

Procedural Guide



2020-2021

*Forming disciples of Jesus Christ through Catholic educational excellence.
Achieve. Lead. Soar.*

TABLE OF CONTENTS

	<u>Page</u>
Table of Contents	2
Introduction	3
Holy Family Catholic Schools Mission Statement	3
Activity Fees	3
After-School Supervision	3
Arrival & Dismissal Procedures	3
Athletics	4
Attendance Procedures	4
Authorized Areas	5
Behavior Expectations	5
Behavior Referral	5
Buses	5
Cell Phones	5
Classroom Distractions	6
Communication	6
Curriculum Guide	6
Daily Schedule	6
Deliveries	6
Detentions	6
Discipline	6
Dress Code	7
Eagle Pride Fridays	7
Electronic Devices	7
Extra-Curricular Activity Eligibility	7
Grading Scale	8
Food/Beverages	8
Harassment	9
Health Services	9
Laptop Computers	9
Learning Management Systems	9
Library	9
Liturgies & Prayer Services	9
Lockers	10
Lost & Found	10
Lost or Damaged Materials	10
Lunch & Breakfast	10
Make-Up Work	10
Medications	11
Newsletter	11
Parent Association	11
Posters	11
PowerSchool	11
Progress Reporting	12
School Supply List	12
Student IDs	12
Visitors	12
Website	12
Appendix A (Daily Schedule)	13
Appendix B (Dress Code)	14
Appendix C (School Supply List)	16

Introduction

The procedures, rules, and guidelines set forth in this Procedural Guide relate specifically to Mazzuchelli Catholic Middle School for the school year. This local procedural guide is to be used in conjunction with the system-wide Holy Family Catholic Schools Policies and Procedures Handbook.

Knowledge of the rules and regulations, their processes, and their implementation is the responsibility of all Middle School students and their families. A lack of knowledge or understanding of the rules and regulations will not be the cause of releasing a student from the responsibility of abiding by the stated policies.

These printed rules and regulations are considered a binding contract between the students and staff by virtue of choosing Holy Family Catholic Schools. The administration of Mazzuchelli Catholic Middle School reserves the right to modify the published rules as necessary.

Holy Family Catholic Schools Mission Statement

Forming disciples of Jesus Christ through Catholic educational excellence. Achieve. Lead. Soar.

Activity Fees

A \$35 fee will be collected for each activity that requires a paid coach or moderator (Mock Trial, Show Choir, Musical, First Lego League, and each sport). Families with financial hardship or special circumstances can be exempted from this fee.

After-School Supervision

After-School Supervision will be provided free of charge in the Commons until 4:15PM. Students must remain seated in the Commons area during After-School Supervision. All students on the Mazzuchelli Catholic Middle School campus who are not participating in supervised activities during this time are required to be in the Commons. Students who remain on campus prior to a "late" practice time slot for extra-curricular activities must report to the Commons for After-School Supervision.

Arrival & Dismissal Procedures

Arrival

The Commons will be opened to students at 7:00AM. Vehicles should drop off students in the traffic circle area in front of Mazzuchelli or Wahlert (never on Kane St. or Chaney Rd.). Upon arrival at the Mazzuchelli campus, 6th grade students report directly to their locker bay while 7th/8th grade students should report to the Commons. Students will be released to their classrooms at 7:35AM. The school day begins at 7:40AM.

Dismissal

Students traveling by bus will be dismissed at 2:45PM. Students not traveling by bus will be dismissed when the busses depart at approximately 2:52PM. Students are allowed to ride only in vehicles which are parked on campus directly in front of Mazzuchelli Catholic Middle School, in the Wahlert traffic circle, or in the Wahlert parking lot. Students will not be allowed to access vehicles parked on the street. Students who walk or ride bikes will remain on the Mazzuchelli Catholic Middle School campus until 3:00PM. Students still on the Mazzuchelli Catholic Middle School campus at 3:00PM will report to After-School Supervision in the Commons.

Athletics

The philosophy of Mazzuchelli Catholic Middle School Athletics is one of participation and skill development. Sports offered include football, volleyball, cross country, wrestling, basketball, and track & field. Interscholastic athletics are for 7th & 8th grade students only. Students must stay eligible for athletics. (See Extra-Curricular Activity Eligibility)

A \$35 fee will be collected for each sport. (see Activity Fees) Each student participating in athletics is required to have a Concussion Fact Sheet (completed electronically) and an Athletic Pre-Participation Physical Examination on file in the Wahlert Athletics Office before being allowed to participate in practice or competitions.

Attendance Procedures

Attendance

Student attendance will be recorded at the beginning of each class period. Teachers may issue a Behavior Referral for deliberate or excessive tardiness.

Absence

If a student will be absent, parents/guardians must call the Mazzuchelli Office or e-mail the school secretary before 8:00AM. If the absence is planned in advance, the Office should be notified with a telephone call, e-mail, or parent note of the dates and reason for the absence.

Late Arrival

Students arriving to school after 7:40AM must sign in at the Office. Students who arrive between 7:40-8:00AM will be marked as an "unexcused tardy" unless the tardy is excused within 24 hours with a telephone call, email, or parent note. Students who arrive after 8:00AM will be marked as an "unexcused absence" unless the late arrival is excused within 24 hours with a telephone call, e-mail, or parent note.

Early Dismissal

Students needing to leave school prior to 2:45PM must notify the office in advance with a telephone call, e-mail, or parent note. Students bringing notes should give them to the school secretary. The Office will issue students an early dismissal slip to give to their teacher when it is time to leave. Students must sign out in the Office prior to leaving the building.

Students who return to school on the same day must stop at the Office and sign in before returning to class.

Truancy

Students will be considered truant if absent with no parent communication. These absences are considered unexcused and subject to disciplinary action unless parent communication regarding the absence is received by the office within 24 hours. A state-mandated attendance letter will be mailed home after 7 days of absence.

Authorized Areas

Students are to stay in authorized areas of the Mazzuchelli Catholic Middle School building at all times. Students who enter unauthorized areas without permission (Wahlert High School, emergency exit stairwells, elevator, etc.) are subject to disciplinary action.

Behavior Expectations

A Behavior Expectations report will be completed for every student in each class at the end of each trimester. This report evaluates the students' degree of preparedness, engagement, and respect. (see Progress Reporting)

Behavior Referral

A Behavior Referral is a form used by MCMS Staff to report and document inappropriate behavior by students, resulting consequences, and communication with parents. Any Behavior Referral may result in a detention or other consequence. Multiple Behavior Referrals may result in additional consequences. (see Discipline)

Buses

The Dubuque Community School District provides busing or reimbursement (at their discretion) for students who live more than two miles from school and live within their district boundaries. All bus students must abide by the bus rules and consequences outlined by Dubuque Community School District. For additional information, contact the DCSD Transportation Department.

Cell Phones

Cell phones may not be used from 7:35AM-2:45PM. During those school hours, cell phones must be kept in a locker, in a zipped backpack, or with an adult. Teachers may allow cell phone usage in their classrooms for educational purposes. Students will be allowed to check cell phones during the school day with the permission and supervision of an adult. Violation of the cell phone policy will result in confiscation of the device for the remainder of the school day. It is the responsibility of the student to pick up the cell phone in the Office between 2:45-3:00. Multiple violations of the cell phone policy may result in additional consequences. For purposes of this policy, watches and other devices with internet capabilities (except school-issued computers) will be categorized as cell phones.

Classroom Distractions

Items used by students which cause a distraction to the educational environment may be confiscated by teachers. Return of these items is subject to administrative discretion.

Communication

Parents/guardians are encouraged to promptly and professionally address staff with any questions or concerns. All faculty members have e-mail addresses which are listed on the HFCS website.

Curriculum Guide

A complete listing of all curriculum and academic programs is available in the Curriculum Guide which is posted on the HFCS website.

Daily Schedule (See Appendix A)

See Appendix A for the Daily Schedule, Liturgy/Concert/Assembly Schedule, and Late Arrival Schedule. School days will be identified as "1", "2", or "3" on a rotating basis in order to accommodate the three Specialist classes (Wellness, PE, Spanish) that are held every third day. In general, if a day of school is missed because of snow, etc., the next day of school will continue the numbered order. (e.g., If Monday was going to be a "1" Day but school was cancelled, Tuesday would now become a "1" Day.)

Deliveries

Sending flowers, balloons, or food to school for students is discouraged and such items will not be delivered to classrooms. Students may pick up deliveries in the Office at the end of the school day.

Detentions

Detentions will be served from 2:50-3:45PM unless other arrangements are made. Failure to serve a detention at the arranged time can result in additional penalties. Students who do not serve their detention on the scheduled day are ineligible for all extra-curricular activities until the detention is satisfactorily completed.

Discipline

MCMS students are expected to exhibit Christ-like behavior by demonstrating respect, taking responsibility, and building community. A Behavior Referral form may be used to notify parents of behavioral concerns. Additional consequences may be included as part of the Behavior Referral. If before-school or after-school time is merited, parents will be notified at least one day in advance. (see Behavior Referral)

Major incidents of misbehavior (e.g., harassment, fighting, deceit, etc.) will be referred to the Principal's Office. Consequences for such behavior may include but are not limited to

isolated lunch, detention, office intervention, mandatory counseling, community service, Saturday detention, conferencing with parents, restitution, ineligibility, suspension, etc. Concerns will be monitored by the Building Discipline Committee which is comprised of the MCMS Leadership Team.

Dress Code (See Appendix B)

A Behavior Referral form will be given to students in violation of the dress code. A change of clothing may be required.

Eagle Pride Fridays

Students may wear Wahlert / Mazzuchelli / Eagle or other HFCS t-shirts, sweatshirts, and other cover garments on Fridays. All other dress code regulations apply.

Electronic Devices

School issued laptop computers are the only authorized devices during school hours. Other electronic devices are allowed subject to the approval and direct supervision of a staff member. Headphones and ear buds are allowed in the classroom (not in the hallways between classes) with the permission of the teacher. The school is not responsible for lost, damaged, or stolen electronic devices. HFCS Acceptable Use Policies apply to all electronic devices on school property.

Extra-Curricular Activity Eligibility

Participation in athletics and other extra-curricular activities at Mazzuchelli Catholic Middle School is a privilege. In order to maintain this privilege of eligibility:

1. Each student is expected to earn passing grades.
 - For Athletics: Students who receive incomplete or failing grades in more than one subject at mid-trimester or trimester checkpoints may be ineligible for participation in all competitions/performances during the following week (next 5 school days). This ineligibility is in effect for a minimum of that one week and until satisfactory progress is demonstrated in all of the affected classes. Attendance at practices during the period of ineligibility will be determined by the parents of the student; these wishes will be communicated with the Principal who will inform the coach. Determinations of academic ineligibility can be made by the administration at any time.
 - For other Extra Curricular Activities: Students who receives incomplete or failing grades in more than one subject at a pre-determined checkpoint approximately four weeks prior to the initial primary competition/performance may be declared ineligible for that activity for the remainder of the school year. If, after five school days, satisfactory progress is demonstrated in all of the affected classes, the student can be re-instated to full participation. Otherwise, the ineligibility will remain in force and

future re-instatement for the current school year will not be considered. Attendance at practices during the aforementioned five school days is expected if re-instatement is desired. Determinations of academic ineligibility can be made by the administration at any time.

2. Each student must maintain a good conduct record both in school and out of school during the school year and in the summer months. Any student whose conduct or habits are such to make that student unworthy to represent the ideals and principles of Holy Family Catholic Schools may be ineligible to participate in or attend any extra-curricular activities for a designated period of time. The HFCS Substance Abuse Policy and the due process appeal procedures are outlined in the HFCS Policy & Procedure manual.
3. Each student must meet the expectations of his/her parents. MCMS fully supports all parental requests to withhold students from extra-curricular activities at any time and for any reason.
4. Each student is expected to attend a full day of school prior to participating in after-school extra-curricular practices and competitions/performances. However, family circumstances (funeral, doctor appointment, etc.) might cause parents to withhold their child from school for part or all of a day in which they are scheduled to participate in an after-school activity. The child's participation in after-school activities that day may be determined by the parent unless administrative approval is necessary.

Grading Scale

A+	97-100	B+	87-89.99	C+	77-79.99	D+	67-69.99
A	93-96.99	B	83-86.99	C	73-76.99	D	63-66.99
A-	90-92.99	B-	80-82.99	C-	70-72.99	D-	60-62.99

**D range not applicable to Summit classes.*

Food & Beverages

1. Students are not allowed to eat outside of the Commons without the permission and direct supervision of a teacher in that particular teacher's classroom.
2. Food that is brought into the building should meet the guidelines outlined in the HFCS Wellness Policy including an emphasis on fruits, vegetables, and other healthy food options.
3. Candy is not allowed. Mints are considered candy.
4. Gum and mints are allowed but may be disallowed for particular activities and in specified locations at the discretion of each teacher.
5. Coffee, caffeinated, and carbonated beverages are not allowed in the building for students.
6. Water is the only beverage allowed outside of the Commons.
7. Administrative approval is required for all celebrations and food items.

Harassment

It is the policy of the Archdiocesan Board of Education and Holy Family Catholic Schools to maintain a learning environment that is free from any type of harassment/bullying as per Iowa Code Chapter 216 and 280.12(2)(f) and ABE policies 2515.1, 2515.11, and 5144.3. (See policy in HFCS Handbook)

Health Services

Students who are injured or feel ill at school should inform the staff member in charge and ask for a pass to the Office. Students are not allowed to text/call parents regarding health concerns prior to going to the Office. Office personnel will assess the student, provide needed treatment, and make a determination as to whether the student should return to class, rest in the office, or be sent home. Students who have a temperature over 100 degrees, vomiting, or diarrhea are sent home. A child must be free of a fever, vomiting, and diarrhea for 24 hours before returning to school.

A nurse is assigned to Wahlert/Mazzuchelli Campus and reviews student health records. Students who need ongoing medical accommodations from the school will have a health plan created for them.

Laptop Computers

Each student will be assigned a school-issued computer. Students should bring the computer to school each day fully charged. Families must agree to the "Acceptable Use" policy when they are issued their laptop and students are subject to disciplinary action for inappropriate activity both outside of school and during school time. The "Acceptable Use" policy can be found in the Holy Family Catholic Schools Parent and Student Policy and Procedure Manual.

Learning Management Systems (LMS)

LMS are web-based programs utilized by teachers and students. MCMS uses Google Classroom and Summit. Assignments may be turned in through LMS. These LMS are accessible to parents. (see also PowerSchool)

Library

Students may check out materials from the library only if all overdue books have been returned and they have no outstanding balance for late/lost/damaged books. The overdue fine is \$.10 per day per book.

Liturgies & Prayer Services

Middle School liturgies and prayer services are advertised in advance on the website and in the newsletter. Family and community members are welcome to attend these events.

Lockers

Each student is assigned a locker. Students are expected to keep their lockers locked at all times. The school is not responsible for lost or stolen items. All lockers are the property of Holy Family Catholic Schools and are subject to inspection by school officials. [ABE 5145.2] Students are allowed to carry backpacks, except during assemblies and lunch.

1. No writing is allowed on the inside or outside of lockers.
2. Nothing may be attached to the outside of lockers.
3. Appropriate items may be attached to the inside of lockers. These items must be attached in such a way as to not permanently damage the lockers.

Lost & Found

All students are responsible for their personal belongings. The labeling of all clothing and personal items is encouraged. Articles found will be placed in the Lost & Found located in the Commons or given to the Office. Periodically, unclaimed items will be given to charity.

Lost or Damaged Materials

Students are financially responsible for lost or damaged school-owned items that are issued to them (textbooks, library books, lockers, athletic equipment, etc.).

Lunch & Breakfast

Students must remain at school during lunch periods and eat school-prepared or home-prepared lunches. Milk is available. Fast food and pop are not allowed as part of student lunches.

Free or reduced-cost lunches are available to students who qualify. Application forms can be found on the website and can be submitted to the Office at any time throughout the year. Breakfast is also available and is served every day from 7:15-7:30AM in the Wahlert cafeteria. Students who qualify for free or reduced-cost lunches also qualify for free or reduced-cost breakfast.

The lunch program is operated by Wahlert Catholic High School. Each student will have an individual account and will be issued a plastic ticket. Parents will be notified when their child's account runs low. Checks should be written to "Wahlert Lunch Program."

The lunch/ID card can only be used by the student to whom it is issued. The cafeteria staff should be notified if a card has been lost or stolen. In the case of a lost card or damaged card, a replacement will be issued in the cafeteria staff and charged to the student's lunch account.

Make-Up Work

Make-Up Work for One-Day Absences

If a child is absent from school for one day, requests for make-up work will not usually be accommodated based on the assumption that the student will be in attendance the next

day. If a one-day absence is planned in advance, students should discuss with their teachers what work will be missed and, if recommended by the teacher, should complete this work prior to the absence.

Make-Up Work for Extended Absences

If a child is absent from school for two or more days, parents may call the school office prior to 8:00AM for work to be picked up in the office between 2:30-3:15PM. Parents can also e-mail teachers directly to make other arrangements.

Medications

A "Request for Medication to Be Given at School" form must be sent to the Office signed by a student's physician before medication can be administered at school. Non-prescription drugs may not be dispensed without a physician's signature. Students may not carry prescription or non-prescription drugs with them during the school day unless permission is granted from the physician (e.g., asthma inhaler). Students are never to share medications. For purposes of this policy, cough drops are not considered medication.

Newsletter

The Mazzuchelli Catholic Middle School newsletter will be posted on the website each Friday.

Parent Association

All parents/guardians belong to the Middle School Parent Association and are encouraged to be active members. The MSPA supports the curricular and extra-curricular programs of the school through fellowship and projects. A donation of at least \$30 is requested from each family.

Posters

All posters or displays must be approved by the administration.

PowerSchool

PowerSchool is a web-based software program utilized by HFCS. Teachers record student scores from assignments, quizzes, tests, and projects. Parents will be able to access their student's scores via the Internet with a user ID and password. The link for PowerSchool can be found on the school website. (see also Learning Management Systems)

Progress Reporting

Progress reports are sent electronically at the end of each trimester. A separate document concerning each student's behavior will be included with these reports. (see Behavior Expectations)

School Supply List (See Appendix C)

Student IDs

Each student will be issued a plastic identification card. These cards are used for lunch, library check out, printing documents, PASS attendance, etc. Students should carry their ID with them at all times. Lanyards are required.

Visitors

Parents, community members, and other visitors should report to the Office. Visitors are asked to sign in at the Office and to wear a visitor nametag. Visitors should return the nametag to the Office and sign out. Arrangements for student visitors need to be made with the administration at least 24 hours in advance.

Website

Please visit the Mazzuchelli pages of the HFCS website at <http://www.holyfamilydbq.org>.

Appendix A

Daily, Liturgy/Concert/Assembly, Late Arrival Schedules

REGULAR DAILY SCHEDULE

Pd. 1 7:40-8:30
 Pd. 2 8:30-9:15
 Pd. 3 9:15-10:00
 Pd. 4 10:00-10:40 [Mentoring]
 PASS 10:40-11:20 [BCO]
 Pd. 5 11:20-12:05
 Lunch 12:05-12:30
 Pd. 6 12:30-1:15
 Pd. 7 1:15-2:00
 Pd. 8 2:00-2:45

LITURGY/CONCERT/ASSEMBLY

Pd. 1 7:40-8:25
 Pd. 2 8:25-9:05
 Pd. 3 9:05-9:50 (9:45 if at WCHS)
9:50 Mentor groups
10:00 Liturgy/Concert/Assembly
 Pd. 4 11:00-11:20 [Mentoring]
 Pd. 5 11:20-12:05
 Lunch 12:05-12:30
 Pd. 6 12:30-1:10
 PASS 1:10-1:45
 Pd. 7 1:45-2:15
 Pd. 8 2:15-2:45

LATE ARRIVAL

Pd. 1 9:40-10:10
 Pd. 2 10:10-10:35
 Pd. 4 10:35-11:15 [Mentoring]
 PASS 11:15-11:40 [BCO]
 Pd. 5 11:40-12:05
 Lunch 12:05-12:30
 Pd. 3 12:30-1:05
 Pd. 6 1:05-1:40
 Pd. 7 1:40-2:15
 Pd. 8 2:15-2:45

Appendix B Dress Code

2020-2021 MAZZUCHELLI MIDDLE SCHOOL DRESS CODE

The purpose of the dress code in the Holy Family Catholic School system is to aid in providing a focused learning environment and to minimize faddishness and comparison among students. The dress code must be consistently appropriate for that environment to foster Christian respect and modesty. Parents are expected to help the school staff enforce the dress code policy. The school administration will have final discretion on what is appropriate or not appropriate for school wear.

Shirts:

- Must be Holy Family approved and include a crest (purchased from the HFCS eStore @ www.holyfamilydbq.org/students-parents/estore or Lands' End School @ landsend.com/school, Preferred School #900186404). Any Holy Family crested shirt may be worn at any Holy Family site.
- WHITE, NAVY BLUE, ROYAL BLUE, GOLD (yellow), or BLACK short or long-sleeved polo shirts or oxford-style shirts (not all apparel choices available in all colors/sizes)
- Only solid-colored short-sleeved (navy, gold (yellow), white, black, gray or royal blue) t-shirts (no visible lettering or graphics) may be worn under uniform shirts

Pullovers and Jackets:

- Must be Holy Family approved and include a crest (purchased from the HFCS eStore @ www.holyfamilydbq.org/students-parents/estore or Lands' End School @ landsend.com/school, Preferred School #900186404). Any Holy Family crested pullover or jacket may be worn at any Holy Family site.
- WHITE, NAVY BLUE, ROYAL BLUE, GOLD, or BLACK (not all apparel choices available in all colors/sizes)
- A dress code shirt must be worn under pullovers and jackets

Pants:

- Solid colors of NAVY BLUE, KHAKI (tan), GRAY or BLACK dress pants
- Must be free of contrasting stitching or trim
- Denim, spandex, sweatpants, and leggings are not considered dress pants

Shorts/Capris:

- Solid colors of NAVY BLUE, KHAKI (tan), GRAY or BLACK
- Shorts must be no shorter than 3 1/2 inches from the top of the kneecap
- Skirts/Skorts are not allowed

Shoes:

- Any low-heel, closed-toe shoe that is appropriate for school wear may be worn. Open-toe shoes may be worn if there is a strap on the back of the shoe.
- Boots with low-heel, indoor soles and designed for indoor wear may be worn
- Flip flops, heelys, and five finger shoes may not be worn

Accessories:

- Small post or hoop earrings, fingernail polish, and simple makeup is allowed
- Hats/caps and scarves are not permitted
- Display of body piercing other than ears is not allowed
- Display of tattoos either temporary or permanent is not allowed
- Beards, mustaches, and sideburns are not allowed

Out-of-Dress Code Days:

- No clothing that has drug, alcohol, tobacco, or sexual references
- No bare midriffs, spaghetti straps, or halter tops
- Shorts, skirts, and dresses must be no shorter than 3 1/2 inches from the top of the kneecap
- No hats, face paint, or distracting hair color/hair styles unless administrative exceptions are made in advance
- Regular dress code shoe regulations always apply, including non-dress code days
- Out-of-Dress code days will not be scheduled for all-school Mass days

Note: The dress code is reviewed and revised annually by the Holy Family Catholic Schools Student Services Committee. This committee meets throughout the school year. Comments, concerns, and suggestions regarding the dress code may be submitted in writing to Holy Family Catholic School Student Services Committee at tpetsche@holyfamilydbq.org.

Appendix C School Supply List

2020-2021 Mazzuchelli Middle School School Supply List (6th-8th grades)

Backpack
Black or Blue Pens
Red Pens
Pencils
Glue sticks
Scissors
Pencil case
Highlighters (2)
Dry Erase Markers (4)
Colored Pencils (24 count pkg)
3x5 Lined Index Cards (2 pkgs)
3x3 Sticky Notes (3 pkgs)
Wide-Lined or College Ruled Paper (2 pkgs)
Earbuds or Headphones (to be used with the laptops)
Accordion File (at least 7-pocket)
5-subject notebook
1" binder (for Math)
1" binder (**6th Grade only, for three-year use in Gateway to Technology**)

All students should contribute the following items (if possible) to their Mentor's classroom:

Tissues (3 boxes)
Paper Towels (2 rolls)
Disinfectant Wipes (2 containers)
Hand Sanitizer (2 - 8oz pump)