

Middle School Handbook 2014-2015

School Mission

Saint Michael School offers an exceptional Catholic education to our students, nurturing their desire to achieve academic excellence and encouraging spiritual, artistic and athletic development in a caring, family environment. We motivate our students to become well-rounded, moral young men and women who are prepared to live a faithful life with intellectual rigor and spiritual awareness.

Saint Michael Middle School Behavior Policy

All students are expected to conduct themselves in a manner that serves to improve the spiritual, social, and educational atmosphere of Saint Michael School. The attainment of self-discipline is inherent in the philosophy of Saint Michael School because the essence of Christian discipline is self-discipline. The lack of self-discipline disturbs the learning atmosphere and infringes on the rights of other students.

Students whose behavior is inappropriate will be subject to consequences: written assignment, missed recesses, community service, behavioral detention, in-house suspension, out of school suspension or request to withdraw or expulsion.

Homework/Missing Assignment Policy in grades 6-8:

Homework and assignments are designed to reinforce and practice skills learned in the classroom. Homework is meant to be done at home unless specifically allowed by a teacher. For example, math homework may not be completed during science class.

The teachers have provided approximate times that an **average student** should take to complete nightly homework. We are not trying to over burden the students and we understand they have after school activities. For that reason, if your child has been working considerably hard on one subject for more than 5 minutes past the allotted time, you may “sign off” on their homework by initialing it and having your child stop at that point for that subject. This will be a sign to the teacher that he/she is struggling with a topic and could use some additional help.

Homework Time Allotments

Spanish- 15 min.

Social Studies- 20 minutes (usually studying)

Science- 20 min.

Religion- 10 min.

Grammar/vocab- 20 min. total

Math- 20 min.

Literature- 20 min.

Students are expected to turn in all assignments on time and without assistance. Copying or comparing homework assignments or other assignments is unacceptable and results in a detention.

Homework and daily grades will be posted on Teacherease. The site allows parents to access their own child's grades, behavior report, etc. on a daily/weekly basis. Parents are expected to go online frequently each term (we encourage you to do this with your child) to have a strong understanding of how your child is performing throughout the term. Students are strongly encouraged to rely solely on their homework agenda book to refer to for assignments. Teachers post homework in the classrooms each period.

The middle school team has a grading policy for missing assignments/homework. At times, homework may be counted as a quiz/test grade so students are encouraged to do their very best on homework assignments. Each teacher will provide copies of his/her classroom policy to the students. It is the students' responsibility to keep the policies for future reference. Missing work (including tests, quizzes, projects, papers, homework, etc.) will be represented by a ZERO on teacherease until the work is made up.

When a student is missing an assignment, the teacher will post that missing work at the online grading site. The work will be expected to be turned in the next day. Refer to individual teachers' grading policies for specific information on how homework is counted.

Students who participate in band, Ski Club or who are absent from class for any reason (including a visit to the nurse) are responsible for finding out what work they missed during their absence. They are expected to have all assignments handed in on time.

Conduct Grades

Any student who receives 3 or more Behavioral Warning Notices (noted on teacherease in the behavior log) in a class per term will receive a 4 (minimum) in Conduct on his/her Report Card. Please note that a 4 or 5 in conduct will keep a child off of the Honor Roll.

Make-Up Work for Absences Due to Illness

The teachers feel strongly that each student should have a "Study Buddy" (for each subject) who they can contact to find out what work they missed when they are absent. The middle school daily homework will be posted in each classroom and also posted on Teacherease.

Arrangements **will not** be made to have the teachers put together work when a child is absent for one day. A student who is absent for one day is encouraged to ask the teachers for work upon his/her return to school or to call his/her Study Buddy.

If a student is absent beyond one (1) day, he/she should request a **Homework Make Up Sheet** from the homeroom teacher. The sheet will assist the student in managing make up work.

If extenuating circumstances arise that require an extended absence, the parent will notify the homeroom teacher. The homeroom teacher will coordinate with all of the teachers and will provide a schedule for make-up work that will allow the child sufficient time.

Vacations during school time are not advisable. Work will not be given to the student until he/she returns and must be made up in addition to the assignments given upon his/her return.

Make Up Work Days and Study Hall in 6B

Students may come to school at 8a.m. every morning to make up missing tests, quizzes, etc. OR come in early to sit in a quiet "study hall" environment to complete homework assignments. Tests and quizzes must be made up during this time unless a different plan is made with a teacher. Sessions begin September 8th.

Parent-Teacher Communication

Our goal is to work collaboratively with parents so we demonstrate a unified team to your child. We are very open-minded and are happy to speak with parents when concerns arise. We encourage you to attend our parent-teacher conferences this year. We will have formal conferences in October and two informal conferences throughout the year on half days. You are also welcome to contact us at any time that you have concerns throughout the course of the year. We encourage you to utilize our email system to contact us whenever possible. We are happy to meet with you in person or return a call to you when we have a free period in the day.

Questions concerning averages and conduct grades should be directed to the teacher of that class and not to the Main Office.

Lockers

Each student will be assigned a locker and school lock at the start of the school year. The locker and lock are both considered school property. Students must lock their lockers each day before leaving at dismissal. Students should not share locker combinations with fellow students (unless it is their study buddy). Students are never allowed to open another student's locker without permission. Theft or vandalism are very serious offenses and will be dealt with by the administration. Lost locks will result in a \$15 fee to purchase a new one from the office. You may not purchase your own lock at the local store as it would not be keyed like the school locks.

Snack Time for Middle School Students

From 9:55-10:00a.m. each morning, middle school students can eat a *Snack on the Go*. They should grab the snack when they get their books/materials for the first two classes of the day. This snack should be something very simple that will take minutes to each but provide nourishment and energy to get them to their lunch break. Cereal bars, granola bars, banana, etc. are all quick bites. Bags of Doritos, popcorn or items that will take longer than a couple of minutes to each will not be allowed. Students must be done eating snack by the time the 2nd period teacher takes attendance.

Teacher Office Hours:

Students in the middle school who are in need of extra help with academics or who need to discuss other issues with teachers are encouraged to attend the Office Hours offered by their teachers. The Office Hours times are not socialization hours or times to finish up homework. If students attend Office Hours times and are focusing on being social, they'll be sent to Study Hall.

2014-2015 Teacher Office Hours:

Mrs. Parker (Math): Wednesdays at 8a.m.

Mr. Annand (Science): Wednesdays at 8a.m.

Mrs. Gill (Religion): Thursdays at 8a.m.

Mrs. Nagle (Soc. Studies): Tuesdays at 8a.m.

Mrs. Longo (Literature): Wednesdays 3:15-4:00p.m.

Mrs. Adam (Grammar/Vocab): Tuesdays at 8a.m.

Profe. O'Leary (Spanish): Thursdays at 8a.m.

*Students should feel free to split the time in half to see both teachers when two subjects are offered at the same time. **Teachers purposefully left Friday mornings open to meet with students who schedule time with them.***

Once a student arrives at school, he/she may not leave the school grounds unless under the supervision of a parent/guardian.

Infractions Resulting in Detentions:

Detentions may be served by: Loss of Recess, Community service
or Loss of Privileges

Infractions also may effect a student's conduct/effort/academic grade.

1. Failure to appear for an assigned detention
2. Chewing gum anywhere on school property (including recess, before school line up, lunch, etc.)
3. Interfering with the teaching or learning process
4. Failure to obey a faculty member or other adult immediately and without attitude, anywhere on the Saint Michael Parish property, including the classroom, hallways, gathering areas, schoolyard, school hall or church
5. Disrespectful behavior
6. Fighting or aggressive behavior (no pushing, kicking, elbowing, shoving, rough play) **We will NOT accept the tag line, "We were just kidding of fooling around."**
7. Leaving school grounds without permission
8. Misconduct on the school bus and in the bus line after school (field trips, to/from school)
9. Being in areas that are off-limits
10. Inappropriate interaction between students
11. Forging parent/guardian signature or changing grades
12. Cheating and plagiarism and/or using a Spanish translator without permission
13. Copying or comparing assignments
14. Vandalism or theft
15. Inappropriate language
16. Harassment/Bullying in any form
17. Use of cell phone during the school day
18. Leaving class without permission of the teacher
19. Eating/drinking food in the classrooms or hallways (unflavored water is allowed in every room during the day) except during *Snack to Go from 9:55-10:00*.
20. Other infractions noted by teachers, faculty or administrators

Uniform Violations:

Students who violate the uniform policy will be given one verbal warning. If a student receives three written warnings, he/she will lose the privilege of having a no uniform day. All subsequent violations will result in loss of privilege for no uniform days.

No Uniform Days: At certain times during the school year, students may receive No Uniform Passes or the school may hold a No Uniform Day. Students are expected to dress appropriately on these special days. Ripped jeans, t-shirts with inappropriate slogans or pictures, short-shorts, tank tops, **yoga pants**, sleeveless shirts, flip-flops, etc. are never allowed. Make-up/jewelry rules are the same as on uniform days. Lengths of skirts/shorts must be similar to the length of the school uniform skirts/shorts. Skirts may not be rolled. Students whose attire is inappropriate will call home for a new outfit. Students who do not dress appropriately will forfeit their next opportunity to wear no uniform to school. Make-Up, hairstyles, jewelry rule for regular school days apply on No Uniform Days.

Hooded sweatshirts/t-shirts/etc. are considered outerwear and may not be worn during the school day except at outside gym and outside recess.

Drug and Alcohol Policy

Saint Michael School has zero tolerance for drugs and/or alcohol. Any student who uses, possesses, distributes or is under the influence of illegal drugs in school, on school property, or at school sponsored events is **immediately suspended** from school for five days. The Principal, immediately after finding a student has violated the drug abuse policy, will furnish the police department with a complete report and related materials.

Violation of this policy by a student forfeits his/her privilege to participate in any and all extra curricular school activities for the remainder of the school year. Refusal of parents to cooperate with school authorities may result in a C.H.I.N.S. (Child in Need of Services) petition, filed in the Juvenile Court of the Lawrence District Court.

False Fire Alarm

Any student who is responsible for causing a false fire alarm will be referred to the North Andover Police and Fire departments for possible legal action. The student will also be **suspended from school** for a period of not more than 5 days.

Firearms/Weapons

Saint Michael School complies with the prohibitions found in Massachusetts Federal Law c259 s10 on firearms. Guns/knives and weapons of any kind are forbidden on school property. Any student who possesses or uses a weapon will be immediately suspended from school for five days. The Principal will also contact the local police department.

All children are expected to uphold these standards of Christian behavior. Failure to do so may result in disciplinary action. Such action may include detentions, written assignments, community service, in-school suspension, out of school suspension or expulsion. The Principal has the final say in such a determination.

Students and Parents must sign the attached contract and return it to the homeroom teacher.

2014-2015 Parent/Teacher/ Student Contract

Middle School Teachers will:

- Prepare and present challenging and interesting lessons
- Be role models for students
- Communicate positively and effectively with students and parents
- Be accurate and timely in record-keeping
- Teach from bell to bell
- Be fair and consistent in all my interactions
- Work in partnership with parents to cultivate a cohesive learning environment

Middle School Parents will:

- Agree to fully involve themselves in their child's education
- Supervise homework
- Attend parent/teacher conferences
- Monitor grades by utilizing the on-line grading site
- Expect good behavior and respect for authority from my child
- Encourage effort
- Support the curriculum, policies and personnel of the school
- Work in partnership with teachers to cultivate a cohesive learning environment

Middle School Students will:

- Co-exist in Christ-like peace and harmony with their peers
- Refrain from any behavior that would embarrass their parents, school or themselves
- Apply themselves to learning and hold themselves to high standards
- Promise to neither give nor receive answers on homework, quizzes, test or projects that are done at home or at school
- Follow all school rules and meet expectations for their behavior, attitude and dress
- Schedule make-up work immediately upon their return to class

Parent/Guardian Signature

Date

Student's Signature

Date

Teacher's Signatures:

Date

_____, _____, _____,

_____, _____, _____,

_____.

A copy of this contract will be kept on file at the school for future reference.