

**St. Mary's Catholic School**  
**Middle School Policies and Procedures**

[www.stmarys-temple.org](http://www.stmarys-temple.org)



## **Middle School Policies and Procedures 2019-2020**

The middle school policies and procedures guide was created to assist students in successfully completing a school year. It is required that students and parents read this guide together, both sign the last page, and return the bottom portion to school by Monday, August 19, 2019. The SMCS middle school faculty team looks forward to partnering with parents so that we can ensure students receive a quality Catholic education at SMCS.

### **Expectations**

The SMCS middle school faculty are firm believers that parents play a crucial role in their child's academics. As Jane D. Hull, American politician and former Governor of Arizona, nicely explained "At the end of the day, the most overwhelming key of a child's success is the positive involvement of parents." As educators, we are committed to creating a partnership with parents that will facilitate your child's learning throughout the year. *Our vision is to guide students into becoming well rounded individuals who are able to succeed in the 21st century.* It is a blessing to be able to teach within the Catholic Faith and we feel honored to be part of the St. Mary's Catholic School Community.

Whether your child is just beginning their 6<sup>th</sup> grade year or going into their 8<sup>th</sup> grade year, it is a calling to be part of the "upstairs" and middle school students are expected to be the role models to elementary school students. A middle school student's conduct must set a positive example whether in school or out of school. Through positive collaboration, the teachers promise to work diligently to ensure that all middle school students are positive ambassadors of St. Mary's Catholic School.

### **Communication**

St. Mary's Catholic School utilizes two main online platforms to keep communication ongoing with parents. The first one is the school's website ([www.stmarys-temple.org](http://www.stmarys-temple.org)). Each teacher updates their web page every week. Teachers post a quarterly syllabus, weekly lesson plans with TEKS, class announcements and homework. Teacher email addresses can also be found on the teacher's personal webpages (found on the website, under Middle School by grade level).

The second platform is the school's learning management system called RenWeb. RenWeb is an online platform where parents can view grades. Please submit a Technology Trouble Ticket (found on the website) or email the main office if you need assistance in receiving access.

### **Behavior Expectations and Consequences**

In order to help students make positive choices and to create a positive climate for learning, SMCS uses a merit and demerit system to address behavior. This will be assisted with the Class Dojo App that the Middle School Staff will be using. The system below will provide rewards for positive behaviors and consequences for negative behaviors. Using the Class Dojo App, teachers will be able to better assist the process via their cell phones, when they are in hallways, outdoors, field trips, etc. This system is intended to assist students in making good choices thus producing well-behaved students. Class Dojo reflects the same positive actions and infractions. (See the Class Dojo section of this document for full details.) Our ultimate goal is to develop students who are self-disciplined and good citizens. The merit/demerit system is a Middle School discipline plan that is focused on behavior and is not connected to academics. Any SMCS faculty and staff member can issue merits and demerits.

Students who demonstrate the following **POSITIVE BEHAVIORS** can earn **MERITS**: **Some of the following are examples**, but are not limited to them.

Demonstrating Responsibility (returning any documents that require a signature that is kept on file and reporting incidents)

Demonstrating Kindness (assisting a classmate)

Demonstrating Citizenship (pride in school)

Demonstrating Good Manners (school/classroom etiquette)

Demonstrating Integrity (honesty, returning lost items, etc.)

Random Merits (school spirit, fire drill and assembly behavior)

Every student has an opportunity to earn merits. Merits and Demerits **EXPIRE EACH NINE WEEKS**. Every nine weeks the students start back at zero. Every demerit/merit will be documented. Parent and homeroom teacher will be contacted accordingly after each demerit.

Students will be able to “buy back” demerits based upon the following criteria: 6th grade students need 6 merits to buy back 1 demerit. 7th grade students need 7 merits to buy back 1 demerit. 8th grade students need 8 merits to buy back 1 demerit. This is completed during the quarter and will be reflected in RenWeb. Teachers will inform the students of their specific buy-back procedures.

Students who demonstrate the following **NEGATIVE BEHAVIORS** may include, but not limited to, will **earn DEMERITS**:

Not Following Directions

Late To Class

Off-Task Behavior

Talking out of turn

Eating in class

Uniform violation

Talking in line

Talking in hallway

Lack of materials

Class disruption

All other negative behaviors listed in the SMCS parent and student handbook.

Students who demonstrate the following **NEGATIVE BEHAVIORS** WILL RECEIVE AN IMMEDIATE DETENTION:

Excessive Disruptive Behavior

Disrespectful Behavior

Defiant Behavior

Horseplay in and out of class

Chewing Gum

The Following **CONSEQUENCES** Will Be Assigned When Demerits Are Earned For Negative Behavior:

1st Demerit and 2nd demerit – demerit email sent home.

3rd Demerit- a Student/Teacher meeting

4th Demerit- After School Detention (ASD) assigned, detention form sent home, student returns signed ASD form to the teacher who issued the 4th demerit (if the student does not return signed form, teacher will call

parent to confirm detention and a second detention will be issued).

Teachers are able to bypass demerits and issue a detention. Detentions are at the teacher's discretion based on Conduct and Discipline policies located in the Parent-Student Handbook.

**Detentions are held after school on Thursdays from 3:45-4:30. Students need to be picked up from the cafeteria entrance at 4:30 pm.**

Detention ends at 4:30 pm. All children are expected to be picked up by a parent or authorized guardian by 4:30 pm. If a parent/guardian arrives after 4:30 pm., families will be charged \$20 for each 15 minutes late. There will be no exceptions or warnings. If a parent/guardian is late for whatever reason (flat tire, heavy traffic, weather conditions etc.) a late charge will be issued. A "no exceptions" policy makes it easier to apply the late policy to everyone consistently and fairly.

**Game days: If students are involved in extracurricular activities, students will not be allowed to participate in the game and/or practice and must serve detention. Please see SMCS Athletic Handbook for further information.**

Students will be immediately referred to the principal for the following negative behaviors:

- Fighting
- Inappropriate Language
- Vulgar or Rude Actions (extreme disrespect)
- Bullying
- Harassment
- Weapons
- Threats
- Drugs or Alcohol
- Gang Activity
- Theft
- Vandalism/Destruction of Property Technology Violations
- All other negative behaviors listed in the SMCS parent and student handbook.

These demerits will be recorded on Renweb, and parents will be able to view in ParentsWeb and Class Dojo. Please ask your child to explain any demerit to you first before contacting the teacher. This teaches the student responsibility and accountability.

### **Purposeful Homework**

Homework is a necessary part of your child's education. Homework is important to give the student adequate practice and time to comprehend and learn the material outside of their class time. However, teachers do realize that many of these talented students have extracurricular activities that do not allow them much free time after school. The middle school team wants every child to have time for their activities, dinner, family time, and early bed before their next day begins. The middle school team is in communication to ensure that each child has a fair amount of homework, homework serves a purpose, and there is time to study before dismissal.

### **Grading**

The grading scale as set forth in the SMCS Parent-Student Handbook:

- A 90%-100%
- B 80%-90%

C	75%-79%
D	70%-74%
F	69% or below

To be promoted from one grade level to the next, a student shall attain an overall average of 70 or above for the year in all courses taken. In addition, a student shall attain an average of 70 or above in the following subjects: language arts, mathematics, social studies, science and religion.

### **Absent Work**

The SMCS attendance policy is located on the school's website. The student is responsible for any missed assignments. Teachers are not responsible to compile absent work. Students are given one day, for each day absent to make up work. Tests will be taken within two days of students return. Please refer to the Attendance policy in the SMCS Parent/Student Handbook for further information.

### **Late Work**

The student is responsible for turning in each and every assignment he/she has been assigned on the following class day. **The student will lose 10 points the first day that it is late. The second day the assignment is late, the student will receive a zero and will use recess time to complete the assignment.**

### **360 Meetings**

#### **Behavior and/or Academic Intervention**

The parent(s), student and all his/her teachers are present in the meeting. Each teacher shares their observations and recommendations on how the student can improve and successfully end the year in their classes. The goal of the meeting is to create an academic and/or behavior plan. Students who receive Ds and Fs on their progress report and/or report card, or are having constant behavior issues in their classes, will be subject to a 360 meeting.

### **Lockers**

Each student is assigned a locker. Students are not allowed to put locks on their lockers and/or open another student's locker.

### **Mass and Special Activities**

School Mass is celebrated every Tuesday (unless 1st week of the month), Holy Days of Obligation, and other special days. Students who are an Altar server, lector, or have any other formal participation, must be at school on time.

Boys and Girls will be required to wear the Mass uniform as instructed in the St. Mary's Catholic School Parent/Student Handbook.

Middle school students are not allowed to use the restroom during mass. MS students need to use the restroom during homeroom prior to leaving for Mass.

If students attend study trips, they are to wear their grey spirit shirts with jeans unless their teacher instructs otherwise.

### **Field Trips**

Field trips include, but are not limited to: 6th Grade retreat, 7th Grade Sea World Trip, 8th Grade USS Lexington Trip, etc.

Chaperone selection is based on student and teacher needs. **The teacher(s) will select and contact parent volunteers as a means of confirmation.** For more information please refer to the SMCS Parent/Student Handbook.

### **Service Hours**

SMCS has always had a high standard for teaching the importance of service for our Church and community. There will be a "Service Record Log" that will be sent home to record your child's service hours. There is also a template you can print at home from the SMCS web site. Half of the required service hours will be due at Christmas break, the other half will be due in April before the end of school. Please refer to Mr. Smith for more information.

### **Technology Policy**

The purpose of use of electronic media and telecommunications at St. Mary's Catholic School is for education and research. Instructional applications may include distance learning and video-conferencing. "Acceptable use" includes proper iPad, Chromebook and computer usage (including on-task vs. off-task behaviors), email etiquette, prevention of copyright violation, plagiarism, cyber bullying, texting, or access of non-approved materials, and other potentially harmful actions. Teachers will supervise and instruct students in these areas to achieve high moral, ethical, and social practices in use of electronic communications.

Consequences for a serious or repeated violation of the Acceptable Use Policy can result in suspension of all technology use for a designated period, as deemed by the principal. Alternative assignments will be provided if regular technology use is part of class work.

Parents of children in all grades will be asked to sign the *Statement of Acceptable Use*, which applies to the educational use of technology at the beginning of every school year via the main office or ParentsWeb. Students will be required to sign a Technology Contract at the beginning of the year outlines the appropriate behavior while using school technology.

### **Visitors**

For our children's safety, ***all visitors must report to the school office*** and log in and out each time they visit the St. Mary's Catholic School campus, this includes lunch time. Visitors may only enter the school through the front door. This applies to those dropping off an item and those staying to volunteer.

Parents are not permitted to enter the classroom or library without approval from the school office.

### **Telephones**

**Students may not carry or use cell phones or other electronic equipment during school hours. Cell phones and other electronic equipment brought for after-school use must be secured in the school office during the day, not kept in lockers, book bags, or given to the homeroom teacher, etc.**

Students may make emergency phone calls in the School Office. Students may not call for assignments or homework unless requested by the teacher.

### **Daily Procedures**

1. Any time students are waiting to enter a classroom in the halls, they will **silently** line up at the front of the classroom door.
2. Late students will report to the office and receive a late slip before they enter the classroom. (Unless the

office states otherwise)

3. As they enter the class, students will respect the learning environment and will have all materials for the class. They will not be allowed to go to their lockers during class unless a teacher has given them permission to do so.
4. The school begins each day with morning prayer, pledge of allegiance and announcements. Students will stand during this time and may sit only when the teacher instructs them to do so.
5. As the students begin their day, they will be expected to silently lineup at the door, enter the classroom quietly, sit down at their desk, and wait until the teacher gives them instructions.
6. Students will not be allowed to leave the classroom without teacher permission.
7. Restroom policy is at the teacher's discretion.
8. Mass Restroom policy: students will not be allowed to go to the restroom during mass. Emergencies will be at the teacher's discretion.
9. When students are transitioning from class to class, the halls are to remain silent and horseplay is NOT allowed.
10. When recess is over, students will silently lineup and wait for teachers to walk them upstairs to their classes.
11. Lunch: Middle School lunchtime is from 12:05-12:45 to include recess, Monday through Friday.
12. When students are in the cafeteria, students will speak quietly and eat their lunch. They will remain seated at all times. The merit and demerit system will be enforced during lunch and recess.
13. Study Hall/Dismissal: students will read their AR books and/or work on homework while they wait to be picked up. Parents will NOT be allowed to pick up their students, without office permission, before afternoon announcements are completed.
14. Planners – students are **required** to purchase a planner through the school to carry with them each day. This will help them keep track of assignments and homework. Students who struggle with organization are strongly encouraged to be diligent in using a planner - this will not only help them, but will help parents and teachers as well. Please check students planners at home to see if their daily classwork/homework has been written down.

### **Class Dojo**

This year, the Middle School decided to implement Class Dojo, a free classroom management application, to assist in keeping track and maintaining our Merit/Demerit system. This is an online app that can be downloaded to phone or tablet, and accessed via the internet. This tool is to assist teachers in rewarding our students and enforce infractions, at a moment's notice, to promote our school's mission and in keeping with the Catholic teachings. RenWeb will be used in conjunction with Class Dojo. Teachers will be able to use Class Dojo when they are not near their desktop to use RenWeb.

Class Dojo mirrors the same Demerits/Merits that are in RenWeb. Teachers will be required to input the information from Class Dojo to Renweb as often as possible, to not exceed 48 hours from the assigning of the merit/demerit. Class Dojo is not an addition of merits/demerits. Class Dojo is to help teachers, who have their cell phones on them when away from the computer. Example: Student was in hall, and helped another student who had dropped their materials while getting in line for class. A teacher sees this action and can immediately assign the merit in Class Dojo from their phone, while still monitoring all students in the hall getting to class. The teacher, at the end of the day, can then log in to RenWeb and input the behavior.

Parents can view behavior in both Class Dojo and ParentsWeb. Log-ins for Class Dojo will be provided at the student's orientation before school starts.

Thank you for your continued support of SMCS teachers and students. We look forward to a great 2019-2020 with your middle schooler!

Sincerely,

Mrs. Nita Bigon	<a href="mailto:nbigon@stmarys-temple.org">nbigon@stmarys-temple.org</a>
Mrs. Kim Hawkins	<a href="mailto:khawkins@stmarys-temple.org">khawkins@stmarys-temple.org</a>
Mr. Rob Knoke	<a href="mailto:rknoke@stmarys-temple.org">rknoke@stmarys-temple.org</a>
Ms. Janett LaRosa	<a href="mailto:jarosa@stmarys-temple.org">jarosa@stmarys-temple.org</a>
Mrs. Suzanne Maldonado	<a href="mailto:smaldonado@stmarys-temple.org">smaldonado@stmarys-temple.org</a>
Ms. Jennifer McPhie	<a href="mailto:jmcphe@stmarys-temple.org">jmcphe@stmarys-temple.org</a>
Mrs. Clarice Pink	<a href="mailto:cpink@stmarys-temple.org">cpink@stmarys-temple.org</a>
Ms. Deb Reed	<a href="mailto:dreed@stmarys-temple.org">dreed@stmarys-temple.org</a>
Mr. Joe Smith	<a href="mailto:jsmith@stmarys-temple.org">jsmith@stmarys-temple.org</a>

## STUDENT PLEDGE

1. **I will conduct myself like a Christian at all times.** I will treat myself and others with respect, and will expect to be treated fairly. The words I say are real, they are powerful, and I am responsible for them.
2. **I am a “freethinker.”** I understand that I will be challenged to think. I will be honest if I do not know an answer. I will not be afraid to ask questions, take risks, express my respectful opinions or offer an educated guess.
3. **I will take ownership of my workspace.** I will hold myself, my classmates and my teacher accountable for keeping the classroom clean, neat and orderly. I will do my part to clean up and organize after each class period.
4. **I will take ownership of my work.** I will make every effort to turn in my assignments completed and on time.
  - a. If I cannot complete an assignment on time, I will inform my teacher as soon as I realize I will miss the deadline.
  - b. If I must miss a deadline, I understand that my teacher will consider my explanation but does not have to grant me extra time, even if I feel I have a good reason.
5. **I will take ownership of myself.** I will accept the consequences for my actions, both good and bad.
6. **I will have integrity.** I am responsible for my own work. I may help my classmates when it is appropriate, but I will not do their work for them, nor will I ask a classmate to do my work for me. I will not cheat.
7. **I will be proactive.** If I have a disagreement with a classmate, we will try to resolve it peacefully before bringing it to the teacher's desk.
8. **I will be courageous.** I will stand for what is right, even if I am standing alone.

After you have read and discussed the handbook with your student, please sign below, and return this signed page back to your child’s homeroom teacher by Monday, August 19, 2020. Thank you!

---

Student Signature

Date

---

Parent Signature

Date