

# HEPHAHA

LUTHERAN CHURCH & SCHOOL

## Middle School

# Handbook

2017-2018

JAMES 2:18

**FAITH ON FIRE**

*But someone will say, "You have faith and I have works." Show me your faith apart from your works, and I will show you my faith by my works.*

# Academics:

## Academic Requirements for Extra-Curricular Activities:

Students who participate in extra-curricular activities must maintain a 2.0 or higher in all subjects or he/she will be suspended from the activity/team. Furthermore, if a student has an “F” in a subject they will be suspended from the activity/team. The student will remain on suspension until the next report card or until the teacher verifies improvement in the grade.

## Gradelink:

Gradelink is our online grading system. On Back to School Night, parents will be given a password for Gradelink. It will be your responsibility as a parent to check your child’s grades often and contact the student’s teacher about any concerns.

## Homework:

Students will be given homework Monday through Friday. All assignments are written on the board and students are usually given time in class to begin working on the assignment and ask questions. Any work not completed in class is considered homework. Homework should be written in their planner at the end of each class period.

## Homework Expectations for Students

- Students will write their assignments in their planners daily
- Work will be completed neatly and on time
- Student’s names must be on their papers or they may not receive credit for the assignment.
- Assignments are due the day after they have been assigned unless otherwise stated by the teacher.
- Students must complete their own homework, copying others work or having someone do your homework is considered a breach of the Academic Code of Conduct.
- All typed assignments must be printed at home and turned in to the teacher. If students are unable to print at home they must e-mail the assignment to the teacher the night before it is due, or it is considered late.
- If there are problems with homework, students are encouraged to communicate with their teachers as soon as possible.

## Not Understanding Homework

Students are given many opportunities during the school day to begin working on their assignments . It is during this time that we expect them to ask questions to make sure they understand the assignments. Usually Teachers are available to help during morning recess or immediately after school to help with questions about homework.

In some cases, however, a student may get home and not understand how to do their assignment. If this happens, these are the steps that the student should follow:

- Review the teaching page in the book to see other examples and instructions.
- Review the work that was finished during class time.
- Call a classmate and ask for guidance on how to do the assignment.  
*(Remember, helping a classmate does not mean giving them the answers.)*
- Ask parents for assistance
- Email the teacher and let her/him know specifically what you are having trouble with. *The teacher may not receive the email in time to help, but will know that you ran into trouble with your homework the night before.*
- Show up to school early (8:00a.m.) and knock on the teacher’s door to see if they are available to help.

## Academics ....continued

Students that follow all of these steps and make every effort to do their assignment will not be marked late even if the assignment is not completed. However, they will be expected to sit their recesses and complete the work by the end of the school day. If a student fails to do this, the assignment will be considered late.

**\*\* STUDENTS THAT COME TO SCHOOL WITH INCOMPLETE ASSIGNMENTS ON A REGULAR BASIS WILL HAVE THOSE ASSIGNMENTS MARKED LATE.**

**Late Assignments ..** *An assignment is considered late if it is not turned at the beginning of the class period when it is due.*

- Late work will carry the following consequences:
- If it is turned in by the next day, 25% will be deducted. After that, student may turn in an assignment up until the end of the trimester for only 50% credit. If it is not turned in, it is a zero.
- If students have a problem completing homework, or need help, they must follow the steps listed in the section of Not Understanding Homework.
- **Missing work can dramatically lower a student's overall grade in a subject.**
- If a student has four or more MISSING OR LATE assignments, they will receive an after-school detention. A detention will be given for every additional four missing/late assignments.  
*Field trips, behavioral notices, detention notices, and any other required paperwork count as homework missing if they are not returned when they are due. These items may lead to an after-school detention.*

### Academic Integrity

All work submitted by a student must be written in the student's own words. Students need to identify all resources used in completing a written assignment. Any assignment submitted to faculty that does not appear to be the student's original work will be investigated further.

**Plagiarism:** Representing the words or ideas of another as one's own

**Cheating:** using or attempting to use unauthorized materials or study aids for an assignment or test

Plagiarism, falsification of documents or cheating is a serious matter and will result in disciplinary and/or academic consequences. **Any student** who helps another student fabricate, cheat or plagiarize will be **considered to have committed** the same offense. Any student CAUGHT cheating will receive a zero on the assignment in question.

**See Academic Code of Conduct for further information.**

# Academics ....continued

## Report Cards

Report Cards go home three times a year at the end of each trimester. Students will receive grades in the following subjects:

\*Memory \*Religion \*History \*Science \*Language Arts \*Literature \*Math  
+Fine Arts +Physical Education +STEM +Electives

\*denotes classes that count towards GPA

+ denotes classes help students meet the requirements for Honor Roll or Principal's Award.

An “Incomplete “ (“I” letter grade) is assigned to a student who has been prevented from completing the assigned work due to an illness or unusual situation. Students have three weeks from the end of the grading period to complete outstanding work so that teachers may calculate a final grade.

## Grade Point Average

Each middle student is expected to maintain a cumulative grade point average of 2.0 to maintain enrollment eligibility at Hephatha Middle School. An Academic Intervention Plan will be implemented by Hephatha’s Resource Department, FEE BASED, if a student ‘s trimester GPA falls below 2.0 for more than two consecutive weeks. If a student fails any class, they will be expected to REPEAT that class in summer school and pay the necessary fees.

## Trimester Awards:

### Qualifications for Principal’s Award

95% or higher GPA

A in all subjects

### Qualifications for Honor Roll

87.5% or higher GPA

A or B in all subjects

### End of the School Year Awards

#### Church Attendance

Exceptional—attend church weekly during the school year

Honorable— attend church weekly 50% of the time during the school year

#### School Attendance

Exceptional— miss 5 or less days during the school year

\*Students will be counted absent if they miss more than 3.5hours of a school day.

\*Students who have five unexcused tardies are ineligible for Exceptional School Attendance

## Academics ....continued

### **Graduation: Requirements**

Students must have maintained a passing grade in all required Middle School course work.  
Students must be in good standing with discipline and attendance requirements.  
Maintain a current account balance

*A student may be allowed to participate in the Graduation Ceremony if he/she is within one class of the requirements with the understanding that the class will be completed prior to receiving a diploma..*

### **Graduation Awards: Valedictorian**

Student with the highest (%) GPA  
GPA will be based on the 7th & 8th Trimester Report Cards  
Students must have attended 5 trimesters at Hephatha

### **Salutatorian**

Student with the second - highest (%) GPA  
GPA will be based on the 7th & 8th Trimester Report Cards  
Students must have attended 5 trimesters at Hephatha

### **Gold Stoles**

**95 % or higher accumulative GPA for 8th grade year**

## **Attendance:**

**Attendance** will be taken at the beginning of each class period. If a student misses more than 10 classes in a trimester, the student may not receive a passing grade for that class. Please note, if a student misses more than 20 days in the school year, they are at risk of being retained.

**Absences:** When a student misses school due to illness, he/she will have one day for each day missed to complete missing homework. Students are responsible for finding out what they missed from the teacher and making it up in addition to keeping up with their regular school work. If a student has a planned absence, such as a family event, they should notify the teacher in advance . The work may be provided by the teacher ahead of time, if possible. The teacher will inform the student in writing of the due date of make-up work.

### **Church Participation:**

Each week, your child's church attendance will be taken.  
During the year the middle school has the privilege of participating in a service at Hephatha. This is an opportunity for your students to give back to our sponsoring congregation. Participation is part of the Fine Arts and Religion grade.

## Contacting Teachers

- Send a note with your student
- Phone message
- E-mail—please allow 24 hours for a response, longer if on a weekend
- *Reminder: All e-mail communications sent to a teacher should be respectful and constructive in order to help everyone achieve positive outcomes.*
- Make an appointment  
*If you have a quick question or concern, please stop by after school, since mornings are often a busy time for teachers.*

### E-mail address

Mr. Duerr: 8th grade homeroom, Middle School Science—pduerr@hephatha.net

Mrs. Fitzgerald: 7th Grade homeroom, Middle School Literature—efitzgerald@hephatha.net

Mrs. Jacobi: 7th Grade homeroom, Middle School Language Arts—kjacobi@hephatha.net

Mr. Mattlin: 6th Grade homeroom, Middle School Social Studies—tmattlin@hephatha.net

## Discipline

**Hephatha Middle School students will be expected to read, understand and sign the Academic Code of Honor and Code of Conduct.**  
*(see last page of Handbook)*

### Positive Recognition

Verbal Praise

Whole class rewards

Positive notes to students

Individual/Small group rewards

### *Student Academic and behavior conduct is a choice*

### Consequences:

Step 1: Verbal Explanation and check in the behavior log

Step 2: Second check in behavioral log, student will sit out a recess

Step 3: Third check in behavioral log, and a 45 minute after school behavioral/academic detention will be scheduled. The detention slip is sent home for a parent signature.

Step 4: If a student has been assigned two behavioral and/or academic detentions during a trimester he/she will be referred to the Principal for further action.

*Students may skip steps and receive a larger consequence, even for a first offense, if their behavior warrants that to be a necessity.*

*More information is available in Hephatha Family Handbook.*

### Detention

Detentions are held **after school from 3:15 until 4:00**. To serve a detention, the student must have a signed detention slip and meet in the designated classroom before 3:15p.m.. Additionally, the student must sign in and out of detention in order to receive credit for the day's detention.

Students may not use this time as a study hall period. There are two types of detentions, academic and behavioral detentions. **Academic detentions are given after a student has four missing/late assignments.** Academic detentions are not recorded on their permanent record; however, the missing assignment will affect their overall grade for that subject.

***Detentions may impact after-school activities.***

## **Electives**

Middle School students will be offered the opportunity to register for an elective in twice per year. Some of the electives offered will be a commitment for 2015-2016 school year. Electives that have been offered in the past; Chapel Band, music history, theatre, guitar, art, finance, reader's theatre, and current events. More information as to which classes are being offered in 2015-2016 will go out at the beginning of the school year.

## **Fine Arts/Concert on the Green**

Attendance at our annual Concert on the Green in May is part of the Fine Arts curriculum. If a student does not attend, their third trimester fine arts grade will be negatively affected. The date for this event can be found on the school calendar.

## **Physical Education**

P.E. classes will be every Wednesday and Friday afternoon. Students are required to dress in their P.E. uniform and wear appropriate tennis shoes. A student's grade will be affected by not dressing out and by poor participation. Students will NOT be allowed to sit out of P.E. without a note.

## **Tardies**

Students need to be in their classrooms by 8:15a.m. A student will be considered late at 8:21a.m. and will need to go to the school office before to get a tardy slip. If a student exceeds five tardies in a trimester they will be given an after-school detention for each subsequent tardy.

## **Textbooks**

Students will be issued textbooks for most core classes. All textbooks are to be covered by the second week of school. No sticky covers are allowed. Students will be held financially responsible for each textbook he/she are issued. Damaged or loss textbook replacement costs will be billed to the student's account.

I have read, understand, and will comply with the rules outlined in the HLS middle school handbook. I have also discussed the stated expectation with my child(ren).

Student Name:: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_