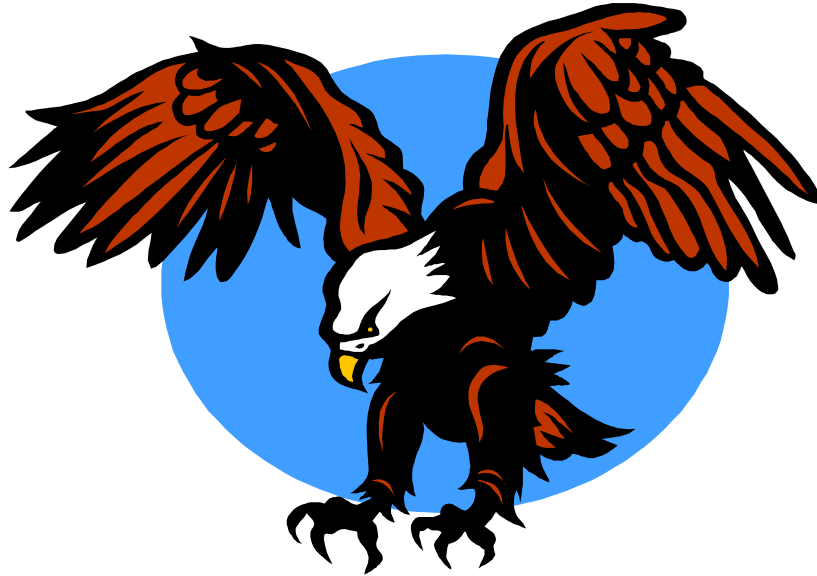


Calvin Christian Middle School



Middle School Student Handbook

“But those who hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint.”

Isaiah 40:31

Welcome!

Welcome to Calvin Christian Middle School. We are so glad that you are here! It is our goal to work with your parents and church to equip you as a disciple of Christ. We will give you a quality education where you will learn about God and His world. My 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 steppingstone in your educational and personal growth. You will face new and exciting challenges as well as different and demanding responsibilities. To help you understand what is required, the following information has been prepared. It is very important that parents and students are familiar with the following information as well as the contents at the beginning of your student planner. Place this handbook in your binder/portfolio that you carry to class. The middle school staff is looking forward to working with you!

--Gary Schmidt, Principal

We are committed to walk faithfully with our God and to work together as a community to reflect His light in the world. It is therefore an important part of the education at CCS to teach you to live a life honoring to God by exercising good manners and correcting undesirable behavior.

The first section provides the “Big Picture” of what we expect of you.

Standards of Conduct at Calvin Christian Middle School

1. You are expected to show reverence for God by:

- respecting times of Bible readings, singing of spiritual songs and prayer;
- not using God’s name in vain.

2. You must honor those God has placed in authority over you by:

- responding quickly and courteously to a teacher’s instructions;
- addressing teachers and other staff by their proper title (Mr., Mrs., Miss plus last name);
- treating teacher’s desk and property as “off limits”;
- respecting non-students areas such as office, staff room and supply rooms;
- being in class and ready for instruction by the designated start times at the beginning of the day and after recesses.

3. You must treat each other the way you wish to be treated by:

- addressing each other respectfully, and not by demeaning “nicknames”;
- being courteous to each other and using phrases such as “excuse me” and “thank you”;
- apologizing for a wrong doing;
- looking behind you and holding the door if someone is following;
- not running or bumping into anyone in the hallway;
- talking about others in the same manner you wish to be talked about, i.e. making only complimentary remarks about other’s appearance, no gossip;
- not making someone else’s life miserable by teasing and “bugging.”

4. You must respect each other’s property and school property by:

- asking for permission before using another student’s property;
- keeping classrooms, desk, lockers and counters tidy;
- using garbage cans for litter;
- wearing clean indoor shoes inside the building;
- not writing on the buildings, furniture, books or any other school resources.

5. You are expected to exercise self-discipline by:

- paying attention to your language and avoiding rude expressions;
- raising your hand when wanting to talk, and not interrupting your teacher or other students;
- completing assignments to the best of your ability and by the date due; dressing modestly and appropriately for the school day.

A more detailed list of behavior expectations are provided below.

CLASSROOM BEHAVIOR

1. Classrooms must be kept neat and orderly by keeping the floor free from books, papers, etc. and leaving the desks and tables in the proper place.
2. You are not to use the teacher's desk or chair without permission.
3. You are not to sit on desks, tables, chair tops, or heaters.
4. You will be asked to use a reasonable sitting posture.
5. You are not permitted to interrupt each other, shout at each other, make cutting remarks, engage in loud, disagreeable talking or noise, or do anything that interrupts the good order of the classroom, or causes the teacher to stop from teaching.
6. You must give your full attention during lessons, discussions, or lectures and will not be allowed out of your seat during this time.
7. Cheating and plagiarism are strictly prohibited.
8. You will be dismissed by the teacher, not by a clock or bell.
9. If you enter a class already in session (not homeroom) after the bell has rung, you must have a note from your last teacher (assuming reasonable cause). A late entrance should not cause a disturbance or distraction to the class.
10. Visits to the bathroom, sharpening pencils, using of lockers, obtaining papers or other necessary items are to be done between class periods or during break times only.
11. You must use the pass page of your planner to request permission to go to your locker or to the bathroom. You are allowed 12 passes per quarter. For requests to go to the office or other destinations, the teacher may issue a pass at their discretion. **Do not tear the pass page out of your planner.**
12. Food should always stay over desk or tabletops. You may not walk around before your lunch is finished. You may not take food out of the classroom unless you are going to the Chat Room.
13. You are responsible for keeping your locker well organized. The lockers will be inspected regularly.
14. During the lunch break, you must be in a room under teacher supervision. Opportunity to be outside in a designated area during part of the lunch period is provided.
15. You will not wear hats or caps in class. Shoes must be worn at all times.
16. Snacks may be eaten between the 2nd and 3rd period only. Snacks will not be eaten in the halls or bathrooms. You should take only a snack and not your entire lunch to 3rd period.
17. Cans of pop may only be consumed only during the lunch period. Open drink containers must not be stored in your lockers.
18. You are not allowed in the gym without permission.

HALLWAY/BATHROOM BEHAVIOR

1. You must walk. Running or racing is not allowed.
2. Speaking must be done softly. There is to be no yelling or shouting.
3. The hall or bathrooms are not places to visit, loiter, or waste time.
4. The hall will be kept neat by hanging up belongings and lining up shoes or boots against the wall.
5. The hall floor will be kept clean by brushing off any snow from boots or clothing and cleaning off dirty shoes or boots before entering the building.
6. P.E. equipment is not to be used in any way in the hall or stairway.
7. The hall will be cleared at the end of the day. Books left in the classroom or hallway will be confiscated at the end of the day and brought to the office.

8. Do not touch the plants or planters that are located in the hallway.
9. Students must stay within the designated boundaries of the middle school area.

ASSEMBLY/CHAPEL BEHAVIOR

1. Enter and leave in a quiet and orderly manner. Line up in the room and walk in single file.
2. Be attentive and respectful to the speaker or program.
3. Do not bother or distract those around you.
4. Talking is allowed only with permission, raise your hand to ask or answer a question.
5. All classroom conduct rules apply to assemblies/chapels.

STUDY HALL GUIDELINES

1. Come prepared with subject materials to work with for entire period.
(Paper, pencils, planner, library books, textbooks.)
2. You must not return to your locker for materials.
3. First priority is to use your time to finish all uncompleted assignments.
(Remember long-term assignments.)
4. If all assignments have been completed, time should be spent reading library books.
5. All classroom conduct rules apply to the study hall.

GENERAL CONDUCT

1. Gum chewing is not allowed. Please do not take chewing gum to school.
2. School property must be used respectfully and used only for its intended purposes. Restitution will be required for intentional or careless use of property.
3. Verbal and/or physical abuse, fighting, pushing, shoving, or intimidation of any kind will not be tolerated.
4. No one is to intentionally take, use, misuse, hide, or retain the property of another person without his or her consent. You are not permitted to go into other students' lockers without their permission.
5. I-Pods, CD players, video games, cell phones, etc. are not to be seen or used during school hours. If they must come to school, keep them in your locker. Students who have difficulty following this rule will have these items remain in the office until a parent picks it up. If the concern continues the student has to check the phone in and out the office each day for a period time determined by the principal.
6. No stickers may be used on or in desks or lockers. Please keep the outside of your locker neat.

FIELD TRIPS

All field trips are a privilege. You may be denied this privilege because of behavior, attitude, or lack of academic achievement. All bus regulations as outlined in the CCS bus safety code must be followed. On all field trips, your behavior must be exemplary and should in no way be detrimental to the reputation of the school or a hazard to the safety of all those involved.

This section includes other policies and procedures that you need to know. They are listed alphabetically.

Absences and Tardies - refer to student planner

Attendance and Extra-curricular Activities

If you are absent for more than 3.5 hours of the school day, you may not participate in any extracurricular activities held that same school day.

CCS Dress Code - refer to student planner

Discipline Policy – refer to student planner

Grading Scale - refer to student planner

Medicine distribution -

We cannot give you medicine at school without a written physician order. This includes Tylenol, Motrin, Advil, Benadryl, etc... Parents may download a permission form from Calvin's website.

Special Treats/Snacks -

Many students bring a special treat in honor of their birthday. While this is a nice tradition, it is important to know that our school now has a new "health and wellness" policy in place that includes nutritional guidelines to follow when bringing treats. This policy is located in the back of the parent handbook.

Visitor Policy- Do you have a friend that you would like to have visit the middle school?
Here is what you need to do:

1. Let the office know what you are thinking and ask for permission.
2. Explain whether this student visitor is "checking out the school" or is just "visiting for fun." Please understand that students who are visiting with the possibility of attending Calvin may be approved for a half-day visit. On the other hand, friends from other schools who want to visit you for fun on their day off may be approved to do so during lunch/recess time only.
3. If a student visit is approved by the office, be sure to let your friend know exactly when they need to be dropped off and picked up.
4. Understand that this policy applies to former students including yourself after you graduate from the middle school.

Homework-

Even though this section has a lot of details, read it because it is important!!

Some of your assigned work can be completed during school if study hall and class time are used wisely. Many assignments, however, require extra time and research which will require work outside of the classroom. Included would be the following: test preparation; work not finished during class time; special projects requiring research at a library, museum, zoo, etc.; preparation for special events such as geography fair, science fairs, spelling bees, history day, etc.; and independent reading requirements.

Purpose for homework: Believe it or not, it does have a purpose!

1. To practice what you just learned in class.
2. To prepare you for what you are going to learn.
3. To help you prepare for test or quizzes.
4. To wet your appetite to learn more on a topic.
5. To develop independent study skills and increase your time management skills.
6. To prepare you for your next level of education. To help gradually “train” you to be able to do what is expected at the high school level.
7. Although it is not a direct purpose, homework is a bridge that joins schools and parents. It can keep parents informed about class activities and what is being studied in the classroom.

Why homework may vary from day to day or from student to student:

1. Teachers assign different amounts depending on what is being studied or the instructional strategy that is being used.
2. You may have days when you are extremely productive and get a lot of work completed at school. Other days you may not be productive and the work comes home. Some of you use every spare minute at school to complete your work and take home virtually nothing. Others of you may do too much socializing at school and must complete your work at home.
3. Some of you enjoy working at a leisurely pace or have slower processing speed.

4. Once home, you may take an hour just to get ready to do homework – not actually doing it, i.e., sharpening a pencil, getting the light just right, making sure the dog is in the right place, adjusting the mirror on the wall.
5. You may not have planned properly and now must cram before a project is due.

How much Homework?

A general rule of thumb is 10 minutes for each grade in school. So 1 – 1.5 hours per night for middle school students is appropriate.

Teacher's Responsibility:

1. To help you understand why and how the assignment should be completed.
2. To help you understand how the assignment connects with what you are learning.
3. To grade the homework assignment and discuss it in class.
4. To make sure the homework is important for your learning and is not just “busy work.” The homework supports a purposeful learning objective.

Parent's Responsibility:

1. To help you establish a homework routine each evening including a time and place to study.
2. To take an interest in the homework you are completing – be a resource and facilitator but do not do the homework for you. Remember that the goal of homework is to help you learn content and skills.
3. Assist you with organization of books, papers, portfolio's, etc.
4. If necessary, review your student planner on a regular basis.
5. Read the classroom newsletter so you are aware of projects, tests, and other assignments.

Homework Blog:

Can't remember what you have for homework? Check out our new homework blog on our website. This blog can be accessed from any of your teachers' webpages. This blog also contains a calendar of upcoming tests and projects as well as a narrative describing what is

currently being taught in each of the classes. Some teachers will also provide links to assignments that will be handed out. ***Please keep in mind that this blog does not replace your responsibility of writing down your assignments in your planner.***

Make-Up Work for Absences

For an excused absence, a parent/student may request homework if the request is made to the office by 11:00am on the day of the excused absence. All collectable homework may be picked up in the office between 3:30 pm and 4:00 pm on that same day. It is the parent's responsibility to obtain any books needed from your locker. You will have the same number of days to make up your work, as you were absent. The teacher will determine appropriate credit for such work.

For an unexcused absence, it is your responsibility to obtain any information and work missed. Teachers are not required to prepare homework in advance of the unexcused absence. Alternative assignments for class activities may be provided at the teacher's discretion. No time extensions will be given for homework, tests or quizzes that you are aware of prior to the absence unless you make arrangements with your teacher before you leave. This can be done through the office by requesting a "pre-arranged absence form" within 5 days of the anticipated absence. You are responsible to give this form to your teachers to complete. Teachers may choose to use a different method to communicate upcoming assignments for you to complete. All homework missed must be completed upon your return to school unless a different timeframe is determined by the teacher(s).

Supplies

You are required to have the following supplies: tote bag or backpack, three ring binder, filler paper, pencils, ink pens, NIV Bible*, centimeter ruler, calculator (TI#30Xa), spiral notebook, a pencil case to fit in a three ringed binder or portfolio, tennis shoes, highlighter pen, colored markers. For a complete list of supplies, please contact the middle school office or look online.

*May be purchased from the office.

Students Staying After School

In the event you need to remain after school in order to complete a school project, you must request permission from the teacher who assigned the project at least one day in advance. If you ask permission the day he/she intends to stay after school, the request will be denied.

If you stay after school without permission, you will be enrolled in the extended day program until a ride can be arranged. Your parents will be charged for the extended day cost.