



**Middle School
Handbook**

2024-2025

Table of Contents

- ✓ Welcome
- ✓ Communication
 - Weekly Folder
 - Newsletter
 - Teacher Contact
 - School Website

- ✓ Class Schedule
- ✓ Test Schedule
- ✓ Homework Policy
- ✓ Make Up Work Policy
- ✓ Reoccurring Due Dates
- ✓ Study Hours
- ✓ Technology and A.I Policy
- ✓ Arrival
- ✓ Attendance
- ✓ Tardy
- ✓ Absences
- ✓ Dismissal
- ✓ Dress Code

Dear Parents,

The middle school team would like to welcome you to the 2024-2025 school year. We are looking forward to a year of growth spiritually and academically. The middle school teachers are already in prayer over this year and each student. We are trusting that God has great plans for each student, and we look forward to being part of what God has in store for each student and family.

This handbook is meant to serve as a reference to some of the most important aspects of middle school. Your student will experience the expectations of several teachers, but some things stay the same across the board. You can use this handbook as a guide to refer to throughout the year.

We are also attaching this handbook to the Family Christian School website at www.familychristianschool.org under the middle school tab.

Thank you for allowing us to be part of your child's life during this very special time of growth in their lives.

In His Name,

Mr. Connatser, Mrs. Mackey, Ms. Pruim, Mrs. Tosspon

Communication

A successful student/parent/teacher relationship must include effective communication. Here's what you can expect from the middle school team each week:

Weekly Folders

Each week on Friday, a weekly folder will be sent home. In this folder will be the following items:

- ✓ tests, quizzes, and some homework papers:
Please review the weekly paper with your child. Students should file papers in the appropriate notebook. ***All of these papers should be filed in the appropriate notebook for each class.***
- ✓ a list of missing homework will be provided by each teacher: Late work receives a 15% deduction for each academic school day that it is late. (High school credit classes deduct 25%.)
- ✓ notices about upcoming events

Please sign and return the folder by the following Monday. All students will receive a homework grade for having it signed and returned. Return it Monday morning for a 100%, Tuesday for a 75%, Wednesday for a 50%, and Thursday for a 25%.

Weekly Newsletter

Each Thursday evening or Friday afternoon, a newsletter with important reminders about the upcoming week will be e-mailed directly to parents. You can find the most current news about middle school here each week.

Teacher Contact Information

You may need to get in touch with a specific middle school teacher throughout the week. We can be reached at school by telephone or email that you can find in the class syllabus until 2:15 each day.

School Website-www.familychristianschool.org

The following items can be found on the school website for your convenience.

- Study Hour Forms
- Middle School Supply List
- Permission Slips - Family Activities
- Calendar of events

Middle School Schedule

<u>8:00-9:00</u>	<u>9:00-10:00</u>	<u>10:00-10:30</u>	<u>10:30-11:00</u>	<u>11:00-12:00</u>	<u>12:00-1:00</u>
5 th -English Pruim	5 th -Math Tosson	5/6 Bible Mackey/Tosson	BREAK	5 th -Science Pruim	5 th -History Mackey
6 th -English Mackey	6 th -History Connatser			6 th -Math Tosson	6 th -Science Pruim
7 th -Math Tosson	7 th - Science Pruim	7/8 Bible Connatser/Thurber	BREAK	7 th -Civics Mackey	7 th - English Connatser
8 th - English Connatser	8 th - Science Mackey			8 th -History Schneberger	8 th -Math Tosson 12-1:30

8th Grade Algebra I also meets on Wednesday morning from 9:30-10:45

Test Schedule Reminder.

The middle school teachers communicate as a team when planning due dates for projects and tests. Students in 5th and 6th grade will have no more than one academic test per day. Students in 7th grade will begin the year with only one academic test per school day. 7th grade students may have no more than two academic tests per school day beginning in the second semester. Students in 8th grade may have two academic tests per school day for the

entire school year. The weekly spelling test does not count towards the two academic tests.

Homework Policy

Homework is assigned daily on academic days. Homework assigned on Monday is due on Tuesday. Homework assigned on Tuesday is due Thursday. Homework assigned on Thursday is due the following Monday. Rarely, assignments may be due on a Wednesday or Friday. Projects with intermediate due dates are assigned with specific due dates.

*Algebra 1 and Physical Science Honors operate as high school classes. Please see the syllabus regarding homework policy.

Effective this school year, all paper headings must be completed in cursive. For students unfamiliar with cursive writing, we will give information regarding resources that aid in the successful mastery of the new concept to be practiced at home.

Make-Up Work Policy

Students have the same number of days to make up missed school work as the number of days absent. Make up work will be available upon a student's return.

If a student is absent on the day of a test, they should be prepared to take the test on the day they return to school which may be a Wednesday or Friday.

Recurring Due Dates

Monthly Bible Verses are due once a month. **Faith in Action** are due once a quarter.

ReadnQuiz-5th-8th grade students are responsible for reading and quizzing on 2 novels outside of the classroom novels each nine weeks. A list of those due dates is on the school calendar. Revised ReadnQuiz guidelines can be found on the school website. ReadnQuiz is an independent reading program. Students select books from a list accessible via the Internet. We strongly suggest parents take an active role in reviewing the novel or read a synopsis of the book before your child begins reading as the site offers a wide variety of content (in some cases there could be inappropriate matter) and authors. There are websites available online to help review novels as well.

Study Hour Forms-Due on the 7th of each month. This is a homework grade in each homeroom class.

Progress Report and Report Card Signatures-Due on the Monday following distribution. This is a homework grade in each homeroom class.

Study Hours

Students in grades 4-8 are required to submit a Study Hour form for each month showing a minimum of 4.5 hours of instruction/study done at home. Hours spent completing homework, reviewing for a test, reviewing class notes, or reading for school are acceptable. Study hour forms are available on the school website.

<http://familychristianschool.org/wp-content/uploads/2016/06/StudyHoursSinglePage.pdf>

Graduation

The speaker for 8th grade graduation will be selected based upon length of years in the FCS Middle School program and/or G.P.A.

Technology

Technology days will be announced ahead of time when certain electronics are to be used in the classroom. Otherwise, it is not necessary to bring cell phones, iPads, laptops, Kindles, and any other form of technology to school. Should a student bring such an item, they should voluntarily place their electronics in the appropriate bin of their homeroom class at the start of each day. These items are not permitted in lockers, backpacks, or on their person during the day. Teachers are not responsible for lost and/or damaged items. Watches with Wi-Fi capabilities will also be collected at the beginning of the day with cell phones.

The 7th grade science class is designed as a hybrid on-line/in person class. Students will use either their iPad or laptop or a school device on a near daily schedule. Students will be notified ahead of time if they do not need to bring their personal device. Personal electronics should not be removed from a designated storage area in the homeroom class. **No photography or recording by any device may be taken by students on school property or during school events.**

A.I. Policy

Due to the rapid increase of A.I., or programs that mimic artificial intelligence, we have provided a policy regarding A.I. for Middle School classes:

If a student is suspected of having used an aid such as this to complete school work, the teacher will process the work in question through an A.I. checker. After this step, the student will be asked about the work in question, and will be given an opportunity to confirm or deny their use of A.I. If the student has indeed used a program to complete their work, they will have the opportunity to complete the work again, with a starting 50% reduction in grade.

Arrival

For your child's safety and the safety of others, as well as for your convenience, drop off your child in the car loop. Please do not use any other point to drop off your child.

When the circumstances permit, a patrol(s) and teacher will be there to greet you. We ask that you do not drop off your child before 7:45 on Monday, Tuesday and Thursday. Early care is available on Wednesday and Friday starting at 8:00 am.

Attendance

Students begin their day promptly at 8:00 a.m. on Monday, Tuesday, and Thursday. On Wednesday and Friday, students should be in their seats at 10:00 a.m. Chapel is on Friday and begins at 10:00 a.m.

Tardy Policy

*Please see the Student/Parent Handbook for complete details about tardies.

TARDY: A student is marked tardy if they are not in their seats at the time explained under "Attendance".

If a student arrives after 8:00 am on Monday, Tuesday, or Thursday or after 10:00 am on Wednesday, or after 10:00 am on Friday **please call the school office and ask for your student to be escorted to class. The office staff will have them sign in on the sign in sheet provided.** This will help us keep better records and is for better security as well.

Absences

ARRANGED ABSENCES If you are planning on an early dismissal or vacation during school, please send an email as soon as possible. Your student needs to reach out to each teacher to gather missing work. Some work may be given in advance of the absence and some may be assigned upon returning.

Dismissal

Dismissal time for middle school is 1:10 p.m. Middle school students will stop class at 1:00 p.m. but still need to pack up and organize their backpacks, make sure all of their assignments are written down correctly, and it gives a chance for some socialization before leaving for the day. Please call the school office if your child must be ready for dismissal prior to 1:10.

GOING HOME WITH A FRIEND: If your child is going home with someone other than a person on the emergency pick-up list, you must call the school office to communicate the arrangement. We will not be able to send your child home with anyone else if prior communication is not made.

Dress Code

In order to help with back-to-school shopping and hair cuts, a summary of the FCS dress code for grades K5-8th is as follows:

- Students may continue to wear any brand of solid navy blue, red, or white polo shirts. FCS embroidered polo shirts may also be worn. FCS t-shirts may be worn on Wednesdays and Fridays.
- **Each student is asked to purchase at least 1 FCS embroidered polo shirt (navy blue or red) for special events and dressy field trips.**
- Tan or navy blue uniform shorts may be worn everyday. **Shorts and skirts/skorts must be at least the length of the longest fingertip when arms are at the sides. No tight form fitting clothes allowed.**
- Girls may wear shorts, jumpers, skirts, and skorts. **Shorts must be worn under jumpers and skirts.**

- Shirts, sweatshirts and jackets may not have any print or picture on them, except for small brand logos over the chest pocket area.

Cold Weather:

- Students may wear navy blue, red or white long sleeved turtlenecks **under** their polo shirts (not just a turtleneck alone).
- **Solid navy blue, red or white jackets or FCS jackets or sweatshirts may be worn over FCS uniform polo shirts or t-shirts.**

Hair Dress Code:

- **Boys are asked to keep their hair in a traditional cut, above the collar, above the eyebrows, and no longer than mid-ear.**
- **Girls are asked to keep their hair in modest styles.**
- **Boys and girls are to keep their hair in their natural color.**

Foot Wear:

- Students must wear closed toe shoes, with backs, tennis shoes are preferred.
- No heellie shoes or flip flops due to safety concerns.

AGREEMENT INSTRUCTIONS

Upon the completed reading of this handbook and following any questions you may have, please respond to the email that was sent from the FCS middle school email middleschool@familychristianschool.org with a note confirming you have read and agree to the policies. This e-mail will be counted as your agreement to ALL Middle School and FCS policies noted herein.