

Middle School Procedures Checklist

Welcome to the Middle School Survival Guide! This packet consolidates essential resources to help you navigate the many supports and programs in middle school. Parents and students are encouraged to bookmark this and reference it often.

General Information:

- **Bloomz:** This is a communication tool for parents to facilitate home-school collaboration. You can find posts such as weekly From the Heart newsletters, CCC updates on class parties and staff birthdays, and all school events you do not want to miss. For students in grades PreK-5th, Homeroom teachers post a weekly Sway with a preview of what is coming up in the classroom.
- **From The Heart (FTH):** Weekly school newsletter for Sacred Heart community, a must read for parents as it includes events and updates.
- **Planners:** Students use planners to write down daily homework, as well as split and tackle plans for long term assignments (IXL, Math Muscles, Membean, AR, etc.).
- **Teacher Help Times:** Every middle school teacher holds two help times weekly.
- **Service Hours:** MS students are required to complete service hours each trimester for religion class. This is a large part of their class grade. (Min. requirements are 2 hours/trimester in 6th grade, 4 hours in 7th grade, and 6 hours in 8th grade).
- **Power School:** Parent and student portal to monitor class schedule and attendance for all students. For students in grades 5-8, Power School also includes student grades, assignments, and missing work.
- **Assignment Dashboard:** Located on Power School. When teachers post assignments, it will appear on the week-at-a-glance or 4-week calendar with due dates.

▼ Week at a Glance				
Monday 09/30/2024	Tuesday 10/01/2024	Wednesday 10/02/2024	Thursday 10/03/2024	Friday 10/04/2024
6 LA - P6 (Horton) - Pass an AR Test in Sept.	6 Math - P2 (Schriber) - A.1 p. 507-508 # 33-36, 40, 41, 44-46	6 Math - P2 (Schriber) - 8.2 p. 355-356 #29-32, 35-38	6 Math - P2 (Schriber) - 8.3 p. 361-362 #25-39 odd, 40-43	
6 Math - P2 (Schriber) - 8.1/8.4 See Description for Problems	6 Science - P4 (Batchelor) - Density Lab	6 Math - P2 (Schriber) - Paper MM: Assigned 9.18 Due 10.2	6 Science - P4 (Batchelor) - Minerals Station Labs	
6 Science - P4 (Batchelor) - Streak Test Notebook Page	6 Science - P4 (Batchelor) - Mineral Management Interactivity	6 SS - P1 (McReynolds) - Day 4 Creative Component		
6 Vocabulary - P1 (McReynolds) - Membean 9/23-9/30	6 Tech - Innovation - Making - P5 (Mannon) - Teams Assignment: Physics 1-Slide Presentation			

- **Teacher Comments:** When an assignment is missing teachers leave the student a note in the comment sections of that assignment. The easy way to see teacher comments is to go to Assignment Dashboard, scroll down to missing assignments. Comments will show up next to the missing work listed.

▼ Missing Assignments									
Status	Due Date	Class Name	Category	Assignment Name	Points	Percent	Grade	Codes	Comment
New	09/30/2024	6 Tech - Innovation - Making - P5 (Mannon)	Classwork	Peer Feedback Form	0/2	0%	F	Missing	Back side of worksheet incomplete

Student Online Tools:

- **PowerSchool** (see above)
- **Clever:** Clever provides a single sign-on for accessing various learning applications that are safe and secure.
- **TEAMS:** Teams is a way teachers post assignments and communications. When students submit their work on Teams, they must remember to select “submit/turn it in” for teachers to view their work.
- **OneNote:** This is a student's online class notebook, by subject. Agendas, classwork, homework, etc., are posted in the notebook for students to access.
- **Tech support:** See attached link for further technology information: [Technology - Sacred Heart School](https://school.sacredheart.org/academics/technology) (<https://school.sacredheart.org/academics/technology>) and [New MS student Tech Training](#)

Language Arts/Social Studies:

- **IXL LA 60 minutes:** Due every 2 weeks throughout the year. Students complete 90 points or work on a skill for 30 minutes in the LA arena. IXL Logs must be filled out and turned in on the due dates. See ARC Newsletter for trimester 1 due dates.
- **AR (Accelerated Reader):** Each month students read one or more books in the assigned genre. The AR test can be taken in LA class on Fridays. Required to take an AR test each month, unless teacher pre-approves extending due date. Students can take up to 5 AR article tests each trimester. These are worth 1 point each and a great way to work toward AR trimester goal.
- **Membean:** Vocabulary program done in Social Studies class. Three (15 minute) Membean lessons are due per week, cannot complete more than one lesson per day. One Membean is often completed on Mondays in SS class, the other two lessons are homework.

Math:

- **Math Muscle:** These are due every two weeks throughout the school year and alternate between IXL and paper formats.
 - **IXL Math 90 minutes:** Students complete 90 points or work on a skill for 30 minutes from the math arena. IXL math logs must be filled out and turned in by the due date to receive full credit. See ARC Newsletter for trimester 1 due dates.
 - **Paper Math Muscle:** A spiral review math worksheet, typically 15 to 20 problems. This is graded on correctness and answers are not posted to OneNote; therefore, it is highly recommended students attend math help times to get their work prechecked, prior to the due date.
- **Math Evidence:** Math evidence problems are available in OneNote and should be completed ongoing, this is how students show they prepared for a math test. Evidence

is due on the day of the test, no late work accepted. At a minimum, students must complete four problems per section, though more are encouraged. Students should select problems in areas they need additional practice with and be sure to include some applied problems (story problems).

- **Math Test Corrections:** After each chapter test, students are required to complete test corrections for all problems missed, using the test correction form provided by teacher.

Attached Resources:

- Teacher Help Time Schedule
- Service Hours sheet
- LA IXL Log
- Math Department Helpful Guide
- How to Avoid INC math work
- Math IXL Log
- Math Test Corrections Form
- Split and Tackle
Recommendations
- Daily Homework check off