources, especially the Internet.

### **General Guidelines for use of the Internet:**

- The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The faculty member in charge or principal will deem what is appropriate use and his or her decision is final.
- Computers are to be used only for the purpose of academic or other authorized activities.
- All users are required to take simple Internet training (how to sign on, log off, etc.) from a teacher.
- Teachers will instruct students in proper online behavior as appropriate. Including but not limited to, interaction with other individuals in social networking websites, chats, and cyberbullying awareness and appropriate response.
- The principal, faculty, and information technology director have the right to monitor and to judge the acceptability of all activities. Students may not attempt to deprive authorized personnel of any necessary supervision or access.



- Any attempt to go around system security, (Hacking or any unauthorized activity) guessing passwords or in any way gain access to secured resources is forbidden and may result in the loss of Internet privileges.
- Uses of proxy sites or another other means to circumvent filtering software is strictly prohibited.
- No user may deliberately attempt to degrade the performance of any computer system. Users will not move, repair, reconfigure, modify or attach external devices to the systems with the exception of mouse and monitor to their school issued device.
- Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Student school email may be used in correspondence with those outside the Saint Leo the Great domain when required by teacher or administrator. Personal use of school email for any reason to any person is prohibited.
- No student is allowed to participate in chats or comment on a post unless directed to do so by teacher or administrator. Staff and other adult users are likewise asked to avoid chats and posts when using the school's computer or employment issued services.
- Use of email or Internet sites to harass, offend or annoy other users is strictly forbidden.
- Transferring copyrighted material to or from Saint Leo the Great School without express permission of the owner is a violation of Federal Law. The student is deemed responsible to see that this does not occur.
- Additional rules and restrictions may be added at any time.
- Deliberate spreading of a virus through the use of the Internet, disk, or USB device is strictly forbidden.

### **Internet:**

Saint Leo the Great School will adhere to the policy as stated in the Diocese of Harrisburg Policy Handbook. It includes the following paragraph:

*"The Internet is a public forum with unrestricted access. For this reason, the schools in the Diocese restrict permission for the posting of information related to the school, the staff, and students on the*

*Internet. No person is permitted to use the school name or images of the school, the school logo or seal, school staff or students in any form on the Internet or in any form of electronic communication without specific written permission from the school administration. The posting of any such information on any website, social networking site, bulletin board, chat-room, e-mail, or other messaging system without permission, or posting or transmission of images or information in any format related to the school, staff or students that are defamatory, scurrilous, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited and will make any person involved in the posting or transmission of such subject to disciplinary action deemed appropriate by the administration of the school, or by the Diocese."*



### **Computer Use Rules:**

1. **Protect privacy.** For reasons of personal safety, students will not post personal contact information about themselves or other people. This may include address, telephone number, school address, etc. Students will not knowingly or carelessly post false information about a person(s) or organization(s).
2. **Research honestly.** Consider that all work on the Internet is copyrighted. Students will not plagiarize works they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own. The illegal downloading of copyrighted software for use on home and school computers is prohibited. All sources for research taken from the internet for projects must be documented correctly.
3. **Respect life.** Fraudulent, harassing, violent, libelous, obscene, discriminatory, religiously offensive, ethically offensive, and other inappropriate materials or messages may not be e-mailed, printed, requested, displayed, uploaded, downloaded, or stored.
4. **Respect property.** Students will not make deliberate attempts to disrupt computer systems, or destroy data by spreading computer viruses or by any other means. These actions are illegal as well as immoral.

### **Sanctions:**

1. Students who do not use Internet and other computer resources in an ethical manner will lose computer use privileges at the school. Further disciplinary action will be determined by the principal.
2. Disciplinary or legal action may be taken by the school or other interested parties.

### **Legal issues:**

Laws governing computer use currently exist in Pennsylvania. Violations of the above policies may constitute a criminal offense punishable under Pennsylvania or United States Federal law. As an example, under Pennsylvania law:

*“ . . . it is a felony punishable by fine up to \$15,000 and imprisonment up to seven years for any person to access, alter, or damage any computer system, network, software, database, or any part thereof, with the intent to interrupt the normal functioning of an organization (18 Pa. C.C. 3933)(a)(1) . . . ”*

*“ . . . Disclosing a password to a computer system, network, etc., knowingly and without authorization, is a misdemeanor punishable by a fine of up to \$10,000 and imprisonment of up to five years, as is intentional and unauthorized access to a computer, interference with the operation of a computer or network, or alteration of computer software (18 Pa. C.S. 3933)(a)(2) and (3) . . . ”*



## **Internet Safety Rules for Minors**

- Don't give out information about yourself like your last name, phone number, address or school — without asking your parents first.
- Never e-mail a picture of yourself to strangers.
- Be suspicious of those who want to know too much. There's no rule that says you have to tell them where you live or anything else personal. Trust your instincts. If someone makes you feel uncomfortable, leave.
- Avoid chats, postings, or discussion areas that look sketchy or provocative, and don't let people online trick you into thinking of them as real-life friends if you've never met them in person. If somebody says something to you that makes you uncomfortable or if somebody sends you something or you see something that makes you uncomfortable, don't look around or explore: Get your parents instead — they know what to do.
- Making plans to meet your Internet buddies in real life is usually a bad idea. If you decide to do it anyway, have your parents help make the plans and go with you.
- Don't open up e-mails, files or Web pages that you get from people you don't know or trust. The same goes for links or URLs that look suspicious — don't click on them.
- Don't give out your password, except to responsible adults in your family.
- Be honest about your age. Membership rules are there to protect people. If you are too young to sign up, do not attempt to lie about your age.
- Talk with your parents about alternative sites that may be appropriate for you

## **Google Education**

Students will have Google accounts to allow email communications and to store and share documents. All stored work will be accessible from home, school, and anywhere there is an Internet connection.

Students and teachers will have access to Google Mail, Google Calendar, Google Docs, and Google Groups. Students will not be permitted to use the Google Chat feature.

In addition, Saint Leo's has created email accounts for the students to allow for collaborative sharing using Google Apps for Education. These accounts will be used at school for school related projects. Google Apps is a place for students to safely keep online communications and collaborative documents as they relate to school: school web sites, school documents, school videos, school calendars and, school email. It is not to be used for personal items. The email naming convention is: firstinitiallastnamelasttwodigitsofyeargraduating8thgrade.@stleoschool.org

(i.e. cmclean79@stleoschool.org)



## **Responsible Use Guidelines**

Teachers will make every reasonable effort to monitor student conduct related to class content in order to maintain a positive learning environment. All students will respect the teacher's time and professionalism by supporting the same positive approach.

Students will adhere to Saint Leo the Great's Acceptable Use Policy. All participants will be respectful in their postings and comments. No cyber bullying, inappropriate language, personal insults, profanity, spam, racist, sexist or discriminatory remarks, or threatening comments will be tolerated.

All students must protect their login and password information. If participants suspect that a password has been compromised, they must notify the teacher immediately. No student may share his/her login information or information about the site with anyone who is not a participant. This includes adding monitoring software or other means by which outsiders can access the site without permission. Any student who is aware of violations of this agreement by others must report these violations to the teacher immediately.

Copyrighted material that is not cited in any student work will be deemed as plagiarism and disciplined accordingly. Student users are strictly prohibited from accessing documents other than their own unless documents have been shared with them. Students are also prohibited from using the Google Chat feature. Saint Leo the Great reserves the right to access the Google system of user accounts when there is suspicion that unacceptable use has occurred.

Access to and use of the student's Google account is considered a privilege. Saint Leo the Great Catholic School maintains the right to terminate the access and use of their Google account when there is reason to believe that violations of law or diocesan policies have occurred. The alleged violation will be directed to the building principal and addressed according to the procedures outlined in the calendar handbook.

## **Students Involved in 1:1 Chromebook Initiative**

Student Pledge for Chromebook Use; The 17 Commandments

1. I will take care of my Chromebook.
2. I will never leave the Chromebook unattended.
3. I will never loan out my Chromebook to other individuals.
4. I will know where my Chromebook is at all times.
5. I will charge my Chromebook's battery daily at home before the start of every school day.
6. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
7. I will not disassemble any part of my Chromebook or attempt any repairs.



8. I will not deface the serial number on any Chromebook.
9. I will not play games on any Chromebook.
10. I will personalize my Chromebook with stickers that have Christian and other appropriate messaging and images. Stickers will not cover serial number or vents.
11. I will receive technical support by contacting a student Chromebook assistant or the Help Desk in Google classroom
12. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of Saint Leo the Great School.
13. **I will follow the policies outlined in the 1:1 Chromebook Handbook, the Acceptable Use of Technology Policy and all applicable Diocesan policies while at school, as well as outside the school day.**
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the School's Chromebook and power cords in good working condition.
16. I understand that a non-functioning Chromebook is not an excuse for lack of participation in class or failure to complete assigned work.
17. I will be a Christian, proactive digital citizen when using my Chromebook.

### **Code of Conduct Policy for Participation in Saint Leo Extra-Curricular Activities**

The following Policy has been established on June 8, 2015, after consultation among the Pastor of the Parish of Saint Leo the Great, the Principal of the Parish School, representatives of Saint Leo's Athletic Association and the School Board. This Policy replaces the previously adopted Code of Conduct for Athletic Programs established on December 4, 2013.

1. All students participating in extra-curricular activities offered by or associated with Saint Leo the Great School are expected to maintain academic proficiency. Should a student receive an "F" or two "Ds" on one's Report Card in any core subjects, the student will be ineligible to participate in any extra-curricular activities for a two-week period. At the end of that two-week period, an assessment will be made by the teacher to see if the student has remedied that situation so that his/her current grade average is "C" or above. If so, the student can resume participation. If not, the suspension will continue. In either case, a further assessment will be made one month later to ensure that grade average of "C" or above is maintained. If so, the student will be permitted to continue in his/her participation. If not, the suspension will continue until the end of the marking period.
2. Any student who receives a school suspension will be suspended for two weeks from all participation in any extra-curricular activities. For any second suspension, the student will be prohibited from any further participation in any extra-curricular activities for the school year.



3. A student is not permitted to participate in any extra-curricular activities on a day he/she is absent from school unless extenuating circumstances are approved by the Principal.
4. Students represent the Parish and School during participation in extra-curricular activities. If the student's coach or adult responsible for administering the extra-curricular activity in which the student is involved observes any inappropriate conduct given the rules/guidelines of the activity, the Principal will be notified. After consultation between the Principal, Pastor, and coach or adult responsible for administering the extra-curricular activity, a decision will be made as to whether the student may continue to participate. A suspension from all extra-curricular activities for a period of up to one week may be imposed for such an infraction. A second violation may result in a suspension of two weeks. A third violation may result in dismissal.
5. A student, who receives a detention, will receive a warning and be required to provide five hours of service as designated by the coach or adult responsible for administering the extra-curricular activity and approved by the Principal or Pastor. The student's parents, along with the coach or adult responsible for administering the extra-curricular activity in which the student is involved, will be notified. Students who receive a second detention in the same trimester will be suspended from playing during the next two consecutive games or from participating in the next two consecutive extra-curricular major activities and is expected to assume the role of non-participating attendee at such games/events. A third detention in the current school year will be treated as a second detention in the same trimester and may result in one's dismissal from all extra-curricular activities for the current school year.



### **Signatures' Page**

**ATTESTATION:**

We have read all policies outlined in the Handbook for Saint Leo the Great Middle School Students and agree to abide by them. Specifically the:

- Locker Policy
- Detention Policy
- Attendance Policy
- Bullying and Harassment Policy
- Internet Acceptable Use Policy o 1:1 Chromebook Initiative
- Code of Conduct Policy for Participation in Saint Leo Extra-Curricular Activities

We acknowledge that any violation of these policies could lead to disciplinary action up to and including expulsion.

Parent/Guardian Name: \_\_\_\_\_  
(Please Print)

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

Student Name: \_\_\_\_\_  
(Please Print)

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