

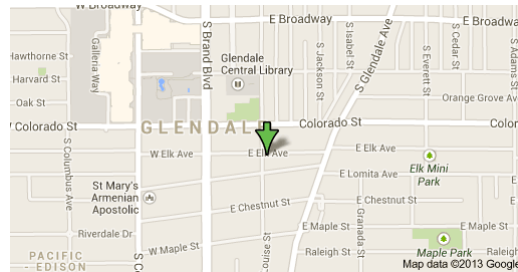


Where aspiration begins early, and thrives.

Middle School Handbook

SY 2023-2024

Pastor	Fr. Anthony Garcias
Principal	Dr. Fidela B. Suelto
Vice Principal & 8 th Grade	Mrs. Ashley Liberda
Prefect of Discipline	Ms. Katharine Monahan Huntley
Grade 7& STEM Director	Dr. Krikor Kiladjan
Grade 6& MS Math	Mr. Jose Hernandez
Spanish Program	Miss Vania Chileno
Art	Mr. Nickol Gutierrez
Music	Mr. Tomas Makiling
PE Teacher & Sports Coach	Mr. Karl Johnson
Athletic Director	Mrs. Teresa Nelson
Zero Period Algebra 1	Mr. Jose Hernandez
Mentoring Program / Counselor	Mr. Karl Johnson/Mrs. Susanna Boyer
EDGE Ministry	Mrs. Linda Peláez-Dorian
STEP Program	Ms. Katy Huntley



Holy Family Grade School
400 S. Louise St. Glendale, CA 91205
Tel. 818.243.9239 / hfgsglendale.org

Welcome, Students, and Parents to Middle School!

SLEs, SCHOOLWIDE LEARNING EXPECTATIONS

A Middle School student of Holy Family Grade School is:

- A faithful and active Catholic.
- Academically prepared.
- An effective and confident communicator.
- A globally responsible citizen.

FOR STUDENTS' BEHAVIORAL GUIDELINES AND CONSEQUENCES

It is expected that Holy Family Grade School students conduct themselves with the accepted norms of Christian Values.

ATTENDANCE

School begins promptly at 8:00 a.m. Students arriving after that time will be marked tardy. We urge you to make every effort to see that your **children arrive at school on time**. Students arriving after recess will be marked absent half a day. Prompt and regular attendance is important. A student can never make up a day missed, even if the assignments are completed. Therefore, we ask that whenever possible, appointments, vacations, and other activities, which require your child to miss school, are scheduled for times when school is not in session.

DRESS CODE AND PERSONAL APPEARANCE

In addition to the dress code outlined in the Parent-Student Handbook we expect the following:

Boys and Girls:

- Cardigan sweaters must be worn during formal occasions, such as the School Mass on Tuesdays.
- Socks must be white or black and worn above the anklebone. A small athletic logo on the sock is acceptable.
- Athletic shoes must be closed-toe, all black or black and white, with black or white rubber soles.
- The color of the shoelaces must match to the shoe.
- Only school uniform sweatshirts are allowed.
- The length of the girls' skirts must be to the knee.
- Navy blue or white tights may be worn under the skirt.
- All shirts must be tucked in.
- The boys must wear a black belt.
- Students must come to school well groomed, with natural hair color.
- Boys must have well groomed hair, away from the face.

- Make-up is not permitted.
- The girls may wear one stud on each ear.
- Only a clear nail polish may be accepted. Fingernails must remain clean all the time.

If these regulations are not adhered to, students will receive an infraction slip.

CELL PHONE POLICY

Students are permitted to bring cell phones to school, but they must be kept on silent, placed in their backpacks, and used only in case of an emergency, with an adult supervisor's or a teacher's permission. Any student who does not comply with this policy will have his/her cell phone confiscated and will be given an infraction slip. Apple Watches are not allowed.

ACADEMIC INTEGRITY

Academic dishonesty (e.g. cheating, plagiarism, copying other students' work, etc.) is considered a very serious offense. Parents will be notified and a conference may be required. Any and all students involved in the incident will receive an automatic "0" for the assignment and will be unable to make up this grade. The student will be required to complete the assignment (so that he/she learns the material), but will not earn credit. Depending on the gravity of the situation, and at the teacher's discretion in consultation with the principal, further action will be taken, including, but not limited to, removal from the student council or CYO sports teams. While there is a proliferation of AIs that can assist in research or writing, all compositions should be originally developed by each student.

BEHAVIORAL GUIDELINES AND ACCOUNTABILITY

At the end of each quarter, behavior and work habits are reviewed and students will be graded accordingly. Such grades are noted as a part of the student's permanent academic record. Due to the seriousness of some offenses, (i.e., disrespect to teachers, staff, or parent volunteers, fighting, extremely offensive language, online/cyber bullying, etc.) students may receive an infraction and/ or a suspension and will be referred to the Prefect of Discipline, Vice-Principal, and Principal for further disciplinary action. 8th grade students who fail to meet the behavioral requirements will not attend the grade level themed park outing.

BENCHING

- No student shall be required to remain in the classroom during the lunch break. All students are required to leave the classrooms during lunchtime, unless it would occasion a danger to health (extreme heat, rain, etc.).
- Benching during recess (not lunch) is considered an appropriate means of discipline, if needed.

HOMEWORK

The purpose of homework is to reinforce learning by encouraging further research, by organizing and applying knowledge, and by practicing necessary basic skills. Parents are encouraged to provide for their children an environment free from distraction and conducive to good study habits. Teachers will generally assign homework daily. It is the student's responsibility to write down the assignments to be

completed. All homework assignments should be completed neatly, carefully, and promptly. Each teacher has a policy regarding homework that is not completed. Please refer to the teacher's syllabus.

Upon returning to school after an absence, it is the **student's responsibility** to find out what work must be made up. Teachers will NOT provide classwork or homework for future dates, such as for absences due to family vacations. Homework in Grades 6-8 is not to exceed two hours. This does not include assigned reading time or time spent on long-range assignments.

REPORTING STUDENT PROGRESS AND GRADING SCALE

At the end of each quarter are report cards issued to every student. Report cards should be reviewed, signed by a parent, and returned to the homeroom teacher. If a student is absent for fifteen or more days within the same grading period, report card grades may be withheld until the work is made up. The student will be highly recommended to attend Summer School for the lost instructional time. Grades are regularly accessed through **Gradelink**.

For CONDUCT and EFFORT:

A	=	Outstanding
B	=	Good
C	=	Satisfactory
D	=	Needs Improvement
F	=	Poor

6th – 8th GRADE GRADING SYSTEM	B- = 80 – 82%
A+ = 100%	C+ = 77 – 79%
A = 95 – 99%	C = 73 – 76%
A- = 90 – 94%	C- = 70 – 72%
B+ = 87 – 89%	D = 61 – 69%
B = 83 – 86%	F = 60% & Below

CHEATING

Cheating and dishonesty are contrary to the philosophy of Holy Family Grade School. Cheating can be a cause for suspension, probation, or dismissal from school. The school interprets cheating as follows, though not limited to the following:

- Copying assignments or allowing another student to copy assignments in or out of class;
- Giving or receiving answers to quizzes and examinations (both verbally or nonverbally through iPad or messaging);
- Looking at another's paper/iPad or allowing another to look at one's paper/iPad;
- Plagiarism;

- Doing another person's work or allowing another to do one's work; and other related situations.

When a student is involved in a cheating incident, the teacher takes the following actions:

- Assigns a failing grade to the test, quiz, or assignment
- Notifying parents
- Issues an infraction slip
- Hands the matter over to the Prefect of Discipline, Vice Principal, and Principal

Grades 6, 7, and 8 iPad ACCEPTABLE USE POLICY

To ensure the learning and safety of all our students, Holy Family Grade School students and parents agree to both read and follow these guidelines:

1. iPads are for educational use. Students who play non-educational games, text, or access any social networks during school/class time will have their iPads held by the teacher until the student's parent or guardian sets up a meeting to discuss the incident.
2. iPads must be turned OFF at the beginning of the school day and will be turned on only when asked by the teacher. This will help with Internet issues.
3. All iPad wallpaper and backgrounds must be school-appropriate.
4. Watching videos online is disruptive to both learning and our wireless networks. Videos online make the Internet slow for everyone else. Streaming videos from the Internet or the YouTube app during school hours is prohibited.
5. Students are allowed to install games on the iPads. However, these games should not be on the first few home screens nor should be played during school hours.
6. To ensure the safety of your iPad, students are not allowed to take their iPads out to morning or lunch recess.
7. Students **are** responsible for updating their apps and the iPad software on a regular basis. Backups should be made on their laptop or desktop computer once or twice a month.
8. Students are responsible for writing down their iPad's lock-screen password. Teachers cannot reset this password.
9. Students are allowed music on their iPads. However, music can only be listened to with a teacher's permission. No streaming music is allowed at school. Files must be in iTunes.
10. When walking to or from school, be safe and smart! Don't show or use your iPad. You don't want to be at risk for being robbed or mugged.

Heading Your Papers

This format must be used for all pieces of writing.

Yang, 1

Kristine Yang

Mrs. Ashley Liberda

Writing

August 29, 2023

Discuss how God has Called Each One to be a Saint.

1. Use 8.5 x 11 inch white paper.
2. The paper must be typed in black using Times New Roman font size 12.
3. Double space.
4. One - inch margins at the top, bottom, right, and left sides of the paper.
5. Number the pages consecutively in the upper right hand corner of each page next to your name.
6. Include your first and last name, teacher's name, subject, and date in the upper left hand corner of the first page.
7. Double space and center the title of your essay below the last line of information in the upper left hand corner of page 1.
8. Double space down from the title and begin your text
9. Indent (one tab) your paragraphs.

SERVICE OPPORTUNITIES for Grades 6, 7 & 8

- SC, Student Council
- CJSF – California Junior Scholarship Federation
- Altar Serving
- Kiwanis Builders Club
- Mission through MCA, Missionary Childhood Association
- Loaves & Fishes
- Jeans for Jesus
- Recycling Program

- Service Hour Opportunities to Help the Traffic Flow on Elk Avenue
- Yearbook
- The EDGE

Holy Family Grade School Prayer

Dear God, Our Father
Help us in our work and everyday life
To respect one another
And appreciate our faculty.
Bless our parents and those who help the school.
Thank you for the gift of life, which You have given us.
Be with us and enlighten us as we join together as a school.
We thank You for all You have given us,
The happiness of being with our friends,
And for helping us to grow in every way.
Through Jesus Christ, Our Lord.
AMEN.



Student Council Commissioners: 2023 -2024



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ACKNOWLEDGMENT RECEIPT of the MIDDLE SCHOOL HANDBOOK

School Year 2023-2024

Please read the Middle School Handbook carefully to understand our school expectations from our Grades 6, 7, and 8 families.

I acknowledge that I have received a copy of the Middle School Handbook. I have read and understand the contents of the Handbook and will act in accordance with the School's policies and procedures as a condition of my enrollment with the School. I understand that if I have questions or concerns at any time about the Handbook, or the School's policies and procedures, I will consult the homeroom teacher or the school principal.

Middle School Student Signature

Name in Print

Parent Signature

Name in Print

Date

Submitted to and kept by the HR Teacher.