

Middle School Handbook
2019-2020

“Be still and know that I am God; I will be exalted among the nations, I will be exalted in the earth.” Psalm 46: 10.”



West Fallowfield Christian School
Atglen, Pennsylvania

Table of Contents

Behavioral Guidelines	page 4
Bullying	page 5
Citizenship Award	page 4
Curriculum	page 1
Dress Code/Sports Wear	page 2
Extracurricular Activities	page 1
Extracurricular Eligibility	page 2
Field Trips	page 5
General Security Measures	page 5
Grading Scale	page 1
Locker Usage	page 3
Lunchroom Expectations	page 4
Mission Opportunities	page 3
Student Work	page 3
Study Hall Guidelines	page 3
Tardies	page 2
Transportation	page 4
Technology Policies	pages 5-6

Sixth graders' curriculum consists of mathematics, Bible, American history, earth science, PE, language arts, Spanish, introductory classes, a music elective, and at least one art elective.

Seventh graders' curriculum consists of mathematics or pre-algebra, Bible, world geography, life science, music (general music, choral ensemble, band), language arts, Spanish, health, Algebra 1, PE, and electives which must include one or more art electives.

Eighth graders have a curriculum which includes pre-algebra, Algebra 1, or geometry; Bible; civics; physical science; a music elective; PE; language arts; Spanish; health; and an art elective. Eighth graders must be physically present at school in order to participate in the graduation ceremony that evening. All eighth grade students are required to complete a science project which counts as a major grade in physical science. Work on this project will begin well in advance of the due date, and student participation is expected.

Extracurricular Activities

Our school is committed to developing our students academically, spiritually, physically, and in the fine arts. WFCS students must take at least one music and one art elective each year. Students will prepare and present oral presentations in the classrooms. In addition, we encourage our students to participate in interscholastic competition in the fine arts. All students who wish to participate in interscholastic competition are expected to participate in the WFCS Fine Arts Revue in front of an audience as well as be judged by qualified adjudicators to ensure that all students are evaluated consistently and fairly. This is scheduled for March 4 at 1:00 p.m. this year.

In addition to the music electives, elective choices include cooking, carving, ceramics, historical research, sculpture, exploring art media, teacher aides, nature club, and drawing. Clubs are offered one period per week. Students may run for office and participate in student council. Interscholastic sports include soccer, basketball, volleyball, and track and field.

Grading Scale

A+	99-100%	B+	92-93%	C+	83-84%	D+	72-73%
A	96-98%	B	87-91%	C	76-82%	D	67-71%
A -	94-95%	B-	85-86%	C-	74-75%	D-	65-66%

Honors: 3.50-3.75; and High Honors: 3.76-4.00. Anyone receiving a D or an F is ineligible to be on the honor roll despite his or her grade point average.

Participation in any extracurricular sport or activity is a privilege, not a right. Academic and behavioral eligibility to participate in extracurricular activities is determined on a weekly basis. Any student with a combination of two or more class grades at 69% or lower on a Friday will be ineligible for extracurricular activities the following week such as music lessons, performances, or games. Parents will be notified by the middle school coordinator by Friday afternoon. Participating students with a 73% or lower in any subject will be required to attend a mandatory study hall on Wednesday from 3:00 - 4:00 p.m. Athletes may then report to practice from 4:00 - 5:00 p.m. and may be expected to attend games by the coach. Non-athletes may be picked up by their parents at 4:00 p.m.

If a student's behavior requires disciplinary actions by the teacher or, on a consistent basis is deemed inappropriate, that student may be prevented from participating in a practice/game/rehearsal/ or performance. A student ejected from a contest or event by an official or judge will face disciplinary action, usually prohibiting the student from participating in the next contest/event.

A student must be in school by 10:30 the day of practice/rehearsal or game/performance in order to participate that day. Exceptions to this rule must be cleared by the principal/athletic director/level coordinator (examples include doctor's appointment, family emergency, or middle schooler's high school campus visitation).

Dress Code

Within the WFCS community, we base our dress on biblical examples of modesty and simplicity with a concern for neatness and safety. Clothing shall be neat, clean, in good repair, and congruent with the mission of WFCS. Sweats and athletic apparel are for PE and after-school sports events. Hats and visors are not to be worn in the school building. Hair may not be dyed an unnatural color. Body piercing or Henna and ink tattoos are not permitted.

Earrings are permitted for girls only as long as they are not ostentatious. Dress shorts, capris, or jean shorts with a cuff may be worn from August through the end of October and from April through June. Clothing, backpacks, lunch boxes, shoes, and jackets with a camouflage pattern (hunting, digital, or military) are not permitted.

Dresses, skirts, blouses, slacks, and jeans are appropriate styles for girls' classroom wear. The length of skirts, dresses, and shorts should be no shorter than three inches above the kneecap. Shirts and blouses must have obvious sleeves and should not reveal midriffs. Shirts and blouses must completely cover the shoulders and should not reveal undergarments and shoulder straps. Tight fitting and low cut clothing should be avoided. Boys are to wear slacks or jeans which should hang from the waist, their shirts should have sleeves, and their hair color should be natural.

Middle school students are required to purchase shorts for PE from the school store that have a seven to nine inch inseam. These shorts are used for athletic team uniforms. Tee shirts must have sleeves. Shorts should not be rolled up.

Tardies

Homeroom begins at 8:50, and tardy students should report directly to the office for a pass before going to their homerooms. Tardies are noted on the report cards.

Here at WFCS, we are committed to serving others as Christ has served us. Special mission opportunities for middle schoolers include a day at Mennonite Central Committee for sixth graders and a day at Camp at the Old Mill for seventh graders. The eighth grade will participate in a mission trip to West Virginia this year.

Student Work

All assignments are to be written in cursive or typed and should include the following heading:

Name Joanna Stoltzfus
Date August 31, 2019
Subject Grammar
Page (Test/quiz) page 36, 1-25

Tests and assignments missed due to illness, lesson, events, and appointments are the responsibility of the student, not of the teacher. Each teacher is responsible to post assignments of the week at wfcs.org under "Find My Teacher" tab.

Missed/incomplete student work negatively impacts the student's grade. Assignment books are available in the school office. Plagiarism is stealing. Students engaging in plagiarism will be disciplined. Students are to use the MLA format when writing reports.

Study Hall Guidelines

Each student is expected to report to study hall with material to study and engage in quiet work during the study hall. Reading an appropriate book or magazine is permissible. Any student needing to report somewhere other than the study hall should come with a signed pass to the study hall teacher before heading to an alternate destination. Students should gather all needed materials and use the restroom before coming to study hall.

Locker Usage

Students are assigned lockers to store books, backpacks, and other supplies. Students are to visit their lockers at the following times: before homeroom, between second and third periods, before lunch, after lunch, after fifth period, and at the end of the day. Middle school students may drop off gym bags in the locker rooms upon arrival at school, but are to move directly to the upstairs hallway after doing so. Students who lose their lock will be assessed a replacement fee. Schoolbags are to be kept in student lockers.

Proper discipline is essential as it provides an appropriate arena for the educational process, provides a safe environment, encourages growth in maturity of the students, and reinforces Biblical teaching. This includes using the Lord's name in an appropriate manner. Students engaging in a serious offense or showing a continual lack of respect and/or lack of self-control may be prohibited from representing the school at extracurricular activities. These behaviors may result in suspensions or expulsion: harassment, fighting, bullying, theft, profanity (spoken or written), insubordination, disrespect, improper public displays of affection between students, lying, cheating, defacing school property, or possession of the following: weapons, lighters, drugs or drug paraphernalia, alcohol, tobacco, or matches/lighters. Students should be seated by 8:50 A.M. Students are to remain seated at the end of the day until their buses or cars are called. No gum is allowed during school hours. Any student in the hallway during class must have an appropriate pass. The restroom should be used between classes if possible.

Lunchroom Expectations

Middle school students eat in the MPR. Students should walk quietly to a table, pray, and begin eating. No more than eight students are permitted at any table. One student from each class should get milk for the class. Students should sit facing the table and converse with students at their table. No shouting from table to table is permitted. Students are not permitted to leave tables until dismissal unless given permission by a teacher. Students will be dismissed by tables to buy chips from the student council. Food and trash are not to be thrown, but put in the trash can when the students are dismissed. Students are to push chairs underneath the table when leaving, enter the building from flex in a quiet manner, keep hands to themselves, and walk. Consumption of high energy and hyper-caffeinated drinks is not permitted.

Citizenship Award

Middle school students have the opportunity to receive a Citizenship Award. These monthly awards are given to one or more students who display good Christian character, cooperate with teachers and parents, and who use their God-given abilities and talents to the fullest. The goals of this award are to encourage and support Christian character, strengthen the students' self-esteem, promote appreciation of good citizens, build responsible and knowledgeable citizens, and to foster community service. The selection criteria for award recipients includes service, leadership, dependability, academics, sportsmanship, and attitude.

Transportation

Changes from normal transportation for the evening must be noted with the bus driver and the office with a note in the morning. Students needing to leave school early will be paged by the office and must "sign out" with the office before leaving.

Field trips are a part of the educational experiences offered at WFCS. While traveling to or from a field trip or sports event, students are expected to sit and talk quietly with their friends. Shouting, throwing items, moving while the bus is in motion, chewing gum, and sticking things out of the windows is prohibited. Electronic devices/cell phones are not permitted on field trips or while traveling for sports events. The WFCS dress code applies unless otherwise noted by the staff.

General Security Measures

In the case of an emergency, students are to remain with the closest staff member and follow “lock down” procedures. Students should enter and exit school at the back doors when dropped off. Students arriving or leaving during school hours should report to the school office and exit the front doors.

Bullying

It is a goal of WFCS to provide a safe and nurturing environment for the children who have been entrusted to our care. As a part of creating a safe, secure, and positive place to learn and grow, we will not tolerate any action that constitutes bullying. As Christians we are called to both love God and love our neighbors. It is our intent to ensure that this is not only to protect students who may be potential victims, but also, to encourage through our words and promote in our actions positive character development. Bullying can manifest itself in various forms including physical (hitting, kicking, destruction of another’s property, aggression), verbal (teasing, name calling, put downs, sarcasm, the use of ethnic slurs), social (gossip, exclusion), and cyber (demeaning or excluding another through email, instant messaging, chat rooms, Web site posts, or digital images sent by cellular phone). WFCS will identify, investigate, and document all reported bullying incidents. Responses include intervention, documented communication with the parent/guardian of the child acting as the aggressor, and possible intervention of the administration. Repeated or severe incidents of bullying will require a mandatory meeting with the administration and parents/guardians and

Technology Policies

Unless a middle school staff member requires an electronic device be brought to class for instructional purposes; electronic games, musical devices, and cell phones should remain in the student’s backpack or locker during school hours which includes homeroom, field trips, and sports events. Cell phones may be used at the end of an after-school practice or activity to contact someone for pick-up. Students may use computers only when a teacher is present. The Internet is a valuable tool in our education setting, but is to be used appropriately. The Internet is to be used only under teacher-guided situations and for research activities. Games and personal e-mailing or Internet access are not permitted at school.

Middle School staff utilizes the G Suite for Education platform available through Google in classroom instruction. Students are able to use applications for word processing, spreadsheets, and slideshow presentations in homework, class projects and class presentations. They will also have access to the Google Classroom platform that some of the middle school staff will be utilizing in their daily class instruction. In order to have access, students must have a GMail account that is part of the school's email domain. Therefore, students will be assigned a school email account to be used in their classes at WFCS.

The WFCS Middle School staff monitors student use while at school to make sure students are using their access and privileges responsibly. Monitoring will be done through random spot checks. Parents are encouraged to monitor their student's activity as well.

Email can be a powerful communication tool for students to increase communication and collaboration. Students are encouraged to check their email at least once per day. Teachers may send email to students to communicate reminders, course content, pose questions related to classwork, and other class-related items. Students may send email to their teachers with questions or comments regarding class instruction or to turn in an assignment. Students may send email to other students to collaborate on group projects and assist with school assignments.

Our Gmail system controls to whom email messages can be sent and from whom they can be received. Students will not have the capability to email anyone outside of the West Fallowfield Christian School domain. This also means student emails cannot be forwarded to non-school personal accounts. Students will not be able to receive email from outside of the WFCS domain.

Students are encouraged to email staff concerning school-related content and questions. However, there will be no requirement or expectation for staff to answer student email outside of their regular work day, although they certainly may if they choose. For example, an unanswered email to a teacher would not excuse a student from turning in an assignment.

Email is to be used for school-related communication. Students may not change their password, send harassing email messages or content, send offensive email messages or content, send spam email messages or content, send email containing a virus or other malicious content, send or read email at inappropriate times (during class instruction), send email to share test answers or promote cheating in any way, or use the account of another person.

Students who use their email accounts inappropriately may lose their access privileges and may face additional disciplinary action. The length of time for loss of privileges will be determined by the Principal, Middle School Coordinator, and/or middle school staff members. If the user is guilty of multiple violations, privileges can be removed for one or more school years.

