

Middle School Teachers and Subjects SVS 2019-2020

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8th Grade Religion

6th-8th Accelerated Math

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7th Homeroom

7th Religion

6th - 8th Literature/Reading, Spelling/Vocab

7th - 8th Social Studies (History & Geography)

MS. BRITNI COITO

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6th Homeroom

6th Religion

6th Social Studies (History & Geography)

6th - 8th Language Arts (Grammar/Writing)

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6th - 8th Math

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Music & Technology

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General Policies, Procedures, and Expectations

ARRIVAL AND DISMISSAL

SVS morning care opens at 7:00 a.m. Students arriving before 7:45 a.m. should report to morning care. The morning bell will ring at 8:00 and students are expected to line up for morning assembly. If your child will be absent or late, please email your child's teacher or call the office by 9:00 AM! Students are dismissed at 2:45 p.m. from the carpool line. After 3:00, students are part of the After School Program.

For safety reasons and traffic concerns, SVS students are not to be picked up from the sidewalk curbs or to walk to Ibis Market after school – do not plan to pick them up from the market or the street corner. We appreciate your cooperation with this schoolwide policy.

If your child will be walking home, please send your child's teacher a note with the effective date(s) and your signature.

Attendance and Tardy Policy

Students who are not in line by the last chime of the 8:00 a.m. bell will be marked tardy for the morning. Students arriving after assembly must check-in with the office before coming to class to obtain a tardy slip.

In the case of a medical appointment, students should bring a note from the medical office documenting the date and time of appointment. Without a note from the doctor's office, absences will be considered unexcused.

Signing In/Out

For the safety of our students, all students leaving or returning to campus due to illness, appointments, or other activities during school hours must be signed in or out of the school office.

In order to check a child out of school, an adult must stop in the school office to sign the student out. Parents will then be given a departure slip to give to the teacher. Students will not be able to leave campus during school hours without this slip.

Students returning to school must be signed back into school by an adult. The student will be given an admittance slip to be given to his or her teacher.

Please do not attempt to pick up or drop off your child at the curb. Again, this is for the safety of the students at SVS and to ensure that we know the whereabouts of the children in our care.

CLASSROOM EXPECTATIONS

Classrooms are a place to learn and grow together. We know our actions affect each other and we want to be sure classrooms are positive environments that encourage learning. The following expectations help guide behavior in the classrooms:

Show Respect

Be Safe

Accept Responsibility

We will spend time together at the beginning of the school year to discuss these expectations and outline how to have a successful year together.

Consequences

In the event a student chooses to be disrespectful, unsafe, or irresponsible, a consequence will be implemented. Generally, students are given a verbal warning (some behaviors warrant an immediate consequence).

Behavior that is inappropriate is described, but not limited to, the policies in the class handbook and the Parent Teacher Handbook. The teacher will note the misbehavior on a Detention Notice and give the form to the homeroom teacher. The student is expected to serve a fifteen-minute detention for one sign-in on

the day it is earned and return the signed form(s) to the homeroom teacher the next day. Failure to do so will result in another fifteen-minute detention and the parents will be notified by email.

If a student receives two or more detention notices on the same day, the homeroom teacher will attach a thirty-minute detention slip, and the student will stay the next day. Parents will be emailed if a thirty-minute detention is sent home.

If misbehavior becomes repetitive, parents and the student will be referred to the school's Discipline Board (Parent Teacher Handbook). Repetition is defined as:

- Two or more thirty minute detentions each week
- 3 or more single day Detention Notices (fifteen-minute detentions) each week

ANTI-BULLYING POLICY

In keeping with the St. Vincent de Paul School Mission Statement, students are commissioned to “live and deepen their faith, with a focus on the Gospel message that motivates them to respond to the needs of others.” All students have a right to expect a safe learning environment; therefore, all behavior, inside and outside of school, which repeatedly threatens, humiliates, excludes and/or deliberately hurts others, is not tolerated.

For the complete policy, please refer to the Anti-bullying Policy in the Parent-Student Handbook. Each student and parent must sign the policy and return it to the classroom teacher. If you would like to discuss any issues regarding your student and bullying, please feel free to contact teachers.

DRUG/ALCOHOL POLICY

St. Vincent de Paul School is a drug/alcohol free campus. A drug free environment promotes safety for student growth and learning. We maintain a NO TOLERANCE policy toward any use or sharing of drugs/alcohol on or off campus.

For the complete policy, please refer to the Drug/Alcohol Policy in the Parent-Student Handbook. By signing the handbooks, students and parents agree to abide by the policies.

STORAGE BINS / BINDERS

To mimic the concept of having a locker, students keep many of their supplies in storage bins housed in our classroom closets. Your child is responsible for keeping this bin neat and making sure he or she has any necessary supplies.

Your child will also be responsible for a few binders and/or notebooks for their various classes. Please help your child keep these learning tools organized – organization skills are essential to success!

HOMEWORK INFORMATION

Homework is a way for students to review and practice what we have been learning at school, as well as to promote effective study habits and behaviors necessary for lifelong learning. Homework is assigned every night and is due the morning after it is assigned (unless otherwise specified). While we, as teachers, try our best to post homework assignments on the classroom website at the end of every day, instances may arise in which we are unable to post in a timely manner. Students have the responsibility of writing their homework in their planner and making sure they have the appropriate books and materials to take home.

All homework should be completed by the student, neatly, in blue/black pen or typed (math should be completed in pencil). Please review the work with your child – it's a great opportunity to re-teach or clarify

the skill. If you would like us to know about a particular problem area, feel free to write a quick note or email the respective teacher.

Do not fax, email, or drop off your child's assignments – we are working together to encourage your child to develop responsible behavior and habits. The assignment is still late, regardless of you dropping it off and you are robbing your child of a learning experience.

Late Work

As stated in the previous section, homework is due the day after it is assigned, unless noted otherwise. Late work will be accepted at a ten percent deduction of the original score for every day late. After one week late, a zero will be entered into Gradelink.

A “pink-slip” will be sent home on days in which your child has failed to turn in an assignment. These slips should be signed by the parent/guardian and returned to the issuing teacher the next school day. A signed pink slip must accompany any late work being submitted.

Detentions may be assigned to students with consistently late homework or with unsigned pink slips.

Gradelink is another tool for communication and notification regarding missing or late assignments.

Parents should regularly check Gradelink to monitor student academic progress.

Again, please do not fax, email, or drop off your child's forgotten assignments. In order to fully encourage responsibility, your child must be entirely accountable for making sure he or she has assignments ready to turn in.

Makeup Work

If your student is absent from school, the amount of time they have to finish make-up work is equal to the amount of days he or she was absent (for example, two days absence equals two days to complete and turn in absent work). After the excused time, the above late policy will apply.

The student is responsible for going to the teacher(s) and getting the assignment(s). If you are taking students out for additional vacation time, please make sure to take materials home and check the teacher sites. Teachers may not be able to give assignments early.

GRADING

Students will receive percentage scores for tests, quizzes, writings, projects, and other class assignments.

Work is sent home periodically by teachers. Please review the work with your child. In the event your child was missing an assignment, a pink-slip was sent home for your review and signature. An email or missing assignment report may be sent by the teacher if there are many missing/incomplete assignments. Please note, any deficiencies or late work will affect your child's grades on his/her report card.

If your child has scored below a 70% on a test, the test will require a parent signature and need to be returned to the classroom with corrections.

Diocesan Grading Guidelines

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

ACADEMIC HONESTY

Any student who is found to have cheated, plagiarized, copied another student's work, given another student work to copy, viewed another's work during a quiz or test, or passed off another's work as their own will receive a zero on the assignment or test, and will receive a thirty minute detention after conferencing with parents. In addition, copy/pasting, paraphrasing and quoting on-line sources without giving credit to the author is considered plagiarism.

READING

Fluent reading takes practice, even in the upper grades. As such, in addition to written homework, all students must read for at least 15 minutes per day outside of school (30 minutes is even better!). Parents should provide a variety of reading material that is appropriate for the student's reading level (feel free to check with me if you're not sure – libraries/librarians are great resources too!). All students are required to have an independent reading book at school.

DRESS CODE

Middle school students tend to get a little creative about interpreting the dress code, especially in relation to *free dress, jewelry, nail polish, hair color, socks and make-up*. Students are required to adhere to the dress code presented in the school handbook. Consistent failure to adhere to the dress code will result in a detention. Please review the policy as failure to be dressed appropriately in uniform will affect quarterly behavior grades.

Free dress: Students should follow the guidelines in the school handbook. Shirts should have sleeves and graphics or print must not display offensive material. Shirts must be long enough to cover the bottom when seated and the tummy when lifting arms. Jeans must not be torn, frayed or have holes in them. No chains may be worn on the jeans.

Shoes on free dress days must meet uniform requirements (no flip flops), except that any color is allowed. Many times, free dress days fall on P.E. days. Students must be able to participate safely. No shoes with heels taller than one inch may be worn. A change of shoes for P.E. must be brought, if necessary. (No sandals for P.E., etc.)

Jewelry: Girls are allowed to wear one pair of earrings on the ear lobes. Hoops must not be larger than quarters. Earrings may dangle, but should be safe for all outdoor activities and should look appropriate with the uniform. No ankle bracelets may be worn. One ring may be worn. Necklaces are to be limited to a simple chain with a religious symbol such as a cross, crucifix, or holy medal. No other chains, chokers, beads, etc. are to be worn. One bracelet may be worn.

Nail polish and hair color: The school handbook states that nail polish on school days be clear in color. Colored nail polish may be worn on free dress days, *but the student must remember to remove the polish before the next school day*. Refrain from gel or acrylic nails as they cannot be easily removed.

Hair color: Treatments to highlight or change the God-given color of a student's hair are **NOT** to be applied during the school year.

Make Up: Girls are allowed to wear clear lip gloss or chapstick. No other makeup is permitted (including mascara and eyeliner).

CELL PHONES/ELECTRONICS

All cell phones and devices that connect to the internet should be turned off and given to your child's homeroom teacher at the beginning of the day. Any phone calls to or from your child during the school day must be directed through the school office phone.

If a student chooses to use his or her electronic devices during the school day without permission by a school supervisor, the device will be confiscated and given to the homeroom teacher. A parent or guardian must come in to request the return of the device.

BIRTHDAYS

On your child's birthday, he or she may bring treats to share with the entire class. Please let your child's homeroom teacher know if you will be bringing a treat in time is set aside for it. Generally, treats are enjoyed during morning recess.

We ask that birthday treats be divided into individual servings (cookies, cupcakes, granola bars, popsicles, etc.) for ease in distributing to the class. Better yet, consider sending in non-consumable birthday treats (pencils, erasers, etc.) or donate a book to the school library.

Homeroom teachers have student/staff food allergy information – please check prior to the day of your child's birthday. Thanks!

CONTACTING / MEETING WITH TEACHERS

We believe communication is essential to success in the classroom. Please feel free to contact us if you have a question, concern, want to schedule a conference, or just say hi! You can call the school office, send in a note with your child, or email us (email tends to be the easiest way to get a hold of us).

Student Office Hours

Each teacher holds office hours as listed below:

Ms. C - Tuesday & Thursday 2:45 - 3:15

Mrs. Kerr - Tuesday & Wednesday 2:45 - 3:15

Mrs. Ludwig- Tuesday & Thursday 2:45 - 3:15

Mr. Arnas - Wednesday & Thursday 2:45 - 3:15

If you, as a parent, would like to meet, we ask that you schedule time with the respective teacher outside of these hours. We may be able to quickly check-in with you, but attention will be on students during this time.

Classroom Websites & Gradelink

Regularly visiting teacher websites in the easiest way to be in-the-know as to what's going on in your child's classes. If you're wondering what we are doing in the classroom, curious what the night's homework is, are looking for a form, or just want to stay up-to-date, please make sure you check out our individual teacher websites.

Ms. Coito - 6thgrade.svscatholic.org

Mrs. Kerr - 7thgrade.svscatholic.org

Mrs. Ludwig - 8thgrade.svscatholic.org

Mr. Arnas - supervikingscience.com

Gradelink is one of the primary ways to keep track of your child's progress. Login information is sent home the first week of the school year. You are encouraged to set up alerts for missing assignments and low grades. If you are having difficulty viewing your child's grades, please contact your child's homeroom teacher.

Honor Roll

The criteria for Honor Roll in Grades 5-8 is as follows:

1st Honors

- Minimum of four (4) A's in core curriculum (see below)
- B- or above in remaining core subjects
- A- or above in Conduct
- S or above in Handwriting, Music, Art, PE, and Computer

2nd Honors

- B- or above in all subjects in the core curriculum
- One C or C+ is allowed (C- does not count towards eligibility for honor roll)
- B or above in Conduct
- S or above in Handwriting, Music, Art, PE, and Computer

The Core Curriculum includes the following classes:

Religion

Literature

Language Arts

Spelling/Vocabulary

Mathematics

Social Studies

Science

NOTE: If a student has a D+ or below on the report card for any subject, he/she is automatically disqualified from receiving honor roll.

Improvement Honors

Students who have no grade lower than a C- in a core subject, maintain all grades and raise at least one grade from the previous report card will be awarded Improvement Honors.

Please bring this handbook along with any questions you may have to our Back to School night on Wednesday, August 28. We will go over these policies and more in detail at this time.

- Mrs. Ludwig, Mrs. Kerr, Ms. Coito, and Mr. Arnas

Please cut along line and return lower portion to classroom by **Friday, August 23.**

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Child Name

I have read the SVS Middle School Handbook 2019-2020 and I understand the policies, procedures, and expectations.

Parent Signature(s)

Date