

STE. GENEVIEVE MIDDLE SCHOOL



PARENT & STUDENT
HANDBOOK
2018-2019

STE. GENEVIEVE R-II SCHOOL DISTRICT

Ste. Genevieve Middle School

211 North Fifth Street

Ste. Genevieve, MO 63670

Phone: 573-883-4500

Fax: 573-883-5957

SGMS Facebook Page: <https://www.facebook.com/sgmsdragons>

Dear Parents & Students:

Welcome to the 2018-2019 School Year!

On behalf of the faculty and staff at Ste. Genevieve Middle School, welcome to a new school year! We are extremely pleased to have you as part of the SGMS family. We believe that you will find our school to be a friendly and caring place with a positive learning environment and high academic expectations. We are dedicated to providing students with the best education possible.

Our Ste. Genevieve R-II Mission Statement is “Working together to create success at Ste. Genevieve R-II and beyond.” We believe that a close working relationship between home and school is essential in providing an educational environment that meets the needs of each student. As partners in your child’s education, it is our responsibility to prepare them for an exciting and challenging future.

Together with you, we will strive to provide your child with a positive school experience. We welcome your help and input. We encourage you to become involved in your child’s education by attending school functions and by communicating regularly with our faculty and staff.

This handbook was created to provide parents and students with a better understanding of school policies and procedures at Ste. Genevieve Middle School. It is our hope that this will be the first step in developing a valuable exchange of information between school and home. Please read and discuss the information contained in this handbook with your child. Feel free to contact a teacher, staff member, or any one of us if you need additional information or an explanation of any of the items in this handbook.

We look forward to working with you! We hope this year proves to be both successful and rewarding for you and your child.

Sincerely,

Dr. Scott A. Mercer
Principal

BOARD OF EDUCATION

Martha Resinger, President
Terry McDaniel, Secretary
David Bova, Member
Rick Rudloff, Member

Joan Donze, Vice President
Eric Basler, Member
James Kirchner, Member

The Ste. Genevieve R-II School District Board of Education meets on the third Tuesday of each month. The agenda notices are posted in the SGMS teachers lounge and in the entryway to the middle school.

STE. GENEVIEVE R-II SCHOOL DISTRICT

MISSION

STATEMENT: Working together to create success at Ste. Genevieve R-II and beyond.

MOTTO: DRAGONS: Family. Tradition. Excellence.

DISTRICT ADMINISTRATION

Dr. Julie Flieg, Superintendent
Keri Pfaff, Secretary to the Superintendent

Dr. Paul Taylor, Assistant Superintendent
Donna Huck, Secretary to the Assistant Superintendent

Dr. Teresa Green, Director of Student Services
Tana Schenck, Secretary to the Director of Student Services

All official Board of Education policies are available on the district Web site:
www.sdragons.org

MIDDLE SCHOOL PERSONNEL

STE. GENEVIEVE MIDDLE SCHOOL

Phone: (573) 883-4500 option #2

Email:firstnameinitiallastname@sgdragons.org

Fax: (573) 883-5957

Example: smercer@sgdragons.org

Principal: Dr. Scott Mercer

Counselors: Mr. Ed Draper - Grade 8 and Grade 9
Mrs. Amy Meyer - Grade 6 and Grade 7

Secretaries: Mrs. Jolene Geisner, Principal
Ms. Tina Huck, Assistant Principal

Athletic Director: Mr. Jeff Nix

**Special Education
Process Coordinator:** Mrs. Jami Drury

Librarian: Mrs. Carrie Staffen

Director of Nursing: Ms. Gina Lightle
Nurse: Mrs. Becky Gretzmacher
Nursing Secretary: Mrs. Kathy Eisenbeis

IF YOU HAVE QUESTIONS ABOUT:

Absences
After School Activities
Bus/Transportation
Cafeteria
Classroom
Computer/Technology
Discipline
Fundraising or Finances
Health/Medical
Homework Requests
Library
Progress Reports or Report Cards
Student having an issue at school
Student Schedules

SPEAK WITH:

Mrs. Tina Huck
Mrs. Jolene Geisner
Fallert Bus 883-3232
Mrs. Jordan Mueller 883-4500 option #6
Appropriate Classroom Teacher
Mrs. Nancy Toombs 883-4500 option #8
SGMS Assistant Principal
Dr. Scott Mercer
Mrs. Kathy Eisenbeis
Mrs. Tina Huck
Mrs. Carrie Staffen
Mrs. Jolene Geisner
Mrs. Meyer/Mr. Draper
Dr. Scott Mercer

Ste. Genevieve R-II School District

2018 - 2019

July 2018				
M	T	W	T	F
	2	3	4	5
	9	10	11	12
	16	17	18	19
	23	24	25	26
	30	31		

August 2018				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

September 2018				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

October 2018				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

November 2018				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

December 2018				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Holiday - No School
 Blackout Period
 First/Last Day of School

July
28-31 MSHSAA Dead Period for Activities

August
1-5 MSHSAA Dead Period for Activities
6, 7, 8 New Teacher PD Days
8, 9 SGMS & SGHS Registration
8, 9 BLE & SGE New Student Registration
10 Teacher & Para PD Day
13 Teacher Workday
13 BLE & SGE PreK & K Open House 6:00-7:00 pm
14 Teacher PD Day
14 BLE & SGE Grades 1-5 Open House 6:00-8:00 pm
16 First Day of School
23 SGMS Open House 6:00-8:00 pm
29 SGHS Open House 6:00-8:00 pm
31 NO SCHOOL - Teacher & Para PD Day

September
3 NO SCHOOL - Labor Day Holiday

October
12 Homecoming - SGHS vs DeSoto
19 End of 1st Quarter (45 Days)
25 EARLY DISMISSAL at 1:00 pm
Parent/Teacher Conference 1:30-4:00 & 5:00-8:00 pm
NO SCHOOL

26

November
12 NO SCHOOL - In Observance of Veterans Day Holiday
21 EARLY DISMISSAL at 1:00 pm
22, 23 NO SCHOOL - Thanksgiving Holiday/Break

December
21 EARLY DISMISSAL at 1:00 pm - Christmas Break Begins
End of 2nd Quarter/1st Semester (41/86 Days)

January
7 Classes Resume
21 NO SCHOOL - Dr. Martin Luther King Jr Holiday

February
18 NO SCHOOL - President's Day Holiday

March
1 NO SCHOOL - Teacher PD Day
15 End of 3rd Quarter (47 Days)

April
17 Easter Break Begins at 3:00 pm
23 Classes Resume

May
16 Last Day of School - EARLY DISMISSAL at 1:00 pm
End of 4th Quarter/2nd Semester (41/88 Days)
17 Teacher PD Day
18 Graduation at 8:00 pm
27 NO SCHOOL - Memorial Day Holiday

January 2019				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

February 2019				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

March 2019				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

April 2019				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May 2019				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

June 2019				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

No School
 Early Dismissal
 MakeUp Days

Scheduled MakeUp Days

#1-May 17 #2-May 20 #3-May 21 #4-May 22 #5-May 23
 #6-May 24 #7-May 28 #8-May 29 #9-May 30 #10-May 31

Board Approved: February 2018

STE. GENEVIEVE MIDDLE SCHOOL
Middle School Bell Schedule

<u>Monday, Wednesday, Friday Schedule</u>		<u>Tuesday, Thursday Schedule</u>	
7:45 a.m.	School Begins	7:45 a.m.	School Begins
7:50-7:55 a.m.	Passing Time	7:50-7:55 a.m.	Passing Time
7:55-8:45 a.m.	1 st Hour	7:55-8:40 a.m.	1 st Hour
8:45-8:50 a.m.	Passing Time	8:40-8:45 a.m.	Passing Time
8:50-9:40 a.m.	2 nd Hour	8:45-9:30 a.m.	2 nd Hour
9:40-9:45 a.m.	Passing Time	9:30-9:35 a.m.	Passing Time
9:45-10:35 a.m.	3 rd Hour	9:35-10:20 a.m.	3 rd Hour
10:35-10:40 a.m.	Passing Time	10:20-10:25 a.m.	Passing Time
10:40-11:00 a.m.	Advisory	10:25-11:00 a.m.	Leadership/Tutoring
11:00-11:05 a.m.	Passing Time	11:00-11:04 a.m.	Passing Time
11:05-12:26 a.m.	4 th Hour	11:04-12:26 a.m.	4 th Hour
11:00-11:30 a.m.	A Lunch	11:00-11:30 a.m.	A Lunch
11:30-11:34 a.m.	A Passing Time	11:30-11:34 a.m.	A Passing Time
11:25-11:55 a.m.	B Lunch	11:25-11:55 a.m.	B Lunch
11:55-11:59 a.m.	B Passing Time	11:55-11:59 a.m.	B Passing Time
12:26-12:31 p.m.	Passing Time	12:26-12:31 p.m.	Passing Time
12:31-1:19 p.m.	5 th Hour	12:31-1:19 p.m.	5 th Hour
1:19-1:24 p.m.	Passing Time	1:19-1:24 p.m.	Passing Time
1:24-2:12 p.m.	6 th Hour	1:24-2:12 p.m.	6 th Hour
2:12-2:17 p.m.	Passing Time	2:12-2:17 p.m.	Passing Time
2:17-3:05 p.m.	7 th Hour	2:17-3:05 p.m.	7 th Hour

STAFF BY DEPARTMENT

English Language Arts

Krystle Kuehnel
Kelly Jokerst
Ashley Mertzlufft
Melissa Otto
Audra Womack

Mathematics

Kayla Hogenmiller
Athena McKlin
Nicki Reed
Justin Roth

Science

Katelyn Deimund
Rachael Hoehn
Nicole LaRue
Kelly Sulkowski

Social Studies

Julia Fallert
Mike McDaniel
Rachel McDaniel
Rhett Oldham

Special Education

Kristi Cleghorn
Glenn Dalton
Jason Elders
Doug Koenig
Ryan Mueller
Michele Pellikan

Physical Education

Rob Coleman
Jessica Fallert
Jordanna Walk

Art

John Otto

Business

Rebecca Besand

FACS

Teresa Sedgwick

Foreign Language

Ingrid McCaskie
Bre Uzzell
Tabitha Zimmermann

Independent Study

Maggie Cook

Industrial Technology

Christopher Thompson
Kenneth Weik

Music

Lindsey Elders
Michelle Jokerst

SOAR

Erin Stoll

ISS Supervisor

Corey Samples

Support Staff

Crystal Jarvis
Stephanie Kuenzel

Alternative System

Nick Cowell
Jon Robinson
Joann Grein

Housekeeping

Randy Bollinger
Scott Gretzmacher
Melinda Wolk

ANNOUNCEMENTS

Morning announcements are given daily to inform students about upcoming meetings, events, and activities. These announcements are displayed on TV monitors upstairs in the math hallway and right next to the main office. Students are also emailed a copy of the announcements daily.

ATTENDANCE REQUIREMENTS

Research clearly indicates a link between school attendance and academic success. Missouri State Law supports this by requiring every student enrolled in Ste. Genevieve Middle School to attend on a regular basis. Excessive absenteeism and tardiness will be addressed under the guidance of the District Policy which may result in grade reduction and referral to appropriate local/state agencies for enforcement of child neglect laws. (Please refer to the District Policy for a complete description).

Every effort will be made to communicate with and inform students and parents regarding absences. However, it is the responsibility of the student and parent to maintain accurate records regarding attendance. If you have questions please call the Middle School Office at 883-4500 option 2.

The following table outlines the academic penalty associated with excused and unexcused absences. Absences apply separately to each of the 7 class periods and penalties will be assessed at the end of each semester.

Excused Absences	Grade Reduction	Unexcused Absences	Grade Reduction
8	2%	1	4%
9	3%	2	8%
10	4%	3	16%
11	6%	4	32%
12+	TBD	5+	50%

This academic penalty represents the participation portion of the student's grade and is intended as a deterrent to excessive absences. Academic consequences accumulate more quickly for unexcused absences, since they are completely avoidable. Both excused and unexcused absences will be kept separate even though their penalties are cumulative. Example: a student with 10 excused absences and one unexcused absence would have a penalty of 8% (adding 4% from the excused column and 4% from the unexcused column). Unexcused absences will not count in the excused total. Example: a student with nine excused absences and two unexcused absence would receive a 11% penalty.

The following guidelines are to be followed by students and parents:

1. Set a goal to be in attendance at least 95% of the school year.
2. Parents call the Middle School office if a student is absent for any reason.
3. The Middle School office will attempt to contact parents if we do not receive a phone call.
4. Students must report to the office upon arriving to school following an absence.
5. Students **must bring a note** upon returning to school explaining the absence.
6. Absences will be coded **unexcused** for students returning to school without a note..

BEHAVIOR EXPECTATIONS

Refer to District policy for a complete description.

Teachers are responsible for classroom management and may set additional rules and consequences which students are expected to follow. General rules are as follows:

1. Keep hands, feet, and all other objects to oneself.
2. No climbing on, sitting on, jumping over, or sliding off the handrails on the staircases.
3. No running anywhere at anytime.
4. Use appropriate language.
5. Take care of the building and grounds – no destruction of property.
6. No harassment, bullying, or threats to the safety of others.
7. No disruptive or dangerous items.

NOTE: The school will not be responsible for items that are lost or stolen.

CAFETERIA PROCEDURES

The cost of the school breakfast and lunch programs are available in the student registration packet. Free/reduced price lunches are available for qualifying families. Forms may be obtained in the office.

Students owing \$15.00 or more will not be allowed to eat the regular school lunch. Students must ask and will receive a substitute lunch which consists of a cheese sandwich and milk.

Please check your child's lunch account balance on PowerSchool regularly and deposit funds as needed.

CELL PHONES/ELECTRONIC DEVICES

The school district understands that cell phones are a necessity for many students and parents. However, cell phones have the potential to negatively impact the educational environment and create safety concerns for the district and your child.

- In the event of an emergency, cell phones used by students would jam the airways and emergency personnel would not be able to make the necessary calls to quickly address and resolve the situation.
- If students contacted their parents during an emergency situation, parents would most likely rush the school buildings and block access to the schools for emergency vehicles and personnel. There are instances in which our emergency plans call for the relocation of students to safe areas in an emergency situation.
- Cell phones can cause classroom disruptions (ringing/vibrating in class, constant text messaging, etc.) which negatively impact the educational process and quality of education for students.
- The ability of electronic devices to record/post/distribute audio/video of identifiable juveniles may create a disruption to the educational process and present safety concerns.
- **Any device that is capable of taking pictures or video is strictly forbidden in the restrooms or locker rooms.**

For these reasons, the Ste. Genevieve R-II School District will be following and enforcing the following procedures and consequences for all students regarding cell phones.

- Cell phones must be turned off and put away in a pocket, backpack, purse, or left in the locker between 7:45 am and 3:05 pm.
- **1st Offense:** Warning - Parent notified - Principal/Student Conference - Cellphone returned to student at 3:05 pm.
- **2nd Offense:** Warning - Parent notified - Principal/Student Conference - Cell Phone placed in the school vault overnight. Student pick-up the following day at 3:05pm. Parent may request alternate discipline if cell phone is needed at home.
- **3rd Offense:** 1 day of ISS for Student and Cell Phone Placed in the School Vault for 5 Days. Parent to Pick Up After Day 5.
- **4th Offense or More:** To be Determined by the Building Principal

CLOSING SCHOOL

Any decision to cancel school due to inclement weather will be made by the Superintendent of Schools. Decisions will be made as early as possible in order to notify the staff, the radio stations, and TV stations in ample time. School closings will be announced on the following stations:

KMOV CHANNEL 4 – ST. LOUIS
KSDK CHANNEL 5 – ST. LOUIS
KFVS CHANNEL 12 – CAPE GIRARDEAU
CHANNEL 7 CABLE TV – STE. GENEVIEVE
KTJJ-FM 98.5 –FARMINGTON
KREI-AM 800 – FARMINGTON
KBDZ-FM 93.1 – STE. GENEVIEVE/PERRYVILLE

Please do not call the office for school closing information. Phone lines need to remain open for emergency situations. Our school district now uses School Messenger to contact parents regarding school announcements and closings. As soon as a decision is made regarding school closing you will be contacted via School Messenger. Please be sure your contact information is up to date in the office.

Parents should have an alternate plan for the care of their children which they have discussed with the children prior to inclement weather.

CLUBS AND ACTIVITIES

There are many opportunities for the students of Ste. Genevieve Middle School to become involved in their school community. Studies suggest that students feel more ownership in their school when they get involved with and/or participate in extracurricular activities. For this reason, we strongly encourage student participation in one or more of the following extracurricular activities:

Clubs

Book Club, Chess Club, History Club, Math Club, Science Club

Organizations

National Junior Honor Society, SGMS Buddies, Students Against Destructive Decisions, Student Council

6th Grade Intramurals

Basketball, Football, Volleyball, Wrestling

7th & 8th Grade Sports

Basketball, Cheerleading, Cross Country, Football, Track, Volleyball, Wrestling

COUNSELING SERVICES

Counseling services such as assistance with educational planning, individual course planning, interpretation of test scores, career information, study help, and help with home and/or social concerns are available to all students. Special needs can be met through student groups facilitated by counselors. Students in need of guidance services should contact the guidance office. Ste. Genevieve Middle School counselors are

Mrs. Amy Meyer - Grade 6 & 7

Mr. Ed Draper - Grade 8 & 9

Referral may occur as follows: Self-referral Parent referral Staff referral

To meet with your School Counselor:

- a. Ask your teacher for a pass to the Counselor's Office.
- b. Report straight to the Counselor's Office.

* If the counselor's are unavailable students should report to the main office. In non emergency situations, students will be sent to class and the counselor will contact them when available. Emergency situations will be handled immediately.

Parents are encouraged to contact their student's school counselor with any concerns, ideas, and/or requests for assistance. With regular home and school communication, parents and counselors can effectively address the emotional and academic needs of the students.

CUSTODY OF CHILDREN

Biological parents cannot be denied access to their children without a restrictive court order. Although we can be sympathetic to problems within your family, we must carefully follow the law and respect the rights of both parents. Please alert us as necessary to problems and make sure we have copies of current court orders on file.

DRESS & GROOMING

Refer to the Board policy for a complete description.

1. For safety reasons, any item that prevents student identification may not be worn during the school day.
2. Shirts must cover the shoulder. Midriffs, cleavage/chest area, undergarments and backs must not be visible at any time.
3. Shorts, skirts, jumpers and dresses must be of appropriate length and sufficiently cover the bottom and undergarments.
4. No undergarments shall be permitted to be seen or displayed.
5. No clothing or other objects will be permitted that is distracting or has obscene or suggestive words, phrases or pictures. Clothing promoting or depicting illegal substances, alcohol or tobacco will not be allowed.
6. No wallet chains or similar items will be allowed.
7. Shoes must be worn at all times.
8. Middle school students must wear their SGMS student ID on a lanyard throughout the school day.
9. For safety reasons, teachers and coaches may require head coverings, coveralls, or other safety devices. Coaches, sponsors, or teachers may set more rigid standards for grooming in their courses or extracurricular activities.
10. When, in the judgment of building administration, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student may be required to make modifications.
11. In all cases, the final decision shall be made by the administration.

DROP-OFF/PICK-UP: MORNING 7:00 to 7:45 AM

Students should not be dropped off at school before 7:00 a.m. Adult supervision will not be available prior to that time. Students that arrive before 7:45 a.m. are required to sit in the old gym at their grade level's designated location.

AM student drop off should be done in front of the middle school on Fifth Street.

Vehicles are not allowed in the parking lot in front of the elementary and high school for student drop-off between 7:30-8:00 a.m. Buses are unloading students at this time. Cars entering and exiting the front parking lot create a safety hazard for the students and bus drivers.

Vehicles are not allowed in the parking lot behind the middle school for student drop-off at any time. Students are constantly walking through this parking lot throughout the school day. Cars entering and exiting the parking lot create a safety hazard for the students.

DROP-OFF/PICK-UP: EVENING 3:05 PM

Student pick-up will be in front of the middle school on Fifth Street. Teachers will be on duty to monitor students. Please be patient and extremely cautious.

Please do not e-mail dismissal changes to the school. E-mails are often not checked until after students have been dismissed. Please call the main office at 573-883-4500 option 2 and discuss any pick-up changes with the building secretary. This notice must be received prior to 2:30 p.m. on the given day to guarantee the student will receive the information.

If students ride a bus to or from school, it is the responsibility of the parent/guardian to contact Fallert Bus Service (883-3232) to schedule bus services and receive a Route Number. All students should know their route number and/or have it written down.

EMERGENCY PICK-UP

When it is necessary for your child to leave school due to accident, illness, etc., they will be allowed to leave **only** with those persons you have listed on the current enrollment form. A written note or verified phone call from the parent will be necessary for the child to leave with anyone not listed on the current enrollment form. We also require this person to show proof of identification (a driver's license) when they pick up your child.

EMERGENCY PROCEDURES/DRILLS

All students and classes will be shown the proper safety procedures. Four fire, two tornado, two earthquake/emergency exit, and two intruder drills will be conducted each year. All drills will be reviewed to promote the safety and preparedness of our students and staff.

FIELD TRIPS

A field trip is a reward for good behavior and good work, not a privilege. Any student who continually violates the student code of conduct, has attendance issues, or has failing grades may lose the privilege to attend field trips.

Parents should notify the school nurse one week prior to the field trip if a student has any special health care needs or concerns that the supervising teacher needs to be aware of. The nurse will then be able to coordinate delegation of medication or other health care needs to a trained teacher.

Students that go home with a parent before the end of a school day after a field trip will be counted absent for the portion of the school day missed.

Chaperones are used for supervision and are not allowed to bring other children or other family members along on field trips.

GRADE REPORTING DATES

First Quarter

Sept. 21 - Progress Reports Mailed

Oct. 19 - Grade Cut-Off

Oct. 25 - Grades Mailed Home

Second Quarter

Nov. 16 - Progress Reports Mailed

Dec. 21 - Grade Cut-Off

Jan. 11 - Grades Mailed Home

Third Quarter

Feb. 8 - Progress Reports Mailed

March 15 - Grade Cut-Off

March 22 - Grades Mailed Home

Fourth Quarter

April 12 - Progress Reports Mailed

May 16 - Grade Cut-Off

May 24- Grades Mailed Home

GRADE SCALE

A	96-100	11.00 Points
A-	92-95	10.00 Points
B+	89-91	9.00 Points
B	86-88	8.00 Points
B-	83-85	7.00 Points
C+	80-82	6.00 Points
C	77-79	5.00 Points
C-	74-76	4.00 Points
D+	71-73	3.00 Points
D	68-70	2.00 Points
D-	65-67	1.00 Points
F	0-64	0.00 Points

Progress reports will be sent at mid-quarter. Grades will be reported to parents on a quarterly basis. Teachers shall maintain records so that there is a clear understanding of how grades were derived should a question arise.

HOMEWORK

Homework provides extra practice and reinforcement as well as independent study skills. Teachers are required to use good judgment on quality and quantity, as well as good timing—considering weekends, holidays, and special events when assigning homework. Ste. Genevieve Middle School has adopted a consistent policy regarding late work and grade reduction.

- 6th Grade
 - 15% grade reduction for late work.
 - Late work cut-off will be mid-quarter and end of quarter.
- 7th Grade
 - 20% grade reduction for late work.
 - Late work cut-off will be mid-quarter and end of quarter.
- 8th Grade
 - 25% grade reduction for late work
 - Late work cut-off will be end of the unit test, and/or mid-quarter, and/or end of quarter.

Parents are strongly encouraged to set up a PowerSchool account to check their child’s grades on a regular basis. The accounts may be set up by contacting the district technology department at 573-883-4500 ext. 2900.

HONOR ROLL

“A” Honor Roll requires a minimum grade point average of 10.00 points. Grade point averages will not be rounded. An “F” grade in any course will disqualify a student from A Honor Roll.

“B” Honor Roll requires a minimum grade point average of 8.00 points. Grade point averages will not be rounded. An “F” grade in any course will disqualify a student from B Honor Roll.

IN-SCHOOL SUSPENSION (ISS):

ISS is a disciplinary option that is intended to deter students from unwanted behaviors/actions. ISS limits student interactions with peers, provides time for situational assessment and reflection, and allows students to complete classwork.

Students must report to the ISS room (MS 2) at the 7:50 a.m. bell. A student that reports after 7:55 a.m. will be counted tardy to 1st hour.

Students must bring **ALL** instructional materials (ChromeBook, notebooks, folders, pens, pencils, calculators, etc.) to the ISS room. Students will not be permitted to go to their locker during the school day—only before and after school.

All assignments must be completed in an acceptable manner. The student will remain in ISS until **ALL** work is completed to the satisfaction of the ISS instructor/Teacher. If a student loses an assignment slip, the student will complete the work or redo the assignment.

All privileges are taken away during the ISS time—**NO** soda, food, gum chewing, etc.

Cell phones will be collected and placed in a storage area in the ISS room during the school day.

There will be **NO** talking, sleeping, or note writing during the ISS assignment.

Students will only go to the restroom and get a drink where and when the supervisor directs.

Lunch will be delivered to the ISS room for students.

Students **CANNOT** participate or attend extra-curricular activities during ISS assignments.

Out of school suspension will be considered for multiple assignments to ISS during the same semester, failure to follow ISS rules, or disruption to the ISS room.

The ISS supervisor is in charge of the ISS room. Students will adhere to rules and follow directions.

LOST AND FOUND

Please put your child's name on everything. Lost items should be reported to the office. Found items should be turned in to the office. Students should check for lost items during their spare time. Lost and found items will be placed in a barrel outside the main office. Due to limited space, items will be kept for one month and then given to a local clothing closet.

MEDICATION PROCEDURES FOR SCHOOL

Students are not allowed to carry **ANY** medications on the school grounds or on school buses. The only exception to this rule is if the parent/guardian, student's doctor, the school nurse, and school administration have all agreed and signed the school's permit for students "to carry medications" at school form. This special permit "to carry medications" at school is intended only for emergency medications or medications that need to be infused by a pump (such as for the asthma quick relief inhalers, insulin pumps, severe allergy medications, etc). For other medications to be given at school, the parent/guardian will need to sign the school's "Permission to Administer Medication" form before any medications will be given.

Hand written notes for medication administration will **NOT** be accepted.

An adult (over the age of 18) must make arrangements with office personnel and the school nurse to deliver the medication. If you cannot meet with someone from the School Health Office during these hours, please notify the school nurse. They will make arrangements to meet with you.

All medications (over-the-counter and prescription) must come to school in the original medication containers. When picking up a prescription medication that requires a school dosage, please ask the pharmacy for a “school bottle”. The prescription bottle label must include a correct name, dose time, and dose amount. The label must indicate exactly how we are to give it at school. If it does not, a separate doctor’s order will be needed.

The school can’t administer the first dose of any medication. The school shall not administer any medication that can be given at home.

Health forms/medication forms are available at the School Health Office or online at www.sgdragons.org under “Parent”, “Board Policy”, “Sports Handbooks, Handbook of Conduct, Physical Form, Health Handbook” then “Health Handbook.”

NON-CUSTODIAL REPORT CARDS

If a non-custodial parent wishes to receive copies of their child’s report card, they must contact the middle school office and provide us with their current address. It is the responsibility of the non-custodial parent to keep contact information updated.

NURSE’S OFFICE PROCEDURES

For non emergency situations, a student who wishes to see the nurse must ask for permission from his/her teacher and a pass will be sent with the student. The nurse will assess the student and may treat the student and have them return to class or contact a parent/guardian in the event the student must be sent home. Parents should not pick up students after receiving a text from their child. Should this occur, please direct them to go to the nurse's office for treatment/evaluation. Emergency situations will be dealt with promptly on a case by case basis.

PARENT INVOLVEMENT PLAN:

At Ste. Genevieve Middle School, we believe that parents should be an integral part of the educational process. We can provide opportunities for each student to achieve their highest level of academic success by working together. To promote this type of educational environment, Ste. Genevieve Middle School will do the following:

1. Strategies for Involvement:

- Hold annual parent-teacher conferences.
- Use “School Messenger” and “Textcaster” to inform parent of events and meetings.

- Conduct 5th grade orientation activities for students.
- Hold 5th grade parent night orientation.
- Conduct 6th grade transition program for students.
- Provide mid-quarter/quarterly progress reports.
- Provide positive parent contact through notes, emails, etc.
- Publish a calendar of school events.
- Produce newspaper articles for the local paper and television station.
- Send notes home requiring parent signature.
- Provide access to district and teacher web pages.
- Conduct open house activities.
- Provide parents access to classroom assignments, grades, and lunch account information/balances through PowerSchool parent

2. Shared Responsibility for High Student Academic Achievement:

- Provide each student with a Chromebook.
- Work with parents to make after school tutoring available to students (as needed).
- Work to involve parents in planning and chaperoning after-school activities.
- Provide parents access to teachers through email and teacher webpages.
- Plan open house activities to get parents involved.
- Hold Parent-Teacher Conferences and provide suggestions.

3. Expanding Opportunities for Involvement:

- Provide opportunities to volunteer.
- Invite parents to the MS Open House.
- Send parents letters inviting them to all parent-teacher conferences/meetings.
- Invite parents to the 5th grade parent night orientation.
- The district will maintain parent resources on child development and reading.
- Encourage parents to attend extra curricular activities.
- Encourage parents to use our district and teacher web pages and e-mail.
- Provide parents with copies of district and school policies and rules.
- Ask parents to evaluate programs and provide feedback.
- Provide educational resources for parents to improve their child's achievement (upon request).
- Parents who do not have English as their native language, will be provided assessment results and other information in their native language.

4. Sign In Sheets:

- A sign-in sheet will be available at all parent meetings, activities, and/or workshops.

PERFECT ATTENDANCE

Awards will be given to those students who are in attendance every day, all day. No exceptions will be made for doctor or dental appointments, religion classes, etc.

PICTURES

Student pictures will be taken at registration in August. Picture retakes will occur in October. Students' attire for pictures must meet school dress code guidelines.

POWERSCHOOL PARENT

PowerSchool Parent allows parents to access and monitor their child's assignments, grades, lunch account transactions and balance, and set up email notifications. Please call our technology department at 883-4500 ext. 2900 to set up your PowerSchool account.

REGISTRATION

Students in grades 6, 7, and 8 will register the beginning of August. All applicable paperwork must be completed and immunizations requirements must be met prior to attending class.

REQUIRED DOCUMENTATION

Students will be required to provide an official state birth certificate to verify date of birth.

State law requires parents/guardians provide original immunization documents as proof that immunizations are up-to-date.

Parents are asked to provide an original social security card. The social security number is for our records and will be kept confidential.

Proof of residency is required. A utility bill with the parent's name and address is accepted as verification of residency.

RETENTION PROCEDURES

Senate Bill 319

This Missouri law mandates that the reading level of all 3rd – 6th grade students be assessed. The purpose of this legislation is to identify struggling readers and provide the extra help they need to experience success. If a student is reading more than one year below grade level, a reading improvement plan will be written for them at the end of 3rd grade. If they are still below grade level at the end of 4th grade, they will be required to attend summer school. If they are still reading one year below grade level at the end of summer school, they have to be retained in the 4th grade.

Overview

The recommendation for retention of a student will be considered only after multiple interventions have been used and a thorough, complete professional analysis has been

completed. Retention will only be considered when, in the judgment of the professional staff, it is in the best interest of the student. The factors listed below will be used when considering a student for retention.

Procedures

Parents/guardians will be notified of the possibility of retention concerns after 2nd and 3rd quarter grades have been posted of any student who is showing signs of difficulty in their existing grade level. Interventions and possible retention will be discussed at those times. No definite decision concerning retention will be made until late in the fourth quarter of the school year. The final decision to promote or retain will be made by the building administration. The parent will be notified in writing and asked to sign it to acknowledge receipt of the notice in writing. If attendance contributes to the possibility of retention, building administration will notify parents or guardians. If a parent wishes to appeal the decision to retain a student, the appeal must be made in writing within 10 days following notification of retention.

Interventions

Multiple interventions will be used before retention is considered. Interventions may include: care team, SOAR class placement, AGES enrollment, meetings with counselor and/or building administrators, instructional support, parent involvement, parent-teacher conference, and after school tutoring.

Factors to Consider for Retention:

- Attendance/Chronological Age (as mandated by the state of Missouri).
- Social, Emotional, and Mental Maturity.
- Family Factors.
- Past Retentions.
- Student Effort.
- Teacher Observation.
- Student Progress.
- Reading Level (How Far Behind).
- Failing Two or More Core Curriculum Areas for Each Semester during the Year.

SCHOOL DAY

Students need to arrive at school by 7:45 a.m. Classes begin at 7:55 a.m. and the school day ends at 3:05 p.m. All students entering or leaving the building after school begins or before school ends must be signed in/out by a parent/guardian in the office even if there has been a prior note or call. **Parents are REQUIRED to come into the school office to sign out and pick up their child.** Students will not be sent out of the building without a parent accompanying them.

SCHOOL FUNCTIONS

Students may not attend practices, games, or evening school events if they are not in attendance on that school day. Students must adhere to following guidelines when attending school functions:

1. All school rules, policies, and consequences will be enforced at ***all*** school events.
2. It is recommended that students accompany and sit with their parents.

3. Tag, touch football, soccer and other sandlot games will not be permitted. This will be strictly enforced at all home football games.
4. Students involved in rough play, fighting, or other disruptive behaviors will be escorted to their parents and disciplined according to school policy. If parents cannot be located, the student will be removed from school premises.
5. Foul language will not be permitted.

SCHOOL RESOURCE OFFICER

Ste. Genevieve R-II School District employs a School Resource Officer (SRO) who serves all four buildings in the district. Our SRO acts as a positive role model for students and the community and performs administrative duties while also providing educational services. One of the main duties of our school SRO is to instruct/coordinate our district Drug Abuse Resistance Education (DARE) program for fifth grade students.

The SRO assists students as they arrive and depart school, interacts with students during the school day, participates in faculty meetings and school functions, provides information relating to safety and security matters, makes daily contact with school administration regarding attendance, discipline, and other issues, follows up on chronic attendance issues, makes home visits regarding attendance/truancy/safety, and transports absent/truant students to school when necessary.

The SRO also advises district administration, counselors, and staff on matters involving student or staff safety. The SRO provides faculty training on skills related to violence prevention, intruder identification and procedures, and maintaining a safe school environment. The SRO periodically meets with parents and students to assess problems and make referrals to community agencies when appropriate.

STATE TESTING REQUIREMENTS

Grade 8 – Missouri Assessment Program

- Communication Arts Grade Level Assessments
- Mathematics Grade Level Assessments
- Science Grade Level Assessments

Grade 7 – Missouri Assessment Program

- Communication Arts Grade Level Assessments
- Mathematics Grade Level Assessments

Grade 6 – Missouri Assessment Program

- Communication Arts Grade Level Assessments
- Mathematics Grade Level Assessments

STUDENT RECORDS

Student records are available to parents upon request. All requests must be in writing.

TEACHER SURVEYS FOR OUTSIDE AGENCIES OR MEDICAL PURPOSES:

All forms and/or surveys that require a teacher to release confidential information regarding student performance in the classroom must be brought to the office by a parent/guardian. The parent/guardian must complete the "Permission to Release Information" form. This form will be filled in the student's permanent file for future reference. Students will NOT be permitted to give these forms to teachers for completion. Teacher completed forms and/or surveys will NOT be returned to the parent. They will only be mailed/faxed to the appropriate agency or medical facility.

TELEPHONE MESSAGES AND USE

Please limit student messages to important items. Please try to communicate after school arrangements with your child prior to the child arriving at school in the morning. When emergency situations arise, please call the middle school main office by 2:30 p.m. After this time, we can not guarantee your child will receive the message.

Please do not text or call your child's cell phone during the school day. Please call the office and we will arrange to send them a note. If you need to speak with your child please call the office so your child can be located and arrangements can be made.

Student necessity to use the phone will be determined by the school staff. Students are **NOT** allowed to use their cell phones or other electronic devices to contact parents during the school day. If a need arises to contact a parent during the school day, the student should report to the office and ask for permission to contact their parent..

TREATS SENT TO SCHOOL

All treats that are sent to school must be prepackaged store bought items. Homemade treats cannot be passed out and will be sent home with the student.

UPDATING STUDENT/CONTACT INFORMATION

It is the responsibility of parents/guardians to keep telephone numbers and address information current and updated. Please contact the office at 883-4500 ext. 2 to report changes when they occur. It is vital that we are able to reach you in case of an emergency, injury to your child, or for automated school announcements.

VISITORS

The following regulations are for the safety and protection of our students and help to keep the instructional process from being unnecessarily interrupted.

All entrances to the building will remain locked at all times. Parents should only use the main entrance from Fifth Street during the school day. Handicapped parking is available behind the building. Please call ahead to make arrangements with us to gain entrance into the building (883-4500 ext. 2).

All visitors during the regular school day are required to check-in at the building office prior to proceeding anywhere in the building.

We understand and highlight the importance of communication between home and school. However, teachers are extremely busy at the beginning and end of the school day taking care of students and do not have time during their supervision duties even for a brief conference with a parent. Parents wishing to talk with a teacher should email the teacher, call the office to request an appointment, or leave a message for the teacher to contact them. Notes or letters for teachers may also be left in the office. Requests by parents/guardians to meet with teachers will be scheduled at the earliest possible date and time mutually agreed upon. Anyone having difficulty communicating with a teacher should contact the office and speak with building administration.

The school is not a site for non-custodial parent/child visitations. Principal discretion will be used in such matters.

WALKING TO SCHOOL

Students should immediately enter the building and report to the old gym upon arriving at school. They should leave the school grounds when school dismisses and report immediately home. Students should use sidewalks when they are available and should not cut through private yards or property.

Crossing guards will be on duty before and after school. Students will be required to cross streets in these areas when exiting school property.