

St. Joseph Catholic School

6th - 8th Grades



Middle School Guidelines

2016-2017

MISSION STATEMENT

The mission of St. Joseph Catholic School is to provide an opportunity for all students to develop a sense of God's loving presence through academic excellence, Christian awareness, and spiritual growth.

INTRODUCTION

Welcome to St. Joseph's Middle School Program. It is intended that parents keep and use this document for reference as needed. The handbook will be periodically updated when more efficient processes are realized. Please read this document carefully and sign the agreement contract, located at the end. This contract states that you intend to abide by the policies of St. Joseph Catholic School Middle School Program for the upcoming school year.

The faculty and staff of St. Joseph Catholic Middle School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church and Jesus Christ.

Middle School Rules for the Classroom

1. Respect others, yourself, and property.
2. Behave appropriately at all times.
3. Be on time, on task, and be prepared.
4. Always do your best and be your best.
5. Follow directions and instructions.

No gum, food, or drink in the classroom with the exception of water bottles. Failure to follow this policy will result in an infraction.

Positive Behavior Reinforcement

The faculty and staff of SJCMS want to foster and encourage positive behavior within all students. Therefore, each quarter students who do NOT receive more than two infractions or an automatic detention for the entire quarter will be rewarded with a PBR (Positive Behavior Reinforcement) party. Additionally, students who earn PBR all four quarters will earn special recognition at the end of the year.

Parent Concerns

Parents should address all classroom concerns with the appropriate teacher first. Conferences can be scheduled based on the teacher's availability.

Electronic Devices

Every middle school student will be equipped with a Samsung Chrome notebook. Students are

to leave all other devices at home or in their assigned locker, unless granted permission by the classroom teacher. For example, a student may bring their Kindle for reading purposes to Language Arts. Any violation of this rule will result in the device being given to the office where the parent must collect it. This offense will merit an automatic detention regardless of the reason.

Parent Calls/Texts during School Hours

Parents are asked to refrain from calling or texting their child while he/she is at school. All messages may be given to the office where they will be delivered to the student. Students are not to have their devices on during these hours and will receive a detention if an unapproved device is found.

Grades and RenWeb

All grades will be recorded on My Student Progress. **It is the student and parent's responsibility to monitor grades via RenWeb**

St. Joseph Catholic School grading scale:

INTERMEDIATE/MIDDLE (4-8)

Grading Key

A+ - 97-100

A – 93-96

B+ - 89-92

B – 85-88

C+ - 81-84

C – 77-80

D+ - 74-76

D – 70-73

F – 69 and below

Homework Policy

As per the St. Joseph Catholic School Handbook: St. Joseph Catholic School implements a homework policy which stipulates the amount of time allocated to homework each night for specific grade levels. Parents and students must monitor RenWeb for homework assignments.

Reading and mathematics should be expected as daily homework. Review for upcoming tests is also considered an additional homework activity.

Late Homework Pass

Late Homework Passes will be given out to students at the beginning of each quarter by teachers. This will allow a student to turn in their homework late, without penalty. The pass must be submitted with the completed assignment within the timeframe set forth by the teacher. Any student who has all their late homework passes left at the end of the quarter with no missing

assignments will earn a Dress Down Day and their unused late homework passes will be entered into a lottery.

Late Work

Students choosing to turn in work late will lose a percentage of their grade for the assignment. (Refer to absence policy regarding grades for excused absences.)

1 day late	-10% total points	4 days late	-40% total points
2 days late	-20% total points	5 days late	= automatic zero
3 days late	-30% total points	Assignments 5 days late or later will <u>NOT</u> be	accepted.

Example: A student turns in a 20 point assignment 4 days late. The assignment will automatically have 8 points (40%) deducted before it is graded.

*No assignments will be accepted after the graded period has ended.

Absences and Tardies

Refer to the SJCS Handbook for policies regarding absences and tardies. No work will be sent in advance except at the discretion of the principal for unusual and/or for unforeseen circumstances. No assignment will be given in anticipation of the vacation. All work may be made-up upon return in an appropriate amount of time - one day for each day missed. Please be advised, that vacation absences are **not excused** absences. Makeup work must be turned in within a timely manner according to teacher guidelines. If your child is absent from school, the student will not be permitted to participate in afterschool or evening activities. This includes practices, games, tutoring, clubs, etc.

Turning in Assignments and Google Drive Portfolios

Assignments must be turned in ON TIME in order to receive full credit. Students are to keep their Google Drive folders organized and labeled correctly. All assignments must include a title, name, date, and period. All assignments submitted via Google Drive must be labeled as follows: student's last name; title of assignment; class period Ex: Cheshire-Biomes Project-4

Extra Credit

When responsible students complete their work on time, participate in class, and turn in their assignments there is little need for extra credit to be given. Extra Credit will be assigned at the discretion of the teacher; however it will not be given more than one time per quarter. Parents and students are not to request extra credit. **The students' grades are a direct reflection of their work and effort and not a reflection of extra credit to elevate a grade.**

Chromebook Policy

Refer to Chromebook Handbook for details.

Lockers

Students must use the locker assigned by his/her homeroom teacher. Lockers must also remain neat and organized throughout the school year. Teachers may require students with messy lockers to remain on the middle school floor during lunch in order to organize and clean their lockers. Chromebooks are NOT to be stored in lockers at any time.

Academic Dishonesty

Any student choosing to participate in academic dishonest behavior will receive a zero on that assignment/test and an automatic detention. Any student who chooses to allow another student to copy an assignment/answers will receive a fifty percent grade reduction. Plagiarism in any class will also result in grade reductions. AR Tests are exactly that, a test of a student's knowledge. Taking a test for someone else, or even providing answers for someone, is considered cheating.

Infractions and Detentions

Infractions will be given to any student violating middle school policies. Some occurrences may result in a detention based on the discipline guidelines set forth in the SJCS handbook. Refer to SJCS Handbook Discipline Policy for a complete outline of the school's discipline plan and policies regarding cyber bullying, social media, and internet use.

The following disciplinary system will be followed regarding infractions and detentions:

3 infractions = lunch detention

6 infractions = a 2nd lunch detention

9 infractions = 1 day after school detention (served ONLY on Wednesdays)

The behavior modification system repeats for every three infractions incurred. When a student receives 27 infractions, an in-house suspension must be served.

Infractions will be reset beginning each semester, however, all infractions will be taken into consideration for NJHS. An automatic detention is equal to three infractions.

*All disciplinary actions are reviewed through the office. Parents must sign and return all detention slips sent home. Students must report to detention with their signed slip. Without it, the student will report to lunch detention daily until signed slip is returned. When detentions are entered via RenWeb an automatic notification will be emailed to parents.

Dress Code

Refer to MIDDLE SCHOOL (6-8 GRADE) DRESS CODE in the SJCS Handbook. Dress code will be enforced by all teachers and staff. Any student violating dress code will receive a dress code infraction. After five dress code infractions the student will receive a lunchtime detention.

Lunch

Students must purchase lunch in advance or bring their lunch to school every day. Students not receiving proper nutrition during the school day have a more difficult time focusing and staying

alert. It is the responsibility of the parent, regardless of a child's age, to ensure the health and nutrition of the child. Therefore, all parents are expected to make arrangements for lunch prior to the lunch period.

Middle School Exams

Middle school students will be required to complete both mid-terms and final exams for each academic year. Grades will be included in students' report cards and will count for twice a normal test. Midterm grades will factor into the second quarter grade and final exams will be a part of fourth quarter grades.

National Junior Honor Society

In 2010, St. Joseph Catholic School joined the High School chapter of the Jr. Honor Society. Candidates are recommended by the Middle School teachers based on the principles of leadership, character, citizenship, and service. Student must maintain a 3.75 G.P.A. and have completed service hours requirements. Accruing nine infractions or three detentions within a school year prohibits a student from participation in NJHS. Students and parents must refer to St. Joseph Catholic School's Junior Honor Society policies and procedures for detailed information.

Service Hours

Students in sixth through eighth grade will be required to complete ten (10) community service hours per year in order to graduate to the next grade level. Service hours may include community service through a non-profit organization, fund raising events, church and school based events. Students will be responsible for the completion of their own service hours. **Students must have completed a minimum of five service hours by December 1 and the remaining number by May 1.** Please note, service hours cannot take place during school operating hours or within the student's own home. In addition to this, babysitting, sporting activities/games, assisting elderly relatives or neighbors are not considered service hours. Students must present written documentation to supervisor from an adult, teacher, or organization stating the hours and description of work carried out. Service hours can be tracked online through RenWeb.

Eighth Grade Trip

Eighth grade students will be given the opportunity to participate in a trip at the end of the school year. Students should participate in any fundraisers to defer some of the trip costs. All monies must be paid by the assigned due dates in order not to jeopardize a student's trip. Every eighth grade student is invited to attend the trip, however the administration reserves the right to exclude any child who has violated school policies.

Other Concerns

Please refer to the SJCS Handbook for all information concerning academic competitions, dismissal procedures, fees, standardized testing, and report cards.

**St. Joseph Catholic School
Middle School Guidelines Contract
2016-2017**

Student's Name: _____

I/we have read and understand the middle school's guidelines and agree to follow the rules and policies as described in the 2016-17 St. Joseph Catholic School Middle School Guidelines.

I/we understand that failure to abide by the rules and policies outlined, may jeopardize my child/ren's placement at St. Joseph Catholic School.

I/we understand that all late work will result in a lower grade for the assignment.

I/we understand that students are not to access any unapproved electronic devices at school.

I/we understand that regular monitoring of RenWeb is required throughout the course of the year.

Signature of Parent/Guardian

Signature of Parent/Guardian

Printed Name of Parent/Guardian

Printed Name of Parent/Guardian

Date

Date

Signature of Student

Printed Name of Student

*Please sign and return the middle school guidelines contract form to the school office the first week of school.