

2018/2019 Middle School Handbook



Middle School Handbook 2018

St. John the Baptist School

We would like to welcome you and your son/daughter to St. John the Baptist School's middle school program and the new school year. Middle school is a time for learning, for growth, and for fun. The adolescent student has many dynamics in his or her life. By working with the student and parent, we hope to make this a wonderful year. The students are welcome to talk with any of us. We want all students to develop confidence, self-assurance, and self-respect as well as achieve their academic potential.

This handbook includes the expectations, homework policy, advisory program, and merit program of the middle school. Individual class expectations will be explained during the individual class times. If you have any questions or concerns, please feel free to contact us.

Email is the easiest way to communicate with teachers, and emails will be checked daily.

Mrs. Fritsch	gfritsch@gracesystem.org	Mrs. Schmitz	jschmitz@gracesystem.org
Ms. Withbroe	awithbroe@gracesystem.org	Mrs. Gerrits	agerritsl@gracesystem.org
Mrs. Lange	jlange@gracesystem.org	Mr. Giese	agiese@gracesystem.org
Mrs. Buchinger	kbuchinger@sjbh.org	Mr. Stranz	sstranz@gracesystem.org
Mr. Calewarts	pcalewarts@gracesystem.org	Mrs. Barnhart	kbarnhart@gracesystem.org

You may also leave a message on the classroom voicemail. The voicemail extension numbers are:

Mrs. Fritsch	578	Mrs. Buchinger	232
Mrs. Lange	577	Mr. Calewarts	574
Mrs. Gerrits	580	Mr. Giese	231
Mrs. Schmitz	556	Mr. Stranz	563
Ms. Withbroe	582	Mrs. Barnhart	226
Mrs. Atnip	557	Mrs. Heinz	579

St. John the Baptist Mission Statement

St. John the Baptist School provides an education that is centered in Jesus Christ and on the Gospel Values through the intercession of St. John the Baptist. Our School is dedicated to knowing our faith, teaching our faith and living our faith while creating an environment that maximizes learning in all academic areas. Our students are provided with the necessary education to become faith-filled, independent, critical thinkers who are prepared to be active, responsible members of the Catholic Church and society.

St. John the Baptist School Expectations for All Students:

1. Respect God, others, and myself.
2. Contribute in a positive way to the learning environment.
3. Follow classroom procedures.

Classroom Expectations for Middle School Students:

1. Enter each class ready to work. Have all of your material necessary for the class with you. Assignments must be complete at the beginning of the class or they are considered “late”, which includes any assignments where the teacher has requested a printed copy. **To help you learn to be more responsible, you will not be allowed to call or text home for assignments.** Have only those materials needed for class on your desk.
2. Complete all work neatly, clearly, in complete sentences, and with a proper heading. Any work handed in which is not quality work will be returned to you and must be rewritten before that class meets again.
3. Class is in session until the teacher dismisses you. Books and materials, including the assignment notebook, should remain on the desk until teacher directs otherwise.
4. All GRACE middle schools will use the same grading scale on Power School.

99-100	A+	77-78	C-
95-99	A	75-76	D+
93-94	A-	70-74	D
91-92	B+	69	D-
87-90	B	68	P
85-86	B-	65-67	U
83-84	C+	1-64	F
79-82	C	0	I

5. Teachers will go over all corrected tests with the students and will make tests available for parents to see upon request with the understanding that the tests need be returned to the teacher. Please use Power School to review test scores.
6. **Backpacks and bags will not be allowed into the classrooms.** Students will be expected to bring all materials in their hands to their classes. Lunch bags, backpacks, and books/materials must be kept in assigned area.
7. If a student is absent, it is the student’s responsibility to get assignments **from the teachers upon return.** If it is a single day absence, students can phone a friend if they are feeling up to it. However, our expectation is that they will talk with teachers upon their return. The assignments would be due the following class period after that. (e.g. Sick on Monday, get assignments on Tuesday, turn them in on Wednesday) If students are absent for more days, teachers will do their best to get all the materials together and start sending it home upon request. The number of days allowed to complete any missed work will be equal to the number of days absent. If extended absences are due to illness, individual accommodations will be made for your child. Quizzes and tests are to be made up in a time-appropriate manner.
8. **If a family chooses to vacation during the school year, work will NOT be prepared**

ahead of time. Classroom learning is more than just reading out of a textbook or completing a worksheet. Much of what we do is discussion, activities, and hands-on learning. This policy will allow each student's needs to be individually addressed. Therefore, we will work with students upon their return. The amount of time that the student has to complete all homework will be determined on an individual basis.

9. Use of technology is important in the education of your child. We are fortunate to have Chromebook technology in our classrooms. Students are solely responsible for the Chromebook issued to them during the school day and **must comply with the policy explained in the Chromebook Handbook.**

All cell phones are to remain in the students' backpack, locker or office and turned off between 8:00 a.m. – 3:00 p.m. unless students are given permission by their teacher to use for instructional purposes. Please do not text your child in school; if you need to contact your child, call the office to have a message sent to your child's homeroom.

10. The ability to have a water bottle in class is a privilege. If the privilege is abused, it will be lost. We depend on the parents to make sure that it is indeed water (not soda or kool-aid) that is brought to school. Any other type of drinks are not permitted.

11. Personal fundraising by students to students is not permitted during school hours. (Students cannot sell snacks or candy to other students during school hours.)

12. Healthy snacks will be allowed during a designated snack time at the discretion of the teacher. Ideas for an appropriate classroom snack are: fruit, veggies, string cheese, pretzels, etc. Because this is a quick refueling time, no dips, yogurt, or pudding cups will be permitted. Chips, candy, and nuts (due to allergies) will not be allowed.

13. Students in band and choir are required to attend and participate in their respective concerts. Failure to do so will be subject to an appropriate consequence decided by teacher.

Homework Expectations

Each student must bring his/her assignment notebook with them to each class. Whenever a student does not have a daily assignment, it will be recorded on the Responsibility Log/Missing Assignment form in the student's assignment notebook. This will also be the parents' and student's record of a missed assignment. It will be considered a late assignment if a teacher has requested a printed copy of work and it is not printed upon arrival to class. It is expected that all assignments will be turned in the following class period. The assignment can only receive a starting score of 80% and must be turned in within two days or it will be marked as a zero. The student will also lose one merit for each two missing or late assignments.

If a student has an accommodation plan on file, modifications of the homework policy will be made for that student.

Parents are asked to check their child’s assignment notebook and Responsibility Log on a weekly basis. If the teacher has indicated that an assignment was not turned in, please oversee that the assignment is completed that evening and turned in to the teacher the next day.

The teachers will be available after school every day following after school duties until 3:30 to assist any students who have missing work or to help students who need extra assistance.

Responsibility Program

The middle school Responsibility Program is an extension of the Discipline Plan explained in the Family Handbook (Appendix E). It is designed to ensure that students and teachers work together effectively. Just as academic learning is a lifelong process, so too is learning self-discipline skills. Students will be rewarded for making appropriate choices and will be corrected to learn from inappropriate choices. To achieve this, the program has positive and negative components.

At the beginning of the year and at our “winter start-over”, the student will insert a clean **Responsibility Log** in his/her assignment notebook. The assignment notebook must be with the student at all times. Lost or damaged logs will be replaced with a duplicate one.

When a student exhibits inappropriate behavior, a staff member/teacher will record the behavior. See pages 7-8 for examples. The homeroom teacher may discuss with the student alternative choices or solutions that might work better.

Parents are expected to check the Responsibility and Behavior logs on a weekly basis. The parent’s initials on the Responsibility Log indicate to the teacher that the parents are aware of any given situation and have had a discussion with your child regarding the homework and/or behavior that is logged. If the behavior choice is a major infraction or we see a pattern developing, the teacher or administrator will contact the parent.

Positive Consequences

Students who display safe, cooperative, positive behavior choices have the opportunity to earn “incentive time” midway through the year and at the end of the year. These times will give students special opportunities to interact with their peers in less structured activities that provide for continued emotional and social growth. An incentive field trip is not the same as an educational or classroom field trip.

Students need to qualify for these incentives. Students who do not qualify will stay at school during the incentive time and serve a detention. During the detention, students will spend time doing service for the school, catching up on academic needs, and discussing strategies for future behavior choices.

Negative Consequences

Number of Merits of Missing	Intervention	Mid-Year and End of Year Incentive
0	-	Qualifies
1	-	Qualifies
2	-	Qualifies
3	Detention	Qualifies
4	-	Qualifies
5	Detention	Qualifies
6	-	8 th Grader Student No Longer Qualifies
7	Detention	Qualifies
8	-	7 th Grade Student No Longer Qualifies
9	-	Qualifies
10	Detention Athletic Suspension	6 th Grade Student No Longer Qualifies
11	Detention	No Longer Qualifies
12	Detention	No Longer Qualifies
13	Parent/Child/Teacher Conference	No Longer Qualifies
14	Detention	No Longer Qualifies
15	Detention	No Longer Qualifies

All detentions will be thirty minutes and will be served after school from 3:00 – 3:30 on Wednesday afternoons. **Detentions must be served within 10 days of receiving the consequence.**

At any point, contingency plans may be developed for any additional loss of merits on an individual basis. Parents will be included in the development of these contingency plans. If the student has an accommodation plan on file in the office, modifications will be made for that student. Loss of merits after spring incentive will result in further consequences.

If a student does not qualify for the incentive, a detention will be served on the day of the incentive. Students will come to school the day of the incentive and be supervised by a teacher. During the day, time will be spent doing service for the school, catching up on academic needs, and creating a behavior change plan. If a student cannot come to school on the day of the incentive, detentions will be served after school equal to the amount of incentive time.

Examples of infractions that might result in loss of merits: (This list is not meant to cover all possible infractions. It is meant to give students, teachers, and parents a guideline to follow.)

Loss of ½ merit:

- Late/missing assignment (including field trip permission slip signature)
- Unreturned communication envelope

Loss of 1 merit:

- Being unprepared for class (not having Responsibility Log, textbook, or being tardy, etc.,)
- Dress code violation after a written warning from the office
- Un-initialed merits after warning
- Chewing gum
- Eating candy or snacks without permission
- Leaving books on the classroom floor (not picking up after yourself)
- Two late or missing assignments
- Uncovered book after warning
- Playing games on chromebook without permission, in addition to technology consequence

Loss of up to 2 merits

- Using unkind words to each other or staff
- Misconduct before school, at lunch, or after school
- Misconduct with a substitute teacher
- Misconduct during Phy Ed or Elective classes
- Misbehavior in Church, assembly, or during activities (including field trips)
- Failure to present Responsibility Log when issued a demerit (1 for the offense and 1 for not having your log)
- Intentional defacing of Responsibility Log, assignment notebook, or textbooks

Loss of up to 5 merits

- Inappropriate use of technology
 - Sharing passwords
 - Using another student's Chromebook
 - Removing school labels or tags
 - Clearing web browser history
 - Creating, accessing, downloading, or distributing non-educational materials (e.g., games, music, social networks)
 - Accessing chat rooms, bulletin boards, or blogs without teacher or administrator permission
 - Failure to Follow Teacher directives
 - Downloading, posting, or distributing materials that:
 - Are harmful or prejudicial to others (e.g., defamatory or libelous)
 - Are pornographic, obscene, or sexually explicit, or profane (e.g., music) or are illegal (e.g., copyrighted materials)
 - Reference to weapons, alcohol, guns, drugs or gangs
 - Constitutes gambling

- Engaging in online activity that threatens, intimidates, bullies, harasses, discriminates, or defames on Chromebooks
- Intentionally destroying hardware or software
- Harming or destroying another user's data
- Pretend fighting
- Inappropriate language
- Being disrespectful to a teacher, staff member, or volunteer (including back talk, arguing, and non-verbal demonstrations or body language)
- Cheating
 - Being untruthful about score
 - Working on missing homework while it's being corrected
 - Generously grading peer's work
 - Copying another student's work or allowing someone to copy (including plagiarism of printed or copyrighted material) including digital copying/photographing
 - Giving/receiving answers to/from another student during a test or quiz
 - Forging parents' signature or initials

****Loss of 5 merits for one offense will result in an immediate conference with student, parent, teacher, and administrator. ****

Loss of up to 8 merits

This may be referred to a liaison officer. Parents will be contacted by the administrator.

- Fighting
- Physical, verbal, psychological, or sexual harassment
- Bullying

Bullying is any form of aggressive behavior that is intentional, hurtful (physically or psychologically), threatening, persistent, and where there is an imbalance of strength (power or dominance). Any instances of bullying must be reported to a teacher or staff member. Bullying situations will be handled by the administration on an individual basis.

Blatant disregard for the rules or serious offenses will result in an office referral. Possession of alcohol, drugs, or weapons will be dealt with according to Diocesan Board of Education policy, included in the Family Handbook. Serious violations could result in legal action as well as suspension or expulsion.

Middle School Handbook

After reviewing the handbook, please sign and return to your homeroom teacher by **Friday, September 7th**.

I have read the 2018/2019 Middle School Handbook and understand the expectations. I will follow the rules and guidelines expected of me.

Student Signature

Date

Parent Signature

Date