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# Sacred Heart School

## Middle School Handbook Addendum

### 2020-2021

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*In an effort to create a consistent learning environment for the students, the middle school teachers have decided on guidelines and expectations that will be consistent with each teacher and class in the middle school (6th, 7th, 8th grades). These expectations are aligned with the school-wide student learning expectations of Reverence, Respect, and Responsibility and the Sacred Heart School Family Handbook.*

### **Classroom Expectations**

To promote a positive learning environment, each teacher will implement classroom rules that are reflective of the subject matter and follow the school-wide student learning expectations of *Reverence, Respect, and Responsibility*. However, behavior expectations that are disruptive to the classroom environment, such as blurting out or talking out of turn, (*Family Handbook p. 7-8*), will be handled in the following manner by each teacher:

- 1st Offense: Verbal warning will be given
- 2nd Offense: Name will be recorded
- 3rd Offense: Yellow Slip

Serious behavior infractions may result in an automatic yellow slip or pink slip. An email or phone call will be made, which may warrant a necessary conference with the teacher.

### **Grades**

Sacred Heart follows the grading scale guidelines set by the Diocese of Monterey.

A	97- 100%
A-	94- 96%
B+	90- 93%
B	86- 89%
B-	83- 85%
C+	79- 82%
C	74- 78%
C-	70- 73%
D+	68- 69%
D	65- 67%
D-	63- 64%
F	00- 62%

The gradebook is updated on a regular basis. Therefore, parents and students should frequently look at grades on Beehively. Progress reports will be emailed by the homeroom teacher on the 1<sup>st</sup> and 3<sup>rd</sup> Sunday of each month.

## Honor Roll

As stated in the *Family Handbook*, “Honor Roll awards are merited by students in grades 4 – 8 who maintain all A’s and B’s each trimester in all subjects. 1’s or 2’s is required in all other areas (effort, conduct, homework, etc.). Students who have received a “pink slip” are not eligible for honor roll. A student who is suspended is not eligible for honor roll. Students with classroom accommodations may not be eligible to receive honor roll” (p. 26).

**Extra credit will not be given to compensate for an overall grade.**

## Grade Breakdown

A point system will be used to keep track of student successes in all classes. Objective evaluation reflects the percentage earned and a letter grade based upon the Diocesan scale. Each subject matter has divided the overall grade into categories. Assessments of Learning (i.e. Tests/quizzes, projects, etc.) are weighed the heaviest to reflect mastery of the content learned. The following is the grade breakdown of each subject:

Subject	Grade Breakdown
English/Language Arts	<ul style="list-style-type: none"> <li>● Tests/ Quizzes: 50%</li> <li>● Writing: 25%</li> <li>● Classwork/ Homework/ Projects: 15%</li> <li>● Accelerated Reading (AR): 10%</li> </ul>
History	<ul style="list-style-type: none"> <li>● Tests/ Quizzes: 50%</li> <li>● Classwork: 25%</li> <li>● Homework: 15%</li> <li>● Projects: 10%</li> </ul>
Math	<ul style="list-style-type: none"> <li>● Tests/ Quizzes: 80%</li> <li>● Classwork/Homework: 20%</li> </ul>
Religion	<ul style="list-style-type: none"> <li>● Tests/ Projects: 80%</li> <li>● Classwork/ Homework: 15%</li> <li>● Community Service Hours/ Service Learning: 5%</li> </ul>
Science	<ul style="list-style-type: none"> <li>● Test/ Quizzes: 45%</li> <li>● Labs/ Projects: 35%</li> <li>● Homework/ Classwork: 20%</li> </ul>
Spanish	<ul style="list-style-type: none"> <li>● Tests/ Quizzes: 25%</li> <li>● Homework: 25%</li> <li>● Classwork: 25%</li> <li>● Participation: 25%</li> </ul>
P.E.	<ul style="list-style-type: none"> <li>● Participation: 70%</li> <li>● Skills: 30%</li> </ul>

## Homework/Classwork

Please refer to the *Family Handbook* (p. 25-26) in regards to Sacred Heart School's homework policy, including late work and make-up work. Middle school students will be assigned 60-90 minutes of homework each night, in addition to the required minutes of reading. **All homework and classwork is expected to be turned in on time; late work will result in a homework slip.**

Assignments will be posted on Beehively and Google Classroom. Some assignments will be turned in via Google Classroom. These classroom codes, along with ZOOM links, will be given to the students at the start of the school year.

### Organization

Middle school students are expected to demonstrate responsibility in all classes by bringing all necessary materials to school. Students will be responsible for writing down assignments, including tests, at the end of each class period in his/her planner, which is given at the beginning of each school year. Assignments and tests will also be posted on Beehively; however, teachers may forget to post assignments in a timely manner or may post it in the wrong place. In the event that this occurs, please be courteous and rely on the assignments written in the student planner.

### Quality of Work

Middle school students are expected to turn in neat and complete assignments. Classwork and homework **MUST** be completed in black or dark blue pen or pencil unless instructed otherwise. Students may write notes in any other color (i.e. orange, pink, light blue, etc. ). A homework slip will be issued if assignments are turned in with a color that is not acceptable. Names **MUST** be written on assignments; however, points may be taken off if it is missing.

Students will be required to complete typed assignments following MLA format (Times New Roman, size 12). The following is an example of the required heading (top left side of the paper):

First Name and Last Name  
Teacher's Name  
Class  
Date Month Year

In addition, **writing is cross-curricular**. Students in middle school are to turn in assignments in complete and thoughtful sentences that include capitalization, punctuation, and clarity for **ALL** classes. Points will be taken off if this is not followed; however, partial credit will still be given for comprehension of the response.

## Community Service Hours (Service Learning)

As stated in the *Family Handbook*, "... all 6<sup>th</sup> 7<sup>th</sup> and 8<sup>th</sup> grade students are required to complete 15 hours of Community Service per year as a fulfillment of the curriculum. **The students are required to complete at 5 hours per trimester (on campus or off campus)**. The teachers will post hours each trimester. Up to 5 of the hours may be performed on campus/preschool and must be preapproved by teacher/administrator. 10 of the hours must be done off-campus" (p. 31).

However, Sacred Heart School understands that this may be difficult for students to complete due to the current COVID-19 restrictions. In lieu of completing service hours, all middle school students will be required to participate in student learning activities each trimester. In addition to participating, students will be required to write a reflection after completing the activities which will be included in the Religion grade.

## Distance Learning

In the event that the school or a class is to go into short-term distance learning, the expectations of assignments, behavior, and grading, that are stated in the “Middle School Addendum” and “Family Handbook” will continue to be enforced.

Students will be expected to submit assignments via Google Classroom, which will be implemented throughout the school year.

## Email Etiquette

Sixth-eighth grade students have access to school issued Google email accounts. When emailing teachers, students **MUST** use proper etiquette. Emails **MUST**:

- Include a greeting (Dear, Hi, etc.)
- Exclude text-speak
- Be written in complete sentences
- Be polite (no CAPS)
- Proper closing (Thank you for your time, Sincerely, etc.)
- Include student name

**Emails that do not follow these guidelines will be returned to the student to redo before the teacher responds.**

Teachers will copy (cc) the parents when emailing a student or responding to a student email in regards to a missing assignment and/or behavior.

## Extracurricular Activities

Sacred Heart students are encouraged to participate in a variety of activities, such as volleyball, basketball, and Student Council. As stated in the *Family Handbook*, the following are the eligibility requirements for each activity.

### Sports

“Registration forms are required for each sport. A per sport fee will be required for school-sponsored teams. For grades 7 and 8, participants must maintain a C average, and no D’s or F’s in core subjects. Participants cannot have a 3 or 4 in effort, conduct, or technology on his/her report cards. Eligibility can be evaluated at the discretion of the classroom teacher and coach. Participants who are absent from school will not be allowed to play or practice the same day” (*Family Handbook* p. 20)

### Student Council

“Students from grades 5-7 may be elected to the Student Council for the following school year. Class representatives will be elected from grades 4 to 8. The Student Council provides an excellent opportunity for experience in leadership and the principles of democratic government. All student council members must submit an approval form to continue at the end of each trimester. Any student suspended from school for any reason will be removed from office and will be ineligible to run for the following school year. Students may not have D or F grade or 3 or 4’s in conduct/effort. If a student receives a disciplinary pink slip he/she will be removed from office. All Student Council candidates and members must adhere to the Sacred Heart School Student Council Rules and Regulations” (*Family Handbook* p. 20).

## **Plagiarism, Cheating, and Forging**

Sacred Heart middle school students are expected to be honest. Any form of plagiarism, cheating, or forgery is unacceptable. As stated in the *Family Handbook*, plagiarism, cheating, forgery, and copying answers will result in an automatic suspension. This also includes copying any work directly from the internet. In-text citations must be properly cited per proper MLA formatting. Please refer to the *Family Handbook* for more information (pg. 10).

## **Parent-Teacher Conferences**

In middle school, an open-forum parent-teacher conference night will take place in lieu of the traditional sign-up. This conference night will take place in November after the first trimester report cards have been emailed home. Parents will meet with teachers on a first come, first served basis in the Cislini Gym. This format will allow parents to meet with as many of his/her child's teachers as possible.

If COVID-19 high restrictions are placed on Monterey County and the state, conferences may be conducted via ZOOM, in which parents will be required to sign up for a time to meet with the teacher. More information will be sent on conferences.

Additional conferences may be set up on an "as needed" basis throughout the school year via email.

## **Technology**

To prepare our students with 21st Century skills, Sacred Heart School transitioned the middle school to one-to-one devices in the 2019-2020 school year. Technology will be used to support, enhance, and engage the curriculum.

### **Cell Phones**

Sacred Heart School discourages student possession of cell phones and any other devices that connect to the internet (Smart watches, e-readers, etc) on campus. However, if a student must bring a cell phone to school, he/she must place it in classroom storage for safe-keeping for the entire school day. It will be returned at the end of the school day. The cell phone is to be off (not vibrate mode) until the student is off campus at the end of the school day.

**Any time a student is found using a cell phone or music device, or with the item on or out, he/she will receive a yellow slip and the item will be confiscated.** On the **first offense**, the student will be given a yellow slip and may reclaim the item at the end of the school day. On the **second offense**, the student will be given a yellow slip, the parent must pick up the item, and a "Cell Phone Contract" will be signed by the student and parent describing the consequences for further violations. **Inadvertent or accidental ringing of a cell phone will result in a one-time warning.** Subsequent incidents of this nature will be counted as a first offense in the above policy.

These items, along with headphones and earbuds, are the most commonly lost or stolen items at school, and we cannot and will not be responsible for such items. We strongly recommend that you keep all valuable items at home.

**This policy will also be in place for students that attend after school care, Extension.**

## Chromebooks

Chromebooks may be purchased or rented at the beginning of the school year. Prior to being issued a Chromebook, middle school parents and students are required to sign the contracts titled, "Middle School 1:1 Chromebook Policies and Procedures" and "Sacred Heart Technology Agreement."

**Chromebooks will be required to be brought to school every day, fully charged.** They may not stay in a student's locker or in the classroom overnight, as the school is not responsible for any damage or lost/stolen items.

## Uniform

The purpose of a uniform is for students to identify as members of Sacred Heart School. This creates a sense of community. There will be designated days for students to wear free dress, including on his/her birthday. Please follow free dress guidelines in the *Family Handbook* (p. 14-15). **\*Uniform code violations are included in yellow slips and will be issued if a student is not following uniform guidelines.**

The uniform policy for Sacred Heart Middle School students is as follows:

- Shoes, socks, jewelry, hair, and makeup **MUST** follow the general universal guidelines (*Family Handbook p. 12-14*).
- Black and white polo shirts must be purchased at Ace High with Junior High school logo. Shirts **MUST** be tucked in throughout the day.
- Uniform bottoms (pants, Bermuda shorts, and skirts) must be khaki color. (No skinny, tight, cargo, jogger, or jean material allowed).
  - A black or brown leather belt **MUST** be worn with pants and shorts. Girls may wear the Sacred Heart plaid belt.
- Outerwear: Students may wear the black junior high hooded sweatshirt (only available at Ace High. No other black sweatshirt may be worn). Other SHS logo jackets may be worn. Hooded sweatshirts **MAY NOT** be worn on Mass days or during Mass. Hooded sweatshirts **MAY NOT** be worn in the classroom.