

# Monroe Christian School

## Junior High Handbook



# MONROE CHRISTIAN SCHOOL

est. 1956

**ENGAGE · EQUIP · EMPOWER**

*"Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is -- His good, pleasing and perfect will."* ROMANS 12:2

1009 West Main Street  
Monroe, WA 98272

Phone: (360) 794-8200  
[www.monroechristian.net](http://www.monroechristian.net)

## MISSION STATEMENT

Monroe Christian School is a Christ-centered community equipping God's children for service in His Kingdom.

## VISION STATEMENT

We at Monroe Christian School partner with Christian homes and churches to nurture and equip God's children. We recognize that Jesus Christ is sovereign over all creation and has created each child with unique abilities, gifts, and talents. Our purpose is to develop and encourage growth in every area of their lives: spiritually, intellectually, emotionally, socially, and physically, according to God's Word and relying on the Holy Spirit. Through this process, children will develop a Christian perspective of life that will help them critically weigh the issues of the day and lead them into faithful stewardship of God's world and into a life of joyful service.

## JUNIOR HIGH STAFF

Teacher	Homeroom	E-mail
Mrs. Moses	Grade 6	<i>heather.moses@monroechristian.org</i>
Mrs. Rodriguez	Grade 7	<i>Rose.rodriguez@monroechristian.org</i>
Mrs. Froelich	Grade 8	<i>jerrie.froelich@monroechristian.org</i>

Staff hours are from 7:45 A.M. - 3:45 P.M. When you need to contact a teacher, please use one of the following methods:

1. E-mail teachers directly (Electronic grade program messages are not able to be received.)
2. Phone school office the and leave a message
3. Send a note to class with your child

## COMMUNICATION

When concerns arise, we endeavor to follow Matthew 18 as our guiding principle. First share concerns privately with the person involved, then if issues are not resolved, move up the chain of authority from classroom teacher to administrator to school board as needed. We do this to honor one another and to keep gossip from dividing us and damaging the work God has called us to do.

## ACADEMIC PROGRAM

**Trimester Grading:** The academic year is split into three 12-week sessions called trimesters. At the end of each trimester a report card is issued. Percentages rather than letter grades are recorded on report cards. The following are two scales we will be using on assignments.

<b>1. Percentage Scale:</b>	100%	A+	77 - 79	C+
	93 - 99	A	73 - 76	C
	90 - 92	A-	70 - 72	C-
	87 - 89	B+	67 - 69	D+
	83 - 86	B	63 - 66	D
	80 - 82	B-	60 - 62	D-
			0 - 59	F

<b>2. Four-Point Scale:</b>	4 = Exceeds standard
	3 = Meets standard
	2 = Approaching standard
	1 = Below standard

**Academic Honors:** In an effort to promote academic excellence, MCS is recognizing two academic levels of achievement each trimester. Magna Cum Laud (Latin: "With Great Honor") will be awarded to students averaging a 90% or above in each of the five core classes with no single class under an 80%. Summa Cum Laud (Latin: "With Highest Honor") will be awarded to students averaging a 93% or above in each of the five core classes with no single class under 80%.

**Academic Subjects:** Students will receive grades in the five core academic subjects of Bible, English Language Arts, Math, Science, and Social Studies. P.E., Drama, Technology, Music, and all electives will be graded on the four-point scale.

**Valedictorian and Salutatorian:** The Valedictorian of the 8<sup>th</sup> grade graduating class will be awarded to the student who has the highest average of the five core academic subjects for all three trimesters of the 8<sup>th</sup> grade school year. The Salutatorian will be awarded to the student who has the second highest average of the five core academic subjects for all three trimesters of the 8<sup>th</sup> grade school year.

**Parent/Teacher Conferences:** Conferences are held three times within each school year.

**Grade Reports:** Parents will receive access codes to view student progress on our online grade program. Parents may also request hard copies.

**Testing:** Iowa Assessments are administered on a yearly basis to all students in the Junior High.

## **HOMEROOM ADVISORY AND TRANSITION TIME**

Transition Time is an important time set apart at the end of the day to teach and apply study skills. In addition, students will review what they have learned throughout the day and plan their homework schedule for the evening. They will learn how to manage their time and set important goals for success.

## **HOMEWORK PLANNERS**

Students will be given a homework journal at the beginning of each trimester in which to record their assignments. Students are expected to bring home this journal signed by their homeroom teacher each night for parents to view and also sign.

## **HOMEWORK POLICY**

Students at MCS will have homework on a regular basis. Students are expected to complete a minimum of 60 minutes of homework five days a week.

6th grade = 60 minutes

7th grade = 70 minutes

8th grade = 80 minutes

If a student is consistently spending more than this per night on homework, please let the teacher(s) know.

## **LATE WORK POLICY**

In order to build the habit of personal responsibility, students are expected to turn in all assignments on time.

## **SLIP-UP SLIPS**

We recognize that students sometimes slip up – textbooks get left behind at school, homework does not get finished, etc. Each student will be issued two Slip-up Slips per academic subject at the beginning of each trimester. A Slip-up Slip gives the student a one-day extension in which to complete an assignment. The Slip-up Slips will be kept by the student. Teachers will sign each Slip-up Slip when it is used. Once a student runs out of Slip-up Slips for a subject, a grade of zero (0%) will be recorded for each missing assignment.

## ABSENT WORK POLICIES

If a student has been absent for one or two days, **upon return to school the student is expected to meet with each teacher to receive missed assignments.** If a student experiences an extended illness of more than two days, parents can meet with the teachers after school to receive make-up work.

## BEHAVIOR MANAGEMENT

We believe we are all in the process of becoming conformed to the image of Christ by the renewing of our minds. We are a Love and Logic school. This philosophy emphasizes that children are to be loved unconditionally and simultaneously held accountable for their behavior. Students will be taught to be solution seekers.

In order to encourage Christ-like behavior, we frequently reward praiseworthy actions such as kindness toward others, honesty, and positive academic habits with a class token system. Students earn tokens and can use them in our classroom economy.

In order to hold students accountable, we consistently address the following actions which will include using our Sign-Up system.

- late to class
- unprepared for class
- unfinished assignment
- disobedience
- disrespect
- disrupting class
- inappropriate language
- grumbling or complaining
- unkind words or teasing
- misuse of materials

Each student has a sign-up page in our behavior notebook which will be reviewed at parent conference time.

1<sup>st</sup> sign-up = the student records the behavior to acknowledge the problem.

2<sup>nd</sup> sign-up = the student writes a note home explaining what happened and creates a solution.

3<sup>rd</sup> sign-up = the teacher contacts home and may issue a 30 minute detention.

Every time students move to a new teacher throughout the day, they receive a clean slate.

Certain behaviors such as fighting, stealing, or substance abuse will be addressed immediately in conference with parents, administrator, and teacher to determine an appropriate level of consequence.

## LEVELS OF DISCIPLINARY ACTION

Level 1	D 1	D 2	D 3							The duration of suspensions are at the discretion of the Administrator and will be determined by the severity of the offense.
Level 2			ISS	D 4	D 5	D 6				
Level 3						AHS	D 7	D 8	D 9	
Level 4									RSE	

D = Detention

ISS = In-School Suspension

AHS = At-Home Suspension

RSE = Review of Student's Enrollment

**Notification to the School Board:** Depending on the severity of the behavior issues, the Monroe Christian School Board may be notified when a student has received three detentions. If a student receives six detentions, the School Board may meet with the student, his or her parents, and the Administrator to create a plan for improvement. This plan will be probationary and will generally include both academic and behavioral expectations for the student. If a student receives nine detentions, he or she will meet with the School Board and the student's enrollment will be reviewed.

**In-School Suspension Procedure:** When a student earns an in-school suspension, a discipline form is filled out and a copy is sent home with the student. That same day, the parents will be contacted by the teacher to inform them of the suspension and answer any questions. Suspensions are served the day after they are issued. Upon entering the school building the student is required to report directly to the Administrator. The student will be expected to spend the day in the office under the direct supervision of the Administrator and office staff. During a suspension, the student will complete class assignments.

**At-Home Suspension Procedure:** When a student earns an at-home suspension, a discipline form is filled out and a copy is sent home with the student. That same day, the parents will be contacted by the teacher to inform them of the suspension and answer any questions. Suspensions are served the day after they are issued. The student must stay home from school for the duration of the suspension and will not be allowed on school grounds or at school functions. At-home suspensions are considered absences. Students will receive a list of missed assignments upon their return.

**Review of Student's Enrollment:** When a student has reached the fourth level of discipline, his/her enrollment at MCS will be evaluated by the Administrator.

## STUDENT POLICES

**Attendance:** The school opens at 8:10 A.M. Students are expected to be seated in class by 8:30 A.M. It is important for students to arrive early enough to prepare for their learning day.

**Late Arrival Procedure:** Students arriving after 8:30 A.M. should enter the building and proceed directly to the office to pick up a tardy slip.

**Parent Pick-Up:** Elementary students are available for pick-up at 3:00 in the round-about. Junior high students will be available at 3:10. If a student must leave during the school day, it helps if the appointment is as late in the day as possible preferably after 2:00.

**Perfect Attendance Award:** The total number of tardies and absences are recorded each trimester on the report card. Students with zero tardies and zero absences will be awarded Perfect Attendance at the end of each school year.

**Dress Code:** We realize that the students' wardrobe choices are an important statement of their individuality. However, as a Christ-centered educational setting, MCS prefers clothing choices that promote a healthy Christian lifestyle. Clothing must not detract from the learning environment. Consider the following when selecting school clothes:

- Clothing must cover skin and undergarments – all the usual parts including the midriff, back, and thighs.
- Clothing must fit – not excessively baggy or saggy, nor too tight or restrictive.
- Clothing cannot promote/advertise ungodly messages or unhealthy lifestyles.

**Headwear and Sunglasses:** No headwear is permitted in the classroom (i.e., baseball caps, hats, crowns, bandannas, sunglasses).

**Lunch:** Students are required to bring a lunch and snacks. Microwave ovens are not available, so students desiring hot food should bring a thermos.

**Snacks:** Students are encouraged to bring a substantial and nutritious morning snack.

**Office Pass:** To enter the school office each student must have an Office Pass issued by the classroom teacher.

**Telephone Usage:** Cell phones are not to be used by students during school hours without teacher permission and then only for academic purposes. In case of an illness or an emergency, the office staff will call the parent. All parent communication must be done by the staff. Phones used without permission will be held by the homeroom teacher until collected by a parent.

**Cubbies:** Each student is issued a cubby that he/she is expected to keep clean and organized. Please avoid bringing any valuables to school, as the school cannot be held liable.

**Hallway Conduct:** Students are expected to behave appropriately in the hallways between classes. This includes using manners, walking, and using an indoor voice. No public displays of affection are allowed on school grounds.

**Visiting Students:** To ensure the safety and academic excellence of all students, visiting students are considered on a case-by-case basis by the Administrator.

**Video/Movie Policy:** The purpose of viewing videos/movies within the classroom is to enhance the educational experience. Infrequently a movie may be offered as a reward or celebration. Parents will be notified of the title in case they choose to opt out of the experience.

**Textbook Covers:** In order to maintain the appearance and integrity of textbooks, each is **required to be covered for the entire school year**. A covering made from brown paper grocery bags works best. Please do not use Book Socks as they damage the binding of the textbooks. Literature novels are considered textbooks but do not need to be covered. If damage to any textbook occurs while in the custody of a student, that student is responsible for paying the replacement value of the textbook.

**Items Not Permitted:** Items that jeopardize the safety and learning environment of students will not be permitted on school grounds. This list includes but is not limited to:

- Gum
- Energy drinks
- Drugs/Alcohol
- Skateboards/Scooters
- Water Guns
- Pocket Knives/Weapons

**Search and Seizure:** Cubbies and all student belongings are subject to searches. Contraband items will be removed from student possession and returned to the parents or turned over to the police.

**Harassment:** Any form of verbal, physical, and sexual harassment will not be tolerated at MCS. Whenever a student feels that they have been a victim of harassment, it is crucial that they confide the details of the incident to a trusted adult. Hopefully a student will feel comfortable talking to one of the Junior High teachers or the Administrator. However, students may wait until they are at home and confide in a parent or sibling. It is essential that the school be notified of any such harassment as soon as possible so that the situation can be handled quickly and effectively.

**Medication:** If a student needs over-the-counter or prescription medication administered during school hours, parents must complete a Medication Authorization form (available in the MCS office). If a student needs over-the-counter medication, it needs to be administered through the office.

**Lost-and-Found:** The Junior High lost-and-found is located in the blue plastic tubs located outside Room 5 and Room 6. The general school lost-and-found is located in the MCS office.



## PARENT COPY - KEEP WITH THE HANDBOOK

### SHARED COMMITMENTS

As Jr. High teachers, we commit to the following:	As parents of a Jr. High student, we commit to the following:	As a Jr. High students, I commit to the following:
1. Show respect for your child and your family	1. Respect the school Administrator, teachers, support staff, and fellow MCS families	1. Respect parents, the school Administrator, teachers, support staff, and peers
2. Provide consistency in values/discipline	2. Support the values and policies of the school	2. Follow the values and policies of the school
3. Provide consistent communication regarding your child	3. Communicate pertinent information as well as attend all parent-teacher conferences	3. Transport completed assignment folder and other information between school and home
4. Provide a safe, nurturing environment for your child	4. Provide a consistently quiet study environment at home for completion of homework assignments	4. Support and use the consistently quiet study environments at home and school for completion of homework assignments
5. Pray for your child and your family	5. Pray for our child and the school	5. Pray for my family and the school
6. Listen to concerns regarding your child	6. Communicate concerns to the teacher first and the Administrator and School Board as necessary	6. Communicate concerns to teachers and parents and the Administrator as necessary

### PLEASE SIGN

After reading the entire Junior High Handbook, please sign and date the following statement. Please remove this page from the handbook and turn it in to your child's homeroom teacher.

### STATEMENT OF SUPPORT

We have read and understand the MCS Junior High Handbook. We promise to comply with the policies set forth in this document.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Homeroom Teacher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

## SCHOOL COPY - RETURN TO HOMEROOM TEACHER

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Student	Date	Parent/Guardian	Date
Homeroom Teacher	Date	Parent/Guardian	Date