



**Lower Middle School Student Handbook
2009-2010**

St. Hubert School
Grades K-8
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An Archdiocesan Catholic School
Accredited by
Minnesota Non-Public School Accrediting Association
And a Member of
The National Catholic Education Association

Director of School Operations: Mary Roles
Principal: Martha Laurent
Assistant Principal: Colleen Hannigan

Welcome to St. Hubert School!

The mission of St. Hubert School is to teach as Jesus did within the context of the teachings of the Catholic Church. As such, our mission is to educate the whole child. In a Kindergarten through eighth grade Catholic setting, teachers, students, staff, and parents work together to build an all-inclusive educational and a spiritual foundation that will last a lifetime.

The purpose of St. Hubert School is to graduate students with the tools and knowledge that will allow them to continue toward Christian adulthood. Each child will be provided with the proper curriculum, social interaction, and worship opportunities.

This handbook is intended to be a guide toward helping the fifth and sixth grade student be a good citizen of St. Hubert School and, ultimately, of society in general. As in most areas of life, it is the attitude toward this handbook that is important. Thus it is expected that the student sees that the rules it contains have been created to insure the order of the whole school so that the individuals within it are free to work without disturbance toward their own goals.

Each fifth and sixth grade student will receive a copy of the handbook in their assignment notebook which he/she is expected to read and carry with him/her each and every day in attendance. Lost books will be replaced at the student's own expense.

Parents/guardians will receive a copy of this handbook upon request.

2009-2010 St. Hubert School Calendar

May 1, 2009

August 26 – September 2	Teacher Workshops
September 3	Meet & Greet and Individual Pictures
September 8	First Day of School
September 9	9:15 Mass - Teachers
September 12	Hornet Club Dance
September 15	Curriculum Night K-4
September 16	9:15 Mass – 8H
September 22	Curriculum Night 5-8
September 23	9:15 Mass – 3K
September 30	Chaska Late Start – No AM bussing / 9:15 Mass – 6P
October 2	First Friday Coffee – Messerich
October 3	Marathon
October 5	Picture Retake Day
October 7	9:15 Mass – 3D
October 8-9	No Eden Prairie Bussing
October 14	9:15 Mass – 7AG
October 15-16	Education Minnesota (No School)
October 21	9:15 Mass – 4K
October 28	9:15 Mass – 2 nd Grade Saints
October 30	Teacher Workshop (No School)
November 4	9:15 Mass – KIND Committee
November 6	First Friday Coffee – Petersen
November 11	9:15 Mass – 3 rd Grade Veteran's Day
November 19	8 th Grade Play
November 20	8 th Grade Play /Grandparents Day/9:15 Mass– 5B & 3K
November 23 -24	Parent Teacher Conferences (No School)
November 25-27	Thanksgiving Break (No School)
December 2	9:15 Mass – 4M2
December 3	Advent Prayer Program K-4
December 4	No Chaska Bussing/First Friday Coffee–Zaske/End of T1
December 8	9:15 Immaculate Conception Mass – 8S
December 15	Christmas Band/Choir Concert – Westwood
December 16	9:15 Spanish Mass – 7 th Grade
December 18	No Eden Prairie Bussing
December 23-January 1	Christmas Break
January 4	School Resumes
January 6	9:15 Mass – 5H
January 8	Geography Bee
January 13	9:15 Mass – 2E
January 18	Martin Luther King Holiday (No School)
January 20	9:15 Mass –1R/Kindergarten Open House for Returning Families
January 27	9:15 Mass–1N/Kindergarten Open House for New Families
January 29	Teacher Workshop (No School)
February 3	9:15 Mass – 8Z
February 5	First Friday Coffee – Agnew/Garcia
February 10	Chaska Late Start – No AM Bussing / 9:15 Mass – 4M
February 15	No Eden Prairie Bussing
February 16	Mardi Gras
February 17	9:15 Mass – 7B / Ash Wednesday / School Retreat
February 24	9:15 Mass – 3C
March 3	Chaska Late Start – No AM Bussing / 9:15 Mass – 6K
March 5	No Eden Prairie Bussing / First Friday Coffee – Singewald
March 10	9:15 Mass – 2S
March 12	No Chaska Bussing / Last day of second trimester

March 17	9:15 Mass – 5F
March 24	9:15 Mass – 4M2
March 25	School in Session–Parent Teacher Conferences 4:00-8:30
March 26	Parent Teacher Conferences 8:00-2:00 – (No School)
March 29- April 7	Spring Break
April 8-9	No Eden Prairie Bussing
April 14	9:15 Mass – Student Council
April 20	Spring Picture Day
April 21	9:15 Mass – 1S
April 23	Spring Fling
April 28	9:15 Mass – 7P
May 5	9:15 May Crowning Mass – 2 nd Grade
May 7	First Friday Coffee - Higgins
May 11-14	8 th Grade Chicago Trip
May 12	Chaska Late Start – No AM bussing / 9:15 Mass – 4M
May 12-14	7 th Grade Environmental Camp
May 19	9:15 Mass – 8H / Art Showcase
May 20	Athletic Banquet 5 th /6 th Grade
May 21	Athletic Banquet 7 th /8 th Grade
May 26	9:15 Mass – 2M
May 31	Memorial Day
June 2	9:15 Mass – 6F
June 4	First Friday Coffee – Messerich / 8 th Grade Graduation
June 10	9:15 Mass – 7M / Last Day of School

Absence

Excessive absences often result in poor social and academic performance. All work missed by students who were absent must be made up as soon as possible after returning to school. The **student is responsible for requesting make-up work after an absence**, preferably before the next time class meets. **If you wish to pick up your child's homework or have it sent home with another student, it must be requested at the time the absence is reported to the Absence Line before 9:00 a.m.** Assignments may not be ready if they are not requested at this time. **Assignments will be available in the office AFTER 4:00 p.m.** The number of days needed to get work made-up is at the discretion of the teacher. Previously announced projects and tests must be turned in or taken on the date of the student's return unless other arrangements have been made.

Vacations are strongly discouraged when school is in session. Taking students out of school often gives the child the message that school is unimportant. If a family vacation must be taken while school is in session, **a travel form must be turned into the teacher 1 week before leaving** in order for a student to get assignments ahead of time. Teachers will fill them out as time permits. Some subjects cannot be given in advance. **All assignments listed on the travel form must be completed and turned in on the day the student returns, or the date written by the teacher, or the assignment will be subject to the late policy.** When families choose to take children out of school for trips, it is the child's responsibility to get caught up and request information, papers, etc.

If a student is not in attendance for the full day he/she may not be involved in school sponsored activities after school. Students who participate in a school-sponsored event (retreat, field trip, testing) will not be considered absent. If there are extenuating circumstances (family emergency, doctor's appointment, funeral), a note from the student's parent explaining the absence will allow them to participate. If a student stays home during the morning hours he/she may not return to school for the purpose of being involved in a special activity during the afternoon or be involved in an extracurricular activity that afternoon or evening.

Assignment Notebooks

We believe that the assignment notebook is an essential tool in your child's educational success. For that reason, the middle school staff requires that each student use the assignment notebook on a daily basis. If deemed necessary, students will be required to have a daily teacher and parent signature on each page. Lost assignment notebooks will need to be replaced immediately at a cost to the student of \$6.00.

Candy, Gum, Pop

The pop machines may not be used during the school day, from 8:45-4:00. If a classroom teacher gives his/her class something to eat, it must be eaten in that classroom. Unauthorized consumption of candy, gum, or breath mints will result in a consequence. Use of cough drops requires written permission from a parent or guardian.

Cheating/Forging/Plagiarism

Each student is expected to do his/her best in each class. Cheating is not acceptable, and a student who has cheated may not receive credit for that particular assignment or test and may receive an automatic detention. Parents/guardians will be notified of this offense. Plagiarism and forgery are against the law and are considered cheating.

Discipline with Purpose

A self-disciplined person can...

1. Listen
2. Follow Instruction
3. Ask questions when something is not understood
4. Share: Time, Space, People, Things
5. Demonstrate appropriate social skills
6. Work cooperatively with others
7. Understand and explain the reasons for rules
8. Select and develop procedures for accomplishing a task
9. Demonstrate leadership
10. Communicate effectively

Discipline with Purpose (continued)

11. Organize: Time, Space, People, Things
12. Work together to resolve problems
13. Take the first step to resolve a problem
14. Distinguish fact from feeling
15. Sacrifice/Serve Others

At St. Hubert School, we expect our students to behave in a Christ-like manner and appropriately in all situations. We see our self-discipline program as an opportunity to teach our common Catholic moral principles. Thus, the aim of our discipline policy is to assist the individual student in developing the knowledge and skills needed for living a responsible, value-centered life.

Opportunities to teach children the 15 self-discipline skills abound within any school day and during extra curricular activities. Because teachers believe confrontation (coming face to face) is part of their task as disciplinarians, they welcome opportunities to help children help themselves. An adult routinely handles all disruptive behavior on the spot.

Broad rules that affect the daily living together of all members of the school community include these:

1. Show respect to others and your school
2. Contribute to the learning environment
3. Follow school and classroom procedures

The teachers work with the children to make sure the rules are understood and the reasons for the rules are taught. Children learn that each adult may have different procedures to helping them follow the rules. Children are assessed through observation of their actions, orally, and in writing to ensure they know and understand how rules protect each person's right.

In addition, each grade level has an established Discipline Cycle that lists consequences for not following the rules. When a student registers at St. Hubert School, he/she thereby agree to accept the rules of the school. In the event these rules are not followed, teacher discretion will be used in determining an appropriate consequence.

When detention is the consequence, we expect the serving of detention to cause a student to evaluate his/her behaviors and change the behaviors for the better. We also expect parental involvement in assisting the child to change the behavior. Detention is usually served for one hour before school, but can change depending on the teacher's discretion. If a student misses detention, is late for detention, or otherwise fails to satisfactorily complete detention, the student may serve an additional detention on the next two scheduled detention days.

Multiple infractions of the rules may result in a meeting between the student, parent(s), teacher, and administration, and a contractual agreement being drawn up in order to help the student succeed.

St. Hubert School staff does not tolerate certain disruptive and destructive behaviors. These behaviors will result in an immediate consequence including, but not limited to: detention, suspension, conference involving staff, student, and parents, and expulsion. These behaviors are posted in each classroom and are part of the DWP program. The "Big Three" behaviors are listed below:

1. Danger: Physical or Mental
2. Abuse: Of Others or Self
3. Out of Control Behavior

Dress Code

As noted in the Parent/Student Handbook, we expect our students to appear respectable in their school uniform. When a student is not in compliance with the uniform policy, the student will call a parent to bring the necessary attire. He/she will stay in the school office until they are in proper uniform. When a student is out of uniform including, but not limited to, an untucked shirt, no socks or belt, wearing a sweatshirt other than the St. Hubert uniform or Honors sweatshirt, or body graffiti, the student will receive a consequence. Habitual violation of the dress code will result in the forfeit the next non-uniform day. Please consult the Family Handbook for more specific information regarding the dress code.

Dress Code (continued)

- **Plain black or dark brown belt is required for boys and girls in grades 5-8.**
- **No make-up of any kind is permitted K-6.**
- Clear lip gloss and Chapstick may only be applied BETWEEN classes.
- **Uniform shirts must be tucked in at all times** with the exception of Phy. Ed. class and recess.
- Shirts bands should not be visible.
- **Leggings must be full length, straight leg, and black. No flared, wide leg or ¾ length leggings permitted.**
- Skirt hemlines should fall no higher than **two inches** above the knee in both front and back.
- Black or white socks are required EVERYDAY, including non-uniform days.
- Due to allergies, students and staff are asked not to use cologne, perfume, or perfumed lotions.
- No excessive or distracting jewelry is permitted.
- No tattoos, stickers, or body graffiti is permitted.
- No artificial hair coloring or hairstyles used to draw attention to oneself are permitted.

All students in grades 4-8 are required to wear a uniform during their Phy. Ed. class. The uniform consists of black St. Hubert shorts and a gray St. Hubert t-shirt. Students must have their names printed on both. If the uniform is lost, outgrown, or destroyed, students will need to order a new one through the school office at their own expense (shirt-\$11.00, shorts-\$12.00). **Uniforms should be taken home, washed, and returned at least once a week.**

On non-uniform days, extra-curricular activities or anytime you are representing St. Hubert School, students are expected to dress in clothing that is neat, clean, and in good repair. Any attire which draws attention to itself including, but not exclusive to, attire which makes reference to alcohol, tobacco or drugs, clothing that does not cover the shoulder, back, midriff and chest, clothing that does not cover undergarments, shorts and skirts shorter than halfway up the thigh are unacceptable. Unacceptable items include, but are not limited to, ripped or torn jeans, super low rise, extremely tight or loose fitting pants, halter-tops, and shirts with spaghetti straps, tank tops, flip-flops and open toed shoes. Judgment may be used at the discretion of the St. Hubert Staff regarding inappropriate attire. **If school faculty finds dress to be inappropriate, parents will be called to bring a change of clothing.**

Spirit Days are set aside for students on the last Friday we are in school each month. On Spirit Days, students may wear clothing that represents St. Hubert School. This includes official Spirit or Athletic sweatshirts and flannel pants, KIND Team or Art Festival t-shirts, sports jerseys, St. Hubert School academic team shirts (i.e. Monarch Fair), or any other officially recognized St. Hubert attire.

Electronics

iPods, MP3 players, CD players, cell phones, cameras, pagers, hand-held games, and other electronic devices are not permitted during the school day from 8:45-4:00. Should these items be visible or audible during the school day (including field trips) without special permission, they will be subject to confiscation and a parent will need to pick up the item. St. Hubert School is not responsible for items lost or stolen.

Extra-Curricular Activities

Extra-curricular activities supplement our educational program and provide opportunities for students to participate in activities outside (and possibly during) the normal school day. School-sponsored extra-curricular activities include, but are not limited to, sports, Student Council, newspaper, and yearbook. To ensure a positive experience, we want to put a major emphasis on the care and respect of one's self, others, and the facilities we use. All school rules apply before, during and after each activity. We expect students to be respectful, cooperative and demonstrate responsible behavior.

Students are not permitted to be in the building before or after school without adult supervision. If an extra curricular activity begins after 4:00, students must go home or have pre-arranged adult supervision.

In order to remain eligible for participation in any extracurricular activities at St. Hubert's School, students must remain in good standing. Eligibility for participation is determined by the school administration.

Extra-Curricular Activities (continued)

Good standing status includes, but is not limited to, maintaining a minimum grade point average of 2.0 with no grade of "U" or "F" at the end of each trimester. In addition, if an "Incomplete" is received in a class, students will have one week to complete their work or they will receive a "U" or "F" for that class, also resulting in the student becoming ineligible.

Each violation will result in a one-week suspension from participation in extracurricular activities. School-sponsored extracurricular activities include, but are not limited to, sports, Student Council, newspaper, and yearbook. Sports activities include practices, scrimmages, games, tournaments, and all related activities.

The Athletic Director will notify coaches and parents of ineligibility via both E-mail and hard copy. Suspensions will start the Monday following notification.

In addition, we recognize the important role that parents play in the educational partnership. We also recognize that, from time to time, parents may voluntarily opt to hold a student out of participation from an extracurricular activity when the demands of school work make it necessary

If a student is not in attendance for the full day he/she may not be involved in school sponsored activities after school. Students who participate in a school-sponsored event (retreat, field trip, testing) will not be considered absent. If there are extenuating circumstances (family emergency, doctor's appointment, funeral), a note from the student's parent explaining the absence will allow them to participate. If a student stays home during the morning hours he/she may not return to school for the purpose of being involved in a special activity during the afternoon or be involved in an extracurricular activity that afternoon or evening.

Field Trips

During the 2008-2009 school year there will be a few opportunities offered to Middle School students who are in good standing with their academic responsibilities and who have been positive members of the school community. These field trips are part of the educational program, but should be **considered a privilege, not a right**. There are certain supervisory issues that support the decision to have these trips offered only to those students who have demonstrated their ability to handle themselves away from school in a way that will reflect well on the St. Hubert's community. The chaperones need to feel confident that these trips will not be jeopardized by behavioral challenges.

To ensure a positive experience, we want to put a major emphasis on the care and respect of one's self, others, and the facilities we use. All school rules apply before and during each trip. We expect students to be attentive, respectful, and cooperative and demonstrate responsible behavior. Students are expected to wear their uniform unless otherwise specified. Only students with signed and fully completed permission slips turned in by the due date will be allowed to go on the field trip.

Participation in a field trip will be decided by a committee of teachers and the administration. Students who do not go on these trips are expected to be in school on the days of the trips. Supervised opportunities will be provided for reviewing course materials and making up needed work. They will not be penalized for their lack of participation in the trips that they were not invited to attend.

NOTE: Parents attending or chaperoning field trips must have a background check on file, have completed VIRTUS training and filled out a Liability Waiver Form. Parents should not bring siblings along on field trips.

Grading

A grade is one representation of how well a student has mastered the concepts of a class. This is indicated by tests, written and oral presentations, and other measurable means. In order to achieve a grade for a class, a student must complete the requirements of that class to the satisfaction of the teacher. The requirements will be outlined by the teacher at the beginning of the year so that each student will know what is to be expected of him/her. The method of determining grades is up to the teacher, and that method will also be shared with students at the beginning of the class. Students will then know precisely what is needed to earn the desired grade for each class.

Grading (continued)

The 5th and 6th grading scales for the 2009-2010 school year are as follows:

100+	A+	81-78	C+	O	100-96
100-96	A	77-74	C	S+	95-87
95-93	A-	73-70	C	S	86-75
92-90	B+	69-66	D+	S-	74-65
89-86	B	65-62	D	U	Below 65
85-82	B-	61-60	D-		
	Below 60	F			

Students and parents may check their grades on-line by using PowerSchool. Each student is given a personal username and password, sent in the August mailing, which should only be shared with parents. Information displayed includes the assignments, categories the assignments fall under, points earned, and possible points. The percent and grade earned for each class are also listed.

To check grades:

- Log on to your Internet Service Provider.
- Enter <http://sthubert.org:8080> into the address bar.
- Enter the username and password for the student.
- Double click on the icon of your choice.
- By clicking on the email notification icon, you can choose to have grades and the School Bulletin emailed to you each week.

Hall Pass

Hall passes for each trimester are located in the assignment notebook. Students are allowed to use the pass, with the teacher's permission, to go to their lockers or use the restroom 16 times during each trimester. However, they must have the assignment notebook or hallway pass with them in order to leave the classroom.

Homework

Homework is expected to be on time, neat, and legible. Students are responsible for following the homework guidelines of each individual teacher. Students may be required to remain at school during out-of-school field trips, or in a supervised study time during in-school field trips if a student has missing work. If a student turns an assignment in late, the assignment still must be completed, but the grade will be reduced. As a general guideline, students should have approximately 10 minutes of homework per grade level, per night (i.e. 6th grade = 60 minutes). Teachers need to be made aware of students spending significantly more or less time than the guideline.

Honor Sweatshirts

St. Hubert 5th-8th grade students will have the opportunity to earn an honor sweatshirt. During the course of their fifth, sixth, seventh, and eighth grade years, students can earn points each trimester for participation in the categories listed below. In order to receive a sweatshirt, students must accumulate the minimum number of points for their grade level. For example, fifth grade students will need to earn 425 points, but students entering St. Hubert in sixth grade will only need to accumulate 340 points. New seventh graders will need 225 points and new eighth graders will need to earn 110 points. When a student earns the required amount of points, the school will then purchase an Honor Sweatshirt for the student. They may wear their sweatshirt, a hooded, charcoal-colored gray or black sweatshirt with the school logo, in place of the maroon sweatshirt, as part of their uniform. Students achieving twice the amount of their required points by the end of April of their eighth grade year will be invited to a special leadership event.

Students can earn points each trimester for participation in the following categories:

Band (20 pts per trimester)	No Discipline Checks(10 pts per semester)
Choir (20 pts per trimester)	No Passes Used (10 pts per trimester)
Jazz Band (15 pts per trimester)	Service Hours (2 pts per 1 completed hour)
Athletics (up to 15 pts per sport)	Academic Teams (up to10 pts per team)
Caught Doing Good (2 pts per voucher)	Safety Patrol (up to 10 pts per trimester)
Student Council (up to 15 pts per trimester)	Artist of the Month (3 pts)
KIND Team (up to 15 pts per trimester)	Wellness Committee (20 pts per year)
Miscellaneous (Points determined per activity)	Band/Choir Excellence Award (3 pts)

KIND Team

The KIND (Kids In New Directions) Team is open to students in grades 4 through 8. The focus of the group is to continue the St. Hubert School tradition of being a welcoming environment. Students are chosen through an application process in the spring. Activities of the KIND Team include designing and implementing an anti-bullying week, poster campaigns, and touring new and perspective students.

Lockers

Students must learn to organize their lockers so that the contents fit properly. No trading or moving from the assigned locker is allowed without permission from the homeroom teacher. Students are expected to keep the hallway around the lockers free of student supplies and litter. We recommend that students carry at least two classes worth of books at a time to alleviate the necessity to go to their lockers as often. Students with lockers that are not closed properly (i.e. backpacks or books protruding) will receive a consequence. Mistreating lockers (i.e. kicking, slamming, marking on, etc), like all school property, will result in a consequence.

Lunchroom

Middle school students will have 25 minutes for eating lunch. Middle School students eat at assigned tables and are expected to wash their table and remain seated at it until they are dismissed to go to their next class.

Service Hours

Each grade level will participate in a Service Learning Project (or projects) throughout the school year. However, students may earn two honor points for each hour of service performed outside these school projects. These points would include, but not limited to, helping a teacher, serving at school and weekend Masses, Summer Stretch, babysitting in the nursery during evening school and church activities. We also encourage students and their families to participate in services offered through the parish. Once a student completes their volunteer task, a Service Hour Form needs to be signed by the supervisor. Forms can be picked up in the office or from the homeroom teacher. Turn in the form to the homeroom teacher at the end of each trimester to receive points.

Student Council

Running for a seat on Student Council is open to all 5-8 graders. The President and Vice President are 8th graders; Secretary and Treasurer are 7th graders. There are elected representatives from each homeroom. Student Council is responsible for Middle School dances and activities, participating in Catholic Schools Week, Marathon, and setting up service projects which benefit the entire school.

Tardiness

Students who arrive after the 9:00 a.m. bell are considered tardy and are expected to report to the school office for an admission slip to class. Tardiness to a class during the school day results in a check . Be on time!

Zero Tolerance

St. Hubert School will provide a safe environment that allows us to follow the mission of St. Hubert School to teach as Jesus did within the context of the teachings of the Catholic Church. We expect students and adults involved in activities at St. Hubert School to follow the guidelines in the Code of Conduct, found in the Family Handbook. St. Hubert School has zero tolerance for bullying, weapons, threatening language, harassment/sexual harassment, illegal drugs, tobacco or alcohol on school/parish community grounds.