

# Upper-Grade Handbook

## 2023-2024



Our mission at St. Paul Lutheran Church and School is to bring in, build up, and send out disciples for Jesus Christ. Our school prepares children for a life of discipleship by helping them to grow in faith, knowledge, and character.



*"I am the true vine, and my Father is the vinedresser. Every branch in me that does not bear fruit he takes away, and every branch that does bear fruit he prunes, that it may bear more fruit. Already you are clean because of the word that I have spoken to you. Abide in me, and I in you. As the branch cannot bear fruit by itself, unless it abides in the vine, neither can you, unless you abide in me. **I am the vine; you are the branches.** Whoever abides in me and I in him, he it is that bears much fruit, for apart from me you can do nothing. **John15:1-5***

# Welcome to St. Paul Upper Grades!!

Welcome to a new school year! We thank you for the opportunity to serve as your child's teachers. We hope that you find this handbook to be a helpful tool as we work in partnership to meet the academic, social, emotional, physical, and spiritual needs of each child. Grades 5-8 is a time of tremendous growth for most children, and we will help all students grow in their knowledge of the Scriptures, find and use their God-given gifts, and accept themselves and others as saved children of God.

Your student(s) will have a variety of teachers and learning experiences. This handbook will provide you with an outline of most policies and procedures that apply to students at this level. We have tried to include as much information as possible; however, you may still need to refer to the St. Paul's Parent Handbook for specific issues or questions that arise.

We would like to welcome you again, and we look forward to working with you and your child(ren) this year!

Mr. A. Landgrave  
Mr. E. Derricks  
Mr. R. Johnson  
Mr. H. Burmester  
Mr. M. Johnson  
Mrs. L. Doell  
Mrs. A. Bahr

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**Upper Grade Schedule  
2023-2024**

		Monday	Tuesday	Wednesday	Thursday	Friday
Period 1	5th	Religion-LD	Religion-LD	Chapel	Religion-LD	Religion-LD
8:05-8:55	6th	English-HB	English-HB	Chapel	English-HB	English-HB
	7th	Confirmation-MP	Confirmation-MP	Chapel	Confirmation-MP	Confirmation-RJ
	8th	ConfirmationTS	ConfirmationTS	Chapel	ConfirmationTS	Confirmation-ED
Period 2	5th	Math-MJ	Math-MJ	Math-MJ	Math-MJ	Math-MJ
855-9:40	6th	Math-RJ	Math-RJ	Math-RJ	Math-RJ	Math-RJ
	7th	Reading-HB	Reading-HB	Reading-HB	Reading-HB	Reading-HB
	8th	History-ED	History-ED	History-ED	History-ED	History-ED
Period 3	5th	History-ED	History-ED	History-ED	History-ED	History-ED
9:40-10:20	6th	Science-MJ	Science-MJ	Science-MJ	Science-MJ	Science-MJ
	7th	English-HB	English-HB	English-HB	English-HB	English-HB
	8th	Math-RJ	Math-RJ	Math-RJ	Math-RJ	Math-RJ
10:20-10:30		Snack	Snack	Snack	Snack	Snack
Period 4	5th	Reading-ED	Reading-ED	Reading-ED	Reading-ED	Reading-ED
10:30-11:20	6th	Reading-HB	Reading-HB	Reading-HB	Reading-HB	Reading-HB
	7th	Math-RJ	Math-RJ	Math-RJ	Math-RJ	Math-RJ
	8th	Science-MJ	Science-MJ	Science-MJ	Science-MJ	Science-MJ
Period 5	5th	Science-MJ	Science-MJ	Science-MJ	Science-MJ	Science-MJ
11:20-12:10	6th	Religion-ED	Religion-ED	Religion-ED	Religion-ED	Religion-ED
	7th	Geography-RJ	Geography-RJ	Geography-RJ	Geography-RJ	Geography-RJ
	8th	English-HB	English-HB	English-HB	English-HB	English-HB
12:10-12:50		Lunch	Lunch	Lunch	Lunch	Lunch
Period 6	5th	Band/ S Hall-MJ	English-AL/RJ	English-AL/RJ	English-AL/RJ	English-AL/RJ
12:55-1:40	6th	Band/S Hall-AL	World Hist-ED	World Hist-ED	World Hist-ED	World Hist-ED
	7th	Band/S Hall-RJ	Science-MJ	Science-MJ	Science-MJ	Science-MJ
	8th	Band/S Hall-ED	Reading-HB	Reading-HB	Reading-HB	Reading-HB
Period 7	5th	F Lan/SPELL/Mem-MJ	F Lan/SPELL/Mem-MJ	F Lan/SPELL/Mem-MJ	F Lan/SPELL/Mem-MJ	Study Hall-HB
1:40-2:20	6th	F Lan/SPELL/Mem-HB	F Lan/SPELL/Mem-HB	F Lan/SPELL/Mem-HB	F Lan/SPELL/Mem-HB	World Hist-ED
	7th	Music-LD	Music-LD	Art-AB	PE-ED	Science-MJ
	8th	Art-AB	PE-ED	Music-LD	Music-LD	Health-RJ
Period 8	5th	Music-LD	Music-LD	Art-AB	PE-MJ	F Lan/SPELL/Mem-MJ
2:20-3:00	6th	Art-AB	PE-MJ	Music-LD	Music-LD	F Lan/SPELL/Mem-HB
	7th	F Lan/SPELL/Mem-RJ	F Lan/SPELL/Mem-RJ	F Lan/SPELL/Mem-RJ	F Lan/SPELL/Mem-RJ	F Lan/SPELL/Mem-RJ
	8th	F Lan/SPELL/Mem-ED	F Lan/SPELL/Mem-ED	F Lan/SPELL/Mem-ED	F Lan/SPELL/Mem-ED	F Lan/SPELL/Mem-ED
		Revised 8/15/2023	11:46 AM			
11:20-11:50		Science-MJ				
11:50-12:35		Lunch and Recess	5th Grade Period 5 and Lunch			
12:35-12:55		Science-MJ				



## UPPER GRADE RULES

Students will be held responsible for their own actions. At times, students may need to be corrected. This correction will be done in Christian love and care. If a student needs to be disciplined, we will follow the following procedure:

- The first time we will warn the student (this may be verbal or written)
- The second time, there will be a consequence (detention, etc.)
- Some infractions may be an immediate consequence. (i.e. cheating, fighting, etc.)

**The following set of guidelines will be applied to all classes in the upper grades. Individual teachers may also have their own classroom rules and procedures.**

### Honor God by...

- Using God's name with reverence and respect
- Showing proper reverence in Church/chapel
- Preparing for worship
- Using proper posture during chapel
- Limiting noise and talking during worship
- Participating in worship through singing and speaking

### Honor Others by...

- Keeping hands to yourself
- Not taking others' possessions unless you have permission
- Treating others as saved children of God
- Not gossiping or being unkind to others
- Respecting the ability to learn and teach in the classroom
- Being quiet and respectful in the hallway, so you do not disrupt other classes
- Keeping your areas cleaned up
- Acting appropriately in the lunchroom
- Keeping your locker area neat and tidy
- Keeping your supplies neatly on your table
- Respecting all teachers and staff members and doing as told by them



### Honor Self by...

- Always doing your best work in all things
- Not being afraid to ask questions or seek help if needed
- Remembering YOU are a saved child of God!
- Taking care of the body you have been given by God

## REWARDS

When students behave well, they may earn:

- Positive verbal reinforcements
- Positive notes sent home
- Special school-wide honors
- Special classroom activities and recognition
- Special junior high activities (quarterly)

## TARDY

Students will be tardy if they are not in the classroom by 8:00. Please arrive before 7:55 so students have time to get to their classrooms.

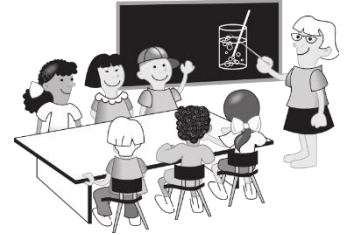
## JR. HIGH CLASSROOM EXPECTATIONS AND PROCEDURES

### BEGINNING OF DAY

Students can enter the building at 7:30 and proceed to the lunchroom. They will be dismissed to the classrooms at 7:45.  
We take attendance and get counts for lunch and snack when they come to the classrooms  
Church Attendance will be taken on Mondays.  
Students should be in their chairs waiting for the morning announcements by 8:00 (before the tardy bell)  
We will start the day with the morning announcements, the pledges, and then have a prayer to begin our day

### GENERAL CLASSROOM PROCEDURES

Students will be at their desks ready to begin at 8:00  
Students will raise their hands to participate in class  
Students will use an “inside voice” in the building at all times  
Only one person should be talking at a time so all can hear  
Students will remain seated unless given permission during guided class time  
(lecture/discussion/etc.)  
Students will treat all with decency and respect  
Students may get up during seat work time to sharpen pencils, throw away trash, get supplies out of their art box, etc...  
Otherwise, they should stay in their seats unless they have asked for permission  
Students may only eat at lunch or the approved snack time and gum chewing is not allowed at any time  
Students work for the class they are currently in. If they finish that work they may then do other work.



### RESTROOM

You are encouraged to use the bathroom during passing time. If you are switching classes take your materials to that classroom and then go to the bathroom.

### PASSING TIME EXPECTATIONS

During passing time, students need to get the materials they need for their next class and move to their next class quickly and quietly. Students will have three minutes to move to the next class.

### WATER

The students are allowed to keep a water bottle at school. They will only contain water. There are refilling stations in the school for them to use. Please use water bottles that are 32 oz or less.

### TECHNOLOGY USE

Students may only use Chromebook at the direction of the teacher.  
The students may only use the classroom technology to do class work.  
Chromebooks are not to be used for playing games at school at any time.

### CHAPEL AND CHAPEL BUDDIES

Students will walk quietly down to the church for chapel  
Students are expected to participate in the chapel service  
Students will be attentive and use their best behavior at chapel

### SNACK TIME

At snack time, students will be dismissed to their homeroom to eat their snack. Students are also encouraged to use the bathroom at this time. Students will inform the teacher before leaving for the bathroom.

### LUNCHTIME

The class will say a table prayer and then line up and the teacher will quietly lead them to the lunchroom  
Students should wash their hands before lunch or use hand sanitizer  
Students may talk quietly while eating and use appropriate behavior in the lunchroom and clean up after themselves  
When lunch is over we will return thanks and teachers will lead classes quietly back to our classrooms and lockers to get ready for recess

## RECESS

All students will go outside for recess unless weather conditions do not allow it (Students should dress for the weather)  
If outdoor recess is not possible students will have recess in the classroom or the gym

## STUDY TIME EXPECTATIONS

If a student has extra time after finishing an assignment or a Study Hall, this is a time for students to finish other work they have not completed, study for upcoming quizzes/tests, or read a book.

When students are finished with work, they are expected to quietly study for upcoming assessments, practice skills for class, or read a book. This will allow students who need the time to complete work an opportunity to concentrate.

## LATE WORK (Grades 5-8)

Students are to complete homework assignments on time. If they choose not to, the following procedure will be followed:

- Students will lose 5% per day on late assignments to a maximum of 20% off.
- Late work and corrections need to be done in a timely manner.
- Chronic late work may result in mandatory time(s) after school until it is completed

## RETAKES AND CORRECTIONS

Summative (Tests and Quizzes) → Cannot be retaken or corrected for credit back.

Formative (Homework) → 1/2 credit back

**Students must turn in corrections in a timely manner**

## GRADING SCALE

St. Paul uses letter grades to evaluate our students.

- A, B, C, D and F will be used to record grades for all subjects including religion, memory, music, physical education, handwriting, and art.
- The following scale is to be followed:

94-100	A	93	A-	92	B+
87-91	B	86	B-	85	C+
79-84	C	78	C-	77	D+
71-76	D	70	D-	69	F

## ONLINE GRADE BOOK

St. Paul uses an online grade book that is part of FastDirect. It allows you to access your student's/grades. You will have the ability to check your child's grades at any time! It is also a good way to keep track of any late or missing work.

You can access the grade book through FastDirect. We encourage you to check it regularly to keep track of how your child is doing.

## ACADEMIC DISHONESTY

There are times when a student may get in trouble because of *cheating*. Cheating is when school work is given to or taken from someone. While the person taking someone's school work is avoiding doing his/her own school work, the person giving his/her school work also bears responsibility for cheating. Getting help from the teacher is not cheating. Working with another student to help gain understanding is not cheating. The giving or taking of answers is cheating. While people involved may explain why they did so, that does not justify cheating. No teaching or learning is taking place in cheating. Often students are caught in the act because it is obvious copying is taking place. Other times the same mistakes will show up on students' papers—thought for thought, word for word, wrong spelling/punctuation for wrong spelling/punctuation, etc.

**STEP 1:** The teacher observing the behavior will confront the student involved. Depending on the age level or the frequency of occurrences, it may be a verbal warning, detention, a reduction of points, and/or a total loss of points on the assignment/test/quiz.

**STEP 2:** Repeated occurrences of cheating will result in a parent conference and may involve suspension or expulsion.

## USE AND CARE OF TECHNOLOGY RESOURCES

Students and parents must sign and return a copy of the Technology Use Policy to be allowed to use technology resources at school. This contract is in the front of the Parent Handbook.

Students are required to have a working Chromebook for school. In the event that a student Chromebook is broken or no longer working:

1. (Broken) Bring it in for repair along with the needed parts or pay for the needed parts through the office
2. (Non-repairable) Purchase a new Chromebook through school or on your own and have it set up by the tech director
3. If students have a broken Chromebook, they can rent one from the school for \$10 a week until they get a new one.  
This is meant to be for a short period of time.



## POLICIES

Please make sure to review these policies from Parent Handbook.

**SECTION 3.100: DRESS CODE**

**SECTION 3.200: DRESS REGULATIONS**

**SECTION 3.400: GYM SHOE POLICY**

**SECTION 4.200: EXTRACURRICULAR ELIGIBILITY**

**SECTION 7.300 DETENTIONS**

**SECTION 8.000: ELECTRONIC DEVICES**

## CONTACT INFORMATION

Please feel free to contact us with any questions you may have!  
You can contact us through **FastDirect** or with the email addresses listed below

### The Upper-Grade Staff

Pastor Shoup	<a href="mailto:t.shoup@stpaulbonduel.com">t.shoup@stpaulbonduel.com</a>
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