CO-CATHEDRAL OF ST. JOHN THE EVANGELIST MIDDLE SCHOOL

A Rochester Catholic School

Student Handbook

2024-2025

CO-CATHEDRAL OF
ST. JOHN THE EVANGELIST
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EDUCATIONAL MISSION OF THE CATHOLIC CHURCH

"Catholic schools afford the fullest and best opportunity to realize the fourfold purpose of Christian education, namely to provide an atmosphere in which the Gospel message is proclaimed, community in Christ is experienced, service to our sisters and brothers is the norm, and thanksgiving and worship of our God is cultivated." (Renewing Our Commitment to Catholic Elementary and Secondary Schools in the Third Millennium, §2, 2005)

DIOCESE OF WINONA-ROCHESTER CATHOLIC SCHOOL MISSION STATEMENT

The Catholic Schools in the Diocese of Winona-Rochester are learning communities rooted in the teaching mission of the Catholic Church offering academic excellence and Gospel values in a diverse and nurturing environment.

ROCHESTER CATHOLIC SCHOOLS MISSION STATEMENT

Rochester Catholic Schools develops the spiritual, social, emotional, and academic growth of young people. RCS partners with parents and the Catholic faith community to nurture the development of a Christ-centered learning environment that fosters a culture of excellence where students grow in wisdom, courage and character. Rooted in Gospel values, RCS students are challenged and supported to become critical thinkers, collaborative problem solvers, creative visionaries and servant leaders who bring hope to the world.

CO-CATHEDRAL OF SAINT JOHN THE EVANGELIST MIDDLE SCHOOL BELIEF STATEMENT

We believe the community of Co-Cathedral of Saint John the Evangelist Middle School (CCSJEMS) provides a safe, academic, Christ-centered environment that models the life of Christ through faith, kindness, and respect for all. Our school is a warm, welcoming place where students love to learn and learn to love others as Christ does.

We believe that each person is a child of God, deserving of respect. We convey Christ's love in a school that prepares all students spiritually, emotionally, academically, and socially. Our churches, families and schools combine as one supportive community.

Our Christ-like environment promotes rigorous educational opportunities, physical wellness and mental support for all. Our positive atmosphere is encouraged through our words and our actions.

ABSENCE/APPOINTMENTS – *PERMISSION/EXCUSED*

Students must have written or verbal permission to be absent from all or part of a class. Permission is granted when a legitimate reason exists. Teachers have the right to refuse permission if an event or reason is determined to be unsuitable. (examples of acceptable reasons are student appointment/illness noted by parent, liturgy practice, concert rehearsal, service projects, extra-curricular activities and functions of this nature). Students who need to leave school for specific appointments will meet their parent/guardian in the school parking lot at a designated time. Parent will call upon arrival for student to be dismissed. Students will not be released without written, email or phone permission.

If the student will be leaving with someone other than the parent/guardian, a written permission or email must be sent with the student,with the name of the person who will be picking them up. When students return from appointments, they should report to the school office and receive a pass to admit them to their class. A student who is tardy for any reason must report to the school office for a tardy slip. This tardy slip is then presented to the teacher in the admitting class.

ACADEMIC AND BEHAVIOR EXPECTATIONS

In order that all students may learn in an accepting, positive, enriching environment and gain full advantage of educational resources, we expect that students:

- Arrive promptly to all classes
- Come to class with the necessary supplies, and use them as directed by the teacher
- Follow rules and expectations of each teacher or staff member
- Complete work on time, and bring it to class
- Talk at appropriate times, as established by classroom and school rules
- Listen attentively to teachers/classmates/PA announcements
- Be respectful in speaking with teachers, staff, and classmates
- Produce work that is neat and of good quality
- Do their own work; do not copy another student's work or cheat on assignments/tests
- Use time productively
- Show proper care for property
- Keep hands and body free of writing and designs
- Use appropriate gestures of support and friendship
- Keep textbooks and Chromebooks covered and cared for throughout the school year
- Follow "hallway movement" procedures; be timely and considerate when in the hallway
- Gum is not permitted. Candy may be distributed by a teacher, to be eaten in same classroom
- Use technology only at appropriate times, only yours, and for directed uses
- Water bottles must be plastic and transparent
- Cologne/Perfume may NOT be brought to school.
- Make-up may be worn by girls, but must be applied at home. Make-up products may not be brought to school.

Student behavior at CCSJEMS should exemplify high standards, reflect a desire to learn, and model Christ's teaching.

Failure to meet any of the Academic and Behavior expectations may result in the following:

- A consequence according to teacher's classroom policy
- Detention
- Written assignment
- Seat assignment
- Individual meeting with principal, teacher and parents
- Principal or Counselor referral
- Loss of recess
- Re-do assignment or grade
- Replacement of property

APPOINTMENTS

If a student misses any class due to an appointment, a band lesson, etc., he/she is expected to check with the teacher before the end of the school day to find out what in-class work was done. Students are also responsible for checking assignments on Google Classroom and the electronic whiteboard. If he/she does not return to school that day, he/she is expected to check with the teacher the next day. It is the responsibility of the student to see his/her teacher and follow through on completing work on time. Any class work that is not completed by the following class day will be marked as 'missing' in the gradebook. Students and families are encouraged to schedule appointments outside of the school day.

ATHLETICS/FINE ARTS/EXTRA-CURRICULAR ACTIVITIES AT THE HIGH SCHOOL LEVEL

It is an honor and privilege to be asked to participate in middle school and/or high school activities (including but not limited to athletics and Fine Arts). However, Rochester Catholic Schools (RCS) believes that the participant is al student first. In the event that there is a conflict between a school activity and an extracurricular activity, it is the expectation of RCS that participation in the school activity takes precedence.

BUS BEHAVIOR – INCLUDING FIELD TRIPS

Appropriate and respectful behavior on the bus is expected of all students. Students are to follow all school bus safety curriculum rules. Students who purposely disregard bus safety and/or behave disrespectfully may not be permitted to access buses, including field trips.

BUS SUPERVISION RULES

1. No food and/or drink in undesignated areas. Food or drink must be at the table areas
2. No personal electronics- Chromebooks may be used for homework
3. All students must be seated
4. Students should use the bathroom before entering the designated area
5. No running
6. Students may not leave the designated area without permission once they have entered
7. Walkers/car riders are not to be in the gym
8. After school activity students need to be seated in the bleachers

Upon dismissal, students need to proceed directly to supervised areas, cars or home. There is to be no loitering in the gym, lobby, the stairwells, classrooms or in the hallways.

CHROMEBOOK Guidelines

1. Put away or close your Chromebook when asked.
2. Only YOU are allowed to use YOUR device
3. Charge your Chromebook every night
4. Bring your Chromebook to school every day and keep on your desktop during class.
5. Use appropriate language and behavior online
6. Take care of your Chromebook
7. Bring physical problems to the Technology Integration Specialist as soon as it is noticed.
8. Games are NOT to be played when work is to be done. You must have the teacher give you permission to play games, listen to music, etc.
9. Students are provided with a carrying case for the Chromebook that they are required to use.

COUNSELOR

A counselor is available on campus. The counselor supports the Guidance Curriculum and assists students and teachers with academic and social support. Students may arrange to see the counselor by informing their teacher or the school office. The counselor may initiate the visit based on a request by the staff and/or administration. If the Middle School Counselor is unavailable, a student can meet with the elementary or high school counselor, if available.

COMMUNICATIONS PROCEDURES

Since parents and teachers are partners in the educational process, it is important to communicate with each other. The following are opportunities that provide for this communication.

1. **Blackbaud:** RCS uses a student database called Blackbaud. Each student and parent/guardian has access to the portal. Student grades and assignments are available through the portal. Parents will receive an email notification if a student has a missing assignment or failing grade. If parents have questions, after discussing this with their student, the teacher should be contacted.

2. **MID-QUARTER REPORTING** Mid-quarter grades are posted to the student/parent portal, at the mid-point of each school quarter to provide parents/guardians with information on academic grades. Notice will be sent home that grades are posted and parents are expected to check the Blackbaud portal. Parents are expected to sign on to the Parent Portal and review grades when they are notified of the posting. If students are receiving a D or F in a subject area, teachers should have been in contact with parents expressing their concern prior to the grades being posted.

3. **REPORT CARDS** Grades will be posted at the end of each quarter on dates published by the school. Parents/students are encouraged to log into Blackbaud and to view. A final printed Report Card will be mailed home at the conclusion of the school year.

4. **ADDITIONAL COMMUNICATIONS** Communication throughout the school year may also be made via email, voice message, phone calls, Weekly Broadcast, the "Weekly Take Home Folder" and the Blackbaud Parent Portal. At any time during the school year, parent(s) may email or call a teacher to check on a child's progress. Parents should expect a response in 1-2 school days.

5. **STUDENT FOLDERS** In some subject areas, students keep folders that include graded papers. Parents are encouraged to ask their child to bring these folders home periodically so that subject material and test grades may be reviewed.

6. **GOOGLE CLASSROOM** Google classroom is for student access only. It is a hub for classroom teaching and learning materials, listing assignments, worksheets, online turn-in, notes and presentations. Parents will be invited to view their child's google classroom assignments via an online portal sent by the child's teacher at the beginning of the school year.

Curriculum (Outline and Philosophy)

Grade level curriculum outlines, that are aligned with Minnesota State Standards, can be found by clicking on the links provided below:
6th - 6th Grade Curriculum Guide
7th - 7th Grade Curriculum Guide
8th - 8th Grade Curriculum Guide

Curriculum Philosophy can be found by clicking this link Curriculum Philosophy

DISCIPLINE AND CONSEQUENCES

CCSJEMS has high academic & behavior expectations of our students. In the event students fall short of these expectations, there are logical consequences.

If a student is referred to the school office, a parent will be contacted. In the message, parents will be asked to acknowledge that they have received the message. At times, a detention may be warranted.

Detention slips may be issued (by teaching staff, support staff and/or the school principal) to students who repeatedly disobey or disregard the rules governing school behavior and expectations. Students may receive a before school, after school, or lunch detention for any misuse or abuse of school regulations.

If detention(s) prove ineffective or if a situation warrants a more severe consequence, an in-school or out-of-school suspension will follow. A brief report giving the cause and dates of the suspension will be kept on file in the principal's office.

A student will be suspended from CCSJEMS in the event that his/her behavior warrants a punishment more severe than a detention. The student will be responsible to complete any work or assignments missed. Parents are responsible for providing student supervision in this event.

A student will be expelled from CCSJEMS in the event that detentions and suspensions prove ineffective. Another possible cause would be when conduct is of such a nature that keeping the student in school will, in the school's determination, pose a significant problem to a productive learning environment. Parents/guardians, student, Leadership Team and pastor will be notified by the principal.

DRESS CODE (UNIFORM/NON-UNIFORM)

RCS has Dress Code Guidelines for our students, including uniforms. In order to promote a positive learning environment, students are held accountable for being in dress code/uniform. School uniforms may be ordered through Donald's Uniform Company. The uniform company hosts a sale in Rochester each summer, typically hosted at Holy Spirit School. Dates for this sale will be shared as they come available. The Home and School Association has used uniforms available during Welcome Days in August and at each night of conferences during the school year. New school sweatshirts can be purchased directly from the RCS Spirit Shop located at Lourdes High School.

The first Friday of each month is a "non-uniform day". Exceptions to the first Friday non-uniform day will be published on the school calendar or sent via email. Occasionally, the Student Council will sponsor a themed spirit day. Students are encouraged to participate in these days by wearing clean, acceptable attire. The RCS Dress Code Guidelines are available on the RCS website.(www.rcsmn.org)

Cold Weather Dress Guidelines
Snow pants and Boots are Recommended. Students are expected to use their best judgment when going outside. Students will not be issued pants, shoes, socks, etc. if they get wet/cold.

K-8 UNIFORM / DRESS CODE

Rochester Catholic Schools believe common expectations in terms of appearance assist the learning environment in many ways. Please adhere to the following uniform/dress code.

Skirts:
Grades 6 – 8: Current plaid skirt (for girls) or dress code approved pants/shorts/skorts. Tennis/Athletic skirts are not permitted.

Girls who choose to wear skirts are **REQUIRED** to wear leggings under their skirts. Students may not roll skirt/shorts/pants waistbands. Skirts/shorts/skorts should hang to within 3 inches of the knee and must hang longer than their fingertips when standing with relaxed shoulders.

Pant/Shorts:
Boys and Girls Grade K – 8: Solid navy blue or black pants (hip pockets only/NO cargo pants). NO rivets. Athletic shorts are not permitted. Stitching on the seams of pants/shorts must match the color of the pants/shorts (e.g., navy blue stitching on navy blue pants/shorts). No logos on the pants/shorts (logos may not be covered with tape. They are not allowed at all). No denim or sweatpants.

Shirts:
Boys and Girls Grade 6 – 8: Solid white or red (short or long sleeve shirts with collars). May include polo or turtleneck. Shirts must be free of appliqués, logos, zippers, snaps and hoods. Banded bottom polo shirts in white or red are also acceptable and are available through Donald's. Shirts without banded bottoms must be worn tucked in.

Sweatshirts:
Red or navy blue round-collar or three-quarter zip sweatshirt with Rochester Catholic Schools logo may be worn. Students must wear a dress code shirt under the sweatshirt. Sweaters: Cardigan or V-neck: Solid navy blue, red, or white may be worn. Cardigan or V-neck must be free of appliqués, logos, zippers, snaps and hoods.

Leggings:
Blue, black, white or red leggings (pant length with socks) or tights **MUST** be worn under jumpers/skirts/skorts. Leggings are only permitted under shorts or skirts, and may not be worn on their own, including non-uniform days.

Shoes:
Shoes must have backs, be snug fitting, and have non-slippery soles. No flip flops or "crocs". Toes and heels must have full coverage. Slippers are not permitted.

Belts:
Belts are optional, but if worn should be solid in color. NO suspenders.

Jewelry/Hair/ Make-Up:
Any jewelry/hair/make-up that draws undue attention or that is distracting in nature will not be allowed. Small earrings may be worn. Hair must be "naturally occurring" and not pink, blue, green, purple, etc. as they are unnatural hair colors. Students that are not in compliance with the uniform/dress code policy will receive a notice from the school to alert them of changes that need to be made, prior to class admission.

OUT-OF-DRESS-CODE DAYS
Out-of-dress-code days may be scheduled at the discretion of the school administrators/teachers. On those occasions, the following non-uniform dress is expected: On non-uniform days we expect our students to be in modest attire. This includes shirts that are not torn or worn off the shoulder, no tank tops, or shirts that bare the midriff. Shorts/skirts need to be at least past the student's fingertips (if not longer). Pants with holes, and t-shirts with inappropriate logos/writing are not acceptable. Leggings may not be worn unless they are worn with a loose shirt, dress, or shorts that is no shorter than past the fingertips and completely covers the individual's bottom. Spandex (including bike shorts) is not appropriate attire for school and may not be worn. Students may not wear apparel or accessories that promote K-12 public schools.

Spirit Fridays
At CCSJEMS students may choose to participate in "Spirit Friday". Students may wear a top that is issued by (or purchased from) the Rochester Catholic Schools. The top must be RCS-related. Shirts/sweatshirts/tops won at a sporting event, competition or other activity, while representing RCS, will be permitted. If a top with a zipper is being worn on Spirit Friday, the student must wear a shirt underneath that follows the Spirit Friday guidelines OR a uniform shirt. .
Uniform bottoms MUST be worn on Spirit Fridays

DUE PROCESS

Rochester Catholic Schools is concerned for the growth of each student. Occasionally, it is necessary to discipline a student for inappropriate behavior. Rochester Catholic Schools act carefully to make the discipline or accountability a growth experience.

Reluctantly, at times, it is necessary for Rochester Catholic Schools to resort to suspension, exclusion, or expulsion of a student from educational programs. Such actions are always taken with the hope that the experience might bring the pupil to a greater responsibility.

CCSJEMS uses the following guidelines to ensure that a student is treated fairly and that family and school can work together for the greater good of that pupil while protecting the school community.

Suspension, exclusion, or expulsion is intended for major infractions of school rules and for progressive or repeated minor infractions. Examples of major infractions are vandalism, violence, alcohol, tobacco or drug use in school or at school activities, truancy, teacher abuse, or other acts that might endanger students, teachers, or the learning and activity programs of the school.

If used, suspension is limited to ten days. Expulsion of a student from school is used in situations dictating more than ten days suspension. Expulsion may extend to a full calendar year or may be permanent.

In general, when a serious discipline incident occurs, CCSJEMS follows this due process:

- Upon investigation and weighing of evidence at hand, an administrator informs the student of the decision of the school.
- If the matter is serious enough, an administrator seeks the advice of the Administrative Leadership Team before making a decision.
- Parents are contacted by phone about the incident and the action of the school. If necessary, a letter is sent, explaining the incident and the action.
- If requested or helpful, a meeting with the parents, student, and administration is held to review the situation.
- If the parents request an appeal of the Administration, such an appeal is handled through the RCS President of Schools and any advisory council he/she chooses to assemble to assist in the discernment of said appeal.
- Co-Cathedral of St. John the Evangelist Middle School is committed to maintaining confidentiality in all school disciplinary matters.

EXTENDED DAY A.M./P.M. PROGRAM

Students are allowed to enter the building in the morning at 7:30 am and must proceed directly to the gym. Students are not permitted to enter the building before 7:30am unless they have asked permission from a supervisor. At 7:50 am, students will be dismissed from the gym to attend classes. Students are expected to leave the building at day's end on the proper dismissal call through the main doors. **Students should not loiter or roam around in the lobby, the stairwells, the upper and lower hallways, the bathrooms, or the gym prior to the start of the school day or after dismissal calls.**

Students who do arrive before 7:30 a.m. need to use the Extended Day A.M. Program and must be registered in the program. Students not registered in the program are not permitted to use the Extended Day A.M program. Students waiting for the evening bus must proceed directly to the designated area. Students waiting for the evening bus must be productive (homework, reading, join a club, etc.).
P.M. Extended Care is not offered at CCSJEMS. Students are permitted to remain after school, in the designated "bus waiting area" or club until the last bus leaves (generally between 3:45 and 4:00pm).

FINES

- Loss or damage of textbooks, materials, lockers, or other property may result in a monetary fine established by the school.
- Vandalism/damage to any school property will result in a fine and responsibility for maintenance/repair/cleaning of the item or equipment.

RCS EXTRACURRICULAR ELIGIBILITY

Students involved in extracurricular activities are expected to make satisfactory academic progress congruent with the expectations of RCS and the individual abilities of each student as well as behavior expectations too!

CCSJEMS/RCS/Lourdes High School provide many extra-curricular opportunities for our students. Many of the events take place before and after the school day. Students are expected to participate in the activity they are here for. If the activity does not begin directly after dismissal (2:55 p.m.), parents are responsible to arrange supervision for or supervise their children until the activity begins. Students are not allowed to leave school grounds between dismissal and the activity unless they are accompanied by an adult. Students are not allowed to stay on school grounds unless their practices are immediately after school or supervision has been arranged.

A student is ineligible if he or she has an F in more than one course on the formal mid-quarter posting. Ineligibility means that a student may attend practice, rehearsal or club meetings, but may not participate in any game, performance, or competition. Starting the school day after the formal posting, the student will remain ineligible for seven calendar days. At the end of seven days, the student must bring a progress report form to all of his/her teachers for classes he/she is failing and have them:

- Indicate what the student has done to improve his or her academic performance;
- Current grade; and...
- Provide a teacher signature.

The student will bring the completed progress report to his/her Principal to be signed.

Once it is documented that the student is passing all courses, the Principal will inform the Activities Director that eligibility can be restored. It is not possible to restore eligibility before the seven calendar days have passed. At the end of seven days, if the student is still not passing, he or she will be ineligible for another seven days. Once the second set of days has passed, the student must follow the instructions regarding the progress report.

Improvement must be demonstrated within the seven day period in order to retain eligibility. If, after the seven day period, the student has not demonstrated progress, he/she will remain ineligible and must follow the course of action stated above.

A student is ineligible if he or she has an F in one or more courses on the formal quarter posting. Ineligibility means that a student may attend practice, rehearsal or club meetings, but may not participate in any game, performance, or competition. Starting the school day after the formal posting, the student will remain ineligible for two weeks. The Building Principal will notify the Activities Director. The Activities Director will email the parents/guardians to inform them of the student's ineligibility.

At the end of the two weeks, the student must bring a progress report form to his/her teacher and have them:

- Indicate what the student has done to improve his or her academic performance;
- Current grade; and
- Provide a teacher signature.

The student will bring the completed progress report to his/her Principal to be signed.

Once it is documented that the student is passing all courses, the Principal will inform the Activities Director and eligibility will be restored. It is not possible to restore eligibility before the two weeks have passed. If, after two weeks, progress has not been demonstrated, the student will remain ineligible until such time when progress has been demonstrated.

If a student earns a failing grade for 2nd or 4th quarter, even if the student passes the semester, he or she is still ineligible for two weeks and must follow the quarter guidelines stated above.

GRADING

When percentage grading is used by the junior high staff, the following scale will be used:

A 93	B+ 87	C+ 77	D+ 67	F 59 and below
A- 90	B 83	C 73	D 63	
	B - 80	C - 70	D- 60	

NA = Not Applicable, E= Excellent, S = Satisfactory, N = Needs Improvement, P = Pass

Late: please be aware that we hold all students to a certain expectation regarding the submission of assigned work/tasks. Assignments are expected to be turned in on the day they are due. Each teacher will have a guideline for turning in late work and the maximum allowed points for late work. Students are responsible for turning in work on time and/or communicating with teachers regarding late work.

Grievance Policy
Rochester Catholic Schools partners with parents and guardians to provide a Catholic education to all who seek it, through our philosophy of whole-child excellence, faith-informed character, and a devoted community. All efforts should be made to resolve conflict at the school level through communication with teachers and school administration. Families who have a formal complaint are asked to follow these steps:
1. Meet with the teacher to discuss the issue. The teacher will respond with a written summary of the meeting and a description of steps which will be taken to resolve the conflict.
2. If parents are dissatisfied with the process in Step 1, they can arrange to meet with the school principal. The principal will respond with a written summary and action steps.
3. If parents are dissatisfied with the process in Step 2, they can arrange to meet with the RCS President. The president will respond with a written summary and action steps.
4. If parents are dissatisfied with the process in Step 3, they can submit their concerns to the co-chairs of the Board of Trustees through this online form. https://www.rcsmn.org/about/members/contact and expect a response within 7 days.

HALLWAY BEHAVIOR

Students are to respect the rights of any person to enter, exit, and move within the school building. Students should allow for the orderly passage/movement of others, be reasonably quiet in the hallways, and not loiter in the hallways. Students need to use a classroom pass or sign out to use the lavatory or drinking fountain. Teachers will send students to the next class with a signed pass if they arrive late to that class.

HARASSMENT STATEMENT

CCSJEMS shall maintain a learning environment that is free of harassment. We are called as Catholic Christians to value each person, to be accepting of others, and to respect the differences that make each of us unique. The following actions are unacceptable: bullying, teasing, name-calling, ridiculing, making threats, using offensive language, and any other actions that may hurt or harm another person. In cases of reported harassment, the student will meet with faculty, counselor, and/or administrator. If the behavior is severe or pervasive, disciplinary actions will be taken, and parents/guardians will be contacted.

Bullying behavior or language observed by or reported to an adult is addressed accordingly. Students found to be bullying another individual will be suspended based on the severity and frequency of their actions.

HOMEWORK/ILLNESS/VACATION/COVID

Student materials necessary to complete school work can be sent home to an absent student upon parent request via a brother, sister or classmate, or it can be picked up in the office by a parent. It is a student's responsibility to check Blackbaud, Google Classroom, or other classroom communication methods while they are away from school. When returning to school after an illness, the student must check with teachers to set due dates for missing work. A student has as many days to make up the class work/assignments as the number of days they were absent (e.g., if a student missed five days of school, he/she has five days to make up missed work, unless alternative arrangements have been made with a teacher.)

Families may take vacations during the school year and sometimes request homework in advance. Because of the ever changing nature of classroom pacing, it's a challenge to accurately predict homework more than a couple of days in advance. Teachers will do their best to give assignments when requested. Please provide a week's notice if you are requesting work in advance. It is the expectation that any work given in advance will be completed upon the student's return. Some teachers may prefer students make up work upon their return, and this is up to teacher discretion. This will be communicated to the student when they request work in advance.

In the event a student must miss 5 or more days due to COVID, virtual links will be prepared for him/her to attend classes. If the student is too ill to participate, he/she will not attend class virtually.

Students MUST check with each teacher within two days of returning to school after any absence to set due dates for missing work/grades. If work/grades are not completed by the due date, the grade recorded may be an F, and a detention may be issued.

LAVATORY USE

Behavior in all bathroom areas will show respect for others and their privacy as well as respect for school property. We ask that students use the facilities and bathroom fixtures appropriately and keep the lavatories clean from litter. If there is a problem or issue in one of the restrooms, (i.e., broken or running toilet, leaky sink, vandalism, etc.) report it immediately to an adult in the school.

LOCKER USE

Lockers should be used appropriately throughout the school day. Care should be taken when opening and closing locker doors. Mirrors, magnets and inappropriate pictures are not permitted in lockers. Sticky tak (rather than tape) must be used to secure items to the locker surface. Lockers may periodically be checked by the middle school staff and/or administration. Students should remove signs, greetings, etc. from the front of their locker doors by the end of the school day. Students may only open their own lockers and must stay out of other student's lockers. **Chromebooks should NOT be kept in lockers. Students may not use personal locks, as staff members may access lockers at any time.**

LUNCHROOM BEHAVIOR

Students have the right to eat lunch in a clean, quiet, and relaxing atmosphere. Students are not permitted to bring soda, carbonated beverages, or any electronic devices into the lunchroom. All students will be expected to adhere to behavior expectations. Students must ask for permission from a staff member to use the restroom during lunch. Students may be assigned to help serve lunch. Each student may only purchase items for themselves. Students must walk to the a la carte line in an orderly fashion. ***Students may not share food.***

NON-DISCRIMINATION STATEMENT

Co-Cathedral of St. John the Evangelist Middle School does not discriminate on the basis of sex, race, color, national or ethnic origin, religion or disability [if with reasonable accommodation on the part of the school, that person's needs can be met], in admission to CCSJEMS and to all the rights, privileges, programs, and activities. In addition, CCSJEMS will not discriminate in the administration of its educational programs or extracurricular activities on the basis of sex, race, color, national origin, or disability, if, with reasonable accommodations on the part of the school, the person's needs can be met.

PLAYGROUND/PLAYGROUND RULES

Middle School students are provided with a lunchtime recess. All students must go outside during recess, unless weather prevents this (See Indoor Recess section below). Students must be accompanied by a staff member to be indoors at recess time. Students are expected to respect the authority of the playground supervisors and obey all rules and expectations.

1. No food or gum. Students will be asked to dispose of it in the garbage.
2. Stay on the Big Toy or the main playground area, not the parish center or residence lawns, gardens or sidewalk.
3. Balls will be retrieved at the end of recess periods. No student will run in the street or on the other side of the fence to retrieve balls without permission from a supervisor.
4. If equipment is not being used properly, the supervisor will take it away.
5. If games are inappropriate or dangerous, the supervisor will ask that they stop (e.g., tackling, piling up, pulling on clothing, pretend shooting). This includes throwing a ball at someone.
6. Playground balls and Nerf balls will be provided on the playground. Only school issued equipment is permitted. No balls from home are allowed.
7. No wall ball.
8. Playground equipment should be taken care of and returned to the bin/bag when you are finished with it. **Do not kick the game balls away, into the street, onto the roof, or over the fences. Do not leave any equipment for someone else to pick up. Do not pick up wood chips, rocks or sticks.**
9. Show courtesy and respect to each other and to the supervisors.
10. Students must have permission from a supervisor to leave the playground for any reason.
11. Students may not climb on snow piles in the parking lot.
12. Playground balls are not to be used until lunch recess for the safety of others in the morning.

INDOOR RECESS RULES

1. Students MUST stay in assigned area
2. Students must be seated, whether in a chair or on the floor.
3. Students must ask permission from a staff member to use the bathroom.
4. Students must come to indoor recess prepared. Passes to lockers will not be provided/permitted.

WINTER PLAYGROUND RULES
Starting when cold and snow arrive

1. No climbing/playing on snow hills.
2. No throwing, kicking of snow, snowballs, or ice chunks.
3. No sliding on ice (ice patches, the hill, blacktop areas).
4. Big Toy may be closed if there are ice patches at the bottom of them.
5. Slides and poles may be closed if there are ice patches at the bottom of them.
6. The blacktop may be closed if it is too icy, wet or muddy.
7. All other rules are still in effect
8. Do not take other people's hats, scarves or mittens.
9. Dry clothes/shoes will not be provided after recess. Plan ahead.

POLICIES

RCS/Diocesan policies are available online at https://www.rcsmn.org/about/governing-documents.

RETENTION/FAILURE

Retention in itself is not necessarily the answer to a child's school problems. Because retention is a controversial issue, a thorough discussion of the matter by the parents, teachers, administrators and school counselors will take place. A retention decision will be made only if a consensus can be reached.

Students may be required to repeat a grade or complete additional summer work for the present grade when two and one-half (2 ½) or more core classes are failed. One-half class is equal to a class which does not meet daily (e.g. world language, physical education, music, and art). If this occurs the recommendation would be to repeat the grade at another school.

If a student fails in a particular subject area, coursework will be assigned and must be completed during the summer to better prepare him/her for the upcoming school year.

SOCIAL MEDIA

Social media platforms have become an integral part of modern communication. While these platforms offer numerous benefits, they also pose risks, particularly when used inappropriately. It is essential for our school community to maintain a respectful and supportive environment both online and offline. All members of the school community, including students, parents, and staff, are expected to conduct themselves respectfully on social media platforms. This includes refraining from posting content that is defamatory, discriminatory, harassing, or otherwise harmful to others. Posting negative or derogatory comments, images, or videos about the school, staff members and/or students on social media is strictly prohibited. Such behavior undermines the culture of respect and collaboration within the school community and may result in disciplinary action. Disciplinary action may include detention, suspension, or other appropriate measures as determined by school administration. Serious breaches may result in more severe consequences, up to and including expulsion.

Study Hall

Study Hall is a time for students to complete work, study, read, prepare for upcoming school work, etc. Students are expected to arrive to Study Hall prepared to quietly work on a school-related task. Study Hall is not a time for playing or socializing. If a student does not have work to complete or studying to do, he/she must bring a book to read.

TECHNOLOGY USE

Technology is an integral component of the middle school experience. While many of our students are connected via social media, the purpose of technology use at school is academic in nature. All devices, whether provided by the school, or personal devices brought from home, are to be used in a manner consistent with this purpose.

Chromebooks are provided to each student by Rochester Catholic Schools and are to be used solely in accordance with the RCS Technology Use Agreement, and classroom Chromebook rules. Violations of the use of the Chromebook may result in consequences, up to and including the loss of the Chromebook privilege.

If personal devices, such as cell phones, smart watches, iPods, etc. are brought to school, they must be turned off and in backpacks/lockers during the school day. Cellular devices are a distraction to learning and are not allowed to be used by students at any time while in the school building. Students that choose to bring a personal device, do so at their own risk. RCS is not responsible for lost, broken, or stolen devices. Airpods, or any other wireless headphones, are not permitted to be worn or used by students at any time. Headphones must have a wire and be connected to Chromebooks during usage. Personal devices will be taken from the student if used during the school day. Parents may be asked to pick up the device after school. Cell phones are only permitted after school with staff permission to contact family.

Ethical use of technology is an important component of our technology use. At all times, students are expected to use their devices respectfully, in a manner that does not distract from their own, or other's learning.

TEST/ASSESSMENT RETAKES

It is expected that all students will take their learning seriously at CCSJEMS. Students are expected to thoroughly prepare for all classes, tests, and assessments. Test/assessment retake procedures will be determined by each individual classroom teacher. Students choosing to retake a test or assessment may not earn more than 70% (C-) on the test/assessment.

TIMES FOR SILENCE

- Silence is to be observed during fire drills, tornado drills, and lockdowns.
- Silence it to be observed during announcements at the beginning and end of the day.
- Silence is to be observed during study hall time unless permission is given to talk.
- Silence is to be observed going to the Co-Cathedral for Mass.
- Appropriate silence and courteous behavior are to be observed at assemblies, during performances, and in the library.
- Students are to observe appropriate silence and reverent behavior for all liturgies and prayer services.

VOLUNTEERS

Co-Cathedral of St. John the Evangelist Middle School welcomes volunteers, including parents, grandparents, and friends. These special people are vital in maintaining and improving the quality of programs offered at the school. Opportunities are available during the school day and outside school hours to help in many ways. Volunteer information is normally sent home in summer folders for all families to sign up to volunteer for various events or projects throughout the school year. Many of our volunteer opportunities are managed by our Home and School Association (HSA). All volunteers must follow the volunteer requirements established by the Diocese of Winona-Rochester. The Diocese of Winona-Rochester requires volunteers to complete the required Virtus Training and a Criminal Background Check. Please visit www.virtusonline.com to sign up for training.