# St. Genevieve Elementary School

Middle School Gr. 7-8 Handbook Addendum /FAQ (Frequently Asked Questions)
2021-2022

**Middle School PLC/TEAM:** ***Who are my child's core teachers?***

| | |
|---|---|
| Rm. 7a – Mrs. Femilyn Jenkins | jenkins@sgps.org |
| Rm. 7b – Ms. Sonia Parra | sparra@sgps.org |
| Rm. 8a – Mrs. Tripty Sandhu | sandhu@sgps.org |
| Rm. 8b – Mr. Christopher Sedik | sedik@sgps.org |
| HS - Mr. John Van Grisven (Algebra) | vangrisven@sgps.org |
| Director of Character Formation – Mr. Dennis Yumul | yumul@sgps.org |

**Learning Expectations*: How do I know what my child will learn this year?***

**Syllabus**
Teachers will upload a class syllabus for core and non-core classes at the start of the year on Edmodo and at our school website. The syllabus includes important information such as a course description, learning objectives, unit themes, and instructional materials.

**Websites:** ***Where can I go online to check the status of my child's progress?***

**Gradelink**
Parents and students can access grades, conduct, teacher comments and up-coming assignments on-line. Automatic grade monitoring sends parents email alerts about their child's current progress; however, parents must set those alerts themselves. Please check academic progress at least once a week.

**Edmodo**
This site is primarily for teacher/student communication. Teachers will assign and at times grade work on Edmodo; students can submit homework and participate in discussions. Students and teachers can reach out to one another and connect by sharing ideas, giving helpful tips, sending reminders, and submitting assignments. It is important to check Edmodo everyday. We highly suggest you make an Edmodo Parent Account and link it to your student's account to best keep tabs on your child's progress.

**Google Classroom**
Google Classroom makes teaching and learning more productive, collaborative, and meaningful. It is streamlined; an easy-to-use tool that helps teachers manage coursework by creating classes, distributing assignments, grading and sending feedback all in one place. Like Edmodo, students can log on and manage their school work by accessing assignments and submitting work.

**Accelerated Reader (AR)**
AR gives students, parents, and librarians feedback based on student quiz results, which teachers then use to help your child set goals and direct ongoing independent reading practice.

Students are expected to read appropriate fiction and nonfiction books within their zone of proximal development (ZPD) at home and take quizzes on those books in class. For ELA classes, this AR reading project is a large portion of students' trimester grade. Parents are encouraged to monitor student's progress toward AR goals, monthly.

**Block Schedule:** ***What does my child's schedule look like each day*****?**
Our block schedule is designed to maximize instructional time between our students and teachers as well allow for more one-to-one time with students. The block schedule allows teachers to work with students on more meaningful projects and classwork.

**Daily Schedule Monday – Thursday**

| | |
|---|---|
| 7:45 | Morning Bell |
| 7:50 | Homeroom Attendance & Prayer |
| 7:55 – 9:10 | Block 1 (75 min) |
| 9:10 - 10:25 | Block 2 (75 min) |
| 10:25 - 10:40 | Recess |
| 10:40 | PASSING PERIOD/LINE UP SWITCH CLASSES |
| 10:45 – 11:35 | *Electives – Symphonic, Strings, Wind & PE (50 min) |
| 11:35 | PASSING PERIOD TO HOMEROOM/Prayer for Lunch |
| 11:40 - 12:15 | Lunch (HS benches) |
| 12:15 | PASSING PERIOD/LINE UP SWITCH CLASSES |
| 12:20 – 1:35 | Block 3 (75 min) |
| 1:35 - 2:50 | Block 4 (75 min) |
| 2:50 | PASSING PERIOD TO HOMEROOM/End of day Prayer |
| 3:00 | Dismissal |

***Café & Lunch Meals**

Middle school students pick up lunch at the café and eat over at the high school benches. It is the responsibility of every student to be respectful and quiet while in the café and to clean up trash by the lunch area. Boxed lunch meals on Monday-Friday must be pre-ordered per month online - please be responsible with this as it helps the cafe be prepared. Other cafe items sold in the cafe are for high school students only. Mr. Hike and his team work very hard to make nutritious meals for the entire school - again, respect the cafe/lunch table space, keep the noise level down as you pass through the line or high school classrooms, and keep all areas clean. Let's take pride in our school by taking care of our school environment.

**Vending Machine Usage**

Vending machines are for high school students only. **Students may not walk over to the café without the permission and supervision of an adult at any time including before and after school.** Students who do so will be given immediate detention and further disciplinary action may occur.

**Street Vendors and Food Drop Off**

At no time should students purchase items from the street vendors, unless accompanied by their own parent. Students are not permitted to receive food through the school gate or main office. Please pack enough food for the entire school day.

**Daily Schedule Friday (Silver 1&3 and Blue 2&4 Alternating Weeks)**

*(Friday electives and schedules are tentative and will not resume until after Labor Day.)*

| | |
|---|---|
| 7:45 | Morning Bell |
| 7:50 | Homeroom Attendance, Prayer, Announcements |
| 7:55 - 9:25 | *Friday Electives (90 min) |
| 9:25 | PASSING PERIOD TO HOMEROOM/LINE UP |
| 9:30 - 10:25 | Block 1 (55 min - makes up for Monday mass) |
| 10:25 -10:40 | Recess |
| 10:40 | PASSING PERIOD/LINE UP |
| 10:45-11:40 | Block 1 or 2 (55min) |
| 11:40 - 12:35 | Block 3 or 4 (55min) |
| 12:35 | PASSING PERIOD TO HOMEROOM/End of day Prayer |
| 12:45 | Dismissal |

**Evening School:** ***Why is Character Education important?***

St. Genevieve recognizes the need to graduate knowledgeable young men and women as well as cultivating leadership and moral development. Therefore, educating our youth beyond the textbooks and classroom curriculum is important to our philosophy and mission. When the content is appropriate, 7th and 8th graders will be invited to attend Evening Days with our high school. Evening Days of school are considered school days and attendance is **required** like any other school day. Students who do not attend will be marked absent and will be responsible to make up any missed academic work.

**Night School Schedule (Tentative)**

| | |
|---|---|
| 1:00 | HR Attendance |
| 1:05 – 2:10 | Block 1 (65 min) |
| 2:10 – 3:15 | Block 2 (65 min) |
| 3:15 – 3:30 | Recess – Daycare Staff Supervises |
| 3:30 | PASSING PERIOD/LINE UP SWITCH CLASSES |
| 3:35 – 4:40 | Block 3 (65 min) |
| 4:40 – 5:45 | Block 4 (65 min) |
| 5:45 – 6:20 | Dinner |
| 6:20 | PASSING PERIOD/LINE UP SWITCH CLASSES |
| 6:25 – 6:30 | HR – Attendance and Head to Gym |
| 6:30 – 8:15 | GYM Speaker Series |
| 8:15 – 8:30 | Dismissal from Homeroom Classes |

**Middle School Electives:** ***Why are elective classes integrated into my child's curriculum?***

St. Genevieve as well as all schools in the Archdiocese of Los Angeles require students to take a Music, a Physical Education, and an Arts class. The introduction of electives in the 7 and 8th grade is designed to expose our students to a wealth of opportunities and interests. These classes are an opportunity to help students see real-world connections to what they are learning each day in their core classes. Music and PE elective classes take place Monday - Thursday from 10:45-11:35am and an Arts elective on Friday from 8:00-9:25am. It will be a requirement for all students including 7/8 graders to play an instrument.

Students will be able to 'elect' classes; however, priority goes to 8th grade, then 7th grade. Electing a class is not a guarantee. Music Electives (Mon-Thurs): Symphonic Band, Beginning Strings, and Wind Ensemble & PE. Arts Electives (Friday): Leadership, Fine Arts, MS Choir, Sports Conditioning, and so forth. These non-core subject grades are part of the overall GPA. There will be an elective and locker fee for the middle school.

*(Friday electives are tentative and will not begin until after Labor Day. More details to come.)*

**Grading Policy:** ***What criteria will be used to assess my child's overall grade and academic standing?***

Assessment (Quiz, Test, Final) 35%
Classwork /Participation 30%
Projects 25%
Homework 10%

**Homework Distribution**
Approximately 60-120 minutes per night.
English Language Arts and Math Homework may be given Monday – Friday. Due to block scheduling, students are expected to complete and submit assignments as directed by the teacher regardless of having class on a particular day.

**Late work:** Assignments must be turned in at the beginning of each class period or otherwise specified by the teacher. Anything turned in after is considered late. *Late work will be graded but students will forfeit 50% of their score for lack of responsibility and timeliness.*

**Absence/Tardiness**: When a student is absent, he/she must return to school with a note from parents. It will be the responsibility of the student to make up any work missed due to an absence. Students will have the same amount of time to complete the work as they were absent, before it is considered late work. For example, if a student is out for 2 school days, the student has 2 days to turn in the work before it becomes late work. Arriving on time to school and each class is vitally important; therefore, any student who incurs ***5 tardies will receive detention and as a result will be ineligible for honors designation.*** Parents should note that students are considered tardy at 7:50 a.m.

**Honor Roll Grades 7-8**

Students in grades 4-8 are eligible for Honor Roll as determined by their grades in academic subjects (core and non-core) as well as conduct and work habits. Non-core classes include all elective courses including but not limited to: Art, Music and PE. Students receiving detentions or have been placed on probation may be ineligible for honors designation.

*First Honors*: issued to students receiving an overall GPA of 3.6 and higher with an A or B (85% and above) in all CORE subjects, passing all Elective classes, and an O in work habits/conduct.

*Second Honors*: issued to students receiving an overall GPA of 3.2-3.59 with an A, B or C (70% and above) in all CORE subjects, passing all Elective classes, and an O/G in work habits/conduct.

**Academic Probation**

Any student with a GPA below 2.0 at the end of a trimester and/or any student receiving two or more "F's" within a trimester will be placed on **academic probation**. Any student who is placed on probation for two trimesters may be asked to leave St. Genevieve School.
Any student receiving any "D/NI" or "F" in behavior, at the end of the trimester will be placed on **behavioral probation**. Any student, who receives two trimester grades of "D/NI" or "F" in behavior, will be asked to withdraw from St. Genevieve School.

Any student who is placed on probation may not participate in any school activities and/or functions. For example: sports, choir, student council, field trips, etc.

When a child is placed on probation, he or she agrees to make the necessary changes in behavior, grades, effort and attitude to be a successful student at St. Genevieve. The parents and student agree, in writing, to *withdraw* the child from the school if the terms of probation are not met according to the standards set by the teacher and administration.

**Withdraw and Review Boards**

Students who are asked to withdraw from Saint Genevieve Elementary may ask for a Disciplinary/Academic Review Board, considering that the student has not had a Review Board within 12 months. The board advises the administration on matters of school policy concerning academics, discipline, and Character Formation and makes recommendations to the President -Principal concerning disciplinary sanctions, expulsion or non-retention.

Students asked to permanently withdraw will have no mark placed on their permanent record. Students may request permission to attend future events hosted by the school. Students that are expelled will receive an expulsion on their permanent record and will not be welcome on campus or at extracurricular activities. Expelled students may not request a Review Board.

Duties and Responsibilities:

- The Disciplinary/Academic Review Board is composed of an elected teacher and a teacher selected by the administration and, when scheduling permits, one selected by the student.
- This Disciplinary/Academic Review Board meets with the administration as well as the parents/guardians and student regarding the infraction before making final recommendations.
- The Disciplinary/Academic Review Board will only conduct review boards with students and their parents and/or legal guardians. Other relatives, friends and family associates are not permitted to be present.
- The Disciplinary/Academic Review Board is a confidential hearing. Students, parents, guardians and others are not to discuss the issues, topics and personalities involved with outside parties.
- The Disciplinary/Academic Review Board is a confidential process. Memos, discussions, vote tallies, personal notes are not open to public review or to the parents/guardians.
- The Disciplinary/Academic Review Board makes a recommendation to determine the student's continued enrollment at the school. The President-Principal has the authority to make the final determination.
- The Dean of Character Formation is the school representative in charge of handling disciplinary matters and is the liaison for review board matters.
- During certain times of the year when teachers are on break, for example, Christmas and summer vacation times, a Review Board of available Administrative Team members and/or Faculty members will substitute for a Review Board of three teachers.

**Discipline Policy (Behavior, Inappropriate iPad Usage, Academic Dishonesty, Uniform, etc…):** ***What will happen if my child does not follow classroom and school guidelines?***

Students are expected to show respect to all faculty, staff, visitors, each other, and school property. Students who fail to comply with ANY school policy will receive a consequence.

**First Offense**
Warning from teacher and parents will be notified of infraction. **In regards to academic dishonesty, all involved will receive a zero (0%) for the assignment and the Director of Character Formation is notified.** Misuse of iPads will result in confiscation of device until parents meet with teacher. Campus safety, administrators, faculty or staff may issue an immediate detention when school policies are not followed. Conduct grade may be lowered at the discretion of the teacher.

**Second Offense**
After-school detention on Wednesdays from 3:05-4:05pm. Detentions take priority over every after-school activity (e.g. athletic practices, musical rehearsals, choir practice, Drumline, Decathlon, carpool, etc.). **Conduct grade will be lowered and students may be ineligible for Honors.**

**Third Offense**
Parent Conference required. Student is placed on Behavior Probation and must attend Saturday detention from 8:00-10:00am. Student may lose privilege to attend class field trips or any other school activities/functions. Student may be removed from any leadership position or may be barred from being a candidate for leadership council. **Students will be ineligible for Honors.**

**Fourth Offense**
Suspension from school. The number of days suspended will be determined by the degree of the infraction. Upon the duration of the suspension, students must reflect and write an essay on the Six Pillars of Character (TRRFCC) and about the importance of making good decisions.

**Fifth Offense**
Withdraw from St. Genevieve. *See Review Boards under Withdraw and Review Boards*

*Depending on the severity of an offense, the administration has the right to alter and/or determine appropriate consequences to any infraction and amend policy at any time.

**Appropriate Technology Usage**
Through the use of technology, our goal is to encourage critical thinking, clear communication skills, and collaborative learning among students. It is the student's responsibility to care for iPads and laptops or other devices when brought to school and to maintain them as an academic tool. **The school accepts no responsibility for the loss or damage of technological items.** In accordance to the technology policy, students **must** have their notifications OFF and not engage in disruptive behavior using the iPad (social media apps, games, etc.) at any time while on school grounds. Students should not be on social media when on campus. Students using social media inappropriately, regardless of time or day may result in disciplinary actions. Disregard of this policy will result in a disciplinary offense.

Students are permitted to bring cell phones to school; however, phones must be turned OFF and in their backpacks or lockers during school hours. Sending/receiving text messages or phone calls during school hours will result in confiscation of the device and disciplinary actions. This includes any communication with parents during school hours. **Cell phones may not be substituted for iPads.**

*Students are subject to having their devices inspected by teachers and administrators without prior notice. See parent-student handbook for further details and consequences.

**Uniform - Dress Code**
Proper attire with regards to uniform is expected at all times. Students are subject to random uniform checks by their teachers at any time. See parent-student handbook for more guidelines and photos.

All items are available at Dennis Uniform with the exception of the tie that can be purchased in the High School Student Store.

- First Violation: Verbal Warning
- Second Violation: Note Home/Email/Phone Call/Referral Detention with Recommendations
- Third Violation= Conference with Parents

**Student Service Hours:** ***Does my child also need to complete service hours?***

Our program provides students with the opportunity to witness their commitment to Catholic values through service to our school community. Middle School students are required to complete Christian service hours. An appropriate amount is required for each age group.

Seventh grade = 14 hours
Eighth grade = 16 hours

The teachers in each grade level set due dates and specific instructions on how to complete these hours. Teachers may use this service component as part of their religion grade. Students can earn their service hours by participating in service projects, volunteering their time, and giving donations to help others in need, etc.

**Parent Information:** ***What should I do if I have questions regarding my child or any school related event?***

**Parent/Teacher Communication**
Dates of upcoming events, special announcements, and teacher emails can be found at our school website www.sgps.org. Parent-teacher conferences are scheduled after the first and second trimester. If at any time during the school year you have any concerns regarding your student please make an appointment with homeroom teachers or individual subject teachers first as needed to discuss questions or concerns. Please, address your concerns with the teacher involved prior to contacting school administration. The preferred method of parent-teacher communication is via email, other methods of communication may not get a reply.

**Weekly Newsletters**
Newsletters and notices from the school will be sent via email, uploaded to Edmodo and/or our school website. Please visit the website for information regarding school activities and important forms. Remember to sign up for the school's Remind Me app in order to receive additional information and announcements via text messages. Make sure to have your phone number listed on Gradelink as the primary number in order to receive phone tree messages.

**VIRTUS**
Parents must be VIRTUS trained and have proof of fingerprinting to volunteer at school and chaperone any field trip. There will be opportunities throughout the year for parents to attend these sessions if needed. Please send a copy of completion to the elementary main office.

**Distance Learning:** **What are some expectations while learning virtually?**

**Student Zoom Tips**

- This is a virtual classroom, therefore, appropriate classroom behavior is expected.
- Be visible – show your face the entire class period
- Be on time

- Be in an appropriate space, and sitting up (in your bed is not an appropriate space)
- Dress for success (look your Valiant best)
- Eat before or after the zoom (not during please) - drinks okay
- Communicate with your teacher
- Choose one appropriate background per class period (all school rules apply)
- Your Zoom sign in must be your FIRST AND LAST NAME ONLY
- Please ask the teacher if you need to leave the room for any reason
- Please keep your frame active (no freeze frame)
- Ensure any and all technological devices are charged

**Attendance - Present**
In order to be marked present for the period in question, the following criteria must be met:

- Students must log on within 5 minutes of the class start time
- Face must be visible (no ceiling fans) at all times when applicable
- Students must participate the *entire* class period

  i.e. Respond when called upon – whether it is in a chat or in person
  If students are unresponsive or missing from the screen without permission, we will assume they are no longer actively participating in class and therefore will be marked absent.

**Parent's Responsibility**
If a student is sick or going to be absent for any reason parents must notify the office and the teacher if a student is going to be absent. We know you'll still have doctor's appointments, but just like when they were in school – we need parent authorization this is happening. *Student notes are not accepted. It is also not acceptable to have a friend or classmate let the teacher know you'll be absent.*

**Excused Absences**
Students will be given an excused absence if the teacher is informed of the reason prior to the beginning of the class. They may also make up all work missed.

**School Responsibility Regarding Notifying Parents of Unexcused Absences**

**Elementary: K-8**
1st Absence: Homeroom teacher will e-mail parents about absence
2nd /3rd Absence: Homeroom teacher will call parents about two absences in a row
4th Absence: Office/Administration will reach out to parents

**Removing a student from Zoom:**
Teachers have the right to remove students from a zoom class period and not allow them to return if...

- They are not responding to teacher directions (indicating they are no longer present in class)
- Students do not meet the requirements outlined for students (see above)
- They display an inappropriate virtual background
- They violate any of the St. Genevieve behavior expectations

# St. Genevieve Elementary School

Middle School Agreement Form
2021-2022

**In signing this form, I acknowledge that I have read and understand the terms of the Middle School Policy (Addendum to the Parent/Student Handbook), Fees, and Course Syllabus for each class. I agree to act in accordance with the school's policies and will accept the responsibility for my performance.**

Teachers have uploaded a class syllabus for core (Mathematics, Science, Religion, Social Studies, and English Language Arts) and non-core classes on Edmodo. The syllabus includes important information such as a course description, learning objectives, unit themes, and instructional materials.

Parents, thank you for staying informed and helping your child transition to a Middle School format of learning. If you have any questions, please feel free to contact your child's teachers.

Student Name and Homeroom Class (Please Print):

_____

Student Signature:

_____

Parent Name (Please Print):

_____

Parent Signature:

_____

Date:

_____

*Please return this form to your child's homeroom teacher by Friday, August 27th.