

St. Marcus Ev. Lutheran School
Middle School Addendum
Student-Parent Handbook 2016 / 2017

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Middle School Directory

- Visit stmarcus.org for most recent and accurate contact information.
- Faculty & Staff Emails are FirstName.LastName@stmarcus.org.

I. CAMPUS INFORMATION

Main Campus | K4 - 8th Grade

2215 N. Palmer Street, Milwaukee, WI 53212

Phone (414) 562-3163 - ext. 1002

Fax (414) 562-9188

II. MIDDLE SCHOOL ADMINISTRATION AND OFFICE STAFF

<i>Position</i>	<i>Name</i>	<i>Phone</i>
Director of Middle School	Garrett Mandeville	562-3163
5th & 6th Dean of Curriculum and Instruction	Kurt Stielow	333-9781
Director of 7th & 8th Grades	Andrew Becker	550-9058
Dean of Middle School	Alli Becker	416-7532
Dean of Middle School	Shawn Sprewer	550-8149
Middle School Administrative Assistant	Quiana Ellis	562-3163

Advisory Groups

Students at St. Marcus Middle School each have an assigned Advisor. The Advisor is responsible for checking in daily with students and helping students achieve their best. While students should feel free to speak with any of their teachers about difficulties or challenges they encounter in or out of class, their Advisor is the person who is most aware of their particular needs. The Advisor also speaks with parents or guardians periodically to report on specific academic and behavioral progress. Families are strongly encouraged to call their child's Advisor when calling with any questions or family information. During afternoon advisory, students double check their agendas, listen to announcements, review Passport Points, file flyers and letters into their family correspondence folder.

- Middle School Uniform Policy - please see chart on next page -

Middle School - Uniform Policy

I. REQUIRED DRESS ITEMS

- Must be clean, proper and free of wrinkles.
- Students not dressed appropriately will not be permitted to participate in school events
- Students breaking dress code on 3 or more occasions **per quarter** receive consequences.
- Parents / Guardians of students breaking dress code may be required to complete observation hours.

	BOYS	GIRLS
Tops	Navy-blue dress blazer White, plain button-down dress shirt <ul style="list-style-type: none"> - Plain, white undershirt required - May be long or short-sleeved 	Navy-blue dress blazer White, plain button down dress shirt <ul style="list-style-type: none"> - Plain, white undershirt required - May choose a straight or rounded collar - May be long or short-sleeved
Bottoms	Navy-blue dress pants	Navy-blue dress pants or uniform dress skirt <ul style="list-style-type: none"> - Skirt MUST be below or at the knee - Skirt may be pleated or straight
Uniform Ties	<ul style="list-style-type: none"> - GPA < 3.0 Navy-blue - GPA > 3.0 Honor Roll - Blue & Silver* - GPA > 3.5 High Honor Roll Blue & Red* - GPA > 3.5 Leadership - Blue & Gold* 	<ul style="list-style-type: none"> - GPA < 3.0 Red cross-over tie - GPA > 3.0 Honor Roll - Blue & Silver* - GPA > 3.5 High Honor Roll Blue & Red* - GPA > 3.5 Leadership - Blue & Gold*
Shoes & Socks	White, navy-blue, or black plain socks Black plain dress shoes (tie-up or loafer-style)	White, navy-blue, or red ankle or knee socks <ul style="list-style-type: none"> - Alternate: white, navy-blue or red tights Black, non-heeled flat plain dress shoes
Accessories	Solid-black, plain, dress belt	None required but must follow blue, red, white, or black color code (patterned or solid)

II. PROHIBITED ITEMS - NO EXCEPTIONS

	BOTH BOYS & GIRLS	SPECIAL NOTES ON GIRLS ITEMS
Tops	Ruffles on collars or blouses Polo shirts of any type Long sleeves under short sleeves Sweatshirts, pullovers, hoodies, zip-ups	Colored or decorative accents on white blouses
Bottoms	Capri, tight, stretch, cargo or skinny-style pants (tight at ankle)	Leggings, Footless or printed Tights or Printed socks Skorts, Shorts, or Jumpers
Uniform Ties	<i>*Non-Awarded ties: anything other than a uniform tie must be awarded at quarterly awards ceremony.</i>	
Shoes & Socks	Slip-on, Toms, or sneaker-type shoes Tennis Shoes or velcro shoes of any sort Sporty dress shoes (i.e. bowling shoes)	Heels on girls' dress shoes
Accessories	Colored, Large or Decorative Belts Fake eye-glasses or Sunglasses Fake or clip-on earrings BOYS: NO EARRINGS OF ANY TYPE, VISIBLE OR COVERED	Purses (keep in backpack) Hoop Earrings larger than quarter Excessive jewelry Distracting Hair Accessories <ul style="list-style-type: none"> - Must be less than 3" - Nothing across forehead - colors not blue, red, white or black
MISC	Bright or Unnatural hair colors (blue, green, true red, pink, purple, etc) Piercings, other than <u>girls'</u> earlobes - single	Lip Gloss Piercings other than earlobe More than 1 hole in each earlobe (real or fake)

Behavior Policies and Procedures

I. MERITS AND DEMERITS

At St. Marcus we use MERITS and DEMERITS to track our scholar's behavioral choices. This system is not in place to modify behaviors. We believe that behaviors will change when we are consistent with our expectations, when we build relationships with our students, when we use Teach Like a Champion strategies, and when we use Gospel motivation.

Our behavior tracking system consists of MERITS and DEMERITS. We use demerits to track repetitive negative behaviors that distract from learning. This behavior tracking system has positives also...merits. Merits are given when a scholar performs above and beyond in the areas of excellence, self-control, grit, courage, gratitude, ganas, zest, or knowledge (etc. we also look for students showing examples of citizenship, kindness, and school upkeep—these examples would fall under the category of 'other'). Our merits are all attributes of our middle school pillars and Christ-like behavior.

Please reference the merit and demerit coding pages in the back of the packet.

II. SATIS

When a scholar is placed on SATIS, he/she will be removed from the Team and Family, hand in his/her uniform tie and blazer, and will be asked to reflect on his/her behavior. The day scholars are put on SATIS, they will spend a brief time reflecting with their teacher, Grade Level Chair, and/or Dean of Students at some point throughout the day. They will instantly be moved to a designated SATIS seat. This is equivalent to an In-Class Suspension.

- A. Scholars on SATIS have 5 days to get 3 successful days of A's, B's, and C's on their SATIS tracker. If a scholar is unable to earn 3 passing days on SATIS within the behavior cycle, he/she will then start the next level of SATIS.
- B. Level 4 SATIS: If a scholar is unsuccessful at completing Level 4 (passing 3 out of 5 days in the cycle), he/she will serve a 1 day At Home Suspension. When he/she returns to school, he/she will start the next level of STATIS. For every consecutive level unsuccessfully completed, an At Home Suspension will be served before moving to the next SATIS level.

III. DETENTION

Middle school students are assigned detentions for behavioral reasons. Students will be assigned behavior detentions for accruing too many demerits by misbehaving including but not limited to class disruptions, disrespect, disobeying school rules, inappropriate dress, etc.

- A. Assignment: Detentions are assigned at the discretion of the teachers and middle school administration.
- B. Communication: It is the student's responsibility to inform their parents / guardians if they have been assigned a detention and to make necessary arrangements to serve the detention.
- C. Service: All detentions must be served. If a student does not serve and/or complete his/her detention, further discipline will take place. If a student earns too many detentions to serve in one week, his/her detentions will carry to the following week/weeks.

D. **Schedule:** Detentions will run within the school day. Your scholar will serve a detention according to the following criteria, based on one-week cycles (Monday - Friday):

1. 3 or less demerits in a cycle=no consequence and the demerits go away
2. 4 Demerits = 1 Detention
3. 7 Demerits = 1 Detention (3 go away)
4. 8 Demerits = 2 Detentions

IV. SOCIAL NETWORKING

Please monitor your child's activity on the web and on their phone applications ("apps"). St. Marcus encourages the use of technology for instruction and learning. An increasing number of students are engaging in social networking online on sites such as Facebook, Twitter, Instagram, Flickr, UVOO, KIK, etc. It is important to note that any negative interactions between St. Marcus students on these social networking sites will result in in-school consequences.

While we encourage parents to restrict access to sites like Facebook, we respect the rights of families to use their own judgment. However, students who are active on social networking sites like Facebook must understand that engagement in negative interactions on these sites can lead to consequences in school. In particular, the following behaviors can lead to disciplinary measures (including suspension/expulsion) taken by the school:

- A. The use of sexual language or the posting of sexual images
- B. Any gang-related images or conversations
- C. Bullying of any kind
- D. Any mention of illegal substances
- E. Any inappropriate talk about St. Marcus teachers, school, or other students

V. PROHIBITED ELECTRONICS POLICY

A. **Cell Phones:** Due to serious problems with cell phones students may NOT bring cell phones to school or any St. Marcus event.* If a student takes a picture on school property, a cell phone is visible on the student, a cell phone goes off in class or anywhere in the building, or the student is using the phone in any way, the cell phone will be confiscated. The cell phone will be returned to the parent / guardian as follows:

1. **First Offense:** Phone is kept for 2 weeks. Parent/Guardian has a \$50 immediate buy back option.
2. **Second Offense:** Phone is kept for a semester. Parent/Guardian has a \$50 buy back option after two weeks.
3. **Third Offense:** Phone is kept for the year. Parent/Guardian has a \$50 buy back after a month.

B. **Student Cell Phone Form:** We understand that some of our students travel to school on foot or by bus necessitating the need to have communication with his/her parent. If your child falls in this category, it is REQUIRED to fill out the Student Cell Phone form, and the same guidelines above apply to students in this situation.

1. Form: Student Cell Phone form needs to be completed **before** your child brings a cell phone to school.
 2. Turn-In: Student will need to turn in his/her phone to the middle school office each school day (morning).
 3. Pick-Up: Students will pick up the cell phone at the end of the school day from the Middle School Office.
- C. All Other Electronics Prohibited (iPod, iPad, tablets, etc.)
1. **First Offense**: The electronic device is kept for two weeks.
 2. **Second Offense**: Electronic device returned *after* completion of semester, or earlier for a \$50 buy back.
- D. Lost or Damaged Electronics: Please be advised that St. Marcus is not responsible for lost or damaged cellular phones and other electronic devices.

VI. FIGHTING, ALTERCATIONS OR BULLYING

All mentioned behaviors will be disciplined as seen fit by administration. Discipline can include but is not limited to detention, suspension, or expulsion.

- A. Fighting: St. Marcus students may not fight with other students from St. Marcus or any other school. Play Fighting threatens the safety of the community. Students may not play fight.
- B. Altercations: Any physical contact made with perceived negative intent, is prohibited at St. Marcus. Threats, even those expressed without clear intent or means, endangers others and the community. Students must not make threats of any kind.
- C. Bullying: Bullying of any kind is not permitted at St. Marcus. Bullying includes but is not limited to:
 1. Unkind written materials
 2. Exclusive behavior
 3. Physical contact
 4. Emotionally destructive words and actions

Academic Policies & Procedures

I. ACADEMIC INTEGRITY

Academic Integrity requires that each students' work represents his or her own personal efforts and that the student acknowledges the intellectual contributions of others. The foundation of this principle is student academic honesty.

At St. Marcus, students are expected to honor the requirements of the Academic Integrity Policy. The following are some examples of unacceptable academic practices that will be viewed as policy violations.

- A. Plagiarism: Using the words and/or ideas of another so they appear to be your work.
- B. Cheating: Using, or attempting to use, unauthorized materials in any academic exercise or having someone else do your required work;; e.g., copying from another's paper, test, and/or homework, copying from online sources (Engage NY online)

- C. Enabling Academic Dishonesty: Assisting another in committing an act of academic dishonesty.
- D. Consequences: All above instances of academic dishonesty will be disciplined as seen fit by administration. Discipline can include but is not limited to detention, suspension, or expulsion. Note: Multiple offenses of Academic Dishonesty will be dealt with severely.

II. HOMEWORK

Homework is a critical component of the learning process. Successful members of the community spend extra time working to improve themselves beyond the minimal requirements of a specific task. Thorough, neat, accurate, prompt and carefully completed homework is the expectation.

All assignments need to be completed by respective due dates. This included homework, signatures, and permission slips. Missing, incomplete, or unprofessional homework is unacceptable and may be followed by consequences.

Parents / guardians are encouraged to contact their child’s teacher is there are questions or concerns about homework assignments.

Grade	5th-8th
Days	Monday - Friday
Reading	20 minutes
Homework	60 minutes
Total Range	80-120 minutes

III. READING

All students, 5th-8th grade should read EVERY day, including weekends and holidays. During the year, students are out of school for more days than they are in school. Simply put, students who read, succeed.

IV. TOTAL RANGE

The “Total Range” calculates an *estimated* daily time, which includes students’ daily at-home reading and homework assignments. It is a range because it allows for the additional amount of time it may take for students who are behind or may require extra adult assistance and support.

Occasionally, students may need to spend longer than the total range of time provided for under these guidelines. However, if a child is spending more time than this on a regular basis, parents / guardians are encouraged to talk with the child’s teacher first and, if necessary, an administrator.

V. QUIET PLACE

We encourage parents / guardians to provide a quiet place to study in order to establish good study habits. Students should be able to complete their homework with minimal interruptions.

Parents / guardians must commit to checking homework, signing assignment notebook (5th-8th), and monitoring grades.

VI. GRADING

Grades will be assigned according to the following percentages:

Grade Mark	High	Low
A+	100	100
A	99	97
A-	96	93
B+	92	90
B	89	88
B-	87	86
C+	85	83
C	82	81
C-	80	79
D+	78	76
D	75	73
D-	72	70
F	69	0

VII. PASSPORT POINTS

Passport Points is a system used to track student achievement. Passport Points are tracked in the following categories:

- A. Merits
- B. Demerits
- C. Homework Completion
- D. Covenant (Tardies, Absences, Uniform, etc.)
- E. GPA

These categories help students, parents, and teachers better understand areas in which a student is excelling and areas where the student needs more support. Passport Points are communicated weekly to parents on the Scholar Communication Report (“SCR” sheet). Parents are encouraged to review Passport Points weekly with their scholar.

Passport Points is the system St. Marcus Middle School uses to determine whether or not a student has earned the privilege to participate in extra activities including but not limited to athletics, Discover America, and field/college trips.

The number of Passport Points necessary for all extra activities will be communicated to students and parents in advance of the activities.

Athletics

I. MISSION

St. Marcus Athletics Program Mission Statement: Participating on an athletic team will challenge our student athletes with many opportunities. It is our hope that St. Marcus scholars combine the knowledge from their education with the talents God has given them, to glorify HIM in body and Spirit.

II. TEAMS

The following athletic teams are organized during the school year:

5th-8th Grades
Coed Soccer Coed Cross Country Coed Track and Field Coed Softball Girls Volleyball Girls Basketball Boys Basketball (4th-8th Grades)

III. ELIGIBILITY

Eligibility for participation in St. Marcus Athletics is as follows:

- A. Eligibility is determined in conjunction with progress reports; except for disciplinary issues.
- B. Students become eligible or ineligible in conjunction with progress reports, Passport points, or disciplinary issues.
- C. 5th-8th Grade students with a GPA of 1.99 are ineligible for that grading week.
- D. Students with a 2.0 GPA must have also accrued at least 60 Passport Points to be eligible.
- E. Ineligible students may participate in practice unless that privilege is revoked by Middle School Administration.

IV. EXPECTATIONS

Parents/Guardians and students must be extremely committed for these programs to operate successfully.

- A. Transportation: Parents/Guardians are required to provide for and/or arrange transportation to and from ALL practices and games. Students must attend all required meetings, practices, games and tournaments.
- B. Attendance: If a student cannot attend required meetings, practices, games and/or tournaments, he/she must personally excuse him/herself to the coach. If this doesn't happen a consequence will be given to the student athlete. For example, the student athlete may miss out on some of his/her playing time at the next game.
- C. Professional Appointments: No consequence will be given for excused absences due to scheduled appointments. However, because each child is an important member of his/her team, please be considerate of practice times and games when scheduling appointments.

V. UNIFORM GUIDELINES

- A. School Day Game: All middle school student athletes are required to wear their *school* uniform before and after games played on school days.
- B. Weekend Game: All students who attend games and/or tournaments on a school day are required to wear their *school* uniform.
- C. St. Marcus Apparel: All students are encouraged to wear St. Marcus gear, but can wear casual clothing to a game played on the weekend, as long as their appearance is neat and tidy.
- D. Exception: Soccer players may wear their soccer uniforms to and from the games; there are no facilities provided for changing clothes at the fields.

Graduation Requirements

I. ATTENDANCE

Please view the Attendance policy in the whole school handbook. 8th Grade students who fail to meet attendance requirements for grade level promotion will not participate in graduation.

II. BEHAVIOR

- A. 0-36 Detentions in one school year: All detentions are to be served and completed during the school year. Any detentions not served may affect grade promotion or graduation.
- B. More than 36 detentions or more than 20 days suspended in one school year: students will not be promoted or graduate and must still be served

III. GRADES

- A. Cumulative GPA > 2.0
- B. Cumulative Homework Percentage > 90%
- C. Passing all core classes each quarter
- D. Testing at Grade Level in MAPS and State Exams