



**JOHNE KENNEDY**  
CATHOLIC SCHOOL

[https://docs.google.com/document/d/13bhZ\\_oE2hh\\_pjia23vKsG3Mr1Zqp3wIPPxTVtDXvNO0/edit?usp=sharing](https://docs.google.com/document/d/13bhZ_oE2hh_pjia23vKsG3Mr1Zqp3wIPPxTVtDXvNO0/edit?usp=sharing)

**5th Grade**  
**HANDBOOK**

Dear 5th Grade Parents,

Welcome to 5th Grade at John F. Kennedy Catholic School!

When students enter the 5th grade they will continue to practice their organizational and time management skills. This age group also seems to take more of an interest in their grades as they become more independent learners and are eligible for the honor roll. Students start taking more responsibility for their learning, which in turn helps them get ready for middle school.

This handbook has been prepared as a resource of the procedures and expectations for your student(s). Please read this with your child(ren).

I appreciate your support this year and your dedication to John F. Kennedy Catholic School!

Thank you,

Paula Matthews

412 860-1334

[pmatthews@jfkatholic.com](mailto:pmatthews@jfkatholic.com)

**Attendance:**

Follow the attendance policy outlined in the John F. Kennedy Catholic School Handbook.

Vacationing during regular school days is not encouraged. If circumstances make it necessary, a note is to be sent to the principal and teachers in advance. The principal signs the note and returns it to the teachers. The signature in this regard does not convey approval or permission, but only an

acknowledgment of the parents' decision. Teachers are not required to give assignments until the student returns. Vacations taken during the week of Iowa Testing will result in an unexcused absence for the student. The student has the number of days missed up to a maximum of three days to turn in missed assignments while on vacation, including those not on Google Classroom.

Any assignments on Google Classroom must be completed upon return.

**Proper Middle School Heading for ALL Assignments:**

Upper left hand corner single spaced with the following:

First and Last Name

Date

Subject and Grade Level

**Grading:**

Students are graded on a point system. The areas of which might be considered under the quarter may be as follows: tests, quizzes, essays, group work, notebooks, projects, class participation, etc.

**Grading Scale:**

93-100% -- A

85-92% -- B

75-84% -- C

70-74% -- D

<70% -- E

**Honor Roll:**

High Honor -- 97-100%

Honor -- 93-96.9%

Honorable Mention -- 90-92.9%

\*\*A student will not make the honor roll regardless of their average if they receive a D or an E in any subject area including Physical Education, Computer, Music, Art, Health, etc.

5th grade does not participate in the honor roll.

**Classwork:**

We are a google school therefore some of their work will be done in the google classroom. Our Wonders Reading Series, our Sadlier Math Program and our new Lab Learners all have components that can be used online. All classes can be accessed through Google Classroom. Please Make sure you have accepted the invitation to each class.

**Homework:**

Homework is very important and may be counted as a graded assignment.

**Notebook:**

Students must follow their teacher's rubric for their notebooks with each includes dates, title of lesson, neatness, organization, etc.

**Communication:**

Feel free to contact the teachers at their [jfkcatholic.com](mailto:jfkcatholic.com) email address.

**Restrooms:**

At this time, we will be following COVID-19 guidelines for restroom breaks.

**Hallways:**

Students will not be permitted to walk through hallways at this time due to the COVID-19 guidelines.

**Lockers:**

Please only use magnets to attach anything inside your locker. Students are expected to keep them neat and organized in order to get to class in a timely fashion.

**Cell Phones and Smart Devices:**

Student's cell phones and/or smart devices must be turned off and placed in their backpacks unless otherwise noted by the teacher. Noncompliance with the cell phone policy will result in two demerits and confiscation of the cell phone. Parents must pick up the confiscated cell phone in the school office.

**Cheating and Plagiarism:**

Cheating and plagiarism will not be tolerated. Cheating includes, but is not limited to, copying another student's work; using another student's work; cheating on tests, homework, or assignments. Cheating is also sharing your finished work with the intention of another student to copy. Intentional plagiarism is knowingly copying another author's work without proper citation. Cheating on a test or intentional plagiarism will result in an automatic zero. Cheating or copying homework or an assignment will result in 3 demerits.

**Communication**

John F. Kennedy Catholic 5th grade will post all homework assignments, tests, projects, upcoming dates, etc. on Google Classroom. Teachers will communicate via email, notes, and phone calls as needed, but **not** on Option C. Please contact me through [pmatthews@jfkcatholic.com](mailto:pmatthews@jfkcatholic.com). Grades will be posted on Option C in a timely manner.

**\*If a concern arises with your child, please contact the teacher first to try and resolve the situation. Only then, if not resolved, should you contact the principal.**

**Water Protocols:**

Students are expected to bring at least **one** water bottle to keep hydrated throughout the day. A Water station is available to refill their bottles. Water only please.

**Google Classroom:**

All students will be trained during computer class on Google Classroom. Many assignments, tests, and projects will be completed on this platform.

**COVID-19 Safety:**

Teachers have attended safety meetings due to COVID-19. Students will be wearing masks, participating in mask breaks, and social distancing the entirety of the school day.

**Supplies:**

Students are responsible for all supplies. Please check periodically that they have what they need.

**Absences:****Tests:**

If you miss review day, you will receive one extra day to take your test. If you miss test day, you will take the test immediately upon return.

**Assignments:**

Assignments with due dates are due upon return to school, unless other arrangements have been made with the teacher. The student is responsible for contacting the teacher about missing assignments.

**Masks:**

Students must wear their masks at all times due to the health concerns of COVID-19. If this rule is broken, parents and the principal will be made aware of this.

**Church:**

Students must follow the mass dress code policy on Fridays, as well as Holy Days of obligation. The behaviors below are expected during mass:

- Please be quiet when entering and exiting the church.
- Catholics only receive communion, however non-Catholics must process up for a blessing.
- Genuflect before entering the pew.

**Technology:**

Teachers use a variety of technological devices during instruction. Students are expected to handle all equipment with great care. If any equipment should be damaged through carelessness or mischievous activities, the student and his/her family will be held financially responsible for any repair or replacement required.

If any student deliberately logs onto an inappropriate site or passes on an address for an inappropriate site to another individual four demerits will be issued. This applies to all devices when at John F. Kennedy Catholic School.

## **Daily Expectations:**

**\*Students should follow all safety guidelines.**

### **Homeroom**

- Report to your homeroom upon arrival in proper uniform and prepared for morning classes (refer to school handbook)
- Cell phones are turned off and placed in backpacks
- Turn in all notes and forms
- Participate in morning prayers, pledges, and songs
- Remain silent for morning announcements

### **Hallways**

- Maintain six feet for social distancing
- Walk quietly and use soft voices
- Follow directional arrows
- Do not block classroom doorways
- Be respectful and courteous to others

### **Classrooms**

- Students should always remain in their seats unless directed by the teacher
- Follow the rules and expectations of each teacher
- Have all materials needed: pencils, notebooks, textbooks, planners, **charged devices**, and any other required materials
- Turn in homework/assignments on time
- Be an attentive listener in class
- Do not speak when others are speaking
- Be respectful to the teachers and peers
- Allow everyone to learn

### **Cafeteria and Recess**

- Follow all posted cafeteria rules
- Remain seated in your assigned seat during the designated eating time
- Clean up, pick up all papers, scraps of food, etc., and dispose of them properly when directed
- Obey cafeteria monitors
- Speak in a conversational tone
- Walk at all times
- Display good sportsmanship and exercise self-control
- Play in assigned areas only

### **End of the Day**

- Gather all materials and pack backpacks
- Check homework notebook
- Clean your designated area
- Follow dismissal procedures

- Be quiet to hear dismissal announcements

**Demerits:**

In order to create a positive learning environment at John F. Kennedy Catholic School, a demerit system will be used to address inappropriate behavior. Listed below are the consequences for negative behaviors and the number of demerits for each infraction in the middle school.

- |  |   |
|--|---|
| ● Skips class                                  | 5 and automatic detention or suspension |
| ● Intentionally harms another                  | 5 and automatic detention or suspension |
| ● Cheating on a test or intentional plagiarism | 5 and automatic detention or suspension |
| ● Fighting (Initiating or participating)       | 5 and automatic detention or suspension |
| ● Harassment/intimidation/ostracizing          | 4                                       |
| ● Disrespect for teachers/staff/students       | 4                                       |
| ● Obscenity (language or gestures)             | 4                                       |
| ● Destruction of school property               | 4                                       |
| ● Inappropriate use of technology              | 4                                       |
| ● Cheating or copying homework                 | 3                                       |
| ● Name calling/teasing/gossiping/rumors        | 3                                       |
| ● Class disruption                             | 2                                       |
| ● Horseplay in school                          | 2                                       |
| ● Passing/writing notes                        | 2                                       |
| ● Dress code violation                         | 1 per violation                         |
| ● Late for class                               | 1                                       |
| ● Unprepared for class                         | 1                                       |
| ● Missing or uncharged device                  | 1                                       |
| ● Chewing gum                                  | 1                                       |
| ● Failure to return signed demerit form        | 1                                       |

Five demerits will result in an after school detention. Ten demerits during a 9 Week period will result in the loss of all extracurricular activities, including sports.

# JOHN F. KENNEDY CATHOLIC 5th GRADE HANDBOOK GUIDELINES AGREEMENT

---

2021-2022

Your signatures below indicate your understanding of the John F. Kennedy Catholic 5th grade Handbook Guidelines Agreement. Your signature further indicates you will follow the policies contained in all above documents and understand everything involved.

Student name (printed): \_\_\_\_\_ Grade Level: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent name (printed): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_