

Immaculate Conception School
Middle School Policies (Grades 5 to 8)
2018-2019

I. CLASSROOM MANAGEMENT

A. Classroom rules

1. Observe all of the rules in the student handbook.
2. Observe the rules in each classroom.

B. If you choose to break a rule-

Our school has chosen to follow the Responsive Classroom approach to learning which uses logical consequences to encourage proper behavior. A logical consequence is related to the behavior, and is designed to help students learn from their mistakes and develop self-discipline. Consequences may involve (but are not limited to) a comment, time away from the group to regain self-control, an apology of action, fixing a problem, redoing of work, loss of a privilege, a parent phone call, detention with a teacher, and/or conferences with the principal. **See Appendix A (page 6) for the ICS Behavior Policy.**

C. Electronic Devices-

Electronic devices such as cameras, video recording devices, Apple Watches, music devices, and handheld electronic game consoles are **NOT** permitted to be used on school property during school hours. Cell phones should not be brought to school. If you have a cell phone, it **MUST BE LEFT IN THE OFFICE UNTIL DISMISSAL**. Personal computers and tablets are not permitted in school at any time. Electronic readers (Nook, Kindle) are **ONLY** allowed for reading, not internet access. Parents must sign a waiver indicating that the school is not liable for any damage that may occur to the device. Any misuse of the e-reader will result in the loss of privilege for the remainder of the school year.

D. School issued Chromebooks-

Chromebooks must be carried in the designated case (see school supplies) and in a string bag between classes. Students will not be issued a Chromebook until the *Chromebook/Network Device Acceptance of Responsibility and Device Use Agreement Permission Form* and the *Student Code of Conduct of Google Applications* forms have been signed and turned in. Failure to follow the guidelines for acceptable care and use of the Chromebook will result in loss of the Chromebook for a time period designated by the teacher. Chromebooks **MUST REMAIN IN THE SCHOOL**.

E. Snack-

At the discretion of each teacher, students may be given the privilege to have a working snack each day. **The snack must be neat (dry, no utensils required) and healthy.** Do not bring drinks (except water). Students should avoid bringing in snacks with peanuts or other ingredients that classmates are allergic to. There will be **no sharing** of snacks. It is not safe to consume food in the science lab or art room, so if a student's scheduled snack time is during one of these classes, an attempt will be made to reschedule snack time for that day. Failure to follow snack rules will result in the loss of this privilege.

F. Water bottles-

Students may bring in a water bottle; however, it must be clearly labeled with the student's initials. Every day, several full or partially full water bottles are left unclaimed in each classroom. We now have water refill stations built into our water fountains, so please consider a reusable water bottle clearly labeled with your child's name.

G. Leaving the classroom-

Students are required to sign out in the appropriate logs whenever leaving the classroom (lavatory, nurse, band, office, etc.). Students must include where they are going and sign back in when they return to the room. If a student is gone long enough to miss work, it is the student's responsibility to find out what was missed and hand in the work when it is due. Excessive trips to the nurse's office will be reported to the student's parents.

H. Organization-

Students are expected to keep their notebook/binders organized. **Backpacks are only to be used for transporting materials to and from school, not between classes. String bags must be used to transport Chromebooks between classes.** There should be no papers floating in desks, textbooks, binders, notebooks, or on classroom shelves. There is a three-hole punch in every classroom for students to use if needed. Students are expected to refill their supplies as needed (notebook paper, pencils, pens, etc.)

I. Parent communication

Assignment books will be used as a way for the teacher to communicate with parents on an as needed basis. If necessary, the teacher will write a comment in the student's assignment book and his/her parent(s) must sign it by the following day. The purpose of the comments is to give the student and parents a chance to discuss the problem and work out a solution. If there continues to be a problem, the teacher will call the parents to discuss possible solutions.

Parents may also write notes to the teacher via the assignment book. Please ask your child to make sure he or she shows the book to the teacher if a note is written in it. A parent may also communicate with the teacher by writing a note, leaving a phone message with the office, or by sending an email.

Name	Email address
Mrs. Benson	cbenson@icsclinton.org
Ms. Fickas	rfickas@icsclinton.org
Mrs. Jones	sjones@icsclinton.org
Ms. Kielce	dkielce@icsclinton.org
Sr. Marie	smluu@icsclinton.org
Mrs. McCarron	kmccarron@icsclinton.org
Mr. Puricelli	spuricelli@icsclinton.org
Mrs. Sharp	msharp@icsclinton.org
Mrs. Smith	ksmith@icsclinton.org

II. UNIFORMS

A. Dress code-

Please read the handbook for the Dress Code. A student will receive a notification for not following the dress code. He/she may also be sent to the office to wait until the proper uniform item is brought from home. If there is a special circumstance and your child cannot wear the proper uniform on a particular day, please send in a note with your child.

B. Dress uniform-

The dress uniform must be worn for school liturgies and special "announced occasions." If a student does not wear the dress uniform on a required day, the office will contact a parent that morning to bring in the appropriate uniform. If the uniform is not brought in, the student will receive a notification. The dress uniform includes the sweater or vest.

C. *Dress Down Days-*

Students are expected to dress modestly on dress down days. Skirts, dresses, and shorts may not be more than 2 inches above the knee. Shirts must have a sleeve and cover the shoulder (no tank tops, spaghetti straps, shoulder cut outs, etc.). Shirts must cover the stomach (no midriff tops or cut outs). No undergarments may be visible. No flip flops, clogs, or other backless shoes are permitted. In addition, shirts or sweatshirts with inappropriate slogans are not allowed. Girls may NOT wear nail polish or make-up (other than concealer). A good rule of thumb is: if you're not sure if it is acceptable, don't wear it. If a student does not dress appropriately for a dress down day, his or her parent will be contacted to bring in the student's uniform (not another set of dress down clothes). If the uniform is not brought in, the student will lose the privilege of the next dress down day. If there is a theme to a dress down day, the only acceptable attire is that which corresponds with the theme. Failure to follow the dress down day guidelines, as determined by faculty and staff, will result in a notification.

III. **HOMEWORK**

A. *Grading-*

Homework is an important component of education. Homework is designed to help students understand or practice a particular concept. It needs to be done when it is assigned or it loses much of its value.

B. *Excused homework-*

It is understood that there are days when it is close to impossible to get all assignments completed; therefore, ONE excused homework assignment will be allowed per marking period per subject. An excused homework assignment does not mean that it does not need to be completed. It simply means that it **may be handed in one day late**. A student **must bring in a note signed by his or her parent on the due date of the assignment** with an explanation of why the homework was not completed.

IV. **GRADING SYSTEM**

A. *Assessments-*

Grades will be based on a variety of assessments, which may include journals, class work, lab reports (science), projects, presentations, writing assignments, quizzes and tests. If a teacher requests a written version of the homework, it should NOT be emailed or printed in school unless previous arrangements have been made or there are extenuating circumstances.

B. *Late assignments-*

Daily assignments are **due on the due date**. Students may be required to meet with the teacher to discuss why the assignment was not completed and to complete the assignment. **Please hand your work in on time!**

Long term projects are also **due on the due date**. Five percent will be deducted for each day the assignment is late. Planning time with the teacher will be necessary if a long-term assignment is not turned in on time.

C. *Graded work-*

Tests, quizzes, and other graded work may be needed to study for midterms and/or finals. Keep all work in a safe, accessible place. A teacher may request that tests and projects be signed by a parent and returned the next day. At the teacher's discretion, a student may increase a test grade by correcting all of the incorrect answers, getting a parent's signature, and returning it the following day.

D. Extra credit-

At the teacher's discretion, there may be opportunities to earn extra credit throughout each marking period. Extra credit may not be allowed if all regular assignments have not been turned in. **Extra credit is not a last-minute chance to raise a grade.**

E. PowerSchool-

It is important to check PowerSchool on a weekly basis. It is possible to arrange for weekly reports to be automatically emailed.

F. Final report card grades-

Grades are reported as numbers on report cards. The letter grade equivalencies are as follows:

97 - 100	A+
93 - 96	A
89 - 92	B+
85 - 88	B
80 - 84	C+
75 - 79	C
70 - 74	D
Below 69	F

G. Important dates for the 2018-2019 school year

First marking period-- August 30th to November 9th, mid marking period--October 5th

Second marking period--November 12th to January 25th, mid marking period--December 14th

Third marking period--January 28th to March 29th, mid marking period--February 28th

Fourth marking period--April 1st to June 10th, mid marking period--May 9th

V. ABSENTEE FORMS AND ASSIGNMENTS

A. Absentee notification-

A parent must notify the school when a student is absent by using the online reporting system on the ICS website.

B. Missed work-

When a student is absent he/she should contact a friend to gather any classwork and/or homework that is assigned. The buddy will write down the assignments and gather the books together so the homework can be sent home with a sibling or picked up after school in the office. If the work is not picked up, the student will get the work on the first day back.

New assignments--A student will have the number of days that he/she is absent to make up newly assigned work. If a student is absent when a test is assigned, it is the responsibility of the student to meet with the teacher to determine when the quiz or test will be made up.

Previous assignments—Any work assigned before a student is absent is due upon the student's return or the following day. This **also applies to quizzes or tests** that the student was aware of prior to his or her absence. It is expected that the student will make arrangements with the teacher to make up the quiz or test as soon as possible. It is the responsibility of the student to notify the teacher that he or she has missed a quiz or test and needs to make it up. If a student **comes in late or leaves early the day of a quiz or test, the student should make arrangements with the teacher to take the quiz or test when he or she returns to school or before he or she leaves.**

Long term assignments--If a student is absent the day a long-term assignment is due, it is expected that the project will be turned in upon return. **A student does not receive extra days for long term projects if he/she is absent.** If a student **comes in late or leaves early the day a long-term assignment is due, the assignment MUST be turned in that day when the student arrives at school or before he or she leaves.**

- C. **It is ultimately the student's responsibility to find out what was missed and to make the work up on time.** A student should ask the teacher if he/she missed any work while absent.

Appendix A

ICS Middle School Behavior Policy (Grades 5 to 8)**Notifications (Any combination of 3 notifications will result in a detention):**

- ☐ Violating the dress code
- ☐ Disturbing the classroom or hallway
- ☐ Abusing restroom privileges
- ☐ Arriving late to class without a note
- ☐ Coming to class unprepared
- ☐ Using class time inefficiently
- ☐ Inappropriate behavior during gathering or school events
- ☐ Chewing gum
- ☐ Eating at unsanctioned times

Detention will be issued for the following reasons:

- ☐ Possessing unauthorized items such as electronic devices
- ☐ Employing excessive and inappropriate attention seeking behaviors
- ☐ Disrespecting any faculty member, guest teacher, or staff member
- ☐ Cheating, plagiarizing, lying, stealing, or taking items without permission
- ☐ Repeatedly disturbing the classroom or hallway
- ☐ Using inappropriate or vulgar language; verbally abusing another; teasing or taunting
- ☐ Misusing or tampering with school property or equipment
- ☐ Lying to or misleading school personnel
- ☐ Failing to return a signed detention or notification form
- ☐ Failing to serve detention results in a second detention
- ☐ Misbehaving during detention time results in another detention
- ☐ Other

Detentions are served on Monday, Tuesday, Wednesday, or Thursday from 3:15 to 4:00 pm and must be served on the detention day immediately following the issuing of the detention. The teacher on duty will ensure he/she is sitting with the student(s) during the assigned detention. The student will not be permitted to complete homework during this time. The student must place his or her phone on the teacher's desk for the duration of the detention. The teacher on detention duty will monitor the student during the detention.

Students may not postpone a detention due to an ICS after school activity. These include but are not limited to: after school classes, play rehearsal or the play, sports activities sponsored by the school, archery, Ultimate Frisbee, or Reading Olympics. Students may be dismissed to their activity at the conclusion of the detention.

Three detentions in any one marking period will be deemed as excessive and carry additional consequences. If a student receives three or more detentions in one marking period there must be a meeting with the teacher(s), parent(s), and principal to make a plan on how to move forward. Detention process:

- ☐ Teacher issues detention.
- ☐ Detention/Notification form, alerting parents of the detention, is sent home for student and parent signature and must be returned the next day to the homeroom teacher. If a detention is issued, parent is required to check the appropriate box on the form as to how the child will be dismissed.
- ☐ Teacher will give the principal a copy of the signed detention form and to the detention teacher on duty.