

Middle School Policies & Procedures 2016-2017

Weekly Communication: Each Friday a note titled “Middle School Messages” from the teachers regarding upcoming events, projects, due dates, permission slips, etc ... will be emailed.

Remind: Receive frequent text messages about upcoming Middle School events by joining. (see worksheet)

Grades: Parents will be able to access grades online through Infinite Campus. Please set up a time each week with your child to go through their grades and assignments in each class.

Redo Policy: “Redos” are available in all subjects for any homework assignment 89% or below. **Students may redo homework assignments.** Redos must be stapled to the original assignment and turn into the redo basket for that class. The final grade will be the average of the original homework and the ‘redone’ homework. If a student receives a zero for incomplete work, they must fill out a zero form. This form must be signed by the teacher and the parent and stapled to the completed assignment to receive the average of the two grades.

***All redos must be turned in prior to the chapter/unit test on that material.**

Absent Homework: In case of sickness, students will be allowed as many days as absent to make-up homework. (For example, if you are in school on Monday and miss Tuesday, you will receive your missed work upon request from each teacher on Wednesday, and it is due on Thursday. However, homework that was assigned on Monday is due when you return to school on Wednesday.) *If a student misses a test/quiz, it is their responsibility to coordinate with the individual teacher for a make-up time.* Make-up times include before/after school and at recess. In order that the student does not fall behind, we suggest a make-up as soon as possible.

Vacation Make-Up Work: In the situation of a family vacation, students receive homework when they return. Another student will collect/record any daily assignments. In the situation of a family vacation, PLEASE notify your child’s teachers ahead of time. Some work may be available before the vacation. In addition, it is the student’s responsibility to speak with all teachers upon their return. Student’s will be in lunchtime study hall until make-up work is completed. Similar to sickness absences, students will have as many days as they were gone to complete make-up work.

Tardies: All students must be in their seats by the 8:25am bell. “**Unexcused Tardy**” means a student is not in their seat at the 8:25am bell. “**Excused Tardy**” means a student is late due to an appointment and should be signed in at the school office **by the parent**. Any student leaving during the school day (lunch hour included) must be signed out at the office by a parent. For every 3 tardies a detention will be issued.

Lunchtime Study Hall: Any student who falls below a “C” average WILL BE REQUIRED to attend daily study hall from 11:40-12:20. Students will get their lunch and materials before reporting to study hall. Students will continue to attend until their grade improves to a “C” or above. This study hall is only open to students who are mandated to attend by a teacher.

Electronic Devices:

The classroom phone is for emergencies only. Students who have forgotten school items will not be allowed to call from the classroom or office. Personal cell phone use during the day is NOT allowed. Cell phones confiscated must be picked up in the office by a parent. Cell phones must remain in lockers ALL DAY, and be turned off. Saint John Vianney School is NOT responsible for the loss, damage, or theft of any electronic devices. Students are encouraged to leave them at home.

Birthday Treat (Optional): These would be shared with your homeroom. Some recommended treats include: popsicles, candy bars, and fruit snacks. We are discouraging class pizza parties and all soft drinks.

Lip Sync/Halloween Activity: This is an activity which we encourage all students to participate. Information will be sent home at the end of September.

Conferences: Conferences will be in November and March. Please check the school calendar for the exact dates. Teachers will be available to discuss student progress without a specific time being assigned.

Important Dates: At the end of each semester, students will take exams. Dismissal is at 12:00 P.M. and dress is casual for students taking exams on these days. Please try to avoid scheduling doctor/dentist appointments on these dates.

* FIRST SEMESTER EXAMS:

Seventh & Eighth Graders: January 18th, 19th, and 20th.

Sixth Graders do not take these exams and will follow the regular school schedule.

* SECOND SEMESTER EXAMS:

Eighth Graders**: To Be Determined

Sixth & Seventh Graders: To Be Determined

**8th graders receiving an A (93% and above) in BOTH third and fourth quarters, while maintaining appropriate conduct and effort, MAY earn the privilege to opt out of taking the final exam for that class (at the teacher's discretion).