

St. Albert the Great Catholic School JR. HIGH RULES & STUDENT PROCEDURES

August 21, 2017

Dear Students and Parents of the Junior High,

Please read, sign, and return by Friday, August 25th. To ensure a safe and productive learning environment the following rules will be strictly enforced.

1. Students will not be allowed in the building, including hallways or at lockers, before 8:15 AM, nor are students allowed in the hallways or lockers during the lunch recess time. Students with math tutoring, student council or liturgy meetings must enter from the playground areas.
2. Lockers must be locked at end of day.
3. No student is allowed in any classroom, library, or computer room without teacher permission.
4. One bathroom pass may be used per day with school-issued planner. Please use your breaks wisely.
5. You must have teacher permission to touch or take anything from his/her desk.
6. Uniform policy will be strictly enforced so please review your handbook.
7. The use of pens/pencils will be at the discretion of the teacher.
8. Hand in assignments on time and in the appropriate manner. Late work penalties, including citizenship deduction, will be decided by individual teachers. Late and missing work will be posted on Fast Direct.
9. Due dates for long-term assignments, i.e. geo-packets, book reports, or vocabulary units, are not affected by absences and are due when specified.
10. Please see handbook for absent and tardy policy. Medical excuses must be turned in to the homeroom teacher the day the student returns.
11. Rule infractions will result in disciplinary action and/or detention as stated in the PREP Discipline Program (reverse side).
12. The fourth detention in any one quarter may result in suspension. This will be determined by the principal.
13. Detention will be held on Thursdays at lunch.
14. Remember, students are members of a Catholic Community and are expected to behave accordingly.

Sincerely,

Mrs. O'Connor
Mrs. Luippold

Mr. Kearney
Ms. Johnson

Mrs. Machen

PLEASE KEEP THIS INFORMATION AT HOME.

Personal Responsibility Escalation Program (PREP)

Inappropriate student behavior can be very distracting to teachers and fellow classmates. When these behaviors become disruptive, it can ultimately impact student learning and therefore will not be tolerated.

Program description:

- If a student is acting inappropriately or being disruptive, he or she will receive a notation regarding their behavior.
- If a student receives 3 notations in one week, he or she will serve lunch detention on Thursdays. The student will eat lunch in one of the Jr. High classrooms and stay for the entire lunch time. There will be no talking, reading, or doing homework. Students will be released from detention in time to use the restroom before returning to classes after lunch.
- If a student receives more than 3 notations in one week, additional lunch detentions may be assigned at the teacher's discretion.
- If a student continuously receives notations, although maybe not three in one week, lunch detentions may be assigned at the teacher's discretion and parents will be notified.
- Depending on the severity of the student infraction, multiple notations may be given at once.
- Receiving notations will impact citizenship grades on progress reports and report cards.
- Homeroom teachers will inform and/or remind students of detentions to be served.
- Receiving more than three lunch detentions in one quarter may result in suspension from school. This will be determined by the principal.

How to get a notation:

- Excessive talking during class, talking out of turn, yelling
- Continuously out of assigned seat, wandering
- Arriving late to class
- Coming to class unprepared
- Eating and/or chewing gum in class
- Uniform violations
- Showing disrespect (for teachers, fellow students, school property, school staff)
- Inappropriate use of technology (includes personal *and* school electronic devices)
- Inappropriate behavior in the hallway, lunchroom, playground, or during Mass

We will also be referencing the guidelines and procedures set forth in St. Albert's Parent-Student Handbook when making notations and assigning detentions.

Thank you for your support,

St. Albert's Jr. High Teachers

St. Albert the Great Catholic School
JR. HIGH STUDENT CONTRACT/STUDENT EXPECTATIONS

Please sign and return by Friday, 08/25/17.

I understand and will comply with the Jr. High Rules/Student Procedures and the PREP Discipline Program.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

