

## **NEW MIDDLE SCHOOL DOCUMENT FOR TEACHERS:**

As you can imagine, documenting and sharing information about the students between eleven different teachers can be a real challenge. We have come up with a google document that allows us to record certain things like: referrals, detentions, missing assignments, tardies to class, dress code violations etc. Class tardies and dress code violations don't always result in a referral but we realized that it would be nice to see if there is a pattern of behavior that we should be concerned about.

Beginning this school year the last Friday of the month is a free casual day for students with two or less violations. To keep track of these types of things, the teacher who has to remind a student about a belt, shirt etc. will record that in google. That way all teachers will be able to access and look at what is going on at any given time.

In the same manner, being tardy to class does not normally warrant a referral. We do, however, want to encourage getting to class in a timely manner. Having to wait on latecomers every day takes away valuable class time for all.

Out to lunch once a quarter is an enjoyable reward for the middle school. Any student with no referrals or no more than two missing assignments that quarter will bring money and go eat with their friends at a fast food restaurant.

Be aware that your student may receive a referral for a pattern of unwelcome behavior. Please refer to the revised student hand book for policies and procedures.

We want to treat your child like the young men and young women they are, leaders of St. Malachy School. Thank you for entrusting us with them.

St Malachy  
Middle School and Special teachers