

St. Mary's Catholic School
Middle School Policies and Procedures
2021-2022

www.stmarys-temple.org



Middle School Policies and Procedures 2021-2022

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 to school by Monday, August 16, 2021. 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.*

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). Each teacher updates their web page every week. Teachers post a quarterly syllabus, weekly lesson plans, class announcements and homework. Teacher email addresses can also be found on the teacher's 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 and behavior notices.

Behavior Expectations and Consequences

In order to help students make positive choices and to create a conducive learning climate, SMCS uses a merit and demerit system to address behavior. This system is intended to assist students in making good choices. 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 citizenship and is not connected to academics. Any SMCS faculty or staff member may issue merits and demerits.

Students who demonstrate **POSITIVE BEHAVIORS that go above and beyond following rules and policies may earn MERITS**: These behaviors may include, but are not limited to demonstrating behaviors of kindness, citizenship, and/or integrity.

At the end of each Quarter, students who have 5 or more merits will be recognized at the Quarterly Awards Ceremony.

Every student has an opportunity to earn merits. Merits and Demerits start over each nine weeks. Every demerit/merit will be documented. Parents will be contacted after each merit and demerit.

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 (unsigned and returned next day)
Talking in line
Lack of materials
Class disruption
All other negative behaviors listed in the SMCS parent and student handbook.

Students who demonstrate the following **NEGATIVE BEHAVIORS**, may include, but not limited to **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 and an email home

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

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. 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 asking or contacting the teacher for any missed assignments. Teachers are not responsible for compiling absent work. Students are given one class 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 class day that it is late. The second class day the assignment is late, the student will receive a zero and will use recess time to complete the assignment for student learning purposes, though the grade will remain a zero.**

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. Any parent or teacher can request 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 Thursday, 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. Students will be required to wear the Mass uniform as instructed in the St. Mary's Catholic School Parent/Student Handbook.

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 or office staff will select and contact parent volunteers.** 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. The required number of service hours are due per quarter turned in to Mr Smith. 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. “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.

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.

Planners

Students are **required** to purchase a school designated planner in the office and to carry with them to every class. This will help them keep track of assignments and homework. Teachers will encourage student use of planners and parents are encouraged to check students planner daily to foster the school/home connection.

Thank you for your continued support of SMCS teachers and students. We look forward to a great 2021-2022 with your middle schooler!

Sincerely,

Mrs. Nita Bigon	nbigon@stmarys-temple.org
Mrs. Kim Hawkins	khawkins@stmarys-temple.org
Mrs. Natalie Hoelting	nhoelting@stmarys-temple.org
Mr. Rob Knoke	rknoke@stmarys-temple.org
Ms. Janett LaRosa	jlarosa@stmarys-temple.org
Mrs. Suzanne Maldonado	smaldonado@stmarys-temple.org

Ms. Deb Reed
Mr. Joe Smith

dreed@stmarys-temple.org
jsmith@stmarys-temple.org

Student Name:

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 16, 2021. Thank you!

Student Signature

Date

Parent Signature

Date