

Lehigh Christian Academy

Middle School Handbook

2016-2017

Welcome to LCA Middle School

We have put together this handbook in order to help us work together this year in ministering to your child. Of course, this material is not exhaustive. While we reserve the right to make changes, most of this information is “tried and true.” We hope that putting it all together in a handbook makes things a little easier for everyone.

Please note that the last page is to be returned to the school within one week of your receiving this handbook. This must be signed for continued enrollment in LCA. Students are also required to sign this page before it is returned to the school.

Priorities

School comes first. Of course, there is more to life than school. Even so, by its very nature, schoolwork must take precedence for each student at LCA. Exceptions for special events in which the student is involved (e.g. concerts, recitals, plays, competitions, etc.) may be worked out ahead of time.

Students that are requesting to be excused from daily school activities for dancing lessons, gymnastics, swimming lessons, sporting events, etc. will be handled on an individual basis. Students may not be excused if their academic performance is jeopardized.

Students in grades 6-8 *MUST* attend required activities like the Christmas program, Open House, Science/Stem Fair, Spring Concert and Graduation. Students should not be excused from these required activities for outside activities. Requests to be excused from any of these activities must be submitted to the Administration at least two days prior to the event. Please realize that even if requests for excuses are granted::

- **failure to attend the required musical activities could impact their academic grade in music.**
- **Students in grades 6 & 7 who do not attend graduation will be excluded from the last day activities at school.**

Sixth and seventh grades are responsible to host the Eighth Grade Graduation Reception. Parental and student help is required for this event.

Homework

Homework assignments may be given on any day of the week. Homework assignments for Wednesday evenings may be minimal because we want to encourage our young people to participate in church activities.

Homework is an important part of each student's educational process. There is a Homework Policy regarding missed assignments.

Students may be excused from homework on the same basis as school attendance, for sickness or death in the family with a written excuse. In these cases, the student can make up any homework, quiz, or test in the number of days equivalent to the number of days of absence, but not to exceed five days, unless the child has had all of the work in advance, such as for a family vacation.

Communication

Please remember that your child has more than one teacher. We ask that you direct all communication to the appropriate teacher. If you need to discuss something with all the teachers, please contact your child's homeroom teacher and a conference will be set up.

Make-up Work

A student who is granted an excused absence will be responsible to arrange with his teacher to make up the work. He will be given a total number of days to turn in his work that may be equal to the number of days absent, but not to exceed five days. Students not granted an excused absence would be given a zero for any work that is missed. If a student is excused for part of the day, he is expected to get assignments due that day to the teacher on that day.

Policy on Missed Homework Assignments

Please read the information that is given to you by each teacher regarding missed homework assignments.

Test Policy

Students absent for quizzes and tests shall make up the test within an amount of time equal to the number of days of absence, but not to exceed five days. For example, if John was absent one day, Monday, and he had a test, he should be ready to take the test on the day he returns, Tuesday.

If Mary was absent Wednesday, Thursday, and Friday, she should take the test she missed the following week. Tests missed on Wednesday should be taken on Monday. All work must be made up by Wednesday.

Any tests, projects, or quizzes not made up within five days of the initial due dates will receive a zero as the grade.

Reports and Projects

All reports and projects must have the following components (unless otherwise specified by a teacher):

- Double spaced
- 14 font
- Cover page, with Title, Student Name, Teacher Name, Subject, and Date
- References, as stated by the teachers
- If given permission to write the report, it must be in ink and in cursive handwriting.

Report Cards

Report cards are issued on a quarterly basis. At the end of each nine-week period you will receive a report card by email, listing numerical averages for all subjects.

Incompletes-An 'incomplete' will be given for work not completed. That work must be completed within five days of the report card day. After five days zeroes will be assigned for work not done, and then the overall grade will be averaged.

Policy on Extra Credit and Reinforcement Work

1. If the class, as a whole, does not achieve a desired goal on any given test, the teacher may opt to retest the class. Retests may replace the grade of the original test, or the two scores may be averaged together for a final grade.
2. Extra work or retesting, when offered, will be available for the whole class and may be counted as extra credit.
3. Extra credit will be given by points at the discretion of the individual teachers.
4. Extra credit will be offered to all students, not just those with low grades.
5. Retesting or other extra assignments are left totally to the discretion of the teacher.

6. Graded reinforcement work may be given to students who need extra practice, but it will count as an extra graded homework assignment, not as extra credit.
7. Extra credit is not intended to replace your first responsibility, which is to study for all tests and quizzes and to complete projects on time.

Plagiarism & Cheating Procedures

There are different definitions and examples of plagiarism and cheating. Webster defines plagiarism as: “The act of plagiarizing: the copying of another person's ideas, text, or other creative work, and presenting it as one's own, especially without permission. Even if it's not illegal, plagiarism is usually frowned upon.”

Examples of plagiarism/cheating are:

- Passing off someone's work as your own.
- Taking credit for something that is not your work.
- Not citing sources when using direct language from someone's work—including website information.
- Paraphrasing (not quoting) information without citing a source.
- Exchanging class information with other students, such as copying tests or graded homework.
- Putting your name on group work that you did not participate in.
- No cutting and pasting (example---MyAccess).
- No writing on hands, cheat sheets, use of study guides during exams, etc).

There are ways to avoid plagiarism and cheating.

- Always do your own work. Do not copy or submit other's work such as graded homework or tests.
- Make you understand the assignment so you are not tempted to talk about it or cheat.
- Always complete and submit your work before discussing a test or homework assignment with anyone else. If you get ideas from others, you must cite them as a source.
- Always cite your sources and have a bibliography, even when paraphrasing information. Keep a list of sources that you use so that you are always prepared to create your bibliography and cite sources.

- Always be a fully participating group member. If you feel like someone is not fully participating in your group, make sure that you tell the teacher before the project is due.
- Complete your assignment early so that you are not tempted to cheat or plagiarize.

Consequences for plagiarism and cheating:

- **First Offense:**

- The student is expected to redo the assignment and parent/guardian will be informed.
- Student will redo assignment and receive a 25% reduction in grade.

- **Second Offense:**

- Parent/guardian will be contacted.
- Student(s) will be given one day suspension.
- The student will not be able to participate in any school related activities (IE. Sports, Drama, Dress Down Days, etc.) for a period of one week.
- The student will redo the assignment with 50% credit.

- **Third Offense:**

- Parent/guardian will need to come in for a conference.
- The student will be suspended for two days.
- The student will not be able to participate in any school related activities (IE. Sports, Drama, Dress Down Days, etc.) for a period of two weeks.
- The student will receive no credit for assignment. (0%).

- **Fourth Offense (and beyond):**

- The Administration will decide on the consequence that the student will receive.
- The student will receive no credit for the assignment. (0%)

Cheating on Homework

Any students involved with cheating on a non-graded homework assignment will receive a daily participation grade of zero.

Graded homework will fall into the four offenses listed above. Please do not let anyone copy your homework or you will receive the same consequence.

Discipline Policy

A Plan to Administer Timely, Loving, Humble and Firm Discipline

“Drive out the mocker, and out goes strife, quarrels and insults are ended.” Proverbs 22:10 (NIV)

“Kick out the troublemakers and things will quiet down; you need a break from bickering and griping.” The Message

Step One

Speak to the student in private when you first see the attitude or repeated behavior. Share your concern about the student’s response to correction. Ask if the student understands what you are talking about.

Step Two

If the behavior(s) and/or the attitude(s) of the student are repeated at any time, there will be appropriate consequences, which will include informing their parents.

If a major change in behavior is evidenced and there are no repeat behaviors /attitudes within four weeks the student will repeat Step Two.

Step Three

If the behavior(s) and/or the attitude(s) of the student are repeated within four weeks, there will be appropriate consequences, which will include informing their parents of the situation At this point privileges (i.e. extra curricular activities) may be taken away.

If a major change in behavior is evidenced and there are no repeat behaviors /attitudes within three weeks the student will repeat Step Three.

Step Four**

If the behavior(s) and/or the attitude(s) of the student are repeated within three weeks, there will be appropriate consequences, which will include informing their parents of the situation At this point privileges (i.e. extra -curricular activities) may be taken away.

If a major change in behavior is evidenced and there are no repeat behaviors /attitudes within three weeks the student will repeat Step Four.

Step Five

If there is no change within an additional three weeks there will be a meeting with the administration, parents and all teachers involved. At this point the administration will inform the student and parents that the student is on disciplinary probation. The student will be given three weeks to make the changes that have been recommended.

If a major change in behavior is evidenced and there are no repeat behaviors /attitudes within three weeks the student will repeat Step Five.

Step Six

If no change is evidenced by the student within the three weeks, the student will be promptly dismissed from Lehigh Christian Academy for their behavior is a negative influence on others.

Gum and Candy

Chewing gum and candy is not allowed, unless by special permission. Candy may be eaten at lunch time.

Permission for breath mints, cough drops, and throat lozenges will be given by the faculty upon written request.

Friendship

There will be no public display of affection.

Textbook Policy

Textbooks and library books are to be handled carefully.

All textbooks must be covered with book covers. Contact paper is not to be used without the permission of the teacher. Book covers should not be taped directly to the book. Pencils, pens or turned corners of pages are not to be used in any books as bookmarks. Do not keep an excessive amount of loose papers in the textbook.

Book covers or notebooks with objectionable pictures, such as television or movie stars, or rock personalities will not be permitted. Students must keep notebooks and book covers in neat conditions. If a student does not follow the directions, he will be required to replace the covers.

Textbooks will be checked at the beginning of the school year and again at the end of the year. Students will be required to pay for damages as listed below.

Textbook Fines

Lost textbook, workbook	Prorated Cost
Outside cover damaged	\$2.00
Binding broken	\$3.00
Torn or marked pages	\$0.10 to \$1.00, depending on damage

Lockers

Each student will be given a locker. They are responsible to keep their locker clean. Nothing may be taped or glued in the lockers. **Only** magnetic devices may be used in the lockers.

Only pictures of family, friends, and pets may be displayed. Pictures may not be taped in the lockers.

All food must be wrapped or covered. **Food must be removed daily from the lockers.**

C-Cards

C-cards may be given at the discretion of the teachers.

The following are ways that C-cards may be redeemed:

Soda from the school store—5 cards

Popcorn and microwave—6 cards

Dress Down Day—Jeans and t-shirts—10 cards (given in advance)

Fast food lunch (students pay for their lunch)—10 cards

Take a teacher out to lunch (25 cards)

A day off from school (work must be made up)—30 cards

Buildings, Grounds and Equipment

Students are expected to care for the facilities which we are using. Any student found writing on walls, desks, or other school property will be disciplined. Any student who breaks or defaces any school property is responsible to replace the broken or damaged item.

The school will not assume responsibility for the carelessness of a student. No student is to add or delete anything from any bulletin board or whiteboard without teacher approval. Students are to keep their feet off the walls and furniture.

The students will assume all responsibility for the use and care of computer equipment that they are allowed to use.

Student Council

There will be two students elected from **each homeroom** (six, seven, and eight) to serve on Student Council. Students wishing to run for this office will need to complete a petition and have it signed by students and their parent(s). These students will need to give a brief speech to their classmates.

Eighth grade will also elect class officers: President, Vice-President, Treasurer, and School Store Manager(s). These officers will also serve on Student Council. Additional members from the eighth grade class may be added to Student Council at the discretion of the Middle School Teachers.

Student Council will be in charge of running special events for the students.

Yearbook

A committee of ten to twelve students will serve on the yearbook staff. The former editor and the yearbook advisor will choose an editor. After-school meetings will be required. Students must maintain the same academic requirements as the athletic program.

School Store

Eighth grade is responsible for the school store. A team of students will be responsible for running the school store under the leadership of the School Store Manager.

Athletics

An interscholastic program of athletics is open to all interested students. There will be teams for soccer, basketball, cheer leading, and track.

To be eligible, a student must have an overall average of "C" and no more than one "F" or two "D's" on a progress report or on a report card.

Grades will be re-averaged weekly. A student may be reinstated on a team if his grades improve.

All students involved in sports and cheerleading are required to participate in all Athletic Council fund raisers. No student may participate in sports unless a signed medical form is turned in.

Fund Raisers

Students in grades six and seven are asked to participate in the fundraisers held by the school.

Students in seventh grade will contribute supplies and/or money to help fund the graduation reception for eighth grade.

Eighth grade will participate in the school fundraisers to cover the cost of the class trip to Washington, DC. These fund raisers will be explained in detail at the Parent Orientation meeting and in the letter from the school. Students need to participate in these fund raisers and/or pay in full for the trip. Students who do not go on the trip will be required to be in school for the days the class is away.

Dress Code

We will follow the gender appropriate dress code as stated in the Parent Handbook. There will be the following additions for Middle School:

- No excessive make-up will be allowed. This includes the excessive use of black eyeliner and eye shadow.
- Hair must be of a conventional style and a natural color. Hair should not obstruct the vision of the student and be an appropriate length.

- Graduation Dress:
 - Eighth Grade Gentlemen: Dress shirts and tie. Dress slacks are required or eighth grade gentlemen may wear a suit with a dress shirt and tie. Dress Shoes are required.
 - Sixth & Seventh Grade Gentleman: White dress shirts and ties...Navy blue dress slacks are required.
 - Eighth Grade Ladies: Dress length **MUST** be to the knee, with **NO** slits that go more than 3 inches above the knees. Dresses must have a cap sleeve. Dresses with thin straps **MUST** be worn with a jacket for the reception. **Pictures of the student in the dress must be brought in to the administration by the Friday before the DC trip.**
 - Sixth & Seventh Grade Ladies: Navy blue dress slacks are required. A white blouse is to be worn with the navy slacks. A colorful scarf may be worn.

Algebra I Requirements for Eighth Grade

Algebra I is offered in eighth grade. There are certain criteria required for students to take Algebra I. These requirements are:

➤ **Achievement Test Scores**

The student should achieve in the 8th stanine or higher to be considered for this class.

➤ **Academic Average**

The student should achieve a 93% or higher to be considered for this class.

➤ **Algebra Readiness Tests**

○ **Part I Basic Skills Test**

The student should achieve a 90% or higher on this section of the test.

○ **Part II Algebra Concept-Readiness Test**

The student should achieve an 85% or higher on this section of the test.

➤ **Cognitive Skills Index**

The student should achieve a CSI of 116 or higher. (This takes in account that 100 is the average score with a standard deviation of 16.)

➤ **Other Indicators**

The student has:

- Completed homework and other assessment tools, such as projects successfully;

- o Developed organizational skills and the good study habits necessary for advanced placement;
- o Maintained a positive attitude towards mathematics; and
- o Attended school regularly.

➤ **Teacher Recommendation**

The current mathematics teacher and /or Algebra teacher must recommend this placement.

Requirements for Students requesting to take Algebra I in 7th Grade:

➤ **ALL of the Requirements for taking Algebra I in 8th Grade must be met.**

➤ In addition:

- o **A signature page must accompany a written formal letter requesting that a student be considered for acceptance into the Algebra I class.**
- o **The student and parents agree:**
 - To maintain the high academic standards of Algebra I.
 - To provide additional help at home as needed.
 - To complete any material that needs to be finished for any other subject that is missed in order to attend Algebra I classes.
 - Algebra II will be taken as an online course in eighth grade at the expense of the parents, but monitored by Lehigh Christian Academy Administration.
 - A signature page must accompany a written formal letter requesting that a student be considered for acceptance into the Algebra I class.

Portable Electronics Policy (Grades 5-8)

For cell phones, readers, music players, and gaming systems:

We would prefer that a student not bring a portable electronic device to Lehigh Christian Academy. However, if you feel it necessary for your child to bring one of these items to school, the following procedure will be in effect:

- Each student must have a POD (Personally Owned Device) form signed and sent in to the Main Office.
- Upon entering the school, portable electronic devices ***must*** be turned off. **Each student is to place their approved electronic device in a bin**

provided by their core subject teacher. This policy is in effect to eliminate distraction in the classroom.

- **No devices may be taken to specials.** They may not be out at any time of the day, including breaks and bus/car dismissal rooms, **bathrooms and lunchroom**, unless with faculty permission.
- Devices may be used for early arrivals prior to 8 AM and in AfterCare, at the discretion of the staff.
- Portable electronic devices may not be used at, or in transportation to, any school event. This includes sporting events, field trips, and concerts.
- **Failure to comply with this policy will result in the loss of electronic privileges.**
- Any portable electronic device seen or heard during the day will be confiscated, at which time a parent must come to school to claim it.

Please note that LCA, its faculty and staff are not responsible for any portable electronic devices brought to school.

Microwave

The **two** microwaves will be available in the lunchroom for Middle School lunch only. Sixth Grade will be able to use a microwave on Mondays & Tuesdays. Seventh Grade will be able to use a microwave on Thursdays & Fridays. Eighth grade can use a microwave on everyday. There will be a sign-up sheet. Only **three** people per grade may sign up for their given day. Students must sign up the day before or risk eating a cold meal. Please do not count on exceptions being made to this policy. The sign up calendar is by Mrs. Potteiger's office.

RULES:

1. Please send in items that take **three minutes or less** to heat.
2. Remember only three people per class may sign up. You may only sign up once per week.
3. Each student must clean the microwave after they use it.
4. **Plates and plastic ware are the student's responsibility.** They may not use the hot lunch 'sporks'.
5. Using the microwave without signing up will result in the loss of this privilege.
6. This privilege may be revoked at any time if any of these rules are not followed.

Drama Club/Drama Musical/Silent Witness

Students in grades 5-8 may try out for the Drama Musical. Fifth grade students may **not** try out for Silent Witness

Practices will be held Wednesdays after school 3:00-5:15 p.m. and Fridays during activity time throughout the school year for interested students in grades 5-8. The practice schedules have been arranged so students may also participate in the sports program. **Students must be available for all performances, as well as regular attendance at rehearsals and practices.**

Within our drama program for “**6th-8th Only**” is ***Silent Witness***, the pantomime team. There will be traveling performances within the community, Practices for this ten to twelve person team will be held Tuesday, Wednesday, and Thursday mornings 7:45-8:15 a.m. Auditions for interested students will be held during regular practices.

If a student is late or misses practices one or two times, a courtesy email will be sent to the parents as a reminder. If there are continued occurrences, a meeting with Mrs. Williams, the Drama Director, and a parent, must be set up within one week to discuss the family’s ability to fulfill the commitment. Students may not return to practice or performances until this meeting has occurred.

To be eligible to participate in this extracurricular activity, a student must have an overall average of “C” and no more than one “F” or two “D’s” on a progress report or on a report card.

**Lehigh Christian Academy
Middle School Handbook
2016-2017**

We have read the Middle School Handbook for 2016-2017 and will adhere to the policies as stated in this handbook.

_____	_____
Father/Guardian Signature	Date
_____	_____
Mother/Guardian Signature	Date
_____	_____
Student Signature	Date
_____	_____
Student Signature	Date

Please note that there have been changes/additions to this handbook for 2015-2016. Please review this carefully.

This page must be signed and returned to school by Thursday, September 15, 2016.