

# **St. Peter Middle School**



## **FAMILY/STUDENT HANDBOOK**

(Revised August, 2010)

# LET'S GET ACQUAINTED

## Administrative Staff

Mrs. Ellen Lopas ..... Principal  
Very Rev. John Potaczek ..... Dean  
Father Robert Letona ..... School Chaplain  
Ms. Sandra Litchfield ..... Guidance Counselor

## School Staff

### 6<sup>th</sup> Grade Homerooms

Mrs. Maureen Brocken  
Mrs. Paula Marciniak  
Mrs. Jane Yenter

### 7<sup>th</sup> Grade Homerooms

Mrs. Michelle Nerren  
Mrs. LeeAnn Stremkowski

### 8<sup>th</sup> Grade Homerooms

Mrs. Sherry Patton  
Mrs. Elizabeth Peterson  
Mr. Thomas McCann

Ms. Lisa Mercurio-Wroblewski ..... 8<sup>th</sup> Science  
Miss Karissa Barbola ..... Art  
Mr. Charles Bauer ..... Band/Jazz Band  
Mr. Jonathan Olson ..... Spanish  
Mr. Jeremy Hanson ..... Physical Education  
Mrs. Marian Trzebiatowski ..... French  
Mrs. VurChelle Baumann ..... 6<sup>th</sup> Grade General Music/ Choir  
Mrs. Barbara Baalke ..... Learning Resource Teacher  
Mrs. Dana LaMotte ..... Learning Resource Aide/Playground Aide  
Mr. John Raflik ..... Athletic Director

## Support Staff

Mrs. Therese Greuel ..... Administrative Assistant  
Mrs. Wendy Studinski ..... Administrative Assistant/Playground Supervisor  
Mrs. Sherri Moscinski ..... Technology Mgr/IMC Coordinator  
Mr. Ron Helmrichs ..... Maintenance  
Mr. Larry Proulx ..... Maintenance  
Mr. Ben Gebeau ..... Custodial  
Ms. Catherine Drefcinski ..... Housekeeping  
Mrs. Carol Kvatek ..... SPACS Nutritional Coordinator  
Mrs. Sue Theisen ..... Food Service  
Mrs. Debi Shannon ..... School Nurse



#### VISION STATEMENT

The Stevens Point Area Catholic Schools will be a beacon of hope and virtue, assisting the church and families with faith and educational growth for our students.

#### MISSION STATEMENT

**The Stevens Point Area Catholic School System, in an environment of Christ-centered faith, worship, and service, enriches the development of each student through academic and co-curricular excellence in partnership with family, parish, and community.**

#### GUIDING PRINCIPLES

1. Provide the highest quality Catholic education possible.
2. Emphasis faith and academics.
3. Provide a nurturing, supportive, welcoming atmosphere for families and students
4. Increase the awareness that the schools and the parishes share this important ministry of the church.
5. Provide opportunities for students to develop in a variety of areas.
6. Continue to be good stewards of fiscal resources for staff, families, and parishes.

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## **OPENING NOTE**

This policy handbook is for the most part a set of policy guidelines for students, parents, teachers, and staff to insure smooth day to day operations. These policies along with common sense, parental backing, and student responsibility lead to sound decisions with students being accountable for their actions. It is by no means meant to be an all-inclusive document. Situations not mentioned in the handbook will be handled by the discretion and best judgment of the school administration.

## **PHILOSOPHY**

SPACS mission statement: The Stevens Point Area Catholic Schools System, in an environment of Christ-centered faith, worship, and service, enriches the development of each student through academic and co-curricular excellence in partnership with family, parish, and community.

A strong program of education within the Catholic Christian dimension is accomplished through the integration of faith development, Christian service, academic excellence, and co-curricular activities.

St. Peter Middle School focuses on religious truths and values as the core of a total education program; therefore, our ongoing mission as a Catholic school is to:

- ~ present the Gospel message as an integral part of a middle level program
- ~ develop in the students a commitment to the community and the social skills and values needed to achieve this commitment
- ~ respond to the challenge of meeting the needs of the local community through service to others
- ~ treat all human beings with dignity and respect as creatures made in God's image

In order to uphold this mission, an active campus ministry program is in place at the school, and the pastors of area parishes are regularly involved. In addition, parents, staff, and others provide the students with opportunities to live the Gospel message and share their faith. Some faith experiences in which the students actively participate include:

- ~ daily prayer
- ~ planning and participating in weekly liturgies
- ~ reconciliation services, Stations of the Cross, and May Crowning
- ~ retreats and a variety of service projects

## **PROFILE OF SAINT PETER MIDDLE SCHOOL**

St. Peter Middle School came into being in 1987, due to consolidation in the Stevens Point Area Catholic Schools. To teach middle school students is to work with young people who are at a crossroad of change. They bring into the classroom tremendous energy and curiosity. Middle school students believe in themselves and in their abilities to live their dreams. Teachers and parents have the responsibility to encourage them to become part of their dreams, to give them the avenues for attaining knowledge, and to strengthen their belief and faith in God and themselves.

The middle school provides a unique opportunity to foster and encourage these child/adult dreams. St. Peter Middle School is not a junior high school, but rather a school geared for students in the middle of their educational years. Classes, activities, and special programs are focused toward the affective and

academic needs of students leaving childhood and entering early adolescence. St. Peter Middle School is structured into a unit concept according to grade level. Each 6th, 7th, and 8th grade student is placed into a unit with a team of three to four teachers. Each unit team meets daily to plan and discuss issues pertinent to their students.

### **NONDISCRIMINATION**

Every Catholic school in the LaCrosse Diocese respects the dignity of each individual and, therefore, will not discriminate on the basis of race, nationality, or sex in regard to enrollment. (DSP 5101-Diocese of LaCrosse)

### **NON-CATHOLIC STUDENT PARTICIPATION**

Non-Catholic students fully enrolled in a Catholic school are required to participate to the same extent in all school activities (both curricular and extra-curricular) and courses of study as Catholic students, provided such activity is permitted by Catholic Church law. (DSP 6225-Diocese of Lacrosse)

### **PROOF OF GUARDIANSHIP**

In any situation where there is a custody agreement, the school needs to have an agreement that stipulates custody and any other information pertinent for the school for their child to be enrolled. Parents are responsible to notify the school immediately of any change in the agreement. (DSP 5302 - Diocese of LaCrosse)

### **PARENT RIGHT TO RESTRICT RELEASE OF STUDENT INFORMATION**

Parents/guardians of all students attending the Stevens Point Area Catholic Schools desiring to deny release of all or part of registration information about their children should complete the Acknowledgement and Consent Form.

### **SCHOOL DAY**

The school doors open at 7:45 a.m., students must be in their homeroom by 7:50 a.m., classes begin at 8:00 a.m. and dismissal is at 2:45 p.m. The school does not take responsibility for students before 7:45 a.m. No students should be in the building before 7:45 a.m. unless previous arrangements have been made. Office hours are from 7:20 a.m. to 3:20 p.m., Monday through Thursday and 7:20 a.m. to 2:45 p.m. on Friday. The school office telephone number is 344-1890. On occasion, student volunteers or an answering machine will answer the phone. Bused students are dropped off and picked up at the Fourth Avenue entrance. Non-bus students should be dropped off and picked up at the Washington Avenue entrance.

The policy for closing school in inclement weather situations is the same for both the public and parochial school systems and is based upon bus driving conditions. Media announcements for an emergency school closing will be broadcast over any of the following radio stations: WGNV - 88 FM, WYTE - 96 FM, WSPT - 98 FM, WIZD - 100 FM, WWRW -103 FM, WLJY - 106 FM, WSPT - 1010 AM.

### **Class Schedules**

Students will receive their class schedules on the first day of school.

### Communication

Correspondence between school and home is essential, and to help assure this, newsletters will be sent home monthly. Please take the time to read through these and contact either teachers or the principal with any questions or suggestions you may have. Announcements are made over the public address system each morning. Also, a weekly Family Folder, plus occasional special correspondences are sent home via the student the last day of the week. It is the responsibility of the student to get the information home.

### School Visits

The school welcomes visits by parents and others. The security system requires every visitor to be buzzed into the building for the safety of the students. Each visitor must then report to the main office when they arrive. A guest pass will be issued to visitors before they go to any classroom. Any unrecognized or unauthorized persons will be referred to the office and their presence reported to the principal immediately. (DSR 6350 - Diocese of Lacrosse)

## **ATTENDANCE**

### Absenteeism

It is the parents' responsibility to notify the school at 344-1890 by 8:15 a.m. if their child will be absent or tardy that day. The school office will, when possible, make courtesy calls, but a student is considered unexcused if no parent or guardian phone call is received. A student who is absent from school or from a class is responsible for the work missed. Upon return, the student should contact his/her teachers to find out what the missed work is and when it is due.

Four or more consecutive school days missed for illness will require a note from a doctor. Excessive absences will result in parent notification and/or conference. A student is excessively absent after missing ten (10) class periods of any given class. A student's grade may be affected after the student has missed ten (10) class periods in a semester. This includes both excused and unexcused absences. Serious medical problems will receive special consideration and will require a written doctor's excuse. The administration will make the final decision.

### Truancy

A student is truant if s/he is unexcused for 5 of 10 consecutive days and/or part or all of 10 days in a semester. When a student is truant, a letter will be sent to the parent or guardian appraising them of their child's status, and a copy of this letter will be sent to the District Attorney's office.

### Tardiness

Students are considered tardy if they are not in their assigned homeroom by 7:50 a.m. Students must report to the school office for an admit slip before reporting to their homeroom or respective class. Unexcused tardies are logged in the office and students are given three chances. A half-hour detention is issued for each unexcused tardy beyond the first three. It is the parent's responsibility to inform the office by phone call or note if the tardy is not the student's fault. Excessive tardies will result in parent notification and/or detention.

### Leaving the building

If a child needs to leave the building during the school day, a note from the parent indicating the time and the reason for departure must be given to the homeroom teacher to be initialed. Then, the note is sent to the school office where it will be filed and noted on the daily slip. At the appropriate time, the child can be picked up in the school office by the parent or designated person who will sign the child out. Designated persons must be family members, or an appointed guardian listed on the student registration card. If the student returns during the same day, he/she must be checked back in through the main office by the parent or designated person so that the student may receive an admit slip.

### Pre-planned Absence

Families are encouraged to plan vacations around the school schedule to avoid extended absences. When a student knows s/he will be absent from school, an explanatory note from the parent including dates, must first be given to the homeroom teacher to be initialed and then sent to the office. At the minimum, a twenty-four hour prior notice is appreciated. Classroom teachers will be notified by the office regarding the student's absence. It will not always be possible to give work ahead of absences due to the unpredictability of the time missed. Student work will be accumulated during the absence, and students will need to make up this work in a reasonable amount of time. We ask that parents limit the number of absences due to the importance of in-class participation.

### **PHONE CALLS**

Students may use the telephone in the office for emergency calls with the permission of a teacher. Forgetting homework, books and parental permission slips can become a habit and an inconvenience for parents. The school discourages such calls. Unless it is an emergency, students, or teachers are not to be called from the classroom during school hours. Messages will be accepted and relayed to the party involved. Emergency situations include sickness or school event cancellations or changes. Students need a pass or a note in their planner signed by a teacher giving them permission to make a call. Cell phone usage is not allowed during school hours.

### **SERVICES**

#### Campus Ministry

The Campus Ministry program is a vital part of the entire faith development program. Students receive religious instruction daily in the classroom. Faith development, however, cannot be left only to classroom activities. There are four main areas the Campus Ministry program uses to help make sure that all facets of a student's faith have a chance to grow. Those four areas are: prayer, personal and spiritual growth, service, and evangelization. Although specific activities change from year to year, there will be opportunities for students to develop in these areas each year.

Liturgy ~ Students celebrate Mass weekly. They take an active role in planning and participating by serving as readers, musicians, gift bearers, singers, and servers. Parents are invited and encouraged to attend our liturgies and sit with their children.

Reconciliation ~ Students attend reconciliation services three times per year.

Prayer ~ Special prayer services are held in conjunction with the seasons of the year, including an Advent wreath prayer service, Stations of the Cross, the Rosary, and May Crowning. Individual and small group prayer experiences are also available.

Service ~ Other Campus Ministry programs include service projects, mission activities, justice and peace activities, and community building programs.

#### School Counseling

SPACS has a comprehensive school counseling program that promotes academic success for 100% of students grades 6-12. The success of the program is found through the Wisconsin Comprehensive School Counseling Model-Student Content Standards in the areas of personal and social development, academics, and career education.

The comprehensive school counseling program provides our system with an overall framework including: Curriculum, Individual Student Planning, Responsive Services, and System Support. The listed services

are accomplished through different modes of implementation, including but not limited to: individual sessions, small group sessions, classroom lessons, and individual student/parent planning conferences.

If you have any questions regarding the school counseling program, would like to make a student referral, or would be interested in reviewing the SPACS school counseling curriculum, please feel free to contact Sandra Litchfield, SPACS Director of School Counseling at 715-344-1890 or [slitchfield@spacs.k12.wi.us](mailto:slitchfield@spacs.k12.wi.us).

### Learning Resources

The Learning Resource room is available to assist students with special needs as determined by the regular education teachers and core team (principal, school counselor, learning resource teacher). It is the Learning Resource teacher's responsibility to meet student needs with individualized instruction during specially scheduled study labs or independent classes, record student accommodations, establish and retain teacher and parent contacts, administer MAPS testing, request further outside testing, and oversee the UWSP tutors and practicum students, as well as the school MASH program.

### School Pictures

School pictures of students are taken each year, with individual picture packages being available for sixth, seventh, and eighth graders. A yearbook with homeroom and group activity pictures is also made available at the end of each school year.

## HEALTH

### Illness in School

If a student becomes ill while in school, s/he must first report to his/her homeroom or classroom teacher. Based upon the situation, the student may be directed to report to the office where s/he will either lie down, call home (if necessary), or be sent back to class.

### Information Card

Each family is required to complete health/emergency information found at the bottom of the registration card. It is required that this information be kept current. This card will contain any medical information the parents or school consider important to insure the well-being of the child, including telephone numbers of local contact people to be used in an emergency. To aid students, a confidential health listing of potential medical concerns will be compiled and given to each teacher. Please inform the office of any changes on this card.

### Emergencies

Should your child become injured or extremely ill while at school, we will attempt to contact you immediately. If we are unable to contact you for assistance or direction, either the principal or another school official will act in a prudent manner to help your child.

State and Federal regulations and guidelines regarding blood-borne pathogens are adhered to by all Stevens Point Area Catholic Schools. A copy of the System's Blood-borne Pathogen policy is available in the school office.

### Drug/Medication Administration

The school is forbidden by Wisconsin state law from administering any medication without receiving prior authority to do so. Any private school employee authorized in writing by the school principal may administer certain drugs to students. Any drug which may lawfully be sold over the counter without a prescription, and is still in its original, **unexpired** container, may be administered in compliance with the written instructions and consent of the student's parent or guardian. Administration of prescription drugs

requires written instruction from a doctor and written consent from a parent or guardian. A log record of the administering of the drug will be kept in the school office. The party authorized to administer the drug and the school principal are immune from civil liability for their acts or omissions unless there is a high degree of negligence. (DSP 5505 - Diocese of Lacrosse)

#### School Nurse

The school nurse will be available for consultation at least once a week in the school building. Students will be informed of her schedule during the first week of school. She is also on-call during the course of the week.

#### Screenings

Vision and hearing screening will be done at various times throughout the year. Parents will be notified prior to this testing and notified again afterward as to the results.

#### Physical Education Non-participation

If a student cannot participate in physical education class due to illness or injury but does not have a physician's release, a note from the parent must be presented to the physical education teacher. S/he will then base the student's activity on his/her best judgment. In cases of serious or prolonged injury or illness, the school will require a doctor's statement for non-participation.

### **LUNCH PROGRAM**

The Stevens Point Area Catholic School District serves meals under the National School Lunch Program. To apply for free or reduced meals, households must fill out the application and return it to the school. Additional copies are available at the principal's office in each school. The information provided on the application will be used for the purpose of determining eligibility and may be verified at any time during the school year by school or other officials. Applications may be submitted at any time during the school year.

In the operation of the child nutrition programs, no child will be discriminated against because of race, color, sex, national origin, age, or disability. If any member of a household believes they have been discriminated against, they should write immediately to the Secretary of Agriculture, Washington, D.C. 20250.

#### Guidelines

Courtesy and neatness contribute to a pleasant lunchtime atmosphere and should be maintained at all times. Everyone eating lunch or entering the cafeteria will be required to go through the lunch line in a quiet, orderly fashion. Moderate level talking is acceptable and should be maintained while in the cafeteria and hallway area. Students are allowed to sit anywhere in the lunchroom. Students eating hot lunch are not allowed to share with students that bring their own. When finished eating, trays are to be stacked neatly and waste disposed of properly. Absolutely no food shall be taken out of the cafeteria.

St. Peter Middle School has a pick three portion controlled hot lunch program. A student must pick a minimum of three different items from five possible food groups. If the student does not like something that is offered, they do not have to take that item, but will be required to eat all that is taken. According to State guidelines these groups include milk, bread, meat/protein, fruit and vegetable/salad bar. The menu is posted on a monthly basis and adjusted with weekly postings as needed.

#### Lunches

Lunch purchases will be handled through the SPACS food service program.

### Cafeteria Rules

- **The St. Peter Middle School cafeteria is a “soda-free” zone. Students should bring 100% juice or buy milk in the cafeteria.**
- Students will be quiet in the halls while waiting for lunch.
- The indoor half of the lunch period, the students eat and remain in the cafeteria under supervision.
  - a. If students need to use the restroom, they should go during this time.
  - b. Students need permission to leave the cafeteria from the lunchroom supervisor.
  - c. When students are done eating, they will take care of their trays and utensils and sit down until dismissed. Tables will be cleaned and clear before their dismissal.

### **STEVENS POINT AREA CATHOLIC SCHOOLS WELLNESS POLICY**

SPACS recognizes that nutrition and physical activity influences a child’s development, health status, wellbeing and potential for learning. Furthermore students who practice good nutrition attend school with minds and bodies ready to take advantage of their learning environment. The Stevens Area Catholic Schools encourages all members of the school community to help create an environment for students that support healthy, lifelong nutrition eating and fitness habits. Decisions made system-wide in regard to curriculum, food, beverages, and exercise need to reflect and encourage positive nutrition messages, healthy food choices, and physical fitness.

SPACS believes that effort to promote good nutrition is the shared responsibility of the system, staff, parents, and students. To that end, an oversight committee has been established consisting of the SPACS Food Service Coordinator and staff, the system president, middle school principal, a physician, and physical education teachers. This committee will be charged with operational responsibilities to ensure that the schools adhere to the system wellness policy. The committee will meet at least twice a year and at other times as needed. The committee will review and update this policy annually.

SPACS sets the following goals in an effort to create and maintain an environment that supports and teaches healthy eating habits as well as physical activity. The food service department, health curriculum and physical education curriculum will work together to achieve these goals.

### Food Service

The food service department will:

- Promote healthy meals and meal alternates as part of the educational environment.
- Ensure all meals offered through the National School Breakfast and Lunch Programs meet and follow all U. S. Government Nutritional Standards.
- Encourage and promote healthy living by implementing nutrition education materials into the meal program.
- Encourage the sale of foods of nutritional value during school meal service hours by phasing in healthier choices.
- With the assistance and support of school administrators, provide a positive environment in school cafeterias by giving an adequate amount of time for students to eat school meals, and schedule lunch periods in a reasonable manner.
- Encourage children who bring lunches from home to include 100% juice or water instead of heavily sweetened juice or sport drinks.
- **Discourage fast food lunches either brought by children or delivered by parent.**

## SAFETY PROCEDURES

### Fire Drill

Fire drills are required monthly by state law. Every teacher should assist in vacating the school in an orderly fashion. The teacher should accompany those under his/her charge to the proper destination. It is essential that the teacher take roll of their students when they are outside the building. Missing students must be reported to the person in charge. In case of fire, all students need to avoid panic and remain calm. They should move quickly and silently along the posted exit route explained to them. The warning for a fire drill is a steady unbroken alarm signal. (DSP/R 6120 - Diocese of LaCrosse)

### False Alarms and Fire Extinguishers

State statute 941.13 states that "whoever intentionally does any of the following may be fined more than \$500 and/or imprisoned not more than one year in the county jail.

- ~ Gives a false alarm to any public official or employee, whether by means of a fire alarm system or otherwise.
- ~ Interferes with the proper functioning of a fire alarm system.
- ~ Interferes with, tampers with, or removes without authorization, any fire extinguisher, fire hose or any other fire fighting equipment."
- ~Interferes with AED

### Bomb Threat

In the event of a bomb threat, fire drill evacuation procedures will be used immediately and the police notified of the threat. Re-entry to the building will take place only after the authorities have checked over the building and found everything in order. Student conveyance of bomb threats constitutes grounds for immediate suspension and/or expulsion. (DSP 6122 - Diocese of LaCrosse)

### Severe Weather (Tornado) Drill

Students and staff will be alerted via the public address system of an approaching tornado or severe storm. Proper evacuation procedures are posted in each classroom and rehearsed with the students. In case of warning, teachers are instructed to move students into the hallway, assume the prone position, and cover their heads with their arms. St. Peter Middle School's procedure and plan of action has been reviewed by the Portage County Emergency Government. (DSP 6121 - Diocese of LaCrosse). The Tornado Warning Procedures Sheet should be posted by the door of each classroom.

### Upon P.A. Warning of County Alarm Signal for Storms:

All 8<sup>th</sup> grade students will proceed single file on first floor and line up between boys' bathroom and Room 3 on the first floor (seated-legs crossed-elbows on knees-heads down with hand on head-no talking).

All 6<sup>th</sup> and 7<sup>th</sup> grade students will proceed single file downstairs to basement and line up between the boys' locker room/library wall and the first music room door, staying in rows (seated-legs crossed-elbows on knees-heads down with hands on head-no talking).

### Additional Information:

- ✓ Always stay to the right side or wall when moving to a grade assigned area.
- ✓ Arts teachers with classes escort them to grade assigned areas and stay with the class.
- ✓ Non-teaching staff and arts teachers without classes report to the 7<sup>th</sup> grade area.
- ✓ Homeroom teachers with or without classes should report to their grade assigned area.
- ✓ During lunch periods, the class eating should proceed to the basement hall and students from recess on the playground should go to their assigned areas.

- ✓ If severe weather strikes without adequate warning or signal, teachers should move classes into their hallways and assume a facedown-prone position as quickly as possible. When conditions permit, then follow the original plan as listed above.

### Intruder Drill/Code React

Intruder drills will be held twice a year. Students are informed that it is just a drill and they are given instructions as to what to do if there were an intruder in the building.

### Announcement over the PA (if possible)

- Location of intruder
- Time to lockdown (post someone outside during drill)
- Students already know where to go in each room
- Sweep the hall of any students
- Absolute silence
- Out of sight
- Light out
- Door locked
- Silence cell phones
- Those outside go to the rectory and then to the church, if necessary
- Wait for all clear from office

### Asbestos Statement

Inspections for asbestos are performed on a periodic basis according to State and Federal regulations. A copy of the school's asbestos management plan and reports are located in the school office and are available for review. Any school related person interested in inspecting the management plan and/or reports can contact the school office to make an appointment to do so. (DSP/R 3320 - Diocese of LaCrosse)

### Property Accountability

Students may be held responsible for the loss and/or damage of school equipment. Breakage or loss of school equipment, when judged to be caused by student irresponsibility, will result in charges for replacement or repair. Textbooks, classroom supplies, and library books are all included in this category. If necessary, charges will be billed through the school office and then filed in the central office (SPACS).

### Personal Property

Students do not have lockers to store personal property, they have only lift top desks, cubbies, and open closet space in their homeroom. Due to these circumstances, students are asked to refrain from bringing unnecessary valuable and/or sentimental items to school. Therefore, cell phones, any type of electronic toy or game, etc. are not to be seen during school hours. Skateboards, roller blades, pagers, beepers, walkie talkies, laser pens, and shocking devices should not be brought to school. Please also note that with probable cause, personal property, to include desks and book bags, may be searched according to private school law and Diocesan approval.

## **ST. PETER MIDDLE SCHOOL ACCEPTABLE USE POLICY**

St. Peter Middle School is committed to student use of technology as a tool to expand learning opportunities and conduct scholarly research. The use of technology facilitates global collaboration - a vital skill for our 21st century learners. Students at St. Peter Middle School utilize laptop computers on a wireless network. Laptops and other school computers are strictly for educational use consistent with the educational goals of St. Peter Middle School. Along with the opportunity this provides comes

responsibility. This Acceptable Use Policy is designed to give the student and family clear and concise guidelines regarding the appropriate use of laptops as well as other computers at school. We expect each student to exercise good judgment and to utilize technology with integrity.

### **Network Access**

- The student must not make any attempt to access servers or network information that is not open to the public.
- The student is not allowed to access any wireless network outside of the school network.
- The utilization of proxy avoidance IP numbers and programs is strictly prohibited.
- The student may not use the school network for personal or private business reasons including but not limited to online ordering and purchases.
- The student is not to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law. This includes tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.
- St. Peter Middle School is not responsible for damaged or lost data transferred through our network or stored on laptops, computers, or our file servers.

### **Internet Use**

- The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet and are strictly prohibited. These materials include, but are not limited to, items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. The student must not access, display, or store this type of material.
- The student will not bypass or attempt to bypass the school's filtering system.
- Information obtained through the Internet must be properly cited and in compliance with copyright laws. Due to the quickly changing nature of the Internet, a hard copy of referenced material is recommended.
- A student is required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated in the same manner as any other incidence of plagiarism.
- If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, he/she is to notify a teacher, school administrator, or the Technology Coordinator as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

### **Laptop Care and Use**

- Laptops are not to be defaced in any way. This includes, but is not limited to, marking, painting, drawing or marring the laptop; stickers, glitter, and any other decorative markings are prohibited.
- Don't remove, move or write on any identification tags or stickers on the laptops.
- Always carry the laptop with two hands when moving it within the classroom. Never transport the laptop with the lid open! Failure to shut down and close the lid of a laptop before transporting it could damage the hard drive and result in permanent loss of data.
- Never close the laptop with anything on the keyboard, such as pencils and notebooks.

- Do not touch the laptop screen for any reason.
- Do not place anything on the laptop or lean on the laptop when it is closed.
- If the laptop needs to be cleaned or repaired, please notify your teacher immediately.
- No food or beverages of any kind are allowed to be in the vicinity of the laptops.
- Student laptops must not be left unattended at any time. If a laptop is found to be unattended, it will be turned in to the main office.
- Laptops must be in a student's possession or secured in a locked classroom at all times.
- Do not allow anyone else to use your laptop.
- Laptops are not allowed in the bathrooms or locker rooms.
- The student is not allowed to create any administrative passwords on his/her laptop.

### **Backup Requirements**

- The student is responsible for saving and backing up his/her files.
- The student is advised to use removable file storage devices (USB drive, school network drive) to backup files when needed.
- Computer or laptop malfunction is not an acceptable excuse for loss of data; it is the responsibility of the student to secure their information.

### **Chatting and Instant Messaging**

- Instant messaging is prohibited at school except as part of an assigned, in-class activity that is supervised by faculty or administration.
- Participation in chat rooms is prohibited at school, except as part of an assigned, in-class activity.

### **Games**

- The viewing and/or playing of games is not permitted during school hours except as part of an assigned, in-class activity.
- The school reserves the right to remove any game from a school computer that is considered inappropriate or impedes the educational purpose of the laptop program.
- Games are not to be "played" on the school network or installed on school computers including the laptops.

### **Modifying Files**

- Additions, modifications, or deletion of files that you did not create or that you do not recognize, are not allowed.

### **Audio and Video**

- Audio on computers should be turned off unless required for the activity being conducted.
- Listening to music either aloud or with earphones is not permitted during school hours unless required for the activity being conducted. Faculty and staff may relax this policy at their discretion.
- When sound is needed, headphones provided by the student must be used.
- The use of laptops to watch movies and DVD videos, unless assigned by a teacher, is not permitted during the school day.
- Any audio or video recording may be done only with the prior permission of all parties being recorded.

- Sharing of music (including iTunes music sharing) over the school network is strictly prohibited and is subject to appropriate consequences.
- Copyrighted movies may not be “ripped” from DVDs and placed on the laptops nor may copyrighted movies be downloaded to the laptops from the Internet.

### **File Sharing**

- File sharing is the public or private sharing of computer data or space. Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered file sharing.
- File sharing of any kind is prohibited both at school and outside of school. The only exception to this is when it is a specific assignment given by a faculty member.
- No file sharing software of any kind is to be installed on school computers including laptops. Examples of this type of software are Limewire, Bearshare, Kazaa, iMesh, etc.

### **Downloading and Loading of Software**

- No student is permitted to install any software on school computers (e.g. Internet Browsers, games, file-sharing programs).
- The downloading of music files, video files, games, etc. through the school’s network is absolutely prohibited unless it is part of an assigned, in-class activity.
- The school reserves the right to remove any software that has been loaded onto the computer that impedes the educational purpose of the laptop program.

### **Copyright**

- Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited.
- Illegal use or transfer of copyrighted materials is not allowed.

### **Privacy, Use, and Safety**

- St. Peter Middle School respects the privacy of every student, faculty member, and administrator with respect to stored files and e-mail accounts. However, if inappropriate use, including harassment, is suspected, the school administration has the right to view these files in order to investigate suspected inappropriate behavior.
- The school will monitor computer activities that take place on school-owned computers including logging website access, bandwidth, and network use.
- The student is prohibited from utilizing peer-to-peer networking or any method of file sharing between computers unless authorized by the technology staff.
- The student is prohibited from using laptops or any computer for acts of cruelty (including mean-spirited e-mails, offensive blogging, etc.).
- Students should not give any personal information regarding themselves or others through e-mail or the Internet including name, phone number, address, passwords, credit card numbers, social security numbers, etc. unless they are completely sure of the identity of the person with whom they are communicating. Frequently, the identity of someone on the Internet is impossible to confirm. Therefore, contact with such individuals is considered inappropriate and unsafe. **St. Peter Middle School is not responsible for any information the student releases over the Internet.**
- The student is not to provide the e-mail address or other personal information regarding other students, faculty, or administration to anyone outside of the school without their permission.

- The student is prohibited from accessing faculty, administration, and staff computers as well as school file servers for any reason without explicit permission from the user or administrator of that computer.
- The student is prohibited from utilizing the command prompt interface. In addition to this, students are prohibited from using any method to obtain control of another person's computer through the use of their own computer.
- Any electronic device used on the school network, even if privately owned, is subject to all policies and consequences of the Acceptable Use Policy including: the right to view the content of the device at any time; the right to remove content from the device; and the right to retain the device in the school's possession if there is an infraction to the Acceptable Use Policy that deserves that consequence.

## **Consequences**

- The school reserves the right to enforce appropriate consequences for the violation of any section of the Acceptable Use Policy. Failure to use a laptop, computer and/or the Internet in accordance with this agreement will result in any or all of the following consequences:
  - Loss of laptop/computer/Internet privileges
  - Detention
  - Suspension from school
  - Expulsion from school
  - Civil or criminal liability under applicable laws
- Students are to report any known violations of this Acceptable Use Policy to appropriate administrative staff members. Random checks of student computers may be conducted throughout the year to ensure that these policies are being followed.
- St. Peter Middle School takes no responsibility for activities conducted on school computers and laptops or materials stored on computers, laptops, or the school's network.

## **ST. PETER MIDDLE SCHOOL STUDENT LAPTOP POLICY**

The Laptop Program at St. Peter Middle School is designed to help the student succeed academically as well as help prepare for the future. Laptop computers are a very important addition to instructional tools in the classroom, and are provided to further academic achievement. Therefore, it is crucial that the student care for and use the laptop in accordance with these guidelines. Policies regarding use are in place to maintain a secure, safe network available for the education of each student.

**Laptop Care and Use:** The primary use of the laptop by the student is for educational purpose.

- Keep all liquids and food away from the laptop.
- Only use laptops on hard surfaces to prevent overheating.
- Do not deface the laptop in any way. This includes, but is not limited to, marking, painting, drawing or marring the Equipment. Stickers, glitter, and any other decorative markings are prohibited.
- Identification tags and labels on the laptop are not to be moved, removed, or written on (e.g. laptop serial number, laptop stickers).
- The student will keep the laptop in the condition received from the school.

**Screen Care:** Laptop screens are particularly sensitive to excessive pressure. Extreme care must be emphasized to protect the screen from accidental damage.

- Never close the laptop with anything on the keyboard, such as pencils and notebooks.

- Do not touch the laptop screen for any reason.
- Do not place anything on the laptop or lean on the laptop when it is closed.
- If cleaning of the screen is needed, please notify your teacher.

**Laptop Repairs:** The student shall immediately notify the teacher if the laptop is not in good operating condition or is in need of repair.

**Backup Requirements:** The student is responsible for saving and backing up his/her files.

- The student may use the laptop to store files.
- The student is advised to use removable file storage devices (USB drive, school network drive) to backup files when needed.
- Laptop malfunction is not an acceptable excuse for loss of data; it is the student's responsibility to secure their information.

**Right of Inspection:** The student shall make the laptop available to the school's Technology Department as necessary for purposes of inspection, maintenance, repair, upgrading, and/or software installation.

- The school retains the right at any time to investigate or review accounts, laptops and any email or other media accessed, created, or stored on the laptops.
- Users have no right or expectation of privacy for any use of the laptop or the school network.

**Consequences:** The student is expected to use their laptop in accordance with this agreement along with all applicable laws. Failure to use the laptop in an appropriate manner will result in any or all of the following consequences:

- Loss of laptop/computer privileges/Internet
- After school detention
- Suspension from school
- Expulsion from school
- Civil or criminal liability under applicable laws

**Entire Agreement and Modification:** No modification or amendment of this agreement shall be effective unless in writing and signed by both the school and the student/parent/guardian.

### **IMC (Instructional Media Center)**

St. Peter Middle School has a fully operational IMC, which includes a print media library and 2 technology labs. Each section of the IMC is available to assist both classes and individual students in their continuous pursuit of knowledge. Materials can be checked out and used at home by students. Books are released from the IMC for a two week period and may be renewed for additional time so that all students have adequate time to complete their reading and research. Each book will be have a stamped form in it with the due date. It is the students' responsibility to return the materials on time.

IMC materials not returned by the designated due date are considered overdue. Students will be made aware of overdue materials on Wednesdays in the manner determined by each homeroom teacher. A grace period of 2 days will allow students who forgot their IMC materials(s) at home to return it. After the grace period, all materials will be subject to weekly reminders. If materials are more than 2 weeks overdue, a notice will be sent home to families and the student will not be allowed to check out any further materials until it is returned.

Students are liable for any lost IMC materials. The replacement fee for the item will be the actual replacement cost. If a student cannot pay for the lost item, a donation of an item of similar value and quality and approved by the IMC director will be considered.

### Student Internet Use

1. Internet access and use in school is a privilege not a right.
2. The use is always to be consistent with Catholic teaching, doctrine, morality, and values.
3. Users shall not use the Internet for the purpose of transmitting or receiving illegal, illicit or obscene materials or other materials in conflict with our Christian mission.
4. User shall not use the Internet for the purpose of violating copyright law. This includes but is not limited to: copyrighted software, text, graphics or music. Such action will be considered theft and is in violation of Christian and legal standards.
5. Users shall not use the Internet for the purpose of plagiarism.
6. Users shall not attempt to gain access to resources belonging to others. This includes, but is not limited to: passwords, e-mail, personal files, and restricted or secure Internet sites. This will also be considered theft and in violation of Christian and legal standards.
7. Users shall not use the Internet or transmit information about the school or the school- governed facilities, other than their own e-mail address. This includes, but is not limited to: school personnel names and addresses.
8. The school reserves the right to review any materials (e-mail, files, other correspondence) sent or received via the Internet for their appropriateness in light of legal, ethical and Christian standards.
9. Any violation of this policy is also considered a violation of the general school discipline code and is subject to school disciplinary action.
10. The privilege of the Internet can be suspended or revoked at any time.
11. The school limits the use of Internet during school time to school curriculum related issues, matters, and use. (DSP 6420 – Diocese of La Crosse)

## **PLAYGROUND**

### Noon Recess

To break up the academic day and provide a little recreation and fun, a daily recess is a privilege provided for students during the lunch period. In order to provide a safe and enjoyable recess time, there are a few playground guidelines - common sense being the most important of these. The playground supervisor is in charge on the playground. The primary concern is for the safety of the student.

### Playground Rules

- The outdoor half of the lunch period, the students will go outside with the supervisor.
  - a. Students will be courteous and respectful of others and equipment at all times.
  - b. No tackle games or roughhouse contact activities are allowed.
  - c. Students must stay within sight of the playground supervisor.
  - d. Boots must be worn for students to be allowed in the snow. Any snow play where clothes get wet require snow pants. Students are not allowed to throw snow.
  - e. No food, drink, or gum chewing is allowed on the playground.
  - f. When recess is over, the whistle will blow once and the students are expected to line up single file, by homeroom.
  - g. Students should come into the building quietly so as not to disturb classes that are in session.
  - h. If it is raining or below zero (with or without wind chill), recess will be held indoors.

## **DISCIPLINE**

### **SPACS Student Behavior Policy**

Structure and discipline are vital to the running of an effective school. Students are expected to behave appropriately in all areas, and at all activities related to the school. Any school-sponsored event will come under the jurisdiction of the school.

Should infractions take place, disciplinary measures will be used. These measures may include, but not be limited to, missing a specific activity, loss of other privileges, meetings with parents, detentions, and suspensions.

Minor infractions will be handled at the school. Any serious infractions, which may include vandalism, intentional physical harm to another, theft, and others will need more serious attention. The following process will be used for serious infractions:

1. The school principal will notify the parent directly within 24 hours of the incident.
2. The school principal will interview all those involved in the situation.
3. If the infraction involves, or may involve, a legal issue, the principal will inform the president who will contact appropriate diocesan officials.
4. The consequence for the infraction will be put in writing, and may include no more than suspension of up to three days.

Consequences may include, but are not limited to:

- withholding of privileges, such as participation in recess, after-school activities, and special school events
  - restitution (if relevant)
  - repair (if relevant)
5. Behavior modification plans or contracts may be used at the discretion of the principal.
  6. Extremely serious or repeated offenses may result in dismissal from school after consultation with the diocesan schools' office.

The school administration has the discretion to determine all consequences. Parents may use administrative recourse if they disagree with the decision of administration.

Approved: 4/3/08

Stevens Point Area Commission

### **Bus Conduct**

St. Peter Middle School supports the bus regulations issued by the Stevens Point Board of Education. These rules are made for the safety and welfare of the children. Riding a school bus is a privilege, and it can be taken away if the privilege is abused and bus misconduct reports are issued. Misconduct reports are issued by the bus company and enforced by the school via the building principal.

St. Peter Middle School policy is as follows:

The first bus misconduct report simply serves as a warning, unless it is an extremely serious situation. A second misconduct report may result in the loss of bus riding privileges for a week. The third report may mean loss of bus riding privileges for two weeks. The fourth report could mean the loss of bus privileges for an entire month, and a subsequent fifth report would result in total loss of bus riding privileges. If any of the above situations should occur, parents will be notified immediately.

### St. Peter Middle School Expectations

St. Peter Middle School places a high value on respect, self-discipline, and good behavior. A major responsibility of our educational program is to encourage good citizenship and high moral values. Students are expected to display proper respect for people and to follow the necessary rules and regulations. It is essential that students understand and accept their responsibilities as students and citizens.

A middle school student may behave in a manner that will necessitate corrective action. Rules, regulations, and school policies have been formulated to enable students to gain profitable experiences. Cooperation from the home and reinforcement of any teacher/administrator is essential if your child is to accept responsibility for basic courtesy and proper behavior. Therefore, the following policies and guidelines have been established within the philosophy and objectives of our school system. The following process for correcting inappropriate student behavior may be followed:

### Teacher Correction

Teacher correction may involve verbal correction and/or an assigned task appropriate to the age and maturity of the student. A classroom restriction in lieu of lunch recess may also be utilized. Repeated use of this step or a more serious matter may initiate the following consequences:

### Detention

Detention is detaining a student after school. A twenty-four (24) hour notice of the detention will be given for the parents to make transportation arrangements. At the discretion of the staff member, detentions can be used for teacher imposed purposes, academic study, and/or service work for the school.

### Probation

Probation is a temporary plan to provide guidelines so the student may remain in school and improve behavior. Failure to pass the probationary period will lead to permanent dismissal. The plan must include the following: previous conference, written notice to the parents, reasons for probation, specific behavior to be changed, specific terms of probation (including time of review), and consequences that will follow. The signature of at least one parent, the student, and the administrator is required on the probation plan.

### Suspensions

In school suspension is up to the discretion of the administrator.

Out of school suspension is for actions that are seriously harmful to the health and life of the students, and to the orderly operation of the school. It requires immediate intervention on the part of the building principal. In such cases, the administrator invokes an immediate suspension (not to exceed 3 days), informs parents, and arranges for a conference with parents and student. Plans for correcting the student's behavior are made. Those plans may include, but are not limited to, community service, suspension from school, probation, involvement in counseling, or recommendation for permanent dismissal.

### Expulsion

Expulsion refers to permanent dismissal from school. Final review of all expulsions will be made by the Diocesan Director of the Office for Catholic Schools. (DSP 5115 - Diocese of LaCrosse)

### Gang/Criminal Activity Policy

The Stevens Point Area Catholic Schools recognizes that engaging in gang activity and/or affiliation violates church and civil laws. Therefore, it will not be tolerated. If the school suspects that a student is involved in gang affiliation and/or activity, the parent/guardian of the student(s) will be notified. The school also reserves the right to notify the police/sheriff of suspected or actual gang affiliation and/or

activities. Violation of this policy will result in disciplinary action and appropriate documentation will be maintained.

### Harassment

The aim of the Stevens Point Area Catholic Schools is to provide a strong academic program within a Catholic-Christian framework. It is the policy of the Catholic schools to maintain an environment free from all forms of harassment for its employees and students, and to insist that each person be treated in a Christian way with proper dignity, respect, and courtesy.

General harassment involves, but is not limited to, physical or verbal behaviors which demean a person because of his/her gender, race, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or because of a mental, emotional, or learning disability. Sexual harassment is defined as any unwelcome sexual advances or unwelcome verbal or physical conduct/contact of a sexual nature.

No student or employee in the Stevens Point Area Catholic Schools shall be subjected to harassment, and any person(s) engaging in harassment will be subjected to severe disciplinary measures. Confidentiality will be maintained.

If a harassment incident occurs, the following procedure is to be followed:

1. Any person who believes he/she is being harassed must
  - a) state to the alleged perpetrator(s) that the incident was offensive, inappropriate, embarrassing, or unwanted and this action is to cease
  - b) immediately report the initial incident to the principal, counselor, or a faculty/staff member
  - c) report any subsequent incident(s) to school authorities
2. School authorities will
  - a) investigate the allegation
  - b) notify the diocesan Director of Schools if necessary
  - c) apprise parents of the situation
  - d) administer appropriate discipline
  - e) maintain proper documentation on file (DSP 5512 - Diocese of LaCrosse)

### ST. PETER MIDDLE SCHOOL'S "WORK IT OUT"

The St. Peter Middle School "Work It Out" policy is designed to educate students on how to effectively deal with conflict resolution. "Work It Out" helps the middle schooler start to make the transition to more adult ways of dealing with conflict. Students are taught how to use the policy at the beginning of each year. The policy is not used within situations where it has been determined that the student has been bullied. The determination of whether it is a "Work It Out" or bullying situation will be determined with the student and in conjunction with the school staff.

- 1) Tell them to stop.
  - Be assertive.
  - Do not tease or harass back.
- 2) Talk to a trusted adult.
  - Your trusted adult will support you during a face-to-face resolution.

- 3) File a written complaint with your trusted adult's help and support.  
 List the date, time, when, where, and what everyone did.  
 With your trusted adult, present the written complaint to the principal.

What starts out as a conflict resolution can transition into a situation of harassment. If this happens, at that point the harassment policy will be implemented.

## **COURSES REQUIRED FOR ALL STUDENTS**

### Core Courses

Religion  
 Literature & Writing  
 Mathematics  
 Science  
 Social Studies

### Arts Courses

Art  
 Physical Education  
 General Music (6<sup>th</sup> Grade)  
 Computer (6<sup>th</sup> Grade)  
 Spanish or French

## **GRADING**

### Writing Expectations

Appropriate writing will be expected in every class throughout St. Peter Middle School.

Writing expectations will count for up to, but no more than, **10 percent** of an overall writing assignment grade in any non-English class. The number of mistakes within the writing, and the number of total points on the assignment will determine the number of points lost. This will be left to the discretion of the teacher.

**Grammar** Complete sentences? Do the sentences make sense?  
**Paragraphs** Topic sentence, 5-7 sentences, Correct spacing/indentation  
**Mechanics** Spelling, Capitalization, Punctuation

**Neatness** Handwritten: Cursive, Legible  
 Computer generated: Easy to read font  
 Size 12-14  
 No typing errors

Students will be expected to follow **The Writing Process** as listed.

1. **Prewrite** Collect details, brainstorm, and plan.
2. **Draft** Put details together in paragraph form of a first draft.
3. **Revise** Peer edit. Change parts that are unclear.
4. **Edit** Proofread! Make a second draft with mistakes corrected.
5. **Publish** Make a final copy to turn in for a grade

### Planners

Assignment planners are given to students at the beginning of the school year. They are to be used by the students to record all assignments and may also be used for students to record and calculate grade point averages.

### Honor Roll

Honor roll is calculated every quarter when report cards come out. The criteria for honor roll is as follows:

Highest Honors	3.80 - 4.00 GPA (Grade Point Average)	A Grade = 4 points
High Honors	3.50 - 3.79 GPA	B Grade = 3 points
Honors	3.00 - 3.49 GPA	C Grade = 2 points

GPA = Total points / # of classes

No D's, F's or Inc's

All unit/core, multi-level classes, band, and choir grades are of equal weight and value.

### Honor Cards

All students who make the honor roll will be eligible to participate in a discount program for local businesses.

### Band

Band is open to 6th, 7th and 8th graders with parental permission. All students who are interested are invited. Instrument choice may be modified for the needs of balance of the band.

The band plays a minimum of two major concerts annually (Christmas Concert and Spring Concert), and all performances are required as part of the band grade. The band member also may choose to participate in solo/ensemble which gives the students a chance to play individually and/or in small groups. The band may also perform at Mass and in the Pacelli Pep Band. St. Peter Middle School also offers a jazz band based on student interest.

### Choir

Choir is open to 6th, 7th, and 8th graders with parental permission. This group performs a wide variety of music from liturgical, sacred, secular, pop/rock, a capella and accompanied.

There are a minimum of two events each year (Christmas Concert and Spring Concert) and all performances are required as part of the choir grade. The choir member also may choose to attend solo/ensemble, which is an opportunity for the students to perform individually or in small groups.

### Progress Reports

Progress reports come out at the middle of each quarter. Midterms are available via the internet or in printed form for those without access to the internet with written request. They are simply an indicator of a student's progress at that point in time. Letter grades, percentages, narrative, and certain other abbreviations are all appropriate methods of indicating progress. Possible indicators are as follows:

<b>A=93.00-100%</b>	<b>Outstanding. Excellent understanding and application of grade level skills.</b>
<b>B=85.00-92.99%</b>	<b>Above Average. Better than average understanding and application of grade level skills.</b>
<b>C=77.00-84.99%</b>	<b>Average. Average understanding and application of grade level skills.</b>
<b>D=70.00-76.99%</b>	<b>Below Average. Below average understanding and application of grade level skills.</b>
<b>F=0-69.99%</b>	<b>Immediate Improvement Needed. Consistently does not meet minimum standards.</b>
<b>*S</b>	<b>Works sufficiently for this student's aptitude, although below grade level.</b>

\* The 'S' grade cannot be used without the school principal's and parent/guardian's' prior approval which will be preceded by a series of special academic and/or psychological testing.

Without this testing and applicable consultations this grade type is not a consideration for any student.

## Midterm and Quarter Grading Scale:

95.00-100=A	91.00-92.99=B+	83.00-84.99=C+	75.00-76.99=D+	0.00-69.99=F
93.00-94.99=A-	87.00-90.99=B	79.00-82.99=C	72.00-74.99=D	
	85.00-86.99=B-	77.00-78.99=C-	70.00-71.99=D-	

### Report Cards and Parent Teacher Conferences

Report cards come out at the end of each quarter. Report cards are sent home with students for the first, second, and third quarters, and are mailed to parents within two weeks of the last day of school for the fourth quarter. (DSP/R 5201 - Diocese of Lacrosse)

### Conferences

As a personal means of informing parents as to the development of their children, St. Peter Middle School schedules conferences on a regular basis. We strongly encourage and recommend that the students be at these conferences. Conferences will be scheduled at least twice a year, once during or shortly after the first quarter and shortly after the third quarter. (DSP 5205 - Diocese of Lacrosse)

### Testing

Special academic and psychological tests are administered in conjunction with the Stevens Point Public Schools Services Program upon request of parents and/or teachers, and with the written consent from the parents. Arrangements are made through St. Peter Middle School office for these procedures after the initial screening of the student is completed. If a student qualifies for services, this service will supplement the work we do in our classes. Tests such as **ITBS (Iowa Test Of Basic Skills)** will be administered to appropriate grade levels in the fall of each year. (DSP 5302 - Diocese of LaCrosse).

### Policy

Any student who puts forth the appropriate effort, turns work in on time, and seeks and/or accepts teacher assistance when necessary, should not receive a failing mark in any subject area. Exceptions, special help, and redo possibilities may exist based upon individual needs and assignment situations. Late work is also accepted, but the marks may be lowered based on the procedures of the grade level involved. Extra credit is sometimes available but it is only an option if all other work has been completed.

### Incompletes

Incompletes in course studies should not occur. However, if circumstances arise, two weeks are usually allowed to complete the course work. There may also be some long-term projects which may be due by the end of the quarter. Students will receive failing grades for any work still not completed after the make-up period.

### Cheating

Students caught cheating on any schoolwork (homework, tests, quizzes, etc.) may receive a zero. It is at the teacher's discretion as to whether or not partial credit may be made up.

### Retention/Social Promotion

St. Peter Middle School policy states that any student who:

- ~ fails two (2) or more unit core courses (three of four quarters failed per course),  
and/or
- ~ earns twelve random quarter term failing marks in unit core subject areas,  
and/or
- ~ earns one third (33%) or more quarter term failing marks in all subject areas,  
including multi-level courses, will be retained in grade or a social promotion may be granted.  
Summer school options, if completed successfully, may be considered as a method to make up for grade level shortcomings. Teachers, counselors and parents may be consulted for retention and

social promotion decisions. However, the final decision rests solely with the building administrator/principal, according to Diocesan policies.  
(DSP 5210 - Diocese of LaCrosse)

### Diplomas

Students who successfully meet all of the eighth grade level requirements and satisfy school promotion standards will receive a graduation diploma. In a case where a student does not meet the necessary graduation standards and requirements, a certificate of attendance may be used in lieu of a diploma. The request can be granted or denied. (DSP/R 1391, DSP 1392 - Diocese of LaCrosse)

## **CO-CURRICULARS**

### Policy

Co-curricular activities are available throughout the school year. Although we encourage student involvement in co-curricular activities, academics are our first priority. In order to participate, all students must meet the requirements of the activity code, insurance waiver, and physical exam.

### Saint Peter Middle School Activity Code:

#### What is a Co-Curricular activity?

A co-curricular activity is defined as "participation in an activity that is not academically required by the curriculum." Saint Peter Middle School's co-curricular activities that will be affected by the activity code, include, but are not limited to:

#### Sports Activities

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Cross Country (Coed)	Basketball (Boys')	Softball (Girls')
Football (7 & 8 Boys')	Basketball (Girls')	Baseball (Boys')
Soccer (Coed)	Wrestling	Track (Coed)
Volleyball (Girls')		Tennis (Boys')
Tennis (Girls')		

#### Examples of additional activities:

Destination Imagination	Ski Club	Band*
Student Council	Play/Musical	Choir*
Brains/Brawn (8)	Bowling League	Jazz Band
Dances	Golf	* graded elective offerings

#### Philosophy:

Saint Peter Middle School believes that:

- \*Co-Curriculars are a contributing and worthwhile part of a total school program.
- \*It is a privilege to participate in co-curriculars and with that privilege comes responsibilities.
- \*Students, coaches, administrators, and parents share the responsibility of compliance and enforcement.

### Attendance Requirements:

Attendance goes hand in hand with academic success. Students are expected to attend school on a regular basis if they desire to be active in co-curriculars.

\*In case of illness, the student is required to be at school by **10:40 a.m.** in order to participate in practices, contests, dances, field trips, meetings, or performances that same evening.

\*Other types of absences will be handled by the principal or athletic director.

### Academic Requirements:

Academic requirements for participation in co-curriculars include:

- Students must have 2.0 GPA.
- Students must have a passing grade in all of their classes. A “D” is considered passing. An “F” is considered failing on the mid-term progress report. An “F” or Incomplete is considered failing on the quarter report card.
- At the mid-term grading period, if a student is failing any class, or falls below a 2.0 GPA, he or she will meet with the administrator and/or counselor to set goals for improving his/her grades. This goal setting contract will also be mailed to parents.

There will be a review of grades (usually 12-13 days later) to assess progress.

- At the quarter grading period, if a student is failing any class, or falls below a 2.0 GPA, he or she will be suspended from participating in all school related extra curricular activities for two (2) school days.

### Behavioral Requirements:

The behavior of students in and out of school reflects not only on the individual, but also on the team and school. All students are expected to behave in a way that is consistent with the morals and values of the Catholic Church. Conduct unbecoming students shall include, but not be limited to:

\*Possession or use of tobacco, alcohol, or other controlled/uncontrolled substances.

\*Negative acts against persons or property (for example, physical fighting, verbal harassment, etc.)

\*Three detentions for misbehavior at school could result in a suspension from co-curricular activities at the discretion of the administration.

Any student involved in conduct unbecoming will receive a 14 day suspension from co-curricular activities; a permanent dismissal from Saint Peter Middle School serves as the greatest possible consequence.

### Cancellation Policy

In the event that schools close or dismiss early due to weather conditions, all after-school activities will automatically be cancelled. Exceptions to this policy may only be made by the school administration.

### Insurance

Your son/daughter must be covered by your family insurance policy or another private insurance carrier against possible injury during activities, practices, or competitions.

## ATHLETICS

The Stevens Point Area Catholic Schools (SPACS) has established policies for all sports programs in our schools. It is the philosophy of St. Peter Middle School that in middle level athletics all participate and all play an equitable amount of time. Programs should promote behaviors that include cooperation, sportsmanship, and personal improvement. Winning is not the primary goal of the program.

### Fall Season

Sports: Football (Boys'), Volleyball (Girls'), Soccer (Coed), Cross Country (Girls' and Boys'), Tennis (Girls')

Grade Levels: sixth (with the exception of football), seventh, and eighth grades (with equal ability teams)

### Winter Season

Sports: Basketball (Boys'), Basketball (Girls'), Wrestling

Grade Levels: fifth, sixth, seventh, and eighth grades (with equal ability teams)

### Spring Season

Sports: Softball (Girls'), Track (Girls' and Boys'), Baseball, Tennis (Boys')

Grade Levels: sixth, seventh, and eighth grades (with equal ability teams)

### Physical Exam

All student participants must have a physical examination at least every two years. Physical cards and alternate year cards are available in the office. Alternate year cards are signed parental waivers verifying that their son/daughter completed a physical examination the previous year.

### Gym Use

If you need to use the gym for any reason, please sign it out with the Athletic Director.

There is to be no food or drink allowed in the gym at any time, for any reason, unless permission is granted from the St. Peter Church Building and Grounds personnel.

## DANCES

### Policy

St. Peter Middle School dances are social events held for seventh and eighth grade students only and are considered closed dances. A closed dance stipulates that they include St. Peter Middle School students only. School dances, if possible, will be held **no more than** 3 times per year. There may or may not be an admission fee, but once a student enters the building for the dance, he/she must remain inside until the activity ends and may not leave the school for any reason, except to go home with a parent. Once students leave, they will not be readmitted to the dance. Parent discretion should be used for all middle level student activities. All dances will be chaperoned by school staff and/or parents, with guidelines reviewed before each dance. (DSP 5790 - Diocese of LaCrosse)

### Guidelines

1. Students may be in three areas -the gym, restrooms or entryway. Under no circumstances should students go on the stage or outside.
2. Snacks may be available for students to purchase.

3. Students must be responsible for proper disposal of materials.
4. The discretion of the chaperones will determine the standards of appropriate dance.
5. Bleacher, restroom, and entryway activity will be monitored by chaperones throughout the dance.
6. Music will be screened both before the dance and while the dance is in progress.
7. Seriously inappropriate behavior will result in a call home and immediate required pick-up by the parents.
8. Anyone destroying decorations will be asked to leave the dance via their parents.
9. All who attend are asked to help clean up.

## **FIELD TRIPS**

### Trips

Field trips will require one comprehensive field trip permission slip and a supplemental permission slip for any additional, to be returned with a parent/guardian signature.

Field trips are a privilege and expectations for participation in academics, effort and conduct are enforced for both current and future such activities. (DSP 6325 - Diocese of LaCrosse)

## **ADMINISTRATIVE RECOURSE**

### Administrative Recourse

Any grievances by or on behalf of the students shall be resolved through Diocesan Administrative Recourse. Diocesan Administrative Recourse shall constitute the exclusive method for resolving such disputes and all employees, students and their parents or guardians are bound by its determination as final and binding upon them. No dispute shall be submitted to Diocesan Administrative Recourse unless, within thirty (30) days of the occurrence giving rise to the dispute, the first step of the Diocesan Administrative Recourse is commenced by or on behalf of the student.

When an individual believes s/he has been wronged by the decision or action of a person exercising pastoral or administrative authority in the Diocese of LaCrosse, s/he is to confront the person in question with the grievance and seek reconciliation with that person first. Afterward, if necessary, the chain of authority to be followed in resolving disputes is as follows: Teacher or other school employee, building principal, Area Administrator, Pastoral Authority, Dean, and the Diocese. (DSP/R 1391, DSP 1392 - Diocese of LaCrosse)

### Penalty Status During Administrative Recourse Procedures

The penalty for a violation of a school or diocesan policy or regulation is to be enforced during the recourse procedure. However, a request can be made to the diocesan director of schools to speed up the recourse procedure. This request can be made by the school, employee, student or parent affected.

## **DRESS CODE**

As a Catholic School system, SPACS promotes the virtues of modesty and self-respect. Student dress and personal grooming not only demonstrate respect for ourselves and others but also reflect the seriousness with which children and young people approach all their efforts as students. With a goal of promoting a genuine Christian learning environment, the SPACS commission has established the dress code outlined here will govern student dress in all SPACS schools.

The SPACS administration reserves the right to deviate from the dress code at their discretion when circumstances warrant.

## **I. SYSTEM-WIDE REQUIREMENTS**

**The following requirements apply to all students enrolled in SPACS grades K-12**

1. Clothing must reflect the virtues of modesty and respect for self and others.
  - a. Clothing must fit properly
  - b. Clothing must be free of slits, tears, holes, patches and other personal alterations
  - c. Midriffs must be covered
  - d. Skirts must be of an appropriate length
  - e. Shirts must have sleeves
  - f. Shirts must be buttoned, if appropriate
2. Hair must be neat and clean.
3. Dress clothing will be worn on Mass days, and other liturgical celebrations as determined by the school administration.
4. Body art, including tattoos and piercings, must be covered.
5. Appropriate shorts may be worn from May 1 through September 30.
6. Colored jeans (not blue) or khakis may be worn by all students. Pants must be worn with a belt, if appropriate.
7. The following apparel is not permitted for any SPACS students during the school day.
  - a. Outerwear, including hats, caps, and gloves
  - b. Tank tops or sleeveless tops
  - c. Beach shoes, including Crocs, wheelie shoes, flip flops and other non-traditional footwear
  - d. Camouflage clothing
  - e. Visible undergarments
  - f. Bandannas
  - g. Clothing with logos advertising illegal or illicit substances, sexual content/innuendo, other inappropriate messages, athletic teams, or product endorsements.
  - h. Sweatpants and sweatsuits.

## **II. MIDDLE SCHOOL AND HIGH SCHOOL REQUIREMENTS**

In addition to the requirements outlined above, the following items are not permitted for middle school and high school students

- a. Beards, mustaches, and excessive facial hair
- b. Athletic wear (except team or spiritwear apparel, when approved)

## **SPACS OFFICE INFORMATION**

### **OFFICE HOURS**

SPACS office is located at 1004 First St.. Office hours are 7:30-4:00 Monday through Friday and closed for holidays and various inservice days. During the summer, office hours are 7:30-3:00 Monday through Thursday and 7:30-1:00 on Friday. Contact the SPACS office by calling 341-2445. Our website address is [www.spacs.k12.wi.us](http://www.spacs.k12.wi.us).

### **POSTING POLICY**

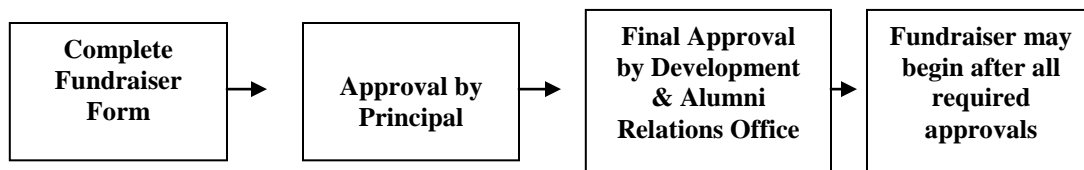
All materials for public display related to SPACS or one of its schools is to be approved in advance to posting by the building principal or the SPACS office.

### **DEVELOPMENT**

#### **Steps to be Taken Before Fundraising Can Begin**

1. Share fundraising plans with the appropriate school personnel.

2. Complete the SPACS “Request For Fundraising” form.
3. Submit the form directly to your principal. If your principal approves your request, he/she will submit the form to the SPACS Development and Alumni Relations Office for final approval.
4. The SPACS Development & Alumni Relations Office will notify school personnel if the request has been approved or denied. If approved, the fundraiser will then be put on the system-wide calendar.
5. Fundraising may begin only after final approval is granted. This approval process normally takes two weeks, so plan ahead and get your request form in at least 2 weeks before your fundraiser is scheduled to begin.
6. If you have any questions please call the Development & Alumni Relations Office at 341-2445.



### Facts to Know

1. All checks will be made payable to: SPACS. On memo line of the check, please write in the fundraiser that the check is credited to.
2. All legal issues (contracts, etc.) should be handled by the SPACS staff person in charge of the fundraiser with a copy of any contract(s) going to the SPACS Development & Alumni Relations Office.
3. All raffles need to have a license. The SPACS raffle license is available for your use with prior approval.
4. Please send thank you notes to all donors.
5. Contact the SPACS Finance Office for policies concerning depositing funds and issuing checks. **ALL FUNDRAISERS MUST UTILIZE THE SPACS FINANCE OFFICE.**  
**NOTE:** SPACS is a tax exempt entity. Purchases made will be reimbursed at cost. Sales tax will not be reimbursed. Tax-exempt forms are available to employees and volunteers by contacting the SPACS finance office
6. Do not fundraise for personal ownership or purposes (clothing, equipment, parties). All fundraising must be for the general benefit of SPACS students and schools.
7. Preference should be given to SPACS families, alumni, and supporters when purchasing anything. At the very least, local bids should be solicited. Contact SPACS Development & Alumni Relations Office if you need help in identifying these SPACS friends.
8. Once your fundraiser has been approved, you can continue to hold that fundraiser each year without submitting additional request forms only if there are not changes from prior year/years. Please notify the Development & Alumni Relations Office each year of the date(s) your fundraiser will be held or if you do not plan to hold the fundraiser.

### **Reasons for Guidelines**

1. Groups using the SPACS name, SPACS facilities, and activities of SPACS automatically include our schools, parishes, and Diocese in liability issues.
2. **School liability insurance protects the school agents (staff) and volunteers only if the individuals are acting on behalf of SPACS and with approval of SPACS administration. SPACS wants to protect the individual assets of our generous volunteers who are so important to the organization.**
3. Checks are to be made payable to SPACS, to protect our volunteers from any personal liability.
4. SPACS (and the Diocese) works diligently to protect its tax-exempt status. Unreported or inaccurate reporting/records could lead to IRS fines for SPACS and personally for the volunteer. In addition, such reporting/records could have negative ramifications on SPACS (our parishes & the Diocese) tax-exempt status. Groups that are working and handling finances independently are not included in SPACS 501(C)(3) status and the individual is responsible for reporting any income personally if working outside of SPACS guidelines.
5. Money raised with the expectation that it is for school activities could result in personal exposure for conversion if those funds are not used for SPACS purposes.



**Stevens Point Area Catholic Schools**  
**1004 First St.**  
**341-2445**  
**Request for Fund-raising**

**Name of Group/Organization:** \_\_\_\_\_

**Your Name:** \_\_\_\_\_ **Telephone #:** \_\_\_\_\_

**Your Relationship to SPACS:** \_\_\_\_\_

**School Personnel you are working with:** \_\_\_\_\_

**What will the funds be used for?** \_\_\_\_\_

**\$ Goal:** \_\_\_\_\_ **Date/time frame of fund raising:** \_\_\_\_\_  
beginning date                      end date

**Raffle: Type A** \_\_\_\_\_ **Type B** \_\_\_\_\_ **Products to be sold or raffled:** \_\_\_\_\_  
Presale tickets                      Same day ticket sale

**List groups of people and/or businesses & organizations that you plan to solicit for donations/support:**

\_\_\_\_\_  
\_\_\_\_\_

**SPACS Finance office has been contacted for handling of funds?** \_\_\_\_\_ **Yes**

**Is this a new fund-raising activity or has it been done previously?** \_\_\_\_\_

**Other information:** \_\_\_\_\_

**Your Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TO BE FILLED IN BY SPACS PERSONNEL**

\*\*\*\*\*

**Approval of appropriate SPACS administrator for this fundraiser: (Athletic Director, Principal)**

1) \_\_\_\_\_ **Date:** \_\_\_\_\_  
Signature of Administrator

2) \_\_\_\_\_ **Date:** \_\_\_\_\_  
Signature of Athletic Director (if it is an athletic fund-raiser, form must be signed by A.D. & Principal)

3) \_\_\_\_\_ **Date:** \_\_\_\_\_  
V.P. Development & Alumni Relations

**Special Instructions:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PLEASE RETURN FORM TO SPACS DEVELOPMENT & ALUMNI RELATIONS OFFICE**

# Ways to Support Our Stevens Point Area Catholic Schools

## **Annual Fund Drive**

The Annual Fund Drive is held each year from November through June. These unrestricted contributions help to bridge the gap between tuition received and the actual cost of education per student. Funds from this annual drive support various needs such as classroom resources, staff wages & benefits, technology, athletic and fine arts programs, and campus ministry through the annual budget for all our schools.

## **SPACS Endowment Trust Fund**

The Endowment Trust Fund was established in 1992. Revenue generated from contributions invested in this fund is used to perpetually support SPACS. The Endowment Trust Fund contains the Endowment Trust Fund for SPACS Staff, which supports just wages and benefits for SPACS' dedicated staff. The Endowment Trust Fund also contains a number of individual tuition assistance and scholarship funds, including the Edward A., Abigail A., and Adam E. Okray Scholarship Fund.

## **Pacelli High School Education Foundation**

The Pacelli Foundation was established in 1975. Foundation funds are invested and distributed to support the needs of Pacelli High School. The Foundation has funded a variety of projects and programs that ensure a high-quality, values-based education at Pacelli. These funds have been used for classroom resources, general educational opportunities, capital improvements, student scholarships, tuition assistance, and/or special projects.

## **Restricted Gifts**

Donors can choose special projects, programs, or areas that are earmarked for a specific purpose. These funds are put in a restricted account and can only be used for the donor's designated purpose.

## **Scholarships**

Scholarships may be established as one-time only gifts, gifts over a number of years, or as an ongoing endowment for continuing support. The donor may decide on specific criteria for eligibility. Scholarships may be named or anonymous.

## **Heart of Education - Tuition Assistance Fund**

Money from this Fund is used annually to support those families who may otherwise be unable to afford Catholic education for their children. SPACS is committed to providing Catholic education to all who choose by offering assistance when needed.

## **Portesi Fund for Catholic Schools (Invested through the Community Foundation of Portage County)**

Interest earned from this fund is distributed annually to SPACS staff for various enhanced and creative learning opportunities for students. SPACS teachers apply for the Portesi Fund grants in the fall and spring of each year.

## **ENROLLMENT**

### **Registration**

Registration is handled at either the SPACS office or any school building. SPACS families will receive registration material in January. We encourage all registrations to be returned as soon as possible as numbers determine staffing needs for the new school year. Parents are welcome to set up an appointment to discuss any financial issues with the SPACS office.

### **Referral Program**

**YOU ARE SPACS BEST RECRUITERS!** The SPACS Enrollment Referral Program rewards current SPACS families for recruiting new families into our schools, grades 1-12. If there is a family that you feel might be interested in learning more about our Catholic schools, simply complete a SPACS referral form and submit it to

SPACS Administrative Office. The office staff then forwards appropriate informational material to the family. Later a phone call to the prospective family will be placed to answer any questions. If the prospective family enrolls in SPACS and remains enrolled for at least one semester, the referring family will receive a \$100.00 tuition credit on their current year's tuition statement.

Referral forms may be picked up at SPACS Administrative Office or any SPACS school, or can be mailed to you upon request. **Please note that the referral form must be received prior to the official registration of the new family.**

## **TUITION**

### **Family Fee**

The opportunity to earn money for the K-12 family fee is available from April 1 through March 31. Families may pay \$400.00, earn the equivalent through the SPACS Gift Card program, fall magazine sale, or any combination. Purchases from April 1 will be credited to the families' account. The family fee obligation must be fulfilled by March 31.

☞ **ADVANTAGE PLUS PROGRAM: 50% of all profits will go toward a family's tuition after their fee has been met. Preschool families can earn for kindergarten tuition by purchasing gift cards.**

### **Payment Agreement**

Tuition for SPACS shall be paid according to the FACTS Tuition Payment Agreement, which is mailed with the billing statement in July. At that time, parents are asked to select a payment plan for the school year. No student having outstanding tuition shall be allowed to attend any Catholic school without a completed agreement on file with the SPACS Finance department, together with the payment due under the agreement. The agreement and payment must be submitted to the SPACS office no later than August 1.

Payments can be made in 1, 2, 4, or 9 installments. Special arrangements can be made after a personal meeting with SPACS Finance department. Special arrangements require submission of financial information. The first payment shall be due on/before August 1. The last payment shall be paid in full on/before June 1. Cash, check, MasterCard, or EFT are accepted for payment.

### **Tuition Support (Assistance)**

Tuition support is available to SPACS families. Tuition support forms are available at all SPACS schools, the SPACS office and all parish offices. All tuition support requests will be processed in confidence. A personal interview may be required prior to approval of requests. For priority consideration of this application, please submit by May 1 preceding the school year for which application is being made. If family circumstances change, applications are accepted throughout the year. Preschool students ARE NOT eligible for tuition support.

# STEVENS POINT AREA CATHOLIC SCHOOLS

## TUITION COLLECTION POLICY

A guiding principle of the Stevens Point Area Catholic Schools is the accessibility to quality Catholic education for all families who seek it, regardless of financial constraints. This principle is evidenced within those who contribute to the financial well-being of SPACS: generous annual parish subsidy support, responsible payment of tuition, and a comprehensive tuition assistance program funded by donors and administered by the school system. We recognize the significant economic sacrifices many families make to provide faith-based education for their children during their critical formative years. In a spirit of true partnership, families, parishes and schools can make Catholic education affordable for virtually all families.

At the same time, the school system must meet its annual budget, of which tuition represent nearly 40% of annual revenues. Failure to collect all anticipated tuition places an enormous burden on our budget and risks the potential reduction or elimination of programs and services. Thus, we must rely on all sources of income, including our families, to faithfully meet their contracted obligations as partners in this educational enterprise.

Effective July 1, 2010, the following tuition collection procedures will become the governing policy of the Stevens Point Area Catholic Schools.

- I. Tuition accounts must be set up each year through the FACTS Tuition Management Co. by August 15 unless alternate arrangements are approved in advance by the SPACS finance office.
- II. Financial aid/tuition assistance awards will be credited to a family's tuition account after the family has met its tuition obligations in full as determined by the SPACS finance office (including the \$400 family fee).
- III. Tuition balances must be current no later than one week prior to the end of a semester in order for a child to continue enrollment the following semester. Exceptions to this policy can be made only by the SPACS finance office.
- IV. Past due balances exceeding 60 days will be forwarded to an outside agency for collection unless arrangements are made in advance with the SPACS finance office. Students will not be allowed to participate in co-curricular or extracurricular activities, including public performances and competitions, and extended field trips unless tuition accounts are current.

Approved by SPACS Area Commission