

SEAS Middle School Handbook

2017-2018

Arrival and Dismissal:

School begins at 7:55 a.m. Students should not arrive before 7:35 unless given permission to meet with a teacher. Dismissal is at 2:30 p.m.

Absences:

If a student misses school, it is the responsibility of the student to get and complete work missed. Work missed due to an absence must be completed in a reasonable amount of time determined by the teachers and communicated to the student. If it is not completed in the required time, it will be considered late work and students will need to follow the normal late work procedures outlined in this handbook.

Grading:

Assignments and grades are recorded on Educate by TADS. Parents and students will be given a password to access this system. In most classes, the subjects have two grading categories: **Formative and Summative.** Formative: Given throughout the learning process to check students' understanding and progress towards learning goals. Examples of formative assessments include daily work, quizzes, writing assignments, projects, performances, and class discussions. Summative: An assessment of learning that provides teachers and students with information about the attainment of knowledge. Examples of summative assessments include a final project or performance, a test, a paper, and final exams.

Each class uses a graded weighting system to compute your quarter and final grades. Each class uses the following grading scale when determining letter grades:

A+: 100.0	A: 99-94	A-: 93-90
B+: 89-87	B: 86-83	B-: 82-80
C+: 79-77	C: 76-73	C-: 72-70
D+: 69-67	D: 66-63	D-: 62-60
F: 59-0		

Final Exams:

All middle school students have final exams in their core classes at the end of the semester and/or end of the year. Students will be given study guides to prepare for tests. It is wise to keep a file at home with tests and notes from each class to help prepare you for final exams.

High Honors:

High Honors is published each quarter to recognize students in grades 6-8 for their academic achievement. *High Honors* is for students earning an A- or higher in each of their classes. All subjects except band are included. The Principal's Honor Roll will be determined at the end of the school year for those students on the *High Honors* all four quarters.

Quarterly Awards:

Each quarter the teachers and staff may nominate a 6th, 7th and an 8th grader for Student of the Quarter awards. This award is based on academics and/or behavior.

Late Work/Missing Assignment Form:

As every assignment has value, **every assignment *must* be turned in.** If a student misses an assignment, a **Missing Assignment Form** must be completed by the student and approved by the teacher. Failure to turn in the late assignment and/or the form may result in a loss of privileges and may lead to a grade of “0” being given for the assignment.

Retakes/Redo Form:

If a student receives a poor grade on an assessment or large class project, they may be issued a **SEAS Test Retake or Assignment Redo Form**. This required form must be completed and the assessment/assignment redone by the student. Failure to retake the assessment or redo the assignment will result in a lower grade.

Dress Code:

Daily dress code goal: to promote a modest and healthy Christian message.

The Parent/Student Handbook spells out a number of rules regarding uniform which apply to all students. The following is specific to Middle School:

Middle School Uniform

- **Pants:** Donald’s navy blue or khaki pants
- **Shorts:** Donald’s navy blue or khaki shorts
- **Skirts:** Donald’s navy blue hipster skirt
- **Shirts:** Donald’s cotton or performance style red, white, or navy blue shirt with SEAS logo.

Non-uniform days

- **Shirts:** students must wear shirts with sleeves; shirts must fit with modesty in mind: not too tight, short or low-cut
- **Pants:** jeans, khaki or dress pants are permitted. Leggings are only permitted **under a dress or skirt**
- **Shorts/dresses/skirts:** The length of shorts, dresses, and skirts must be consistent with our dress code goal of modesty. Logs will be issued for violations of the policy. Shorts can’t be worn between November 1st and March 31st
- **Shoes:** must have a strap or back; no flip flops. Snow boots may not be worn in the classroom.
- **Head/Body:** no hats, unnatural hair color, visible body writing. Hair must be kept out of eyes.

Counselor:

SEAS has a counselor who comes to our school weekly. The counselor is available to meet with anyone. If you are having a bad day or are struggling with a particular issue, the counselor can help. Your visits are confidential.

Extracurricular Activities:

SEAS offers a variety of extracurricular activities, including, but not limited to, sports, theater, and Student Council. No matter the activity, students must maintain a passing grade in every subject in order to participate.

If a student has a D or lower- they will receive a minimum one week of probation. A student on probation can still fully participate in games, practices, and meetings. A suspended student may not attend any events.

- If the grade(s) rises above a D, they are off probation.
- If it remains at a D, they remain on probation for another week.
- If it falls below a D, they will be suspended for one week.

Discipline:

Discipline goal: to promote safe, respectful, responsible students who exercise self-control.

SEAS's discipline philosophy is modeled after the **Love and Logic** system. This system is employed throughout the school day, inside and outside the classroom. Love and Logic allows students to learn from their mistakes, live with the consequences of their choices, and take more responsibility for their actions.

Basic School Rules: SEAS has five basic school rules, which are posted in every classroom:

1. We are safe
2. We are respectful
3. We are responsible
4. We use self-control
5. We raise our hand to share

In SEAS Middle School, part of our system of discipline involves receiving a reminder to you that you have broken a minor but important rule. These notations, or "logs," are recorded by the Lead Middle School teacher. Most logs involve things like chewing gum or dress code violation. They may also be given out during lunch and recess and for other minor infractions.

When a staff member gives a log, he/she will say something like, "I am giving you a log for _____." You will always know when and why you are being given a log. Your slate is wiped clean at the end of a semester.

Minor infraction consequences:

- 1-4 logs: Lead Middle School teacher records the infraction. The Lead Middle School teacher and the Principal review logs regularly. **Students may receive a detention for repeated offenses.** When a student reaches 4 logs, they are required to meet with the Lead Middle School teacher to discuss ways to improve.
- 5 logs: You may not be able to participate in the end-of-semester activity (including Valley Fair for 8th graders). Students will also receive a detention with parental notification for each additional log. At 5 logs, the student must meet with the Principal and Lead Middle School teacher to discuss ways to improve.
- Logs may be "worked off" at the discretion of the Lead Middle School teacher and/or the Principal.

Major infraction consequences:

Repeated violations or major infractions, such as fighting, bullying, disrespect for authority, vandalism, stealing, sexual harassment, etc. will be left to the discretion of the Lead Middle School teacher and/or the Principal.

See the Student/Parent Handbook for more details.

Plagiarism/Cheating:

Plagiarism/Cheating goal: to raise awareness of the academic and ethical responsibilities of completion of student work.

Definitions: Cheating is the use of deceit to complete schoolwork, for example, copying someone else's paper. Plagiarism is taking the writing of someone else and claiming it as your own.

Examples may include:

- Cutting and pasting information from a website without properly citing the source
- Direct copying of someone else's work without proper citation and credit
- Paraphrasing someone else's work without proper citation and credit
- Using artwork or pictures without proper credit
- Recycling previously submitted work

Consequences may include:

- The assignment must be resubmitted with corrections made
- Conference with teacher
- Parent Notification

Electronics:

If you bring electronic devices to school you should know that the school insurance does not cover the cost of replacing personal items.

Basic Electronic Rules

1. **Cell phones and iPod type devices:** Must not be on your person at any time during the school day. It must be powered off and kept in your locker. You will not be permitted to take notes on these devices.
2. **Tablets/E-Readers (Kindle, iPad, Nook):** These are for classroom use only as instructed by the teacher. Printing from personal device is NOT permitted. **Use of these items is a privilege, not a right.**

Consequences:

First time violation: the device will be taken away and the student is responsible for picking it up from the Lead Middle School teacher at dismissal.

Second time violation: the device will be taken away and a parent will be notified to pick it up at school office.

Third time violation: the device must be turned in to the office at the start of the day and picked up in the school office at dismissal for a determined amount of time.

Please be advised that anything not covered here will be an administrative decision as to whether or not it is permitted. The administration reserves the right to waive and/or deviate from any and all regulations for just cause at his/her discretion.

Parent signature

&

Student signature

I have read the SEAS Middle School Handbook and agree to follow the rules listed above