



ST. MATTHEW CATHOLIC SCHOOL

5735 - 58 Street
Rocky Mountain House, Alberta T4T 1S2
Phone: 403-845-2836
Fax: 403-845-4725
www.stmatthewcatholic.ca

MIDDLE SCHOOL POLICY AND EXPECTATIONS

CLASSWORK POLICY

Students are responsible for:

1. Completing assignments for their classes on time within the class time provided. If requiring additional time, students will be expected to complete the work on their own time for the next class period. This helps students develop positive study skills and habits that will serve well throughout life. It will encourage them to use their time wisely.
2. Ensuring that he/she clearly understands the assignment and asks for clarification or assistance from the teacher.
3. Recording assignments on their agenda/planner and utilizing the middle school homework calendar on our school's web page.

If work is incomplete, the following steps will be taken until it has been completed:

1. The teacher may provide homework support at lunch hour
2. The teacher will communicate with parents through powerschool, email, phone calls or possible meetings face-to-face.
3. After 3 incomplete assignments students will be referred to Administration
4. Repeated and numerous referrals may result in the removal of exploratory and/or various school-based activities, being assigned to a learning strategies class, and/or suspension.

REWRITES

All students are entitled to rewrite a quiz, test/exam, or to redo a major project within the same term as the initial assessment took place. However, before the student may do the rewrite, they must either correct their mistakes on an earlier assignment related to the quiz, test, etc. **OR** do a new assignment on the same topic. It is the teacher's choice to pick either having corrections done or a new assignment completed. As well, the teacher will determine the day of the rewrite.

ABSENCES

Please inform the office and the teachers of any absences ahead of time so homework can be prepared for the student.

AGENDAS

Students will be encouraged to use the agenda as a way of organization and as a means to record homework etc.

WASHROOMS

Students will be encouraged to use the washroom at break time and lunchtime.

MICROWAVES

Due to the Occupational Health & Safety legislation, microwaves are no longer permitted in classrooms. Please ensure packed lunches do not require a microwave.

WATER BOTTLES/SNACKS

Students will be permitted to have water bottles in class. Students are encouraged to bring healthy snacks and only eat at breaks.

DRESS CODE

Students are asked to follow the Dress Code as outlined in the student agendas. For example, any shirts with straps should be at least two fingers in width, appropriate length of shorts, etc. Students will be asked by staff to change; if a student does not have something to change into they will be asked to call home or be given something from the school to change into. We ask that hats/hoods be off when in the school.

RECYCLING

Students are asked to use the provided bins for cans and bottles. Please respect the cleanliness of the bins and empty the items completely. Students who do not abide by this request will be asked to help clean those bins.

SHUTTLE BUSESSES

Students are expected to use the transportation that is provided to go to and from the bus lanes.

BEHAVIOR

Students are expected to behave in a respectful and appropriate manner at all times. **DO UNTO OTHERS AS YOU WOULD HAVE THEM DO UNTO YOU!**

CLEANLINESS

In order to keep our school as welcoming for everyone as possible, there is an expectation that students keep school entrances, hallways and lockers clean and tidy.

TECHNOLOGY

Cell phones must have a school wifi access sticker on the device at all times. Students are allowed their cell phones during recess, before or after instructional hours. The preferred storage of cell phones is in the student's backpack, or the student's locker. Students can bring their cellphones to class only if it is for educational purposes, as determined by the teacher. Inappropriate use of devices in any form will not be tolerated, and privileges may be revoked. Students will be allowed to listen to music only when a teacher permits. See [Learning with Technology Policy](#)

MIDDLE SCHOOL CHARACTER DEVELOPMENT

This year middle school students will be engaging in some character development activities. These activities are designed to develop and enhance ten virtues within our students. Some of these virtues include integrity, trustworthiness, honesty, respect, responsibility. The students will learn about a virtue a month and engage in various activities around these virtues. Some of the activities include nominating students and teachers who are demonstrating the activity. There will be several other opportunities for the students and their class to engage in friendly challenges throughout the month. These activities may include rewards for the class who is successful in categories such as no missed assignments, no tardies, cleanest lockers, etc. Our hope as middle school teachers is to support our students' growth in many areas and to support their growth and development into responsible and contributing individuals. Some rewards may include public celebrations, lunches, pizza parties, pool parties etc.

Please sign and return to inform us that you understand the expectations.

(Student)

(Date)

(Parent / Guardian)

(Date)