



CALVIN CHRISTIAN SCHOOL



Deeply Rooted, Bearing Fruit

Middle School 2009-2010

Welcome

Welcome to Calvin Christian Middle School! Our hope and prayer for you is for you to have a great middle school experience, to see you grow and mature socially, emotionally, academically, and most importantly to watch you flourish in the Lord. The CCS Middle School is a stepping stone in your educational and personal growth. You will be presented with new and exciting challenges as well as different and demanding responsibilities. To help you understand what is required, the following information has been prepared for you. Spend time reviewing it with your parents. It is very important that you are familiar with the information included.

TARDIES AND EARLY DISMISSAL

Late arrival - Students arriving at school after 8:40 a.m. must report to the office for an admission pass. Students who ride the bus and arrive after 8:35 a.m. should get a pass from the outside supervisor. The student must be in class within five minutes of the time listed on the pass otherwise they will be counted tardy.

Early departure - Students leaving school before the end of the school day should notify the teachers of any classes they will miss. Parents must report to the office and get a dismissal slip. Once the parent has given the dismissal slip to the teacher, the student will be dismissed from class.

Classroom tardies - Students will be counted tardy if they are not seated with materials ready for use when the bell rings (including textbooks, sharpened pencils, paper).

PASSES

At the discretion of teachers, hall passes may be issued to students during class time. Students must use the hall pass page in their planner. **Do not remove it from this planner.** Only 12 passes will be allowed per quarter. Teachers may issue passes for students to go to other classrooms or the library.

Students will receive 2 color-coded telephone passes each quarter to be used at their discretion. When phone passes are gone for the quarter, students will not be allowed to use the phone unless there is an emergency. Students should be urged to save their phone passes for important, school-related things, not for social reasons.

CCS DRESS CODE

Personal dress and appearance offer a good opportunity to show consideration towards each other and to honor God as well as to express our own individuality. Students are asked to abide by some general guidelines in this area because the way we dress can reflect our feelings and attitudes and affect our actions and behavior. This is an area where individual preferences sometimes must be denied for the common good. Parents and maturing students are encouraged to make *thoughtful* choices. In general, a student's appearance should not be distracting or call undue attention to him or herself. Parents and staff will be cooperatively responsible for enforcement of the dress code.

Guidelines

1. A student's grooming should be neat, clean and in good taste. Clothing should be properly repaired, manageable and appropriate for the season and activity. Clothing, accessories and hairstyles should be free from distracting, unsafe or immodest peculiarities.
2. Outdoor apparel, including hats, is not to be worn in the classroom.
3. For the safety of all students, "Heelys" or other shoes with wheels on it may not be worn on campus.
4. Shorts should be of respectable length. Tight fitting shorts, short shorts, or cut-off shorts are not allowed.
5. Dresses, shirts and tops should cover the midriff (when standing or sitting) and the top of the shoulder. No tank tops or spaghetti straps will be allowed.
6. Students must wear shoes during the school day. Loose-fitting footwear may not be worn during recess or p.e. activities.
7. Discretion must be used in wearing pictorial or slogan-bearing shirts and blouses. The staff reserves the right to judge whether or not such items are offensive.
8. Judgment regarding the appropriateness of a student's appearance will be made by the staff. Students will be consulted privately and informed of dress code infractions. If such infractions are not rectified, parents will be notified.

Practical Considerations

1. Students are responsible for their own clothing and other belongings. Clothing, lunch boxes, tote bags, etc. should be labeled.
2. A "lost and found tub" is located in the school for items left by the students. Parents and students are encouraged to check it periodically. At the end of each year, all items left at the school are donated to a local cause.

STUDY HABITS, MISSING WORK, MAKE-UP WORK

Binder/Portfolio Guidelines - At the beginning of the year, time will be spent in setting up a binder/portfolio. This will include: the MS student handbook, a class schedule, student planner, subject dividers, pockets for loose papers and a pocket for pens, pencils, etc. Student planners are provided by the school. Student planners are expected to be maintained daily and may be checked by teachers.

Students who come to class without their homework completed (including students who have left their homework at home) will be assigned to the noon study hall. This study hall provides a quiet place for students to finish their homework or work on other assignments. Failure to come to the noon study hall when required will result in a detention. Students who are assigned to noon study for three times within a two week period may be assigned an additional study session outside of the regular school day. The student's parents will be contacted by their homeroom teacher and the time for this study session will be determined. The student may also lose his/her eligibility to participate in extra-curricular activities until all homework is made up.

Missing Assignments – Students will receive two “grace coupons” each quarter. These coupons may be used to receive full credit for a late assignment turned in the next day. Additional assignments not completed by the proper time can be handed in at a later time for reduced credit. Assignments will be reduced 20% for one day late, and 40% for two days late. Any assignment turned in more than two days late will be reduced 50%. All assignments need to be turned in at the end of the unit or the end of the quarter (whichever comes first) in order to receive credit. Students assume responsibility for seeing that these papers are turned in to the teachers.

Make-Up Work - Students are responsible to see that missed work and tests are made up within an appropriate time. One day will be allowed for each day absent in order to receive full credit. All work not made up within this time frame will be reflected in the student's grades. It is their responsibility to initiate a meeting with the respective teacher(s) to learn what assignments; tests, etc. have been missed during an absence. Students are encouraged to request assignments if they know in advanced that they are going to be absent. Students are expected to complete all of the work they received upon returning from a pre-arranged absence.

GRADING SCALE

A+	99-100	B+	90-92	C+	81-83	D+	72-74
A	95-98	B	87-89	C	78-80	D	69-71
A-	93-94	B-	84-86	C-	75-77	D-	66-68
						E	65 and below

GUIDELINES FOR SUCCESS

There is a relationship between discipline in a school and the quality of education offered by that school. If students are undisciplined, their education suffers. The Christian home and school must work and pray together to develop disciplined children. Therefore as students:

1. We will show Christian love and respect for all people in our building: staff, students, visitors, and ourselves. We will be courteous at all times. (Romans 12:10)
2. We will show respect for our school, its property, the private property of other people, and our private property.
3. Our speech will be positive. Negative attitudes about other students, their belongings, clothing, behavior, personality, etc. will not be publicly expressed. We will not make public negative comments about assignments or activities.
4. Orderliness in the school is conducive to learning - we will walk and speak quietly and in an orderly manner anywhere in the building. Disruptive behavior infringes on other's right to learn.
5. We will be prepared daily for school. We will be prompt in completing classroom assignments.
6. We will use proper language. God's name will be used with reverence. We will not curse objects, people, or circumstances. We will express ourselves without vulgarities.

MIDDLE SCHOOL DISCIPLINE POLICY

Discipline at Calvin Christian School is administered with the thought that the student, an image-bearer of God, has been called to a life of Christian discipleship. The teachers recognize that they are preparing vessels fit for the Master's use, and when inappropriate behavior is apparent, it is the duty of the teacher to correct the unacceptable behavior. It is the responsibility of the school to support the home (and vice-versa) in the area of discipline and to fulfill the God-given mandate to "disciple" each child.

Calvin Christian School strives to maintain a classroom and school environment where academic work and progress is taken seriously and education can occur. We also wish to teach students that they are responsible for their attitudes, actions and comments. To help us achieve these goals the following plan will be used during the coming school year.

Students who do not demonstrate acceptable behavior will have a conversation with their teacher in private to discuss the behavior/issue(s). The teacher will summarize and share what was addressed with the rest of the staff. If patterned behavior is noticed, the staff, and possibly parents, will discuss possible consequences during the child study meetings. Parents will be contacted by a teacher/administrator if patterned behavior continues. Students who demonstrate acceptable behavior in school are able to participate in scheduled grade level activities outside of school. Students who continue to not demonstrate acceptable behavior in school may be denied the opportunity to participate in scheduled grade level activities outside of school.

If teachers feel like the behaviors are more serious, they may confer with the principal to move more quickly up the intervention scale and issue a detention.

The detention notice must be taken home and signed by a parent of the student and brought back to school the following day. The student must turn in the detention notice to the office. Failure to return the detention notice with the parent's signature may result in the student serving additional detention time.

The assigned detention will either be served Tuesday afternoons after school or Thursday mornings before school. Families may choose which detention time to serve. Students will complete various assigned tasks for 40 minutes during their detention. These detentions must be served within one week of being assigned. For serious misbehavior such as lying, fighting, cheating, etc., an immediate after-school detention or suspension will be assigned. Here are some additional comments regarding discipline:

1. Negative influences and attitudes are subject to disciplinary action as well as rule infractions.
2. Chronic behavior problems are reported to the school board.
3. Authority for suspension lies with the principal and need not follow the ordinary stages if the offense is serious or flagrant

A student who receives four tardies within a nine-week marking period will be assigned a detention. Detentions assigned due to tardiness will be served during the noon study hall. The student will spend the lunch period in a separate classroom and sit quietly eating lunch, doing homework or other assigned work. This noon detention must be served the day after the detention notice is given. If a student fails to report to the noon detention room, an after-school detention will be assigned.