



JOHN F. KENNEDY
CATHOLIC SCHOOL

MIDDLE SCHOOL
HANDBOOK
2021 -2022

Dear Middle School Parents,

Welcome to Middle School at John F. Kennedy Catholic School!

Our goal for the Middle School is to prepare and help transition your child(ren) into high school and beyond. The Middle School places emphasis on organization, structure, spiritual and personal growth, and academic achievement during these years. We also strive to provide a safe and positive learning environment.

When students enter the Middle School, certain responsibilities—such as organization, homework, and monitoring of grades—shift more from the parent to the student.

We have prepared a middle school handbook as a resource of the procedures and expectations for your student(s). Please read this with your child(ren). The final page of the handbook must be signed and returned by the first full day of school.

We appreciate your support this year and dedication to Catholic Education!

John F. Kennedy Catholic Middle School Teachers,

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Attendance:

Follow the attendance policy outlined in the John F. Kennedy Catholic School Handbook.

Vacationing during regular school days is not encouraged. If circumstances make it necessary, a note is to be sent to the principal and teachers in advance. The principal signs the note and returns it to the teachers. The signature in this regard does not convey approval or permission, but only an acknowledgment of the parents' decision. Teachers are not required to give assignments until the student returns. Vacations taken during the week of Iowa Testing will result in an unexcused absence for the student. The student has the number of days missed up to a maximum of three days to turn in missed assignments while on vacation, including those not on Google Classroom.

Any assignments on Google Classroom must be completed upon return.

Proper Middle School Heading for ALL Assignments:

Upper left hand corner single spaced with the following:

First and Last Name

Date

Subject and Grade Level

Grading:

Students are graded on a point system. The areas of which might be considered under the quarter may be as follows: tests, quizzes, essays, group work, notebooks, projects, class participation, etc.

Grading Scale:

93-100% -- A

85-92% -- B

75-84% -- C

70-74% -- D

<70% -- E

Homework:

Homework is very important and may be counted as a graded assignment.

Notebook:

Students must follow their teacher's rubric for their notebooks with each includes dates, title of lesson, neatness, organization, etc.

Communication:

Feel free to contact the teachers at their jfkcatholic.com email address.

Restrooms:

Students will use the Google Form sign-out log for the restrooms.

Hallways:

Students will not be permitted to walk through hallways unless during change of class.

Lockers:

Lockers will be used during homeroom time in the morning, before/after lunch, and at the end of the day.

Cell Phones and Smart Devices:

Student's cell phones and/or smart devices must be turned off and placed in their backpacks unless otherwise noted by the teacher. Noncompliance with the cell phone policy will result in two demerits and confiscation of the cell phone. Parents must pick up the confiscated cell phone in the school office.

Cheating and Plagiarism:

Cheating and plagiarism will not be tolerated. Cheating includes, but is not limited to, copying another student's work; using another student's work; cheating on tests, homework, or assignments. Cheating is also sharing your finished work with the intention of another student to copy. Intentional plagiarism is knowingly copying another author's work without proper citation. Cheating on a test or intentional plagiarism will result in an automatic zero. Cheating or copying homework or an assignment will result in 3 demerits.

Communication

John F. Kennedy Catholic Middle School will post all homework assignments, tests, projects, upcoming dates, etc. on Google Classroom. Teachers will communicate via email, notes, and phone calls as needed, but not on Option C. Grades will be posted on Option C in a timely manner.

***If a concern arises with your child, please contact the teacher first to try and resolve the situation. Only then, if not resolved, should you contact the principal.**

Dances

Students in grades 6th-8th grades will have several dances each year. The dances are organized by the Student Council, with the approval of the principal. All dances will occur on either a Friday or a Saturday evening. These events are for current John F. Kennedy Catholic students only. Each child attending must complete a permission slip. Please remember these are middle school dances, not a prom.

Water Protocols:

Students are expected to bring a water bottle to keep hydrated throughout the day. Water fountains are to be used.

Google Classroom:

All students will be trained during computer class on Google Classroom. Many assignments, tests, and projects will be completed on this platform. This is the primary platform for student learning and communication.

COVID-19 Safety:

Teachers have attended safety meetings due to COVID-19. Students will be wearing masks, participate in mask breaks, and social distancing the entirety of the school day. Students will not be in their lockers or in the hallways during the day. The students will travel to the classrooms.

Supplies:

Students are responsible for all supplies on the designated supply list.

Tests:

If you miss review day, you will receive one extra day to take your test. If you miss test day, you will take the test immediately upon return.

Assignments:

Assignments with due dates are due upon return to school, unless other arrangements have been made with the teacher. The student is responsible for contacting the teacher about missing assignments.

Parent/Teacher Conferences:

***Due to Covid-19, the format for conferences will be held virtually if we are still in the yellow phase. Information will be provided at a later date.**

Masks:

Students must wear their masks at all times due to the health concerns of COVID-19. If this rule is broken, parents and the principal will be made aware of this. Students will also receive 1 demerit.

Church:

Students must follow the mass dress code policy on Fridays, as well as Holy Days of obligation. The behaviors below are expected during mass:

- Please be quiet when entering and exiting the church.
- Catholics only receive communion, however non-Catholics must process up for a blessing.
- Genuflect before entering the pew.

Technology:

Teachers use a variety of technological devices during instruction. Students are expected to handle all equipment with great care. **If any equipment should be damaged through carelessness or mischievous activities, the student and his/her family will be held financially responsible for any repair or replacement required.** Each student will receive a chromebook on the first day of school that will be used in their classes. The chromebooks will stay at school during the school year. Students' responsibility is to charge their chromebooks at the end of the day (refer to demerit policy). Students will carry a chromebook bag with them provided by the school in order to keep chromebooks safe.

If any student deliberately logs onto an inappropriate site or passes on an address for an inappropriate site to another individual four demerits will be issued. This applies to all devices when at John F. Kennedy Catholic School.

Daily Expectations:

***Students should follow all safety guidelines in the JFK school handbook.**

Homeroom

- Report to your homeroom upon arrival in proper uniform and prepared for morning classes (refer to school handbook)
- Cell phones are turned off and placed in backpacks
- Turn in all notes and forms
- Participate in morning prayers, pledges, and songs
- Remain silent for morning announcements

Hallways

- Maintain three feet for social distancing
- Walk quietly and use soft voices
- Follow directional arrows
- Line up according to your homeroom number along walls and lockers outside of their classroom
- Do not block classroom doorways
- Be respectful and courteous to others

Classrooms

- Students should always remain in their seats unless directed by the teacher
- Follow the rules and expectations of each teacher
- Have all materials needed: pencils, notebooks, textbooks, planners, **charged devices**, and any other required materials
- Turn in homework/assignments on time
- Be an attentive listener in class
- Do not speak when others are speaking
- Be respectful to the teachers and peers
- Allow everyone to learn

Cafeteria and Recess

- Follow all posted cafeteria rules
- Remain seated in your assigned seat during the designated eating time
- Clean up, pick up all papers, scraps of food, etc., and dispose of them properly when directed
- Obey cafeteria monitors
- Speak in a conversational tone
- Walk at all times
- Display good sportsmanship and exercise self-control
- Play in assigned areas only

End of the Day

- Gather all materials and pack backpacks
- Clean your designated area
- Plug in and charge chromebooks in homeroom
- Follow dismissal procedures
- Be quiet to hear dismissal announcements



John F. Kennedy Catholic School Honor Roll Criteria:

All students in grades 6th-8th can earn a place on the quarterly Honor Roll by meeting the following criteria.

Honors: Quality point average of 3.25-3.74
High Honors: Quality point average of 3.75-4.0

A student's quality grade point average is determined by multiplying a subject's weight by the number of quality points assigned to the letter grade received in that subject.

Subject's Weight:		Quality Points:
Religion	5	A -- 4 quality points
Reading	5	B -- 3 quality points
English	5	C -- 2 quality points
Math	5	D -- 1 quality points
Science	5	E -- 0 quality points
Social Studies	5	
Spelling/Vocabulary	2	
Spanish	2	
Computer	1	

The weighted quality points for each subject are then added together and divided by 35 (**total eight of all subjects**) which results in the final quality point average.

Ineligibility:

Students receiving a D in any of the above subjects will not be eligible for inclusion on any honor roll.

Students with more than one in school or out of school suspension will not be eligible for inclusion on any honor roll.

Students with ten demerits or more will not be eligible for inclusion on any honor roll.



Demerits:

In order to create a positive learning environment at John F. Kennedy Catholic School, a demerit system will be used to address inappropriate behavior. Listed below are the consequences for negative behaviors and the number of demerits for each infraction in the middle school.

• Skips class	5 and automatic detention or suspension
• Intentionally harms another	5 and automatic detention or suspension
• Cheating on a test or intentional plagiarism	5 and automatic detention or suspension
• Fighting (Initiating or participating)	5 and automatic detention or suspension
• Harassment/intimidation/ostracizing	4
• Disrespect for teachers/staff/students	4
• Obscenity (language or gestures)	4
• Destruction of school property	4
• Inappropriate use of technology	4
• Cheating or copying homework	3
• Name calling/teasing/gossiping/rumors	3
• Class disruption	2
• Horseplay in school	2
• Passing/writing notes	2
• Dress code violation	1 per violation
• Late for class	1
• Unprepared for class	1
• Missing or uncharged school device	1
• Chewing gum	1
• Wearing mask improperly	1
• Failure to return signed demerit form	1

Five demerits will result in an after school detention. Ten demerits during a 9 Week period will result in the loss of all extracurricular activities, including sports.

Student name (printed): _____ Grade Level: _____ Number of Demerits: _____

Student Signature: _____ Date: _____

Parent name (printed): _____

Parent Signature: _____ Date: _____

Teacher Administering Demerit _____



JOHN F. KENNEDY CATHOLIC MIDDLE SCHOOL HANDBOOK GUIDELINES AGREEMENT

2021-2022

Your signatures below indicate your understanding of the John F. Kennedy Catholic Middle School Handbook Guidelines Agreement. Your signature further indicates you will follow the policies contained in all above documents and understand everything involved.

Student name (printed): _____ Grade Level: _____

Student Signature: _____ Date: _____

Parent name (printed): _____

Parent Signature: _____ Date: _____