

## **Middle School Expectations**

In an effort to be fair and consistent in the middle school at St. John Vianney, teachers have developed a list of behavior and study expectations for students. By being aware of these expectations, students and teachers can work together in a positive atmosphere where students will have successful study habits and appropriate behavior.

### **Study Expectations**

1. Come to class prepared. Students will not be allowed to leave class to get homework, notebooks, books, etc.
2. Assignments will only be accepted by the deadline stated on Canvas or by the teacher. Any assignment submitted after the stated deadline will be subject to the Late Assignment Policy.
3. Do your own work. Copying or sharing or submitting an assignment that was not the student's own work is not permitted. Both individuals will receive a zero and parents will be notified.
4. Students may not complete work for a different subject during class while instruction is going on or work on homework in the lunchroom or during recess unless given permission by the instructor. If this occurs, the student will receive a zero and parents will be notified.
5. Students are required to record assignments and homework in their planner daily.
6. All written work should be done in ink or pencil.
7. Students with a "D+" grade or lower must consult with that subject's teacher to formulate a plan on bringing up those grades. The provided Advisory period is encouraged to be used for this purpose.
8. School issued technology must be used in accordance with the school's technology policy and our Catholic Values (i.e. non-school related gaming is NOT permitted, etc).
9. For grade averaging purposes, every student will be allowed to drop one homework grade per subject each quarter (this could be a zero).

### **Behavior Expectations**

The following behaviors may result in a detention (or disciplinary action):

1. Disrespectful actions/words towards staff, peers, and property. This applies to classrooms, hallways, Church, recess, lunchroom, and all other school related areas and field trips.
2. Arriving late to class for an unexcused reason.
3. Chewing gum on school property (not allowed before, during or after school).
4. Entering the building before school or during recess without permission, or leaving the classroom during indoor recess/lunch.
5. Tampering with or taking items from another student.
6. Repeated uniform violations.
7. Misbehaving in the classroom, lunchroom, hallways, or recess.
8. Messaging, emailing, writing, or passing notes to other students during class.
9. Inappropriate/unauthorized searches, websites, gaming, or misuse of technology during the school day.
10. Inappropriate public displays of affection.
11. It is important for students to take ownership of their behavior and materials in each class. If a student incurs three infractions in a class in a quarter, a detention will be issued (a.k.a. "conduct sign").

\*\*Refer to the SJV Student Handbook, Dress Code, and Eligibility Policy for all other school wide guidelines.

## Middle School Policies & Procedures

**Weekly Communication/Important Dates:** The Middle School Team will send a weekly communication via Canvas. Teachers are available for additional questions via teacher emails. Parents are encouraged to email or call teachers first with any concerns related to their child including grades, behavior, or any other school related questions or concerns.

### 6TH GRADE HOMEROOM:

- Jeri Spencer (Social Studies/Student Intervention) [jspencer@stjohnvianney.net](mailto:jspencer@stjohnvianney.net)
- Rachel Clark (Science/ Middle School Intervention) [raclark@stjohnvianney.net](mailto:raclark@stjohnvianney.net)

### 7TH GRADE HOMEROOM:

- Kris Tessmer (Literature, English) [ktessmer@stjohnvianney.net](mailto:ktessmer@stjohnvianney.net)

### 8TH GRADE HOMEROOM:

- Jim Hurst (Theology) [jhurst@stjohnvianney.net](mailto:jhurst@stjohnvianney.net)
- Keith Banchoff (Math) [kbanchoff@stjohnvianney.net](mailto:kbanchoff@stjohnvianney.net)

**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. Students will have their own username & password to access Infinite Campus. Students will have opportunities throughout the week to check their own grades. Students will also send weekly grade updates to their parents during the “Advisory” period (Thursday morning). Conferences will be in the Fall and Spring. Please check the school calendar for the exact dates and times. Parents are encouraged to reach out to teachers any time throughout the year to discuss any academic concerns.

If you are having trouble with student or parent login information, please contact [Mary Durkee](mailto:MaryDurkee@stjohnvianney.net) at [mdurkee@stjohnvianney.net](mailto:mdurkee@stjohnvianney.net).

**Missing/Late Assignments:** Assignments that have not been submitted on time will be marked as “missing” in Infinite Campus. This carries a grade of “0%”. Students may submit any “missing” assignments and receive a “Late” grade. A “Late” grade counts for half of the grade earned.

**Incomplete Assignments:** Students who submit an incomplete assignment will receive full credit for the initial work submitted. Students may complete the rest of the assignment to receive half credit on the points that were missing.

**Redo Policy:** “Redos” are available in all subjects for any homework assignment 89% or below. **Students may redo homework assignments and are encouraged to do so.** Students may resubmit assignments to receive full credit for their resubmitted work.

**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 (“Advisory” period is recommended for this).* Make-up times include Advisory, after school study hall, or at a time set up individually with each teacher. In order that the student does not fall behind, we suggest a make-up as soon as possible.

\*Work is available on Canvas if a student desires to work on assignments during absences.

**Vacation Make-Up Work:** In the situation of a family vacation, students receive homework when they return. 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. Similar to sickness absences, students will have as many days as they were absent to complete make-up work.

\*Work is available on Canvas if a student desires to work on assignments during absences.

**Tardies:** All students must be in their seats by the 8:30am bell. “**Unexcused Tardy**” means a student is not in their seat at the 8:30am 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.

**Non-School issued 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 be turned off. St. John Vianney School is NOT responsible for the loss, damage, or theft of any electronic devices. Students are encouraged to leave them at home.

**Daily Snacks/Food in Rooms:** No drinks other than water in appropriate containers (water bottles) will be permitted. There will be a designated time in the morning for snack. Students may either purchase “Second Breakfast” through Kelloggsville or may bring a healthy snack from home to eat during this time.

**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.

## Grading System

Grade 6, 7, and 8 will follow a letter system based on a percentage of the academic subject.

A+ (97-100)		
A (93-96)	B- (80-82)	D+ (67-69)
A- (90-92)	C+ (77-79)	D (63-66)
B+ (87-89)	C (73-76)	D- (60-62)
B (83-86)	C- (70-72)	F (59-below)

## Honor Roll

Honor Roll in Grades 6, 7, and 8 is based on point totals and grade point averages in the following academic subjects: Religion, Math, Science, English, Literature, and Social Studies

A = 4.0	A- = 3.66	B+ = 3.33	B = 3.0
B- = 2.66	C+ = 2.33	C = 2.0	

HIGH HONORS = 3.5-4.00 GPA

HONORS = 3.00-3.49 GPA

\*The end of the year 'Academic Awards' will be based on students' maintaining the above criteria.

## **SJV Extra Curricular Eligibility Policy**

Each student participating in extra curricular activities will be subject to eligibility. Eligibility will be based on three categories: conduct, effort, and grades. This policy is to be enforced by coaches, teachers, extra curricular supervisors, athletic director and school principal.

Each teacher in grades 5-8 will receive a roster of students who are participating in all activities throughout the school year.

In the event that one marking period ends and another begins during their regular season a student will not be allowed to participate until after the **second week** of the new marking period, and only if all areas of concern are maintained at acceptable levels.

**A student will always have the opportunity to correct and improve their situation if they choose to make the effort.** If this is the case, no student shall be removed from an activity permanently due to academic concerns.

Major offenses (vandalism, stealing, other un-Christian behaviors) will affect eligibility in a manner to be determined by the school administrator and may result in permanent student removal from SJV extra curricular activities.

Students begin each new activity with no probationary effect from the previous activity unless deemed necessary by the school administrator.

Eligibility guidelines are not in effect during school vacations but will take effect at the beginning of the next week of school.

Eligibility is intended to be used as an aid in helping students reach their fullest potential academically, athletically, and spiritually.

### **Students will be allowed to participate based on three levels of eligibility:**

#### **First Offense:**

- Student is placed on probation.
- The first warning does not affect student's eligibility to participate in extra curricular activities.
- Parents, student, and athletic director (AD notifies coach), or extra curricular supervisor are notified by letter (mailed each Friday morning).
- Probation is effective the following week (Monday-Sunday).
- **Parents are expected to contact teachers to address concerns.**
- **The student is expected to take corrective action to improve conduct, effort or grades as needed.**

#### **Second Offense:**

- Student is placed on second level of probation.
- The student may not participate during their second week of probation.
- Students are expected to take part in practices in an effort to honor their commitment and their responsibilities to others. **Students are expected to attend activities as a spectator but may not participate.**
- Parents, student and athletic director (AD notifies coach) or extra curricular supervisor are notified by letter (mailed each Friday morning).
- Probation is effective the following week (Monday-Sunday).
- **Parents are expected to contact teachers to address concerns.**
- **The student is expected to take corrective action to improve conduct, effort or grades as needed.**

### **Third Offense:**

- Student is placed on third level of probation.
- The student may not participate until grades and/or behavior and effort have improved to acceptable levels.
- Students are expected to take part in practices in an effort to honor their commitment and their responsibilities to others. **Students are expected to attend activities as a spectator but may not participate.**
- **Parents must notify teachers and coach if their child quits the extra curricular activity.**
- Parents, student and athletic director (AD notifies coach) or extra curricular supervisor are notified by letter (mailed each Friday morning).
- Probation is effective starting the following week (Monday-Sunday) and continues until all areas of concern reach acceptable levels.
- **Parents are expected to contact teachers to address concerns.**
- **The student is expected to take corrective action to improve conduct, effort or grades as needed.**

**Revised August 2008**

## LOCKER INFORMATION

1. Each student will be assigned TWO lockers.
2. Anyone tampering with another student's locker will be subject to disciplinary action.
3. Hanging or swinging from locker doors will not be allowed.
4. Locker doors are to remain closed. They may not be slammed or kicked.
5. Pictures, bumper stickers, or posters may not be hung with tape or glue. You may hang any school appropriate item with a magnet.
6. The lockers are not to be written on or in. You are not to scratch or etch on any locker.
7. The school has the right to inspect any locker at any time without prior notice to the user. For safety reasons, no locks are allowed.
8. Lockers are to be used daily. Desks are expected to be left empty at the end of each class and school day.
9. Food or drink (full or empty) will not be allowed to be kept in lockers at any time.
10. The locker shelves provided need to stay in the lockers at all times and should be kept in mint condition throughout the year.
11. All possessions should remain inside the lockers at all times and the hallways must be kept clear of student items and papers.

## **St. John Vianney School Uniform Policy**

SJV students will dress in a standard school uniform each day unless otherwise directed. The purpose of our school uniform is to present dress that is consistent and non-distracting to other students and to promote an environment where students are focused on learning. All clothing must be an appropriate fit for each individual student. No tight fitting, ripped, stained or altered clothing is allowed. Students are expected to look neat in appearance.

All uniform clothing must be purchased through one of the school approved vendors and specific to the policy.

### **School Approved Vendor List:**

- **Old Navy or Walmart**

- **Educational Outfitters:**

2055 28<sup>th</sup> Street SE, Suite 18

Grand Rapids MI 49505

Phone 616- 245-4800

Hours: M-F 10am-6pm Sat. 10am-4pm

Internet Orders: [GrandRapids.EducationalOutfitters.com](http://GrandRapids.EducationalOutfitters.com)

### **Grades K-8 required uniform Items:**

#### **SHIRTS**

Students are required to wear the *official "SJV" logo* on ***all shirts and must be purchased through Educational Outfitters***. Approved shirts are the standard navy blue or white Pique knit polo shirt with three buttons. Short and long sleeves in each of these options are permitted. Shirts must be tucked in at all times.

#### **PANTS**

Students are required to wear dress/uniform style pants, see the school approved vendor list above. Pants must be neat in appearance with no visible stains or tears. No double stitching, no rivets, no cargo style pants.

- Navy blue color pants must be worn in Gr. K-5
- Khaki or beige color pants must be worn in Gr. 6-8

#### **BELTS**

Belts are required (grades 3-8) and may be purchased at any store. Belts must be brown, black or navy. Acceptable styles include plain leather, faux leather, braided, or fabric belt. No other colors, designs or studs.

#### **SOCKS**

Socks with pants and short options are required and must be simple and non-distracting, no wild patterns (white, black, brown, navy blue). Students may wear holiday-themed socks on holidays or as specified on the monthly school calendar. Socks may be purchased at any store.

#### **SHOES**

Shoes must be a closed toe and closed heel. Tennis shoes are permitted but must be maintained in appearance (no tears, stains, holes, etc) and should also be simple and non-distracting. Shoes may be purchased at any store. Boots may be worn to and from school, and recess *only*.



## Optional Uniform Items Gr. K-8

### SHORTS

Students may wear navy shorts, see school approved vendor list. Shorts may be worn from the beginning of school in the fall through November 1<sup>st</sup> and from April 1st through the end of the school year, as weather permits. Shorts should be no more than 2" above the knee. Shorts must be traditional uniform style, no double stitching, no cargo shorts, and no rivets. Once again, blue for Gr. K-5 and khaki or beige for Gr. 6-8.

### SKORTS/SKIRTS/JUMPERS (girls only)

Students may wear the SJV plaid skort, skirt or jumper ***purchased from Educational Outfitters*** throughout the entire school year. Skorts, skirts and jumpers should be no more than 2" above the knee. Navy blue or white knee high socks and tights may be worn with this option in addition to white or navy ankle socks. No other leggings are permitted during classroom time. Capri pants are also not permitted with the SJV uniform policy.

### VESTS/SWEATERS/CARDIGANS

Student may wear vests, or cardigans in navy blue or white. The vest or cardigan must be a traditional, classic style, and purchased at a school approved vendor. ***Please note that sweatshirts are not allowed during the school day.***

Full Zip Fleece from Educational Outfitters can be worn over the uniform during the school day.

### TIES (boys)

Students may wear ties in the approved SJV plaid for purchase from Educational Outfitters with a button-down white logo oxford shirt.

### T-SHIRTS

Short-sleeved t-shirts may not extend past uniform shirtsleeves (white tee-shirts only). No long sleeved tee-shirts or turtlenecks under short-sleeved logo shirts.

### Enforcement of Dress Code Policy

- 1st Violation: Dress Code Violation Notice sent home.  
2nd Violation: Detention or loss of recess  
3rd Violation: Loss of next jeans day or special dress up day.  
4th Violation: Individualized plan at Principal's discretion.

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## Non-Uniform Day Dress Code Gr. K-8

Clothing worn on non-uniform days can be casual or it can be dress, depending on the day. Generally, non-uniform days are planned ahead and are scheduled on the monthly calendar. Clothing worn on these days must be modest and support our mission as a Catholic School. Clothing must be suitable for a Christian atmosphere.

Examples of clothing that are **not considered appropriate** for St. John Vianney includes but is not limited to:

- Clothing that is tight-fitting
- Shirts that are too short to be tucked in
- Clothing that is immodest, ex. Shirts with low v-neck or low scooped necklines
- Clothing that exposes undergarments either in the clothing's fit or because of the clothing's material (ex. Sheer material) or the color of the undergarment

- Clothing that exposes a bare midriff when a student's arms are raised to answer a question in class or to reach in a locker
- Sleeveless shirts or blouses
- Shorts or pants that are fringed cut off or frayed at the bottom or made of spandex material, torn or ripped. Shorts are not allowed after November 1<sup>st</sup> or before May 1<sup>st</sup> of each school year.
- Clothing with an un-Christian or lewd printed material
- Shirts that have buttons must be buttoned (the top button may be left undone)
- Skirts or shorts that are too short (no shorter than 2 inches above the knee)
- Make-up must be used conservatively and is only permitted in the 7<sup>th</sup> and 8<sup>th</sup> grade\*
- No spiked jewelry or choker chains. No body piercing, other than earrings, is allowed. Students are permitted to wear post-style earrings and hoops no larger than a dime. "Dangle" earrings are not allowed \*
- Socks must be worn with sandals, no flip-flops

All shirts are to be buttoned and those that are made to be tucked in must be tucked in at all times. Pants are to be worn at the waist for both boys and girls.

\*These apply to uniform and non-uniform days.

### **Enforcement of Dress Code Policy**

- 1<sup>st</sup> Violation: Dress Code Violation Notice sent home.  
 2<sup>nd</sup> Violation: Detention or loss of recess  
 3<sup>rd</sup> Violation: Loss of next jeans day or special dress up day.  
 4<sup>th</sup> Violation: Individualized plan at Principal's discretion.

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