



ST. MARY SCHOOL

JUNIOR HIGH PROCEDURES AND GUIDELINES 2023-2024

In an effort to create a consistent learning environment for the students, the junior high teachers have decided on procedures and guidelines that will be consistent with each teacher and class in the junior high (grades 6, 7, 8).

I. PREPARATION AND ORGANIZATION

Junior high students are expected to accept and demonstrate personal responsibility for assignments and daily preparation for class. Tips for success include:

- **Before school:** Check backpack for all necessary assignments and supplies for the school day. Review your planner for reminders.
- **During the day:** Check all supplies and books that are necessary for each class. Take an AR book to every class.
- **End of day:** Be sure all assignments are recorded in the planner. Check to be sure that all necessary books and materials for homework are packed to take home.
- **After school:** Identify a location and regular schedule for completing homework. Review all work and double check to be sure all assignments are complete. Make a list of any questions to ask teachers the next day. Make sure all books and completed assignments are packed for return to school.

II. DAILY SCHEDULES

Regular schedule is 8:00-3:00 with Wednesday schedule 8:00-2:00.

Junior High Daily Schedule 2023-2024		
M, T, Th, and F Regular Dismissal	8:00 AM	Morning Assembly
	8:00 AM - 8:10 AM	Homeroom
	8:10 AM - 9:00 AM	1 st period
	9:00 AM – 9:50 AM	2 nd period
	9:50 AM- 10:40 AM	3 rd Period
	10:40 AM - 10:55 AM	Recess
	11:00 AM - 11:50 AM	4th period



	11:50 AM - 12:40 PM	5th period
	12:40 PM - 1:15 PM	Lunch
	1:20 PM - 2:10 PM	6th period
	2:10 PM – 2:50 PM (excluding Wed.)	7th period
	2:50 PM- 3:00 PM	Homeroom/ Dismissal

III. Scholar Folder

St. Mary School Junior High will use a folder system to record those times when a student does not adhere to his or her student responsibilities. The *Scholar Folder* is a convenient way for students to keep track of missing assignments and personal conduct record. The *Scholar Folder* gives parents and teacher's immediate visibility and information on each student in order to provide optimal student support for student achievement.

The *Scholar Folder* is a written record of student missing assignments, tech violations and conduct issues. Parents are asked to sign the *Scholar Folder* weekly (sent home Friday). If necessary, a teacher may have parents sign the folder on a more frequent basis. The *Scholar Folder* is to be returned Monday morning with a parent signature next to the date that matches the appropriate Monday.

- Students must have their folders at school every day in every class (excluding PE).
- Students who lose and/or cannot find the folder within three days will receive a conduct referral.

In addition to teacher signatures in the *Scholar Folder*, teachers will also communicate with parents about the conduct mark given to the student via email. When inappropriate behavior is more serious in nature or a student repeatedly disregards the rules, a loss of privileges (including recess, field trip attendance, etc.) may be used as a consequence. Students are not guaranteed a certain number of warnings to correct behavior. Some behaviors will bypass the *Scholar Folder* and result in more serious consequences.

Academic Preparedness Record

Students who receive an Academic Preparedness infraction will complete the missing assignment or complete the incomplete work the same day the infraction was given during his or her lunch (if given before lunch or the next day after lunch). Students with (6) Academic Preparedness infractions will meet with teacher(s) and parent(s) and be put on an academic plan.



Conduct Record

Any student who receives (3) conduct infractions will receive a conduct referral. After a student receives (6) conduct infractions the student will receive a conduct referral and a parent, student, teacher(s) meeting will be scheduled. At the parent, student, teacher meeting; conduct expectations will be discussed and a plan put into place. When a student is placed on a conduct plan, each conduct infraction will result in a conduct referral. The 3rd conduct referral will result in the student being suspended.

Each trimester is a fresh start for students. Those students on academic or conduct plans will continue with their individual plan even if it carries into the new trimester.

Tech Violations

Computer history reports will periodically be run on St. Mary provided devices through Go Guardian (digital monitoring system). Both teachers and tech coordinators will be in charge of running these reports. Any students who are found to be using St. Mary issued devices inappropriately will receive a tech violation:

1st tech violation = parents will be notified of inappropriate usage.

2nd tech violation = student will lose device for a day and parents will be notified.

3rd tech violation = student will lose device for home use for one week and parents notified.

4th tech violation = student will lose device for the remainder of the trimester and parents are notified.

Friday Folder and Scholar Folder

Every Friday the *Scholar Folder* and *Friday Folder* (graded work) will be sent home with each student. Parents and students should review the returned work, *Scholar Folder* infractions, and check PowerSchool. Parents will then sign the *Scholar Folder* indicating that the above three mentioned items have been reviewed.

IV. ASSIGNMENTS

1. Submission Protocol

A. Quality - Assignments that are handwritten must be legible and neat. Papers may not be torn out of spiral notebooks (unless perforated) and submitted.

B. Proper Heading - All assignments must include a proper heading with student number, full name, date and assignment name.

C. All written formative or summative assignments must be in blue or black ink. All math work will be written in pencil. Use of colorful writing tools will be up to teacher discretion.

#1 Student Name
Date
Assignment Name

Assignments not meeting the above criteria will be returned to the student to redo, and the assignment will be marked as late once it is returned.

2. Late Work



Work that is not turned in on time is late, will be marked as “missing,” and will have a grade of “0” entered in PowerSchool. Submitting homework and other assignments punctually is an academic responsibility of all students. Skill development depends on a structured sequence of instruction, and teachers must be able to evaluate student performance in a timely manner in order to guide student learning and adjust instruction. Consequently, all assignments are required to be completed by the assigned due dates.

Formative Assignments: Teachers may accept formative assignments submitted late for a possible point reduction within 1 week of the due date for those assignments. Late formative assignments may only be submitted up to 7 days after they are assigned. Once the 7 days have passed, teachers will no longer accept the formative assignment, and a “0” will remain in PowerSchool.

Summative Assignments: Students will have (10) school days to submit or complete all summative assignments. Students will lose 5% for each day the summative assignment is late. If a student is absent for a quiz or test, it is expected that on the day a student returns from their absence they will take the quiz or test. For students who are absent when a summative project is due, it is expected that they will turn in the summative project the day they return to school.

Students who receive a non-passing grade on a summative assessment will be given a form for parents to sign, detailing information about the assessments and next steps. All signed forms will be returned to the teacher.

Parents and students must check PowerSchool weekly to stay abreast of progress and status of assignments.

4. Retakes

For retakes on summative assignments, please see subject syllabus for retake policy.

5. Collaboration

On Tuesday afternoons, junior high students will have a collaboration period. Collaboration is a time for students to meet with teachers for academic support.

6. Teacher Webpages

Students can view daily homework on each homeroom homework page. Relying solely upon the homework page is not sufficient, and students should always write assignments in their planners. Students will not be excused for incomplete or missing assignments if homework is not posted on the classroom homework website.

V. ABSENCES

Students who are absent from school due to illness or appointments must talk with classmates to see what was missed and collaborate with the teacher immediately upon return to school to obtain missed work. A student has the same number of days absent to turn in make-up work. For example, if a student is out for three days, the student has three days after returning to school to turn in missed assignments. Once a student exceeds this number of days, the make-up work becomes late work. **Please note that long-term assignments/projects still need to be turned in on the due date regardless of absence.**



Assignments will **not** be compiled and given to students for non-illness related absences including but not limited to vacation and sporting events. Upon their return, students will need to meet with teachers to gather missing assignment information.

VI. GRADING

1. *Final Grade Breakdown*

A point system will be used to keep track of student performance in all classes. Objective evaluation will reflect both the percentage earned as well as a letter grade based upon the Diocesan scale. There are two types of assessment categories.

- **Assessments FOR learning:** (formative 10%) an evaluation tool used to guide and monitor the progress of student learning during instruction. Its purpose is to provide continuous feedback to both the student and the teacher concerning learning successes and progress toward mastery.
- **Assessments OF learning:** (summative 90%) an evaluation tool generally used at the end of an assignment, unit, project, or chapter. Summative assessments are more formal kinds of assessments (e.g., unit tests, final exams, projects, reports, and presentations) and are typically used to evaluate student mastery of intended learning outcomes.

2. *PowerSchool*

All graded assignments, both summative and formative, can be found on PowerSchool. Teachers will update PowerSchool at a minimum once a week. Students and parents are required to check PowerSchool weekly.

3. *Honor Roll*

Honors are presented at the end of each trimester to students in grades 6-8 who exemplify high scholastic achievement. Honor points are given in Religion, Math, Literature, Language Arts, Social Studies, and Science. For honors courses i.e. Algebra, a student earns 1 extra point. The grade of C- or lower nullifies honors status.

Highest Honors 95%: 40-42 points

Honors 87%: 37-39 points

Point Calculation:

A = 7

A- = 6

B+ = 5

B = 4

B- = 3

C+ = 2

4. *CJSF Eligibility*

During the seventh and eighth grade year, student's grades will begin to count toward CJSF status for graduation. Language Arts, Mathematics, Literature, Religion, Science, Spanish and Social Studies are the subjects designated to qualify for CJSF status. Three (3) points are awarded for a grade of A and one (1) point for a grade of B. For honors courses i.e. Algebra, a B earns 2 points. The points earned must be TWICE the number of subjects qualifying for CJSF



- Fourteen (14) points for seven subjects. In accordance with the requirements for the California Scholarship Federation, grades in Physical Education classes are not considered for honors status. A grade of “D” or “F” in any subject shall disqualify a student for that trimester.

VII. TECHNOLOGY

1. Printing

Students are not allowed to print assignments at school last minute when the assignment is due. If a student is unable to print his/her assignment at home, he/she must make alternative plans to print the assignment so that it is ready to be turned in on time. Any assignment not printed or ready will be considered late.

2. Email Etiquette

Students in grades 6-8 have access to school issued Google email accounts. When emailing teachers, students must use proper etiquette. Emails must:

- Include a greeting
- Exclude text-speak
- Be polite
- Include student name

Emails that do not follow the guidelines listed above will be bounced back to the students to redo before the teacher responds. Teachers will copy (cc'd) the parents when emailing a student or responding to a student email.

3. Cell Phones

Cell phones are a distraction and are not to be used on campus during the school day, including morning/afternoon carline and morning/afternoon Kids Club. Please do not call, text, or message your child during school hours or while at Kids Club. However, at carline students may use their phones to text or call parents under the supervision of St. Mary's faculty or staff. All phones must be powered down and brought to the classroom teacher or Kids Club personnel to be stored for the duration of the school day (including Kids Club). Phones are not to be kept in lockers, pockets, lunch bags, or backpacks.

Anyone found in violation of this policy will have his or her phone confiscated. The school reserves the right to periodically inspect backpacks, desks, lockers, etc. Should a phone be confiscated, a parent will need to retrieve the phone from the school office or Kids Club personnel. Should a student fail to give his or her phone to the homeroom teacher or Kids Club personnel and proceed to use the phone in an inappropriate manner, more serious consequences will be issued. The school is not responsible for lost, damaged, or stolen cell phones. Cell phones are brought to school at the family's risk.

VIII. ACADEMIC HONESTY

Honesty is expected of students in the performance of all academic work including but not limited to homework, assessments and projects. Cheating, plagiarism (such as, but not limited to, copying or sharing the work of another and submitting it as one's own, plagiarism from the Internet, sharing a Google doc when the assignment is not a group one, etc.), or doing another person's homework assignments are all forms of academic dishonesty. Anyone who violates the policy of academic honesty may immediately receive a failing grade on that assessment or



assignment. Academic dishonesty may lead to other disciplinary procedures including suspension. *St. Mary School Family Handbook.*

Guidelines for Citing Sources

All students are required to cite their sources for research in all classes using MLA format.

Plagiarism Consequences for Students

Plagiarism is the un-credited use (both intentional and unintentional) of somebody else's words or ideas. Below are the outlined consequences for students who are caught plagiarizing:

First Offense:

- Conference with parent(s), teacher(s) and student
- Student must redo the entire assignment/assessment, the best score they can earn is 80%
- Conduct referral → Detention

Second Offense:

- Conference with parent(s), teacher(s) and student
- Original assignment/assessment will receive 0%
- Student must redo the entire assignment, and their grade will be averaged with the original score.
- Conduct referral → Suspension

Third Offense:

- Conference with parent(s), teacher(s) and student
- Student earns 0%
- Student must redo the entire assignment/assessment. Redone assignment may not receive credit.
- Conduct referral, with the possibility of expulsion

IX. Before and After School

Students must be standing in their classroom line by the time the bell ring (outside morning prayer) or in the classroom when the bell rings (inside morning prayer) to be considered on time.

For students who are going to Kids Club or walking off campus afterschool, teachers will allow students to leave at 3:10 pm.

X. Uniform Dress Code

Student and parent cooperation is expected; therefore, parents may be called when students are not dressed appropriately. A change of clothes must be delivered before the student can return to class. Written notification of student non-compliance with school rules will be issued for all dress code infractions. Repeated infractions will result in disciplinary action.

General Policy

- All uniforms must match the design of the Bancroft Uniform (same number of pockets, pocket placement, color, etc.). Any uniform items distinguishable from Bancroft uniforms may not be worn at any time.
- Students must be in school uniform at all times unless specified in the school newsletter/calendar.



- Students are expected to wear a clean, neat, and proper fitting and sized uniform without tears, holes, rips, or ragged hemlines.
- Please label all items of clothing clearly on inside tags with permanent marker.
- No excessively loose or excessively tight clothing is allowed.
- Underwear or undergarments must not be visible.
- Pants, shorts, skorts and skirts must be worn at the waist and not rolled up around the waistband.
- Under shorts must be worn under skirts and jumpers at all times, including PE, and must not show below the skirt or jumper hem.

GIRLS AND BOYS UNIFORM

Sweatshirt

- (6-8) Hunter green St. Mary sweatshirt (Mandatory for Mass days)

Optional Jacket

- Navy St. Mary School jacket

Optional Spirit Wear: *Spirit wear options may not be worn on Mass or field trip days.*

- Official CYO
- Student Council sweatshirts
- Approved spirit wear

Physical Education Uniform (6th-8th)

- Navy St. Mary School shorts
- Gray St. Mary School short sleeve t-shirt
- Optional – St. Mary School sweatpants
- (Non-uniform shorts, sweatpants, and T-shirts are **not permitted**)
- PE t-shirts may be worn to school on the days that students have physical education class. If a uniform is left at home, a student will not be allowed to call home and request that a parent/guardian deliver the uniform to the school.

Socks

- Socks must be solid white, gray, black, or navy only (no patterns).
- Logos must be small in size and not span the length of the sock.
- Socks must be visible with the shoe on.

Shoes

- School tennis shoes must have laces or Velcro and rubber soles no thicker than 1”
- No pictures, lights, sounds, or rollers, or distinguishable heels.
- For the safety of the children, no boots, sandals, or shoes with buckles or zippers and no slip on sandals/shoes are to be worn.

Accessories

Excessive jewelry, visible body piercing (except ears), visible tattoos or body art and non-functional accessories are not allowed.

The following accessories may be worn:

- Necklace: One small chain or medal (no chokers)
- Ring: One ring on each hand (simple and small)
- Watch: One modest sized (no larger than 1” in diameter) watch with alarm and tone turned off. No “Smart” watches, such as an Apple watch.



- Bracelet: One non-distracting bracelet
- Belt: Brown, black or blue with non-distracting, small buckle.
- GIRLS ONLY -Earrings: Small post (no dangling) - one only per ear; no cartilage or other facial piercing

Hair

- Neat, clean, and modest
- Must be child's natural hair color. (NO hair dye or highlights)
- Must not obstruct vision.
- No hair pieces, hats, head scarves, bandanas, feathers, Mohawks, shaved head designs, glitter, bead strings, tails, and extreme styles.
- Hairstyles and hair accessories must not be distracting (teacher's discretion).

Nails and Makeup

- No make-up of any kind is permitted. This includes lip-gloss.
- Only clear nail polish is allowed.
- No fake or acrylic nails are permitted.
- Nail polish may not be worn on non-uniform dress days.

Uniform Shirts

- Students have an option to wear either white or gray polo shirts.
- ONLY white non-logo polos may still be worn.
- All gray polos MUST have the school logo.
- Shirts must be tucked in on Mass days.

Uniform Bottoms

- Navy blue shorts worn at waist.
- Navy blue skort worn at waist.
- Navy blue long pants at waist.
- St. Mary School plaid skirt, skort, or jumper.
(Plaid skirts and jumpers are no longer mandatory for Mass days)
The length of the skirt, jumper, skort, and shorts must be no shorter than 3 inches from the top of the knee.

Tights

- Solid white, black or navy blue tights may be worn.
- No footless tights, leggings or leg warmers are permitted.

St. Mary School has the right to amend the policies and guidelines outlined in the Junior High Handbook at any time. Junior High Students are required to follow the Policy and Procedures outlined in the Family Handbook.