

St. Genevieve Elementary School
Middle School Gr. 6-8 Handbook Addendum /FAQ (Frequently Asked Questions)
2018-2019



Middle School PLC/TEAM: Who are my child's teachers?

Rm. 7a – Ms. Ceja, Science	ceja@sgps.org
Rm. 7b – Ms. Yao, <i>Social Studies/Religion</i>	yao@sgps.org
Rm. 8a – Ms. Quiana Turner, <i>English/Language Arts</i>	turner@sgps.org
Rm. 8b – Mr. Sedik, <i>Mathematics</i>	sedik@sgps.org
Admin – Mrs. De La Cruz, <i>Director of Character</i>	delacruz@sgps.org

Learning Expectations: How do I know what my child will learn this year?

Syllabus

Teachers will upload a class syllabus for core and non-core classes each trimester on Edmodo and at our school website. The syllabus includes important information such as a course description, learning objectives, unit themes, and instructional materials.

Websites: Where can I go online to check the status of my child's progress?

Gradelink (gradelink.com – school sets up account)

Parents and students can access grades, conduct, teacher comments and up-coming assignments on-line. Automatic grade monitoring sends parents email alerts about their child's current progress; however, parents must set those alerts themselves. Please check academic progress at least once a week.

Edmodo (edmodo.com – parents and students set up account)

This site is primarily for teacher/student communication. Teachers will assign and at times grade work on Edmodo; students can submit homework and participate in discussions. Students and teachers can reach out to one another and connect by sharing ideas, giving helpful tips, sending reminders, and submitting assignments. It is important to check Edmodo everyday. We highly suggest you make an Edmodo Parent Account to best keep tabs on your child's progress.

Accelerated Reader (AR App)

In addition to STAR, AR gives students, parents, and librarians feedback based on student quiz results, which teachers then uses to help your child set goals and direct ongoing independent reading practice. Students are expected to read appropriate fiction and nonfiction books within their zone of proximal development (ZPD) at home and take quizzes on those books in class. For ELA classes, this AR reading project is a large portion of students trimester grade.

Block Schedule: What does my child's schedule look like each day?

Our block schedule is designed to maximize instructional time between our students and teachers as well allow for more one-to-one time with students. The block schedule allows teachers to work with students on more meaningful projects and classwork.

Daily Schedule Monday - Thursday

7:45	Announcements and HR Attendance
7:55 – 9:10	Block 1 (75 min)
9:10 – 10:25	Block 2 (75 min)
10:25 – 10:40	Recess
10:40	PASSING PERIOD/LINE UP SWITCH CLASSES
10:45 – 12:00	Block 3 (75 min)
12:00 – 12:20	*Eat Lunch at HS benches
12:20 – 12:35	Play ES side
12:35	PASSING PERIOD/LINE UP SWITCH CLASSES
12:40 – 1:30	Required Music Electives (Symphonic, Wind, Strings) & PE (50 min)
1:35 – 2:50	Block 4 (75 min)
2:50 – 3:00	HR Dismissal

***Café - Lunch**

Middle school students pick up lunch at the café and eat over at the high school benches. It is the responsibility of every student to be respectful and quiet while in the café and to clean up trash by the lunch area. **On Monday only**, students may purchase a lunch at the café but drinks are limited to juice, milk, and water. Café workers will help with the control of students buying unhealthy food items, but it is the students' responsibility to make nutritious choices. Boxed lunch meals on Monday-Friday must be pre-ordered per month. Vending machines are for high school students only. **Students may not walk over to the café without the permission and supervision of an adult at any time including before and after school.** Students who do so will be given immediate detention and further disciplinary action may occur.

Daily Schedule Friday (Silver 1&3 and Blue 2&4 Alternating Weeks)

7:45	HR Attendance
7:55 – 9:00	Mass
9:00 – 9:50	Block 1 or 2 (50 min)
9:50 – 10:25	Block 3 or 4 (35 min - part 1- bring your snacks with you)
10:25 – 10:40	Recess
10:40	PASSING PERIOD/LINE UP TO CLASSES
10:45 – 11:00	Block 3 or 4 (15 min – part 2)
11:00 – 12:35	*Choir & Arts Electives (95 minutes – with TV announcements)
12:35-12:45	HR Dismissal

Evening School: *Why is Character Education important?*

St. Genevieve recognizes the need to graduate knowledgeable young men and women as well as cultivating leadership and moral development. Therefore, educating our youth beyond the textbooks and classroom curriculum is important to our philosophy and mission. When the content is appropriate, 7th and 8th graders will be invited to attend Evening Days with our high school. Evening Days of school are considered school days and attendance is **required** like any other school day. Students who do not attend will be marked absent and will be responsible to make up any missed academic work.

Night School Schedule

1:00	HR Attendance
1:05 – 2:05	Block 1 (60 min)
2:05 – 3:05	Block 2 (60 min)
3:05 – 3:20	Recess
3:20	PASSING PERIOD/LINE UP SWITCH CLASSES
3:25 – 4:25	Block 3 (60 min)
4:25 – 5:25	Block 4 (60 min)
5:25 – 6:00	Dinner
6:00	PASSING PERIOD/LINE UP SWITCH CLASSES
6:05 – 6:30	HR – Discussion on Theme
6:30 – 8:15	GYM Speaker Series
8:15 – 8:30	Dismissal from Homeroom

Middle School Electives: *Why are elective classes integrated into my child's curriculum?*

St. Genevieve as well as all schools in the Archdiocese of Los Angeles require students to take a Music, a Physical Education, and an Arts class. The introduction of electives in the 7 and 8th grade is designed to expose our students to a wealth of opportunities and interests. These classes are an opportunity to help students see real-world connections to what they are learning each day in their core classes. Music and PE elective classes take place Monday - Thursday from 12:40-1:30pm and an Arts elective on Friday from 11:00-12:35pm. **It will be a requirement for all students including 7/8 graders to play an instrument.** Students will be able to 'elect' classes; however, priority goes to 8th grade, then 7th grade. Electing a class is not a guarantee.

Music Electives (Mon-Thurs): Symphonic Band, Beginning Strings, and Wind Ensemble & PE

Arts Electives (Friday): Health-Life Skills, Leadership, Intro to Spanish, Coding, Fine Arts, MS Choir and Sports Conditioning.

These non-core subject grades are part of the overall GPA. The elective and locker fee for the middle school 7th/8th graders is **\$85**.

Grading Policy: *What criteria will be used to assess my child's overall grade and academic standing?*

Assessment (Quiz, Test, Final) 35%
Classwork /Participation 30%
Projects 25%
Homework 10%

Homework Distribution

Approximately 60-120 minutes per night.

English Language Arts (M-Th), Math (M-Th), Social (M/W), Religion (T/Th), Science (T/Th).

Students should check Edmodo after school for posted assignments and in the morning before school for any reminders. Due to block scheduling and Friday rotations, students are expected to complete and submit assignments as directed by the teacher regardless of having class on a particular day.

Late work: Assignments must be turned in at the beginning of each class period or otherwise specified by the teacher. Anything turned in after is considered late. *Late work will be graded but students will forfeit 50% of their score for lack of responsibility and timeliness. Students will have no more than two weeks from the time the assignment was to be submitted to turn in their late work. After two weeks, the grade will remain a zero.*

Absence/Tardiness: When a student is absent, he/she must return to school with a note from parents. It will be the responsibility of the student to make up any work missed due to an absence. Students will have the same amount of time to complete the work as they were absent, before it is considered late work. For example, if a student is out for 2 school days, the student has 2 days to turn in the work before it becomes late work. Arriving on time to school and each class is vitally important; therefore, any student who incurs **5 tardies will receive detention and as a result will be ineligible for honors designation.** Parents should note that students are considered tardy at 7:55a.m.

Honor Roll Grades 6-8

Students in grades 4-8 are eligible for Honor Roll as determined by their grades in academic subjects (core and non-core) as well as conduct and work habits. Non-core classes include all elective courses including but not limited to: Art, Music and PE. Students receiving detentions or have been placed on probation may be ineligible for honors designation.

First Honors: issued to students receiving an overall GPA of 3.6 and higher with an A or B (85% and above) in all CORE subjects, passing all Elective classes, and an O in work habits/conduct.

Second Honors: issued to students receiving an overall GPA of 3.2-3.59 with an A, B or C (70% and above) in all CORE subjects, passing all Elective classes, and an O/G in work habits/conduct.

Academic Probation

Any student with a GPA below 2.0 at the end of a trimester and/or any student receiving two or more "F's" within a trimester will be placed on **academic probation**. Any student who is placed on probation for two trimesters may be asked to leave St. Genevieve School.

Any student receiving any "D/NI" or "F" in behavior, at the end of the trimester will be placed on **behavioral probation**. Any student, who receives two trimester grades of "D/NI" or "F" in behavior, will be asked to withdraw from St. Genevieve School.

Any student who is placed on probation may not participate in any school activities and/or functions. For example: sports, choir, student council, field trips, etc.

When a child is placed on probation, he or she agrees to make the necessary changes in behavior, grades, effort and attitude to be a successful student at St. Genevieve. The parents and

student agree, in writing, to *withdraw* the child from the school if the terms of probation are not met according to the standards set by the teacher and administration.

Withdraw and Review Boards

Students who are asked to withdraw from Saint Genevieve Parish Schools may ask for a Disciplinary/Academic Review Board. The board advises the administration on matters of school policy concerning academics, discipline and Character Formation and makes recommendations to the Principal concerning disciplinary sanctions, expulsion or non-retention.

Duties and Responsibilities:

- The Disciplinary/Academic Review Board is composed of two elected teachers and two teachers selected by the administration and when scheduling permits one selected by the student.
- This Disciplinary/Academic Review Board meets with the administration as well as the parents/guardians and student regarding the infraction before making final recommendations.
- The Disciplinary/Academic Review Board will only conduct review boards with students and their parents and/or legal guardians. Other relatives, friends and family associates are not permitted to be present.
- The Disciplinary/Academic Review Board is a confidential hearing. Students, parents, guardians and others are not to discuss the issues, topics and personalities involved with outside parties.
- The Disciplinary/Academic Review Board is a confidential process. Memos, discussions, vote tallies, personal notes are not open to public review or to the parents/guardians.
- The Disciplinary/Academic Review Board makes a recommendation to determine the student's continued enrollment at the school. The Principal has the authority to make the final determination.
- During certain times of the year when teachers are on break, for example, Christmas and summer vacation times, a Review Board of available Administrative Team members and/or Faculty members will substitute for a Review Board of five teachers.

Discipline Policy (Behavior, Inappropriate iPad Usage, Academic Dishonesty, Uniform, etc...): *What will happen if my child does not follow classroom and school guidelines?*

Students are expected to show respect to all faculty, staff, visitors, each other, and school property. Students who fail to comply with ANY school policy will receive a consequence.

First Offense

Warning from teacher and parents will be notified of infraction. Administrators, faculty or staff and campus safety may issue an immediate detention when school policies are not followed.

Misuse of iPads will result in confiscation of device until parents meet with teacher. In regards to academic dishonesty, all involved will receive a zero (0%) for the assignment and the Director of Character Formation is notified. Conduct grade may be lowered at the discretion of the teacher.

Second Offense

After-school detention on Wednesdays from 3:05-4:05pm. Detentions take priority over every after-school activity (e.g. athletic practices, musical rehearsals, choir practice, Drumline, Decathlon, carpool, etc.). **Conduct grade will be lowered and students will be ineligible for Honors.**

Third Offense

Parent Conference required. Student is placed on Behavior Probation and must attend Saturday detention from 8:00-10:00am. Student may lose privilege to attend class field trips or any other school activities/functions. Student may be removed from any leadership position or may be barred from being a candidate for leadership council. **Students will be ineligible for Honors.**

Fourth Offense

Suspension from school. The number of days suspended will be determined by the degree of the infraction. Upon the duration of the suspension, students must reflect and write an essay on the Six Pillars of Character (TRRFCC) and about the importance of making good decisions.

Fifth Offense

Withdraw from St. Genevieve. *See Review Boards under Withdraw and Review Boards*

*Depending on the severity of an offense, the administration has the right to alter and/or determine appropriate consequences to any infraction and amend policy at any time.

Appropriate Technology Usage

Through the use of technology, our goal is to encourage critical thinking, clear communication skills, and collaborative learning among students. It is the student's responsibility to care for iPads and laptops or other devices when brought to school and to maintain them as an academic tool. **The school accepts no responsibility for the loss or damage of technological items.** In accordance to the technology policy, students **must** have their notifications OFF and not engage in disruptive behavior using the iPad (social media apps, games, etc.) at any time while on school grounds. Students should not be on social media when on campus. Students using social media inappropriately, regardless of time or day may result in disciplinary actions. Disregard of this policy will result in a disciplinary offense.

Students are permitted to bring cell phones to school; however, phones must be turned OFF and in their backpacks or lockers during school hours. Sending/receiving text messages or phone calls during school hours will result in confiscation of the device and disciplinary actions. This includes any communication with parents during school hours. Cell phones may not be substituted for iPads.

*Students are subject to having their devices inspected by teachers and administrators without prior notice. See parent-student handbook for further details and consequences.

Uniform - Dress Code

Proper attire with regards to uniform is expected at all times. Students are subject to random uniform checks by their teachers at any time. See parent-student handbook for more guidelines and photos.

All items are available at Dennis Uniform with the exception of the tie that can be purchased in the High School Student Store.

- First Violation: Verbal Warning
- Second Violation: Note Home/Email/Phone Call/Referral Detention with Recommendations
- Third Violation= Conference with Parents

Student Service Hours: *Does my child also need to complete service hours?*

Our program provides students with the opportunity to witness their commitment to Catholic values through service to our school community. Middle School students are required to complete Christian service hours. An appropriate amount is required for each age group.

Sixth grade = 12 hours
Seventh grade = 14 hours
Eighth grade = 16 hours

The teachers in each grade level set due dates and specific instructions on how to complete these hours. Teachers may use this service component as part of their religion grade. Students can earn their service hours by participating in service projects, volunteering their time, and giving donations to help others in need, etc.

Parent Information: *What should I do if I have questions regarding my child or any school related event?*

Parent/Teacher Communication

Dates of upcoming events, special announcements, and teacher emails can be found at our school website. Parent-teacher conferences are scheduled after the first and second trimester. If at any time during the school year you have any concerns regarding your student please make an appointment with homeroom teachers or individual subject teachers first as needed to discuss questions or concerns. Please, address your concerns with the teacher involved prior to contacting school administration.

Friday Newsletters (spartansonline.org – school website)

Newsletters and notices from the school will no longer be printed and distributed in an envelope on Friday. Instead, all documents will be uploaded to our school website. Please visit the website for information regarding school activities and important forms. Remember to sign up for the school's Remind Me app in order to receive additional information and announcements via text messages. Make sure to have your phone number listed on Gradelink as the primary number in order to receive phone tree messages.

VIRTUS

Parents must be VIRTUS trained and have proof of fingerprinting to volunteer at school and chaperone any field trip. There will be opportunities throughout the year for parents to attend these sessions if needed. Please send a copy of completion to the elementary main office.



St. Genevieve Elementary School

Middle School Agreement Form
2018-2019

In signing this form, I acknowledge that I have read and understand the terms of the Middle School Policy (Addendum to the Parent/Student Handbook), Fees, and Course Syllabus for each class. I agree to act in accordance with the school's policies and will accept the responsibility for my performance.

Teachers have uploaded a class syllabus for core (Mathematics, Science, Religion, Social Studies, and English Language Arts) and non-core classes on Edmodo. The syllabus includes important information such as a course description, learning objectives, unit themes, and instructional materials.

Parents, thank you for staying informed and helping your child transition to a Middle School format of learning. If you have any questions, please feel free to contact your child's teachers.

Student Name and Homeroom Class (Please Print):

Student Signature:

Parent Name (Please Print):

Parent Signature:

Date:

**Please return this to your child's homeroom teacher by Thursday, August 30th.*