

St. Francis Middle School Handbook 2023-2024

6th Grade Edition

6th Grade Teachers

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Technology Resources

SFA Google Student Accounts

Students are given a Google account through St. Francis School to assist with their learning experience. **SFA Google Accounts should be used for school and academic purposes only.**

- Students may not change the icon (colored circle with a letter) on their SFA Google account. No personalized photos, pictures, or icons.

Google Classroom

Many academic subjects will have a designated Google Classroom. This is where students can find and submit some assignments, and locate class resources. Students use their SFA Google account to access Google Classroom. Only students have access to Google Classroom, not parents.

PowerSchool

PowerSchool is our online grading system. Students and parents should use this resource regularly to check assigned work and grades.

Email

Email is one of the best ways to contact your teachers. When emailing any adults in your life, it is important to follow good email etiquette. Please adhere to the following rules when emailing teachers:

1. Title the subject of your email by stating the topic you plan to address. For example, "Question about Homework" or "Help with Google Classroom."
2. Begin each email with a salutation. For example, "Good Morning Mrs. Lee,".
3. Use final draft writing in the body of the email. This includes correct grammar and punctuation. This also means refraining from using texting language like "lol" or "thx."
4. End each email with a thank you to your teacher and a signature. For example, "Thank you very much, Student Name."
5. Allow a teacher up to 24 hours to respond to your email.

St. Francis Middle School Handbook 2023-2024

6th Grade Edition

If your email does not meet these basic standards, your teacher will email you back with the following response:

Thank you for reaching out to me. Please revise this email to reflect proper etiquette and final draft writing and resend.

Lastly, it is a rule at St. Francis that **all email communications between teachers and students include a parent.** When emailing a teacher, please copy (Cc) a parent. If not, you may expect that your teacher will add a parent to the correspondence when responding.

Technology in School

Laptops: Students must bring their charged* laptop to school every day. **Direct instruction or permission from a teacher is required for a student to use his/her laptop in school.** Laptops may only be used for **academic purposes** in school.

*Students should also bring their laptop charger to school each day.

Phones: If a student has a phone at school, it should be **turned OFF and stored in the student's locker during the school day.** Phones are not permitted in class or during school hours. Students may take out and turn on their phone only when they are outside the school building.

Policies

Homework

Daily homework is reviewed during each class period. Students are expected to record assignments and tests in their student planners. Google Classroom and PowerSchool are also good resources that should be utilized for checking assignments and due dates.

Grading Scale

- A = 100-92%
- B = 91-82%
- C = 81-72%
- D = 71-62%
- E = 61% and lower

Missing Work

Any missing assignments will be recorded as a "0" in PowerSchool, even if the student is absent (in this case, it will also be marked as "absent"). The 0 acts as a placeholder until the assignment is turned in, at which point the grade will be changed from a 0 to the grade earned on the assignment.

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6th Grade Edition

Late Work

All late assignments will receive 75% credit (1st semester) or 50% credit (2nd semester) if they are turned in after the due date. If you are having trouble with an assignment and/or the due date, please *email your teacher before the due date*. All late work must be turned in one week before the end of each marking period.

Cheating

Students may work together on assignments, but their work and answers must be their own. No computers or other tools may be used on a test/quiz (unless your teacher gives permission). Cheating on a test or assignment may result in a demerit, detention, and/or an automatic zero on that assignment/test.

Plagiarism

When writing answers, students can (and should) research, but then answers must be put in their own words. Students **MAY NOT COPY AND PASTE** from internet sites (or books) and submit that as their work, nor may they use AI-powered technology (e.g. ChatGPT) to complete assignments. Proper credit should be given when the ideas or words of others are used.

Absences

It is *the student's* responsibility to find out what was missed during an absence and make up the work. Google Classroom and PowerSchool are the best places to check for missed lessons and assignments. Students may also reach out to the teacher in class or via email if they have questions about absent work. Generally, students have the number of days they were absent to make up the work without a late penalty.

Snacks

Students are permitted to **eat a small, tidy, and healthy snack (that adheres to the nut-free policy) and drink water** during class. No other food or beverage is allowed during class. All students are encouraged to bring a water bottle.

Behavior

Class behavior management: Many teachers employ a system of points and rewards to encourage positive student behavior.

Merits: A merit is earned when a student goes above and beyond the normal expectations of a St. Francis student. These are given at the teacher's discretion, and may not be asked for.

Demerits: A demerit is earned when a student exhibits recurring behavior that is below the normal expectations of a St. Francis student, or a more significant behavior offense. Three demerits in one quarter will result in a detention.

Detentions: A detention is earned when a student has 3 or more demerits within a quarter, or for a more significant behavior offense.

Both demerit and detention forms must be signed by a parent and brought back to the teacher who issued the demerit or detention *the next school day*.