

August 2016

Dear Students and Parents,

Welcome to Middle School at Our Lady Queen of Peace School!

The Middle School teachers and subjects they teach are:

Homeroom                      Mrs. Britton (8A), Mrs. Gonring/Mr. Rohrer (8B)  
   Mrs. Miller (7A), Mrs. Moylan (7B)  
   Mrs. Tregoning (6A), Mrs. Semrow (6B)

Religion                        Mrs. Britton (8A), Mrs. Gonring (8B)  
   Mrs. Miller (7A), Mrs. Moylan (7B)  
   Mrs. Tregoning (6A), Mrs. Semrow 6B)

Mass Planning/  
Youth Minister                Cheryl Horne

Literature/English            Mrs. Britton, Mrs. Miller, Mrs. Semrow

Social Studies                Mrs. Miller, Mrs. Tregoning

Math                             Mr. Rohrer, Mrs. Semrow, Mrs. Gonring

Science                         Mrs. Moylan, Mrs. Gonring

Spanish                         Mrs. Schaefer

Physical Education          Mrs. Zwettler

Computer                      Mrs. Ford or Mrs. Ventureal

Music                            Mrs. Olipra

Art                                Miss Kuypers

Health 6-8/Counselor        Mrs. LaFond

Middle School

Resource Aide                Mrs. Woodruff

Unit Coordinator              Mrs. Britton

## **GRADES**

The grading scale is as follow:

A+	98-100	C+	79-81
A	95-97	C	74-78
A-	92-94	C-	71-73
B+	89-91	D+	69-70
B	85-88	D	66-68
B-	82-84	D-	63-65
		F	62 and below

## **PROGRESS REPORTS AND REPORT CARDS**

Middle School teachers report to students and parents by using an online program.

Teacherease will be updated at the very least every two weeks for parents and students to check the progress for each class. The first reporting date will be **Friday, September 19.**

Students receiving academic accommodations and/or modifications will be shown on the report card on a quarterly basis.

### **End of Quarter Dates:**

<b>First Quarter -</b>	<b>October 27</b>	<b>Report cards will be available on Teacherease shortly after the end of the quarter.</b>
<b>Second Quarter -</b>	<b>January 13</b>	
<b>Third Quarter -</b>	<b>March 23</b>	

## **DRESS CODE**

It is the responsibility of each parent to ensure compliance with the school's dress code. By signing the annual contract, parents agree to support all policies, rules, and regulations now in force, and as may be hereinafter enacted at any time by the parish or school. Distracting items or things that reflect a lack of Christian modesty should not be worn.

Students are required to dress appropriately, suitable to weather conditions and planned activities. The following guidelines apply:

Shirts/Blouses: Collared shirts, t-shirts, (plain, striped, sports t's), sweatshirts, sweaters are allowed.

*Not allowed: visible midriffs, low-cut shirts, halters, racerback tanks, mesh shirts without a layer underneath, shirts or blouses that advertise alcoholic beverages, drugs, or promote inappropriate behavior, are suggestive, or have double/inappropriate meanings.*

*We follow the three-finger rule for the minimum width of shoulder straps.*

Pants/Slacks are to be clean, worn at the natural waistline, and are to fit properly to cover all undergarments. Like all clothing, they should allow for full range of motion, not fitting too tightly or too loosely, so as to be modest.

*Not allowed: slacks or pants that are torn, ripped, or frayed at the bottom, flannel pajama bottoms.*

Leggings, tights, and form-fitting yoga pants must be worn with a garment that is at least fingertip length.

Shorts, skorts, and skirts should be cut no higher than the end of the fingertips when the student is standing and the arm is extended naturally along the side.

*Not allowed: frayed, torn or cut-off shorts and skirts.*

Dresses should be cut no higher than the end of the fingertips when the student is standing and the arm is extended naturally along the side.

*Not allowed: slits above the knee, plunging necklines, racerback, or spaghetti straps. The three-finger rule for the minimum width of shoulder straps.*

For safety in the winter months (November-February), legs need to be covered, because students are outside in the elements.

Shoes must be safe, suitable to weather conditions, and appropriate for school activities.

*Not allowed: flip flops or shower shoes, shoes with wheels, slippers.*

*\*\*Exception: All middle school students are allowed to wear Birkenstock-style shoes with a form foot bed.*

## **CHURCH ATTIRE**

It is our philosophy that students dress in a manner that reflects the solemnity of the Prayer Service or Mass. Church days and days of Reconciliation are listed on the calendar in each monthly newsletter. As a sign of respect, Church days are dress-up days. Parents should make every effort to be aware of the Mass and Prayer Services schedule and have their children dressed appropriately. One can expect our children to be in church once per week. (If the outdoor temperature is predicted to exceed 80 degrees on Mass days, children may change their clothes after Mass.)

In addition to the daily dress code expectations, students should adhere to the following:

Sweaters, turtlenecks, and similar dress shirts are also appropriate.

*Not allowed: Graphic T-shirts, athletic jerseys, sweatshirts, clothing with logos larger than a business card, hoodies, full zip fleeces/sweatshirts. No jackets.*

Pants should be dress slacks or made of cotton material. Capri pants need to be at least mid-calf in length.

*Not allowed: Denim jeans, shorts, athletic pants or sweats, gauchos, Bermuda shorts.*

Skirts, skorts, and dresses within dress code guidelines are appropriate for church.

## **DISCIPLINE**

Discipline is based on respect for self, for others, and for property. All teachers discuss respect with students, enlisting many specific ways respect is to be shown throughout the school. If a student breaks the rules, a "Notice of Concern" is sent home. Noncompliance at the third "Notice of Concern" will result in a 25 minute detention. A detention will be served after each "Notice" thereafter. A "Notice" will also be given if a parent's signature is forged. Parents will be notified a day in advance of the detention to allow for transportation accommodations. If a student consistently breaks the rules, we follow the discipline policy outlined in the Parent/Student Handbook. Gum chewing will also result in a "Notice." Staff will supervise the detention. A "Reflection" paper may be assigned at the discretion of the teacher if a "Notice" is given.

Please see attached letter about church attire discipline.

\*If a student receives four "Notices" or more their attendance at the year-end field trip will be at the discretion of the teachers and administration.

## **MIDDLE SCHOOL EXPECTATIONS FOR PARENTS & STUDENTS**

Middle School students are expected to demonstrate responsible behavior.

- This includes preparing and bringing all necessary items at the beginning of the school day.
- Students will NOT be permitted to call or email home for parents to bring items such as homework, gym clothes, lunches, church clothes, etc.
- Parents: If your child is absent from school he/she may not attend any school related activities (practices, games, performances, dances, pep rallies) that day or night.
- All parents MUST check into the main office before coming upstairs.

## **TOYS / ELECTRONIC DEVICES**

Please do not allow your children to bring playthings to school. Other than the school issued electronic device, personal electronics are not allowed. Students may not use personal cell phones in the course of the school day. There is to be no cell phone usage in the morning before school on school grounds. Cell phones can be used after the final bell AND you have exited the building. Cell phones may be confiscated and taken to the school office if used during school hours and a "Notice of Concern" will be issued. Parents will have to retrieve the phone from the school office. In regards to communicating with your child, parents may leave word in the school office if a student needs to be notified of a change of plans.

## **HOMEWORK POLICY**

-All completed assignments are due in class for full credit.

-Late assignments are due at the next class period but will be marked down by 10 percent.

-An "Assignment Notice" in the form of an EMAIL will be sent to the parents and student via Teacherease.

-This email should be discussed by the parents and student.

-The completed work should be signed by a parent and returned to the teacher the following class period.

-If the assignment is paperless an email confirmation from the parent and student is required.

-If the work is not completed a "Second Notice" will be sent to the parents and student, and this will result in a 50 percent deduction of points.

-If the work is not completed on the third day, the student must complete the work; but it will result in zero points.

-If a student is caught cheating, a "Notice of Concern" will be issued and a zero will be recorded.

-A statement defining "cheating", "plagiarism", and "forging" has been discussed and given to the students. Students are regularly reminded of these infractions.

-If a student is absent a "We Miss You" will be filled out by an "Homework Buddy" from the same homeroom. It is the student's responsibility to follow-up with the teacher upon their return. Students who have been absent are expected to turn in make-up work in a reasonable amount of time.

-If there is an extended absence (vacations, funerals, or illness), a separate form will be used requiring signatures of teachers, parents, and guidance counselors.sad

-Teachers are not obligated to provide additional teaching time when a student is absent except in the case of illness.

\*If a student has not completed a significant course requirement and/or missed a significant amount of school they may not be able to attend the end of the year class trip (i.e. book reports, lab reports, cumulative reviews, papers, and projects).

### **HOMEWORK BUDDY**

Each student will be paired with another student from their homeroom. This "Homework Buddy" will be in charge of filling out the "We Miss You" when their buddy is absent. We believe this will help eliminate confusion when a student is absent. If both students are absent on the same day, other arrangements will be made within the homeroom.

### **STUDENT TEXTS AND SCHOOL SUPPLIES**

All school supplies (folders, pencil cases, calculators, etc.) should be labeled with name and homeroom number. Every teacher discusses the importance of respecting personal space and property with the other students several times a year. Students are told not to go into other students' desks or pods without permission. Sharing texts and supplies is discouraged. Teachers routinely check to see if students have their own books; however, some students choose to ignore these directions, resulting in lost or stolen texts, supplies, or personal property. It is strongly advised that students know where their supplies are at all times. Students are expected to pay for lost or damaged texts. Textbooks must remain covered all year long.

Please see the 1:1 Student Acceptable Use Policy.

### **S.M.A.R.T. (Student Maximizing Achievement, Relationships, and Time) LUNCH**

The goal of SMART Lunch is to better meet the needs of all middle school students by providing a "drop-in", "as-needed" time for students to study, get organized, ask for help and support one another.

S.M.A.R.T. Lunch is held every Thursday during lunch and recess time. It is supervised by QP Student Services staff.

Students may sign themselves up for S.M.A.R.T. Lunch or may be asked to attend by a member of the middle school staff.

### **TEST AND QUIZ DATES**

There is a calendar on the hallway bulletin board where teachers sign up for tests, quizzes, and projects. Teachers make every effort to see that only two tests, quizzes, and/or projects are due on any one day. (Spelling tests, vocabulary tests, and literature quizzes are the exception.)

## ROYAL RECOGNITION

As a middle school we want to acknowledge students who turn in their work on time, get to school on time, and display appropriate behavior. At the end of each quarter, students will be acknowledged for this. If a student has not received any late notices, has not been tardy more than 4 times, has not be out of dress code for Mass, and has not received a Notice of Concern they will have their name displayed in the Wednesday Update and/or Student Showcase. Each student will also receive a "Homework Pass" to be used in religion, English, math, social studies, literature, science, health, or Spanish. The student MUST turn in the "pass" to be redeemed, and their lowest grade for that class will be replaced for full credit. The "pass" will be redeemed in the next quarter. If a student has been recognized all 4 quarters, a special recognition reward will happen at the end of the school year.

\*\*6th grade will participate starting 2nd quarter.\*\*

## MIDDLE SCHOOL MASS SCHEDULE 2016-2017

Sept. 8	All School	Nov. 1	All School	Dec. 14	Reconciliation
Sept. 15	6-8	Nov. 11	All School	Dec. 21	Prayer Service
Sept. 27	All School	Nov. 16	6-8	Jan. 5	All School
Oct. 4	All School	Nov. 23	All School		
Oct. 20	4-8	Dec. 8	All School		

2nd Semester TBD (please refer to the QP website for this information)

## SNACKS

Because of our schedule, birthdays will be celebrated in homerooms. We ask that if your child wishes to bring a treat, please do not send soda. Drink boxes are welcome. Check with the homeroom teacher for the number of children in the class. It is also recommended that students bring a healthy morning snack due to their later lunch schedule. No food is allowed on the playground. Please also refer to the allergy policy.

## SERVICE HOURS

Community service hours are required and count for 25% of the 4th quarter religion grade for our Middle School students. Summer hours count for the following academic year. Babysitting for family does not count, nor does babysitting or any other job when the student is paid. Serving Mass does count and is submitted by the server coordinator.

Service hours are turned in to the resource room and are tallied quarterly at report card time. Incomplete/unsigned forms are not accepted.

6 <sup>th</sup> grade-10 hours	1st Quarter due Thursday, October 20
7 <sup>th</sup> grade-15 hours	2nd Quarter due Monday, January 9
8 <sup>th</sup> grade-20 hours	3rd Quarter due Thursday, March 16
	4th Quarter due Friday, May 19

\*\*SEE ATTACHED SERVICE HOUR FORM\*\*

This can also be found on the QP website.

Please pay attention to the Wednesday Update for more information. If you have any questions, concerns, or suggestions, please contact your child's homeroom teacher or the appropriate teacher. Together we can make this a successful year!

Thank you,

The Middle School Teachers

MIDDLE SCHOOL NEWSLETTER and CHURCH ATTIRE LETTER

PLEASE RETURN THIS FORM TO YOUR HOMEROOM TEACHER BY **WEDNESDAY, SEPTEMBER 7TH.**

We have read and discussed the Middle School Newsletter.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Name Printed

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date