



Saint John School of Little Canada

Middle School Handbook

2021-2022

Saint John School of Little Canada

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Little Canada, MN 55117-1699

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Mission Statement

Saint John School provides students with a strong Catholic foundation and an excellent academic program, with the support and involvement of the family.

Philosophy

In light of our mission statement, we:

- Teach and live the values of the gospel message.
- Create an atmosphere of prayer and worship.
- Provide opportunities for students to be contributing, productive and responsible members of our school, family, parish and world communities.
- Have a curriculum designed to include mastery of basic skills while fostering higher level thinking.

Our goal is that each student will reach his/her highest potential.

Welcome to Saint John Middle School!

Middle school years are a time of many changes and challenges; a transition between elementary school and high school.

Each individual responds differently to the switch from elementary to middle school. Some adapt with amazing ease and others struggle with the varying class expectations and the greater organizational demands.

Students should expect an increased amount of homework. However, by using the required organizational tools and developing their own methods, students will accomplish all that is expected in a more efficient manner.

This has been compiled to help you better understand some of the academic and behavioral expectations for the sixth, seventh, and eighth grades. We hope you find this helpful.

LATE WORK AND BEHAVIOR POLICIES

Academic and behavioral expectations have been developed by the middle school teachers in order to create a positive learning environment. These expectations focus on respect, responsibility, and honesty and will be outlined and discussed by each teacher for their particular classes. The following are general guidelines followed by the middle school teachers:

Late Work Policy

Any work that is not completed for class will be considered late, and the student will be given a communication form stating what was missing, so that parents can track and see if late work is an area of concern for your child. One form should not be a cause for concern, but daily forms may indicate a need for intervention. The student will be responsible for taking the form home, having it signed by a parent, and returning it to the homeroom teacher the following morning. A 15 minute detention will be given if this responsibility is not met.

The completed assignment should be turned in to the appropriate teacher the following day. A 15 minute detention will be given for work that is still missing the next class period and time to complete the work will be made available during the lunch period. This working lunch provides students the opportunity to complete the assignment over lunch and recess time.

Parents are also able to check in on their child's progress at any time through our online gradebook. If an assignment is complete, there will be a score or an Ex for excused. If there is an "M" or "L", it means that the assignment is currently missing or was late. Parents should first speak to their child about assignments. It is possible that assignments may have been turned in, but not entered yet. Further questions about assignments, can be directed to the classroom teacher who will be happy to discuss them with you.

Behavior Policy

1. Name on the board serves as a warning.
2. One check after name means 15 minute detention.
3. Two checks is a 30 minute detention.
4. Three checks is a 45 minute detention.
5. Four checks is a 60 minute detention, a phone conference, and the student may be sent to another classroom for the remainder of the class period.
6. Five checks means a Blue Slip, which is an in-house suspension.

Students who receive a combination of 3 or fewer late assignments or detentions in one trimester will be able to participate in a "Reward Day".

Excessive late work and detentions-See form on page 17 for guidelines.

Detention

Detention forms (pg 6) are sent home as our way of communicating with parents that a teacher's behavioral expectations for a given day have not been met by the student.

Detention time will be served during lunch the day after the detention is received. If one lunch period is not long enough for the time accrued, the detention will continue on subsequent days.

Major Misconducts

See the Saint John Parent-Student Handbook for the major misconduct descriptions and consequences.

Tardiness

Students have a limit of 3 unexcused tardies per trimester. After that, each time a student is tardy, he/she will serve a 15 minute make-up time during lunch and recess time.

Cell Phone / Electronic Device Policy

In an effort to minimize distractions and maintain a positive learning environment, we ask that cell phones and other electronic devices not be powered on, used or visible during the school day. (This includes: in the building before school, car line, bus line, lunchtime and recess and walkers and bike riders until they are off school property.)

If a student is found in possession of an electronic device, he/she will be asked to turn it over to the teacher. A parent/guardian may come to retrieve the device from the office. Students who allow electronic devices to become a distraction will face disciplinary measures beyond confiscation. Students discovered to be in possession of such a device during a test may receive a grade of zero. Devices confiscated will be held according to the following schedule and with the following student consequences:

- 1st Parent may pick up device in the office after school. Student is given a warning.
- 2nd Parent may pick up device in the office after school. Student will serve a 30 minute detention.
- 3rd Parent may pick up device in the office after school. Student will serve an in-school suspension.

School Google Accounts

Student google accounts, including school gmail, are for school use only. Misuse of the account will result in in-school suspension.



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(651) 484-3038 · FAX (651) 481-1355
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Communication Form

Name _____ Date _____

Teacher _____

___ Academic deficiency ___ Detention # of minutes _____

Because it is in your child's best interest that we communicate about his/her academic performance as well as encourage respectful and responsible behavior, I am sending you this letter.

Your child had the following item(s) missing today, as indicated:

___ Assignment _____

___ Test signature ___ ISN section _____ ___ Current Event

___ Test corrections ___ Quiz signature/corrections ___ Uniform violation

___ Book report sign off ___ Book report ___ Wordly Wise/vocab

___ Phy. Ed. uniform ___ Assignment corrections ___ Sports uniform

___ Math video, notes & problems

Your child has received detention because of the following behavior:

___ Gum/candy ___ tardy to class

___ running in the hall ___ forgetting proper materials

___ pushing/shoving ___ disruptive talk/noises

___ not following directions ___ inappropriate talking during class

___ out of seat at inappropriate time ___ disrespectful to teacher/adult

___ disrespectful to classmate ___ assignment still missing _____

___ not returning previous forms ___ other _____

Parent signature _____ Date _____

Students should expect an increased amount of homework. However, by using the required organizational tools and all work time, students will accomplish all that is expected in a more efficient manner.

Grades for incomplete or late assignments may be reduced.

Grading Scale

| <u>PERCENTAGES</u> | <u>GRADES</u> |
|---------------------------|----------------------|
| 99-100 | A+ |
| 95-98 | A |
| 93-94 | A- |
| 91-92 | B+ |
| 87-90 | B |
| 85-86 | B- |
| 83-84 | C+ |
| 79-82 | C |
| 77-78 | C- |
| 75-76 | D+ |
| 71-74 | D |
| 69-70 | D- |
| 0-68 | F |

Honor Roll

A 3.67-4.33

B 2.67-3.66

Honor roll grade point averages will be calculated at the end of each trimester.

Vacations

A student leaving on vacation must see that all course work is accounted for using the following procedure:

- The parent notifies the office and the appropriate teachers of the vacation.
- The student should proactively see each teacher a few days before leaving for vacation to get assignments that will need to be completed during the absence.
- The student is responsible for checking the middle school website daily for changes in assignments.
- Once the student returns to school he/she will have 1 day for each day of absence to complete all assignments, quizzes and tests. If a long term project is due during the absence it can either be completed before leaving or turned in upon returning to school.
- Every effort will be made to get the correct assignments/directions to students before they leave, but please understand that the classroom is a very fluid place with many interruptions and changes, so the assignments/directions may differ from the original plan.
- It's the student's responsibility to meet with teachers and turn in all assignments after returning from vacation.

Long-Term Assignments: Due dates for long-term assignments such as book reports, science fair projects, or vocabulary assignments do not change due to a student's absence except in extenuating circumstances.

MATH-Mrs. Knudsen

Assignments are given daily. Each student is expected to begin the assignment during class. It is the student's responsibility to be certain he/she understands the skills and concepts covered in class. Each student is encouraged to ask questions if he/she doesn't understand.

Mid-Chapter Tests are given in all math classes. Corrections are required on any problems that are incorrect.

Tests are given at the end of each chapter. Corrections are required.

Work neatly and show any work you do on assignments, quizzes and tests. Do not use scratch paper. Keep your assignments from a chapter until after the chapter test.

Grades are determined by averaging assignment and test scores. Different weights are used for each grade level.

| | 6 th | Pre-Algebra | Algebra |
|------------------|-----------------|-------------|---------|
| Test | 50 | 50 | 60 |
| Mid-Chapter Quiz | 25 | 30 | 30 |
| Assignment | 25 | 20 | 10 |

RELIGION



Grade 6 We Are God's People

Grade 7 We Live Our Faith

Grade 8 Confirmation program

Expectations

Classwork – There is classwork assigned almost every day that we have class. The assignment must be completed **before** class time or it will become homework. During small group discussions students will be expected to participate as well as listen respectfully while others are speaking.

Bibles – Sometimes students need to use Bibles for their work. Each classroom has a set of Bibles, so they are able to use them during study times in other rooms as well. If you would choose to have a Bible at home to use for homework, it is preferable to have **The New American Bible** which is a recommended version. This version can also be found online at: <http://www.usccb.org/bible/books-of-the-bible/index.cfm>. It also aids in correcting work, so that the same translation is used by all. (If it is not possible to have this version, students **do** have enough time during the day to finish the parts of their assignments that require Bibles.)

Assessments – Formative and summative assessments will be used to assess the students in each unit in grades 6-8. We will review the material together in class before the tests.

Grades – Assignment grades will be 40%, participation will be 30%, and assessments will be 30% of each student's grade.

SOCIAL STUDIES-Mr. Mudek

Grade 6 Ancient World History

Grade 7 World Geography

Grade 8 American History

General Social Studies Outcomes:

Through the middle school social studies curriculum, students will:

1. Be able to apply social studies to life by connecting the past with the present and future.
2. Understand key influences which shaped the United States and world history.
3. Develop a chronological perspective of United States and world history.
4. Develop a visual sense of history by using maps, charts and graphs to process information.
5. Understand the concept of "point of view" by examining history through multiple perspectives.
6. Learn to interpret and analyze historical influences through non-textbook means, i.e. artifacts, primary sources, literature, art, music and inventions.
7. Understand the effects of current events on our everyday lives, and understand how they were shaped by past historical events.

Academic Expectations:

In order to meet the above goals, middle school students will be required to complete assignments, participate in classroom discussions, demonstrate knowledge of facts through quizzes and tests, and complete in-class and long-term projects.

| | 6th | 7th | 8th |
|---------------------|------------|------------|------------|
| Tests and Quizzes | 45% | 45% | 50% |
| Assignments | 40% | 40% | 35% |
| Projects | 15% | 10% | 10% |
| Class Participation | | 5% | 5% |

STEM / Science-Mr. Bader

Classes

Grade 6 STEM / Life Science

Grade 7 STEM / Earth Science

Grade 8 STEM / Physical Science

Homework

Science homework is given an average of 4 days each week. Class time will normally be given to begin and often complete assignments.

Engineering Projects & Labs

Each student is required to keep a STEM notebook. While the majority of lab work is done in small groups, students are responsible for writing up and turning in their own work.

Projects

STEM projects and challenges will be completed individually and in small groups.

*Middle school students are required to complete a science or engineering project during the second trimester for the Science and Engineering Fair.

Assessments

- Formative assessments or quizzes are given to check for understanding and provide reinforcement of essential skills.
- Summative assessments or tests are given at the end of each unit (every 2-3 weeks).

Grading categories and percentages by grade:

| | <u>Sixth</u> | <u>Seventh</u> | <u>Eighth</u> |
|-----------------------|--------------|----------------|---------------|
| Assignments | 25 | 25 | 25 |
| STEM Projects/Labs | 25 | 25 | 25 |
| Formative Assessments | 25 | 25 | 25 |
| Summative Assessments | 25 | 25 | 25 |

LANGUAGE ARTS - Mrs. Leciejewski

LITERATURE:

- stimulates thought and imagination
- carries message about everyday life
- acquaints the reader with many literary genres
- introduces the reader to great authors
- develops a lifelong love of reading
- invites personal interaction with the written word

WRITING:

- stimulates thought and imagination
- carries a concise message to the reader
- acquaints the writer with specific writing processes
- allows the writer to respond to literature and share his/her world of knowledge
- develops a lifelong love of writing
- promotes clear thinking, organization and analysis

ASSIGNMENTS

1. Assignments are given daily and must be completed on time.
2. There also are other assignments given periodically that are long-term.
3. Daily work needs to be completed neatly and with care.
4. The vocabulary/spelling assignments will be due weekly and must be completed on time.
5. Students will be required to complete book reports on their own. Further information will be sent when assigned.
6. Novels will be assigned in class. Students must complete all required reading.
7. Research papers will be assigned in class, but may need to be worked on outside of class time. Papers must be completed on time with proper citations and bibliography.

GRADES

| | |
|---------------------|-----|
| Assignments | 30% |
| Assessments | 40% |
| Long-term projects | 20% |
| Vocabulary/Spelling | 10% |

PHYSICAL EDUCATION - Mr. Mudek

1. Students are required to dress in the appropriate uniform (see school handbook) for each class. Not bringing proper gym clothes will result in a daily grade reduction.
2. Skill tests and knowledge tests will be given when appropriate.
3. Students are graded in the following areas:
 - Daily 40% (5 pts. Possible: dress, fair play, cooperation and effort)
 - Skills 20%
 - Knowledge of rules, game or activity 20%
 - Physical Fitness 20%
4. A physician's note will be the only reason a student is "excused" from participating.

ART - Mrs. Knudsen

Art in the middle school will follow the letter grade/percentages of other classes.

The criteria for grading will include:

1. Elements and Principles of Design
2. Craftsmanship and Neatness
3. Time Management
4. Execution, Originality, and Uniqueness
5. Media Use

Wolf Ridge Environmental Learning Center

All middle school students participate in a field trip to Wolf Ridge E.L.C. The trip is an integral part of our middle school curriculum. Our goals include building community among the middle school students, providing opportunities for personal growth and challenging students to become stewards of their environment.

HOMEWORK

"Homework in every subject.

Tell me what to do first.

Which is more important?

Each teacher says his/her subject is.

How can I be organized when I can't even remember my schedule?"

- Taken from Love Me When I'm Most Unlovable

The Middle School Years

Many parents give too much "help" with homework and tend to become too emotionally involved in questions of whether it gets done and how well.

Homework serves not one, but two purposes. The first, and most obvious, is practice and drill in academic skills. But homework is also an exercise in accepting responsibility, postponing reinforcement, tolerating frustration, perseverance and independent accomplishment. For all those reasons, it's important that homework gets done. It's even more important that the child do it, not the parents.

Parents should be available to assist a child with homework, but their proper role is that of consultant, not participant, and a fine line divides one from the other. Crossing that line means stepping into emotional quicksand. The harder you struggle to get out, the deeper you sink. Parents who participate in the getting-done of homework not only dilute whatever academic learning was intended, but also enable the child to become dangerously dependent upon their continued presence and help where homework is concerned.

Parents can, and sometimes should, help with homework. When they do, it should only be for one of two reasons: First, because the child is "stuck" at some point, has given it his all, and legitimately needs adult guidance to get unstuck. Second, because he has finished his homework, but wants someone to check it.

Parents can give examples, clarify directions and provide support, but shouldn't actually do any of the child's homework for him. Their involvement

should never last longer than fifteen minutes, this being the rare exception rather than the norm, which should be closer to five minutes.

Parents should set an upper time limit on homework. Parents and students need to work together to set a specific time as homework time. This time may vary from day to day due to other activities in the student's life. The child should be responsible for deciding when to begin, but parents should decide when to call "time". The deadline should be consistent, say 8:00 every evening, but can be temporarily suspended for special projects and when the child needs to study for major tests.

Saint John School faculty and staff believe that the student's first responsibility is to complete homework. If a student has to make a choice between sports or other extra-curricular activity (practice, game, tournament or meeting) and completing homework, it is more important for his/her academic career to make sure homework is completed.

Excessive detentions and missing work

To: Parents/Guardians of _____

In order to encourage students to strive for academic excellence and accept responsibility for their academic work and behavior, Saint John middle school has the following policy.

1. If the total number of detentions or late assignments reaches or exceeds an acceptable amount for one trimester, the student will miss all extra middle school activities that are less than a half day in duration for the rest of the trimester. Some examples of these activities may include, but are not limited to the 8th grade-teacher volleyball, choir, artist in residence classes, etc...

2. If the total number of detentions or late assignments is adversely affecting the student's grade for the trimester, the student will miss all extra middle school activities that are one full day or more in duration until late work is completed. Some examples of these activities include, but are not limited to Olympic day, skiing at Afton Alps, school sponsored athletics, etc...

3. If a long term project the student has been assigned has not been completed, regardless of the number of letters and detentions the student has, the student will miss all extra middle school activities until the work is completed in a satisfactory manner. Some examples of long term projects include, but are not limited to the Christmas Heritage project, science fair project, book reports, etc...

This letter is to inform you that your child has received an excessive amount of letters for this trimester. This means that he/she will miss activities for the rest of this trimester. Arrangements may need to be made for your child on these days if the middle school is out of the building for a field trip. Please sign this form acknowledging that you have read and understood this information.

Return this form to school by: _____

Parent signature

Student signature

Middle School Teacher email addresses

| <u>Teacher</u> | <u>Subject(s)</u> | <u>e-mail address</u> |
|-----------------------|---------------------------------|------------------------------|
| Matthew Bader | STEM | mbader@sjolc.org |
| Karsten Knudsen | Math/Rel./Art | kknudsen@sjolc.org |
| Marty Mudek | Social Studies/Phy Ed/Rel. | mmudek@sjolc.org |
| Karen Leciejewski | Lang. Arts/Rel./Learning Strat. | kleciejewski@sjolc.org |
| Anne Spoden | Music | aspoden@sjolc.org |
| Mariana Diaz | Spanish | mdiaz@sjolc.org |

Dress Code/Uniform Policy

Grade PS – 8 Boys

Pants

- Navy blue or khaki twill.
- Pants must cover boxers.
- Pants must have belt loops except PS and K.

Pants should be plain and free of obvious labels; no extra pockets, loops, zippers, flares, denims, etc. and should be worn, at the waist, in the correct size. No jogger pants.

Shorts

- Navy blue or khaki twill knee length dress shorts only.
- Shorts can only be worn from March through October.
- Shorts must cover boxers.
- Shorts must have belt loops except PS and K.

Shorts should be plain and free of obvious labels; no extra pockets, loops, zippers, flares, denims, etc. and should be worn at the waist in the correct size.

Polo Shirts

- Navy blue or hunter green short or long sleeved polo shirt with Saint John School logo.
- Shirts must be tucked in, not bloused, at all times.
- No logos except the Saint John School logo.
- No turtlenecks.

Sweatshirts/Performance Wear

- ¼ zip navy blue pullover with Saint John School logo only.
- ¼ zip navy blue pullover sweatshirt with Saint John School logo only.
- Approved Saint John School sweatshirts are allowed. No tie dye.
- No hooded sweatshirts on Mass days.
- Polo uniform shirts are to be worn under sweatshirt/sweater at all times.

Sweater Vests (optional)

- Unisex navy blue with Saint John School logo
- No sweaters.

Socks

- Navy blue, white, or black (small logos allowed)

Shoes (PS – 8)

- Shoes must be close toed, no heels and to be worn with socks.

Belts

- Brown, black or navy blue with a small buckle.

Grade PS – 8 Girls

Skirts (PS-8) and Jumpers (PS-5)

- Uniform plaid only. Skirt must not be shorter than 2.5 inches above the knee.
- Skirt may not be rolled over at the waist.
- Shorts must be worn under skirts and jumpers.

Pants

- Navy blue or khaki twill pants
- No stretch pants
- Pants must have belt loops except PS and K. .

Pants should be plain and free of obvious labels; no extra pockets, loops, zippers, flares, denims, etc. No jogger pants.

Shorts

- Navy blue or khaki twill knee length dress shorts only.
 - Shorts can only be worn from March through October.
 - Shorts must have belt loops except PS and K.
- Shorts should be plain and free of obvious labels; no extra pockets, loops, zippers, flares, denims, etc. and should be worn at the waist in the correct size.

Polo Shirts

- Navy blue or hunter green short or long sleeved polo shirt with Saint John School logo.
- Shirts must be tucked in, not bloused, at all times.
- No logos except the Saint John School logo.

Sweatshirts/Performance Wear

- ¼ zip navy blue pullover with Saint John School logo only.
- ¼ zip navy blue pullover sweatshirt with Saint John School logo only.
- Approved Saint John School sweatshirts are allowed. No tie dye.
- Polo uniform shirts are to be worn under sweatshirt/sweater at all times.

Sweater Vests (original)

- Unisex navy blue with Saint John School.
- No sweaters

Socks/Tights/Leggings

- Navy blue, white, or black socks. (Small logos allowed on socks.) Navy blue or black **ankle-length** leggings only under skirts or jumpers. No cropped leggings.

Shoes (PS – 8)

- Shoes must be close toed, no heels and to be worn with socks.

Belts (1 – 8)

- Black, brown or navy blue with a small buckle.

Related Uniform Information

The Following Applies To All Students: Grades PS – 8:

*****Socks must be worn at all times – including out of uniform days.**

Hair

- Hair should be kept neat and clean and not extend below the eyebrows.
- Boy's hair length should not extend over the shirt collar, ears, or eyebrows. No ponytail.
- No spiked hair.
- No colored/dyed hair.
- No glitter in hair is allowed.

Makeup

- Girls, PS-5: **No makeup is allowed.**
- Girls, 6-8: Use of makeup in moderation only.
- Boys, PS-8: **No makeup is allowed.**

Jewelry

NOTE: Teachers reserve the right to have students remove distracting jewelry.

- For the safety of all students, **no jewelry is allowed during gym classes.**
- Girls PS-5: May wear post earrings. These earrings may not extend below the earlobes.
- Girls 6-8: May wear post earring and small hoop earrings (less than ½ inch diameter).
- Boys, PS-8: **No earrings are allowed.**

No Uniform Passes

- **Passes may not be used on Mass days or other days that students are in church (i.e.: stations, rosary or reconciliation, etc.)**
- Neat and clean clothes only, i.e.: no holes/rips in clothing.
- Saint John Athletic or knee length shorts only.
- No midriffs exposed at any time.
- No spaghetti strap tops. Tank tops need to have shoulder straps that are 3 fingers wide.
- Shorts and pants must cover boxers.
- Cold shoulder shirts need to have shoulder straps that are 3 fingers wide.
- Must wear socks at all times.

Athletic Wear/Gym Clothing: Grades PS-K-1-2-3

- Need only tennis shoes that tie, zipper or Velcro.
- No open back and/or slip on styles or shoes with elevated heels for gym class.

Athletic Wear/Gym Clothing: Grades 4 – 8

- White, black or navy socks.
- Shirts, shorts and pants should be one of the following colors: hunter green, navy, black or grey.
- No advertising/sayings/logos allowed.
- Items should be plain or Saint John's Athletic Wear.
- Students need tennis shoes that tie, zipper or Velcro.
- No open back and/or slip on styles or shoes with elevated heels for gym class.

Out of Uniform Notification

Students are expected to be in full uniform during the school day. If the student is not able to correct the uniform violation, they will not be allowed to attend class until they are in uniform. Uniform exceptions will be made for medical reasons only, with a signed note from a physician.

SAINT JOHN SCHOOL MIDDLE SCHOOL
STUDENT ATHLETE AGREEMENT

In order to strive for academic excellence, we require that all students who participate in athletics maintain a "C" average.

Each student must maintain a G.P.A. of 1.67 or higher. The G.P.A. is calculated at the end of each marking period, which is approximately 6 weeks long.

If the G.P.A. is below a 1.67 with one or more "F's," the student will be immediately ineligible to participate in any athletic practice or game until the next report is issued and the 1.67 goal is met.

If a student has a G.P.A. that is below a 1.67 and does not have any "F's," the student will be placed on academic probation. Academic probation will be an agreement (between the student, the homeroom teacher and parent) of goals that the student will attain by the time designated in the agreement.

The student may continue to participate in athletics until the agreed upon date in the academic probation agreement. If the agreed upon goals have been met, the student may continue to participate. If the agreed upon goals have not been met, participation will cease until the next report card is issued and the 1.67 goal is met.

- School rules inside and outside of the classroom must be followed.
- Conduct that does not meet the standards of Saint John School before, during and after an athletic event will be cause for dismissal from the team.
- Participants will follow all rules established by the coaches.
- Participants will follow all rules established by the C.A.A., as well as rules that govern the use of tobacco, alcohol and drugs. Good sportsmanship is to be shown by all the Saint John's team members and fans.

Please note: A student must be in school for at least 1/2 of the school day in order to participate in a game or a practice that same day.

Student Signature

Parent Signature

Middle School Information Agreement

(Parent signature necessary each year)

Please Note:

I have read the Middle School Handbook and understand the expectations of Saint John's Students. I realize that any questions that I have should be discussed with the appropriate teacher(s). Please sign and initial below as stated and return this form by **Friday, September 10, 2021.**

We look forward to a great year!
The Middle School Teaching Team

I have read the handbook:

Parent Signature

Date

Student Signature

Date

I understand that the student Gmail account is for school use only.

____ parent initials

____ student initials