



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

Intermediate Level School Handbook

Work Policies for the Intermediate level, 5th and 6th grades

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

Homework Policy for the Intermediate Level

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. All homework must be completed and handed in the day and period it is due.
2. Missed homework, without a valid, written parental excuse, will result in a homework violation.
3. All excused and unexcused missed homework must be handed in the next school day or a violation slip will be issued.

******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.**

7 violations of the Code of Conduct or Homework Policy will result in a parents/guardians and student mandatory meeting with the principal and the classroom teacher.

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, IXL Math, 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, 10% will be deducted from the grade in addition to 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.

Intermediate Level 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, 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.

Departmentalization

5th and 6th grade are departmentalized. The students will see different teachers and travel from class to class. The 4 core teachers work as a team and have weekly meetings to discuss what is happening in each class to make sure they are aware of any problems or issues occurring.

Expectations for the Intermediate School (5th and 6th Grade)

1. Be Present-Pay attention in class and task at hand, use technology appropriately, listen when others are speaking, include classmates when appropriate
2. Be Respectful-Treat others and property the way you want to be treated, be reverent and quiet in church, quiet in all hallways so as not to disturb others
3. Be aware-Use your agenda to keep track of assignments, turn assignments in on time, Seek help if needed
4. Be Active-Stay organized, participate in class, help others, take pride in your work
5. Be Safe-Follow all St. Anne School rules

The above expectations serve as guidelines for appropriate student behaviors. Students should always keep in mind that we are to be kind at all times and to love as Jesus asks us to do so.

Consequences

When the class and individuals follow these rules and live up to these expectations, there will be positive consequences including having a productive class, a positive comment or note home, as well as individual and class rewards, i.e. extra recess.

When students do not follow the rules, they will be reminded of their obligations and responsibility to follow the rules. They will learn that there are consequences to their choices and actions. The following will take place when a rule is broken...

Name _____

Homework Violation # _____

Date of Violation _____

Homework Violation Form
St. Anne School Intermediate Level

I did not...

_____ Complete my homework

Subject _____

Assignment _____

Student's signature _____

Parent's signature _____

Teacher's signature _____

_____ This is your 3th, 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. According to the Homework Policy, students are to stay the day after the 4th violation is issued. Siblings are not allowed to stay with them.

_____ **This is the 7th 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 Intermediate Level

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 Intermediate Level**

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. According to the Policy, students are to stay the day after the violation is issued. Siblings are not permitted to stay.**



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Intermediate Level 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 _____