

STUDENT INFORMATION

IHM - ST. CASIMIR MIDDLE SCHOOL

Dear Middle School Student and Parents:

Our school philosophy spells out clearly our dedication to a distinctively Catholic Christian educational environment which respects each student as a uniquely created individual.

At the middle school level the spiritual dimension begins to have a greater ownership by the student along with all aspects of their person. With this in mind, we challenge the students in a supportive way, emphasizing individual attention and providing a dimension of religious experience as it relates to their development.

The diversity of physical and social growth demands that we provide a well-rounded educational program. In addition to a strong religious and academic curriculum, this program also includes physical education, fine arts options, technology, and access to other activities (sports, activity nights, etc.). As students test values, beliefs, rules, and procedures, they can be guided toward an integrated behavioral pattern over which they have control.

We believe that the keys to our success will be our own spiritual strength as a staff, our sense of humor, and our understanding that with middle school students there are few constants. Mutual support between staff and parents who are lovingly consistent and prayerful will make the qualitative difference.

We have written the handbook to make clear the expectations of our program and to give you a guide, as student and parent, as to what is expected of you.

We minister in the name of Jesus.

Sincerely,

IHM-St. Casimir Middle School Administration, Faculty, and Support Staff

MISSION STATEMENT

IHM-St. Casimir Catholic School challenges students to discover God=s gifts spiritually, intellectually, socially and physically within a community that nurtures, honors and respects the unique person.

MIDDLE SCHOOL STAFF

Mrs. Angela Johnston, Principal

Mrs. Nancy Murphy, 6th Grade Homeroom, language arts, social studies

Ms. Renee Hornby, 7th/8th Grade Homeroom, math, science and social studies

Mrs. Mary Margaret Utess, religion

ADDITIONAL STAFF

Administrative Assistant

Secretary

Lunch Program

IHM Pastor

St. Casimir Pastor

Maintenance/Janitorial

Mrs. Mary Margaret Utess

Mrs. Chris Wilcox

Mrs. Shelly Brown

Fr. John Byers

Fr. Bill Lugger

Mr. Jim Schadler

SCHOOL HOURS

7:35	Students enter building
7:40	Tardy if not in homeroom - prayer begins
7:55	First class begins
11:45-12:05	Recess - All grades
12:05-12:20	Lunch - All grades
2:42	Closing prayer
2:45	Students dismissed

Half-day dismissal will be at 12:00.

Students are expected to be picked up by 3:00 p.m. Students are not to be unsupervised in the school after this time. After school child care is available at the IHM site. If a student needs to stay late parents must make arrangements for supervision before the day supervision is needed.

STUDENT - TEACHER - PARENT RELATIONSHIPS

Mutual respect and concern among teachers, students and parents should always exist. There will be times when specific concerns need to be discussed, and the teacher, student, or parent may initiate such a discussion at an appropriate time and in an appropriate place. Teachers will return phone calls and e-mails within 24 hours. Teacher communication is vital if 3's in effort or conduct are pending.

GRADES, CONDUCT, AND EFFORT

Academic Achievement:

A+	100-99	B+	91-90	C+	81-80	D+	71-70	F	61 & below
A	98-94	B	89-84	C	79-74	D	69-64		
A-	93-92	B-	83-82	C-	73-72	D-	63-62		

Effort and Conduct:

1 = Above Average

2 = Satisfactory

3 = Needs Improvement

Effort -

1. All assignments are completed on time with accuracy and thoughtfulness.
2. Most assignments are completed on time and no assignment is more than one day late.
3. Assignments are frequently late or carelessly completed and student has zeroes for missing assignments.

Conduct -

1. Student demonstrates initiative and participation most often. S/he is cooperative, pleasant, well-behaved, relates positively toward peers and teachers.
2. Student is considerate, but occasionally bothers others and, though generally well-behaved, may receive some warnings about behaviors.
3. Student is frequently uncooperative and/or apathetic. S/he is frequently disruptive and inattentive.

It is our intention that any student who completes **all** assignments and corrects **all** failed work on time will **not** receive a failing grade on his/her report card. Students who earn a failing grade on assessed work (i.e. test, assignment, project) will have the opportunity, within a specified time frame, to correct their work accurately to achieve a grade of 72%. The specified time frame will be determined by the individual teacher and indicated in the student planner.

HONOR ROLL

Quarterly honor roll will be determined by these criteria:

High Honors: Any student who maintains a 92% average, with at least an 82% in the six major subjects (religion, science, mathematics, English, literature, and social studies) and a 1 or 2 in conduct and effort in all subjects including physical education, music, electives, and homeroom.

Honors: Any student who maintains an 82% average and a 1 or 2 in conduct and effort in all classes including physical education, music, electives, and homeroom.

HONORS BANQUET

All students will be invited to a spring banquet at which eligible students they will be honored for their consistent achievement in the area of academic honors, Christian living, and sportsmanship. THE ACADEMIC CUT-OFF DATE FOR THE ELIGIBILITY OF AWARDS IS THE 4TH QUARTER PROGRESS NOTE. However, students are expected to maintain grades and behaviors throughout the remainder of the school year.

- High Honors:** Any student who maintains High Honors status all four quarters will receive a special certificate and a trophy.
- Honors:** Any student who achieves honors for all four quarters, or a combination of High Honors and Honors for four quarters will receive a special certificate and a medal.
- Honorable Mention:** Any student who maintains Honors status during three quarters, or a combination of High Honors and Honors for three quarters will receive a special certificate of merit.

Additionally, other awards are presented at the Honors Banquet:

- Light of the World:** This award is given to a student in each grade of the middle school who demonstrates, on a consistent basis, the Christ-like qualities of initiative, respect, responsibility, and cooperation in the school environment and all school activities. These students reflect the words from Matthew=s gospel - AYou are the light of the world...your light must shine before all so that they may see goodness in your acts and give praise to your heavenly Father@. Students will be considered quarterly with a final decision made in May.
- Most Improved Student:** This award is given to the student who gives evidence throughout the middle school years of greatest growth in good study habits, continuous effort in academic work, and perseverance in completing the tasks begun. A special certificate and trophy will be given to this 8th grade student.
- Dora Rojas Memorial Physical Education Merit Award:** This memorial award is presented at the request of the Rojas Family in honor of their daughter, Dora. The award includes a medallion and special certificate to be given to the recipient selected from the entire middle school enrollment and their name is added to the plaque which hangs in the school building. The criteria to determine selection: **1)** a high degree of excellence and leadership in cooperation with classmates and instructor while learning and performing activities; **2)** a willingness to lend a Ahelping hand@ and enthusiastic participation in all activities; and **3)** compliance with all school rules and regulations. Students will be considered quarterly

with a final decision made in May.

Eagle Award:

After the passing of Mark Pearson, a dedicated coach, athletic director, member of the community and friend, the St. Casimir Athletic Association created the Eagle Award in his memory. This award will be presented annually to one 8th grade student who has shown dedication to the athletic program for the three years he or she attended school at IHM-St. Casimir Middle School. Furthermore, this student will have exemplified the qualities of good sportsmanship, heart and teamwork and is an example to others of the well-rounded athlete this program strives to produce. The athlete's name will be added to the Eagle Award plaque that will hang in the school office in recognition of the generous contribution these students have made to the school, the athletic program and the overall community IHM-St. Casimir.

St. Maria Goretti Catholic Youth Award:

This award is given to an 8th grade student who demonstrates consistent faith, leadership, character, compassion and/or service during his/her middle school years. A \$500 scholarship to Lansing Catholic High School accompanies the St. Maria Goretti Award. The scholarship is renewable for each year that the student attends Lansing Catholic and remains in good standing academically.

PROGRESS NOTES

Parents are notified of student progress through the use of Edline. Dates of mid-quarter progress grades will be publicized. Report cards will be issued at the end of each quarter (4 times per year). Parent-teacher conferences are held formally twice a year.

Parents or teachers may set up interim conferences as the situation warrants. These are arranged by appointment, at mutually agreed times.

Parents are always welcome, by appointment, to visit any class.

HOMEWORK

Homework is an important part of the academic process. It may consist of additional practice for reinforcement, completing assignments not finished in class, reviewing concepts previously presented, and preparing reports or projects. A reasonable amount of study time would average 45 minutes to 1 2 hours per night.

Students will be prepared for class with all homework assignments in class by the due date. Students who turn homework in a day late will receive a maximum grade of 72%. (The late homework will be noted in the planner for the parent.) Homework returned two days late will result in a permanent grade of 0%, and will be noted in the planner. These 0's may not be made up. It is expected that all homework will be turned in. It is the student=s responsibility to make sure that all work is in on time.

Assignments should be appropriate to the individual student, who should be able to complete the work independently. ***STUDENT PLANNERS ARE REQUIRED OF ALL STUDENTS, EVERY DAY, IN EVERY CLASS.*** Planners are a student tool, and students are required to write their concept and assignments in their planner in every class. Student planners are ONE form of communication between parents, students and teachers and should be check on a daily basis.

Our Expectations of Parents:

- \$ Support the idea that homework is important
- \$ Provide a reasonable amount of time for studying or reading every night
- \$ Provide an atmosphere for study
- \$ Provide support and assistance
- \$ Give child guidance in studies and study habits.
- \$ Discuss and sign tests or other communications that come home
- \$ Discuss and sign the planner daily

Our Expectations of Teachers:

- \$ Include a variety of activities
- \$ Provide practice for reinforcement of concepts covered in class
- \$ Provide students with clear information and expectations regarding assignments
- \$ Provide parents and students with a written copy of expectations and deadlines for projects.
- \$ Check student planners daily and write notes to parents when needed

Our Expectations of Students:

- \$ Record all assignments in planner
- \$ Budget time between homework and other activities
- \$ Recognize homework assignments as part of school time
- \$ Ask for clarification of assignment if necessary
- \$ Complete assignments on time
- \$ Make up all assignments by next day and correct all completed work to a 62% by stated deadline
- \$ Review, study and/or read when there is no specific, written assignment
- \$

Expectations for Absent Students:

Students who are absent will be required to turn in all homework within two days of their return. In case of an extended absence, arrangements must be made with individual teachers by the student and/or parent within these two days. Long-term or routine assignments or tests announced prior to the absence do not receive an extended due date.

Vacation/Weekend Homework:

Homework will not be assigned over Christmas or spring break. Weekend homework will not exceed a weekday amount. If the weekend falls within a long-term project, however, weekend time could be used to balance the work load.

Special Homework Requests:

Teachers will do their best to prepare assignments in advance for family vacations taken outside of the regularly scheduled vacation times, although there are times academics fluctuate, resulting in make-up work upon return to school.

Attendance Statement

Classroom attendance and participation is a key component of the educational process. Excessive absences and tardies disrupt this process.

In some instances, there is a certified medical reason for extended absences. In that case, parents must be in contact with the teacher and must supervise home study to insure progress in their child's education.

Excessive absence must be reported to the office of truancy.

STUDENT CONDUCT CODE

In this distinctly Catholic Christian educational environment, we believe that students must develop responsibility and self-control of their own behavior. Recognizing that conflicts are a part of everyone=s life, our purpose is to help students resolve their own conflicts in a responsible and constructive manner. It is our responsibility to ensure that students clearly understand our rules, expectations and responsibilities.

Following is a list of rules that are important, **but it is not a list that includes every possible action that might violate the rights of others**. A student may experience consequences for behaviors not specifically listed if they have failed to respect the rights of another. If a student=s misbehavior or lack of responsibility becomes chronic, an individual plan devised with input from parents, teachers and the student will be created.

The school conduct code is in effect in the school building, on school grounds before and after school, to and from school, on buses, and at any school-sponsored activity.

SCHOOL EXPECTATIONS

Our school expectations are based upon the premises that all students will give their best effort in:

- Respect -** Students will respect themselves, all adults and other students. They will respect the property of the school, their own property, and the property of others. Your actions, dress and possessions should not cause a problem for anyone else.
- Preparedness -** Students will be prepared for all classes and other school business.
- Punctuality -** Students will arrive on time for all classes and other activities throughout the school day.

If your actions, dress, or possessions cause a problem for anyone else, you will be asked to solve that problem.

IHM-ST.CASIMIR MIDDLE SCHOOL STAFF CORE BELIEFS

The following list of core beliefs outlines the professional actions and attitudes of all staff members in this school.

1. Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
2. Students will be guided and expected to solve their problems, or the ones they create, without creating problems for anyone else.
3. Students will be given opportunities to make decisions and live with the consequences, be they good or bad.
4. Misbehavior will be handled with natural or logical consequences instead of punishment, whenever possible.
5. Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on school or staff.
6. School problems will be handled by school personnel. Criminal activity will be referred to the proper authorities.

INDIVIDUAL CLASSROOM RULES

1. Treat your teacher with the same respect he/she treats you.
2. Your actions should not cause a problem for anyone else.
3. If you cause a problem, you will be asked to solve it.
4. If you cannot solve the problem, or choose not to, the teacher or staff person will do something. What the teacher does will depend upon the situation and the person involved.
5. If the teacher does something that appears to be unfair, whisper to me, I'm not sure that's fair, and we will talk about it.

EXPECTATIONS

1. Students will be in their homeroom at their place and ready for prayer at 7:40.
2. Students will be in class or other destination three minutes after their previous class ends.
3. Students will be considerate and respectful in class. Students will not be disruptive.
4. Students will come to school in dress code and remain in dress code throughout the day. This includes appropriate clothing for physical education.
5. Students will be prepared for class with text books, paper, writing material, notebooks and/or any other material requested by the teacher.
6. Students will come to every class with their student planner.
7. Students will be prepared for class with all homework assignments in class by the due date.
8. All textbooks will be covered at all times.
9. Students will use classroom passes any time outside of class changes.
10. Only one student at a time may take a pass to use the restroom/drinking fountain. Students must sign out to use the restroom at any time during the school day including lunch and recess.
11. Students will be responsible for returning communication sent home for parental signature. This includes, but is not limited to, family envelopes, report cards, progress notes, tests, and other communication tools, both school-wide letters as well as individual notes.
12. Students will not be in possession of any electronic equipment including games, cell phones, music players, etc. A teacher may grant permission for a specific occasion. Students who carry cell phones to school must check them in to the office as soon as they arrive at school. If students are found to be in possession of such equipment, it will be confiscated and a parent will be required to retrieve it.
13. Students will consume food only in the lunchroom, unless a teacher grants permission for a specific occasion.
14. Students will be respectful during Mass and all church services and are expected to participate.
15. Students will treat all others with respect, both physically and verbally. Verbal or physical exchanges, including fighting, shoving, verbal abuse or sexual harassment will not be tolerated. Students are expected to keep their hands and feet away from other students.
16. Swearing or cursing is not allowed, either verbally or in writing.

17. Students will respect the property of self and others. Stealing or the destruction or defacing of any property is not allowed.
18. Students will complete all their own work. Using others tests or assignment answers as if they are their own is considered cheating. Consequences apply also to any student supplying answers to another.
19. Students will obtain parental signatures as needed. Forgery, using or writing the name of another on any form in order to falsify information, is not allowed.
20. Weapons of any kind, including Swiss Army - style pocket knives are prohibited. State law requires immediate expulsion for 180 days. A phone call to parents will be made immediately to arrange a conference.
21. Use of alcohol, tobacco, or other illegal substances is prohibited. An immediate phone call will be made to the parents to arrange a conference.

LUNCH PROCEDURES

1. Students will enter the lunch room, five at a time, through the entrance door to the lunchroom.
2. Students with cold lunches enter the room first. If they are getting milk and/or juice, they will proceed immediately to the front of the room to obtain their beverage. Students should make sure that the adult in charge checks off their name.
3. Students getting hot lunch are to remain in line as they proceed to the food line. Students need to proceed through the line and not leave the line until the end. Students are not to begin eating in the line; they are to wait until they are seated at their own seat.
4. Students who forget their lunches should be at the end of the line. When everyone who has ordered, paid for, and received their lunches, then the student can request an IOU or a peanut butter and jelly sandwich. No student may accrue more than one IOU.
5. Students are to follow all school rules. Adults are to be treated respectfully. All food, including beverages, candy and breath mints, are to be consumed in the lunch room only.
6. No student is to leave the lunch room without permission from the adult supervisor. Each student must obtain a pass from the adult supervisor to use the rest room. Teachers will provide the names of students to the adult supervisor if any students are returning to a classroom after lunch.
7. Each student is responsible for the cleanliness of the table and the floor area around them. Each student is to stack his/her Styrofoam tray for recycling, place any pop cans on the cart and spork in the container provided. Students should check the floor around them for any large scraps which will be picked up and taken to the trash container.
8. Students will be dismissed by table when an adult has inspected the area and the table for cleanliness.
9. Students who are not kitchen workers for the day are not to be in the kitchen at any time.

RECESS PROCEDURES

1. Students are not to go outside or into the gym without an adult present. Students are to wait at the door until the adult is present.
2. If recess is outside, students are to remain in the parking lot, avoid sidewalks, driveways, the alleyway, the fences of adjoining homes, all dogs and other animals, and the areas behind the dumpsters. Students are to refrain from pulling on trees, etc.
3. If a ball leaves the parking lot, a student is required to request permission from an adult before the ball is retrieved.
4. A pass, obtainable from an adult, is needed to use the restroom. Students are encouraged to use the restroom during recess so as not to miss class. A student will not visit his/her locker for any reason.
5. No food or beverage is to be chewed or consumed during recess.

LOCKERS AND PERSONAL PROPERTY

Students are assigned a locker. Each student is required to purchase a combination lock from the school and is not allowed to attach any other lock. Students are to keep their lockers locked at all times. Students must keep their locker combinations secret for security reasons. The office has records of locker assignments.

Lockers are the property of the school. Nothing may be attached to the outside of the lockers at any time. Decorations and materials inside must be appropriate for display in a Catholic school and may be attached only with magnets so as to not damage the paint surface of the locker in any way.

All students are reminded that other students' property and belongings are not to be disturbed or touched. Students are not to leave any books, purses, book bags, etc. unattended anywhere in school except in their assigned, locked locker (or classroom closet as designated by the homeroom teacher). The school is not responsible for any lost or stolen items left unattended.

Lockers may have to be searched occasionally by school personnel. Students should be notified and present if their locker is searched for due cause, and at least two school personnel will be present during the search.

If any property is confiscated, either from a student or his/her locker, the property is still assumed to be the property of the student, unless the item in question is alleged to be stolen or illegal. The property may be held for a period of time and later returned to the student. In some circumstances a parent will be required to retrieve the item(s).

CHURCH/MASS BEHAVIOR

As a Catholic Christian community, students attend and participate at Mass and other prayer services. Out of respect for God's Presence, and the worship by others, students are expected to be aware of his/her responsibilities while participating in the liturgy. No shorts, capris, etc. for Mass. No gum, no bottled water for Mass/Church. Shirts must be tucked in.

SEXUAL HARASSMENT

Sexual harassment is behavior that creates an offensive, hostile or threatening work, educational or social environment. These can include but are not limited to (sexual) verbal abuse, jokes, verbal commentary, leering and touching.

The school's enforcement of rules pertaining to keeping one's hands and feet away from other students and using only kind and respectful words to others will prohibit behaviors, physical or verbal, which could be interpreted as sexual harassment.

TEXTBOOKS

The cost of textbooks for grades 6-7-8 averages \$40-\$60 per book. Therefore, each student is responsible for approximately \$200 worth of textbooks. Textbooks are issued to the student on a loan basis for the year. A form stating the initial book description will be given to each student at the beginning of each school year. Parents are requested to review this form with their child before signing and returning it to the school. For any books not returned at the end of the year in the same condition, a damage charge will be assessed. This assessment will be paid before the student is permitted to participate in any final activities.

Textbooks are to be stored on the top shelf of the locker. Book covers are to be placed on all books in a student's possession immediately upon receiving the book. This protects the book while in use and saves the student from being charged for any damage. The use of Con-Tact paper or any other type of adhesive book cover is prohibited. No tape should be applied to secure the book cover to the book.

FUND-RAISING

Grades 6-7-8 participate in a walk-a-thon to benefit the Mary Goeddeke Education Fund. Students are asked to solicit pledges and participate in the walk. A basketball game is held in March at the middle school to benefit the fund as well.

PHONE CALLS

Students are not to use any telephone during school hours without permission from a teacher. Students are responsible to come to school prepared with all of their supplies for the day, including lunch. Therefore, students are not permitted to call home for forgotten items.

PROBLEM SOLVING PROCEDURES

If a social, academic, or any related problem/concern develops regarding a student, the parent has recourse to the following procedure:

1. Contact the teacher in question - a conference between parent-student-teacher will very often lead to a satisfactory solution to the problem.
2. Make an appointment with the school's administrative assistant - if, after a conference with the teacher, the problem has not been resolved.
3. Make an appointment with the school principal if the matter has need for further action.
4. Any parent has the right to use the Diocese of Lansing Grievance Procedure if he/she feels that a satisfactory resolution to a school problem has not occurred after steps 1-3 have been taken.

A REMINDER TO ALL PARENTS: Communication between parents and teachers is of utmost importance to positively resolve problems/concerns. Effective communication tools include Edline grade postings, students planners, email and phone calls. The staff are all here to serve you and your children. We will work cooperatively with you to resolve any concerns you may have.

