



PRINCE *of* PEACE *Catholic School*

Middle School Handbook

2023-2024 School Year

Addendum to the K3-8th grade Parent/Student Handbook

*These policies are specific to our Middle School Students

Mission Statement

We are the primary apostolate of Prince of Peace Parish, collaborating with families to offer children a rigorous curriculum that promotes intellectual formation and virtue development, immersed in the teachings of the Catholic faith.

PRINCE OF PEACE CATHOLIC SCHOOL
1209 Brushy Creek Rd, Taylors, SC 29687

Welcome to Prince of Peace Catholic Middle School! We as your school family are here to help you in your journey through the middle school years. These rules and guidelines will ensure a positive, effective learning environment

Middle School Homeroom

Middle School students are divided up into “homerooms” by grade. Homerooms will meet at the start of each day to conduct any required school or grade level business:

- Uniform check to start the day
- Pertinent announcements
- Collection of forms or materials to be turned in to school
- Prayers

While the homeroom teacher can assist parents with general questions or concerns, parents should contact the faculty or staff member most directly involved with the question or concern if it does not specifically pertain to the homeroom teacher.

Middle School Schedule

Middle school classes begin promptly at 8:00 a.m. Students must be unpacked and ready for their 1st period class and in their homeroom by 7:55 a.m. Students arriving after 7:55 need to report to the front office *with* their parent or guardian to receive a tardy slip. Please keep in mind that tardiness disrupts the learning environment; excessive tardiness may result in administrative action.

Beta Club

The National Beta Club is the largest independent, non-profit, educational youth organization in America. And for more than 80 years, it has prepared today's students to be tomorrow's leaders. (*BETA mission statement*)

BETA Club endeavors to promote the ideals of academic achievement, character, service and leadership among elementary and secondary school students:

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|-------------|--|
| ACHIEVEMENT | Recognizing and honoring high academic achievement |
| CHARACTER | Preparing young people for life and empowering them to be successful |
| LEADERSHIP | Developing the leaders of tomorrow |

BETA Club serves as a medium for student government at POPCS. Students in grades 6 through 8 are eligible to participate and are selected to be a part of BETA utilizing the following criteria:

- Students must apply to be a part of BETA, stating why they would like to take part in service and leadership for the school.
- A combined score of 90% or above on the MAP Scores in Math and Reading will be used to determine eligibility, along with teacher recommendations.
- Students will be selected to BETA Club in the fall with an induction ceremony typically taking place in September or October of each school year.

Discipline

In keeping with the school's Code, Prince of Peace Catholic School will strive to teach and nurture students to behave in a manner that reflects a commitment to honesty, respect for others, and respect for self. Every effort is made at Prince of Peace to provide a learning experience that is safe, challenging, and nurtures the heart and mind. In order to uphold this expectation, rules and structure are developed to help guide students in the choices they make. It is human nature to make mistakes, and the Middle School faculty will respond to help a student learn from the missteps that come with growing up.

Teachers are responsible for setting behavioral expectations and classroom discipline management. Serious breaches of conduct in the classroom or violation of school rules can also be referred to the Principal, and may result in further disciplinary action. All matters of student conduct shall be under the general supervision and review of the Principal. All disciplinary dealings with the school are held in confidence between the student, parent(s), and the school representatives. All disciplinary decisions of the Administration shall be final.

Classroom Rules and Expectations:

Faculty members will develop and communicate clear expectations for their classrooms as well as professional approaches to respond when expectations are not met. In all such instances, the following principles will serve as a guide with regard to disciplinary action:

1. Every attempt will be made to maintain the dignity and self-respect of the individuals involved.
2. Students will be guided and given the opportunity to solve the problems they have created, without creating problems for anyone else.
3. If a student cannot or chooses not to solve a problem they have created, the teacher will work to resolve the problem in keeping with the context of the situation and the individuals involved.
4. Misbehavior will be handled with natural or logical consequences whenever possible.
5. When this is not possible, other age-appropriate consequences will be assigned. Any necessary reconciliation and restitution will be part of the process.

6. Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world.
7. Parents will be notified of misbehavior that is deemed by the teacher to be on-going as a behavior pattern, or serious.
8. Instances of isolated or minor infractions may not be cause for parental notification.
9. Serious, disruptive, or harmful behavior may be referred to the Principal for a progressive discipline plan of action.

Progressive Discipline

Occasionally, a student may require more progressive measures to inspire an understanding that immediate changes in behavior need to be made. When deemed appropriate, based on the context of the situation, the administration of the school may be involved, along with the classroom teacher, the students' parents, and the student in creating a behavioral plan to help the student become successful in managing his/her behavior.

Parents are expected to cooperate with the school in such situations. In the case of harmful, dangerous, or seriously ongoing disruptive behavior, the administration may utilize a suspension from school. Depending upon the severity and/or the frequency of the behavior, suspension may be in school or out of school. When progressive measures of this kind do not help the situation, or when there is a lack of partnership between the parents and the school, an expulsion from school may be judged to be in the best interest of the student and school.

Academic Integrity

Academic integrity occurs when teaching and learning happen according to principles of the Prince of Peace Code. Disrupting the academic integrity of a class is a violation of this Code, and arises in the form of improper conduct or work. While each teacher establishes guidelines for conduct in his or her classroom, all teachers share the same disciplinary approach to work done improperly due to scholastic dishonesty. Students of all ages and grades are expected to present their own work and to be honest in test-taking. Scholastic dishonesty is misrepresentation of one's own work. It may include plagiarism (uncited presentation as one's own any work done by another, whether from a published source, friend, or relative), cheating, or other falsification on any type of assessment such as a homework assignment, paper, project, quiz, test, or exam. Cheating, plagiarism, and the use of AI to generate an assignment will result in a zero on the assessment and may result in notification of the parent(s), and Principal. Depending upon frequency or severity, violations of academic integrity may include more progressive consequences.

Supply List

Coming to class prepared is expected. Middle school is a step toward becoming responsible young adults, and preparation and organization are necessary. Remember to keep your supplies replenished regularly. All hardcover books must be covered by Monday, August 2. Strong book covers are required, such as brown wrapping paper for all hard covered books. Clear contact paper is acceptable for workbooks. Book covers must have the subject and the student's name on the cover and the spine of the

book.

Homework

Students are expected to have no more than 90 minutes of homework per night. These are 90 “dedicated” minutes, meaning time that is free from distractions or other activities. Please also note that this time is subject to increase closer to the end of each marking period.

Assignments will be relevant and purposeful, connected to classroom instruction, and are designed to be completed with minimal help from a parent. Homework also includes nightly studying in each subject area, even if not explicitly assigned. If a student reviews his or her lessons nightly, there will be no need for cramming the night before a test.

Agendas and Communication

Students are required to write all assignments in their agendas. They are responsible for all work assigned by the teacher.

Grades

The grading percentages for each class are as follows:

English

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| Tests/Projects/Papers | 50% |
| Quizzes | 30% |
| Homework | 20% |

Reading

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|-----------------------|-----|
| Tests/Projects/Papers | 50% |
| Quizzes | 30% |
| Homework | 20% |

Science

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|------------------|-----|
| Tests / Projects | 40% |
| Quizzes | 20% |
| Labs/Classwork | 20% |
| Homework | 20% |

History

| | |
|----------------------------|-----|
| Tests/Projects/Papers | 60% |
| Quizzes/Classwork/Homework | 40% |

Religion

| | |
|----------------------------|-----|
| Tests/Projects/Papers | 60% |
| Quizzes/Classwork/Homework | 40% |

Math – Mrs. Ward

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|---------------------|-----|
| Tests / Projects | 50% |
| Quizzes / Classwork | 30% |

Math – Mrs. Edwards

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|-------------------|-----|
| Tests | 50% |
| Classwork/Quizzes | 30% |

| | | | |
|----------------------|-----|-----------------------------|-----|
| Homework | 20% | Homework | 20% |
| Spanish | | Music | |
| Assessment / Test | 40% | Participation | 50% |
| Quizzes | 30% | Classwork/Homework | 20% |
| Homework / Classwork | 20% | Tests/Performances/Projects | 30% |

Tests and Quizzes

Tests will be announced in advance of the test date. It is the responsibility of the student to prepare for all assessments. The teachers will have covered all the material that will be on the test, and we recommend that students review the material nightly in order to be prepared. Cramming does not work for long term retention. DOL quizzes for all middle school students will be every Friday unless otherwise announced. Teachers may give pop quizzes to ensure that students are regularly reviewing material they need to know. Make up tests and quizzes will comply with the absentee policy.

Absentee Policy

To provide program continuity, planned absences for justifiable reasons, must be approved by the child's teacher and the principal as far in advance as possible (e.g. a funeral or sacramental event such as a wedding, first communion, or baptism). Student absence for such events important to family life is EXCUSED. Absences are also "excused" for ensuring the health and safety of your child as well as the other children enrolled in our school: illness, medical or dental appointments, or similar reasons approved by the principal.

When a child is absent from school, the child will be recorded "Absent Unexcused" in FACTS until the parent verifies by phone or a note is sent to the main office with an explanation. After verification from the parent, the absence will be changed to "Excused".

Parents are required to report any absence by calling the office before 9:30 AM. It works best for Middle School students to pick up any needed books and materials the day they return to school, or parents may pick them up from their school locker at the end of the school day.

If appointments must be made during school hours, a student may be excused from class by a written request from a parent. Students, when excused, must be picked up at the office.

If a student is absent three or more consecutive days, a medical excuse from a doctor should accompany the absentee note. If no medical note is given, it will be considered an unexcused absence.

Tardiness:

Students who arrive at school after 7:55 AM are considered tardy. A parent must sign the tardy child in at the main school office. Four tardies in a quarter will be recorded as a full day absence from school. Chronic tardiness will result in a conference with the principal. "Excused" tardies are granted for doctors appointments (with a doctor's note) or emergencies beyond the control of the family.

When Absences + Tardies Equal More Than 10 Days Out of School:

Students absent for more than ten days of school (whether excused or unexcused):

- will receive communication from the principal addressed to the parents warning of the 10-day absentee threshold and encouraging parents to recommit (if absences are not due to illness) to faithful attendance at school. The communication will remind you of this written policy.
- risk the loss of the academic school year and may be ineligible for promotion to the next grade as prescribed by South Carolina State Law. The principal, in consultation with the pastor, will determine whether or not to retain a child because of absences from school.

Make-Up Work for Students who are Absent:

If a child is absent from school, all work missed must be made up. For absences which are “excused,” a child will have one school day to make up work for every day missed at school. A child absent (“excused”) for three days, for example, will have three days to make up all assignments, quizzes, tests, etc.

Teachers post all assignments and tests in LMS by 5:00 PM daily where parents can find a list of assignments assigned during an absence. Parents are encouraged to pick up daily classwork on the same day that the child is (“excused”) absent. Parents may ask for an outline of classwork from their child’s teacher when they call the school in the morning (see above, Absenteeism & Recording Absences) or by sending the teacher an email. Parents are welcome to report to the Middle School building after daily afternoon carline (by 3:45 PM) to gather missed work & necessary books from lockers.

Students may take a missed test or assigned test on the day they return, particularly if they are properly prepared. Parents are free, however, to ask the teacher to postpone any test, quiz, or due assignment up to the number of days the child was absent.

Sometimes a child is expected to be absent for an extended period of time due to lengthy illness or accident. In this case, please contact the teacher to make arrangements for making up the missed work and keeping up with class material covered during the absence. In all cases, it is the responsibility of the parents to make sure this work is reviewed and completed.

Grammar Policy

Prince of Peace has a school-wide grammar policy that begins in kindergarten and gradually progresses through to middle school. For middle school, the policy is expected on “formal” work that would include: written papers, tests, labs and projects. Daily homework and informal work entails more of the maintenance of concepts and ideas, and would not fall under the grammar policy.

- Minus 1 point for each misspelled word, grammar, punctuation, incomplete sentence, or capitalization mistake.
- Minus 1 point for incorrect MLA heading

The following policies also apply:

- Minus 3 points for papers or work that is torn.
- Minus 3 points for not writing in cursive, with the exception of work that is expected to be typed.

Skipped items, sections, and/or pages are marked incorrect without the opportunity to reclaim any portion of lost points.

Uniforms

Please wear the correct uniform every day. Uniform infractions will result in appropriate disciplinary action. Also, keep in mind that TAG Day dress must follow the Parent/Student Handbook guidelines..

Cell Phones / Electronic Devices

Students may not keep cell phones or personal electronic devices on their person, in their lockers, or in their book bags during the school day. If a student needs his or her cell phone because of after-school activities, he or she must drop it off in the office before homeroom, and may pick it up after carline pickup. Students may NOT be in possession of cell phones or any electronic devices, including e-readers, during the school day.

Lockers

Each middle school student is assigned a locker. Students are not permitted to change their locker. Lockers must be kept clean, neat, and orderly. There may be NO food or water bottles in lockers at any time. For safety and cleanliness, the hallway and outside locker area must be free of books, book bags, jackets, or other personal items. Rolling book bags are not allowed due to lack of space in the lockers.. Each student will have a designated area in their homeroom in which to keep their lunchboxes.

Water bottles

Students may keep water bottles with them within the middle school building. These may only contain plain water. There will be a designated area for water bottles in each classroom. It is at the teacher's discretion if he or she allows students to have water in class. If a student chooses not to carry a water bottle, he or she may not leave class to get water. Water is allowed during class changes.

Restrooms

Students may go to the restroom during class changes (5 minutes), and at lunch and recess. This is a minimum of 9 opportunities during the day to use the restroom. Please use these times only.

Carline Patrol

All middle school students have the responsibility to serve the school by participating in afternoon carline patrol. Students will be assigned weeks to patrol throughout the year. Students must serve on patrol each day of their assigned week. If there is a reason why a student cannot serve on a particular day, they will only be excused with a parent email. If a student does not serve without an excuse from a parent, disciplinary action will be taken.

Grievance Policy

If you have a concern, problem or question relating to a classroom or school situation, following the

principle of subsidiarity, please speak first with the person involved. If your concern or problem is with a particular teacher, contact that teacher first. Generally, most problems can be resolved at this level. However, if you are not satisfied with the solution after discussing the matter with the person involved, you may then ask for an appointment with the principal. If after going through these steps you are still not satisfied, the last recourse for the unsettled concern would be a request from the parent for a meeting with the Pastor of Prince of Peace Catholic Church.

Right to Amend

Prince of Peace Catholic School reserves the right to amend this Handbook at any time. Notice of amendments will be sent to the parents via email and through FACTS.

We are looking forward to an exciting year at Prince of Peace! Please know that your teachers are here for you, to help you to be successful academically and to support your parents in their mission of guiding you in your faith.

Please sign and return this page to the homeroom teacher. This acknowledges that both the parent/guardian and the students have read and agreed to the policies set forth by Prince of Peace Middle School.

Parent Signature

Date

Student Signature

Date

