

# Saint John School of Little Canada

# Middle School Handbook

2025-2026

Saint John School of Little Canada 2621 McMenemy Street

Little Canada, MN 55117-1699

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# **Mission Statement**

Saint John School provides students with a solid Catholic foundation and an excellent academic program, with the support and involvement of the family.

# **Philosophy**

In light of our mission statement, we:

- Teach and live the values of the gospel message.
- Create an atmosphere of prayer and worship.
- Provide opportunities for students to be contributing, productive, and responsible members of our school, family, parish, and world communities.
- Have a curriculum designed to include mastery of basic skills while fostering higher-level thinking.

Our goal is that each student will reach his/her highest potential.

# Welcome to Saint John Middle School!

Middle school years are a time of many changes and challenges; a transition between elementary and high school.

Each individual responds differently to the switch from elementary to middle school. Some adapt with fantastic ease, and others struggle with the varying class expectations and the greater organizational demands.

Students should expect an increased amount of homework. However, by using the required organizational tools and developing their own methods, students will accomplish all that is expected in a more efficient manner.

This handbook has been compiled to help you better understand some of the academic and behavioral expectations for the sixth, seventh, and eighth grades. We hope you find it helpful.

# Rules/Expectations: We SOAR

Academic and behavioral expectations have been developed to create a positive learning environment. These expectations focus on safety, ownership, acceptance, and respect. They will be outlined and discussed by each teacher. The following are general guidelines:

- #1 We are safe.
- #2 We take ownership of our own behavior and learning.
- #3 We are accepting of all people.
- #4 We **r**espect ourselves, others, and their environment.

# Behavior Policy: If behavioral expectations are not met, we will follow these steps.

- 1. Redirect (a verbal warning)
- 2. Second redirect (student's behavior is recorded on behavior chart).
- 3. Third redirect (One tally after name on behavior chart means a 15-minute detention, and a communication form will be sent home to parents that must be signed and returned.
- 4. Student will be referred to the office.

Students who receive a combination of 5 or fewer late assignments or detentions in one trimester will be able to participate in a "Reward Day." There are opportunities for students to gain this privilege back through improved habits throughout the trimester.

# **Late Work Policy**

Any work that is not complete when class begins will be considered late, and the student will be given a communication form so that parents can track their child's progress and help to be sure the work gets completed. One form should not be a cause for concern, but daily forms may indicate a need for intervention. The student will be responsible for taking the form home, having it signed by a parent, and returning it to the homeroom teacher the following morning. A 15-minute detention will be given if this responsibility is not met.

The completed assignment should be turned in to the appropriate teacher by the following day. If the work is still not completed, the student will have a working lunch. This working lunch provides students the opportunity to complete the assignment over lunch and recess time.

Parents can check in on their child's progress at any time through our online grade book. If an assignment is complete, there will be a score or an Ex for excused. If there is an "M" or "L", it means that the assignment is currently missing or was late.

Parents should first speak to their child about assignments. It is possible that late assignment grades may not be entered right away since teachers may need extra time to go back and correct late work. Further questions about assignments, can be directed to the classroom teacher who will be happy to discuss them with you.

# **Detention**

Communication forms (pg 6) are sent home as our way of communicating with parents that a teacher's behavioral expectations for a given day have not been met by the student. Detention time will be served during lunch the day after the detention is received. If one lunch period is not long enough for the time accrued, the detention will continue on subsequent days.

# **Major Misconducts**

Students will be sent to the office to discuss the misconduct with the principal, and actions/consequences will be communicated to the parents. Possible consequences may include after-school detention, Saturday detention, suspension, or expulsion.

## **Cell Phone / Electronic Device Policy**

In an effort to minimize distractions and maintain a positive learning environment, we ask that cell phones and other electronic devices be turned in to the Chromebook cart each morning when students get their Chromebooks. Their phones will be safely locked up in the cart until they retrieve them at the end of the day. Then their phones should be put back into their backpacks until the students are off school grounds.

Electronic devices should still not be used in the building before school, in car line, or in bus line until they are off school property.

If a student is found in possession of an electronic device, we will follow the procedures outlined in the school handbook.

# **School Google Accounts**

**Student google accounts, including school gmail, are for school use only.** Misuse of the account will result in a detention or possibly in-school suspension.



# Saint John's Catholic School of Little Canada

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# **Communication Form**

Name	Date
Teacher	
Detention # of minutes	
Skills to work on:	
Being SafeTaking Owner	shipAccepting OthersRespect
•	est that we communicate about his/her courage respectful and responsible behavior,
Your child had the following item(s)	missing today, as indicated:
Assignment	
Test signature Assignm	ent correctionsIXL assignment
Test corrections Quiz sign	nature/corrections Book report
Math notes & problems	Phy. Ed. uniform
Your child has received detention be	cause of the following behavior:
Gum/candy	Uniform violation
running in the hall	being unprepared for learning
putting hands on another student	disruptive talk/noises
not following directions	inappropriate talking during class
out of seat at inappropriate time	misusing materials/equipment/rooms
disrespectful to someone/staff	assignment still missing
not returning previous forms	other
Return this signed Communication F morning.	Form to your homeroom teacher tomorrow
Parent signature	Date



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# **Communication Form**

Name		[	Date	
Teacher				
Your child was seen excelling at:				
Being SafeTaking Own	ership	Accepting	Others	Respect
Because it is in your child's best into academic performance as well as e am sending you this letter.				
Your child has demonstrated acad indicated:	emic exce	ellence on the f	ollowing ite	m, as
Assignment			<del></del>	
100% on test or quiz	Class Pr	resentation	Great Ir	nprovement
Work in on time all week	_ Filled ou	t planner all wee	k W	riting Skills
Collaborating with peers	_ Creative	thinking/express	sion Fo	air Play in P.E.
Your child has received recognition	ı because	of the followir	ng good bel	navior:
Helped another student		Following d	lirections	
Anticipating needs of the school		Lining up o	quietly	
Showing kindness		Asking god	od questions	
Showing preparedness		Strong lead	dership	
Being respectful to peers		Respectful	to teacher/a	dult
Return this signed Communication	Form to	your homeroor	n teacher fo	or a reward!
Parent signature			Date	

Students should expect an increased amount of homework each year that they attend school. However, by using the required organizational tools and all work time, students will accomplish all that is expected in a more efficient manner.

Grades for incomplete or late assignments may be reduced.

# **Grading Scale**

<u>PERCENTAGES</u>	<u>GRADES</u>
99-100	A+
95-98	Α
93-94	A-
91-92	B+
87-90	В
85-86	B-
83-84	C+
79-82	С
77-78	C-
75-76	D+
71-74	D
69-70	D-
0-68	F

# **Honor Roll**

A 3.67-4.33

B 2.67-3.66

Honor roll grade point averages will be calculated at the end of each trimester.

# **Vacations**

A student leaving on vacation must see that all coursework is accounted for using the following procedure:

- The parent notifies the office and the appropriate teachers of the vacation.
- The student should proactively see each teacher a few days before leaving for vacation to get assignments that will need to be completed during the absence.
- The student is responsible for checking the middle school website daily for changes in assignments.
- Once the student returns to school, he/she will have one day for each day of absence to complete all assignments, quizzes, and tests. If a long-term project is due during the absence, it can either be completed before leaving or turned in upon returning to school.
- Every effort will be made to get the correct assignments/directions to students before they leave, but please understand that the classroom is a very fluid place with many interruptions and changes, so the assignments/directions may differ from the original plan.
- It's the student's responsibility to meet with teachers and turn in all assignments after returning from vacation.

**Long-Term Assignments:** Due dates for long-term assignments such as book reports, science fair projects, or vocabulary assignments do not change due to a student's absence except in extenuating circumstances.

# **RELIGION**



**Spirit of Truth** 

**Grade 6** Sacred Scripture

**Grade 7** Living as a Disciple of Christ

**Grade 8** The Communion of the Faithful

# **Expectations**

**Classwork** – There is classwork assigned almost every day that we have class. The assignment must be completed **before** class time ends or it will become homework. During small group discussions, students will be expected to participate as well as listen respectfully while others are speaking.

Bibles – Sometimes students need to use Bibles for their work. Each classroom has a set of Bibles, so they are able to use them during study times in other rooms as well. If you would choose to have a Bible at home to use for homework, it is preferable to have <a href="The New American">The New American</a> Bible which is a recommended version. This version can also be found online at: <a href="http://www.usccb.org/bible/books-of-the-bible/index.cfm">http://www.usccb.org/bible/books-of-the-bible/index.cfm</a>. It also aids in correcting work, so that the same translation is used by all. (If it is not possible to have this version, students do have enough time during the day to finish the parts of their assignments that require Bibles.)

Assessments – Formative and summative assessments will be used to assess the students in each unit in grades 6-8. We will review the material together in class before the tests.

**Grades** – Grades will be based on participation, assignments, and assessments.

# **MATH-Mrs. Knudsen**

Assignments are given daily. Each student is expected to begin the assignment during class. It is the student's responsibility to be certain he/she understands the skills and concepts covered in class. Each student is encouraged to ask questions if he/she doesn't understand.

**Mid-Chapter Tests** are given in all math classes. Corrections are required on any problems that are incorrect.

**Tests** are given at the end of each chapter. Corrections are required.

**Work** neatly and show any work you do on assignments, quizzes, and tests. Do not use scratch paper. Keep your assignments from a chapter until after the chapter test.

**Grades** are determined by averaging assignments and test scores. Different weights are used for each grade level.

	6 <sup>th</sup>	7th	8th
Test	50	50	60
Mid-Chapter Quiz	25	30	30
Assignment	25	20	10

# **SOCIAL STUDIES-Mr. Mudek**

Grade 6 Ancient World History
Grade 7 World Geography
Grade 8 American History

# **General Social Studies Outcomes:**

Through the middle school social studies curriculum, students will:

- 1. Be able to apply social studies to life by connecting the past with the present and future.
- 2. Understand key influences which shaped the United States and world history.
- 3. Develop a chronological perspective of United States and world history.
- 4. Develop a visual sense of history by using maps, charts and graphs to process information.
- 5. Understand the concept of "point of view" by examining history through multiple perspectives.
- 6. Learn to interpret and analyze historical influences through non-textbook means, i.e. artifacts, primary sources, literature, art, music and inventions.
- 7. Understand the effects of current events on our everyday lives, and understand how they were shaped by past historical events.

# **Academic Expectations:**

In order to meet the above goals, middle school students will be required to complete assignments, participate in classroom discussions, demonstrate knowledge of facts through quizzes and tests, and complete in-class and long-term projects.

	6th	7th	8th
Tests and Quizzes	45%	45%	50%
Assignments	40%	40%	35%
Projects	15%	10%	10%
Class Participation		5%	5%

# LANGUAGE ARTS - Mrs. Leciejewski

### LITERATURE:

- stimulates thought and imagination
- carries messages about everyday life
- acquaints the reader with many literary genres
- introduces the reader to great authors
- develops a lifelong love of reading
- invites personal interaction with the written word

### **WRITING:**

- stimulates thought and imagination
- carries a concise message to the reader
- acquaints the writer with specific writing processes
- allows the writer to respond to literature and share his/her world of knowledge
- develops a lifelong love of writing
- promotes clear thinking, organization and analysis

### **ASSIGNMENTS**

- 1. Assignments are given daily and must be completed on time.
- 2. There also are other assignments given periodically that are long-term.
- 3. Daily work needs to be completed neatly and with care.
- 4. The vocabulary/spelling assignments will be due weekly and must be completed on time.
- 5. Students will be required to complete book reports on their own. Further information will be sent when assigned.
- 6. Novels will be assigned in class. Students must complete all required reading.
- 7. Research papers will be assigned in class, but may need to be worked on outside of class time. Papers must be completed on time with proper citations and bibliography.

### **GRADES**

Assignments	30%
Assessments	40%
Long-term projects	20%
Vocabulary/Spelling	10%

# STEM / Science-Mrs. Kriese-Molnar

## Classes

Grade 6 STEM / Earth Science

Grade 7 STEM / Life Science

Grade 8 STEM / Physical Science

## Homework

Typically students will have two to four short homework assignments a week.

## Labs

Lab work will be completed in groups during class. Most lab reports will be due the next day. Students will be given time in class to complete this. Students will have the opportunity to take it home to continue working if more time is needed to complete the report.

# **Projects**

Independent science projects are an opportunity for students to explore the scientific method while researching and experimenting with a topic of their choice. More information will be given in the first week of school.

# **Assessments**

- Formative assessments to check for progress will be given regularly.
- Summative Assessments will be given at the end of units.

## **Grades:**

Test and Quizzes-	30%
Assignments-	40%
Projects/Lab Reports-	20%
Daily lab work/participation-	10%

# **Wolf Ridge Environmental Learning Center**

All middle school students participate in a field trip to Wolf Ridge E.L.C. The trip is an integral part of our middle school curriculum. Our goals include building community among the middle school students, providing opportunities for personal growth and challenging students to become stewards of their environment.

## **HOMEWORK**

"Homework in every subject.

Tell me what to do first.

Which is more important?

How can I be organized when I can't even remember my schedule?"

- Taken from Love Me When I'm Most Unlovable

The Middle School Years

Many parents give too much "help" with homework and tend to become too emotionally involved in questions of whether it gets done and how well.

Homework serves not one, but two purposes. The first, and most obvious, is practice and drill in academic skills. But homework is also an exercise in accepting responsibility, postponing reinforcement, tolerating frustration, perseverance and independent accomplishment. For all those reasons, it's important that homework gets done. It's even more important that the child do it, not the parents.

Parents should be available to assist a child with homework, but their proper role is that of consultant, not participant, and a fine line divides one from the other. Crossing that line means stepping into emotional quicksand. The harder you struggle to get out, the deeper you sink. Parents who participate in the getting-done of homework not only dilute whatever academic learning was intended, but also enable the child to become dangerously dependent upon their continued presence and help where homework is concerned.

Parents can, and sometimes should, help with homework. When they do, it should only be for one of two reasons: First, because the child is "stuck" at some point, has given it his all, and legitimately needs adult guidance to get unstuck. Second, because he has finished his homework, but wants someone to check it.

Parents can give examples, clarify directions and provide support, but shouldn't actually do any of the child's homework for him. Their involvement should never last longer than fifteen minutes, this being the rare exception rather than the norm, which should be closer to five minutes.

Parents should set an upper time limit on homework. Parents and students need to work together to set a specific time as homework time. This time may vary from day to day due to other activities in the student's life. The child should be responsible for deciding when to begin, but parents should decide when to call "time". The deadline should be consistent, say 8:00 every evening, but can be temporarily suspended for special projects and when the child needs to study for major tests.

Saint John School faculty and staff believe that the student's first responsibility is to complete homework. If a student has to make a choice between sports or other extra-curricular activity (practice, game, tournament or meeting) and completing homework, it is more important for his/her academic career to make sure homework is completed.

# Middle School Teacher Email Addresses

<u>Teacher</u>	Subject(s)	E-mail Address
Karsten Knudsen	6th Grade Homeroom 6th Religion 6-8 Math 6-8 Art 6-8 Learning Strategies	kknudsen@sjolc.org
Ellie Kriese-Molnar	7th Grade Homeroom 6-8 STEM K-3 & 6-8 Media	ekriesemolnar@sjolc.org
Karen Leciejewski	8th Grade Homeroom 8th Religion 6-8 Language Arts 6-8 Learning Strategies	kleciejewski@sjolc.org
Marty Mudek	7th Religion 6-8 Social Studies 4-5 Media	mmudek@sjolc.org
Loren Egan	Pre-8th Physical Education	legan@sjolc.org
Joyce Snow	Pre-8th Spanish	jsnow@sjolc.org
Ashley Prax	Pre-8th Music	aprax@sjolc.org

### **Dress Code/Uniform Policy**

All students, PS-8, are required to wear uniforms on school days, with any exceptions announced in the newsletter or by specific permission from the principal. Administration reserves the right to interpret and enforce the Uniform Code as necessary. Uniforms must be in good condition, clean, appropriate fitting, and free from visible rips, tears or stains. Logos on uniforms should not be faded or tattered. If a student is found to be in violation of the Uniform Policy they may receive an Out of Uniform Notification. Please see Appendix E for the notification. Uniform exceptions may be made for medical reasons only, with a signed note from a physician.

The following is the list of acceptable items to be worn as part of the uniform. Anything worn not on this list will be considered non-uniform.

### Grade PS – 8 Boys

#### Pants

- Navy blue or khaki twill.
- Pants must cover boxers.
- Pants must have belt loops except PS and K.

Pants should be plain and free of obvious labels; no extra pockets, loops, zippers, flares, denims, etc. and should be worn, at the waist, in the correct size. No jogger pants.

#### Shorts

- Navy blue or khaki twill knee length dress shorts only.
- Shorts can only be worn from March through October.
- Shorts must cover boxers.
- Shorts must have belt loops except PS and K.

Shorts should be plain and free of obvious labels; no extra pockets, loops, zippers, flares, denims, etc. and should be worn at the waist in the correct size.

### **Polo Shirts**

- Navy blue or hunter green short or long sleeved polo shirt with approved Saint John School logo.
- Shirts must be tucked in, not bloused, at all times.
- No logos except the approved Saint John School logo.
- No turtlenecks.

### **Sweatshirts/Spirit Wear Apparel**

- 1/4 zip navy blue pullover with approved Saint John School logo only.
- ¼ zip navy blue pullover sweatshirt with approved Saint John School logo only.
- Saint John School Spirit Wear sweatshirts, purchased through the school approved apparel store, are allowed to be worn on school days. No tie dye apparel.
- No hooded sweatshirts on Mass days.
- Polo uniform shirts, as described above, are to be worn under sweatshirt/sweater at all times.

### Sweater Vests (optional)

• Unisex navy blue with approved Saint John School logo

## <u>Socks</u>

Navy blue, white, or black (small logos allowed)

## Shoes (PS - 8)

Shoes must be close toed, no heels and to be worn with socks.

#### Belts

• Brown, black or navy blue with a small buckle.

Grade PS – 8 Girls

### Skirts (PS-8) and Jumpers (PS-5)

- Uniform plaid only. Skirt must not be shorter than 2.5 inches above the knee.
- Skirt may not be rolled over at the waist.
- Shorts must be worn under skirts and jumpers.

#### **Pants**

- Navy blue or khaki twill pants
- No stretch pants
- Pants must have belt loops except PS and K..

Pants should be plain and free of obvious labels; no extra pockets, loops, zippers, flares, denims, etc. No jogger pants.

### Shorts

- Navy blue or khaki twill knee length dress shorts only.
- Shorts can only be worn from March through October.
- Shorts must have belt loops except PS and K.

Shorts should be plain and free of obvious labels; no extra pockets, loops, zippers, flares, denims, etc. and should be worn at the waist in the correct size

### Polo Shirts

- Navy blue or hunter green short or long sleeved polo shirt with approved Saint John School logo.
- Shirts must be tucked in, not bloused, at all times.
- No logos except the approved Saint John School logo.

### Sweatshirts/Spirit Wear Apparel

- ¼ zip navy blue pullover with approved Saint John School logo only.
- 1/4 zip navy blue pullover sweatshirt with approved Saint John School logo only.
- Saint John School Spirit Wear sweatshirts, purchased through the school approved apparel store, are allowed to be worn on school days. No tie dye apparel.
- No hooded sweatshirts on Mass days.
- Polo uniform shirts, as described above, are to be worn under sweatshirt/sweater at all times.

### **Sweater Vests (original)**

• Unisex navy blue with approved Saint John School.

#### Socks/Tights/Leggings

• Navy blue, white, or black socks. (Small logos allowed on socks.) Navy blue or black tights or ankle-length leggings only under skirts or jumpers. No cropped leggings.

### Shoes (PS - 8)

Shoes must be close toed, no heels and to be worn with socks.

### Belts (1 - 8)

• Black, brown or navy blue with a small buckle.

### The Following Applies To All Students: Grades PS – 8:

### \*\*\*Socks must be worn at all times – including out of uniform days.

### Hair/Head Covering

- Hair should be kept neat and clean and not extend below the eyebrows.
- Boy's hair length should not extend over the shirt collar, ears, or eyebrows. No ponytail.
- No spiked hair.
- No colored/dyed hair.
- No glitter in hair is allowed.
- No hats or head coverings are allowed to be worn inside the school or church buildings during the school day.

### <u>Makeup</u>

- Girls, PS-5: No makeup is allowed.
- Girls, 6-8: Use of makeup in moderation only.
- Boys, PS-8: No makeup is allowed.

### <u>Jewelry</u>

### NOTE: Teachers reserve the right to have students remove distracting jewelry.

- For the safety of all students, no jewelry is allowed during gym classes.
- Girls PS-5: May wear post earrings. These earrings may not extend below the earlobes.
- Girls 6-8: May wear post earring and small hoop earrings (less than ½ inch diameter).
- Boys, PS-8: No earrings are allowed.

### **No Uniform Passes**

- Passes may <u>not</u> be used on Mass days or other days that students are in church (i.e.: stations, rosary or reconciliation, etc.)
- Neat and clean clothes only, i.e.: no holes/rips in clothing.
- Saint John Athletic or knee length shorts only.
- No midriffs exposed at any time.
- No spaghetti strap tops. Tank tops need to have shoulder straps that are 3 fingers wide.
- Shorts and pants must cover boxers.
- Cold shoulder shirts need to have shoulder straps that are 3 fingers wide.
- Must wear socks at all times.
- No hats or head coverings are allowed to be worn inside the school or church buildings during the school day.

### Athletic Wear/Gym Clothing: Grades PS-K-1-2-3

- Need only tennis shoes that tie, zipper or Velcro.
- No open back and/or slip on styles or shoes with elevated heels for gym class.

### Athletic Wear/Gym Clothing: Grades 4 - 8

- White, black or navy socks.
- Shirts, shorts and pants should be one of the following colors: hunter green, navy, black or gray.
- No advertising/sayings/logos allowed.
- Items should be plain or approved Saint John's Athletic Wear.
- Students need tennis shoes that tie, zipper or Velcro.
- No open back and/or slip on styles or shoes with elevated heels for gym class.

## **Out of Uniform Notification**

Students are expected to be in full uniform during the school day. If the student is not able to correct the uniform violation, they will not be allowed to attend class until they are in uniform. Uniform exceptions will be made for medical reasons only, with a signed note from a physician.

# Saint John's School: Athletic & Extracurricular Eligibility

The following pertains to all forms of before- and after-school activity related to Saint John's School, including but not limited to athletics, fine arts, academic teams, etc.

We encourage our students to participate in a variety of extracurricular activities; however, in order to be eligible, students need to be in good academic standing and working to their potential. Grades will be reviewed on a regular basis to determine eligibility. If a student is declared ineligible, after a two-week period, their academic standing will be reviewed to determine if they can be reinstated or if they remain ineligible.

# SAINT JOHN'S SCHOOL STUDENT ATHLETE ACADEMIC AGREEMENT

In order to strive for academic excellence, we require that all students who participate in athletics maintain a "C" average.

Each student must maintain a G.P.A. of 1.67 or higher. The G.P.A. is calculated at the end of each marking period, which is approximately 6 weeks long.

If the G.P.A is below a 1.67 with one or more "F's," the student will be immediately ineligible to participate in any athletic practice or game until the next report is issued and the 1.67 goal is met.

If a student has a G.P.A. that is below a 1.67 and does not have any "F's," the student will be placed on academic probation. Academic probation will be an agreement (between the student, the homeroom teacher and parent) of goals that the student will attain by the time designated in the agreement.

The student may continue to participate in athletics until the agreed upon date in the academic probation agreement. If the agreed upon goals have been met, the student may continue to participate. If the agreed upon goals have not been met, participation will cease until the next report card is issued and the 1.67 goal is met.

- School rules inside and outside of the classroom must be followed.
- Conduct that does not meet the standards of Saint John School before, during and after an athletic event will be cause for dismissal from the team.
- Participants will follow all rules established by the coaches.
- Participants will follow all rules established by the C.A.A., as well as rules that govern the use of tobacco, alcohol and drugs. Good sportsmanship is to be shown by all the Saint John's team members and fans.

<u>Please note</u>: A student must be in school for at least 1/2 of the school day in order to participate in a game or a practice that same day.

# **Middle School Information Agreement**

(Parent signature necessary)

## Please Note:

I have read the Middle School Handbook and understand the expectations of Saint John's Students. I realize that any questions that I have should be discussed with the appropriate teacher(s). Please sign and initial below as stated and return this form by <u>Friday, September 5, 2025.</u>

We look forward to a great ye The Middle School Teaching		
I have read the handbook:		
Parent Signature		Date
Student Signature		 Date
have only one week to fix ha understand that students sh	t Gmail account is for school use or ir that doesn't comply with the unit ould not be on personal electronic of ol grounds during the school day.	form guidelines; I
parent initials	student initials	