

August 11, 2021

Middle school students and parents,

Rules, Rules, Rules...we have three foundational rules called the Shamrock Way below.

Shamrock Way

- 1. Honor and respect our teachers and staff.***
- 2. Do your work.***
- 3. Keep your hands, feet, and unwanted comments to yourself.***

Discipline at St. Malachy is an opportunity to teach, model, correct, and reward positive behavior. On the other hand there are times that a consequence is necessary for some behaviors in order to reinforce the correct behavior. When consequences are necessary, consequences will be appropriate for each situation.

We believe that students should have consequences for their negative behaviors and we strongly believe that students should also be rewarded for all of their positive behaviors. Our behavior policy is a balanced plan that will do both. In addition, our late assignment policy has been developed to ensure that students remember to turn all of their assignments in on time.

Attached you will find our behavior and late assignment policy.

We ask that you and your child/children sign below and return it to your child's homeroom teacher by Friday, August 27th. The signatures confirm that you have read and agree to our behavior and late assignment policies. Please keep the Middle School Behavior and Late Assignment Policy for your reference.

Thank you so much, and if you have any questions or concerns please feel free to contact Mrs. Kennison via email at skennison@stmalachy.org.

In Christ,
The Middle School Team

Parent Signature: _____

Student Signature: _____

Student Signature: _____

MIDDLE SCHOOL BEHAVIOR POLICY

We use many best practices to teach, correct, and redirect behavior. Many times these tools are simple like standing close to a student or a simple gesture like touching our index finger to our lips indicating to the student to stop talking. In addition, we may use laminated cards that can be placed on a student's desk with a message such as below to communicate behavior that needs to change or is noticed as being positive.


Name _____
House _____

Shamrock Strong
Name _____
2018-2019 House _____

It looks to me as if you are disrupting class and distracting yourself and/or others from learning.

Please  right now.

Please bring this card to me during independent work or at the end of class.

When a student's behavior does not change and has fallen short of the Shamrock Way, the teacher may feel that the behavior needs to be communicated home by using the communication slip below.

Minor Infraction

- ☐ Class disruption
- ☐ Gum chewing
- ☐ Disrespectful/Defiance
- ☐ Inappropriate Mass behavior
- ☐ Inappropriate lunchroom behavior
- ☐ Inappropriate hallway behavior

- ☐ Inappropriate behavior at recess
- ☐ Failure to follow individual classroom rules
- ☐ Failure to use school property in a respectful manner
- ☐ Other _____

- ☐ Parent Signature Not Required
- ☐ Parent Signature Required

Major Infractions

- ☐ Abusive Language
- ☐ Cheating
- ☐ Plagiarism
- ☐ Vandalism
- ☐ Disrespectful/Defiance
- ☐ Fighting
- ☐ Harassment
- ☐ Violation of technology policy
- ☐ Inappropriate behavior
- ☐ Other _____

Dress Code Violation

☐ _____

Positive Behavior

- ☐ Exhibits Catholic Values
- ☐ Big R Award
- ☐ Other _____

We have created a point system for the Behavior Communication Slips which for negative behaviors result in a point deduction indicating an infraction of the Shamrock Way. Students will be rewarded for positive behaviors and these will be positive points. These points, positive and negative, can be viewed at the end of each quarter on your child's behavior report which will sent home at the end of each quarterly grading period.

Minor infractions are one negative point infractions and major infractions are two negative points. All major infractions will result in a lunch/recess detention. Students rewarded for exhibiting Catholic values or earning a Shamrock Slip will earn one point, and students will be rewarded for outstanding behavior with the Big R award which is worth two positive behavior points. The homeroom teacher will keep a copy for his/her records. Major infractions will be referred directly to the administration and will be handled on a case-by-case basis for any additional consequence necessary in order to change behavior. All positive points are house points.

If a student has recurring behavior issues, there will be certain interventions that will take place in order to establish goals to improve a student's behavior. There will be certain levels that a student could reach, and the following interventions and consequences will occur:

Level 1: 3 behavior slips (infractions)

Intervention: A parent meeting will be set up with the student's teachers.

Consequence: Loss of recess/lunch with classmates for a week and disqualified from Lunch-In.

Level 2: 4 behavior slips

Intervention: Parent is contacted and student will meet with administration (principal, assistant principal or pastor).

Consequence: To be determined by administration.

Level 3: 5 behavior slips

Intervention: Parent is contacted and student must appear before the Discipline Review Board. A plan will be put in place which will include ways the school can support the student, protections that will be put in place to help eliminate behaviors, consequences if the behavior continues, as well as incentives for improving the behaviors.

Consequence: To be determined by the Discipline Review Board

If a student accumulates 5 behavior slips at any point in the school year he/she will have his/her behavior reviewed by the Discipline Review Board.

Discipline Communication/Referral Form

With recurring behaviors, a Discipline Form, in addition to the noted interventions and consequences above, will be issued to communicate to parents. This form should be signed and returned to school. Administration will contact parents if not returned the next day.

Discipline Review Board

The Discipline Review Board is composed of the principal, assistant principal, and a team of teacher representatives. The Board can be called to review a student's behavior. The board can make suggestions for a behavior plan and/or ask that the student and parent(s) attend a hearing on the future status of the student in question. The results of the hearing may result in the student being placed on a probationary behavior plan, suspended, expelled, or an appropriate consequence imposed that will be communicated to the parent and student at a follow up meeting.

MIDDLE SCHOOL LATE ASSIGNMENT POLICY

Our middle school late assignment policy has been developed to fully accommodate every student. The following guidelines have been established to ensure that students are turning in quality work in a timely manner.

If an assignment is late, the student will only receive up to 80% credit for the assignment, and students are expected to fill out our pink slip to explain the reason why the assignment was not turned in on the expected due date. Students should submit the assignment the following day even if they do not have that class the following day (i.e. specials, schedule changes, etc.).

Students with a late assignment will attend study tables during the lunch period (11:08 am -11:28 am) in order to complete the assignment. Students will then go out to recess. If the late assignment occurs after lunch, the student will attend study tables the next day, but complete the assignment that evening.

- On the day following the late assignment, the student is responsible for turning in the late assignment into their homeroom's late homework tray before 1st period. The late assignments will be collected after morning announcements and returned to the respective teachers. If the assignment is not turned in by then, the student will receive a zero for that assignment. However, the student is still responsible for completing the assignment on the following day; therefore, he/she will attend study table.**
- If the student has failed to turn in the assignment on the third day, the student will receive an infraction.**

We will continue to reward any student with 0-2 late assignments and 2 or fewer minor infractions in a quarter with a Lunch-In date. Along with this, we believe that students may need help if late assignments become a behavior pattern or habitual.

We have developed the following levels that a student could reach if they have the corresponding number of late assignments for that quarter. At each level, there is an intervention to help the student complete their assignments on time along with a specific consequence. * 6th grade students will not serve study tables until the second semester, but we will track them in order to support the needs of a student. However, if they reach one of the levels below, a 6th grade student will serve a study table from that assignment on.

Level 1: 3 late assignments/study table sessions in a quarter

Intervention: Parent is contacted and the student is assigned a peer mentor

Consequence: Study table and lose lunch and recess for each additional late assignment; Disqualified from Lunch-In

Level 2: 5 late assignments/study table sessions in a quarter

Intervention: Parent is contacted and the student is assigned a teacher mentor, Ms. McFarland

Consequence: Study table and loss of recess for the remainder of the quarter; an infraction and disqualified from Lunch-In

Level 3: 6 + any additional late assignments/study table sessions in a quarter

Intervention: Student and parent meet with Middle School Academic Board to create an academic plan

Consequence: Student will attend academic detention and may not participate in any school sponsored events for the remainder of the quarter

Middle School: Cheating/Plagiarism/Copying*

Cheating - Involves submitting work in a written assignment or exam that is not your own. Honesty is the policy!

Cheating includes:

- Copying someone else's work.
- Allowing someone else to copy your work.
- Having someone else complete your work for you.
- Using unauthorized material to help you complete your work.

Plagiarism - Is simply defined as the process of stealing the ideas and work of others. Plagiarism is cheating. The steps below have been established when a teacher identifies an assignment and confirms that a student has plagiarized.

1st offense –

Intervention: Parent is contacted by administration and teacher

Consequence: Zero for those involved, Discipline Referral, week of lunch & recess detention, and disqualified from Lunch-In

2nd offense –

Intervention: Parent is contacted by administration and teacher

Consequence: Zero for those involved, Discipline Referral, one month of lunch & and recess detention, and disqualified from Lunch-In. Student will create a presentation on cheating.

3rd offense –

Intervention: Parent is contacted by administration and teacher

Consequence: Student will appear before the discipline board

***Cheating offenses are cumulative throughout middle school**

Unprepared for Class Slips

Students should arrive in class with all materials for that class such as, but not limited to, notebook, book, journal, notecards, homework, pen/pencil, etc. Students that do not have required materials would be considered unprepared for class, and would fill out an unprepared slip. These slips serve as a tracking tool to help a student learn and practice skills to be successful in school and work. If a student has a pattern of not being prepared for class, the following interventions and consequences can help a student get back on track.

Level 1: 4 unprepared slips in a quarter

Intervention: Parents contacted and organization system will be checked

Consequence: Disqualified from Lunch-In

Level 2: 6 unprepared slips in a quarter

Intervention: Parents contacted

Consequence: Meet weekly during recess to work on organization and clean locker

Level 3: 8 unprepared slips in a quarter

Intervention: Parent contact, Meet with the academic team

Consequence: infraction

Lunch-In

***Students qualify for Lunch-In day at the end of each quarter if they have 2 or fewer minor infractions, 0-2 late assignments for the quarter, and 3 or less unprepared slips. Any detentions or suspensions would disqualify a student from Lunch-In.**

Shamrock Slips

Shamrock Slips are awarded to students displaying appropriate, desired, and positive behavior. Students earn a slip with a house ticket on it. Students give the house ticket stub to their house and save their slips in order to shop in the Shamrock Store once a month.

Uniform Violations

Uniform violations are documented on the behavior communication slips (infractions), but only serve as a tracking tool. These behavior slips are not counted in a student's conduct report. Every Friday will be a jeans and spirit wear day for all staff and students if the student does not have any uniform violations for the week.

PERSONAL RESPONSIBILITY TIME

Organizational and time management skills are very important to the success of students and adults. We are very diligent in reinforcing these skills, especially with our middle school students. Middle school students have four minutes of Personal Responsibility Time (PRT) between their classes to check their schedule, visit their locker, go to the restroom, and arrive to class on time all while using an acceptable hallway voice. We have determined that the four minute passing period time is sufficient to attend to necessary tasks and to arrive to class on time.

For those students that don't use their PRT appropriately and arrive late to class, they will complete a tardy slip. Should a student accumulate multiple tardy slips, the consequences below are in place to encourage students to manage their time better.

3 tardies = Behavior communication slip (minor infraction)

4 tardies = lose next spirit wear & jeans day

5 tardies = lunch and recess detention