

St. John's Lutheran School

Middle School Handbook



2007 – 2008

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HOMEWORK POLICY:

Research consistently shows that parents are a key factor in students' achievement at school. Thus it follows that parents must play an important role in the homework process. Homework is required of students to assist in lessons taught during the school day. All homework has been explained by the teacher and is to be completed by the student.

- There should generally be no more than two (2) hours of homework per night. Please notify (by way of telephone call, email, assignment book, or person-to-person conversation) the homeroom teacher if there is consistently more.
- Each student needs to write daily in his/her assignment book information for each subject. Don't write "None" for any subjects. Assignment books must be signed by a parent/guardian before the next school day begins.

Parents/guardians – don't sign the assignment book if the page is not completely filled out.

Assignment books will be checked daily in homeroom for a parent/guardian signature.

Consequences of no parent/guardian signature in the assignment book or not filling out the assignment book are as follows:

- 1st time - warning
- 2nd time in a quarter - Academic Unsigned Detention is given.

If a teacher note, assignment, project, or other class information is missing a required parent/guardian signature, the teacher will notify the parent/guardian. No Academic Unsigned Detention will be given.

- All homework and late/absent work are due at the beginning of each class period.
- Late work completed within one school day
 - 10% grade reduction
- Work not completed within 2 school days
 - "F" (0%) and an Academic Demerit
 - The assignment needs to be completed to move the grade up to a 59%.
- Work not completed within 3 school days
 - Academic Detention will be issued

If a student accumulates 2 demerits in the same subject in a quarter, the teacher will notify the parent(s)/guardian(s). If 4 total demerits are accumulated throughout a quarter, the homeroom teacher will notify the parent(s)/guardian(s). If a student accumulates 5 demerits in a quarter, the student will meet with his/her parent(s)/guardian(s), teacher(s) and the Middle School Assistant Principal and will be placed on an Academic Contract. The contract is a step-by-step plan to solve the academic problem and help the student get back on track.

STUDENTS ON ACADEMIC CONTRACT:

- Student becomes ineligible for extra-curricular activities until the next grading period.
- For every late assignment - the student Receives an Academic Detention.
- Three Academic Detentions will extend the Contract through the next grading period.

ABSENT WORK POLICY:

- Students need to make up missing homework in all subjects. It is the student's responsibility to get his/her homework from the school office or from his/her study buddy as soon as possible (i.e. after school or first period) so that he/she doesn't get further behind.
- At an appropriate time on the day the student returns to school, the student will meet with his/her teacher (s) for any assignments that were given during the absent period.
- Any assignments given prior to the absences are due the day the student returns to school unless the teacher makes a special arrangement with the student.
- If the student leaves school early (other than emergency), the student is responsible for turning in any assignments originally due that school day, getting assignments that are given that day, and turning in any assignments that are due on the day the student returns to school.

ABSENT WORK POLICY, CONT.

- The student has until the Monday following their return to school to turn in all make-up assignments. Any make-up assignments not turned in by the Monday following the student's return to school will be treated as late/incomplete work.
- Being absent from school does not excuse the student for being responsible for information given for a future test.
- If the student does not understand material covered during the student's absence, it is the student's responsibility to schedule time with the teacher(s) to get help with the material.
- On the day the student returns to school, it is the student's responsibility to arrange with the teacher(s) a time to make up tests, in-class work, labs, etc.

MIDDLE SCHOOL TARDY POLICY:

Students are expected to be in class on time. If they are not in their classroom when the bell rings, they will be marked tardy.

Consequences for accumulation of tardies per class (2nd-8th periods) per quarter:

1. Three unexcused tardies per class – the teacher notifies the parent(s)/guardian(s).
2. Five unexcused tardies per class – detention.
3. After a detention (from tardies) or the end of a quarter, the student begins the process over.

UNIFORM POLICY:

Philosophy of the Dress Code

The School Board believes that a student's appearance has an impact on his/her attitude or behavior. Respect for the school community, for the students themselves and for what the school is giving to the student is manifested by an attitude of "dressing up" rather than "dressing down" for school. The dress code is also designed to help students develop a sense of modesty and decorum. It should educate them in

what is appropriate dress for the proper place and time.

Dress Code

The primary purpose of our school uniform code is to assure that the students of St. John's Lutheran School are neat, clean and well groomed for all school activities, thus advancing an organized, prepared approach to successful academic accomplishment. Uniforms provide uniformity, thus eliminating the distraction of competition and emphasis on dress. Students are expected to be in full uniform at all times, except on designated non-uniform days. **IF THERE IS AN AFTER-SCHOOL ATHLETIC EVENT OR ANY SCHOOL SPONSORED ACTIVITY ON CAMPUS, MONDAY THROUGH FRIDAY, STUDENTS WHO ARE SPECTATORS NEED TO BE IN THEIR SCHOOL UNIFORM.**

Students attending school dances must abide by the free dress code. The free dress code is required for all school functions when the uniform is not required. Parents are responsible to see that their children are dressed in accordance with this code. Disregard for the uniform policy (including Free Dress/Spirit Days) will result in the student **receiving a violation slip**, changing into appropriate clothing, or being sent home to dress according to the policy. **If a student receives 3 violation slips in a quarter, a behavioral detention will be issued for the 3rd violation and each additional violation within that quarter.** This code will be strictly enforced.

Other Uniforms for Boys and Girls

Approved uniforms of groups affiliated with St. John's Lutheran School (i.e. Scouts, Choirs, Leadership, Honor Society, and Cheerleading) may be worn on appropriate days.

Basic Rules

a. Shirts

1. Each student must have one light blue polo shirt with a school logo.
2. All shirts and blouses must be tucked in.
3. The school logo may be worn on any shirt (otherwise, shirts are to be plain)
4. Plain white turtlenecks may be worn on cold days.
5. A plain white undershirt may be worn under a uniform shirt
6. Aloha Mesh knit short sleeve shirts (navy and royal) may be worn.

UNIFORM POLICY, CONT.

b. Pants/Shorts/Skorts/Skirts

1. Pants, shorts, skorts, and skirts must be worn at the natural waistline and above the knee. They may not be shorter than fingertip length when standing. No sagging pants, shorts, skirts or skorts.
2. Belts must be worn with pants and shorts that have belt loops.
3. Belts must be plain black, brown, navy or khaki with a plain buckle.

c. Shoes and Socks:

1. Tennis, athletic, or oxford (Girls – also T-strap or Mary Jane style) may be worn. The basic color of the shoe must be white, blue, black or tan with no patterns, characters or lights. (Manufacturer's logos are OK).
2. Laces must be white or match the shoe color.
3. No open-toes, backless shoes, slip-ons or boots.
4. Shoes must be laced and tied tightly outside the shoe.
5. White socks must be worn at all times.

d. Sweatshirts, Sweaters and Jackets:

1. Only uniform sweaters and sweatshirts may be worn on campus during school hours.
2. Sweatshirts with the school theme emblem that are purchased through the Auxiliary may be worn.
3. The school emblem may be worn on sweaters and sweatshirts.
4. A student's first OR last name may be embroidered on uniform sweaters and sweatshirts in block or script letters (same type-styles, colors, size and placement as available at Vicki Marsha Uniforms).
5. Navy Cardigan, Crewneck or Vest sweaters may be worn.
6. Jackets of any style may be worn outside, but are not to be worn in the building.

e. Grooming, Accessories, and Make-up:

1. Student grooming, accessories, and make-up, which disrupts the educational process or draws undue attention to the wearer is prohibited. Hair must be the student's natural color. **Lightening, highlighting, coloring, or accenting of**

the hair is not allowed. Hair may not have any inscriptions cut into it.

Mohawk-style haircut is not allowed.

2. Boys' hair must not be gathered with rubber bands or other devices, may not cover the eyes, and may not exceed the top of the collar.
3. Hair accessories, including kerchiefs must be coordinated with the school uniform.
4. Wrist accessories - no more than 2 items (excluding a watch) per wrist.
5. Boys may not wear earrings.
6. Students may not have visible tattoos.
7. Gang-related apparel (i.e. metal neck chains and wallet chains) may not be worn.
8. No makeup of any kind is permissible for students in grades K-6. Girls in grades 7 and 8 are allowed to apply light make-up in moderation and in keeping with the image of a young Christian lady.

Boys

- a. Walking Shorts: Khaki twill or Navy twill
- b. Long Pants: Khaki twill, Navy twill, or Navy corduroy (Pleated)
- c. Polo Shirts: Short sleeve – white, light blue, yellow, Navy
Long sleeve – white
- d. Oxford Shirts: White and light blue (short or long sleeve)
- e.

Girls

- a. Jumper (K-4): Plaid
- b. Skirt (4-8): Plaid, 2-pleat style
(6-8): Khaki or Navy blue, 2-pleat style
Black or Navy lycra shorts may be worn under skirts/jumper, not exceeding the length of the skirt/jumper.
- c. Skorts: Khaki and Navy blue
- d. Culottes (K-8): Plaid or solid Navy
- e. Capris: Khaki and dark Navy
- f. Walking Shorts: Khaki twill or Navy twill (pleated); Khaki or Navy (flat front)
- g. Long Pants: Khaki twill, Navy twill or Navy corduroy (pleated); Khaki or Navy (flat front). Navy leggings may be worn on cold days under skirt/jumper.
- h. Round collar blouses: White, light blue, yellow or Navy (short sleeve)
- i. Polo Shirts: Short sleeve – white, light blue, yellow, Navy
Long sleeve – white
- j. Oxford Shirts: White and light blue (short or long sleeve)

UNIFORM POLICY, CONT.

BELTS, SOCKS AND SHOES THAT FOLLOW THE UNIFORM POLICY MAY BE PURCHASED ANYWHERE.

ITEMS THAT MAY BE PURCHASED FROM THE UNIFORM DEPARTMENT OF MERVYN'S

- a. Navy twill pleated walking shorts
- b. Navy twill pleated long pants
- c. ALL white shirts

These items must be the same fabric and style as the items sold by Vicki Marsha Uniforms (including collar and sleeve style).

ALL OTHER UNIFORM PURCHASES ARE TO BE MADE FROM VICKI MARSHA UNIFORMS, THE LUTHERAN HIGH SCHOOL THRIFT SHOP, AND THE SCHOOL AUXILIARY:

Vicki Marsha Uniforms
5292 Production Drive
Huntington Beach, CA 92649
Phone: (714) 895-6371
Fax: (714) 890-9959

FREE DRESS / SPIRIT DAYS

Free dress is allowed on certain designated days. The Principal will determine the schedule for these days. Students are expected to come to school dressed appropriately. Parents are to assist the school in having their children adhere to the regulations in order that Free Dress/Spirit Days may continue. Any student that the teacher feels is improperly dressed will receive a detention, change in appropriate clothing, or call a parent/guardian for a change of clothing. The specifics of what is to be worn for Free Dress/Spirit Days will be determined by the Principal. This code will be strictly enforced.

RULES:

In keeping with the school uniform policy, the following rules will apply to free dress/spirit days:

- a. No halter tops, tank tops, short crop tops, mini skirts, short shorts, cut-offs, frayed clothing, or beach-type shorts are permitted.
- b. The only type of collar-less shirt permitted will be of a T-shirt style.
- c. Shirts for boys and girls must be properly sized.

- d. Pants, shorts and skorts must be fitted and worn at the natural waistline.
- e. Length of pants, dresses, skirts, skorts and shorts for all boys and girls will be consistent with the uniform regulations.
- f. Colored socks that coordinate with the student's outfit may be worn, but they must not be shorter than bobby socks or crew socks.
- g. Shoe guidelines will be consistent with the uniform regulations.
- h. Any item of clothing with inappropriate pictures, symbols or words may not be worn.
- i. *Basic Rules* applying to jackets will be enforced.

CELL PHONES / ELECTRONICS / SKATEBOARDS:

Cell phone use: Cell phones may not be used on campus during the school day under any circumstances. If a cell phone is brought to school, it must stay in the student's backpack or locker and be turned off.

Electronic toys, I-pods, cell phones, pagers, etc. will be confiscated if used or visible during the school day. The confiscated item can be picked up by the student's parent/guardian.

Skateboards are not permitted on school campus.

DETENTION POLICY:

The purpose and goal of the Middle School discipline policy is to promote responsible behavior. When students work together with the teacher, learning is maximized. There are times when students need a reminder that the focus of the school environment is to encourage learning. Categories of detentions:

- Academic Detention - an assignment is more than 2 days late.
- Academic Unsigned Detention - missing a parent/guardian signature in the assignment book (on the 2nd warning).
- Detention - behavioral consequence or for every 3rd academic unsigned in a quarter, only this category of detentions can result in a suspension.

DETENTION POLICY, CONT.

Only detentions that are reported in the suspension report are filed or unserved detentions at the end of the school year are entered into the student's files.

Detentions can be given for, but are not limited to:

- Disrespect for teachers or students
- **Dress code violations: on the 3rd violation per quarter and any other subsequent violations.** (untucked shirt, jacket worn in MS building, no belt)
- Cheating or allowing one to cheat from your work
- Forging or using forged materials or signatures
- Not following classroom management guidelines (eg. 5 unprepareds to class)
- Chewing gum
- Eating/drinking in the school building at times other than break, lunch, parties, or teacher discretion (which includes eating candy in classrooms)
- Throwing or inappropriate use of food
- Leaving lunch area without permission
- Traveling throughout the campus without permission

Assignment Book:

- 1st time unsigned - warning
- 2nd time in the same quarter - Academic Unsigned Detention is given.
- After the 2nd time unsigned, the student begins the process over.
- The 3rd Acad. Unsigned Detention in a quarter gets recorded as a Behavioral Detention.

More serious offenses, such as harassment or abusive behavior will be referred to the principal for more serious consequences. The student demonstrating that the rules of the school are not going to be respected jeopardizes his/her privilege to continue in attendance.

Parental/guardian refusal to accept school-imposed consequences for his/her child signals a spirit of non-cooperation, breaking down the home-school partnership necessary to foster oneness of spirit and purpose.

A letter will be put in the student's file stating a parental/guardian refusal to complete a school-imposed consequence.

If a student receives a detention, Behavioral, Academic, or Academic Unsigned, they are required to serve that detention on the following Tuesday or Thursday morning from 7:30 – 8:00 am. The middle school teachers will rotate supervision of morning detention, and it will be held in the supervising teacher's classroom. A penalty detention will be issued if the first detention is not served (**penalty detentions do not count towards a behavioral detention, but must be served by the end of the school year**). Detentions will not be served during lunch/recess time.

1. If a student receives 2 behavioral detentions, the parent(s)/guardian(s) will be notified by **a letter sent home from the Middle School Assistant Principal** and given the following information:
 - What happens next according to policy.
 - Further ramifications for a continued pattern of behavior.
 - How to contact the teacher(s) if additional information is desired.
2. If a student accumulates 3 behavioral detentions in one quarter, the student will appear before the Student Leadership Advisor and Executive Committee for peer counseling. The student's behavior will be addressed, as well as steps the student will take to improve his/her attitude and behavior. This peer counseling is a service provided by the Student Leadership and is NOT a required step before a suspension meeting.
3. If a student accumulates 4 behavioral detentions in one quarter, **the Middle School Assistant Principal will notify the parent/guardian** by telephone and a second letter sent home stating that the student has received a 4th detention in the quarter and one more detention will result in suspension.

DETENTION POLICY, CONT.

4. If a student accumulates 5 behavioral detentions in a quarter, the homeroom teacher will notify the parent/guardian and arrange a suspension meeting with the parent(s)/guardian(s), child, teachers and Middle School Assistant Principal. The school administration will impose a probationary status for periods not to exceed four school weeks. The probation will be administered and requirements of the probation explained at the meeting.
 - a. **First suspension in a school year:**
 - A one-day parent/guardian supervised suspension from school. The student is responsible for completing all work missed during the suspension.
 - Restriction from participating in interscholastic sports, school dances, student leadership, and etc. for the remaining school year. ** see Special Note of Grace
 - Restriction from field trips, off-campus class parties, and extended classroom program trips for the remaining school year. ** see Special Note of Grace
 - The student will be off campus by 3:15 pm each day.
 - b. **Second suspension in a school year:** In addition to first suspension guidelines, the student and parent(s)/guardian(s) will meet with the Principal and will be required to seek counseling.
 - c. **Third suspension in a school year:** The student has demonstrated an obvious defiance to the rules for the school. Student and parent(s)/guardian(s) will appear before the School Board and be subject to expulsion.
5. If a student accumulates 8 behavioral detentions in a quarter, the student's probation will continue, a two-day parent-supervised suspension from school will be administered, and the student and parent(s)/guardian(s) will be required to seek counseling.

6. If a student accumulates 10 behavioral detentions in a quarter, the student has demonstrated an obvious defiance to the rules of the school, will appear with his/her parent(s)/guardian(s) before the School Board and be subject to expulsion.
7. All Academic Unsigned and Behavioral and penalty detentions (in 4th Quarter) need to be completed before the student's class party at the end of the school year or the student becomes ineligible for the class party.
8. Any behavioral detentions not served by the end of the school year must be completed the week following school dismissal. The student's report card will be held until he/she has completed all behavioral detentions.*

*A letter will be put in the student's file stating that the student did not serve all of his/her behavioral detentions.

****Special Note of Grace****

A student having earned 5 behavioral detentions will be given one opportunity during the school year to preserve the privilege of field trips and extended classroom programs and other extra-curricular activities by completing 14 hours of work time prior to the field trip or extended classroom program or activity for that grade and before the four week probation period is over. These work hours can only be done once during the school year and cannot be done in advance of receiving the 5th detention. This does not eliminate the other consequences of receiving the 5th detention. Upon satisfactory completion of work hours within the four-week probation period, field trips and extended classroom program privileges may be reinstated. If this same student receives an additional behavioral detention in the quarter (during the probation period), field trips and extended classroom program and other activity privileges are again lost and cannot be returned. If the same student receives a fifth behavioral detention at another time during the school year, there is no second opportunity to complete work time. Refunds of advance payments for extended classroom program costs will be prorated and returned by the travel company used by the school.

ELIGIBILITY FOR GRADES 6, 7 AND 8:

The School Board has adopted a policy that requires a student to earn the minimum of a “C-” average [4.0 Grade Point Average (GPA)] in order to participate in co-curricular activities. The intent of this policy is to encourage high academic achievement and not to discourage participation in co-curricular activities.

To Be Declared Ineligible:

- A student receiving an “F” in any subject.
- A student receiving a “U” (Unsatisfactory) for conduct or an “Effort is Unsatisfactory” in the comment section for any subject.
- A student receiving an “N” (Needs Improvement) for conduct or an “Effort Needs Improvement” in the comment section for two or more subjects.

The teacher will alert parent(s)/guardian(s) of any grade that falls below “C” through the mid-quarter progress report or the quarterly report card. This policy does not carry grades over from year to year. Students declared ineligible have two weeks to show substantial improvement in deficient areas. [One week is defined as five school days.]

During these two weeks the student must clear all of the deficient marks that made the student ineligible. At the end of the second week, if deficiencies have not been corrected, the student will remain ineligible until the next reporting period indicates these deficiencies have been corrected, and no new problems have surfaced.

A notice of ineligibility will be sent home by the Middle School Assistant Principal.

GRADUATION:

- The student must pass each class in 8th grade with a D (2.00 GPA) or higher grade. This is determined by averaging the grades for the individual class for the four quarters. The cumulative GPA for all classes for 8th grade must be a C-average (4.00 GPA) or higher.
- All detentions must be served.
- All library books, textbooks, and other school property must be returned.

- All financial obligations (eg. tuition, fines) must be fulfilled.

If these requirements are not satisfied, the student will not be eligible to graduate and the final report card and diploma will not be issued.

HONOR/MERIT ROLL:

In order to recognize outstanding academic achievement in grades 6, 7 and 8, guidelines have been established for achieving Honor Roll or Merit Roll status. Honor Roll and Merit Roll awards are based solely on the student’s Grade Point Average (GPA) at the end of each quarter. Students earning a GPA of 10.0 or above (no rounding) qualify for Honor Roll. Students earning a GPA of 8.0 - 9.9 (no rounding) qualify for Merit Roll.

**St. John's Lutheran School Grading System:
(Middle School Only)**

Grade	Percent	GPA Points
A+	100	12
A	99-93	11
A-	92-90	10
B+	89-88	9
B	87-83	8
B-	82-80	7
C+	79-78	6
C	77-73	5
C-	72-70	4
D+	69-68	3
D	67-63	2
D-	62-60	1
F	59-0	0

Academic subjects included in the calculation (along with their assigned weight) are listed below:

Subject	Weight
Christian Learning	1.0
Literature/Spelling	1.0
Mathematics	1.0
History	1.0
Science	1.0
Physical Education	1.0
Spanish	1.0
Music	1.0
Grammar/Writing	0.8
Art	0.2

HONOR SOCIETY:

Honor Society is established for grades 6, 7 and 8 to recognize academic achievement and Christian citizenship. Honor Society is awarded after the end of each quarter.

There are three requirements that must be met to qualify for Honor Society. First, the student must earn a GPA of 10.0 or above (no rounding). Second, the student must not have any negative marks in conduct or regarding effort on the quarterly report card. Third, the student must satisfactorily complete a service project assigned by the advisor.

Honor Society Trip Requirements

- must complete the Honor Society requirements for all 3 quarters
- must maintain Honor Roll status (10.0 or better GPA) for three quarters and at Mid-Quarter 4

The Honor Society Reward Day will occur during a regular school day designated by the administration. Only students fulfilling the requirements may attend.

Only 8th graders who have attained Honor Society status during their 8th grade school year will be allowed to wear the Honor Society cords at graduation.

“TEE” WEEK - THE EXPLORATORY EXPERIENCE:

St. John’s Lutheran Middle School provides a program entitled “TEE” Week, from 1:00 to 3:00 p.m., during the weeks of November 13-16 and May 20-23. The Middle School students will be attending an exploratory class of their choice. Some classes offered may include cooking, broadcasting, drama, painting, dance, stamping, CPR, or a variety of other choices.

The Middle School teachers will be teaching some of the classes, but we would like to keep the class size down to between ten to fifteen students. Therefore, we are asking for parents and church members to volunteer to teach during these weeks. If you have a special skill that you feel would be enjoyable for middle schoolers to learn, please help us out! Any material fees for the class will be paid by the students enrolled in

that particular class. We’re excited about this program and hope you are, too! If you are interested in teaching a class, please contact the Middle School Assistant Principal.

SERVICE POINTS:

St. John’s Lutheran School rewards student service and achievement in the areas of academics, citizenship, athletics, and service. The points accumulate from 6th grade through 8th grade.

Service points can be given for, but are not limited to:

<u>Categories:</u>	<u>Points:</u>
Academics (Qtrs.2, 3)	A=4, B=3, C=2
Citizenship (Qtrs. 2,3)	O=5, S=3, N=-3, U=-5
Boys’ Sports	20 points per season
Girls’ Sports	20 points per season
Cheerleading	20 points
Shepherding	1 point/day
Acolytes	10 points
Sanctus Singers	10 points
Student Leadership	20 points
Fall Festival	1 point/hour
Tournaments	1 point/hour
Technology Assistant	10 points
Ball Duty	20 points

Award Levels:

- Certificate = 100 points
- School Letter = 200 points
- School Pin = Each Additional 100 points

SOME TIPS TO HELP YOU READ YOUR TEXT:

- Warm up – Look at headings, titles, charts, graphs, diagrams, and pictures. Read the introduction. Read the questions at the end of the section. Read the chapter summary. State to yourself, “This chapter will be about _____.”
- Question – Turn each boldfaced heading into a question then read each section for the answer. This is called chunk reading.
- Recite – After reading, close the book and ask, “What did the author just tell me?” If you can’t answer that, go back and re-read.
- Record – Make notes about what you’ve just read. Use these notes as you review later on for a test or class.

TIPS TO HELP YOU DURING CLASS:

- Get ready to listen.
- Have a positive attitude.
- Ask questions and take notes.
- Don’t watch the clock and ignore distractions. Only you can ignore them. Sit in front and watch the teacher.
- Be self-disciplined.
- Talk to other students about the work or reading.
- Ask for help. Stay after class and ask.
- Humanize the subject. Find something you can relate to. Learning is much more exciting when you make a connection to the particular subject.

STUDY SKILLS:

Study Area:

Choose a place away from distractions. No distractions means away from the T.V., the radio, the phone, or the computer (email, chat lines). Work at a table or desk, not on the bed or couch. You should do your homework in the same place

at the same time each day. Make a “Do Not Disturb” sign to put out while you are working. Parents should be an out of the room resource; they can check with you every 15 minutes or so to see how you are doing but should not be constantly looking over your shoulder or giving you answers.

Notebook:

Keep it simple but organized. Use dividers between subjects. Have folders with pockets for each class to keep handouts.

Homework:

“Warm up” to your homework. Look over an assignment. State the purpose of the assignments. Make sure you have everything you need to complete the assignment.

Make a schedule. Number your assignments in an order and stick to the order. Do the most difficult and the most boring assignments FIRST. Check off completed work. Work straight through an assignment. On a weekly list, check off work for that day.

Time Management:

Write down how long an assignment SHOULD take and how long it DOES take. Are you using your time wisely?

Make a time schedule. Sticking to a schedule will discourage procrastination, help you complete tasks on time, help you feel more prepared and less stressed, and you will accomplish more.

Do homework in DAYLIGHT hours. You will be more efficient. Your attention span is shorter during dark hours.

Take short breaks between assignments. Don’t leave an assignment in the middle. Keep breaks to about 10 minutes.

Set priorities. Save your “want to’s” for later, do your “have to’s” now.

Study for tests AHEAD OF TIME. Plan to study for tests in short segments over a 1-week period. Study 10 minutes four times a week instead of 40 minutes at once.

Think about the order in which you complete your homework. Organize either by due date or by difficulty. Remember, do the difficult or most boring first. Save the easy ones for last.

10 PLUS 15

Needs/Characteristics of Young Adolescents

PHYSICAL NEEDS/CHARACTERISTICS

1. Experience irregular growth spurts in physical development
2. Experience fluctuations in basal metabolism causing restlessness and listlessness.
3. Have ravenous appetites.
4. Mature at varying rates of speed.
5. Highly disturbed by body changes.

INTELLECTUAL NEEDS/CHARACTERISTICS

6. Are highly curious.
7. Prefer active, over passive learning experiences.
8. Relate to real-life problems and situations.
9. Are egocentric.
10. Experience metacognition (the ability to analyze complex thought processes).

PSYCHOLOGICAL NEEDS/CHARACTERISTICS

11. Are often erratic and inconsistent in behavior.
12. Are highly sensitive to criticism.
13. Are moody, restless, and self-conscious.
14. Are optimistic and hopeful.
15. Are searching for identity and acceptance from peers.

SOCIAL NEEDS/CHARACTERISTICS

16. Are rebellious toward parents and authority figures.
17. Are confused and frightened by new school/social settings.
18. Are fiercely loyal to peer-group values.
19. Are often aggressive and argumentative.
20. Need frequent affirmation of love from adults.

MORAL AND ETHICAL NEEDS/ CHARACTERISTICS

21. Are idealistic.
22. Have strong sense of fairness.
23. Are reflective and introspective in thoughts and feelings.
24. Confront moral and ethical questions head-on.
25. Ask large, ambiguous questions about the meaning of life.

Adapted from Advisory Middle Grades Advisee/Advisor Program by Imogene Forte and Sandra Schurr.
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STUDENT/PARENT COMMITMENT
TO ST. JOHN'S LUTHERAN MIDDLE SCHOOL

STUDENT COMMITMENT

As a student, I have read and agree to cooperate with St. John's Lutheran Middle School and abide by its policies, rules and regulations. If I choose any of the behaviors mentioned, I understand the consequences that go with each policy. I agree to strive to be a supportive part of the Christian community of students and teachers as we work together in God's name.

Student signature: _____ Date: _____

PARENT COMMITMENT

As a parent, I have read and agree to support and cooperate with St. John's Lutheran Middle School in its program of Christian education. If my child chooses any of the behaviors mentioned, I understand the consequences that go with each policy. I agree to be a supportive part of the Christian community of students, teachers and parents as we work together in God's name for the Christian education of my child.

Parent signature: _____ Date: _____