



Middle School Handbook

2019-2020 School Year

Middle School Philosophy

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"God's Story...Our Story"

Psalm 107:2

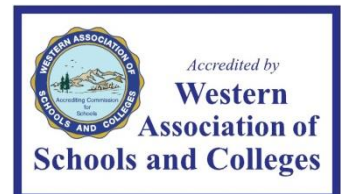
St. Paul's Lutheran School

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St. Paul's Lutheran School Middle School Philosophy

A bridge between elementary school and high school

The St. Paul's middle school "Bridge" is built on faith exploration, rigorous academics that prepare invested students for advanced and AP classes in high school, powerful experiences to support and engage students in their learning, and the use of 21st century tools with which to connect, investigate and communicate.



St. Paul's Middle School – “The Bridge”

Faith Exploration

- Encourage spiritual growth and maturity
- Strengthen identity as a redeemed child of God

Academic Excellence

- Prepare for success in high school and beyond
- Develop as independent, accountable learners

Relationships

- Respect/responsibility/self-control
- Contribute positively to communities
 - Family involvement

St. Paul's Lutheran School Middle School Supply List

Students are to bring the following items to school on the first day or orientation:

Three boxes of #2 pencils (24 count)

Combination lock for the locker

One 1"-2" three ring organizational binder with dividers for all subjects

One ½-1" 3-ring notebook for ELA only

1 box of Kleenex

1 container of disinfecting wipes

1 package of graph paper

1 extra-large book cover (all)

+ 1 extra-large book cover (7th/8th)

*Handbell students will still need a black 1" 3-ring binder

*Chromebooks will be supplied in class to use

Do not bring the following items to school:

Permanent markers (Sharpie markers)

Scissors

Toys

Perfume/lotion/body spray

Shoebox size supply boxes

Ipad

Home supplies:

colored pencils and/or fine-tipped colored pens

Printer/Printer Ink

paper

St. Paul's Lutheran School

Middle School Discipline Policy

At St. Paul's Lutheran School we have the opportunity to learn about the Lord Jesus Christ and how to live as He did. To love God and to love our neighbor is God's prescription for our behavior, and it serves as a very practical guide for our thoughts, words, and actions.

Where wrong is done, asking for and granting forgiveness should be a normal procedure among students and teachers. Granting forgiveness, however, does not displace the need for some training in behavior through disciplinary procedures.

The middle school teachers recognize and appreciate good behavior. Students are expected to follow the St. Paul's Shark Code of Conduct:

- Share and show God's love**
- Honor God with my words and actions**
- Accept responsibility for my academic success**
- Respect God, others, and myself**
- Keep praying**
- Serve the Lord with gladness**

The teacher will establish or may choose to have the class develop a list of classroom rules based on these guiding principles.

Choosing to break classroom rules will lead to the following progressive consequences:

1. The student receives a verbal warning.
2. If the behavior continues, the student loses their right to be in the classroom.
3. Continued misbehavior results in contacting parents.
4. Further inappropriate behavior results in a conference with the principal.

St. Paul's Lutheran School

Middle School Homework Policy

Homework at St. Paul's

Homework is designed to reinforce concepts and practice skills taught in the classroom. Homework may also be assigned as preparatory reading or as projects designed to give students out-of-classroom experiences that deal with concepts addressed in the classroom. Homework is not designed to be busy work. Homework either prepares a student for class or reinforces what has already been taught.

Learning takes place through a variety of classroom activities and experiences. Teachers plan and prepare age-appropriate lessons to equip students with knowledge which will enable them to be successful at the next level of learning. For this reason, it is important for students to be in school and to complete assignments on time. If for any reason a student is absent they should complete missed assignments as quickly as possible, yet not more than one week after the absence. Because so much of one day's learning is dependent on the prior day's learning, any delay in assignments can easily hamper student success. Students who do not turn in an assignment or project on time may be penalized.

We urge all parents to take an active interest in their child's homework. It is the responsibility of the student to properly record assignments in student planners (digital or notebook) and complete work on time. Concerns relative to homework should be immediately addressed to the teacher who assigned the work. Long term research assignments or projects should be carefully planned giving adequate time so as to avoid last minute rush efforts.

Definition of Homework

Homework is defined as tasks assigned to students by school teachers that are intended to be carried out during non-school hours. Three categories of homework exist at St. Paul's.

1. Daily Homework – homework assigned one day and due the next.
2. Short Term – homework assigned and due within a week (spelling units, tests, map of the week, etc).
3. Long Term – homework assigned more than one week before the due date (research papers, projects, book reports, etc.).

Successfully completing all three categories of assignments is significant to developing organizational and time management skills.

It is the responsibility of the student to:

1. Complete assigned homework.
2. Keep an up-to-date planner (either electronic or written) for homework and other assignments and their due dates.
3. Clarify with the teacher any instructions not understood.
4. Turn in homework on the due date.
5. Complete homework in proper form, clearly identified with name and class, legibly written or typed, and grammatically correct (refer to St. Paul's Study Skills Policy).
6. Complete and print homework and have it ready to be turned in upon arrival at school.
7. Arrange a proper study area, either at home or in school, and manage time to accomplish homework assignments.
8. Establish a regular weekly study schedule that is relatively free from distraction (texting, non-academic computer use, television, telephone calls, etc.)

It is the responsibility of the parent to:

1. Make homework a daily priority.
2. Assume your student will have homework to do every night (Monday-Friday).
3. Set up a comfortable location for doing homework. This does not have to be a "special" room, but should have good lighting and be free of distractions. Allow your student(s) to study in the way each of them learns best.
4. Make sure your student has the necessary supplies, such as a working printer, paper, etc.
5. Work with your student's outside activity schedule and preferences when setting up a regular homework time.
6. Check regularly to see what homework has been assigned.
7. Show interest in your student's schoolwork and discuss what your student is learning.
8. Discuss with your student and then, if necessary, contact the teacher to clear up any misunderstandings, troubleshoot problems, and be informed about your student's learning progress.
9. Assist your student with time management, especially for long term projects.
10. Check FACTS/RenWeb regularly to monitor student progress.
11. Coordinate homework efforts with the teacher in special cases.

It is the responsibility of the teacher to:

1. State clearly the purpose of the homework assignment.
2. Explain how the homework assignment is related to the topic under study.
3. Ensure that the child has the skills to complete the homework assignment by providing demonstration of skills during guided practice in the classroom.
4. Explain how the homework assignment might best be carried out.
5. Explain what the student needs to do to demonstrate the homework assignment has been completed.
6. Provide specific written explanation of long-range assignments so that the requirements and expectations are clearly understood by the students and their parents.
7. Review the homework assignment before giving it to students and anticipate difficulties.
8. Define “late” for assignments and consequences for lateness, and clearly communicate both to students. Repeat periodically.
9. Post homework assignments in the classroom, have students write down homework assignments, or hand out written assignment instructions.
10. Use results of homework to plan future instructional activities.
11. Include homework as part of the student’s overall grade.

It is the responsibility of the administrator to:

- A. Communicate the school’s homework policy to parents.
- B. Monitor the implementation of the policy.
- C. Serve as mediator, should the need arise.

St. Paul's Lutheran School

Middle School Study Skills Policy

Students can study more effectively if they are learning in a stable, organized classroom environment. This environment can be provided in part through a set of school-wide routines and materials.

1. **Classroom rules**-- appropriate classroom rules enhance learning.
2. **Organized notebooks**—Well-organized notebooks help a student complete, categorize and make assignments more accessible.
3. **Assignment Planners (digital or notebook)**—A planner helps a student to record daily assignments and note when tests or projects are due. Parents should monitor assignments on a regular basis.
4. **Time Management**—Effective time management means setting aside adequate time to complete homework before the start of the school day, and for studying and preparing for tests.
5. **Assignment Guidelines**—The following guidelines promote consistent, well-organized student papers:

Heading: Left side, beginning on the top first line:

Name

Date

Subject, page and problem numbers

**Margins and
Font:**

Handwritten work: Left and right paper margins (red lines on notebook paper) are used to indent from the sides of paper

Word processed work: 1 inch margins

Font: 12 point standard fonts (i.e. Arial, Times New Roman, Century Gothic)

Pencils:

Only #2 pencils may be used.

Use of Ink:

Pencil will always be used for math.

Blue or black ink may be used for written assignments.

Paper:

3-hole punched, white, lined paper, with clean edges. Assignments which are ripped or crumpled will not be accepted.

Cursive Writing:

Discretionary use by classroom teacher.

Book Covers:

All hardbound books will be covered to avoid damage and potential book fines.

**Assignment
Planners:**

Digital or notebook planner available.

FACTS/RenWeb is an Internet-based grade reporting system that allows parents to continually monitor student progress. Teachers will frequently update each student's assignments and grades upon completion. Parents are expected to regularly check their child's progress. Printed progress reports are not distributed.

Plagiarism *is submitting someone else's work as one's own or attempting to blur the line between one's own ideas or words and those borrowed from another source.* Each student is responsible for completing assignments. Work copied from textbooks, the Internet or other students will receive no credit. Allowing another student to copy answers from one's work is not acceptable and can result in an assignment receiving no credit.

Make-up Work: Regular school attendance and timely completion of assignments are vital to academic success. Middle school students must complete make-up work from an absence within one week of that absence. Sooner is desirable. There is no grading penalty for make-up work as long as it is submitted within that week. *Students with excessive absences may be placed on a contract to complete work.*

Late Assignments: Homework is due at the beginning of the school day. Late work will receive only partial credit. Late assignments will not be accepted more than one week after the initial due date. Some assignments may be redone if they are a failing grade, but there are limitations on time allowed to redo them. A redo assignment grade may not completely replace a failing grade, but the student may receive a higher grade. It is up to the teacher to determine which assignments may be redone. Only assignments that receive a failing grade may be considered.

Technology Resource Acceptable Use Policy

Staff and students of St. Paul's Lutheran School need to have technology resources available to enhance instruction and enrich learning experiences. With the availability of Chromebooks, computer resources and the internet, comes the need for responsible, efficient, ethical and legal behavior on the part of the users.

All students are expected to exercise common sense, decency, and a Christian attitude with regard to the good stewardship of their and school technology equipment.

Internet Use

The use of the Internet is a privilege, not a right. Inappropriate use can result in the cancellation of those privileges. Unacceptable uses of these resources will result in the suspension or revoking of these privileges, as well as discipline and or monetary consequences. Students will be allowed to access resources on the Internet from a school computer. The Internet can be an incredibly wonderful learning tool, but it also requires a great deal of responsibility on the student's part. For student safety, the school has installed restrictive software for inappropriate Internet sites. I agree that I will only use the Internet under the direction of my classroom teacher. If I am found to have attempted to or gained access to inappropriate materials or used the Internet for activities other than specified by my teacher, I am subject to disciplinary action and the termination of computer/Chromebook use at St. Paul's Lutheran School. My use of the school's internet will be consistent with the policies and educational goals of the school. Examples of unacceptable uses include but are not limited to:

- Using our equipment for any illegal activity, including downloading any software or copyrighted material in violation of copyright law.
- Using our equipment for financial or commercial gain.
- Degrading or disrupting equipment or on-line system performance.
- Vandalizing or altering the data of another user.
- Wastefully using finite resources.
- Gaining unauthorized access to resources or entities.
- Invading the privacy of individuals.
- Using on-line accounts without authorization or permission.
- Posting anonymous messages or personal communications without the author's consent.
- Using on-line resources for viewing inappropriate materials.
- Giving out on-line account numbers or passwords to unauthorized people.
- Making or posting indecent remarks, proposals or materials.

Chromebook Use

The use of the Chromebook is a privilege, not a right. Inappropriate use can result in the cancellation of that privilege. Unacceptable uses of this resource will result in the suspension or revoking of these privileges.

Expectations and prohibitions for Chromebook use include but are not limited to the following:

- Students will take good care of their Chromebook.
- Students will know where their Chromebook is at all times.
- Students will keep food and beverages away from Chromebook.
- Students will not disassemble any part of their Chromebook or attempt any repairs.

- Students will use their Chromebook in ways that are appropriate, educational, and meet St. Paul's Lutheran School policies.
- Students are responsible for backing up their important documents in a timely manner.
- Students are prohibited from sending e-mail and instant messages, or chatting on their Chromebook during school hours, except for clearly defined school-related purposes and with faculty approval. Using the Chromebook to secretly communicate to anyone else is prohibited, regardless of the method used.
- Using the Chromebook to secretly communicate to anyone else is prohibited, regardless of the method used.
- Inappropriate material- including vulgar, obscene, or violent text, photos, animations, videos, or music- is prohibited from installation on the Chromebook.
- Students are not allowed to play games during school hours, except educational games when such use is directed by faculty members.
- Illegal use or transfer of copyrighted materials is not allowed.
- Students are prohibited from installing any application software.
- I understand that my Chromebook is subject to inspection at any time without notice.
- I agree to keep the Chromebook and power cords in good working condition.

Student Technology Agreement

I agree to follow all rules and guidelines I am taught in all of my work with computers, Chromebooks, and technology equipment. I understand that technology use by students at St. Paul's is a privilege, not a right, and that if I fail to live up the terms of this agreement, my use of technology may be temporarily or permanently terminated. By signing this agreement, I agree to the following terms:

- I will not waste time on non-academic use of the computer.
- I agree that I am responsible for any damage to the equipment by my failure to follow directions or school policies regarding computer use.
- I recognize that the rights of people who work to create software are protected by copyright laws; therefore, I will not make unauthorized copies of software or Internet information found on school computers.
- I will not attempt to "hack" or gain unauthorized access to system programs, files, software or computer equipment.
- I will follow my teacher's instructions and rules for using the equipment at all times.

I have read and understand my responsibility as the parent or guardian for actions by my child regarding the use of computer hardware, Chromebook, software, and internet access at St. Paul's Lutheran School. I have personally discussed this agreement with my son/daughter and have made them aware of the conditions and consequences of misuse.

St. Paul's Lutheran School

Student Dress Code/Uniform Standards

The students of St. Paul's have a unique responsibility to reflect their Christian beliefs in their behavior, attitude and appearance. Therefore we believe that a **neat, well-groomed appearance** is necessary to support our Christian philosophy of educating the whole child. Our community should not be distracted by needless concerns that are not in line with the philosophy of our school. With this in mind, St. Paul's Lutheran School adheres to a school uniform policy for all students grades K-8.

All uniforms can be purchased at Land's End Uniforms. We recommend that families purchase uniform items through Land's End for color consistency. However, to be sensitive to the financial needs of school families and to allow the convenience of shopping locally, parents may purchase some uniform items at JC Penney, Nordstrom, Gap / Old Navy school uniform departments only. French Toast, Lee School and Basic Edition items may be available from Target, Walmart or on the internet.

Uniform items purchased anywhere other than Land's End and the designated stores listed, may not be acceptable. All items purchased elsewhere must match the color, style and length of the standard items from Land's End. They may not have any labels, logos, or writing showing and may not be oversized or undersized. All items with the St. Paul's Lutheran School logo must be purchased from Land's End.

Girl's Chapel / Required Uniform (Wed.)

Grades K-4: Plaid chapel jumper with Peter Pan collar, button down blouse.

Grades 5-8: Plaid skirt with navy blue logo polo.

Girl's Optional Uniform Items (M, T, TH, F)

Jumper: Khaki, gray or navy blue. Pants: Khaki, gray, navy blue. Skirt/Skort/Shorts: Khaki, gray, navy blue. Shirt: (Polo shirt short sleeve) gray, white, navy blue, baby blue with logo (Polo shirt long sleeve) gray, white, navy blue, royal blue. Blouse: White collar short-sleeve or long sleeve. Crew neck sweatshirt: royal blue or gray with logo. Belt: khaki, navy blue, black, brown (Belts may be web style or plain leather, without logos). Modesty Shorts: Navy blue, white, or black only (bicycle style shorts to be worn under jumper or skirt; must be shorter than the jumper or skirt).

Boy's Chapel/Required Uniform (All Grades)

Pants/shorts: Khaki

Shirt: navy blue , short sleeve polo shirt with logo.

Boy's Optional Uniform Items

Pants: Khaki, gray or navy blue. Shirt: Polo shirt, short-sleeve: navy blue, white, royal blue, gray. Polo shirt, long sleeve: navy blue, white, gray, royal blue. Shorts: Khaki, gray, & navy blue. Crew neck sweatshirt: navy blue, gray. Belt: Plain, no logo black, brown, khaki, gray, navy blue

Accessory/Clothing Guidelines

1. **Shoes** - Plain in design, athletic or flat dress, non-scuff shoe. Toes and heels must be enclosed. No heels. Shoes requiring laces must be worn with laces in and securely fastened. Shoes must be worn with socks or tights at all times.
2. **Socks** - They may be white, black, navy, gray, or khaki (solid/no print). Girls may wear white, black, or navy blue (solid/no print) tights.
3. **Outerwear** - In the classroom sweatshirts or sweaters of solid color: gray, white, royal blue, navy blue or black (No logos, tags, stitching or wording other than St. Paul's logo). Out of the classroom outerwear (heavy jackets, coats, rainwear) of standard uniform colors are permitted, but must be removed immediately upon entering the classroom. Hooded sweatshirts may be worn, but the hood may not be worn on the head on campus. Evidence of a uniform shirt must show at the neckline of all sweatshirts. 7th and 8th graders may wear their camp sweatshirt from their personal visit to camp.

4. **Skirts/Jumpers/Skorts** - Length of skirts, jumpers, and skorts must be no more than 2" above the knee. Jumpers must be worn with a polo shirt or blouse underneath.
5. **Shorts** - Length of shorts must be no more than 2" above the knee. Shorts may not be rolled up. Shorts may not be cargo style-they must be uniform style with inner pockets. Middle school students may bring athletic shorts for PE, but they must adhere to length standards.
6. **Shirts - Solid, white short-sleeved t-shirts or tank-tops may be worn under uniform polo shirts.**
7. **Pants** - All pants should be ankle length. No oversized, undersized, or baggy will be allowed. Leggings may not be worn alone. All leggings must be solid colors and adhere to the designated school colors. (Uniform pants and shorts do NOT have outer pockets on the back side.) Leggings should only be worn for cold weather reasons. Pants may not be overly tight.
8. **Belts** - Solid khaki, black or navy blue or brown only.
9. **Neatness** - All uniform items must be maintained in good repair, clean, and appropriate in size, fit, and length. Clean, unwrinkled, and hemmed. All shirts and blouses except sweatshirts are to be tucked in on chapel days and for performances. Clothes should be worn that fit the size of the wearer. Uniforms should be free from tears, rips or holes.
10. **Conservative-** Hair must be groomed, neat and clean and must be kept out of the eyes at all times. Boys' hair must be above the shirt collar. Hairstyles, which tend to draw undue attention, are to be avoided. Natural hair colors only. Hair accessories must be in solid navy blue, gray, white, or black, or matching plaid. Any make-up worn must appear natural and conservative.
11. **Accessories-**Hats are not to be worn in the classroom. Hats may be worn on the playground -- Khaki, navy blue, royal blue or gray plain/solid/no logos/pins. One pair of stud type (no large hoops or dangles) pierced earrings may be worn on the earlobes. Jewelry must not distract from the uniformity of dress code policies and must adhere to school uniform colors. Parents and students alike are expected to cooperate with the school in maintaining pride in the appearance of our children.
12. **Other St. Paul's T-shirts** (from other events or special promotions) may be worn on Fridays ONLY.
13. **Compliance** - All students must be in full compliance with the uniform dress standards during class hours and while enrolled in daycare or school-sponsored after school activities on campus. If approved garments do not fit your child, a waiver may be obtained from the administration for purchasing other brands.

Violation of the Uniform Dress Standards:

First Violation: Verbal warning, email notice may be sent to parents

Subsequent Violation (s) in the same Trimester: Parent will be required to bring the appropriate uniform apparel to school that morning or choose the option to purchase the appropriate apparel from the school. Principal will make the final decision regarding dress code violations.

All items must match the color, style and length of Land's End items.

Shirts must be long enough to remain tucked on chapel days and for any performances.

Shorts, skirts and skorts must be worn no more than 2" above the knee.