



ST. ANNE
SCHOOL

Enriching heart, mind & soul

Accredited by the Middle States Commission on Elementary Schools
Parish School for St. John Neumann & St. Anne Parishes

Junior High School Handbook

Work Policies for the Junior High 7th, & 8th grades

The faculty of the Junior High of St. Anne School has developed the following policies for missing and late assignments. All Junior High teachers will be following these policies.

Homework Policy for the Junior High

Homework is defined as an assignment in which the student has one night to complete.

If the student does not complete the homework the following strategies will be implemented:

1. The student will receive a homework violation form to be signed by the parent. This signed violation must be returned the next school day. If the teacher gives a numerical grade, 10 percentage points or equivalent points will be deducted from the grade.
2. If the student does not hand in the missed homework the next day, 20 percentage points or equivalent points will be deducted.
3. On the 3rd day of no work, 30 percentage or equivalent points are deducted.
4. If the student does not hand in an assignment a temporary grade of 0 will be entered. If the assignment is handed in more than 3 days late they will receive half credit minus any other points the teacher deducts for incorrect answers.

****Work is accepted for one day late (not including an absence) IF it is preceded by a note from a parent/guardian with a legitimate reason for the assignment not being completed. The homework MUST be brought in the following day. Forgetting to take materials home is not a valid reason.**

****When a student is absent from school, daily work and homework is to be handed in when the student returns to school plus the number of days absent. For example, if a student is absent two days, Monday and Tuesday, the daily work and homework is due the second day after he returns, Friday.**

Homework/Behavior Policy Violations

Students will be given a violation form when they fail to conform to either the behavior policy or homework policy. Additional penalties will accrue with continued non-compliance:

3 violations of the Code of Conduct (yellow paper) or 3 violations of the Homework Policy (green paper) will result in an automatic 4:00 detention. After 3 violations every violation will result in a 4:00 detention.

6 violations of the Code of Conduct or Homework Policy the parents/guardians and student will have a mandatory meeting with the principal and the classroom teacher after the 6th violation.

9 Violations will result in probationary status as well as exclusion from athletics/extracurricular activities. Probationary status is defined on an individual bases.

12 Violations will result in an automatic suspension with an assignment to complete during the day that the student is suspended.

15 Violations will result in a second suspension. In accordance with the School Handbook, expulsion proceedings may begin after 2 suspensions, although very serious offenses may still result directly in suspension or expulsion.

Long Term Assignments Policy

A long term assignment is defined as an assignment which the student has two or more days to complete. It may be classroom assignments or homework assignments that they receive more than one night to complete. Examples include Reading Journals, National History Day assignments, Science Fair, Current Events, etc.

If a long term assignment is not turned in on the day it is due it receives a temporary zero. If the student turns in the assignment late, half credit will be given minus any other deducts the teacher may give for incorrect answers. **The student will receive a Homework Violation and an automatic detention for any long term assignment that is late. The only exceptions are illness on the day it is due or a written legitimate excuse received from the parent/guardian on the day it is due.**

Tests

Students are usually made aware of a test 2-3 days prior to the test date. If a student is absent the day before a test and the date was given in advance, **they are still required** to take the test on the day they return to school. The only exception is a legitimate excuse written by the parent/guardian.

All Tests in ILA and Social Studies will be completed in dark blue or black ink. Science may be completed in pencil. All Math is completed in pencil. Points will be deducted if a student is unprepared.

Junior High Work

Continuity is the key when students are doing work in the junior high. It facilitates evaluation of student work for the teacher and helps the student to focus on their schoolwork. Classes may vary, but the following guidelines should be applied for all Junior High classes.

- All work should be done in cursive unless otherwise noted by the teacher.
- A heading is required on all papers. The heading contains the name, number, date and assignment on the left.
- Theme paper or standard ruled loose leaf is to be used for assignments. Students must supply their own paper. Teachers will not accept paper that is ripped or torn from a notebook.
- Students should always produce their BEST quality of work. Students may be asked to redo or recopy work that does not display their best effort.
- All "Best" work in every subject includes the correct heading, correct spelling, appropriate grammar and neat handwriting.
- If a typed assignment is given, all papers should be double spaced, font size 12, Arial or Times Roman font and 1" margins all around.

The teacher has the authority to deduct up to 10 points from assignments and tests if the guidelines are not followed and/or the student is unprepared.

Name _____

Homework Violation # _____

Date of Violation _____

Homework Violation Form
St. Anne School Junior High

I did not...

_____ Complete my homework

Subject _____

Assignment _____

Student's signature _____

Parent's signature _____

Teacher's signature _____

_____ This is your 3rd, 4th, 5th, 6th, 7th, 8th, 9th Homework Violation.

_____ will stay after school on _____

Until 4:00 PM. Please make arrangements for your child to be picked up at this time. Siblings are not allowed to stay with them.

_____ **This is the 6th Homework Violation. A conference is required to set up a plan for homework. Please write below dates and times you are available for a conference.**

Code of Conduct for St. Anne School Junior High

I will...

...not bully others (saying or doing mean or hurtful things repeatedly and on purpose to someone who has difficulty defending himself or herself)

...contribute to the peace and harmony of the classroom

...follow the rules of the cafeteria, recess yard and all classrooms

...include students who are left out

...be respectful at assemblies and reverent at church

...speak the truth

...tell an adult at school and at home if I know that someone is being bullied

...use appropriate classroom language (words that are not acceptable include words like crap, suck, retard, fart, sucky, shut up, freaking and fricking)

...show respect for adults, teachers and peers

...help students who are bullied

...uphold academic honesty in all areas

...follow Christ's examples of nonviolence in my actions and my speech

Name _____
Behavior Violation # _____
Date of Violation _____

Behavior/Code of Conduct Violation Form
St. Anne School Junior High

I did not...

- ___ follow Olweus Rule #1 (I will not bully others)
I _____
- ___ take pride in personal appearance and wear the uniform correctly
I _____
- ___ come prepared for class with the proper supplies
I _____
- ___ contribute to the peace and cooperation of the classroom
I _____
- ___ follow the rules of the cafeteria, recess yard and all classrooms
I _____
- ___ follow Olweus Rule #3 (I will include students who are left out)
I _____
- ___ act respectful at assemblies and reverent at church
I _____
- ___ speak the truth
I _____
- ___ follow Olweus Rule #4 (If I know someone is being bullied, I will tell an adult at school and an adult at home)
I _____
- ___ use appropriate classroom language. Words that are not acceptable include crap, suck, retard, fart, sucky, shut-up, freaking, fricking, and other inappropriate words.
I _____
- ___ show respect for adults, teachers and peers
I _____
- ___ follow Olweus Rule #2 (I will help students who are bullied)
I _____
- ___ uphold academic honesty in all areas
I _____
- ___ follow Christ's example of nonviolence in my actions and my speech
I _____

Student's signature _____
Parent's signature _____
Teacher's signature _____

___ **This is your 3rd, 4th, 5th, 6th, 7th, 8th, 9th Behavior Violation. Detention will be on _____ until 4:00. Please make arrangements for your child to be picked up at this time. Siblings are not permitted to stay.**



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**St. Anne School
Junior High Handbook
Parent/Student Sign-Off**

We _____ and _____ have
(Parent Signature) (Student Signature)

seen, read and discussed the Junior High handbook and agree to abide by
all rules and procedures.

Date _____