

**MIDDLE SCHOOL
POLICIES**

St. John the Beloved School

Mission Statement for St. John the Beloved School

The mission of St. John the Beloved Catholic Grade School is to teach and model the Gospel of Jesus Christ, foster academic excellence, and encourage service to others.

Belief Statements for Saint John the Beloved School

1. We believe our school will instill a knowledge and love of God, self and others.
2. We believe that reverence, respect and responsibility will be the foundation of developing a Catholic school student.
3. We believe that parents, teachers, administrators and clergy share responsibility for the education and religious formation of the children.
4. We believe that the whole child will be developed spiritually, intellectually, personally, socially and physically.
5. We believe that all children have a right to learn in a safe, caring environment.
6. We believe that our responsibility is to foster the self-esteem of each student by addressing individual learning styles.
7. We believe that we will be stewards of God's creation and all of earth's resources as we follow in the Franciscan tradition.
8. We believe the parish school supports and shares in the mission of the parish.

Middle School Student Code of Responsibility

1. Show reverence during prayers and liturgy.
2. Demonstrate a cooperative and respectful attitude.
3. Prepare for class by having all necessary books and supplies.
4. Complete all homework and class work assignments.
5. Remember to return important parent communication papers within three days or by date specified on the form.
6. Dress in proper uniform at all times.
7. Timeliness matters! Be on time for school and for class.
8. Follow the Cell Phone Policy (see attached)
9. Model: Is it true ? Is it kind ? Is it necessary?

These are age-appropriate expectations for all middle school students, who by living this code of responsibility; also set a proper example for the younger students of St. John the Beloved School.

This code has been explained to me. I intend through my actions, words and appearance to set a good example for myself and fellow students at St. John the Beloved.

Student Signature _____ Date _____

Uniform Requirements: Also stated on School Website

Grades Six to Eight

Girls

Skirt - Plaid skirt is worn in grades six, seven, and eight. Skirt length should be hemmed no shorter than the top of the knee cap.

Blouse/Shirt - Long or short-sleeved white oxford blouse (button-down collar), a three-button white knit shirt, or white turtleneck must be worn. **Shirts must be tucked in at all times.** (With the exception of gym shorts.)

Pants - Navy blue uniform dress pants must be worn. If pants have belt loops, a solid-colored black or brown belt must be worn.

Shoes - Flat-soled brown suede laced dress oxford/buck style is required – no decorations. Boots, Docksidere, clogs, sandals, cut-outs, platforms or any faddish shoes are not permitted. **Solid black soles, shoes and laces or solid white soles, shoes and laces are to be worn with the PE uniform or school shorts only.** No “heelies”, crocs, or slip on shoes. All shoes must be securely fastened with laces.

Socks - Navy blue knee highs or tights. No anklets or logos are permitted. With athletic shoes, **socks must always cover the ankle and come above the back of the shoe.**

Sweaters - **Non-bulky solid navy blue pullover, button-down cardigan, sweater vest or V-neck are required with the winter uniform.** Collars, belts, zippers or hoods are inappropriate. Navy sweatshirts are not permitted.

T-Shirts - solids white T-shirts only – with no decorations of any kinds – may be worn under the school uniform and **must be tucked in at all times.** Eighth grade “Class of” tee shirts or sweatshirts may be worn on Fridays.

Grades Six to Eight

Boys

Pants - Navy blue dress pants must be worn. If slacks have belt loops, a solid-colored black or brown belt must also be worn. Unacceptable attire includes corduroy pants, jeans, faddish styles, multi-pocketed pants and decorative stitching on pants.

Shirt - Long or short-sleeved, three-button white knit shirt or a turtleneck must be worn. Shirts must be **tucked in at all times.**

Shoes - Flat-soled brown suede laced dress oxford/buck style is required – no decorations. Boots, Docksidiers, clogs, sandals, cut-outs, platforms or any faddish shoes are not permitted. **Solid black soles, shoes and laces or solid white soles, shoes and laces are to be worn with the PE uniform or school shorts only.** No crocs, or slip on shoes. All shoes must be securely fastened with laces.

Socks - Navy blue or white crew socks are required. No golf socks, bootie-style socks, anklets or logos are permitted. Socks must always cover the ankle and come above the back of the shoe.

Sweaters - **Non-bulky solid navy blue pullover, button-down cardigan, sweater vest or V-neck are required with the winter uniform.** Collars, belts, zippers or hoods are inappropriate. Navy sweatshirts are not permitted.

T-Shirts - Solid white T-shirts only – with no decorations of any kind – may be worn under the school uniform and **must be tucked in at all times.** Eighth grade “Class of” tee shirts or sweatshirts may be worn on Fridays.

Hair

All students’ hair should be kept neat and trimmed. **Student’s hair to be a natural color.** If hair is colored during the summer vacation, it must be a natural color before returning for the first day of the new school year and remain natural throughout the school year. For boys, an acceptable cut is hair above the shirt collar, above the eyebrows, and earlobes showing, no sideburns. Faddish haircuts are unacceptable; razor-design cuts or shaved heads are not permitted. No facial hair is allowed. Extreme hair coloring, highlights and bleached hair are not permitted during the school year.

Scarves, beads and bandanas may not be worn in the hair.

Make-Up

In grades 6-8 make-up, nail polish and acrylic nails – painted or clear – are not permitted. This includes lipstick, lip gloss, colored chap stick, visible tattoos of any kind and hologram contact lenses.

Jewelry

The only jewelry permitted will be a watch, a simple ring, or a small religious cross or medal on a fine chain that may be worn on or under a shirt or blouse (not on PE day). Students may wear one pair of post earrings not larger than a dime and without hoops – only one earring per earlobe (not on PE day). Watches that beep should be disconnected during the school day. Watches that beep during school hours will be taken away and may be claimed by a parent.

Middle School Dress Code Reminders

Summer Uniform

Navy Dress Shorts
White Uniform 3 Button Polo Shirt
Solid Navy Blue Sweater (optional)
All White or All Black Sneakers or Tan Laced Buck Shoes with Red Soles
Solid Black or Brown Belt
Navy Blue or White Crew Socks

School Uniform

Blue Plaid Uniform Skirt (girls) – length must be to knee
Navy Blue Uniform Dress Slacks (boys and girls)
Solid Black or Brown Belt with Slacks
Long or Short Sleeve White Oxford Collared Uniform Shirt
White Long Sleeve Turtleneck Shirt (optional)
Solid Navy Blue Sweater
Tan Laced Suede Buck Shoes with Red Soles
Navy Blue Knee Socks or Navy Blue Opaque Tights (girls)
Navy Blue Crew Socks (boys)

Gym Uniform

Navy Blue Uniform Gym Short with Logo or
Navy Blue Sweat Pants
Gray Uniform Tee Shirt with Logo or
Uniform Tee with Navy Blue Sweat Shirt
White Crew Socks
All White or All Black Sneakers – this includes soles and laces

Jewelry

No jewelry is preferred; the following are permitted:
One Stud Earring Per Ear – no hoops or dangles
One Small Watch
One Small Cross or Saint Medal plus Chain
No Bracelets are Permitted

Other Items

Absolutely No Make-Up or Nail Polish
Hair Must Be Natural Color, Neatly Cut and Out of Eyes

Water Bottles May Only Be Carried with a Doctor's Note
Or Authorization from Our School Nurse

Cell Phones Must Be Off and in Bookbags. Phones observed or heard in school will be confiscated by the Assistant Principal and Demerit is issued.

Dress-Down/ Dress-Up Days

Our Student Council sponsors monthly dress-down days as part of the school's commitment to community service.

Participation in the dress-down is voluntary. If your child/children choose to dress-down, they must contribute \$1 each. Students should put their \$1 donation in their school bag before even thinking about what clothes they will wear.

Dress Code

Most students wear jeans (no holes permitted), gym shorts and appropriate tee shirts with short sleeves. Jeans may not be tight fit.

Attire is to reflect Catholic/Christian modesty.

- Shorts must be no more than 3 inches above the knees and of similar length and material to the gym shorts. Absolutely **no spandex stretch materials**, bike shorts, yoga pants or jeggings.
- Capris and long slacks are permitted but not in spandex or other tight fitting materials.
- Skirts and dresses must be length of school uniform skirt and **not tight** – no spandex or lycra.
- Shirts and tops must touch the top of the hips and have sleeves. Nothing “low cut”, tight or sheer will be tolerated.
- Shoes must be safe for the school day and recess. We do not allow flip-flops or “wheelie” type of sneakers.

Consequences for Inappropriate Clothing

Infractions are determined by school administrators. Students wearing tight or low cut clothing will be sent to the Assistant Principal and be required to change into gym uniforms that have been donated to the school. Parents will be contacted. Repeat violations may result in loss of dress-down privilege.

Golden Rule: If you aren't sure, don't wear it.

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL AND ASSISTANT PRINCIPAL.

Dress Code for Physical Education

The following uniform code is mandatory for participation in physical education for all students in grades K to eight.

- ❖ Heather gray t-shirt with navy ringer and SJTB blue mesh shorts are to be worn. Both will have school logos on them. T-shirt and shorts must be appropriate size for the student. Solid navy sweatshirt and solid navy-blue crewneck sweatshirts without hoods and zippers are acceptable. No logos on sweatshirts or sweatpants are permitted. 8th grade may wear “class of” shirts
- ❖ **No oversized or undersize clothing, especially shorts,** are to be worn.
- ❖ Heather gray t-shirts are required to have first or last name in permanent marker above the school logo.
- ❖ Shoes – **Solid black soles, shoes and laces or sold white soles, shoes and laces are to be worn with the PE uniform or school shorts only.** . No other shoes are permitted. They must be securely fastened with Velcro or laces. No slip-ons, Heelies, or platform sneakers are permitted. Skateboard shoes, “girlie” sneakers, Mary Janes, and zippered sneakers are not recommended.
- ❖ Socks – all white **crew socks only** are to be worn. No gold or bootie-style socks, anklets, or logos are permitted.
- ❖ No jewelry is to be worn on PE day.
- ❖ If all or part of the PE uniform is unavailable on PE day, students must wear the regular school uniform.

Warm Weather Uniform Dress Code: Grades One through Eight Students

Boys’ or girls’ cotton-blend Bermuda/dress short is to be worn with the white three-button uniform shirt; all-white uniform **crew socks**, and the P.E. uniform athletic shoes. The shorts are to be the appropriate size; **no oversized or undersized clothing, especially shorts, are to be worn. Shirts must be tucked in at all times.** These items may be purchased at Rush Uniform (328-5444) or online: rushuniform.com. **The “Warm Weather” uniform may be worn during Daylight Savings Time only.**

As with the Uniform Dress Code and the Dress-Down Code, the warm weather uniform shorts, shirts, shoes and socks are to be the appropriate solid color, no logos, no faddish styles, etc. (Refer to the two codes above for complete explanation).

ALL ARTICLES OF CLOTHING NEED TO BE LABELED WITH THE CHILD’S NAME.

Grading, Testing, and Homework Policies

Grading Philosophy

Grading is necessary to evaluate each student's progress and effort as a unique individual. Evaluation is not an end in itself but rather a means of determining a student's ability and achievement as well as judging the effectiveness of our programs. When grading is concerned with the development of the whole child, then school becomes a meaningful experience achieving the threefold aim of Christian education: teaching doctrine, building community and serving others. A good system of reporting to parents:

- Enhances a child's self-concept and self-respect.
- Communicates a child's weakness but does not equate weakness with a sense of failure on the part of the child.
- Communicates strengths and success with encouragement for continued growth and learning.
- Gives both teacher and parent information that can help the child overcome difficulties and experience success.
- Brings school and home together in mutual understanding and appreciation of the child's limitations, strengths and possibilities.

Grades

Roll books and Power School web books are records of academic progress and must follow the format used throughout the Diocese of Wilmington. This provides reference and verification for parents, students, teachers, administrators and the Court of Law. Students will receive at least one grade per week for each major subject. All graded assignments will be posted in Power School within five school days.

There will be at a minimum, six writing grades per trimester.

Consistency in Grading

Teachers in sixth, seventh and eighth grades maintain consistency in the conduct and effort, late policy, power grade category weights, and signed papers.

Conduct and Effort: On Power Grade, a number grade, instead of a letter grade, is used:

A = 96%, B = 88%, C = 80%, D=74%, and F = 69%

Make-Up Tests

The student is responsible for making up any missed tests or quizzes due to absences. Tests will be made up the day of return for a single day's absence and within three days of return for an absence of several days. Most tests will be made up after school. Special arrangements will be made on a case by case basis for longer terms of absence. **Absence due to vacation time is strongly discouraged.**

Projects – A Special Note to Parents with Good Intentions !

Although it is tempting and sometimes even fun to help your child with projects, it is the student's responsibility (and a vital part of his/her academic growth) to complete the work associated with the project. He or she will have learned little or nothing if you do the work. We are experienced educators and can tell the difference between a project done by a middle school student and one completed by an adult. Please guide your child but insist that they do their own work.

A project form will be sent home with a complete grading rubric and description of requirements. Parents sign and return this form. In the case of a cooperative learning project, the names of children in the group will also be sent home.

Homework

Teachers and the administration of St. John the Beloved School believe that homework is an integral part of our curriculum because it enhances student achievement and understanding of concepts being taught in class. Homework is included in the progress report grade in each major subject.

An extremely important responsibility we have as middle school educators is to prepare our students for high school. Tradition tells us that most of our students choose to attend a Catholic high school. For a young person to succeed in this environment, a strong independent work ethic must be instilled during the middle school years. We believe parents and teachers must work together to insure that our students possess this commitment to education.

Homework is not just written work. Homework includes reading, studying notes and learning new material nightly.

Written Homework: At the beginning of each class, teachers may check for completion, review answers in class, or collect the assignments for grading.

Reading/Study Homework: Our Catholic high schools have requested that middle school teachers assign reading and study as well as written homework. Teachers may assess study skills with a question session or a short quiz the next day.

Homework Notification: Each middle school student is issued a student planner on the first day of school. Students are expected to record homework assignments at the end of

each class. **Teachers will post daily assignments on their web pages on the school website at www.saintjohnthebelovedschool.org.**

Consequences: There are consequences for late or incomplete homework assignments which will impact the trimester grade. Assignments which are one day late will have a maximum value of 80% with additional points taken off for incomplete work . Assignments which are two days late will have a 0% value. All homework, regardless of its current value, is expected to be completed. In other words, the student will still be required to do the work.

Students who form the habit of missed or late assignments will be required to remain after school until assignments are complete.

Non – Graded homework policy

For each subject, teachers will create an assignment called “Homework Grade” each trimester, which equals a TEST (weight 3). Throughout the trimester, each teacher will check the students’ homework assignments that are not counting as a grade. For each incomplete assignment, ten points will be deducted from the homework-test grade. (This begins as 100 points each trimester.)

Assessment Weights

Teachers will enter the following categories into Power Grade:
Class work/miscellaneous (1), Quizzes (2), Tests/Essays/Projects (3). The weights given to each category are listed in parentheses.

Signed Papers

Tests equaling 76% or lower will be sent home and will need to be signed by a parent or guardian. Students should return signed tests the very next school day. If they do not return the test, this will be considered an incomplete homework assignment. The student will be docked 10 points off that subject’s – ungraded homework grade for that trimester.

Middle School Academic Probation Policy

A student who has failed one or two major subjects will be required to attend summer school and earn at least a “C” in the summer course for that major subject. Failure to complete the summer school requirements will mean the student may not return to St. John the Beloved. **Students who earn a final average below “70” in two major subject areas are not promoted to the next grade.** Final decisions are made at the discretion of the principal and the pastor.

Middle School Demerit System-Grades Six, Seven, and Eight

With age comes more responsibility. A behavior code has been established to foster responsible, reverent, and respectful behavior. When students do not follow the behavior code, warning, demerits and conduct referrals are earned.

A demerit is given for misbehavior, rude conduct, lack of cooperation, as well as lack of conformity to the behavior code listed in the student handbook. Parents are expected to sign and return each demerit earned. Upon earning three demerits in a trimester, a student will serve a one-hour after school detention. A parent conference may be scheduled to review behavioral expectations.

Demerit System Infraction Forms

The following forms are used when a student does not conform to the Middle School behavior Code based on reverence, respect, and responsibility.

ST. JOHN THE BELOVED BEHAVIOR DEMERIT

STUDENT _____ H.R. _____

TEACHER _____ DATE _____

EXPLANATION OF INFRACTION:

- | | |
|-------------------------|--------------------------------------|
| 1. Disruptive behavior | 6. Leaving class without permission |
| 2. Breaking class rules | 7. Unauthorized entry into buildings |
| 3. Gum chewing | 8. Lack of respect |
| 4. Dress code | 9. Inappropriate language |
| 5. Talking during class | 10. Other |

COMMENTS: _____

STUDENT SIGNATURE _____

PARENT SIGNATURE _____(I have read this demerit)

Conduct Referrals

Serious discipline violations in sixth, seventh or eighth grade will result in the issuance of a conduct referral that is commensurate to three demerits. Conduct referrals are reviewed by the principal, require parental notification and result in a detention with other consequences possible.

ST. JOHN THE BELOVED CONDUCT REFERRAL

STUDENT NAME _____ H.R. _____

DATE _____ REFERRAL CODE _____

Issuance of this referral brings with it a PARENT CONFERENCE _____,

DETENTION _____, /or SUSPENSION _____.

CONDUCT REFERRAL CODE:

- 1. Fighting, harassing, or prolonged teasing of others
- 2. Acting in a rough or rowdy manner which could result in physical injury
- 3. Deceitful behavior such as forgery, stealing or repeated lying
- 4. Damaging school or parish property
- 5. Carrying, throwing or using any potentially dangerous object
- 6. Using, selling or possessing drugs, cigarettes or alcohol
- 7. Gambling
- 8. Bringing inappropriate materials to classrooms or school
- 9. Any action, which reflects a lack of self-respect or concern for the property or person of another.

COMMENTS: _____

FACULTY SIGNATURE: _____

STUDENT SIGNATURE: _____

PARENT SIGNATURE: _____

School Suspension

Suspensions from school will be issued at the accumulation of nine demerits in one trimester. For the remainder of that year, a student in such a situation will be placed on disciplinary probation. Returning to SJB for the following year will be decided by the principal.

Cheating Policy for Middle School

When cheating on a test, the student earns 50%, one demerit is issued and parents are contacted. For cheating on a quiz or homework assignment, the student receives a “0” grade and one demerit.

Plagiarism

A student who plagiarizes material on a school essay or book report that is graded, will have the following consequences: The plagiarized information will be held by the teacher and a parent will be contacted. The student will have a limited time to redo the assignment for a grade of 50%.

SCHOOL PROPERTY

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, textbooks or anyone’s personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks owned by the school must have a proper book cover. No writing in textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

DEFINITION OF BULLYING

Bullying is unwanted aggressive behavior(s) among school-age children that has a high likelihood of causing physical or psychological harm or injury and is characterized by:

- 1) An imbalance of real or perceived power that favors the aggressor(s);
- 2) Is repeated or has a high likelihood of being repeated;
- 3) The victim(s) of bullying may feel intimidated, demeaned, or humiliated as a result of the aggression.

Bullying may occur within multiple contexts such as school, community, and/or electronically and includes a range of aggressive behaviors including:

- PHYSICAL** - pushing, hitting, biting, scratching, physically restraining, damaging property.
- VERBAL** - teasing, threatening, intimidating, name-calling.
- SOCIAL** - excluding from social groups, ostracizing, spreading rumors, isolating, getting others to dislike person.
- SEXUAL** - any of the above that includes a sexual undertone or connotation (sexual harassment).

SCHOOL RULES AGAINST BULLYING

1. We will not bully other students
2. We will try to help student who are bullied.
3. We will make a point to include students who are easily left out.
4. When we know somebody is being bullied, we will tell an adult at school and an adult at home.

SCHOOL SAFETY/HARASSMENT/SEXUAL HARASSMENT/ BULLYING and CYBERBULLING

St. John the Beloved School provides a safe environment for all individuals. **Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion.** Harassment of any type is not tolerated.

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

All incidents involving physical contact or threat of physical contact (hitting, slapping, pushing, grabbing, punching or any other contact that results in the injury of another student) will be handled in the following ways:

- **The student(s) involved will be brought to the administration.**
- **Parents of the student(s) will have to come to take the student home the same day of the incident.**

- Upon return to SJB, the student(s) will meet with the counselor, assistant principal or principal to develop an appropriate way to address the issues that surrounded the incident in a workable manner.

The same disciplinary action will be taken for ending threatening or slanderous emails, text messages or blogs.

The parent is responsible for monitoring all of their child's electronic communications, including cell phone and Internet.

TECHNOLOGY CONCERNS

Sexting: Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

Blogs: Engagement in online blogs such as but not limited to My Space, Xanga, Friendster, Facebook, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Texting: Students should at no time be involved in texting during the course of the school day. Students involved in texting during school hours face suspension and/or expulsion.

Virtual Reality Sites: Sites of Virtual Reality pose a developmental and moral risk to the life of a student (there.com and secondlife.com). Parents are cautioned to be very aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood but within the home via your computer.

Off-Campus Conduct: The administration of St. John the Beloved School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the school day. This off-campus behavior includes but is not limited to cyber-bullying.

EXPULSION

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. John the Beloved School. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal.

PROMOTION - RETENTION

Advancement to the next grade is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level. Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring or summer school classes as requirement for promotion. Parents will be notified regarding concerns at the end of T-1 and T-2.

CELL PHONE POLICY: We **STRONGLY** suggest cell phones are not brought to school.

In case of emergency, parents may call the school and request that messages be delivered to a student.

Cell phones may be brought to a school class or activity under the following conditions:

- Phones must be kept in the backpack in the OFF position.
- No cell phones may be used for picture taking.
- No harassment or threatening of persons via the cell phone is permitted.
- Cell phones may not be used for game playing, Internet or e-mail access, gambling or making purchases of any kind.
- Those who violate any of the rules regarding cell phones may forfeit their privilege of bringing them to school.
- **This policy is enforced from the time your child leaves your car until the time they return to your car including the time they spend at the Eagles Club.**

Consequences

A school official who observes a student talking on a phone or who hears a phone ringing at an inappropriate time will confiscate the offender's phone. No other electronic devices may be brought to school. If seen or found, they will be confiscated and the parent must pick them up.

- | | |
|--------------------------|--|
| First Infraction | - Parent contacted, parent must pick up phone, one demerit |
| Second Infraction | - Parent contacted, parent must pick up child and phone, 1 day suspension (detention if phone has not been used) |
| Third Infraction | - Parent contacted, parent must pick up child and phone, 2 days suspension |
| Fourth Infraction | - Parent contacted, cell phone will be confiscated and returned at Administration's convenience |

When a cell phone is used or displayed without faculty authorization, it will be held by the assistant principal and returned to a parent only.

Display of a cell phone before, during or after a test, will face additional consequences for cheating.

Whenever a student's action violates a civil code, e.g. stealing, vandalism, drug-related activities, etc. the school reserves the right to contact proper police authorities. When it seems necessary for the welfare of any member of the staff or student body, the school reserves the right to search a student's property.

It is our hope that this approach will serve to impress upon all members of our school community our commitment to providing a safe school environment for all.

Please support these policies by reviewing student planners checking Schoolnotes for news and assignments, consistently checking Power School, and reviewing daily work with your child.

I have read, understood and will cooperate with these middle school policies.

Student
Signature _____ Date _____

Parent
Signature _____ Date _____