



**Saint John School of Little Canada**  
**Middle School Handbook**

Saint John School of Little Canada  
2621 McMenemy Street  
Little Canada, MN 55117-1699  
School Phone: 651/484-3038  
School Fax: 651/481-1355  
School Website: [sjolc.org](http://sjolc.org)

## **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 booklet 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.

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## **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 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 the lunchtime recess.

### **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, lunch time 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:

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

### **School Gmail Accounts**

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



# Saint John School of Little Canada

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(651) 484-3038 □ FAX (651) 481-1355  
[saintjohnschool@sjolc.org](mailto:saintjohnschool@sjolc.org) website: sjolc.org

Name \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_ Academic Deficiency

\_\_\_ Detention Time \_\_\_\_\_ 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

\_\_\_ Math video, notes & problems

\_\_\_ Assignment Corrections

\_\_\_ Sports Uniform

\_\_\_ Phy. Ed. Uniform

### 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 talking/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: \_\_\_\_\_

**Students with detention should report to the lab when they have their lunches. They are also required to bring in homework that needs completing.**

K. Knudsen    L. Gruntner    K. Leciejewski    K. VanSickle    M. Breyer    J. Pieper

J. Truhler    S. Lovera    M.K. Rowan    B. Castro    D. Morelan

Parent Signature \_\_\_\_\_

## **Grading Scale**

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.

<b><u>PERCENTAGES</u></b>	<b><u>GRADES</u></b>
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.
- 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 <sup>th</sup>	7 <sup>th</sup>	Pre-Algebra	Algebra
Test	30	40	50	60
Mid-Chapter Test	10	20	25	30
Assignment	60	40	25	10

## RELIGION - Mrs. Pieper

**Grade 6** Salvation History and Family Life Program

**Grade 7** Jesus, the Trinity, and Family Life

**Grade 8** Confirmation program



### Expectations

**Homework** – There is homework assigned almost every day that we have class. The assignment must be completed **before** class time or it is considered an incomplete. If a student misses one problem, I will accept it unless the assignment has less than 5 problems ... then the normal incomplete assignment procedure takes place. The homework/journal notebook and religion books will be kept in a religion folder.

**Bibles** – Sometimes students need to use bibles for their homework. Each classroom has a set of bibles so they are able to use them during study times in other rooms as well. The bibles **must remain** in the classrooms. 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, 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.)

**Tests** – There are tests at the end of each chapter in grades 6-7 and at various times throughout grade 8. We review the material together in class before the tests. There is also an online review for grades 6-7. All students receive study guides several days before their tests.

**Grades** – Assignment grades will be 70% and tests are 30% of their grade.

**SOCIAL STUDIES-Mr. Breyer**

**Grade 5** Early American History

**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 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 homework assignments, participate in classroom discussions, demonstrate knowledge of facts through quizzes and tests, and complete in-class and long-term projects.

	<b>6th</b>	<b>7th</b>	<b>8th</b>
Tests and Quizzes	45%	45%	50%
Assignments and Homework	40%	40%	35%
Projects	15%	10%	10%
Class Participation		5%	5%

## **SCIENCE-Mrs. Gruntner**

### **CLASSES**

Grade 6 Life Science

Grade 7 Earth Science

Grade 8 Physical Science

### **HOMEWORK**

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

### **LABS**

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

### **PROJECTS**

\*STEM projects will be completed individually and in small groups.

\*All students must complete a Science Fair Project during the second trimester.

### **QUIZZES**

Quizzes are given to check for understanding and provide reinforcement of essential skills.

### **TESTS**

Tests are given at the end of each chapter (every 2-3 weeks).

### **GRADING: Categories and Percent by grade**

	<u>SIXTH</u>	<u>SEVENTH</u>	<u>EIGHTH</u>
ASSIGNMENTS	25	20	15
LABS	25	25	25
TESTS	25	35	40
QUIZZES	25	20	20

## **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 legibly.
4. The vocabulary and 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 must be typed. Papers need to be neat and legible.

### **GRADES**

Homework	30%
Exams	30%
Long-term projects	20%
Vocabulary/spelling tests	10%
Quizzes	10%

Total 100%

### **PHYSICAL EDUCATION - Mrs. Gruntner**

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.

### **COMPUTER - Mrs. VanSickle**

Computer in the Middle School will follow the letter grade/percentages of other classes. The criteria for grading will include:

1. Time Management
2. Following Directions
3. Execution of Tasks
4. Competency in Skills
5. Responsible use of Technology

**Reminder: Student Gmail accounts are for school use only.**

### **ART - Mrs. VanSickle**

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. each March. 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 get 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 the 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 12 in 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 8<sup>th</sup> grade-teacher volleyball, choir, artist in residence classes, etc...

2. If the total number of detentions or late assignments reaches or exceeds 24 in one trimester, the student will miss all extra middle school activities that are one full day or more in duration. Some examples of these activities include, but are not limited to Olympic day, skiing at Afton Alps, trip to Wolf Ridge E.L.C., 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 24 letters for this trimester. This means that he/she will miss all full day activities for the rest of this trimester. Arrangements will need to be made for your child on these days since the middle school teachers will also be out of the building. 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>
Serena Lovera	Spanish	<a href="mailto:slovera@sjolc.org">slovera@sjolc.org</a>
Linda Gruntner	Science/Phy. Ed.	<a href="mailto:lgruntner@sjolc.org">lgruntner@sjolc.org</a>
Kristin VanSickle	Computer/Art	<a href="mailto:kvansickle@sjolc.org">kvansickle@sjolc.org</a>
Karsten Knudsen	Math/K-3 Phy.Ed.	<a href="mailto:kknudsen@sjolc.org">kknudsen@sjolc.org</a>
Judith Pieper	Religion	<a href="mailto:jpieper@sjolc.org">jpieper@sjolc.org</a>
Mike Breyer	Social Studies	<a href="mailto:mbreyer@sjolc.org">mbreyer@sjolc.org</a>
Karen Leciejewski	Language Arts	<a href="mailto:kleciejewski@sjolc.org">kleciejewski@sjolc.org</a>
Jan Truhler	Library	<a href="mailto:jtruhler@sjolc.org">jtruhler@sjolc.org</a>
Becky Castro	Choir	<a href="mailto:bcastro@sjolc.org">bcastro@sjolc.org</a>

**Saint John School Athletics Webpage:**      <http://sjlcmsathletics.weebly.com>

**Daily homework information:**              <http://sjlcms.weebly.com>

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.

1. 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.

1. 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's 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.**

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Student Signature

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Parent Signature

# Middle School Information Agreement

(Parent signature necessary each year)

**Please Note:**

I have read the Middle School Information 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, 2016.**

We look forward to a great year!

Mr. Breyer

Mrs. Leciejewski

Mrs. Knudsen

Mrs. Gruntner

Mrs. Lovera

Mrs. VanSickle

Mrs. Pieper

Mrs. Truhler

Mrs. Castro

**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