

Monroe Christian School

Middle School Handbook 2023-2024



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



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Monroe, WA 98272

Phone: (360) 794-8200
www.monroechristian.com

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. John David	Grade 7	<i>euphrene.johndavid@monroechristian.org</i>
Mrs. Waltman	Grade 8	<i>jaclyn.waltman@monroechristian.org</i>

Staff hours are from 7:45 A.M. - 3:30 P.M. When you need to contact a teacher, please use one of the following methods:

1. E-mail teachers directly
2. Phone the school office and leave a message
3. Send a note to class with your child

*Please note: If your child is ill, needs to go to E-care, is arriving late or leaving early, **please contact the front desk (secretary@monroechristian.org) and not the individual teacher(s).** The Secretary will contact all parties who need the information.*

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:

1. Percentage Scale:	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

2. Four-Point Scale:	4 = Exceeds expectations/standards
	3 = Meets expectations/standards
	2 = Working toward expectations/standards
	1 = Area of concern

Academic Honors: In an effort to promote academic excellence, MCS is recognizing two academic levels of achievement each trimester. Silver will be awarded to students averaging a 90% or above in each of their classes with no single class under an 80%. Gold will be awarded to students averaging a 93% or above in each of their classes with no single class under 80%.

Academic Subjects: Students will receive grades in the subjects of Bible, English Language Arts, Math, Science, Social Studies, Art, Music, PE, and Technology.

Valedictorian and Salutatorian: The Valedictorian of the 8th grade graduating class will be awarded to the student who has the highest average of all classes for all three trimesters of the 8th grade school year. The Salutatorian will be awarded to the student who has the second highest average of all classes for all three trimesters of the 8th 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 review and sign.

HOMEWORK POLICY

Students at MCS will have homework on a regular basis. Students are expected to complete an average of the following amount 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 time than noted above per night on homework, please let the teacher(s) know immediately.

LATE WORK POLICY

In order to build the habit of personal responsibility, students are expected to turn in all assignments on time. Late assignments will be entered as a grade of zero (0%), except in the case of an absence or utilizing a slip-up slip.

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.** For each day of absence students will have two days to turn in/make-up missing work. If a student experiences an extended illness of more than two or three days, parents may meet with the teachers after school to receive make-up work. Note: If a student is absent only on the day of a test, they will take the test the first day back at school.

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:

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

Teachers may issue a 30-minute detention following the procedures on the next page.

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.

DISCIPLINE CHART

	Detention	In-School Suspension	Extended In-School Suspension	Review of Student's Enrollment
	Level 1	Level 2	Level 3	Level 4
Disobedience refusal to work, to follow rules, dress code violation, teacher instructions, frequent unpreparedness for class, etc.	✓			
Disrespect insolence, back-talk, arguing, etc.	✓	✓		
Insults ridiculing others, name calling, mocking, "roasting", etc.	✓	✓	✓	✓
Harassment physical, verbal, sexual, bullying, via social media	✓	✓		
Lying	✓	✓		
Cheating	✓	✓		
Stealing	✓	✓		
Vandalism intentionally damaging textbooks, furniture, facility, equipment, etc.	✓	✓		
Vulgar Language Written or verbal: swearing, profanity, inappropriate word substitutes, coarse or obscene language, etc.	✓			
Fighting fist fights, scuffles, verbal threats, intimidation, etc.	✓	✓	✓	✓
Verbal or Written Threats anything leading to an atmosphere in which an individual does not feel safe such as verbal or written threat of killing		✓	✓	✓
Substance Abuse use of drugs, alcohol, or tobacco on or off campus				✓
Weapons Possession of a pocketknife, gun, etc.				✓

LEVELS OF DISCIPLINARY ACTION

Level 1	D 1	D 2	D 3							The duration of suspensions is 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						EISS	D 7	D 8	D 9	
Level 4									RSE	

D = Detention

ISS = In-School Suspension

EISS = Extended In-School Suspension

RSE = Review of Student's Enrollment

Detention Procedure: When a student earns a detention, 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 detention and answer any questions. The date of the detention is indicated on the discipline report. Detentions are served from 3:15–3:45 P.M. When students are absent on the day of their detention, the detention will then be served on the very next detention day. Once assigned, detention may not be postponed by students or parents. Any exception must be discussed with the Administrator.

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.

Extended In-School Suspension Procedure: When a student earns a second 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 administrator to inform them of the second suspension and answer any questions. Suspensions are served the day after they are issued. The student will be expected to spend the day in the office under the direct supervision of the Administrator and office staff. The student will receive a zero for all missed assignments and tests. In place of missed assignments, the student will complete assigned essays to restore broken relationships or make things right.

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 and Monroe Christian School Board.

STUDENT POLICES

Attendance: The school opens at 8:00 A.M. Students are expected to be seated and ready for 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: Students are available for pick-up at 3:10 in their designated area. If a student must absolutely leave during the school day, please let the office know as soon as possible.

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. Consider the following when selecting school clothes:

- Clothing must cover skin and undergarments – all the usual parts including the midriff, cleavage, back, and thighs. Please avoid spaghetti straps.
- Clothing must fit – not excessively baggy or saggy, nor too tight or restrictive.
- Clothing cannot promote/advertise ungodly messages or unhealthy lifestyles.
- Clothing must be appropriate for a learning environment e.g. no pajamas, slippers, onesies, or costumes, unless for a special school event.

Headwear and Sunglasses: No headwear is permitted in the school building or chapel (i.e., baseball caps, hats, hoods, crowns, bandannas, sunglasses, etc.).

Lunch: Students are required to bring a lunch and snacks. Microwave ovens are not available, so students desiring hot food should use their personal thermos. Utensils should be brought from home. Students are expected to eat their own lunch and take-home uneaten food.

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

Office Pass: To leave the classroom, a student must have an Office Pass issued by the classroom teacher.

Cell Phone (or Device) Usage: Cell phones are not to be used by students on school grounds without teacher permission and then only for academic purposes. At all other times, phones will be placed in the classroom basket. This includes breaks and lunch. In case of an illness or an emergency at school, the office staff will call the parent. All parent communication must be done by the staff and not with students directly during the school day. Please make after-school arrangements before sending your student to school if possible. If there is a change to arrangements, please call the secretary (360-794-8200) or secretary@monroechristian.org). As the communication hub of the school, the secretary will notify teachers of any changes to the student's day. This way, we ensure that all who need to know will have the information in a timely manner, and your student's safety and security are guarded by the school. Thank you for adhering to our policy by contacting the school office rather than contacting your student directly. Consequences for unauthorized use of cell phones/devices will vary depending on the situation.

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. Cubbies may be inspected periodically by school staff.

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. 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.

Harassment of another student that may occur outside of school hours via social media will be addressed. Consequences vary from a conversation to review of student's enrollment.

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 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 student, 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
7. Teach and train students to glorify God through their online interactions.	7. Holding my child accountable to glorify God through their online interactions.	7. Glorify God through my online interactions.

PLEASE SIGN

After reading the entire Junior High Handbook, please sign and date the following statement. Keep this copy with the Handbook as a reference.

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

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 student, 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
7. Teach and train students to glorify God through their online interactions.	7. Holding my child accountable to glorify God through their online interactions.	7. Glorify God through my online interactions.

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