

# Middle School Survival Guide

## Middle School Creed

We believe.

We are college bound.

We are exceptional – not because we say it, but because we work hard at it.

We will not falter in the face of any obstacle placed before us.

We are dedicated, committed, and focused.

We never succumb to mediocrity, uncertainty, or fear.

We never fail because we never give up.

We make no excuses.

We choose to live honestly, nonviolently, and honorably.

We respect ourselves and, in doing so, respect all people.

We have a future for which we are accountable.

We have a responsibility to our families, community, and world.

We are our brothers' and sisters' keepers.

We believe in ourselves.

We believe in each other.

We believe in Mission Grammar.

**WE BELIEVE!**



Our Lady of Perpetual Help  
**Mission Grammar School**  
Unity in Diversity, Excellence in  
Education, Since 1889  
2011-2012  
Academic Year

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*Our Lady of Perpetual Help*  
**Mission Grammar School**  
*Unity in Diversity, Excellence in Education, Since 1889*

***Our Lady of Perpetual Help, Mission Grammar School is a small urban Catholic School dedicated to reaching individual excellence in a faith-based community rooted in Gospel values. As a school community we work to bring alive the following commitments.***

- **Living the Gospel includes caring for God’s creation. As a school community we work to develop a deep prayer life, a commitment to helping others, and spreading the message of Christ.**
- **The strength of a school is in its community. Families, the administration, faculty, staff, and scholars must work in partnership to accomplish and strengthen academic and social success. The neighborhood, rich in resources, strengthens student opportunities, teacher support, and professional development opportunities.**
- **Academic Excellence distinguishes Mission Grammar. The administration, faculty, and staff value training in best teaching practices as well as a strong relationship with the most current language arts publications. Under collaborative leadership, the faculty and staff work to establish standards based, college prep curricula.**
- **A safe, welcoming climate fosters school culture. The administration, faculty, and staff work to maintain excellence planted in mutually respectful relationships. We work to build relationships and maintain a code of conduct based on the principles of *Responsive Classroom*. We promote growth and make change in partnership with families and scholars. We celebrate our identity of being a *Peace First* school.**

## Responsive Classroom

*Responsive Classroom* is an approach to teaching that emphasizes social, emotional, and academic growth in a strong and safe school community. The goal is to enable optimal student learning. Created by classroom teachers and backed by evidence from independent **research**, the *Responsive Classroom* approach is based on the premise that children learn best when they have both academic and social-emotional skills. The approach therefore consists of **classroom** and **schoolwide practices** for deliberately helping children build academic and social-emotional competencies.

## Guiding Principles

Seven principles, informed by the work of educational theorists and the experiences of exemplary classroom teachers, guide the *Responsive Classroom* approach:

- *The social curriculum is as important as the academic curriculum.*
- *How children learn is as important as what they learn: Process and content go hand in hand.*
- *The greatest cognitive growth occurs through social interaction.*
- *To be successful academically and socially, children need a set of social skills: cooperation, assertion, responsibility, empathy, and self-control*
- *Knowing the children we teach-individually, culturally, and developmentally-is as important as knowing the content we teach.*
- *Knowing the families of the children we teach and working with them as partners is essential to children's education.*
- *How the adults at school work together is as important as their individual competence: Lasting change begins with the adult community.*

Since 1981, thousands of classroom teachers and hundreds of schools and school districts have used the *Responsive Classroom* approach to help create learning environments where children thrive academically, socially, and emotionally. In urban, rural, and suburban settings nationwide, educators using *Responsive Classroom* practices report increases in student learning, motivation, and responsibility, and decreases in problem behaviors.

## **Classroom Practices**

At the heart of the *Responsive Classroom* approach are ten classroom practices:

**Morning Meeting/Circle of Power & Respect (C.P.R.)** - gathering as a whole class each morning to greet one another, share news, and warm up for the day ahead

**Rule Creation/Social Contract** - helping students create classroom rules to ensure an environment that allows all class members to meet their learning goals

**Interactive Modeling** - teaching children to notice and internalize expected behaviors through a unique modeling technique

**Positive Teacher Language** - using words and tone as a tool to promote children's active learning, sense of community, and self-discipline

**Logical Consequences** - responding to misbehavior in a way that allows children to fix and learn from their mistakes while preserving their dignity

**Guided Discovery** - introducing classroom materials using a format that encourages independence, creativity, and responsibility

**Academic Choice** - increasing student learning by allowing students teacher-structured choices in their work

**Classroom Organization** - setting up the physical room in ways that encourage students' independence, cooperation, and productivity

**Working with Families** - creating avenues for hearing parents' insights and helping them understand the school's teaching approaches

**Collaborative Problem Solving** - using conferencing, role playing, and other strategies to resolve problems with students



## *Academic Calendar 2011-2012*

### *Semester I*

*Grades Close: November 18*

*\* Conference Week November 28-December 2*

### *Semester II*

*Grades Close: January 28*

*\*Conference Week: January 30-February  
(Sent home Feb. 3)*

### *Semester III*

*Grades Close: April 10*

*\* Conference Week April 23-27*

### *Semester IV*

*Grades Close: June 15*

*June 1 for Grade 8*

*Report cards send home the last day of school*

*(Tentative Date: June 20<sup>th</sup>)*

*\* Mandatory conference times*

*Families and/or Faculty may request a conference at anytime  
throughout the academic year.*

# School Year Calendar



Our Lady of Perpetual Help  
 Mission Grammar School  
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School Calendar  
 2011-2012 (Updated July, 2011)

Our Lady of Perpetual Help  
**Mission Grammar School**  
 94 Saint Alphonsus Street  
 Roxbury, MA 02120  
 617-442-2660  
 Fax: 617-442-3775  
[www.missiongrammar.org](http://www.missiongrammar.org)

Maura M. Bradley, Principal  
 mbradley@missiongrammar.org

## August 2011

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

22 School office resumes regular hours 7:30-3:30  
 29 Faculty and staff return  
 30 School Open to visit 4:00-6:00 p.m.

## February 2012

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

20-24 Winter Break NO SCHOOL

## September 2011

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	
18	19	20	21	22	23	24
25	26	27	28	29	30	

1  
 5 Labor Day  
**6 FIRST DAY OF SCHOOL**  
 8 AFTERSCHOOL BEGINS  
 16 Professional Day NO SCHOOL

## March 2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

26-30 Standardized Testing Week

## October 2011

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

10 - Columbus Day NO SCHOOL

## April 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

6 Good Friday NO SCHOOL  
 11-13 NCEA Convention NO SCHOOL  
 16-20 Spring Break

## November 2011

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

11 - Veterans' Day NO SCHOOL  
 7 Professional Day NO SCHOOL  
 23 Early Dismissal 11:15  
 24 - 25 Thanksgiving Break NO SCHOOL

## May 2012

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

28 - Memorial Day NO SCHOOL

## December 2011

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

23-Jan 2 Christmas Break NO SCHOOL  
 25 - Christmas  
 31 - New Year's Eve

## June 2012

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

7 8th Grade Graduation  
 20 Last Day of School 11:15 Dismissal

## January 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

1 - New Year's Day  
 16 - Martin Luther King Day NO SCHOOL  
 29-Feb 4 Catholic Schools Week

## July 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4 - Independence Day

## ***Middle School Schedule 2011-2012***

Ali Dutson: Lead Teacher, Advisory Gr. 7 Literacy Gr. 6-8, Religion and Advisory Gr. 7

Will Cochrane: Social Studies Gr. 6-8, Vocabulary/ High School Prep Gr. 6-8, Religion and Advisory Gr. 6

Brian Scanlan: Math and Science Gr. 6-8, Religion and Advisory Gr.8

**7:40 Earliest Arrival: Morning Work Posted**

**8:10-8:30 Arrival, Circle of Power and Respect (C.P.R.)**

**8:30-9:20 First Period**

**9:20-10:10 Second Period**

**10:10- 10:55 Third Period**

**10:55-11:40 Fourth Period**

**11:40-12:15 Fifth Period Religion ALL HOMEROOM**

**12:15-1:00 Lunch/ Recess (Scholars back to fifth period class by 1:00)**

**1:00-1:50 Fifth Period**

**1:50-2:30 Sixth Period**

**2:30-2:45 Return to Homeroom for closing circle**

**2:45 Middle School Dismissal**

All Middle School Scholars are highly encouraged to attend Sociedad Latina and/or participate in after school activities

# Middle School Daily Schedule 2011-2012

Period	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Advisory 8:10-8:30</b>	Advisory CPR	Advisory CPR	Advisory CPR	Advisory CPR	Advisory CPR
<b>First Period 8:30-9:20</b>	6th-Social Studies 7th-Literacy 8th-Math	6th-Music 7th-Literacy 8th-Math	6th-Social Studies 7th-Literacy 8th-Math	6th-Peace First 7th-Literacy 8th-Math	6th-Social Studies 7th-Literacy 8th-Math
<b>Second Period 9:20-10:10</b>	6th-Math 7th-Literacy 8th-Social Studies	6th-Math 7th-Music 8th-Social Studies	6th-Math 7th-Religion 8th-Social Studies	6th-Math 7th-Peace First 8th-Social Studies	6th-Math 7th-Literacy 8th-Social Studies
<b>Third Period 10:10-10:55</b>	6th-Literacy 7th-Social Studies 8th-Science	6th-Literacy 7th-Social Studies 8th-Music	6th-Literacy 7th-Social Studies 8th-Science	6th-Literacy 7th-Social Studies 8th-Peace First	6th-Literacy 7th-Social Studies 8th-Science
<b>Fourth Period 10:55-11:40</b>	6th-Literacy 7th-Math 8th- Vocabulary	6th-Literacy 7th-Vocabulary 8th- Science	6th-Literacy 7th-Math 8th- Vocabulary	6th-Literacy 7th-Math 8th-High School Prep	6th-Literacy 7th-Vocabulary 8th- Art
<b>Fifth Period 11:40-12:15</b>	6th-Religion 7th-Religion 8th- Religion	6th-Vocabulary 7th-Literacy 8th- Religion	6th-Religion 7th-Literacy 8th- Religion	6th-Religion 7th-Religion 8th- Religion	6th-Religion 7th-Religion 8th- Religion
<b>12:15-1:00</b>	Recess and Lunch	Recess and Lunch	Recess and Lunch	Recess and Lunch	Recess and Lunch
<b>Sixth Period 1:00-1:50</b>	6th-Science 7th-Vocabulary 8th-Literacy	6th-Social Studies 7th-Science 8th-Literacy	<b>(1:00-1:50)</b> 6th-Science <b>(1:00-1:30)</b> 7th-High School Prep 8th-Gym <b>(1:30-2:00)</b> 7th-Gym 8th-High School Prep	6th-Science 7th-Vocabulary 8th-Literacy	6th-Science 7th-Art (1:00-1:45) 8th-Vocabulary
<b>Seventh Period 1:50-2:30</b>	6th-Vocabulary 7th-Science 8th-Literacy	6th-Vocabulary 7th-Math 8th-Literacy	<b>(2:00-2:30)</b> 6th-Gym 7th-Science 8th-Literacy	6th-Social Studies 7th-Science 8th-Literacy	6th-Art (2:00-2:45) 7th-Science 8th-Literacy
<b>2:30-2:45</b>	Closing Circle	Closing Circle		Closing Circle	Closing Circle

# Code of Conduct

One of the principal aims of Mission Grammar School is mutual respect. Therefore, students respect themselves, classmates, other students and all adults involved in their educational process. Disrespectful behavior will not be tolerated at any time. Each student is expected to recognize that the school's authority extends from within the building itself to the walls surrounding it, to the playgrounds, and to the buses and bus stops. **Students are accountable to all faculty/staff members.**

Acceptable student behavior should demonstrate the following:

- Respect for oneself and all others of the school community
- Courtesy in speech and manners
- Cooperation in school and classroom policies
- Acceptance of responsibility for academic and moral learning

## Non-Negotiable Mission Grammar Rules

Mission Grammar's non-negotiable school rules consist of:

- \*Coming to school always dressed in uniform
- Coming to school and each academic class on time
- Coming prepared and participating in each class
- Maintaining an organized school binder and learning materials
- Using complete silence in the hallway (quiet zones)
- Turning in all electronics (cell phones, iPods, cameras, etc.) to their homeroom teacher at the beginning of the day
- Keeping all language and actions positive and respectful

### \*Dress Code

#### **Girls**

Skirt: Mission Grammar Plaid

Blouse: white or blue oxford blouse

Vest: navy (embroidered with logo) vest **REQUIRED**

Sweater: Navy blue with school embroidered school logo (cardigan or pull over)

Knee Socks, Tights, or leggings: Navy blue **ONLY**

Shoes: Black, blue, or brown flat school shoes

#### **Boys**

Pants: Navy

Shirt: Light blue oxford

Tie: Navy

Vest: Navy with embroidered logo **REQUIRED**

Sweater: Navy with embroidered logo cardigan or pullover (optional)

Shoes: Dark dress shoes (comfortable)

**Gym Uniform for both Boys and Girls\* Scholars MUST come in proper gym uniform to participate.**

Navy sweat shirt, pants, and sweat shirt printed with logo

Navy warm-up jacket and pants embroidered with logo (optional)

Sneakers

## Detention and Suspension Policies

**Failure to comply with these non-negotiable Mission Grammar rules will result in a detention after school.** All detentions will be held after school on the day of the violation from 2:50-3:20 on Mondays, Tuesdays, Wednesdays, and Fridays in the room of the teacher on duty. Detentions that would be held on a Thursday will be held on a Friday. When a scholar is given a detention, it will be recorded on Engrade in the scholar's behavior section. Teachers will also follow up with a call home that afternoon.

**If a scholar has been given two or more detentions in one week, he or she will receive a suspension. If a scholar does not appear at detention, he or she will be suspended. If a scholar is suspended more than 2 times during the year, he or she will have a meeting to discuss possible expulsion.**

## Organization Policy

Scholars will receive Middle School binders which will be used for all subjects and brought to every class. Taking excellent care of this binder is important and weekly binder checks will be a grade in each class.

Located in the front of the binder is the family communication folder which will hold homework and important notices to go home. Be sure to share the contents of this folder with your families every night.

## Homework Policies

All assignments and homework needs to be headed in the standardized manner as follows on the right-hand side of the paper:

Name  
Subject  
Date  
Assignment

Mission Grammar Middle School scholars will be expected to turn in their homework **on time**, but scholars will be given the opportunity to turn it no more than one day late for partial credit.

Middle School Scholars who have been absent due to illness, personal reasons, or a suspension will be given the number of days they were absent to make up the work (i.e. if a student was absent for three days they will be given three days from the date they return to school to turn in their work).

All Mission Grammar scholars will be expected to fill out their planners every day to help keep their tasks and assignments organized. To ensure communication between the school and families, we are asking that you, as a parent/guardian, sign your

scholar's planner each day. By signing off on your child's planner, you are noting to us, as teachers, that you have seen the assignments and assure us that your child has completed them. If we notice that parent signatures in the planner and homework are missing on a consistent basis, a phone call home will be made.

\*Please note that students who have been suspended for fighting or any other serious violation will be given extra work to complete at home during this time.

## **Engrade Policy**

All grades will be entered in Engrade and updated weekly by teachers. Every scholar has an account accessible on the internet. You may access it at [www.engage.com](http://www.engage.com). Passwords to these accounts must be kept personal and private. All families must set up an account as well. Please sign up for the option to get weekly email grade reports. If you need assistance, please see your scholar's homeroom teacher. Also available on engrade will be a behavior grade for each scholar. Any detentions will be recorded here as well as on track behaviors such as being prepared for class. In addition to parent phone calls, families can look here to keep track of detentions.

## **Bathroom Policy**

Scholars may use the restroom during morning work upon first arrival and during lunch. Scholars may not use the restroom during class unless it is an extreme emergency, in which case they *must* sign out and use a pass.

## **Book Bag Policy**

As young adults, scholars are responsible for carrying what they need in book bags from class to class. Book bags will be stored at the designated location in each room. During lunch and recess, book bags will remain in scholar homerooms. If scholars are distracted by book bag use, they will lose the privilege to carry his or her book bag throughout the day.

## **Lunch/Recess Policies**

Recess is from 12:15-12:30 and all scholars must cooperate and follow directions on the playground in order to enjoy a full recess. One whistle will be blown to indicate that all scholars should line up with their homeroom teacher. Those scholars who continue to play after the sound of the whistle will lose recess privileges for the following day.

\*Note: During the winter all scholars must wear a coat in order to go to recess; this is to ensure all scholars' health and safety.

Lunch will be held from 12:30-12:55. During this time, students are expected to stay seated unless they are in line to heat up their leftovers or go to the bathroom. There is a limit of 4 scholars per table. Leftovers may be brought from home for microwave heating, but fast food meals will not be accepted. Scholars are also able to use the

restroom during this time, but only one young man and one young lady will be permitted to leave with a hall pass at a time.

## **Thank You!**

The middle school team looks forward to a great year of learning and growth with your child. We are always eager and available to discuss your child's learning; please contact us via e-mail, phone, or appointment throughout the year. Thank you for partnering with us to ensure the best for your child!

Thank You,  
Ms. Maura Bradley, Principal  
Will Cochrane, Grade 6  
Ali Dutson, Grade 7  
Brian Scanlan, Grade 8

I have read and reviewed this survival guide with my child, \_\_\_\_\_, and will do my best to help him/her to succeed in the Mission Grammar Middle School!

\_\_\_\_\_ Student Signature \_\_\_\_\_ Date

\_\_\_\_\_ Parent Signature \_\_\_\_\_ Date