

# Resurrection Lutheran Middle School

## Student Handbook Addendum

Updated August 2021



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.

*While every effort is made to ensure the accuracy of the information provided herein, Resurrection Lutheran School reserves the right to make changes at any time without prior notice. Nothing in this handbook should be construed as establishing a contract between Resurrection Lutheran School and any student or parent of a student.*

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 at RLS. 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 8:30 am must report to the office with a parent or note, sign in, and get a pass to class. If a student arrives after 8:30 am and does not sign in at the front desk, they will be marked absent for the entire day.

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.

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 8:30 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 Request for Excused Absence (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 Google Classroom for their daily homework assignments. Any classroom handouts, if not posted in Google Classroom, 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 who 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.
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. Each teacher uses a "Three Checkmark Daily System" per class. Three checks during one class period will result in a silent lunch. Parents will be notified by email if their child receives a silent lunch.

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 a 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**

Students will be dismissed from their homeroom or elective classroom when called for using the carpool number system.

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. once permission is granted by the faculty attendant)
- physically touch each other, even in fun

### *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 into the student's homeroom class cell phone storage area. 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.

### **COMMUNICATION**

Teachers will post assignments in Google Classroom. 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 guidelines pertaining only to the 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 solid color.

**Pants/shorts/skirts/skorts:** All bottoms must be either khaki or navy in color.

- Shorts/skirts/skorts hem must be no shorter than 7 inches from the crease of the back of the knee.
- Note the leggings section in the general guidelines under pants.

Leggings/jeggings/tights/workout pants/yoga pants, etc. can only be **worn under shorts, skirts or dresses**.

**Outerwear:** If students desire to wear an "outerwear" garment in the school (not a coat that they are wearing to school that is then stored in their locker or on their hooks for the day, but for instance a sweatshirt that they may wear in class over their regular dress clothes) they will need to wear one of any **solid color** (just as the shirt rule). Hoodies,

fleece jackets, sweatshirts or sweaters are all acceptable. RLS logo is NOT required, **but other logos or designs are NOT permitted.** Exceptions will be made for “vintage” RLS spirit wear.

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

**Dress Down Days:** Dress Down Day is simply a day that our students can choose to wear clothing that is not designed to be part of the general dress code during the rest of the week. We ask that students strive to maintain a neat, clean, and well-groomed appearance in their Dress Down Day choices. *Clothing with controversial/political/or social commentary will not be allowed.*

**Shirts:** T shirts are acceptable with or without logos as long as any logo is deemed appropriate for school wear. Sleeveless shirts for girls in warmer weather are permissible as long as they have material between the neckline and arm at least “three fingers” wide (no “spaghetti straps”), and are form-fitting around the armpit area. Racerback tanks or T-shaped back tanks are not allowed. No plunging or scooped necklines. No see through or meshed material.

**Pants/shorts/skirts/skorts:** **Shorts/skirts/skorts must be no shorter than 7 inches from the crease of the back of the knee.** Garments should fit properly and not be tight fitting. Athletic cut shorts are permitted as long as they meet the 7 inch rule. *Leggings/jeggings/tights/workout pants/yoga pants can only be worn under shorts, skirts, or dresses.*

**Outwear:** Same as regular dress code above with the addition that they need not be of a solid color. **Appropriate** logos are permitted on dress down days.

**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 in pants that have belt loops. Girls should wear navy pants, shorts, skirts, skorts, or jumpers with white collared shirts.

**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. If there is more than one PE day a week, students will be informed which day will be prescribed PE uniform day and which will not.

**Consequences:** The following will occur if dress guidelines are violated:

*Dress code violations will result in the student being 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.*

## **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 assign 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 a 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. 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. Each teacher has a google classroom and will post assignments. Parents and students should check Sycamore for missing graded work.

### *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 60 minutes**

**Grade 7: Approximate time per evening is 75 minutes**

**Grade 8: Approximate time per evening is 90 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.

### *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 in Google Classroom
- Rubrics will be uploaded to Google Classroom 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 Google Classroom for assignments and Sycamore for grades daily.

## **HONOR CODE**

### *Academic*

Honor is the moral foundation upon which a quality education is built. The rules concerning RLS Middle School students' behavior derive 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.

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.

## **LUNCHROOM ETIQUETTE**

During lunchtime, all students are expected to report to the designated area outside, or inside the classroom assigned for inclement weather. If serving a silent lunch, the appropriate teacher will obtain those students at this time.

Students should throw away any trash leftover from lunch.

## **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.

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 a 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 the 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.

**HONOR CODE STATEMENT**

**I pledge that I will neither give nor receive unauthorized help during the academic year.**

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

I have read the Middle School Handbook Addendum including the student Uniform Dress code policy and the student Dress Down Day policy.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_