

---

# **CITY TREE CHRISTIAN SCHOOL PARENT HANDBOOK MIDDLE SCHOOL 2023-2024**

---



**CITY TREE CHRISTIAN SCHOOL**  
320 Date Street, San Diego, 92101  
619-232-3794

**Table of Contents**

General Information.....	2
School Drop Off & Pick Up.....	3
Code of Conduct.....	4
Parent Responsibility Agreement.....	5
Behavior Management System and Discipline Policy.....	6
Absence Policy.....	9
Technology Use Policy.....	10
Middle School Academic Expectations.....	13
Middle School Assignments - Standard Format and Expectations.....	14
Middle School Facility Use and School Schedule.....	15
Middle School Late Work Policy For Absences.....	16

## **General Information**

City Tree Christian School, (CTCS) operated by First Presbyterian Church, is a non-profit organization licensed by the California Department of Social Services and certified by the California Department of Education. CTCS is accredited through the Western Association of Schools and Colleges and a member of the Association of Christian Schools International. We would like to welcome you to City Tree and acquaint you with our school philosophy and policies.

### **MISSION and PHILOSOPHY**

We serve as an outreach of First Presbyterian Church, committed to integrating educational excellence with the teachings of Jesus Christ as found in the Bible.

We believe:

- The Bible provides the perfect foundation to instruct the whole child: mind, body, and spirit.
- Students should be given opportunities to become eloquent and competent communicators of spoken and written language.
- Students should be taught peaceful means to resolve conflicts and interpersonal problems.
- Teachers should empower students to become independent thinkers and learners.
- Classrooms should be structured in a way that invites students to make choices and manage their own learning.
- Parents are partners in education and should be actively involved in school life.
- Service to others is a fundamental part of life.
- Technological literacy is essential for success in today's world.
- Learning is a lifelong process.

Our teachers manifest, by precept and example, the highest Christian virtue. They "...set an example for the believers in speech, in life, in love, in faith, and in purity" (I Timothy 4:12), both in and out of the classroom, to pupils, parents, and fellow staff members. Our school strives to nurture students of church and unchurched families. The school curriculum introduces students to a completely God-centered orientation of life, to help them develop a thoroughly Christian and biblical worldview.

## **SCHOOL DROP OFF AND PICK UP**

### **School Schedule**

Middle school (grades 6-8) hours are 8:15am - 3:15pm. K-5th grade students enrolled only for the academic day may arrive as early as 8:15am, but no earlier. Middle school students may arrive as early as 8:00 am. Before school care is available beginning at 6:45 am each morning. Aftercare is provided until 6:00 pm. Two before school care options and two after-school options are available. Please see the fee schedule for current rates and time options. You must have prior approval to change your child's contracted schedule. To change contracted hours of care, please come to the school office and fill out a "Billing Status Change " form, a \$25 change fee is applied.

### **Drop Off Procedures**

Students can be dropped off outside the school and walk in on their own or be escorted into the building by a parent. City Tree utilizes the Brightwheel app to facilitate the sign-in and sign-out process. Parents, please scan the QR code at the school entrance or office to complete the sign-in process each morning. Do not double park when dropping off your child. Once a student enters the school grounds, he/she may not leave without a parent.

Once signed in, middle school students should then go immediately to before school care (prior to 8:00) or to class (after 8:05). Students may not roam or linger in the hallways or stairwells without a hall pass signed by a staff member. Students cannot enter the middle school building before 8:05am without permission from a staff member.

### **Pick-Up Procedures**

School is dismissed at 3:15pm, parents of 6-8th grade students check out their students via the Brightwheel app and will be picked up from rooms 311 and 312. Students signed up for the After School Program will be dismissed to their designated after-school area at 3:30pm.

Students who are not picked up by 3:30pm will be sent to our after-school program. Fees will apply for students who have been signed-up. The fee for any child not pre-signed up for after-school childcare is \$1.00 per minute after 3:30pm. Please do your best to pick up your child at 3:15pm so that teachers can prepare for the next day.

**Extracurricular Activities:** Students participating in extracurricular activities will be picked up from their classroom by the lead teachers. Students not picked up from their extracurricular activity will be taken to after school care.

Students may not leave school grounds without being escorted by a parent or authorized adult unless prior or special arrangements have been made with the office for students to walk home.

## **CODE OF CONDUCT**

### **FAMILY SUPPORT**

Families of CTCS share values and standards which define and impose proper behavior required of all students. We expect families to always model those same behaviors in their interactions with all staff and students of CTCS. This includes but is not limited to foul or abusive language, aggressive or intimidating behaviors, and failure to manage concerns through the appropriate channels.

Families are also expected to support and uphold the discipline policy of the school as outlined in this section of the handbook. Staff will strive to be fair, firm, and consistent when administering discipline and diligent about thoroughly communicating both positive and negative student situations to parents. Discipline outcomes are the responsibility of the administrative staff. Parents and students alike are required to comply with all discipline procedures and consequences passed on by school staff.

If any family member fails to support the school, its students, and its discipline policy, his/her student may be disenrolled from the school at the discretion of administration. It is our desire to create a safe and supportive environment for all students and staff, and we appreciate your cooperation in these matters. Students benefit greatly when staff and families work together in matters of discipline.

### **Parent Responsibility Agreement**

- I/We as parent(s) will cooperate closely with and wholeheartedly support my/our child's teacher. I/We will attempt to reinforce at home what is being communicated at school in every way possible.
- I/We will provide a home environment that supports learning activities.
- I/We will assist and encourage my/our child in the completion of homework assignments and class projects. (K-8)
- My/our child should honor and respect people in authority. I/We will cooperate with teachers and administration to set a high standard of proper conduct for my child. I/We agree to faithfully support CTCS with a positive attitude and be "part of the solution" not "part of the problem" when dealing with all issues involving my child. If a problem should arise, I/We agree to collaborate with the teacher and/or administration to resolve it. (Matthew 18:15-17)
- I/We adhere to the CTCS discipline policy, which honors God and grants authority to the teacher to discipline as needed. (See Parent Handbooks)
- I/We understand that failure on the part of my/our child to obey school rules and regulations may result in a warning, time out, detention, office conference, consequences, referral, suspension, or expulsion as outlined for each age group in the Parent Handbooks.
- I/We understand that my/our child will be subject to age-appropriate discipline, as outlined in the Parent Handbooks and as determined by school administration, including suspension/expulsion from CTCS if my/our child partakes in:
  - Use of foul/abusive language, Student harassment/bullying as outlined in the K-8 Parent Handbook; Purposeful destruction of school, staff, or peer property which includes, but is not limited to, writing on walls, bathroom stalls, or furniture; Malicious theft of school, staff, or school property; Willful Defiance; Disrespectful, consistently a physical danger to other students, teachers, or staff, purposeful and/or repeated disregard for a staff member's instructions; Fighting; Violation of school tobacco, alcohol, and weapons policy as outlined in the K-8 Parent Handbook.
  - Extreme unacceptable, dangerous, continued severe behavior problems, and/or the lack of parental support may result in asking the student to leave City Tree Christian School permanently.
- To support the school with timely payment and tuition as set forth in the Enrollment Agreement.
- To communicate with my/our child's teacher as necessary about events or issues, which are important to the well-being of my/our child and may affect his/her school experience.
- To participate in parent-teacher conferences, Back-to-School Night, and school events or performances in which my/our child is a participant (Christmas program, Science Fair, etc.)
- I/We know it is my/our responsibility to read the Parent Handbook and follow the policies and procedures outlined in the handbook (visit [www.citytree.org](http://www.citytree.org) or stop by the school office).
- I/We understand that by enrolling my/our child at CTCS, I am/We are also making a commitment to be supportive of the vision and philosophy of this school. I/We have read the above Parental Responsibility Agreement that outlines the responsibilities I/We have as a parent of this school. If I am/We are unable to fulfill any of the obligations that come up throughout the year due to extenuating circumstances, I/we know it is my/our responsibility to notify the school office in advance. A lack of commitment to these obligations could result in loss of priority registration or termination of enrollment.

**\*\*\*All parents have signed their Parent Responsibility Agreement as part of their enrollment\*\*\***

## **Behavior Management System and Discipline Policy**

Our school-wide behavior plan is a systematic problem-solving behavior plan. This plan is based on three School-Wide Expectations: **Be Safe, Be Respectful, and Be Responsible**

Our goal is to create a safe and nurturing environment that promotes learning and fosters a spirit of community and cooperation. We strive to teach students appropriate school-wide behavior by acknowledging and encouraging appropriate behaviors as often as we can. Behavior expectations will be taught and demonstrated throughout the school year. Appropriate behaviors will be acknowledged on a regular basis through praise and school wide and classroom incentive programs. Any staff members may recognize and reward students exhibiting positive behavior:

### **School-Wide Positive Recognition:**

- \*Character Cards
- \*Character Awards
- \*Playground Praise Cards
- \*MVP Awards
- \*Classroom Incentive Programs
- \*Chapel Awards
- \*Recognition of Leadership Qualities

While City Tree Christian School teachers and staff strive to focus on positive behaviors, we do need to be prepared to deal with corrective behaviors if they arise. If a student chooses to disregard our School-Wide Expectations of being Safe, Respectful, and Responsible, by exhibiting inappropriate behavior or refusing to accept responsibility for those inappropriate behaviors, consequences that are logical, appropriate, and designed for the individual student will result. Please remember that due to privacy issues, teachers or administration will not discuss the specific behavior consequences of other students.

### **Consequences may include the following:**

- o **Student conference with teachers and/or administration**
- o **Loss of activities/privileges**
- o **Lunch or after-school detention**
- o **Pink Slip:** The Pink Slip will be emailed to parents. Parents are expected to respond to the email confirming receipt. In addition to the Pink Slip, the student may also receive an appropriate consequence.
- o **Disciplinary Referral:** A Referral is given for offenses such as participating in any inappropriate conversations during school hours and participating in TikTok challenges of any kind. This requires immediate removal of the student from the situation in question. In addition to the Referral, the student may also receive an appropriate consequence including but not limited to being sent home for the rest of the day. Referrals will be emailed and/or sent home with the student to be signed and returned. The student cannot return to school the next day without the signed referral.
- o **Suspension:** Suspensions may be issued for severe disciplinary offenses as noted below. In-school and home suspensions may last for a period of 1-5 days depending on the nature of the unacceptable behavior:

- **Use of foul/abusive language:** Student harassment/bullying as outlined in the K-8 Parent Handbook; Purposeful destruction of school, staff, or peer property which includes, but is not limited to, writing on walls, bathroom stalls, or furniture; Malicious theft of school, staff, or school property; Defiance; Disrespectful, purposeful and/or repeated disregard for a staff member's instructions; Fighting; Violation of school tobacco, alcohol, and weapons policy as outlined in the K-8 Parent Handbook.
- **In-School Suspension:** Parent will be called; student will be removed from the classroom to serve suspension in the office.
- **Home Suspension:** Parent will be called and asked to take the student home for the duration of the suspension.
- **Expulsion:** Extreme unacceptable, dangerous, continued severe behavior problems, and/or the lack of parental support may result in asking the student to leave City Tree Christian School permanently.

## **Student Speech and Interpersonal Communication Policy**

Students are not permitted to use foul language in any form at any time. Failure to comply with this policy will result in immediate disciplinary action including suspension and/or expulsion to be determined by school administration. Students are expected to speak to each other and the rest of our school community with respect and kindness. Please partner with us by modeling this type of speech to your student.

## **Middle School Physical Contact Policy**

Middle school students are experiencing several changes that pique their curiosity and increase their desire for contact with the opposite sex. To prevent undesired interactions and behaviors that do not belong in the school setting, students are not permitted to engage in any form of suggestive or romantic physical contact while on campus or at any school event. These behaviors include but are not limited to giving back rubs or massages, sitting on the lap of the opposite sex, handholding, kissing, fondling, and sexual activity. Any violation of this policy will result in a conference with the school administration as well as disciplinary action that may include detentions or other restrictions, suspension, and expulsion. Students in grades K-5 are also subject to similar limitations on physical contact, but any questionable student contact will be managed on a case-by-case basis depending on the student's age, motive, etc.

## **Drugs, Tobacco, Alcohol and Weapons Policy**

Students are not permitted to have in their possession during any school event or bring on to the campus alcohol, tobacco products or tobacco paraphernalia, drugs or drug paraphernalia, or weapons\* of any kind. Possession of these items violates the school's Zero Tolerance policy and will result in immediate suspension or expulsion. Students and families are encouraged to report violations of the Zero Tolerance policy to school administration. \*Note: At times, Scout leaders may request that Scouts bring pocketknives to meetings. Pocketknives must be checked into the office by a parent and picked up by the Scout leader from the school office; they should not be sent in students' backpacks or Scout uniforms.

## **Bullying and Student Harassment Policy**

Bullying is an act of repeated harmful behavior to intentionally hurt another person, physically, or emotionally.

Bullying Behavior includes, but is not limited to:

**Shoving, hitting, tripping, excluding someone, teasing, or humiliating someone, insulting someone, rumor spreading, name calling, gossiping, threatening, cyber bullying, destruction of property, theft of possessions, demands for money or possessions, and sexual harassment.**

City Tree students are expected to abide by the standard of behavior as outlined in our Discipline Policy both in and out of school. Student harassment and bullying of any kind are not tolerated. Harassment and bullying include, but are not limited to, inappropriate emails or internet postings (see Computer Use section), text messaging, and phone or in person interactions. School disciplinary action and potential law enforcement will be employed in any situation that is deemed harassment or bullying. City Tree's bullying and harassment policy applies both on and off school grounds.

## **ABSENCE POLICY (K-8)**

Please send a Brightwheel message or email the school office to report all absences by 9:00 am daily (kelly.tompkins@citytree.org). Be sure to include your child's name, grade, and reason for absence. Please notify your child's teacher of the absence and contact them regarding missed assignments and homework. Middle school students should also consult Google Classroom for missed assignments. This information should be communicated each day of your student's absence (unless the duration is known in advance). Report contagious illnesses immediately so that we can inform other families. A doctor's note may be required for an extended absence of more than 5 days when conditions are contagious, or there are restrictions to school participation.

All absences and tardies (excused and unexcused) are recorded on the student's record. Absences and tardies will be excused under the following conditions:

- Student illness/Parent illness
- Funerals/ Bereavement
- Court appearance
- Religious celebrations
- Off-campus academic needs
- Medical and dental appointments (If at all possible, schedule appointments during non-school hours.)

**\*Please leave a message in Brightwheel to report and notify your child's teacher and staff of the absence.**

## **Student Study Contracts**

Parents should notify the school office at least 2 weeks in advance of a planned absence of more than 3 days. Parents will be required to fill out a Student Study Contract, and teachers will complete a portion of the form that outlines the student's assigned work. All assignments and the Student Study Contract are due back to the student's teacher in a timely manner after the absence according to the contract.

We discourage these sorts of absences. Although schoolwork can be provided, these assignments are never able to replace valuable learning experiences students receive in their classroom. We encourage families to use vacations, holidays, and summer breaks, rather than school days, for trips and special family visits. The completion of a Study Contract does not cancel an unexcused absence. Students may not be able to make up all the work missed for Study Contracts or unexcused absences. Please be aware that grades can be affected by these absences.

## **TECHNOLOGY USE POLICY**

### **Information Content and Uses of the System**

The user agrees not to retrieve, submit, publish, display, or transmit on the network or on any computer system any information or use of which:

1. Violates or infringes upon the rights, or health and safety, of any other person, including the right to privacy. Users are prohibited from accessing, posting, submitting, publishing, or displaying harmful matter\* or material that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs. City Tree Christian School has taken reasonable precautions to restrict access to "harmful matter" and to materials that do not support approved educational objectives. However, on a public network it is impossible to control all materials.
2. Restricts or inhibits other users from using the system or the efficiency of the computer system.
3. School rules and disciplinary procedures regarding behavior such as **harassment, cyber-bullying\*, obscene language, racism**, etc., are applicable for all telecommunication use, both in and outside of school. Students should be aware that they are held accountable for their behavior as they communicate via email accounts, Facebook, Instagram, Snapchat, Tik Tok, etc. Conduct that can be considered harassment, bullying, obscene, racist, or of objectionable content, will not be tolerated.

\*Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member through usage of technological platforms such as sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or web site postings (including blogs).

\*Harmful matter includes matter, taken as a whole, by the average person, applying contemporary statewide standards, which depicts or describes in a patently offensive way sexual conduct, and which lacks serious literary, artistic, political, or scientific value for minors (Penal Code 313). Students are prohibited from bringing such materials from home into the school environment and from accessing such materials at school on any computer system.

### **Internet Use**

Only approved websites may be visited while on school grounds. If the internet is in use during class times, the teacher will monitor usage. The internet may only be used for pre-approved projects and websites. Any website that a student wishes to add to the approved list may be submitted to the school administration for consideration.

### **Copyrighted Material**

Users may download copyrighted material, but its use must be strictly within agreement as posted by the author or current copyright law. Using another's ideas or writing and passing them on as one's own (plagiarism) is prohibited.

### **Student Google Accounts**

Students in grades K-8 will be issued a google account that is monitored by, and used specifically and exclusively for, City Tree Christian School. Students will use this account to communicate with staff and peers about projects and assignments as well as store school assignments. All student login information will be assigned and kept on file by the school network administrator. Accounts will be

deactivated once students are no longer enrolled at City Tree. Accounts are NOT private and can be accessed and monitored by the school network administrator at any time for any reason. Student account use guidelines are as follows:

- Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.
- Students are responsible for retaining their login and password information for regular use.
- Students must limit accounts to school use only. Personal use is not allowed.
- Students are required to access and use this account for submission of assignments as directed by teachers.

### **Consequences of General Misuse/Abuse:**

The technology user, in whose name an online or other technology services account is issued, is responsible for its proper use at all times. They shall use the system only under their own username. Depending on the seriousness of any offense, any combination of the following consequences may occur. The user may be:

1. Banned from any system usage, permanently or for a specified number of days
2. Required to pay for damages regarding hardware, teacher time, and computer resources
3. Assigned in-school suspension
4. Permanently removed from school through expulsion

### **Software and Hardware Vandalism**

Software vandalism is defined as an intentional malicious act to alter, harm, or destroy data of another user or information contained on any computer system, the local network, or any of the agencies or other networks that are connected to the Internet. Hardware vandalism is defined as an intentional malicious act to deface, abuse, alter, or destroy any equipment. Any software or hardware vandalism by a user is a serious breach of this contract and subjects the user to consequences as stated in this document, including cancellation of the user's privileges.

### **Personal/Electronic Items**

Electronic devices such as laptops, iPads, tablets, E-readers, Kindles, and similar items including electronic toys and watches are not permitted on campus before, during, or after school hours. Please leave these items at home. If these items are seen, heard, or used at school, they will be taken to the school office and left there until a parent picks them up. Multiple occurrences will result in detention and/or more serious consequences for middle school students. Students who need to contact their parents will be directed to use the phone in the school office. Please contact the school office if you need to give your child a message.

We ask that children not bring toys of any kind from home.

### **Cellphone and Smartwatches**

Cellphones or smart watches may not be used at school, before, during or after school hours. Phones and smart watches must remain off and stored in backpacks or in a teacher's office during the day. If cell phones or smart watches are seen, heard, or used at any time, they will be taken to the school office and left there until a parent picks them up.

**\*\*\*All K-8 parents must sign and acknowledge the Technology Use Policy every school year\*\*\***

## **MIDDLE SCHOOL ACADEMIC EXPECTATIONS**

Students qualify for academic Honor Roll by earning at least a 3.7 academic grade point average during one or more academic semesters. Students are recognized during chapel on a trimester basis as eligibility is determined.

In addition to an academic grade, students are expected to be good school citizens. This means that they treat all staff, parents, and students with respect and observe school rules in and out of the classroom. Middle school students will receive a citizenship grade in each class and subject area. Students who receive detention or require other disciplinary action inside or outside the classroom will see their behavior reflected in this grade (i.e., a lunchtime detention will result in a 1-point reduction in their citizenship grade). We encourage all middle school students to be positive role models to our younger students.

Middle school students will be placed on probation for the following trimester if their academic grade point average falls below 2.0. The probationary contract will include one or more of the following requirements:

- Specific grade or grade point average improvement requirements
- Suspension of extracurricular activity eligibility (i.e., athletics, clubs)
- Tutoring or homework club attendance requirements
- Special arrangements for homework or classwork accountability

Other requirements may be included as part of the probationary contract where appropriate at the discretion of the school administration. Students who become eligible for academic probation in more than one trimester per year may not be promoted to the next grade, required to repeat classes, required to complete additional summer work, or be unable to continue at City Tree.

CTCS Middle School Citizenship Grading Scale	
E	9-10 pts.
G	7-8 pts.
S	5-6 pts.
N	4-below pts.

CTCS Middle School Grading Scale		
A	90%+	4.0
B	80-89%	3.0
C	70-79%	2.0
D	60-69%	1.0

## **MIDDLE SCHOOL ASSIGNMENTS- STANDARD FORMAT and EXPECTATIONS**

Our middle school students have a variety of teachers and classes. This format prepares students for high school and beyond where they will be required to learn and adjust to different teacher and classroom expectations. It is important that students learn to be thorough and submit assignments that reflect their best effort. To assist and instruct students, City Tree middle school students will be required to follow a set of standardized guidelines for appropriately submitting assignments. Samples will be posted in all classrooms and stored in binders to remind students of these guidelines as they complete their work.

### **Standard Heading & Title (applies to all work):**

Upper left corner of the page (above the lines if on lined paper)

Clearly printed in pencil or blue/black ink

Student's First Name, Student's Last Name

Date (Day, Month, Year)

Class/Subject (i.e., Language Arts)

Include title for all assignments (i.e., "Whale Migration" for items like reports; "Language Pages 3-5" for more generic assignments)

### **Handwritten Assignments:**

Use pencil or blue/black ink unless otherwise directed by a teacher for specific assignments.

Cursive handwriting encouraged.

Write clearly and legibly.

Check all assignments for correct spelling, grammar, and punctuation before submission.

Use complete sentences unless otherwise noted on the assignment directions or by the teacher.

Except for special projects, worksheets, and workbook assignments, other assignments must be on lined, college ruled paper.

### **Typed Assignments:**

Use standard font type (i.e., times new roman, arial, Garamond).

Use a 12-point font.

Single space heading

Use double spacing between heading and title and between title and assignment.

Double space the assignment.

Use 1" margins for top, bottom, right, and left of the page.

### **Mathematics Assignments:**

Write the problem out.

Always show all work

Show all steps.

Circle your answer.

Each student needs a scientific calculator but may only use a calculator when given permission by the teacher.

Does not need to be in cursive writing.

Must have standard heading and title that includes the assignment page and problem numbers.

### **Crediting Sources:**

Remember that all work submitted must be the student's own thoughts and ideas and, in the student's own words unless otherwise instructed by the teacher. When using the ideas of others, students may paraphrase, but credit must be given to the original source. When using the exact words of others, students must use quotation marks and credit the source. This applies to all written and digital media sources. Students are instructed on proper bibliographic formatting within the context of Language Arts and other classes. However, it is best to talk to a teacher BEFORE turning in an assignment if assistance is needed to cite sources.

Sources must be properly cited using MLA format for formerly written essays. Failure to cite sources appropriately is considered plagiarism and may result in reduced credit, no credit, detention, and/or suspension.

## **MIDDLE SCHOOL FACILITY USE and STUDENT SCHEDULE**

Middle school students (grades 6-8) are responsible for traveling to/from class, lunch, after-school locations, etc. The day is broken into periods/blocks of time, and students are assigned to specific teachers for each subject. There are 5-minute passing periods between classes that students may use to retrieve items from their lockers, get a drink, or use the restroom. Students are to be in class at the start of each period to avoid being marked tardy. During passing periods, nutrition breaks, and lunch students are to stay within areas designated for their use. Any student who needs to leave their designated area may do so only if they possess a hall pass issued by their teacher or other supervising staff member. Students who are caught traveling around the school without a pass will be sent back to their assigned teacher/location.

The following is a list (though not exhaustive) of facility use and scheduling infractions subject to discipline:

- Consistently walking through campus without a hall pass.
- Walking to a part of the school/church that is off limits.
- Consistently arriving tardy. Parents will be contacted for students who are tardy 5 or more times in a grading period.
- Exhibiting behavior that is disruptive to any class/meeting around the school/church.
- Leaving school grounds without a parent/guardian or staff member (this is subject to immediate discipline).
- Consistently not using a Level 1 voice – quiet talking while walking through campus.
- Running down the stairs or in the halls of the church or school.
- Eating anywhere besides the designated areas.
- Chewing gum anywhere on school or church grounds.
- Using any other door to exit or enter the building besides the school entrance on Third St.

**MIDDLE SCHOOL LATE WORK POLICY FOR ABSENCES**

The Middle School program maintains the following policy on late work for absences. This applies to all classes, subjects, and teachers. Students and parents are encouraged to collaborate with teachers within the policy parameters to ensure that students submit and receive credit for their hard work. However, it is not appropriate to request exceptions or exclusions of this policy for your child. Students are expected to document all homework and due dates in their planners daily. This is the single best source of information on work that is due. Students and parents may also consult the online homework postings (Google Classroom) updated weekly for information on assignments due.

**Excused Absences:** Students may make up work missed during an excused absence. One extra day will be allowed for each day excused for full credit. (i.e., a student who is out ill on Monday will be able to collect work missed when they return on Tuesday and turn it in on Wednesday) Work due on the day of an excused absence must be turned in the following day. (i.e., a student who is out ill on Friday must turn in the book report that was due Friday on the following Monday) For a list of excused absences, please see the Absence Policy section.

**Unexcused Absences:** Students will receive partial credit.