

St. Brendan Catholic Elementary School

2018-2019

Middle School Procedures



Arrival

- ❖ Upon arrival, students are to report directly to the plaza. Each homeroom teacher will pick up his or her class at 7:45 A.M.
- ❖ Any student not in homeroom by 7:55 A.M. will be marked tardy. All Tardies must report to homeroom teacher prior to attending their 1st Period Class.

Dismissal

- ❖ 6th-8th grade will have three options for dismissal: **driveway, bus, or Afterschool.**
- ❖ Middle school dismissal will be at 3:10 P.M. Students not picked up by 3:30 P.M. will be taken to Afterschool.
- ❖ Parents, please make sure to not arrive in driveway before 3:10 P.M.
- ❖ Students will not be dismissed from the school office, unless approved by administration in advance.
- ❖ 7B, 7C, 8A, 8B, and 8C will be on the school side (left) of driveway.
- ❖ 6A, 6B, 6C, 7A, and will be on the "casita" side (right) of driveway.
- ❖ If there is any change in your child's dismissal routine or if they will be going home with a friend, please send a signed note or email to his or her homeroom teacher.
- ❖ Students are not allowed to leave early without a note being sent to the office in the morning.

Mass and Special Event Uniform:

- ❖ Students are to wear "mass day" uniform on Mass Days (First Friday and Third Wednesday of the Month), Holy Days of Obligation, or on Special Event Days (award ceremonies, elocution, etc).
Girls: Plaid skort, blouse and blue cardigan vest.
Boys: Navy pants, shirt, blue vest, and tie

Lunch Schedule:

- ❖ Lunch is from 12:35pm to 1:10pm. Please have a healthy breakfast.

Uniforms

<p>6th- 8th Grade</p> <ul style="list-style-type: none"> ● Plaid Skort (Mandated for Church) ● White Button Down embroidered shirt, short or long sleeve ● Blue Vest EVERYDAY ● Navy pants with SBE embroidery 	<p>6th-8th Grade</p> <ul style="list-style-type: none"> ● Short/Long sleeve oxford shirt in light blue striped or white with embroidery ● Blue Vest EVERYDAY ● Navy pants with SBE embroidery ● SBE Tie (Mandated for Church)
<p>All Students / All Grades Winter Options</p>	
<ul style="list-style-type: none"> ● Navy Full Zip Jacket with embroidery ● ¼ Zip Dri-Fit Jacket with embroidery ● Navy SBE Applique Crewneck Sweater ● Fleece Navy with embroidery ● Navy Cardigan with embroidery ● Navy Open-bottom sweatpant with SBE logo 	
<p>P.E. Uniform for Boys and Girls</p>	
<ul style="list-style-type: none"> ● Navy Mesh Short with logo ● P.E. T-shirt with logo – navy, red or white ● Sneakers ONLY- NO CONVERSE STYLED SHOES/ NO HIGH TOPS ● White SBE logo socks 	
<p>Shoes & Socks</p>	
<p><u>Girls</u></p>	<p><u>Boys</u></p>
<ul style="list-style-type: none"> ● White/Navy Blue SBE socks with logo ● Black Penny loafers 	<ul style="list-style-type: none"> ● White/Navy Blue SBE socks with logo ● Black Penny loafers

HAIR STYLE & JEWELRY

BOYS: Hair must be neatly styled and cut above the eyebrows and collar. No irregular multi-layered or fad haircuts such as script haircuts will be permitted. Only traditional or crew cut/business style haircuts are allowed- **SCALP CANNOT BE VISIBLE**. Hair must be trimmed neatly and evenly in a simple style. Facial hair is not allowed and the students are expected to be clean-shaven and well groomed. The school holds the right to send a student home for the infraction. Earrings are not allowed.

GIRLS: Hair must be neatly styled. Excessive jewelry and hair adornments are not allowed. No fad haircuts are permitted. Absolutely no hair dyes or extensions of any type will be permitted.

Small braids (Caribbean style) either in the front, side or within the hair are not permitted upon return from vacation. Students who disregard the hairstyle code will be sent to the office and the parent(s) will be called. In the case of an out of standard hairdo, the parent(s) has the choice of correcting it and bringing the student back to school the same day.

Girls may wear a single pair of stud earrings only. Dangling, hoop or double loop, or fad earrings are not permitted. **No double ear piercing.**

Students may wear a watch-**(NO SMART WATCHES)** and a necklace with a religious medal or crucifix. **ONLY ONE BRACELET** is allowed to be worn.

Colored Nail Polish is not permitted in any grade level.

If a student disregards the standards of dress, grooming or hygiene, the parents will be contacted and the student may be sent home.

Book bags

Students will be allowed to bring a book bag of their choice AS LONG AS there is no offensive writing, symbolism, or inappropriate material.

Any book bag or textbook with inappropriate tagging (writing) on it will not be allowed. Student will be asked to purchase a new one.

Academics

The Archdiocese of Miami grading scale policy for the 2018-2019 school year will be as follows:

- 100-90= A
- 89-80= B
- 79-70= C
- 69-60= D
- 59 and below= F
- Grading categories will be based on Summative Assessments (40%), Classroom Activities (35%), and Project Based Learning(25%)

Absences:

It is the responsibility of the Middle School student to make arrangements to make up test when the student returns. If by the end of the quarter the student has not made up the missed work or test the student will receive a grade of a zero for the missed work or exams.

Tardies:

A student is considered “tardy” once the bell rings and morning prayers are said over the P.A. If tardy, the student must report to the school office to pick up a late pass. Tardiness tends to be detrimental in the development of good habits. It is imperative that once the student has received their Tardy Pass from the office, that they first report to their Homeroom Teacher prior to heading over to the current period of the day.

Students will be considered present when their arrival is prior to 11:30 a.m. Arrival of a student after 11:30 a.m. will give them a status of absent. If a student leaves before 11:30 a.m., he/she will be considered absent. No student will be released from the school office after 2:30pm.

Communication with parents

- ❖ The best way to communicate with the Middle School Teachers is through email. You can find each of their email addresses on the school website.
- ❖ Please make sure to have a valid email address linked to your child’s edline account so that you are well aware of your child’s grades on a weekly basis.

iPads

- a. In addition to the Archdiocese of Miami (“ADOM”), St. Brendan Elementary has its own iPad Acceptable Use Policy. In case of a contradiction with ADOM policy, the ADOM policy takes precedent.
- b. St. Brendan Elementary reserves the right to confiscate and search a student’s iPad to ensure compliance with the Acceptable Use Policy.
- c. Students in violation of the Acceptable Use Policy are subject to disciplinary actions at the school administration’s discretion.
- d. In the event of confiscation, completion of all classwork and homework remains the responsibility of the student
- e. St. Brendan Elementary is not responsible for the financial loss of any personal files or applications that are deleted
- f. **Students are required to have their iPads in their bookbags when traveling from class to class. If they do not, it will result in a Detention.**
- g. The iPad is required to be at school every day, fully charged. Students must charge their iPads at home.
- h. If an iPad is left at home or is not charged, the student remains responsible for completing all classwork and homework. Repeat offenses will result in disciplinary action
- i. The whereabouts of the iPad should be known at all times. It is the student’s responsibility to keep their iPad safe and secure.
- j. If an iPad is lost, stolen, or damaged, Mr. Lopez must be notified immediately
- k. All iPads are subject to routine monitoring by teachers, administrators and the technology staff. All wireless traffic will be routinely monitored as well. If the Acceptable Use Policy is violated, disciplinary action will result and the iPad may be remotely locked down, wiped, and/or confiscated.
- l. Prohibited uses include, but are not limited to: accessing inappropriate materials, illegal activities, malicious use/vandalism, recording or taking pictures with the iPad
- m. If a student is found to not be on the page that he/she is supposed to be on during class, the student will receive disciplinary action at the discretion of the teacher

Homework

- ❖ Teachers can give written or reading homework any day of the week.
- ❖ With respect to math, all students must show his or her work for ALL math problems. If a student does NOT show his or her work, 10 points will be deducted from the assignment.
- ❖ Lost or forgotten homework is not an acceptable excuse.
- ❖

Test/Quizzes

- ❖ Students will have weekly assessments in the various subject areas.
- ❖ Middle school Test/Quiz Schedule:
 - Tuesday-Religion
 - Wednesday-English and Science
 - Friday-Math, Social Studies, and Literature
- ❖ Pop quizzes can be administered at any time by any teacher.

Supplies & Materials

- ❖ Students are expected and required to have all materials needed for each class every day; including iPad, notebooks, text books, and/or other.
- ❖ Students will be allowed to access his or her locker in the morning, at lunch time, and in the afternoon before dismissal.
- ❖ Students will not be allowed to return to his or her locker/homeroom to retrieve any forgotten items.
- ❖ Students are not allowed to have lunch brought to them from an outside food establishment.
- ❖ Students will not be excused from class to retrieve items forgotten at home and left in the school office.

Discipline

- ❖ Any combination of (3) uniform infractions or conduct referrals will result in a Saturday Detention.
- ❖ Students are to remain quiet in the hallways when switching classes.
- ❖ Students are responsible for picking up and maintaining a clean area after they have finished their lunch.
- ❖ CELL PHONES, SMART WATCHES, AIR PODS, HEADPHONES are not allowed in school at any time.
- ❖ If a student is found to have a cell phone on during school hours, the phone will be confiscated and given to the Principal. Parents may retrieve the cell phone at the Principal's discretion.
- ❖ Any student found chewing gum will immediately receive a conduct referral.
- ❖ THERE IS ZERO TOLERANCE FOR BULLYING AT ST. BRENDAN ELEMENTARY SCHOOL

Academic Probation

- ❖ We recognize that each student has their individual strengths. Our expectations are that each student successfully completes the requirements in all subject areas. If a student is not working to the best of his/her ability and improvement is not forthcoming, the following procedures will take place:
 1. An academic review of all students' progress will take place at the end of the First Quarter. Any student with a 65% average or below in two or more subjects will be subject to an Initial Academic Progress Meeting
 2. The Initial Academic Progress Meeting will take place between the student, his/her parents/legal guardians, the teachers of the subject areas of concern, the Assistant Principal and the Principal

3. The student and his/her parents will be subject to an Academic Probation Contract, the terms of which are subject to the discretion of the Assistant Principal and Principal
4. During the meeting an Academic Improvement Plan will be implemented for the student.
5. An academic review of the student's progress will be conducted at the end of the Second Quarter. If the student continues to have a 70% or below average in two or more subject areas, the student and his/her parents will be subject to a Second Academic Progress Meeting.
6. At the Second Academic Progress Meeting, the terms of the Academic Probation Contract will be reviewed and may be altered at the discretion of the Assistant Principal and Principal
7. If academic improvement is not shown after the Second Academic Progress Meeting, further action may be taken at the discretion of the Assistant Principal or Principal including but not limited to the recommendation of another school setting

[Please refer to the Student Manual for further school regulations and policies.](#)

We are all looking forward to a wonderful school year. We are here for you and for your child. Please email us, and we will answer any questions or concerns that you may have. Through open channels of communication we will have a successful year.

God bless you and keep you,

Middle School Teachers

St. Brendan Catholic Elementary School

Acknowledgement Form

Please print, sign, and return to homeroom teacher by August 25, 2018

I have read the overview of Middle School policies, and will read the Student Manual for further explanation of school policies, rules, and procedures.

Print Student's Name

Homeroom Teacher/ Grade

Student Signature

Parent Signature