



SAINT ROSE CATHOLIC SCHOOL

Middle School Handbook 2025 - 2026

St. Rose Catholic School Handbook

The St. Rose Catholic School Middle School Handbook is designed to guide parents and students in understanding their responsibilities and the policies that support the educational mission of St. Rose Catholic School. This handbook contains important information regarding the school's standards and administrative operations. *Please note that while the policy statements are written in general terms, the administration reserves the right to make adjustments as circumstances require.* We recommend reading this handbook carefully and keeping it for future reference.

Grading

St. Rose Catholic School follows the grading guidelines set by the Diocese of Monterey.

- A: 96.5 - 100%
- A-: 93.5 - 96.49%
- B+: 89.5 - 93.49%
- B: 85.5 - 89.49%
- B-: 82.5 - 85.49%
- C+: 78.5 - 82.49%
- C: 73.5 - 78.49%
- C-: 69.5 - 73.49%
- D+: 67.5 - 69.49%
- D: 64.5 - 67.49%
- D-: 62.01 - 64.49%

Middle school grade books will be updated by 5:00 P.M. on the first school day of each week. Teachers may issue printed Progress Reports at the parent's request.

*Note: 8th Grade Algebra 1 will be graded on a traditional grading scale (90, 80, 70, etc.).

Elective Classes

Middle school students will choose an elective class running four days per week during the first semester. In the second semester, all middle school students may switch electives or remain in their first-semester elective. Priority for electives, except Leadership, will be given by grade level for choosing classes, with eighth graders having first choice and sixth graders having the last option. Electives are selected for the semester during the first week of school and the last instructional week of the first semester unless there is a compelling reason or specific request by parents within the first week of the new semester, which the school principal must approve. Electives will count toward students' overall Grade Point Averages.

Quarterly Honor Roll

A middle school student who earns a 3.00 – 3.49 grade point average at the end of each quarter will be eligible for Honors; 3.50 – 3.74 is eligible for Second Honors; 3.75 – 4.00 is eligible for First Honors. All subjects are taken into consideration for the honor roll.

Eighth Grade Graduation Awards

Upon graduation from Grade 8, students will receive Eighth Grade Academic Awards based upon mastery and excellence in each subject. Valedictorian (highest G.P.A.) and salutatorian (second highest G.P.A.) awards are presented to the two students whose cumulative grade point average (rounded to the tenth place) is the highest over their three-year middle school span. All subjects (including Advanced Band) are considered when determining the grade point average for this award. Additionally, eighth-grade students can apply for or be nominated for various scholarship awards.

Student Promotion and Retention

St. Rose Catholic School endeavors to promote every child to the next grade; however, if a student is consistently underperforming and not receiving passing semester grades, the student will not be promoted to the next level. Students may be held back and not promoted to the next grade level, or the administration may promote them on the condition that they enroll and complete a summer school program in the subject(s) in question. The core subjects under this requirement are math, science, language arts, literature, religion, and social studies. To be promoted to the next grade or to be issued their eighth-grade diploma, students will have to receive a passing grade and have documentation verifying this passing grade from the institution providing the summer school program. These policies are based upon California Education

Codes 48070 – 48070.5 and 37252 – 37253.5 regarding promotion and retention, summer school, and other supplemental instruction.

Late Work

Unexcused late work, while not advisable, will be accepted at St. Rose Middle School. Homework is due during the class period and not later in the day. Students may turn in homework one day late but with a maximum grade of 80% of the earned credit. It is the student's responsibility to turn in their homework. Teachers will not give credit for work turned in over one day late.

Scholarship and High School Letter of Recommendation Procedures

Students must submit all letters of recommendation requests in writing to a teacher no later than two weeks before their due date. Please include the following information in this request:

1. For which school, scholarship, or organization is this letter of recommendation to be written?
2. Where can we find information regarding the school, scholarship, or organization?
3. Why do you wish to attend this school or receive a scholarship from this organization?
4. During your time here at St. Rose, for how many years have you participated in or engaged in school activities?
5. Community Service Projects you are or have been involved with.
6. Other services you participate in for the Catholic Church and St. Rose Catholic School.
7. You are or have been involved in any outside-of-school activities, such as recreational/club sports, outside music, drama, choir, art/photography, etc., and for how many years?

This information is beneficial to the person writing the letter. Teachers will give back letters to students in sealed envelopes from the teachers who wrote the letters.

Plagiarism, Cheating, Forging

Plagiarism, cheating, utilization of ChatGPT, copying of schoolwork and allowing others to copy one's work, and the forging of signatures are not permitted at St. Rose Catholic School, and students will be disciplined at the discretion of the teacher and administration. Discipline Notices will be written for any of these infractions. The administration will review the issue, decide how the student is disciplined, and contact the parents.

Parent-Teacher Conferences

Open-forum parent-teacher conferences will occur in mid Fall and mid Spring once families receive first-quarter and third-quarter Report Cards. Parents and students will meet with teachers on a first-come, first-served basis in the Parish Hall. This format will allow parents and students to meet with as many of their child's teachers as possible. All students are strongly encouraged to

attend these conferences. Additional conferences may be set up on an "as-needed" basis throughout the school year.

Student/Parent/Teacher Communication

Parents and students with questions or concerns should follow the appropriate chain of contact, beginning with the student contacting the classroom teacher or staff member, the parent contacting the classroom teacher or staff member, and following up with the Assistant Principal or the Principal if necessary. When problems or concerns arise, please remember to make an appointment with your child's teacher rather than attempting to discuss such matters before, after or during class hours. Please respect staff members' privacy by calling them at school only.

Teacher Office Hours

All middle school teachers will have at least one scheduled hour per week for office hours, at least one of which will be thirty minutes before or after school. Additional office hours are available by appointment. Students are encouraged to attend office hours for one-on-one or small group help and are asked to come prepared with any needed materials to utilize their time most efficiently.

Eligibility Requirements for St. Rose Extracurricular Activities: Sports & Dances

1. Students must maintain a cumulative 2.0-grade point average or higher
2. Students may not have an "F" in any class
3. Students must have fulfilled the previous quarter's requirement for service hours.

Students are placed on academic probation if they receive grades below a 2.0-grade point average for the previous grading period. Students in this category will not be allowed to participate (play or practice) in any St. Rose Catholic School athletic event or attend any St. Rose Catholic School dances.

At the midpoint of the following quarter, the administration will review the student's grades, and students will be able to resume activities if they have a 2.0-grade point average or higher and have no "F's."

At two-week intervals, the Athletic Director will communicate with middle school staff to monitor students' grades. If a student has an "F" in a class, the Athletic Director will be notified and will inform the student that they cannot participate in athletics for the following five school weeks. Additionally, the Leadership Coordinator will be notified and advise the student that they may not participate in any dances during that next five-school-week span. At the end of the five-school-week span, the student's grades will be checked to see if they may resume extracurricular activities. Field trips, band, and choir are considered curricular; therefore, the above guidelines DO NOT apply.

St. Rose Catholic School Athletics*

Students who meet minimum eligibility requirements may participate in the following sports:

Fall: Girls Volleyball, Coed Flag Football

Winter: Boys Basketball, Girls Basketball

Spring: Boys Volleyball, Coed Soccer

*Students may participate in only one St. Rose team sport per season.

School Dance Dress Code

Girls: Dresses/skirts/dress pants (spaghetti strap must have a non-transparent cover-up, no strapless, the bodice top may not be "low-cut," hemlines or slits on dresses/skirts must be no higher than three inches above the knee.) Nail polish/makeup must be tasteful.

Boys: Collared shirt and dress slacks.

Detention Policy

Detention is held on Thursdays from 3:00 to 4:00 p.m. in rooms 6-8. Detention is a time of reflection, school improvement, and an incentive to avoid further detentions. Students will sit quietly and respectfully for the first thirty minutes of the period. During this time, they will write a reflective piece that addresses why the student is in detention, what consequences their behavior may have meant to the middle school, what behavior modifications are necessary to stay out of detention, and how their actions were not in alignment with our Student Learning Expectations. Students will not be allowed to work on homework or talk with friends. Students will spend the second thirty minutes helping the school in various ways: trash pickup, office/clerical work, cleaning of classrooms, etc.

Students may earn detention for a variety of actions.

The following infractions earn detention immediately:

- Unapproved technology usage
- Inappropriate language
- Class disruption
- Involvement in cheating/forgery/ plagiarizing
- Mistreating/ defacing school property
- Defiance/ willful disrespect
- Other

The following infractions earn detention on the third warning:

- Tardy (Periods 2nd - 8th)

- Uniform/Appearance
- In an unsupervised area or out of sight of yard duty
- Inappropriate/ unsafe/ disrespectful behavior
- Other:

The detention coordinator will email the parents no later than Tuesday of the week detention is to be served.

*Note: Students are not excused from detention for participating in school extracurricular activities such as band, choir, or athletics.

Should a student fail to appear for detention, they will be assigned detention the following Thursday and additional detention to be served the following Thursday. Failure to make more than two detentions will result in disciplinary action by the principal. Tardies do not accumulate from quarter to quarter and can only be excused in special circumstances or as the teacher or principal allows.

Student Leadership

The St. Rose Catholic School Leadership aims to promote positive citizenship, encourage high academic standards, foster school spirit, and school/community service. To be eligible for Leadership, all candidates must have a cumulative GPA of 2.0 with no Fs, and conduct must be satisfactory. Students must also not have been on academic or behavioral probation within the last two school years. Students must obtain at least two evaluations from teachers, coaches, or staff members.

Service Hours

Students are encouraged to become true Disciples of Christ in word and deed. Christian service is integral to our faith and understanding of loving our neighbor. This imitation of Christ will be completed by serving at least 20 hours in our community during the school year, which may include service to the school, parish, non-profit organizations, or the wider community. True service does not include payment, and money may not be exchanged for a student's time. Service hours will be tracked quarterly and incorporated into the Religion class grade. To be eligible to play interscholastic athletics and attend school dances, students must have fulfilled the previous quarter's requirement for service hours.

Eighth Grade Free Dress

Eighth-grade students will receive free dress on the third Thursday of every month. Eighth graders must adhere to the St. Rose Catholic School Free Dress Policy listed in the 2024 - 2025 Parent Handbook. Students who do not comply with this policy will be sent to the office until appropriate clothes are obtained, and students will lose the privilege of free dress on the following free dress day.

Estimated Overnight Field Trip Costs

Each middle school grade will take a class trip during the school year. Sixth graders will attend the NatureBridge Golden Gate campus at the Marin Headlands; seventh-grade students will attend the NatureBridge Yosemite Campus, and eighth-grade students will go to San Francisco for multiple events. Costs vary year to year; however, tuition/school expenses for these trips will run approximately \$1,750.00 for your child's three-year middle school stay. (Typically, proceeds from the seventh grade Crab Feed fundraiser will subtract between \$450.00 - \$1,000.00 per student off of this total.) 7th-grade students and parents must either fully commit to working on the planning/lead up to the event and working the day/night of the event OR may "opt-out" and be charged the true cost of the 7th-grade trip.

Student Lockers

All students will be issued a locker during the first week of school. During the school day, books, necessary school supplies, and personal possessions are expected to be kept in their lockers with the locks locked. Students must provide their combination lock, and they will share the combination with the vice principal. Although St. Rose Catholic School attempts to cultivate an environment of integrity and trust, students are asked not to bring large sums of money or valuables to school, believing they can put them in their lockers. All students are responsible for their belongings and are in charge of keeping track of them.

School lockers are the property of St. Rose Catholic School and are used by students for educational purposes. All decorations and alterations inside the locker must be in good taste and appropriate to the ethical code of St. Rose Catholic School. Unauthorized decorations and alterations to the outside of the lockers are prohibited, as the lockers are a permanent part of the building used by the school, the parish, and the public.

Cell Phones/Smart Watches/Fitbits

While cell phones, fitbits, and smartwatches are allowed at St. Rose Catholic School, students who bring them must keep the device "Off" and in their locker during the school day. Cell phone or smartwatch use at any time during school hours (7:30 A.M. - 5:30 P.M.) for phone calls, text or video messages, photos/camera, gaming, or internet usage is prohibited. Cell phones and smart watches may only be used in front of the school after dismissal (2:45 P.M. - 3:00 P.M.) to contact parents or ride.

Violators of this policy will receive automatic detention and immediately relinquish their devices to the Principal. A parent must come to the school to pick up the device. If a student needs to make a phone call during school hours, they will be allowed to place a call from the school office.

Cell Phones on Middle School Field Trips

Middle school students *may* have the privilege of carrying cell phones on school field trips under the following guidelines:

- Texting or contacting parents/guardians will be limited to "free time" for the students (not during meals, program, travel, or instructional times).
- Parents/guardians will provide written consent for their children to have phones on field trips. Chaperones will have the cell phone numbers of all students who have brought phones on a field trip.
- On overnight field trips, phones will be powered off and turned in to chaperones or placed on "silent" at 10:00 PM or 30 minutes before designated "lights out" time. Phones will be charged by chaperones if supplied with a USB cord only and returned to students after breakfast the following morning.
- Phone usage is strictly prohibited in any private area.
- Phone usage will be limited to locations/events that allow the use of phones by student attendees. Usage will be based upon Chaperone and Field Instructors' discretion.

Cell Phone Infractions/Disciplinary Consequences

The following disciplinary means may take place for failure to comply with guidelines:

- Phone usage that does not include a photo or video taking, contacting of parents/guardians, usage during inopportune times, or failure to turn in the phone at the designated time to chaperones will result in the phone being taken away by a chaperone for the remainder of the trip.
- Students with phones without written consent from parents/guardians will have their phones taken away for the remainder of the trip, and students will also receive immediate detention.
- Phone usage in private areas will result in the phone being taken away for the remainder of the trip; a school Discipline Report filed, and possible suspension.

*St. Rose Catholic School is not responsible for incoming or outgoing content to or from a cellular device.

School Planners and School Website

School planners will be purchased for middle school students. Students are encouraged to write their homework assignments in their planners daily. Writing information on hands, arms, etc., is not permitted and may result in disciplinary action. All students have access to the school FACTS Website. On this website, students can view homework assignments, projects, and test dates after school during teacher-approved times. Each teacher will maintain a Google classroom site allowing students to follow along. Additionally, many teachers will use the google classroom platform to assign and submit assignments.

Middle School Supply List 2025-2026

The following supplies are expected to be on campus and at the student's disposal from the first day of school to the last. Student backpacks must be able to fit in a school locker. As supplies are used, they must be replenished and on hand at all times.

General Material

- ☐ medium canvas pencil pouch
- ☐ 1 package of red pens
- ☐ 1 package of blue or black pens
- ☐ 1 box #2 pencils or mechanical pencils with lead and good eraser
- ☐ 1 hand held pencil sharpener
- ☐ 1 protractor
- ☐ 1 pkg. medium size square Post-Its
- ☐ 1 package of 8 indexes (tab) dividers
- ☐ 1 large pkg. binder paper
- ☐ 1 small dry-erase board (approximately 8 ½ x 11") and eraser or dark sock
- ☐ 250 3x5" ruled index cards
- ☐ 1 six-pack package of glue sticks
- ☐ 1 set of colored pencils
- ☐ 1 five-piece set of colored highlighters
- ☐ 1 six-pack of expo low odor black fine point dry erase markers
- ☐ 1 two-inch 3 ring binder with zipper and handle (recommended)
- ☐ 1 set of coloring markers
- ☐ 1 pair of scissors
- ☐ Corded headphones
- ☐ Combination lock for school locker (the combination will be given to the middle school cluster chair)
- ☐ Student planner (7th and 8th grade only; the school will provide for 6th grade)
- ☐ Chromebook case or protective sleeve with handles
- ☐ 2 large boxes of facial tissue
- ☐ 1 cylinder of Clorox wipes

- ☐ Calculator

***Additional materials may be required during the year for specific projects.**

*** Please do not write anything on your notebooks before the first day of school as teachers will ask students to set up their notebooks in a specific manner.**

Subject Specific Material

6th English Language Arts/Literature:

- ☐ 1 college-ruled, **3 subject**, spiral notebook, 8 ½ x 11" - *NOT a composition book*
- ☐ Post-it 24ct 2" Durable Lined Filing Tabs 4 colors

7th & 8th English Language Arts/Literature:

- ☐ 1 college-ruled spiral notebook, 8 ½ x 11" - NOT a composition notebook.
- ☐ Notecard box or packet for holding note cards
- ☐ 1 package of Post-It flags, 0.5" size
- ☐ Returning 7th & 8th Graders: *Write Source 2020 Manual*
- ☐ Language arts tote bag to carry class-specific materials with handles

7th & 8th Math and Algebra:

- ☐ loose leaf/hole punched graph paper spiral notebook for math notes

History:

- ☐ 1 spiral notebook for history notes

P.E.:

- ☐ "roll-on" deodorant

- ☐ 2 sets of P.E. clothes will be available for purchase through JCarroll
- ☐ water bottle
- ☐ 1 pair of socks

Religion:

- ☐ 1 marble composition book, college ruled (7th and 8th graders can use same one from last year)
- ☐ duct tape or contact paper to cover textbook (6th graders required, 7th & 8th as needed)

Science:

- ☐ 1 marble composition book, college ruled
- ☐ 1 inch 3 ring binder
- ☐ safety goggles with name written on it
- ☐ 12" ruler with metric measurements (cm/mm)
- ☐ loose leaf/hole-punched graph paper

Policy statements are necessarily general, and the administration reserves the right to adjust as circumstances arise. Please check the website for the most up to date version.