Resurrection Lutheran Middle School

Student Handbook Addendum

Resurrection Lutheran School is committed to educating generations of children in the training and instruction of the Lord. Because of this commitment, we will provide a Lutheran educational experience that is Christ-centered, as well as academically focused, for children in grades kindergarten through eighth.

Welcome to **Resurrection Lutheran Middle School**. The faculty is looking forward to a great year. The following is an alphabetical listing of Middle School policies and procedures that will help students and parents successfully navigate their middle school years here. This handbook addresses concerns unique to the Middle School program while still working in conjunction with the general RLS Student Handbook.   Please read it carefully and keep it on hand as a reference throughout the school year.

ATTENDANCE
For the Middle School, the office is the main point of contact for all communication about attendance. **If your child will be absent from or late to school, please send him/her with a note for the office.** In the case of illness or an unexpected change of schedule, call or email the office directly. Attendance is taken at the beginning of each school day through Sycamore. Students will be either marked (P) Present or (A) Absent.   Students arriving after 8:25 am must report to the office with a parent or note, sign in, and get a pass to class. If a student arrives after 8:25 am and does not sign in at the front desk, they will be marked absent for the entire day. Students who arrive after 8:25 am will be considered tardy (see "Discipline" Section #1 below) to 1st period class unless they have an "excused" Admit Slip issued to them from the front office.

Students who arrive after 11:30 am or sign out before 11:30, and do not return, will be recorded as being absent for the day.   Parents can view their student's attendance record in Sycamore. Tardies to period long classes (not homeroom) will now be tracked in the discipline section of Sycamore.

Additionally, please remember the following guidelines:

Appointments
• Whenever possible, please schedule medical and dental appointments outside of school hours.
• Students who need to be dismissed during the school day should bring a note to the office before 8:25 am.
• Students must return to the office to sign out before leaving, and if they return to school, they must sign in.
• Students who arrive after 11:30 am, or sign out before 11:30 am and do not return, will be recorded as being absent for the day.

Illness
• **Please call or email the office by 8:45 am if your child will be absent.**
• Students who become ill during the day must go to the office for assistance in arranging to leave school.
• A written excuse is to be presented to the front office following the period of absence.

Excessive Absences

Regular daily attendance is necessary for all students to fully benefit from the educational opportunities provided at Resurrection Lutheran Middle School.

● The curriculum is established to meet the unique needs of the eleven to fourteen-year-old. As such, students are needed in the classroom every day.

● The hands-on laboratory based science curriculum, the response activities in literature, and the cooperative learning, interdisciplinary experiences in the core and elective courses are negatively impacted when students are not at school fully participating in the daily educational requirements.

● The principal will contact the parents after fifteen absences. A meeting with teachers, parents, principal, and the child may then be scheduled. Students having unusually high absenteeism may be subject to retention.

Missed School Work

● Try to plan family trips during school holidays. If this is not possible, submit a <u>Request for Excused Absence</u> (See Student Handbook.) to the office. The office will then in turn notify the teachers about the upcoming absence, and the teachers will make arrangements for makeup work.

● Students who are unexpectedly absent should refer to Sycamore for their daily homework assignments. Any classroom handouts, if not posted on Sycamore under the document tab of each class, will be given to the students upon their return to school. **Please do not call the office for homework needs unless your child has been absent over forty-eight hours.**

● Students have one day at school for each day absent to make up work.

● Failure to make up work on time may result in a zero for the assignment.

Extracurricular Participation

● Unless there is a pre-arranged medical appointment, students must be present for the entire school day in order to participate in an after school activity.

DISCIPLINE

The faculty is appreciative of those Middle School students that exhibit an admirable degree of cooperation with their teachers and each other.

1. Students who are late to class without a pass will be considered tardy. The teacher will record a tardy (which is viewable to parents) in the discipline section of Sycamore.   Every seven tardies received during a grading term will result in a silent lunch. Sycamore will automatically notify the principal when seven tardies have been reached.

2. Students who neglect to follow the rules and fail to heed their teachers' attempts to correct a problem will be assigned a silent lunch. This will be documented in the discipline section of Sycamore. When serving a silent lunch, students will fill out a behavior analysis sheet, allowing a time of reflection. Parents will be notified by email if their child has received a silent lunch. **Once the silent lunch has been served parents will need to look over the behavior sheet, sign it, and have their child return the sheet within two days to the front office by 8:25 am in the morning. If the analysis sheet is not returned within two days, another silent lunch will be issued, and again will be document in Sycamore.**

3. If students receive a third silent lunch within one grading term, those students will instead serve a **before-school detention**. During a before-school detention students will reflect on how they can improve their level of cooperation. They will not be permitted to do homework. To serve a before-school detention, students will need to arrive at 7:30 AM in the morning on the assigned day and to the assigned classroom. Students arriving late will need to serve another before-school detention.

4. Students receiving a second before-school detention in a grading term will instead serve an **in- school suspension**. Students serving an in-school suspension will be isolated from their peers and spend the day working under the supervision of an administrator. Students will also not be allowed to participate in after school activities scheduled for that day. Typically, secondary school applications ask if students have ever been suspended, so a suspension penalty has even larger implications. A conference will also be arranged with the principal, teachers, parents, and child to discuss the issues at hand. Students will be able to make up work for full credit. More than one in-school suspension during the school year raises the question of whether or not those students should be permitted to continue at RLS.

5. For more serious behaviors such as fighting, vulgar language, stealing, defacement of school property, leaving school without permission, or any action deemed belligerent behavior by the teacher; a before-school detention, in-school suspension, or out-of-school suspension may supersede aforementioned disciplinary steps. (Please see separate section on cheating for information regarding actions taken for that serious behavior.) With regards to out-of-school suspension, homework due on the day of the suspension needs to be turned in to the school office by 8:25 am the morning of the suspension to be considered on time. Any work not turned in on time will be subject to each teacher's late policy. When deciding on the necessary consequences for more serious behaviors, the principal will be the ultimate authority in determining which disciplinary action is appropriate.

6. At times a teacher may feel that students need to be removed from the classroom and sent to the principal's office. Please refer to the Student Handbook for the school-wide consequence system.

BULLYING

Research has shown that a policy against bullying involving all members of the school community is the most effective way to reduce bullying in schools.

Definition of bullying

Bullying is defined as "when a person has been exposed, repeatedly and over time, to negative actions on the part of one or more persons" (Olweus, 1991). Bullying can take several forms:

Physical: pushing, shoving, hitting, kicking
Verbal: name calling, teasing, laughing at, threatening
Indirect: spreading rumors, excluding someone from a group
Property: taking or vandalizing property belonging to another person
Cyber: verbal or indirect bullying via any electronic device through any online social application (texting, chatting, email, social networks, twitter feeds, web pages, etc.) Please reference the Technology Acceptable Use Policy (TAUP).

Bullying is not the same thing as a disagreement between two people.

Bullying is
● systematic and ongoing rather than on and off;
● done by the more powerful over the less powerful rather than between equals;
● distressing and hurtful to the victim rather than good-natured fun;
● one way rather than an exchange.

Students are encouraged to first abide by Matthew: 18 and go to the person that is bothering them, explaining how the situation is upsetting to them. All students should also support each other by reporting any instances of bullying.

If the situation continues or students do not feel comfortable approaching the person that is bullying them, students should go to a trusted faculty member and explain the situation. The involved parties will then have a conference with their parents, principal, and reporting teacher. A before-school detention or another form of disciplinary action will also be issued to the inciting party. (See Student Handbook)

CARPOOL

Middle School students will be dismissed from their last period class to assemble at the carpool area via the back stairwell. Students should follow the brick pathway to the covered walkway next to the flag poles. Middle School students have the privilege of

talking during carpool. However, students unable to talk at an acceptable level will be asked to leave the Middle School carpool and report to the elementary carpool in the gym.

Students are **not** allowed to do the following in carpool:
- eat or drink
- use any form of electronics (cell phones may be used for accepted communications with parents regarding rides, etc.)
- physically touch each other, even in fun
- leave the carpool area, except with the teacher's permission in charge of carpool (see "walker" rules below)

Students using after school care are to report directly to the after school care room (#240) upon the dismissal of school. Extracurricular activities report directly to their assigned location and do not report to the carpool area. Sports teams are to change for practice/games in the downstairs locker rooms, utilizing the back stairs. Students who are "walkers" must still use the back stairs and should inform the carpool duty teacher that they are leaving to walk. If a student needs to pick up his/her cellphone from the front desk, they too, are to use the back stairs. Students are not to move to cars that are not parked adjacent to the outside breezeway unless allowed by the carpool duty teacher. **In order to facilitate the movement of carpool, students should report immediately after school to the carpool area.**

Students unable to abide by these rules will be issued a silent lunch.

After School Expectations
- At the conclusion of the school day, students are expected to leave campus unless they are involved in a supervised RLS sponsored activity.
- Parents running late are asked to call the school office.
- Middle School students who are found on campus in an unsupervised area after 3:20 pm will be subject to disciplinary action.

CELL PHONES OR OTHER ELECTRONIC DEVICES
Cell phones need to be turned in to the front office if brought to school. The use of cell phones and electronic devices is prohibited on school campus or on field trips unless in use for a school-approved activity. The exception to this is stipulated above during carpool for ride related communication in afternoon carpool.

FIRST OFFENSE: Phone or other electronic device will be confiscated and kept in the office for a day. Students will be given a silent lunch.

SECOND OFFENSE: Phone or other electronic device will be confiscated. Besides another silent lunch being issued, notification will be sent home that a parent must pick up the phone or electronic device from the principal.

COMMUNICATION
Teachers will post assignments daily on Sycamore. Rubrics and other helpful materials will also be posted.
Please contact teachers through Sycamore immediately with any concerns. Teachers will respond within forty-eight hours.

CURRICULUM
(See Student Handbook.)

DRESS CODE
Please look over the general guidelines in the Student Handbook concerning dress code. The following are some guidelines pertaining only to Middle School.

Shirts
● Students must follow the general guidelines in the Student Handbook that are applicable to shirts with the exception that they are allowed to wear any color.

Pants/shorts (All bottoms must be either khaki or navy in color)
● Shorts must be worn modestly with at least a three-inch inseam.
● Note the leggings section in the general guidelines under pants as well.

Skirts/Skorts (These must also be either khaki or navy in color.)
● Hem must be at least mid-thigh in length.

Outerwear Any type of hoodie or sweatshirt is allowed as long as the logo is appropriate. The shirt worn underneath the outerwear must follow the uniform guidelines.

Makeup
Girls may wear light mascara or cover up. Makeup should not be reapplied during the school day.

Special Dress Days/Dress Down Days
On most Thursdays and specially designated days students will be allowed to dress casually. Please do not wear anything that would be considered offensive or provocative.

Special Event Dress Code
Boys should wear navy pants or shorts, a white collared shirt (short or long sleeved) tucked into pants. A belt should be worn if pants have belt loops. Girls should wear a navy skirt, skort, or jumper with a white collared shirt.

PE Dress Code
Middle School students will follow the PE Dress Code outlined in the general guidelines in the Student Handbook on their prescribed PE day.

Consequences
As stated in the Student Handbook, the following will occur if dress guidelines are violated:
1. On the first offense, the student will be issued a warning that must be signed by a parent and returned to school. At the principal's discretion, the student may be asked to phone home for another item of clothing or one may be provided by the school.
2. On the second offense, the student will be sent to the school office where he/she will remain until a parent can be contacted and an appropriate item of clothing brought for the student.
3. Subsequent offenses will result in a conference between the principal and the parents to review and identify the problem and help find and appropriate solution.

HALLWAY PROCEDURES
Promoting good decorum throughout our school is very important. During passing time students are expected to act in an appropriate manner. No running or screaming is allowed.

HOMEWORK
Homework is a form of assessment and can be used to shape instruction. The Middle School faculty assigns homework to help students develop their work habits and to collect evidence of learning and understanding.

What is homework?
Homework is defined as any assignment for study or preparation to be completed outside of class. As with all schoolwork, but specifically with homework, the interaction with the teachers, students, and parents is essential for successful completion of the tasks. Yet, the final responsibility for completing the homework rests with the students.

The purpose of homework is many-fold:
• to reinforce concepts introduced in class
• to establish study habits
• to participate in research activities
• to enrich the instructional topic
• to supplement and complement daily classroom activity
• to help the students become more self-reliant

Homework assignments include the following:
Practice: exercises to follow classroom instruction
Preview: assignments to prepare for subsequent lessons
Extension: assignments to transfer new skills or concepts to new situations

Creative: activities to integrate many skills toward the production of a response or product

Teachers will use the following guidelines when assigning homework:
• The homework assigned will have purpose as stated above.
• Time will be provided in class to clarify the homework assignment.
• Long-term assignments will have established checkpoints.
• Homework is not restricted to written assignments. Students may be asked to read leisurely and/or study and review notes and text.

Planners
The school issues Middle School students a daily planner. Students are expected to bring this planner to all of their classes and to record all of their homework assignments as well as other important school commitments in this planner. **Sycamore is not to take the place of students writing assignments in their planners.** The planner is an important tool for students at the end of the day to help them determine the necessary items that they need to take home. This planner can also be used to monitor homework and as a communication tool between teachers and parents.

Allocation of Time for Homework
Below are guidelines for the approximate time students should be spending on homework each night broken down by grade level. Teachers strive to give less homework on Wednesday nights because of church functions, but they may occasionally assign a test or quiz due to unavoidable circumstances. Students should also plan ahead for long-term projects that are due on Thursday.

Grade 6: Approximate time per evening is 75 minutes
Grade 7: Approximate time per evening is 90 minutes
Grade 8: Approximate time per evening is 100 minutes

Special Items to Note:

● Actual time required to complete assignments will vary with students' study habits and academic skills.

● Parents are encouraged to contact their child's teacher(s) if he/she is spending an inordinate amount of time doing homework or doing very little homework.

● Especially with online assignments, parents may want to supervise to make sure that their child is using his/her time wisely. Students will need to have access to a computer and an Internet connection.

● Teachers may assign a due date for a homework assignment over a period of days. Assignments given over a period of days require additional time. Students may experience difficulty completing the assignment satisfactorily the night before the due date.

• If an assignment requiring online sharing is given, students will need to turn in the assignment by the deadline.

• Students will not be able to use the printer at school unless they have a note from their parents, stating that they are having printer issues.

Major Projects/Tests
Major projects include research reports, book reports, and other assignments teachers designate as major projects. Work on these projects may exceed the maximum minutes per night. The Middle School faculty keeps a calendar and coordinates due dates so that students will not have more than two tests scheduled and/or major projects due on the same day.

Late Work
Students need to refer to each teacher's syllabus for information regarding late work.

Responsibilities of MS Faculty:
• Assign relevant, challenging and meaningful homework that reinforces classroom instruction
• Give clear instructions and make sure students understand the purpose of the homework
• Allow students time to record the homework in their Student Planner
• Give feedback and/or correct homework if appropriate
• Communicate with other teachers
• Involve parents and contact them if a pattern of late or incomplete homework develops
• Post homework on Sycamore
• Rubrics will be uploaded to Sycamore for major projects

Responsibilities of Parents:
• Set a regular, uninterrupted study time each day
• Establish a quiet, well-lit study area
• Monitor organization and daily list of assignments in their child's agenda and online
• Check to make sure that their child is keeping up with long-term projects by looking over rubric in his or her possession or posted online
• Help their child work to find the answer, not just get it done
• Be supportive when their child becomes frustrated with difficult assignments
• Contact teachers to stay well informed about their child's learning process

Responsibilities of Students:
• Write down assignments in their planner
• Be sure all assignments are clear; don't be afraid to ask questions if necessary
• Set aside a regular time for studying
• Find a quiet, well-lit study area
• Work on homework independently whenever possible, so that it reflects students' ability
• Produce quality work

• Make sure assignments are done according to the given instructions and completed on time
• Check Sycamore daily for announcements and assignments.

HONOR CODE
Academic
Honor is the moral foundation upon which a quality education is built. The rules concerning RLS Middle School students' behavior derives from the school's academic Honor Code.

The Honor Code includes all aspects of honor in a school setting, particularly lying, plagiarism (whether from a print or electronic source), and cheating (including the copying of another's work, even if a student freely "lends" his/her work, in which case the "lender" is also cheating).

A first step for understanding the Honor Code is to specify for all students what is expected in terms of procedures for homework, quizzes, tests and papers, and to state the consequences for Honor violations. Each teacher will ensure that students receive a thorough orientation the first week of classes.

The Honor Pledge is an expression of one aspect of the Honor Code, but it does not cover every aspect of it:

"I pledge that I have neither given nor received unauthorized help on this _____. Signature _____"

The Honor Pledge and Honor Code apply to everyone, regardless of subject matter or accommodations made for a student or an assignment, and are in effect for all academic work. The Honor Code encourages each student to do his/her best at all times to uphold the values, dignity, pride, and integrity appropriate for a RLS student.

Consequences for Honor violations will be as follows:
FIRST OFFENSE:
1. The student receives a zero on the assignment.
2. The parents are notified.
3. The student meets with the principal and is assigned a before school detention.

SECOND OFFENSE:
1. The student receives a zero on the assignment.
2. The parents, student, teacher, and the principal have a conference.
3. The student serves an in-school suspension for one day.

THIRD OFFENSE:
1. The student receives a zero on the assignment.

2. The parents, student, teacher, and the principal have a conference in which the student's future at RLS will be discussed.
3. The student serves an in-school suspension for two days.

Internet Usage
As stated earlier, the Honor Code encourages each student to do his/her best at all times to uphold the values, dignity, pride, and integrity appropriate for a RLS student.

In the world of technology, this commitment applies whether students are on campus or off. Resurrection Lutheran School expects that students' behavior in the electronic world will reflect the same standards of honesty, respect, and consideration that they use face-to-face with others. Specifically, all students are expected to act with an understanding of the following:

• **Actions can hurt or heal, whether in person or online.** Therefore, students should be cautious and respectful in all online communication. Electronic transactions are persistent and replicable and can be forwarded, copied, or traced. **A piece of gossip, an insult, or an unflattering video can last forever on the Internet.**

• Some activities on the Internet are illegal. They include, but are not limited to making threats, harassing others, committing fraud, stealing, vandalizing, and violating copyright or trademark rights of others (including improper copying of licensed software).

• Some activities are illegal for minors and/or do not belong in a school setting or for that matter any other setting, include viewing, downloading or transmitting pornography or materials containing obscenities.

Students participating in any Internet activity that violates the School Honor Code whether the episode occurs on or off school campus may be subject to disciplinary action. Students will be required to sign a Technology Acceptable Use Policy (TAUP) at the beginning of the school year. Students may only bring in their own electronic devices at the request of a teacher after returning a signed Bring Your Own Device (BYOD) form to the RLS Technology Coordinator.

INELIGIBILITY
Students earning below a C in any course may not participate in any activity that meets more than two times per week after school until the grade is back to a C level. If ineligible, the student's grades will be assessed four times a quarter.

KEYBOARDING
Successful keyboarding is an essential skill for utilizing today's educational technologies. It is very helpful for middle school students to be able to confidently input data that will help them complete various assignments and projects for school. To this end, a keyboarding

efficiency of 30 words per minute with 85% accuracy has been established as the goal for all middle school students.

LOCKERS

Students are assigned a locker and may request a combination lock from school. Students should not give their combination to anyone. Students are expected to keep all of their belongings in their lockers. If students have a large item that they are unable to fit in their locker, they may hang it from one of the hallway hooks or store it in a classroom cubby. Students should not bring valuables to school. The school is not responsible for lost or stolen items. The hallway floor is not for storage. Occasionally during the day, teachers will sweep the hallway for items not properly stored and will place them in the lost and found in the office. Students will need to check in with the office to reacquire their items.

LOST AND FOUND

Middle School lost and found is located in a bin opposite room 251.

LUNCHROOM ETIQUETTE

During lunchtime, all students are expected to report to the designated lunchroom. If serving a silent lunch, the appropriate teacher will obtain those students at this time. Students that wish to spend lunchtime for a variety of reasons in a teacher's room need to schedule that with the appropriate teacher before lunch. The teacher will then come to the lunchroom when she is ready to have those students in her classroom. If students have lunch cleanup duty on a given day, the last 20 minutes of the lunch period will be spent performing their duties.

• Students should talk at a low level and are expected to act appropriately.

• Students may purchase sodas from the soda machine in the front stairwell at lunch time on Fridays. Otherwise, students are not allowed to purchase a soda from 8:15 am-3:30 pm.

PARENT EXPECTATIONS AND INVOLVEMENT

(See Student Handbook.)

SCHOOL PROPERTY

Students are expected to respect all school property and to help maintain the physical plant and equipment through thoughtful use. Students will bear the financial responsibility for repairing any damage that they cause.

STUDENT PERFORMANCE

Sycamore

Parents may monitor their child's achievement and performance in each subject by securely logging in to Sycamore Education.

Teachers will update the due dates for assignments daily, and post grades for their classes on Sycamore by Tuesday for the previous week. When possible, the teacher will daily post if an assignment has not been received. Due to the grading time for long-term assignments, essays, and tests, the teacher may need a longer time period to grade some of these assignments.

Please keep in mind that the overall grades that a student has earned during a quarter marking period are a snapshot of a child's current academic performance. They may not be an accurate representation of a student's overall performance, particularly early in the quarter when one small assignment or quiz can have significant impact on an overall grade. Parents should focus on individual assignment grades and comments that their child has earned in each class as opposed to overall grades to get the most accurate view of their child's achievement.

Interim Reports
An interim report will be posted on Sycamore at a specified date near the middle of the quarter. The interim will provide parents with information about their child's performance in two areas: *Academic Performance* and *Work Habits* (See below)*.* Interims can many times point out areas of improvement in order to allow students time to make the necessary changes for a successful quarter.

Quarter Reports
Quarter reports are issued each quarter or four times per year to parents in order to provide information about their child's performance. Notice is sent out electronically via email and the report cards will be available through Sycamore. Electronic acknowledgement of receipt of the report card will be done through Sycamore.

Academic Performance
Teachers will assess student performance and understanding in relation to subject specific standards and benchmarks. Listed below is the scale used to report on student achievement for each subject.

RLS Grading Scale
93%-100%=A
85%-92%=B
77%-84%=C
69%-76%=D
68% and below=F
Incomplete=I Student has not completed course requirements and has made arrangements with teacher to complete requirements.

Work Habits

For the interim report, teachers will assess student work habits holistically using a menu of comments. However, this rubric will not be used on the report card. Teachers will provide detailed comments when necessary.