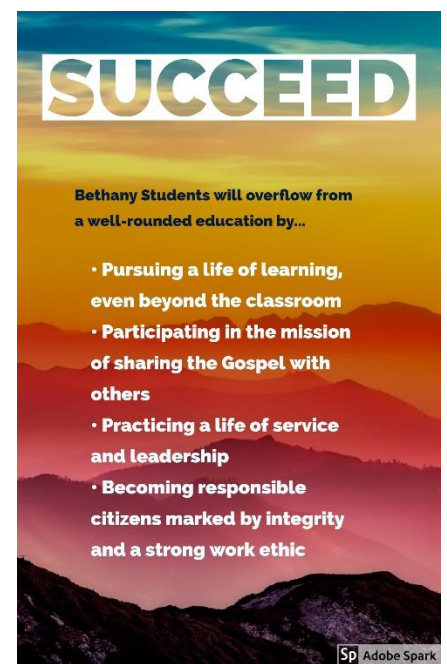
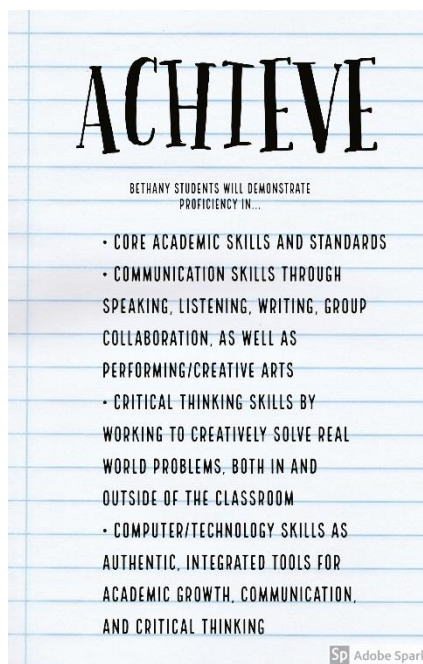
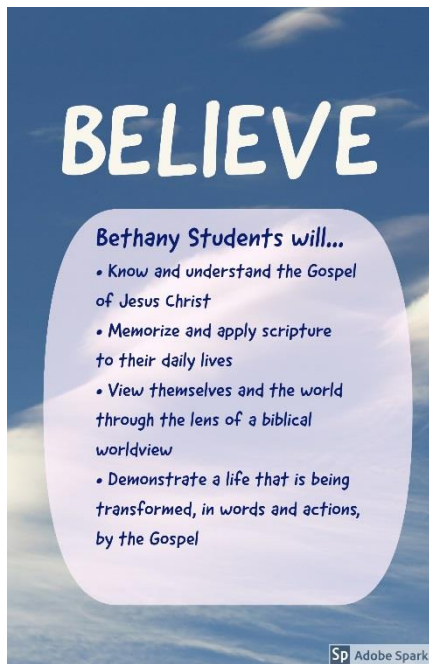


Bethany School

a place to believe, achieve, and succeed.

Middle School Handbook 2018-2019



BELIEVE-----Develop a belief system based on God's Word
ACHIEVE--- Achieve spiritually, academically, physically, and emotionally
SUCCEED---In building a healthy self-esteem to be successful in life

Our goal is that Bethany Middle School would be a safe place for students to learn to grow into godly, mature, and self-disciplined young ladies and gentlemen who are ready to meet the challenges before them in High School and beyond. We are honored to *partner* with you in this very important task!

Middle School Policies

These policies do not replace the Bethany Parent Handbook, but rather address middle school specific issues.

School Hours:

Start time: 8:25 A.M.
Lunch time: 11:55- 12:25 P.M.
End time: 3:30 P.M.



Students are not allowed in the building before school. Attendance is taken every day in homeroom. After school, students are to leave campus with a parent, walk home, or sign in to daycare.

Attendance Policy:

Students are required to attend school and be on time daily. However, we understand that sometimes absences are inevitable.

Excused absences include: School Activities; Illness/injury, doctor's appointment, funeral, Family Business with prior approval by administration.

When a student is **absent**, he/she must **bring a note from a parent/guardian to the office** for a readmit to give to their homeroom teacher. It is then the student's responsibility to ask for make-up work and then complete it within the given time period. If your child will be absent for a prolonged period of time due to illness, please call the office after one day's absence, before noon to have the assignments and the next sent to the office for after school pick up. If your child is absent for only one day, he/she can get the missed work upon their return.

Students with **unexcused absences** will NOT be allowed to make up their missed assignments. Unexcused absences include suspensions, truancy, vacations, lack of transportation, etc., or any absence without a note from home. Unexcused absences will be detrimental to students' grades.

Early Out/Late Arrival

Students who need to leave campus early for an appointment must bring a note and must be signed out of the office by a parent/guardian. Students who arrive to school after first period, must bring a note from a parent/guardian to the office for a readmit.

Perfect Attendance -

No full day absences (excused or unexcused) for the entire school year; no more than 15 tardies.

Tardies

Students who are late to school in the morning, will receive a tardy mark in homeroom. Unexcused tardies during the rest of the school day will result in a detention. Excessive tardies will disqualify you from Perfect Attendance.

Daycare:

Bethany School provides daycare before 6:30AM – 8:00AM and after school 3:30PM – 6:00PM as a service to families who need it. The cost \$5.50 per hour, billed in half hour increments. In recognition that middle school students have greater responsibility, we will allow middle school students to sign themselves in to morning daycare. However, students must be responsible to sign the daycare book upon arrival. Failure to do so will result in being charged for the entire morning session.

After school, middle school students have two options: leave campus immediately with parent or by walking home OR to stay on campus for daycare. In daycare, students will have some supervised free time and then enjoy a group game or homework time. Once signed into daycare, a student must stay in daycare until a parent/guardian comes to pick him/her up. Students who participate in sports can be picked up after practice or will be signed into daycare.

Students who are unable to participate appropriately in daycare activities and/or who show disrespect for daycare staff and daycare rule, may lose the privilege of using daycare.

New Grade book System: MySchoolWorx

- Check weekly for grades
- My School Worx Login <http://bit.ly/2wW5Adj>
- Check calendar with assignment and test dates
- View disciplinary records (tier 2 and tier 3 level behaviors will be logged in system)
- Set alerts to let you know if your student's grade is dropping below a specific percentage in any class
- Helpful video for parents: <https://support.myschoolworx.com/article/64-myschoolworx-parent-how-to-video-user-guide>

Communication

- Class Dojo (download free app)--> stay up to date on behavior/demerit totals and view pictures. Message teachers directly.
- Contact teachers using My School Worx message center
- Class parent —help plan celebration events and collect supplies/money

Google Classroom

- Teacher posts assignments and directions
- Students submit assignments

Planners

- **Up-to-date** info about assignments
- Students fill out daily
- *Parent checks it nightly*--set expectations for your child and hold him/her accountable
- Earns points toward Citizenship Grade (loss of Dojo points if planner not completed)

Homework→

Check Planners and Google Classroom for due dates and timelines.

My School Worx Calendar may also have “some” due dates listed.

- Math→ Homework will be assigned each class period. Approximately 24 problems. Must follow homework format. Study for quizzes and tests.
- Language Arts→ Complete any class work, study for quizzes/test, complete essays/projects/presentations. Participate in an online discussion thread 2x per week. Nightly reading is strongly suggested.
- History→ Complete any class work, study for quizzes, complete essays or presentations, etc.
- Bible→ Weekly bible memorization passage, workbook work, various other assignments.

Incomplete classwork—must be submitted by 8:30 am the following day for credit (will not be given credit if turned in past this grace period)

Late work policy

- Homework/Projects not turned in on time will be given a grace period of 3 days (not three class periods)
 - Loss of a full letter grade each day it is late
 - Student must notify teacher via email that the assignment was submitted if it's an electronic assignment
- Incomplete classwork must be submitted by 8:30 am the following day for credit (will not be given credit if turned in past this grace period)***

Grading weights

- Each individual class has their own weighting for grades
- **Students with failing grades** will be put on academic probation, which may hinder their ability to participate in extracurricular activities. Students with two or more failing grades at the end of the school year will not be allowed to participate in end-of-the-year activities.

My School Worx Guidelines

1. **My School Worx** is a powerful tool for communication between teachers, parents, and students about grades, assignments, behavior, and attendance.
2. **It is expected** that students and parents regularly check posted grades online. Many teachers will also post weekly assignments and instructions online.
3. **Please note** that grades for assignments due on a certain date may not be posted on that day, due to the time it takes to grade and post grades. Thank you for your patience.
4. **Questions** about assignments and/or grades should be directed to the teacher via the student first. This, again, empowers students to learn to communicate effectively and to take greater ownership of their learning.
5. **Google Classroom** will be available to all 6-8 students to keep up to date on work.

Technology (revisit/highlight key issues)

- One-to-one Chromebooks in each classroom
- Digital Citizen Contract and expectations
- Email is for school use only; not for connecting with friends or sharing photos/images.
- When logged into school google/email, everything done (even at home)—(YouTube searches, games played, etc) can have consequences at school.
- Check school email nightly

Code of Conduct

It is expected of all Bethany Middle School students that their conduct be above reproach and an example to others. In other words, students should demonstrate Christ-like behavior in all that they say and do.

Bethany Middle School Behavior Management Plan



The discipline rubric and code of conduct has been constructed for all stakeholders to work together to review and understand Bethany Middle School's goals for responsibility and behavior. The principal, teachers, support staff, students, and parents share the responsibility for administering Bethany's Behavior Management and Discipline Plan.

In order for every student to have the opportunity to reach his or her highest potential, each student at Bethany Middle School shall (Romans 12):

- Respect themselves and the rights of others.
- Attend school faithfully, complete his or her assignments on time, and work to his or her highest potential.
- Behave in a manner that does not disrupt classroom learning or the operation of the school.
- Obey requests by any adult in the school.
- Refrain from aggressive or threatening behavior towards fellow students, teachers, and additional staff.
- Refrain from the possession or use of any real or simulated weapons, illegal drugs, alcohol, or tobacco.

One of the goals of education is self-discipline. Parents, teachers, and administrators work with students to establish guidelines for acceptable behavior. Students are required to know what is expected of them and the responsibility they share with their parents to maintain a positive education. When inappropriate behavior disrupts the learning and school environment, the teachers and administrators at BMS will take appropriate action according to the discipline rubric.

Bethany Middle School's Discipline Goals

R-Repentance: acknowledging one's sins and turning away from them (Acts 3:19)

I - Integrity: living a holy life that is pleasing to God Psalm (119:9-11)

S - Selflessness: Showing God's love and putting others higher than yourself (Philip. 2:3)

E-Excellence: Giving 100% in all you do (Colossians 3:23-24)

Discipline Actions

Some students make choices which require the use of the demerit system. When the demerit system is used, consequences such as loss of citizenship points, detention, suspension, or expulsion may result.

Detention

Detention requires a student to report to and remain at the place designated by a teacher, team, or administrator. Students will be under supervision at all times during detention. Teachers, support staff, and administrators may assign detention during lunch, before school, or after school. The demerit form will state the date of the detention and the reason. The administrator and/or the teacher can make the detention a working detention or a classroom detention where the missed homework and assignments are completed. If a student is assigned more than one detention on the same day, at the same time, one of them must be served the next available date. It is the student's responsibility to coordinate this with the teachers/administrators. Students who are absent or tardy to detention or otherwise disruptive may be subject to further disciplinary action. Students and parents will be notified of after-school detention by the administrator or teacher via phone call or text message.

Suspension

Suspensions require involvement of school administration. Classwork and homework assignments missed while suspended will receive a grade of zero. It is the responsibility of the student to obtain homework assignments from classmates or Google Classroom that are due the day immediately following their suspension. It is the responsibility of the student to contact the teacher and schedule make-up tests, quizzes, and projects given during the suspension; these must be made up within three days of the student's return from suspension. While on suspension, students may not participate in any school activity. While serving an out of school suspension, students cannot be on campus for any activities.

Expulsion

Expulsion is a disciplinary consequence that terminates the student's education at the school. Expulsion may also occur for single infractions that are particularly serious. Expulsion will be determined by the school administration.

Specific Prohibited Behaviors

The handbook does not include an exhaustive list of prohibited behaviors, but rather provides examples of school-specific standards.

Classroom Misconduct

Each teacher will establish classroom rules and enforcement procedures. Students have a responsibility to be appropriate active participants in the learning process. Negative behavior will result in a loss of points affecting student's overall citizenship grade.

Hallway or Common Area Conduct

Students are to conduct themselves in an orderly manner when passing between classes. Students will go directly to classes. Students out of class for any reason MUST have a hallway/bathroom pass. Make every effort to use the restroom facilities during the passing period between classes or at lunch. Individual teachers establish policies for allowing students to leave their classroom during class time.

Lunch Area Conduct

During lunch students are expected to:

- Take your place at the end of the lunch line (if buying lunch)
- Talk at a normal conversation level
- Stay seated unless putting away your tray and trash or exiting to the play area
- Deposit all trash in appropriate containers

During lunch, students are NOT supposed to:

- Run, chase or engage in physically unsafe activity
- Purchase items for another student
- Hold a position in line for another student

Students should not enter buildings during lunch without permission from an adult Students must remain in the lunch area or Courtyard area during lunch

Students who make poor decisions during lunchtime will have points taken away from their overall citizenship grade. Behaviors may also result in demerit forms.

Public Displays of Affection

You are not allowed to kiss or embrace on campus at any time. You are not allowed to pretend or allude to sexual behaviors.

Bullying, Teasing and Gang-like Behaviors

Any actions or behaviors that result in bullying or teasing will not be tolerated and will be dealt with according to the discipline rubric. Dress related to gangs or actions related to gang-like behavior will likewise be handled according to the discipline rubric.

Physically Dangerous Behavior

Running, wrestling, throwing objects, pushing, shoving, inappropriate touching, and horseplay on school grounds are not acceptable behaviors. Punching and/or pinching another student is inappropriate. Another example would be St. Patrick's Day where students are not wearing green. There are other similar situations. Students physically intimidating classmates in this manner will be disciplined.

Harassment

If a student feels uncomfortable with the actions of another student, he or she should first tell the other that the actions are not appropriate. If the behavior continues, the student must report the harassment to an adult employee or authorized volunteer at the school.

Food, Drink and Gum Rules

You may carry drink containers (no glass) and wrapped or sealed food in the hallways when you are transporting it to the Courtyard for break time or the lunch benches for lunch. As a general rule, food, drinks (with the exception of a water bottle), and gum are not allowed in the classroom. **Gum is not allowed** on the school campus at all.

Uniforms are required

• **Please wear your school uniform** (white, tan, or blue collared shirt with Bethany Logo and khaki or navy blue pants, shorts, or skirts (girls only).

• Shorts must be mid-thigh (reaching below fingertips) and skirts must be 3 inches above the knee or longer.

• You may *not wear* headgear, armbands, leg bands, bandanas, heavy coats, chains, and/or sunglasses inside the school, any of its classrooms, the offices, or the gymnasium. You may wear hats at athletic events, outside, and other designated activities.

• Students will wear *close-toed* footwear at all times.

• If you wear long pants, both pant legs will either hang or remain straight so that the legs are even with each other. One pant leg may not be drawn up. Leggings (**Navy blue or black solid**) do not qualify as pants and may only be worn under skirts and dresses.

• You should fasten clothing in such a way that your skin or undergarments do not show. Undergarment-like clothing is prohibited. Clothing items should not be too tight and "sagging" is not appropriate. You must secure pants at or above the waist.

• The administration is the final authority on what is too tight, too short, and what is sagging. Students with sagging pants will be required to tuck in shirts.

• You may not wear sweatshirts, jackets or jewelry, or carry accessories, with profane or provocative pictures or messages advertising tobacco or alcoholic beverages, drug use, racial discrimination, promoting violence, or depicting sexual innuendo.

• Pajamas and robes should not be worn at school unless it is at a prescribed time such as Spirit Week or Red Ribbon Week.

Clothing that detracts from the learning environment is not necessarily limited to the above examples. You share responsibility with your parents to follow the dress code. If you violate the rules you will be sent to the office and parents will be contacted. The following disciplinary actions will take place:

- Student will lose 5 demerit points from each class until proper uniform attire is worn. Student will be excused to change once proper uniform attire has been dropped off in the office.
- Student will serve lunch detention.
- If student continues to violate the dress code, he/she may be subject to further disciplinary actions.

Hair must be trimmed, combed, natural looking and out of the eyes. Extreme color variations or faddish haircuts (i.e. shaved designs, Mohawks, etc.) are not acceptable. Natural Hair color *Only*, along with *Safe* hair accessions that will not cause harm to self or others should be worn during All School Activities and School Days. No Extreme Hair color can be added...Meaning Hair Dye, Spray in Hair Color or Colored Hair Extensions.

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Wacky Hair Day is the Only Exception where these guidelines will Not apply.

If you have any questions please feel free to reach out to the Administrative Staff

Possessing Inappropriate Items at School

You should not bring to school any items that interfere with learning or endanger the health and safety of other students. The following are examples of inappropriate items:

• Water guns • Digital players • Hand-held computer games • Laser pointers • Dice for gambling • Sports equipment • Wheeled objects Please note: This is not an exhaustive list and may include other items. Teachers and administrators can determine other items as inappropriate on campus, and they will confiscate them and keep them until a parent comes to pick them up, if the item is otherwise acceptable in the community. Such items not claimed by the parent by the close of the school year will be donated to charity or destroyed. Items which are contraband under law or installation policy will not be returned. If you are in doubt about whether an item is appropriate, ask before you bring it. If you are too embarrassed to ask if the item is appropriate at school, it is more than likely inappropriate. If a teacher has any reason to believe that a container of liquid contains alcohol, that container may be confiscated.

Technology Use

You may use Bethany Chromebooks and/or computers in accordance with your Student Computer Use Contract. The contract signed by you and your parent must be on file at Bethany School before you may use a school computer. Unauthorized access to a computer, unauthorized copying to or from a computer, entry into non-authorized website (such as chat or game sites), and any actions that interfere with an authorized users access are each serious offenses that will call for the student's actions to be evaluated by the school administration. Students will be issued and able to access their Google email account at school. This is to be used instead of commercial email accounts. This mail system is private, and the school retains the right to review student electronic mail at any time. Google accounts are set up by the school for school purposes only. *All students will sign the user agreement* which acknowledges that Bethany retains the right to monitor any student communications or information exchanges made with school computers to any other computer. Transmitting or receiving unauthorized content will warrant disciplinary evaluation. Cell phones must be turned off and inside your backpack (they may only be used with teacher permission)

Weapons

Refrain from the possession or use of any real or simulated weapons or those that could be construed to be threatening by a teacher or administrator.

Drugs/Medicine

Do not possess illegal drugs. If you must take authorized prescription medicine, your parent must bring the medications that are prescribed to be taken during the school day directly to the office. Parents will also need to sign a medication permission form. Copies are available in the office.

Tobacco Products

Cigarettes, cigars, snuff, smokeless tobacco, e-cigarettes or any other type of tobacco product or similar product are prohibited from school or school activities.

Prohibited Student Behavior

Any specific misbehavior not included in the below list of Prohibited Behaviors will be categorized by the staff/administration as the incidents occur.

Tier 1 These behaviors are handled by the classroom teacher OR the attending adult.	
<u>Behaviors</u>	<u>Actions</u>
<ul style="list-style-type: none"> • Out of seat • Unprepared for class • Incomplete homework • Horseplay • Tardy • Gum Chewing • Food theft • Disrespectful towards other students • Talking out of turn • Non-compliance • Poor Assembly/Presentation behaviors • Eating in class • Minor Cell phone Violation (ex. Rings in class) • Talking too much in class • Inappropriate use of personal equipment (backpacks, lunch pails, etc) 	<p>Step 1:</p> <ul style="list-style-type: none"> • Verbal reminder to the student of the expected appropriate behaviors. • Consequence applied by teacher: demerit points logged on Class Dojo

Tier 2 These behaviors are handled initially by the attending adult, but are referred to the administration if they become chronic	
<u>Behaviors</u>	<u>Actions</u>
<ul style="list-style-type: none"> • Inappropriate use of technology • Disrespectful • Lying • Cell phone violation (using phone without permission) • Teasing • Disrespecting teacher's personal spaces and property • Dress code violation (applied to each class that is attended while in improper dress) • Ongoing Tier 1 behavior 	<p>Step 1:</p> <ul style="list-style-type: none"> • Verbal reminder to the student of the expected appropriate behaviours. • Demerit Points Logged • Home Contact made by the teacher via Demerit Form • Demerit is logged in the system • Student serves a 10 minute detention either during lunch or after school <p>Step 2:</p> <ul style="list-style-type: none"> • Repetition of Tier 2 behavior, call home and 20 minute detention. <p>Step 3→ Move directly to Tier 3. Notify parent.</p>

<u>Tier 3</u> These behaviors are immediately referred to the administration	
<u>Behaviors</u>	<u>Actions</u>
<ul style="list-style-type: none"> • Ongoing/Chronic Tier 1 or Tier 2 Offences • Fighting • Inappropriate representation of school • Weapons (real or pretend) • Inappropriate use of emergency equipment • Sexually explicit words or actions • Leaving school grounds without permission • Use of or under the influence of drugs and alcohol • Cheating • Racism & other forms of discrimination • Leaving an in-school suspension • Defacing school property • Theft • Defiance • Inappropriate use of internet/print material • Verbal aggression (uttering threats) • Physical aggression • Smoking on school property • Use of matches and lighters on school property • Vandalism • Bullying (confirmed by Administration) 	<ul style="list-style-type: none"> • Referral to Administration. • Home contact made by Administration. • Meeting with parents. • Possible In/Out of School Suspension. • Written apology to offended parties before student is permitted to return to school.

NOTE: The school administration reserves the right of expediting the disciplinary process pending circumstances.

Demerit/Points System

Students will receive a quarterly Citizenship grade. Poor behavior choices will result in negative points. Class Dojo will be used to monitor and communicate behavior. Tiered system is outlined below:

- **Points**
 - Tier 1 offenses = -1 point
 - Tier 2 offenses = -5 points and detention
 - Tier 3 offenses = -15 points and office referral
- **Consequences**
 - 25 points = Community Service (Cleaning classrooms after school, Picking up trash, and/or Cleaning lunch area, etc.)--institute a Behavior Modification Plan*.
 - 50 points = Sit alone at lunch for a week
 - 75 points= 3 days of after school detention
 - 100 points = suspension
- Students that continue to make poor choices after being suspended will be put on a Personalized Behavior Contract**.
- Resetting of Points occurs at the start of a each Quarter

*Behavior Modification Plan (given when student reaches a loss of 25 points)

1. Meet with student and Parent
2. Set goals for positive behavior choices
3. Follow up with student regularly and remind him/her of the goals

**Personalized Behavior Contract (given when student reaches a loss of 100 points)

1. Meet with student, parent, and administration
2. Set goals for positive behavior choices
3. Follow up with student daily and use daily behavior log
4. Establish clear consequences

Positive Reinforcement

Parent Volunteers will help coordinate Quarterly Citizenship Celebrations for students that earned fewer than 25 demerit points. Room parents will coordinate and host the celebration . Students that are eligible to participate will be dismissed from class early on celebration days. Students that are not eligible to participate will stay in class and read quietly. Teachers will rotate responsibilities quarterly.

Please join us in prayer for our staff & students as we strive to be Christ-like in all that we say and do.

"Since, then, you have been raised with Christ, set your hearts on things above, where Christ is, seated at the right hand of God. Set your minds on things above, not on earthly things. For you died, and your life is now hidden with Christ in God. When Christ, who is your life, appears, then you also will appear with him in glory. Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity. Let the peace of Christ rule in your hearts, since as members of one body you were called to peace. And be thankful. Let the message of Christ dwell among you richly as you teach and admonish one another with all wisdom through psalms, hymns, and songs from the Spirit, singing to God with gratitude in your hearts. And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him." Colossian 3:1-17

a place to believe, achieve, and succeed.

Middle School Behavior Contract

The success of the Behavior Management Discipline Plan for Bethany Middle School depends on the support of each member of the school community. Working together, faculty and staff, parents, and students can promote academic achievement and good character, and ensure the success of students at the school and throughout life. Bethany Middle School is dedicated to ensuring that communication between the school and parents is continual, ongoing, and uniform.

Your signature in the appropriate spaces below will indicate your commitment to helping fulfill the school's primary mission—developing strong Christian citizens and rigorous academic learning.

As the parent of _____, I pledge: to maintain high expectations for my child and the school to demonstrate consistent interest in my child's progress at school to support my child's best efforts to support and work with school staff to promote my child's learning. I have read the Behavior Management Discipline Plan for Bethany Middle School and support the rules and expectations outlined herein.

Parent Signature:

Date:

As a student at Bethany Middle School, I pledge: to be respectful to myself and others, to attend school faithfully, complete my assignments on time, work to my highest potential, to behave in a manner that does not disrupt classroom learning or the operation of the school, to obey requests by any authorized adult in the school, to refrain from aggressive or threatening behavior towards fellow students, teachers, and staff, to refrain from the possession or use of any weapons, illegal drugs, alcohol, or tobacco. I have read the Behavior Management Discipline Plan for Bethany Middle School and support the rules and expectations outlined herein.

Student Signature:

Date:

*****Please return the signed contract to your homeroom teacher*****