

ST. PETER'S CATHOLIC MIDDLE SCHOOL

FAMILY HANDBOOK

2020-2021



ST. PETER'S CATHOLIC MIDDLE SCHOOL

930 S. Pearl Avenue,

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ST. PETER'S CATHOLIC MIDDLE SCHOOL**

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## ST. PETER'S CATHOLIC MIDDLE SCHOOL

### INTRODUCTION

Dear St. Peter's Parents,

Welcome to St. Peter's Catholic Middle School! We, at St. Peter's Catholic Middle School, consider it a privilege to work with parents in the education of children, because we believe parents are the primary educators of their children. Therefore, it is your right and duty to become the primary role models for the development of your child's life- physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Peter's Catholic Middle School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his or her life. Your child needs constant support from both parents and faculty to develop his or her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, each student to reach his or her potential. Evidence of mutual respect between parents, teachers, and administration will model good and mature behavior and relationships. Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he or she can become.0591

This handbook has been developed as an aid for you to understand St. Peter's Catholic Middle School and its rules and regulations. It is imperative that you become familiar with the contents of this book, as it covers a variety of information.

Please read the handbook, sign, and return the agreement form enclosed to the school office.

The acceptance of this handbook establishes a contract between you and St. Peter's Catholic Middle School that you understand our policies, how they are enforced, and you agree to abide by them. We wish you the best during this school year.

Sincerely,

*Emily Yoakam*

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## **PRINCIPAL'S RIGHT TO AMEND HANDBOOK**

The principal is the final recourse and reserves the right to amend St. Peter's Catholic Middle School Family Handbook. Parents will be given prompt notification of any change in the Handbook once the school year begins. This handbook has been ratified by the Executive Committee of the JACS School Board.

This handbook is a contract between St. Peter's Catholic Middle School and its students and parents. The school community, which not only includes our students but their parents (or legal guardians) as well, rests squarely on the concept of voluntary association. The choice to enroll and attend St. Peter's Catholic Middle School includes the agreement to be bound by the rules, regulations, and policies of the school. The education, faith formation, and safety of your child are the most important functions of our school.

### **MISSION STATEMENT**

The Joplin Area Catholic School System provides a strong academic and Catholic faith foundation. Our goal is to teach young people to integrate Christian values into all aspects of life. We provide students with educational and social skills needed to be active, productive members of the community and Church. We endeavor to graduate young adults who are effective witnesses to the presence of Christ in the world.

### **PURPOSE**

We believe that the special purposes for our school are threefold: CHRISTIAN ENVIRONMENT, ACADEMIC EXCELLENCE, AND LEADERSHIP DEVELOPMENT. The Joplin Area Catholic Schools educate the whole person- mind, body, and spirit- to be a good citizen and a future leader of church, community, and nation.

### **STATEMENT OF PURPOSE AND BELIEFS FOR THE JOPLIN AREA CATHOLIC SCHOOL**

Our recognition of a mandate from Christ leads us to the following principles:

- That all human beings of every race, condition, and age enjoy a specific dignity as human beings and have an inalienable right to education that is in keeping with their ultimate goal. A true education aims at the full formation of every individual. We believe that a democratic society is the most desirable way of life for civilization as we know it.
- We believe that this way of life is perpetuated through the education of the members of this society. Society will benefit by fitting our educational goals to each student's development level, ability, interest, and desire.
- We believe the individuals should be useful members of a democratic society, and that such membership implies acceptance of responsibilities as well as privileges.
- We hold that each Catholic school should strive to realize the threefold purpose of Christian education; to follow each doctrine, to build community, and to serve. The Catholic school is the effective means available for the education of children and young people.
- In fully helping students develop mentally, physically, emotionally, socially, spiritually, and culturally, we believe teaching is a cooperative effort among administrators, parents, teachers, and students.
- We believe that learning is most effective when the individual is the focus. This is enhanced when the individuals involved are working toward clearly defined goals and objectives, and the individuals are interested in and concerned about materials they are going to master.

### **CHRISTIAN ATMOSPHERE**

A supportive Christian environment in the Joplin Area Catholic Schools is a vital part of the accomplishment of our education mission. Each person involved in the school has a role to play in the physical, intellectual, emotional, and spiritual development of the students enrolled in the system. Our Christian atmosphere is enhanced by Retreats, Prayer, Reconciliation, Stations of the Cross, Rosary, and Mass during the year.

### **ADMISSIONS, CONTINUANCE, AND WITHDRAWAL POLICY**

Joplin Area Catholic Schools admit students of any race, sex, nationality, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, sex, color, nationality, or ethnic origin in our admissions policies and/or any other school administered program. Christian values are taught to all students.

The Catholic Church and St. Peter's Middle School recognize parents as the primary educators of their child. The education of students at our school is a partnership between parents, students, teachers, and this school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her student from our school.

### **PREFERENCE FOR CATHOLIC STUDENTS**

Our schools do give preference in admission to Catholic students living within the Sacred Heart, St. Mary, and St. Peter parish boundaries; secondly, to Catholic students living outside those parish boundaries; thirdly, to non-Catholics.

### **FINANCIAL POLICIES**

The Joplin Area Catholic Schools are supported by the stewardship contributions of participating parishes. Students from families who do not participate in stewardship must pay tuition as established by the JACS School Board. All families are responsible for the appropriate non-refundable educational registration fee.

### **IMMUNIZATIONS**

The Joplin Area Catholic School System follows Missouri State law for school age children. Students not in compliance with the law will be excluded from school unless legally exempted (medical/religious) and a Report of Noncompliance is on file with immunization report. Proof of immunization is required from a physician or other recognized health facility.

### **PROCEDURES- NEW/TRANSFER STUDENTS**

- The family must complete a school registration form online.
- If the family is Catholic, they must be taking part in stewardship, and a registration code must be issued by the parish priest.
- A non-refundable educational registration fee must be paid.
- Records will be requested from the school most recently attended.
- All medical records required by the state and federal governments must be in place and on file with the school prior to attendance.
- Our school does not presently have the personnel or resources necessary to work with youth that have significant learning disabilities, who need special education, and/or who have a history of social or behavioral problems. Therefore, such students usually are not accepted.

### **WITHDRAWAL**

Records will not be sent to the receiving school until all fees are settled.



### STUDENT RESIDENCE

Any student attending an elementary or high school in the Diocese of Springfield-Cape Girardeau system is required to be living with one of the following:

- The student's parent(s) or legal guardian.
- A person who has been given the power of attorney by a natural parent (According to Missouri statute, Sec. 475.024 RMS. 1994, a parent of a minor child may delegate to another individual, for a period of one year any of the parent's rights, including the care and custody of the minor child with the exception of consenting to marriage or the adoption of a minor child).

A written notification is to be on file which identifies the residence of the student. Should a student be living with anyone other than one of the above stated parties, the student will be suspended until the matter is resolved according to the above policy.

### BUILDING HOURS

St. Peter's School Building will open at 7:30 am. Before School Care is not available, but students may enter the MPR at 7:30 am. Classes begin at 7:55 am.

Students may enroll in after-school tutoring through McAuley. Tutoring will be held after school until 4:30 pm in the McAuley Library. Tutoring must be scheduled in advance.

Middle school students not enrolled in tutoring must be picked up by 3:30 pm. Students may NOT be left unsupervised for any amount of time after school.

### CLASS SCHEDULE

School Hours: 7:55 am — 2:55 pm

#### Monday, Wednesday, Friday

1st 7:55 - 8:43  
2nd 8:46 - 9:31  
3rd 9:34 - 10:19  
4th 10:21 - 11:07  
5th 11:10 - 12:34  
(+ Lunch)  
6th 12:37 - 1:22  
7th 1:25 - 2:10  
8th 2:13 - 2:55

#### Tuesday

1st 7:55 - 8:35  
2nd 8:38 - 9:15  
3rd 9:18 - 9:55  
4th 9:58 - 10:35  
Mass 10:38 - 11:40  
(+ Homeroom)  
5th 11:43 - 12:58  
(+ Lunch)  
6th 1:01 - 1:38  
7th 1:41 - 2:18  
8th 2:21 - 2:55

#### Thursday

1st 7:55 - 9:43  
(+ Mass)  
2nd 9:46 - 10:23  
3rd 10:26 - 11:03  
4th 11:06 - 11:43  
5<sup>th</sup> 11:46 - 12:58  
(+ Lunch)  
6th 1:01 - 1:38  
7th 1:41 - 2:18  
8th 2:21 - 2:55

### ATTENDANCE

Attendance is crucial to be successful in school, more than 9 absences in a semester is considered excessive. After the 9th absence in a semester, students may be required to attend a Saturday school to make up for lost learning time. If your student is absent, a written note must be presented to the office to return to classes.

### **COMMUNICATION**

Should a parent have a concern or complaint, the following is the chain of communication to be followed:

1. Discuss the problem with the teacher directly involved.
2. If the parent feels the conflict is not being adequately resolved, he/she may call for an appointment with the principal.
3. A conference may be called for the teacher, parent, and principal.

We utilize electronic paperless information, and ask you provide appropriate contact information. A weekly 'Communicator Email' with school news will be sent to the primary e-mail address provided to the school.

Please call the office if you wish to schedule an appointment with the Principal or your child's teacher.

### **SCHOOL CANCELLATION**

At certain times, due to weather conditions or other factors, it is advisable that school not be held. In that event, the information will be announced over the local television stations. Joplin Area Catholic Schools dismiss as a system.

### **STUDENT CAMPUS REGULATIONS**

STUDENTS MUST HAVE PARENTAL PERMISSION AND PERMISSION FROM THE OFFICE TO LEAVE SCHOOL GROUNDS. Students arriving after 7:55 a.m. are considered tardy and must be signed in at the office by parent/guardian. 3 tardies may result in a detention.

### **LUNCH PROCEDURES**

Students are expected to demonstrate good manners in the cafeteria and leave area clean and floor free from litter, Food and drink are not to be taken from the cafeteria. Any food brought to school should be eaten in the cafeteria.

Students may purchase lunch at school from our local daily vendor. Hot lunches are \$3.50 (including milk) and may be purchased prior to the first bell in the morning. Individual milk price is fifty cents each. Lunches are ordered each day from the vendor and no extra lunches are ordered. Notification of balances will be sent from the office on a regular basis. Please pay lunch charges on a regular basis.

A positive balance must be kept on student lunch accounts. E-mails will be sent when lunch balances reach \$10.00 or lower. Please react quickly to any notices of low or negative lunch account balance.

Lunch orders are placed by 9:00 am. The exact number of lunches are ordered based on the lunch count taken first thing in the morning. If your child will arrive after 9:00am and would like a school provided lunch, that information must be called in to the school office prior to 9am.

St. Peter's Middle School students are not permitted to use vending machines for snacks or drinks during lunch.

St. Peter's provides free and reduced lunches to qualifying students. Parents need to fill out the free and reduced paperwork. Students will not receive a free or reduced lunch if the paperwork is not completed and on file in the office.

## **STUDENT DRESS AND APPEARANCE**

All students enrolled in the JACS system will abide by the school dress code. The purpose of the dress code is to promote unity in the schools, pride in one's personal appearance, and to promote our Catholic identity. Students are expected to maintain a neat, clean appearance at all times. No article should be worn that detracts from the learning environment. Non-uniform dress code should conform to dress code standards (i.e. hem lengths, no sleeve shoe guidelines). Students will have special non-uniform days throughout the year.

**STUDENTS MUST WEAR UNIFORMS ON MASS DAYS, UNLESS THEY HAVE AN ACTIVE ROLE IN THE MASS.** (Students performing a ministry during the Mass may choose to wear clothing that exceeds the formality of the school uniform.)

### **DETAILED DESCRIPTION OF ST. PETER'S DRESS CODE**

- No shorts from November 1st to March 1st.
- NO tight fitting or oversize clothing. Clothing may not have holes or rips.
- Only St. Peter's hoodies/sweatshirts, or a coat may be worn over the school uniform.
- Belt must be solid color, brown, navy, black, no decoration, with plain conservative buckle.
- Students may not have tattoos, temporary or permanent, including illustrations on arms and hands.
- All socks must be visible above shoes.
- Undershirts must be plain white t-shirts.
- All shirts will remain tucked in during school hours.

If students are observed not adhering to the dress code during school hours, fines may be assessed in the amount of \$5.00 per violation. If students are observed wearing tight fitting, oversized, or too short clothing during school hours, the student's parent will be notified to bring proper clothing or to pick up the student to change. Further clothing violations may result in a \$5.00 fine.

The Principal reserves the discretion to amend the dress code policy as necessary to prohibit distraction to the learning environment.

### **REQUIREMENTS**

Pants:

- Dress twill or chino in khaki or navy
- Regular fit or straight leg
- 4 or less total pockets on front or back only
- Must have belt loops
- No cargo pants
- No jean material
- No stretchy material, jeggings, or skinny legs

Sweater

- Crewneck, cardigan (letter sweater style), or vest
- No hoods, no loose weaves, and no patterns
- Must be solid navy, white, or gray

## Shoes

- No house shoes
- No boots
- No flip-flops
- No sparkles or glitter
- No metallic
- Leather shoes should be dark color
- Closed toe and heel
- Girls: heel height no higher than 1 inch

## Athletic Shoes

- No metallics or sparkles.
- Acceptable Colors: brown, black, navy, gray, white, and warrior blue.
- Colors not allowed on athletic shoes: neon colors, reds, yellows, and oranges.
- Mesh or muted pattern acceptable
- No checkered patterns allowed
- No light up shoes allowed
- No higher than the top of the ankle

## Socks

- May be white, khaki, navy, black, gray, or warrior blue
- Must be plain
- May have company logo
- Must be visible above the top of the shoe.
- Ankle, crew, or mid-calf socks are acceptable
- Girls: Solid colored tights in black, white, gray, or navy
- Girls: Skinned toned panty hose

## Hair

- Natural color
- Conservatively styled
- Length of hair on forehead must be at or above eyebrows.
- Girls: Conservative hair accessories only
- Boys: Hair must be off the collar and above the ear.
- Boys: Must be clean shaven

## Earrings

- Body piercing and tattoos are not permitted.
- Girls: one stud earring, one small hoop earring, or one conservative style earring per
- Boys: No piercings allowed

## Shorts

- May be worn March 1st - October 31 st
- No shorter than 5 inches above the knee
- Dress twill or chino in khaki or navy
- Regular fit
- 4 or less total pockets on the front or back only
- Must have belt loops
- No cargo shorts
- No jean material
- No stretchy material

## Belts

- Must be solid color, brown, navy, or black
- No decorations
- Simple buckle

## Skorts/Skirts

- November 1st — April 30th must wear tights or knee socks
- No shorter than 5 inches above the knee
- Dress twill or chino in khaki, navy, or black watch plaid

## Golf Shirts

- White, red, navy, or JACSS polo
- Long or short sleeve
- 2-3 buttons
- Undershirts must be plain, white t-shirts
- No logo

## Dress Shirts

- Button-down collar
- Single or no breast pocket
- Long or short sleeve
- White

## T-Shirts

- School approved t-shirts may be worn on Monday and Wednesday with uniform bottoms.

## Turtlenecks

- Cotton jersey
- Not ribbed or textured
- Solid color red, white, or navy

## Accessories

- Jewelry should be limited to one watch, one ring, and simple crosses or religious medals on a narrow silver or gold chain
- No watches with a beeping device
- Jewelry must be kept with the conservative nature of the uniform
- No smart watches or fit bits

## PE DRESS CODE

Students are required to dress out for PE in a T-shirt (school PE shirt preferred), shorts/sweats, socks and tennis shoes. PE clothing cannot be the uniform clothing that is worn to school. If yoga style pants are worn, the T-shirt must completely cover the student's backside. PE shorts must be mid-thigh length. Students will lose points for not dressing out for PE, and their grade will be affected. If three offenses occur in a quarter, the student may also receive a detention.

## PERSONAL PROPERTY

It is recommended that students not bring personal electronics to school. Calculators and personal property should be labeled with the student's name for convenience and protection. Students should not bring large amounts of money to school. All student belongings must be stored inside the student's locker during school hours. Lockers are NOT locked during the day. Items left in lost and found will periodically be donated to charity.

## CELL PHONE/TABLET POLICY

Cell phones and tablets MUST be turned off and turned into the office upon arrival. Students may retrieve their electronics with permission from their current class teacher. Electronics must be returned to the office before the next class period. Students with electronic devices in their possession (without permission from their current class teacher) during school hours will have their device confiscated for the remainder of the day. Repeat violations will result in losing the privilege of bringing the electronic to school the remainder of the semester. Cyber bullying and/or the inappropriate use of electronics will result in serious consequence. 'Smart Watch' devices are not allowed at school.

## RECORDS

Report cards, transcripts, diplomas, and other student records may not be released until all outstanding fees and fines are paid in full (including: library fees, fines, tuition, etc.), and all books and school property are returned, and property damage restitution is paid in full. In accordance to the Family Educational Rights and Privacy Act, parents and their student may view that student's official records (academic transcripts, academic testing, and emergency sheet) with a 24 hour written notice/request to the school.

## NONCUSTODIAL PARENT

This school abides by the provisions of the Buckle Amendment with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, school will allow the noncustodial parent access to the academic records and other school-related information. If there is a court order specifying no information is to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Divorced parents may bring a copy of the custody section of the divorce decree to school. This information may also prove useful in determining when, if ever, the child can be released to the non-custodial parent.

### **SIGNS AND POSTERS**

The principal must approve signs and posters before they are posted.

### **LOCKERS**

Academic lockers are available for students' use. Lockers are kept unlocked. Students should never store cash or expensive items in their lockers. The school assumes no liability for anything damaged, lost, or stolen from lockers or anywhere on school campus. These lockers are the property of the school and may be searched at any time by school personnel with the permission of the school administration. The Joplin Police Department may also search lockers upon administration request, or when a valid search warrant is presented. Students are liable for locker damages.

Locker fronts must remain clear except for school provided signage.

### **TECHNOLOGY USE**

Computers are for educational and classroom management use only. Teachers will monitor all student use of the computers. All individuals using any computer owned by the school or on school property must sign a Technology Use Agreement. Misuse or abuse of technology or multimedia equipment will result in loss of equipment privileges or even suspension.

### **SCHOOL VISITORS**

All visitors are to check in at the office. Visitors will be asked to sign a Visitor Log. For an optimal teaching and learning situation, all classroom interruptions should be kept to a minimum and avoided if possible, which includes phone calls to students. Conferences with teachers should be scheduled via e-mail for non-instructional hours. Students are expected to inform their friends who do not attend St. Peter's Middle School that school hours are not visiting hours. Parents waiting to pick up students at the end of the school day are expected to wait outside.

### **MEDICATION**

If it is necessary for a student to take prescription medication during school hours, the medication must be in the original packaging and be marked appropriately. Prescription medications will be kept in the office and must be administered by faculty or staff as per prescription label.

If a student requires over the counter medication, said medication may be left in the office with a signed parent/guardian permission form. Dispensing of all OTC medication is recorded in the office. Donations of Feminine Hygiene products, Ibuprofen, Tylenol, Benadryl, and Cough Drops to the office are appreciated.

## STUDENT BEHAVIOR

The following is a partial list of rules that apply to all students in the school buildings, on school grounds, and at all school-sponsored events. The principal has ultimate discretion in matters of student behavior.

### Gum Chewing

- Students are not permitted to bring or chew gum while on school grounds. A \$5.00 fine may be issued for each gum chewing offense.

### Cheating/Plagerism

- 1st offense: zero for the test/assignment, parent/guardian notified
- 2nd offense: further disciplinary action may be taken at the discretion of the principal.

### Tardiness

- Students are tardy if they are not in class and ready when the bell rings. Excessive tardiness may result in detention.

## DISCIPLINE

Students/parents who decide to appeal the decision of the principal in matters of discipline may schedule an appointment with the System Director. All such requests must be in writing and be received by the Director within one week of the principal's decision. The Director acts in an advisory capacity to the school administration.

The principal is the final recourse in all disciplinary situations.

Academic Dishonesty - Cheating on tests, assignments, projects, or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

1. First Offense: No credit for the work, grade reduction, or replacement assignment.
2. Subsequent Offense: No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

Arson - Starting or attempting to start a fire, or causing or attempting to cause an explosion.

1. First Offense: Detention, in-school suspension, out-of-school suspension, or expulsion. Restitution if appropriate.
2. Subsequent Offense: out-of-school suspension or expulsion. Restitution if appropriate.

Assault - 1. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

1. First Offense: Principal/Student conference, detention, in-school suspension, out-of-school suspension, or expulsion.
2. Subsequent Offense: In-school suspension, out-of-school suspension, or expulsion.



Bullying (see diocese policy) — Repeated and systematic intimidation, harassment and attacks on a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion, theft, damaging property, and exclusion from a peer group.

1. First Offense: Detention, in-school suspension, or out-of-school suspension.
2. Subsequent Offense: out-of-school suspension or expulsion.

Bus or Transportation Misconduct - Any offense committed by a student on transportation provided by or through the JACS system shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

Dishonesty - Any act of lying, whether verbal or written, including forgery.

1. First Offense: Nullification of forged document. Principal/Student conference, detention, in-school suspension, or out-of-school suspension.
2. Subsequent Offense: Nullification of forged document. Detention, in-school suspension, out-of-school suspension, or expulsion.

Disrespectful or Disruptive Conduct or Speech - Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

1. First Offense: Principal/Student conference, detention, in-school suspension, or out-of-school suspension.
2. Subsequent Offense: Detention, in-school suspension, out-of-school suspension, or expulsion.

Drugs/Alcohol - 1 . Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

1. First Offense: In-school suspension or out-of-school suspension.
2. Subsequent Offense: out-of-school suspension or expulsion.

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

1. First Offense: In-school suspension or days out-of-school suspension.
2. Subsequent Offense: out-of-school suspension or expulsion.

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

1. First Offense: out-of-school suspension or expulsion.
2. Subsequent Offense: out-of-school suspension or expulsion.

Extortion - Threatening or intimidating any person for the purpose of obtaining money or anything of value.

1. First Offense: Principal/Student conference, detention, in-school suspension, or out-of-school suspension.
2. Subsequent Offense: In-school suspension, out-of-school suspension, or expulsion.

False Alarms (see also "Threats or Verbal Assault") - Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of school property.

1. First Offense: Restitution. Principal/Student conference, detention, in-school suspension, out-of-school suspension, or expulsion.
2. Subsequent Offense: Restitution. In-school suspension, out-of-school suspension, or expulsion.

Fighting (see also, "Assault") - Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

1. First Offense: Principal/Student conference, detention, in-school suspension, or out-of-school suspension.
2. Subsequent Offense: In-school suspension, out-of-school suspension, or expulsion.

Hazing - Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.

1. First Offense: In-school suspension or out-of-school suspension.
2. Subsequent Offense: out-of-school suspension or expulsion.

Incendiary Devices - Possessing, displaying, or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff.

1. First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.
2. Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or out-of-school suspension.

Public Display of Affection - Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

1. First Offense: Principal/Student conference, detention, in-school suspension, or out-of-school suspension.
2. Subsequent Offense: Detention, in-school suspension, out-of-school suspension, or expulsion.

Sexually Explicit, Vulgar or Violent Material - Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

1. First Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or out-of-school suspension.
2. Subsequent Offense: Confiscation. Detention, in-school suspension, out-of-school suspension, or expulsion.

Theft - Theft, attempted theft or knowing possession of stolen property.

1. First Offense: Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or out-of-school suspension.
2. Subsequent Offense: Return of or restitution for property. days out-of-school suspension or expulsion.

Threats or Verbal Assault - Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

1. First Offense: Principal/Student conference, detention, in-school suspension, out-of-school suspension, or expulsion.
2. Subsequent Offense: In-school suspension, out-of-school suspension, or expulsion.

Tobacco and/or Vaping - 1. Possession of any tobacco and/or vaping products on school grounds, school transportation or at any school activity.

1. First Offense: Confiscation of tobacco and/or vaping product. Principal/Student conference, detention, or in-school suspension.
2. Subsequent Offense: Confiscation of tobacco and/or vaping product. Detention, in-school suspension, or out-of-school suspension.

2. Use of any tobacco and/or vaping products on school grounds, school transportation or at any school activity.

1. First Offense: Confiscation of tobacco and/or vaping product. Principal/Student conference, detention, in-school suspension, or out-of-school suspension.
2. Subsequent Offense: Confiscation of tobacco product. In-school suspension or days out-of-school suspension.

Unauthorized Entry - Entering or assisting any other person to enter a system facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

1. First Offense: Principal/Student conference, detention, in-school suspension, or out-of-school suspension.
2. Subsequent Offense: out-of-school suspension or expulsion.

**Vandalism** - Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

1. First Offense: Restitution. Principal/Student conference, detention, in-school suspension, out-of-school suspension, or expulsion.
2. Subsequent Offense: Restitution. In-school suspension, out-of-school suspension, or expulsion.

**Weapons** - Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. S 921, 18 U.S.C. S or S 571.010, RSMo.

1. First Offense: In-school suspension, out-of-school suspension, or expulsion.
  2. Subsequent Offense: out-of-school suspension or expulsion.
2. Possession or use of a firearm as defined in 18 U.S.C. S 921 or any instrument or device defined in S 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. S
1. First Offense: suspension or expulsion

#### **DETENTION**

Parents are notified by a written discipline notice. Detentions will be scheduled as needed. Students must arrive on time. Late arrivals will be counted as a missed detention. Multiple detentions may result in financial penalties and/or more severe consequences.

#### **SUSPENSIONS**

Students who serve in or out of school suspensions will be responsible for class work covered while on suspension. Students may not receive credit for this work but are still responsible for its completion during the suspended time. In-school suspensions may incur a financial charge.

#### **STANDARDIZED TESTING**

St. Peter's Middle School administers standardized tests (ITBS and ACRE) during the school year.

#### **GRADING SCALE**

<u>Letter Grades</u>	<u>Percent</u>
A	93 – 100
A-	90 – 92
B+	87 – 89
B	83 – 86
B-	80 – 82
C+	77 – 79
C	73 – 76
C-	70 – 72
D+	68 – 69
D	66 – 67
D-	65
F	0 -64

Semester grades are recorded on the student's permanent record. All students receive quarterly report cards. Deficient grade notices (D or F) are sent to parents every three weeks. Parent- Teacher conferences are scheduled for the end of the first and third quarters, and upon request.

### **HOMEWORK**

Homework assignments are posted in each classroom. Each student will be provided with an assignment book/planner to record assignments. Academic success is of the utmost importance for each student. Therefore, extra-curricular activities are not acceptable as excuses for not turning in assignments or for not making-up missed work or tests. Missing assignments will not be excused.

Students will be detained after school to complete missing work until 4:00pm. Teachers may also take off a certain percentage for late work. This will be defined in the course syllabus. Homework requests for absences must be requested by 10:00 a.m. Homework will be sent via e mail. If additional materials are needed that cannot be sent via e-mail, those may be picked up after 2:30 p.m. Students are responsible to complete makeup work in a timely manner.

### **TUTORING**

Parents should consult with the classroom teacher if they feel tutoring is necessary for their student. Many teachers offer tutoring. Tutoring is also available afterschool through our A+ program.

### **STUDENT RECOGNITION**

A student of the month from each grade level will be selected each month based on attitude, effort, behavior, and Christian faith beliefs. They will be recognized at a school gathering and in the media.

Students receiving all As and/or all A's and B's on semester grades will be recognized at school gatherings and in the media. Media releases must be signed by parents in order for students to be recognized in media outlets beyond school and church.

### **FIELD TRIP**

Field trips are educational and directly related to the curriculum. Permission cannot be given verbally. Students will not be allowed to participate if a signed permission form is not returned in advance.

### **TEXTBOOKS**

Students are responsible for the textbooks checked out to them and must pay for damages or lost textbooks. Please report any lost or damaged books to the office immediately. Report cards may be held until restitution is made.

### **EXTRA-CURRICULAR ACTIVITIES**

Extra-Curricular activities are defined as those which a student freely chooses to do on his/her own outside class time. Some examples include cheerleading, athletics, student council, quiz bowl, etc.

### **STUDENT COUNCIL**

Student council is made up of 12 students elected by their peers and one faculty advisor. These students accept the responsibility of leadership within their school and promote school spirit, excellence, value, respect, and faith through financial support and planning of school activities that benefit the entire student body, teachers, and staff. At the end of each quarter all grades must be a C or above and the student may not have received a detention of any kind during that quarter. If a lower grade or detention has occurred within that quarter, the student will not be allowed to continue as a member of student council for the next quarter.

## **REGULATIONS FOR ALL CLASSES AND CLUBS**

- Principal approval is required for club formation, adult sponsor selection, any induction ceremonies, club fundraising, any communications (parent or students), and event scheduling. No classes or clubs shall hold initiations.
- All meetings must be attended by the sponsor or an approved substitute.
- All school clubs and organizations must be democratic in nature. The method of selecting members must be of a nature that will make it possible for any student who meets the requirements to become a member.
- All meetings must be held on school property.

## **ELIGIBILITY**

To be eligible for an extra-curricular activity, a student must have a grade of "C" or better in all classes. Academic eligibility is evaluated weekly. In addition, a student must maintain satisfactory academic and behavioral standing throughout the time period in which he/she is engaged in the activity in order to participate. Eligibility effects participation in all extra-curricular activities offered by St. Peter's Middle School.

## **SPORTS**

St. Peter's Middle School sponsors an interscholastic competitive program following MSHSAA guidelines for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade soccer, basketball, volleyball, track, cross country and cheerleading. Students may go out for these sports if they can present proof of health insurance, a satisfactory physical examination report, and an eligible academic record.

## **SCHOOL SAFETY:**

### Fire, Tornado, Emergency Drills

Regular drills are conducted at the discretion of the school staff. Students are instructed at the beginning of the school year as to the procedures for each drill. Exit routes are posted in all classrooms. Student silence during drills is required to ensure the safety of the student body, faculty, and staff.

### Crisis Management

A crisis plan is on file. Copies are available for review at the school office. Plans for various crisis situations are included. If students need to be removed from the school, emergency contacts on file will be contacted with information on pick up location and procedures.

### Asbestos Notification

In compliance with the Asbestos Hazard Emergency Act of 1986, our facilities have been inspected by a certified asbestos inspector and a management plan has been developed by the diocese. Copies of these plans are available for your inspection at each school office.

### Mandated Reporting

St. Peter's Middle School abides by the state Child Protection and Reformation Act (RSMO 210). This requires that school personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child, must report to the Missouri Department of Family Services.

St. Peter's Middle School complies with the Diocese of Springfield-Cape Girardeau Safe Environment Policy. Each employee who works in the school building, and volunteers who have regular contact with children, have undergone a background screening process through the diocese. They have also attended the Virtus Protecting God's Children adult awareness training. The students (grades Kindergarten through 12th) receive two lessons each academic year using the Virtus Touching Safety Program. Parents may be given the Virtus Teaching Touching Safety booklet and periodic child safety information. Parents may view the child safety curriculum by contacting the school office.

