

# St. Vincent de Paul Junior High Handbook

2023 - 2024



Dear Parents:

Welcome to Junior High! We are looking forward to working with your child(ren) and with you. This guide has been developed to help answer some questions you may have about school and classroom policies. This information supplements the Parent/Student Handbook.

Our intent is to make you aware of changes your child(ren) may experience in junior high as they prepare for high school. Student responsibility will be the key to a successful year. Home and school communication is a priority for us as teachers as we partner with you so that your child will have a productive school year. Your help and support are appreciated and valued.

Please do not hesitate to contact us if we can help you in any way.

Sincerely,

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### **Behavior for Junior High Students:**

1. Do your work the best you can with your God-given talent.
2. Respect and be kind to everyone in a spirit of Christian charity.
3. Respect the property of the school, staff, and each other.

### **Cell Phone Policy:**

If a student needs to have a cell phone, it should be in the off position and kept in the student's backpack during school hours. Once students leave school grounds, they may turn the phone on.

If a student's cell phone is visible at school or at school activities (assemblies/field trips), it will be confiscated and the parent/guardian will be asked to pick it up from the principal and the student will receive a card mark. If a cell phone is confiscated more than once, a conduct report will be issued.

### **Chromebook Policy:**

Grades 5-8

Students in grades 5-8 will take their Chromebooks home only when needed for homework completion or charging. Teachers will be in charge of deciding when there is a need for taking the Chromebook home. Otherwise the Chromebook will remain at school.

### **Classroom Rules**

1. Respect others and their property.
2. Respect the learning environment.
3. Use appropriate voices.
4. Use your time wisely.
5. Raise your hand to speak.
6. Ask permission to leave the room.
7. All books and supplies need to be stored in the bookrack under the desk during class and cleared from the rack at the end of each class.
8. Each textbook needs to have a paper bag book cover.
9. Water bottles need to be labeled with students' name and stored beside the students' desk during class.

### **Code of Conduct**

All students in Grades 7 and 8 will be issued a Code of Conduct Card every quarter. Students who have not filled their conduct cards or received a conduct report will be eligible for Honor Roll. Please refer to the School Handbook for the Honor Roll guidelines. Students will carry their conduct cards with them at all times throughout the school day. If a student receives a notation and does not have his/her card with him/her at the time, he/she will receive two notations, one for the original offense and one for not carrying his/her card.

Students are required to leave their cards at school every afternoon except Fridays when students take them home to obtain a parent signature to be returned on the next school day. Failure to do this will result in a notation.

Behaviors that could warrant a card or conduct report, include, but are not limited to:

- \*Disruptive actions, such as interrupting, making loud noises, horseplay, shoving, etc.
- \*Disrespectful behavior to others
- \*Ganging up or bullying other students
- \*Damaging or defacing school/parish property
- \*Chewing gum and /or eating candy, etc.
- \*Being in /leaving an area without permission
- \*Repeatedly out of dress code (i.e. shirt untucked, hair, skirt length)
- \*Dress code violation (i.e. unacceptable footwear)
- \*Not having Code of Conduct Cards on their possession
- \*Writing on themselves or another student.
- \*Repeatedly not prepared for class
- \*Bringing distracting items to school (laser pointers, toys, spinners, etc)
- \*Tardy for class
- \*No visible, temporary, or permanent tattoos or body piercings (pierced ears are an exception) are allowed.

### **Field Trips**

If a student's academic progress is in question or he/she receives more than one Detention or Conduct Report, participation in field trips/grade level events may be evaluated. Parents will be notified in advance regarding participation.

Examples: Eighth Grade Mahoney Field Trip, Seventh and Eighth Grade Christmas Movie, Class Parties, Assemblies, etc.

### **Gum**

St. Vincent de Paul is a gum-free facility. A \$5.00 fine and a card mark will be given to student(s) not adhering to this policy. The fine is to be paid the following day or the fine is doubled and a detention will be assigned.

### **Junior High Assignment Policy**

All work must be completed legibly in regular black or blue ink, unless otherwise instructed by the teacher. Math must be done in pencil.

1. Students will be evaluated in many different ways. Not every assignment will be collected for a grade, but each assignment is valuable to their learning.
2. All work must have the proper heading. The heading should be written on the **left**-hand side of the paper.

Name #
Subject
Assignment
Date

### **3. 7<sup>th</sup> & 8<sup>th</sup> Grade Grading Policy**

All assignments and projects are expected to be turned in the day they are due. If assignments or projects are not turned in when the teacher collects them, a late-work

deduction of up to 50% could be assessed depending on the assignment. If the assignment is not turned in the following day, an additional deduction, including giving the assignment a zero, may be given in PowerSchool.

Students will be evaluated in many different ways. Not every assignment will be collected for a grade, but each assignment is valuable to students' learning. Therefore, we hold students accountable for all assignments given. Completion of assignment and projects will be part of their effort grade documented on their report card.

#### 4. Always do your best and do your own work! (Refer to Student Contract Policy)

##### **Lockers:**

Lockers should not be decorated inside or outside. All student supplies not being used are to be kept in lockers. Students may return to their lockers at designated times throughout the day. Teachers strongly encourage students to carry materials for no more than three subjects at a time.

##### **Make-Up Work:**

Extended absences, unless a student is ill, are often detrimental to a student's progress. Please avoid them when possible. Students may request homework in advance for classes they know they will miss. If the teacher is able to provide the homework, they do so on the last day before the student leaves for vacation. Late assignment rules apply for students returning without homework complete. The make-up work may differ from the original assignment given in class. Study Buddies will do their best to collect books/supplies for their sick buddy. Absent students should check the Daily Assignment Calendar for their assignments and then, if needed, refer to Google Classroom for materials.

##### **PowerSchool:**

Junior High teachers will post student grades on-line. You will receive a copy of your student's ID number and password. If a student loses the password, he or she will check with Mr. Bentzen to see what they need to do to receive a new one.

##### **Snacks:**

Students can bring a snack to eat after their third class of the day. The snack can be fresh fruit or vegetables, goldfish, pretzels, or Cheezits. Students will have time at the beginning of the fourth class to eat their snack.

##### **Tardies:**

Students are to be in their assigned seat by 7:55am or they receive a tardy. Each time they are late, a mark will be noted on their conduct card.

##### **Water Bottles:**

Students can bring a plastic water bottle to school. The bottle needs to be clear so the contents can be seen and the lid needs to be on the bottle at all times. Every bottle needs to be labeled with students' name.

