

St. Justin Martyr Middle School Handbook

2026 – 2027 School Year

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Welcome

Welcome to the 2026–2027 school year!

The Middle School staff is excited to partner with students and families as we begin another year of learning, growth, and achievement. Our goal is to provide a safe, supportive, and faith-filled environment where every student can grow academically, socially, emotionally, and spiritually.

We encourage families to review this handbook together and reach out to teachers whenever questions arise. Open communication between home and school is essential to student success. If you have any questions regarding the policies in this handbook, please contact **Mrs. Beth Woodley**, our Middle School Coordinator.

We look forward to a wonderful year of learning, leadership, service, and fun!

Middle School Staff

Core Teachers

- **Mrs. Teresa Killian** – Math and Religion
- **Mrs. Kathy Regnier** – English/Language Arts
- **Mrs. Beth Woodley** – Science and Social Studies

Special Area Teachers

- **Mrs. Emily Bowman** – Music
- **Mrs. Victoria Miller** – Art
- **Mrs. Sue Stumpf** – Physical Education
- **Mrs. Lisa Braun** – Technology

Support Staff

- **Mrs. Lisa Arends** – Middle School Aide
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Our Middle School Philosophy

Middle school is a unique time of growth and change. Students are developing academically, socially, emotionally, physically, and spiritually while becoming more independent and responsible.

At St. Justin Martyr, we strive to create a "school within a school" where middle school students benefit from:

- Strong teacher collaboration
- Consistent expectations and procedures
- Academic support and guidance
- Leadership opportunities
- Community-building experiences
- Faith-centered learning

Our goal is to help students become confident learners, responsible leaders, and faithful members of our community.

Communication Tools

Strong communication between home and school helps students succeed.

Student Planners

Student planners are the **primary** communication tool.

Students should:

- Record assignments and due dates daily
- Bring planners to and from school each day
- Review planners regularly with parents

Parents are encouraged to check planners frequently.

Google Classroom

Google Classroom provides:

- Assignments
- Classroom resources
- Announcements
- Instructional materials

Students should check Google Classroom regularly. However, Google Classroom does not replace the student planner.

Alma

Alma provides access to:

- Grades
- Progress reports
- Report cards

Parents are encouraged to monitor student progress throughout the year.

If you have questions or problems accessing Alma, please contact **Mrs. Lisa Arends**.

Respect & Responsibility Program

The Respect & Responsibility Program promotes positive behavior, organization, and accountability.

Each quarter every student receives:

- One Respect Card
- One Responsibility Card

Respect Marks

Respect marks may be issued for:

- Disrespect toward others
- Classroom disruptions
- Misuse of property
- Other inappropriate behaviors

Consequences

3 Respect Marks

- Parent/guardian contacted

4 Respect Marks

- Meeting with the principal
- Additional consequences determined by administration

Responsibility Marks

Responsibility marks may be issued for:

- Missing homework
- Missing assignments
- Forgetting supplies
- Lack of preparation

Consequences

3 Responsibility Marks

- Meeting with advisor

6 Responsibility Marks

- Meeting with advisor
- Possible parent conference
- Possible Learning Consultant support

9 Responsibility Marks

- Parent meeting
 - Additional support plan developed
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Uniform Infractions

Uniform expectations are outlined in the Family Handbook.

After **3 uniform infractions**, students lose the next dress-down day privilege. Uniform infractions are recorded on the back of the responsibility card.

Rewards

Students may earn tickets for positive behavior and responsible choices.

Examples include:

- Homework passes
- School supplies
- Snacks
- Special rewards

Advisory Program

Students are assigned to small Advisory groups made up of students in grades 6–8.

Each Advisory is led by a Middle School teacher who serves as the student's Advisor.

Advisory meets on Tuesdays during the final class period.

Students will:

- Participate in community-building activities
- Monitor academic progress
- Discuss grades and responsibility marks
- Meet with teachers
- Work on homework and projects

Advisory is designed to support students academically and socially and is **not graded**.

Academic Expectations & Grading

(follows Standards-Based-Grading which is uniform from K-8)

Grading Philosophy

Grades reflect a student's understanding of learning goals and standards.

Academic grades are based on achievement only.

The following are reported separately:

- Effort
- Participation
- Behavior
- Work habits

Academic Achievement Scale

<i>Level</i>	<i>Meaning</i>
Secure	Consistently demonstrates understanding and applies learning independently and accurately.
Approaching	Usually demonstrates understanding with only minor errors or omissions.
Progressing	Demonstrates partial understanding and may need additional support to meet the learning goal.
Beginning	Demonstrates limited understanding and requires significant support and re-teaching.
Not Yet	Has not yet demonstrated grade-level understanding of the learning goal.

Missing Work / Late Work

- Students remain responsible for completing assignments and are expected to complete all required work.
- No academic penalties for late work and late work receives a Responsibility Mark
- Teachers will provide opportunities and support for completion
- Extensions may be granted when appropriate
- **If work is not turned in two weeks from the due date, work is graded as “not yet”.**

Absences

Students are not penalized for absences.

Students will:

- Be allowed to make up missed assessments
- Receive time to complete missed work
- Work with their Homework Buddy to collect materials

Assessment Redo Policy

At St. Justin Martyr School, assessment redos are offered as an opportunity for students to demonstrate improved understanding of a learning goal. This practice aligns with our standards-based grading philosophy, which focuses on what students know and can do rather than on a single assessment performance.

The goal of a redo is to provide students with an opportunity to demonstrate mastery of a learning goal after additional learning has occurred. Redos are designed to support growth, responsibility, and academic success.

Redo Expectations

- Redos may be available for selected assessments at the teacher's discretion.
- Each teacher will establish specific requirements that must be completed before a redo is granted.
- Requirements may include additional practice, corrections, tutoring, conferences with the teacher, or other evidence that the student has worked to improve their understanding.
- Students are responsible for requesting a redo and completing all required preparation.
- Redos must be completed within the timeline established by the teacher.
- The format of the redo may differ from the original assessment.

Student Responsibility

Students are encouraged to take ownership of their learning by:

- Preparing for assessments the first time they are given
- Reviewing feedback from teachers
- Seeking help when needed
- Completing required relearning activities before requesting a redo

Homework & Assignment Guidelines

Homework Expectations

Homework is assigned regularly in core classes.

Homework is intended to:

- Practice new skills
- Review previous learning
- Prepare for assessments

Students should complete homework independently.

Helpful study tools include:

- Flashcards
 - Study guides
 - Graphic organizers
 - Mind maps
 - Visual study aids
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Assignment Heading Format

All assignments should include:

- Student name and number
- Subject and assignment name
- Date
- Title (if required)

Example

Jane Smith #12
Math – Fraction Practice
September 15, 2026

Assignment Expectations

Students are expected to:

- Submit work on time
- Write neatly
- Use complete sentences when appropriate
- Follow grade-level grammar and spelling expectations
- Avoid texting abbreviations
- Attempt all questions
- Use pencil in math
- Use blue or black ink or pencil in other classes

Cursive writing is expected unless accommodations have been approved.

Christian Life Skills & Work Habits

In addition to academic achievement, students receive separate ratings for behavior and work habits. These ratings help students develop the skills needed to be successful learners and positive members of the school community.

Areas Evaluated

Respects Others: Treats classmates, teachers, and others with kindness, courtesy, and respect.

Engages in Teamwork: Works cooperatively with others, contributes to group activities, and demonstrates a positive attitude when working with peers.

Work Quality: Completes work carefully, thoroughly, and to the best of their ability.

Listens to Directions: Follows instructions and classroom expectations independently and appropriately. **This includes written directions on assignments.**

Is Prepared: Comes to class ready to learn with the necessary materials, supplies, and assignments.

Rating Scale

Consistently: Demonstrates the skill regularly and independently.

Inconsistently: Demonstrates the skill at times but may need reminders or support.

Rarely: Demonstrates the skill infrequently and requires significant reminders or support.

Student Leadership & Responsibilities

Middle school students are expected to serve as positive role models within the school community.

Students participate in:

- Buddy activities
- House groups
- School leadership opportunities
- Service projects
- Various School Jobs

School Patrol

All middle school students may serve on Patrol and earn various incentives.

Patrol members:

- Receive training
- Assist with school safety and supervision
- Arrive by 7:25 a.m.
- May be picked up at approximately 3:15 p.m. after afternoon patrol duties

Patrol Responsibilities and Incentives: Patrol students are expected to arrive on time, follow directions, and carry out their assigned duties responsibly. Students who are consistently late or demonstrate irresponsible behavior while serving on patrol may forfeit patrol incentives, including treats, special outings, reward tickets, etc.

Explore Electives

Explore is a mixed-grade elective class held once each week on Thursdays.

Students select an elective each semester based on available offerings.

Eighth-grade students receive first choice during course selection.

Explore provides opportunities to:

- Develop new interests and explore talents
- Experience learning beyond core academic subjects and build relationships across grade levels