



**St. Peter School
Junior High
(Grades 6-8)
Handbook
2018-2019**

**General school policies are found in the
K-8 Parent Handbook.**

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“For this very reason make every effort to supplement your faith with virtue, and virtue with knowledge, and knowledge with self-control, and self-control with steadfastness, and steadfastness with godliness.”

2 Peter 1:5-6

Our Mission: Responding to God’s call, we the community of St. Peter Catholic School, dedicate ourselves with love to spiritual growth, academic excellence and service of neighbor as we prepare for the journey through this life to the Kingdom of Heaven.

Our Philosophy: In response to the mission and message of Jesus Christ, St. Peter School, with the family, strives to form a Community of Faith dedicated to continuing the mission entrusted by Christ to His Church. We, therefore, commit ourselves to the education of students in an environment conducive to spiritual, intellectual, emotional, social and physical growth. We strive to imbue this environment with dedication and love that reflects Jesus’ Gospel message. By integrating the education of the student with an environment permeated by the Gospel spirit, St. Peter School aims to continue Christ’s mission here on earth in building up the Kingdom of God.

Our Goals:

- *Spiritual* – Enable the student to develop a personal relationship with God as our loving Father, Jesus as our Savior and Friend, and the Holy Spirit as Guide.
- *Intellectual* – Develop optimum academic growth within the student’s own capacity for learning.
- *Emotional and Aesthetic* – Develop in the student an awareness of his/her intrinsic value and God’s unfailing love for him/her and promote character development through personal integrity, resourcefulness and responsibility.
- *Social* – Enable the student to become an active, responsible member in the community, reflecting the principles of Christ.
- *Physical* – Develop in the student an awareness of the need for physical fitness and a respect for the human body because it is a creation of God.

Our Vision: St. Peter Catholic School envisions Junior High as a time for students to grow in spiritual and emotional maturity in congruence with their growth in physical maturity. In the words of our patron, St. Peter, we make every effort to instill in our Junior High students the qualities of faith, virtue, knowledge, self-control, steadfastness, and godliness (2 Peter 1:5-6). Junior high is a critical time in a young person’s life and we are privileged to have Jesus Christ at the heart of everything we offer in the formation of our students. St. Peter Junior High is a respectful and challenging environment, respectful of the inherent dignity of each young person and academically challenging to assist each student in fulfilling their God-given potential.

Student Numbers

Each student is given a student number at the beginning of the year. This number is based on the homeroom and alphabetical order. The students in the "A" homeroom are numbered 1-30 and the students in the "B" homeroom begin at #31. For example, suppose there are 26 students in 8A and 25 students in 8B. 8A would be numbered 1-26 in alphabetical order; students in 8B would begin with number 31 and continue alphabetically through 60. Any student that transfers into the grade, no matter the homeroom, would get the next number. If a student transfers out the number is NOT reassigned. Student numbers DO NOT carry over from 7th grade to 8th grade. 8th graders need to be reassigned numbers based on their new homeroom and alphabetical order.

Use of Student Numbers- Student numbers are used for school business in two particular ways. First, the textbooks are all numbered. The student should be given the text corresponding to their number. (8th grade Algebra/Math is the exception. Due to the two different texts for the Algebra/Math classes the student may not receive the text with their number). Second, the student number helps with filing tests and quizzes. On all tests and quizzes students must put their first and last name. In addition they need to put their student number in the upper right corner and JMJP on the top of their paper.

Tests/Quizzes

Teachers keep tests and quizzes for the subjects they teach. Each teacher will have a file for each student in which tests/quizzes are kept. If another teacher or a parent/student needs to refer back to the student's work they can request the information from the teacher of the subject they teach. All teachers should ensure that the students have seen the grades of test/quizzes prior to them being filed.

Junior High Entrance Door

The door at the end of the Junior High hallway is locked at all times and should not be propped open since it has an alarm. In the morning, this door is used as the entrance for any 6-8th grade students waiting. A teacher at the 7:55 bell disarms and opens the door. After the initial group of 6-8th graders enters, the door closes and is rearmed. All other students need to go in the front door. Students other than 6th-8th graders should not come in this door. Students should not open the door except in a fire drill or emergency. At the end of the school day, students should proceed to their assigned stations when dismissed and should not be in the hallways waiting for other students. This will keep the hallways clear for the younger students to travel to their assigned spots.

Hallway Behavior

Students may talk during class switch in the Junior High hallway. There should be no talking outside of the Junior High hallway. In other words they should not talk coming back from Mass, lunch, specials/electives etc. It is especially important that students are not talking by the offices.

Dress Code

The school dress code policy is written in the school handbook. Some particular ones to remember in the Junior High are as follows:

Girls – no make-up, clear or light pink nail polish only, only one pair of earrings, ***skirts to the knee***, (pants may be worn November 1st – March 1st).

Boys – no earrings, hair above collar

Both Boys and Girls – shirts should be tucked in

Recess & Lunch

Recess – The Junior High has recess before lunch. Recess is on the lower parking lot and soccer field. There are three monitors. Students should not be released from their classroom until there is a monitor outside. Teachers on duty should lead the students outside. Students need to remember to wait for the recess duty person to be at the exit doors before leaving their homeroom. Teachers on duty should ensure that all the students do go outside. Students should not stay inside except for an emergency or at the request of a teacher. There are two whistles at recess to call the students to line. The first whistle calls one grade; they line up by homeroom on the lower parking lot and are taken into lunch via the Junior High entrance door. At the second whistle the other grade lines up. This class is then taken into lunch via the same door. Every month grades switch who comes in first. Students need to remember to get into line quickly and efficiently. If this is a problem, the students who are not in line will need to move to the back of the lunch line and may receive a consequence.

Lunch – All students will have assigned tables by grade level in the lunch room. Proper lunchroom behavior includes the following:

- eating with good manners
- not trading or throwing food
- cleaning up after oneself
- reporting any improper behavior to the teacher that is on duty
- getting a pass from the teacher on lunch duty to leave the cafeteria to use the restroom, get a drink, go to the nurse/office, etc.

Time-out Table – There is a particular table in the lunchroom for those students who choose poor behavior during lunch or recess. At this table students may not talk.

Lunch Tables – The Junior High is responsible for cleaning their homeroom lunch tables. It is their responsibility to wipe the tables, but it is not their responsibility to clean up others' trash; each student should do his/her own. Each homeroom is given two tables. Each teacher assigns a table cleaner for the week.

Midterms

Teachers will use Parent Connect to post grades throughout the quarter. There will not be a midterm report sent home. **Please check Parent Connect periodically if you want to know how your child is doing in his/her classes. If you are having trouble logging into Parent Connect please contact the office for assistance.**

Honor Roll

This honor is for those students who have all "A's" or "B+'s on their report card, no specials grade less than an "S", no conduct grade lower than an N, and no more than 3 infractions on their accountability card for the quarter. A self-reflection session counts as 3 infractions. For example, a student with all "A's" and 4 infractions would not be on the honor roll. The notification of honor roll will be sent home in the student's report card.

Junior High Exams

At the end of each semester, the 7th and 8th graders are given semester exams. These exams are meant to prepare the students for high school type exams. The exams are cumulative for the semester. There are exams in Religion, English, Science, Math, Social Studies, and Vocabulary. The students should be given reviews for these exams. Students are given up to 45 minutes for each exam.

Late Work

Any work not completed on time will result in the student attending the next recess study hall. The student will receive an "adjusted grade" on the late work and will need to turn in the work the next school day. If a student does not turn in the late work the next school day, he/she will receive an infraction and will again attend the next recess study hall until work is completed.

Grades

It is Junior High policy that no completed/graded quizzes or tests will leave the school. **Each student will be responsible for checking his/her grades on Parent Connect.** All graded tests and quizzes are returned and reviewed in the corresponding classroom. This process will allow the students to be responsible for documenting their own scores. **All hard copies of quizzes and tests will be kept on file in the classroom of the teacher administering the assessments. These are available for review before or after school.**

School-to-Home Communication

Wednesday Communication: The Wednesday communication carrier is the youngest/only child in the school. Look for newsletters, calendars, etc. that will be sent with your youngest or only child.

ST. PETER'S JR. HIGH MANAGEMENT PROGRAM

(MODELED AFTER DR. MARVIN MARSHALL'S DISCIPLINE WITHOUT STRESS, PUNISHMENTS OR REWARDS SYSTEM)

A classroom management approach that emphasizes a caring, positive, supportive, and structured classroom/school environment.

In addition to the Conduct Plan outlined in the parent handbook, the following items pertain more specifically to Jr. High.

The following principles are incorporated into our learning environment:

- 1) Positivity is a more constructive teacher than negativity
- 2) Choice empowers
- 3) Self-evaluation/reflection is essential for lasting improvement
- 4) People choose their own behaviors
- 5) Self-correction is the most effective approach to change
- 6) Acting responsibly is the most satisfying of rewards
- 7) Growth is greater when authority is used without punishment

Accountability

Each student will be issued an accountability card. If a student continues to ignore a skill or has already been given at least one corrective prompt by a teacher, that student may receive an infraction. The student presents his/her card to the adult upon request. The teacher will sign the card and ask the student to fill in the appropriate code on the back of the card as a means of "reflection" of his/her misbehavior.

- * Five accountability infractions from **ANY** teacher/adult supervisor = "self-reflection" session.
- * If a student loses the accountability card = automatic "self-reflection" session (unless they bring the card to the teacher the next school day whereas the student will receive an additional infraction for not having the card). A new card will be issued by the homeroom teacher after student pays a \$1.00 fine.
- * A student should have the accountability card on their person at all times during the school day. If a student does not have the accountability card on their person when asked for it, they will receive an additional mark for not having their card.

Citations

If a student continues to ignore a skill, or has already been given at least one corrective prompt by a teacher, that student may receive a citation in addition to an infraction for further self-reflection and parental communication. This form is to be filled out by the student and handed to the teacher before they leave the room. The teacher will sign the form and, depending on the seriousness of the infraction, may return the citation to the student for a parent signature or may give the citation directly to the homeroom teacher for filing purposes. If the student

receives the citation form they must return the citation, with parent signature, to the homeroom teacher the following school day. Failure to return the citation the NEXT school day will result in further consequences.

Service Duty

A Service duty is an after school service working for maintenance personnel due to an infraction such as, but not limited to:

- chewing gum
- careless use of God's Name
- repeated uniform violations

*Failure to return Service Duty form = Teacher discretionary consequence

* Three Service Duties for any violation = one Self Reflection Session (no expiration date)

Self-Reflection Session

Self-Reflection Sessions can be earned by getting five infractions, receiving three service duties, as mentioned above, as well as for the following behaviors:

- physical fighting/acting out in anger
- cheating on quiz/test (an "F" is also earned)
- stealing/defacing other's property
- abuse of God's Name or other inappropriate language according to teacher discretion
- blatant disrespect
- other behavior(s) deemed seriously inappropriate by any particular teacher or adult supervisor

Self-Reflection Session time will be spent before/after school completing a "self-reflection session" form. In addition to completing the form the student will arrange another time during the school day to speak with a staff member of their choice about their infractions.

- Three Sessions = Parent meeting
- Six Sessions = Principal meeting and possible exclusion from 8th grade class trip
- Nine Sessions = Expulsion considered

*Failure to attend a Self-Reflection Session = Infraction + Original Session

Office Referral

If a student needs to leave the classroom for extreme misbehavior he or she will be escorted to the office. A form will travel with the student, explaining the behavior that resulted in an office referral. Parents will be contacted in written/ oral form.

Cell Phone, I-Pod, and Other Audio Devices Policy

Cell phones, i-Pods, and other audio devices are not to be used in school during regular school hours (7:45am-3:20pm). If students need to use cell phones on school grounds immediately before or after school, they are to be on the outside benches, otherwise devices are to be in their school bags. All such items are to be checked in to the homeroom teacher. The office will allow students to make phone calls in case of an emergency. Violation of this policy will result in the cell phone, i-pod, or other audio device being confiscated and taken to the main office. A parent or legal guardian may come to school to retrieve the item. Continued violation of this policy could result in a further consequence. Teachers in charge of dismissal groups have authority to exempt an individual on a one-time basis for phone use if a ride has not arrived.

Absentee Homework Policy

Unplanned absences (sickness, funerals, emergencies, etc.) – for planned absences see Parent Handbook.

Notice: Please notify the office by 8:30 a.m. The office will notify the teacher.

Pick up work: When notifying the office of an absentee, parents may request homework to be sent to the office or to be sent home with a sibling or neighbor. At teacher discretion absentee homework will be available for pick-up from 3:20-5:30 p.m. Advanced notice and promptness in picking up homework is appreciated.

Work Completion: Students are allowed a maximum of two calendar days to make up work for each day absent, not including the day of the absence itself. Work is due on the third calendar day at the beginning of each subject period. Example: If a student is absent on Monday, assignments from Monday are due by Thursday morning at the latest. Absentee work should be returned in a timely manner to the teacher or the office. This helps prevent the student from falling behind and assists teachers in keeping up with grading. Full credit will be given for work completed within the above time frame. Failures will be given for work not completed in the time frame according to classroom policy. The time for make-up work may be abbreviated for extensive absences. The principal may grant exceptions and extensions for serious, doctor verified illnesses.

Make –up Tests: A date for make-up tests should be arranged between the student and teacher immediately upon returning. Junior High students are responsible for initiating the arrangements. The tests/quizzes can be made up before school at 7:15 a.m. or after school at 3:30 p.m., unless other arrangements have been made with the individual teacher. Junior high students will have five school days to make up all tests/quizzes from their absence, unless arranged differently by the individual teacher. If the student does not complete the make-up test/quiz in the allotted time, the student will receive a failing grade from the test/quiz.

Sports

1. St. Peter School is part of the Lincoln Catholic Schools Sports League. St. Peter's sports program is maintained in order to teach students sportsmanship skills and healthy competition. The athletic director, under the supervision of the principal, organizes the sports program.
2. The Catholic League is organized and supervised by a committee made up of pastors, principals, and coaches from each of the member schools. This committee writes rules and regulations. All member schools are responsible for adhering to the conference rules.
3. In order for the student to participate in athletics, the student must maintain satisfactory academic standing. The student must behave properly during school and the students must obey the training rules laid out by the coaches.
4. Satisfactory academic standing is maintained by having no more than one incomplete assignment per week and keeping at least a 75% average in all subjects combined.
5. If a student becomes ineligible because of low grades, he/she may not play in the next game. Any student receiving a detention will be suspended for one game.
6. Students may not play in a game if absent or sent home during the school day because of illness. If a student has a half-day excused absence for a reason other than illness (e.g. funeral, doctor or dentist appointment) he/she may play in the game the same day.
7. There is a fee per child per sport for participation and to defray the cost of uniforms, equipment, etc.
8. The following sports are offered through this program:

7-8 Cross Country	7-8 Girls Volleyball
7-8 Boys Basketball	7-8 Girls Basketball
7-8 Boys Track	7-8 Girls Track

8th Grade Activities

There are several items that occur toward the end of the year that involve only the 8th grade.

Pius X School Registration – In February, the 8th graders are invited to an orientation at Pius X High School. At this orientation they receive a registration packet. Shortly after the orientation Pius X schedules a time to come to St. Peter's to collect the registration materials. They speak with each student about whether or not they plan on attending Pius X. This usually takes about 30-40 minutes total.

Pius X Student Council – Sometime in April or May, student council representatives from Pius X High School will arrange to come and speak to the 8th grade about the student council at Pius X High School. The students interested can then apply for the PIUS X Student Council. This involves teacher recommendations.

8th Grade Pius X Mentor Program – This program is coordinated by a parent and involves several meetings between the 8th graders and Pius X Juniors.

8th Grade Mass – In May, the 8th grade attends a Mass with all the 8th graders from the Lincoln Catholic Schools. This Mass is celebrated by the Bishop and includes a lunch afterward.

Graduation – The 8th grade graduation consists of a Mass followed by a cake reception. The 7th grade parents are in charge of the reception.

Recommendation Letters – Eighth graders who would like to participate in activities in high school may ask a teacher to write a recommendation letter or fill out a survey. If this happens, the student must give the teacher a self-addressed, stamped envelope to use and the student will NOT get the letter or a copy of the letter returned to them.

Scholarships – Eighth graders who wish to apply for St. Peter scholarships to Pius X High School will be notified of the opportunity in the spring and will be interviewed by the principal and a panel of adults. These scholarships will be awarded after Mass on the eighth graders' last day of school.