



## **Middle School Handbook**

[www.calumetchristianschool.org](http://www.calumetchristianschool.org)

## Calumet Christian School Mission Statement

Calumet Christian School exists to equip students to become spiritually, relationally, and intellectually minded contributors within their classroom and respective local communities.

## Calumet Christian Middle School Mission Statement

Calumet Christian Middle School is committed to guiding students through a vital transition in their lives and preparing them to successfully navigate the high school years that follow. Through strong academics and an emphasis on spiritual, character, and relational growth, we envision our graduates playing an influential role in their schools, churches, and communities.

## The School Day

**Arrival:** Middle School students should arrive at Calumet no earlier than **8:00 A.M.** They will be supervised on the porch outside until 8:15 when they enter the building, go to their lockers, and then to homeroom. Attendance is taken in homeroom, which begins at **8:22** (this is when the tardy bell rings). Students should be in their homeroom—the same as their first period class—prepared for the school day at this time.

**Dismissal:** Bus riders will be dismissed at **3:08 PM** to go to their lockers and then to the porch to catch their bus by **3:12**. All other students are dismissed at **3:15**. Students dismissed at 3:15 have time to go to their lockers and then proceed directly to the porch to be picked up. Calumet staff will supervise dismissal until **3:30**. Students not picked up by 3:30 should report to the office and will be assessed a late pick-up fee.

## Building Schedule

<i>Middle School Students Enter Building</i>	8:15
<i>Middle School Homeroom</i>	8:22 – 8:30
<i>First Period</i>	8:30 – 9:16
<i>Second Period</i>	9:18 - 10:04
<i>Recess</i>	10:04 – 10:19
<i>Third Period</i>	10:19 – 11:05
<i>Fourth Period</i>	11:07 – 11:53
<i>Recess/Lunch: 4<sup>th</sup>- 8<sup>th</sup> Grades</i>	11:53 – 12:33
<i>Sixth Period</i>	12:33 – 1:19
<i>Afternoon Recess 4<sup>th</sup>- 8<sup>th</sup> Grades</i>	1:19 – 1:34
<i>Seventh Period</i>	1:34 – 2:20
<i>Eighth Period</i>	2:20 – 3:08
<i>Bus Students Dismissed</i>	3:08
<i>Student Dismissal</i>	3:15

## Attendance

We believe that regular school attendance and time engaged in classroom activities have a direct relationship to academic success and overall student growth and development. We request parents to minimize absences and tardiness for reasons other than illness, necessary appointments, and family emergencies. **When a child is staying home due to illness, please notify the school office by 9:15 A.M. Similarly, if a child will be late due to a doctor/dentist appointment, please notify the school office by 9:15 AM.** Upon a student's return to school, a handwritten or email explanation from the parent/guardian or doctor must be turned in to the school office.

### Please keep the following in mind:

- Phone calls, emails, and voicemails are acceptable for notification of absence
- The State of Ohio requires a **written note** (by hand or email) for all **EdChoice** (voucher) students who are absent
- You may email [ccsschoolabsences@calumetchristianschool.org](mailto:ccsschoolabsences@calumetchristianschool.org)
- The school office needs a **written excuse** for **each day** a child is absent. Without a note, the absence will remain unexcused
- Students who arrive late to school are considered unexcused tardy unless their parent/guardian submits a note to the office with a legitimate excuse.
- Students arriving 30 minutes or more after morning class begins will be considered absent for a half-day.
- Students arriving 30 minutes or more after afternoon classes begin will be considered absent for a full day.
- Students leaving before 2:00 PM will be considered absent

for a half day.

## Absences

**Excused absence:** An absence due to personal illness, death of a relative, family emergency, or family trip that has been pre-approved by the building principal.

- Excused absences of three consecutive days or longer may necessitate alternative academic arrangements with the teacher to ensure progress is maintained.
- A student absent for more than 20 days of school (excused or unexcused) will be a candidate for retention or withdrawal. Exceptions may apply for medical reasons.

**Unexcused absence:** An absence (with or without parent's consent) for a reason not acceptable to the school, such as oversleeping or missing the bus.

Unexcused absences may result in the following:

- Students do not receive credit for work missed during an unexcused absence.
- Multiple unexcused absences could result in a lunch detention, an administrator sending a letter home, or the principal initiating a conference with parents.
- Students with more than six unexcused absences in a school year could be considered excessively truant.

### **Anticipated Absences/Family Vacations**

Parents must notify the school office prior to taking a child out of school for a vacation or other planned absence. Three school-days prior notification is required for absences of 1-2 day in length. Ten school-days prior notification is required for absences of 3 or more days in length. Prior notification is required and teachers can choose to either prepare assignments ahead of time or have the student make up the work upon their return. Please keep the following in mind:

- It is the student's responsibility to make arrangements with the teachers for academic work to be completed before or during the absence.
- Academic work prepared by the teacher to be completed during the absence is due upon the student's return to school. Prepared work that is not submitted immediately upon return may receive a lower grade.
- Teachers are not responsible to re-teach subject matter missed by students due to anticipated absence/family vacations.
  - Students and parents may access [FamilyPortal](#) for updates regarding school work.
  - Anticipated absences/vacations without the appropriate prior notification may be considered unexcused.

While a vacation during school can be educationally profitable and valuable family time, it can also have an adverse impact on a student's academic achievement. We recommend family vacations be taken during regular school breaks. We encourage parents to arrange planned absences only when alternative options are unavailable.

**Please note: Family trips are not *valid reasons* for excused absences by the EdChoice Scholarship parameters.**

## **Student Illness**

A student will not be admitted to school unless his/her body temperature is below 100 degrees, without medication, for twenty-four hours. Students with communicable diseases will be allowed to return to school only after complying with regulations issued by the State Department of Health.

## **Tardies**

Students arriving less than 30 minutes after the beginning of the school day will be considered tardy. Students arriving 30 minutes or more after the beginning of the school day will be considered absent for 1/2 a day. Students arriving 30 minutes or more after afternoon classes begin will be considered absent for a full day. Students leaving school before 2:00 PM will be considered absent for a half day.

Students are not considered tardy for doctor or dentist appointments when accompanied by a written excuse from the parent or doctor.

Parents may be notified in writing when a student has had five or more tardies.

For additional information on the CCS Attendance Policies, please refer to the Enrollment tab on the CCS website – [www.calumetchristianschool.org](http://www.calumetchristianschool.org).

## **Backpacks and Book Bags**

Students may bring small book bags or cinch bags into the classroom only if they can be stored on the rack beneath their seat. Otherwise, backpacks are not permitted in the classroom. Backpacks must fit inside lockers and not be left in the hallway or classroom. Student belongings found in the hall may be taken to the lost and found.

## **Bus Transportation**

Bus transportation is provided by the Columbus and Worthington City Schools Transportation Departments and should be viewed as a privilege by students and parents. CCS students are expected to follow the safety guidelines on all buses. Drivers are authorized by respective school districts to submit formal bus safety reports. The **first report** will result in a letter home and two conduct points (see *Consequences*). A **second report** will result in parent contact and a possible **1 to 3 day suspension** from riding the bus. A **third report (and beyond)** will result in parent contact and a possible suspension of riding privileges for a period of time ranging from **10 days to the school year**. Ultimately, CCS administration has the authority to revoke bus privileges immediately if behavior is deemed excessively inappropriate.

Many of our students depend on Columbus City Schools for bus transportation. Therefore, if the Columbus City Schools District closes due to weather, CCS will typically close.

In situations where the weather worsens during the school day or a school emergency develops, the building principal will make the decision whether or not to close the school. If buses are unavailable, parents or guardians will need to provide transportation home.

Families will request transportation services from Columbus City Schools **directly** - <https://www.ccsok.us/Page/4818> .

## **Calendar**

Calumet Christian School calendars are available in the office or on the school's website <https://calumetchristianschool.org/> Please note – days shaded in gray are the days that we don't have school.

## **Communication**

Communication is vital to maintaining a healthy school community. We encourage communication among parents, teachers, and students. For general school questions, please contact the office. For questions or concerns in a particular class, please contact the teacher. If a matter involves concerns beyond the classroom, please contact the building principal.

- The school office is open before and after school from 8:00 A.M. till 4:00 P.M. Calls outside these times will be picked up by our answering system.
- If it becomes necessary to reach your child during the day, please contact the office *first* and someone will assist you.
- Staff will try to respond promptly to voicemail and email messages.
- Staff email addresses follow the same pattern: last name then first initial (no spaces) followed by @calumetchristianschool.org . A list is provided in the back of the handbook.
  
- The school office periodically mails an electronic message via FamilyPortal with pertinent school information.
  
- Parent-teacher conferences are scheduled twice during the school year (see calendar for dates). Please take advantage of these times to meet with your child's teachers to discuss progress and/or concerns.
- Parents or teachers may request after-school meetings as necessary.

## **FACTS**

All middle school parents and students have access to FACTS, a school website that allows parents to be more informed and active in their children's

education. The school provides parents with instructions on how to set up a FACTS account. Parents will be able to access assignments and track their children's academic progress. Please contact the school office if you have questions regarding set-up.

## **Digital Citizenship**

Students frequently have access to computers, Chromebooks, iPads, and Google Classroom ® for school work. All students and their parents must sign and turn in an Acceptable Use Policy for Computer Resources form before permission is granted to use computers. Any student who chooses to misuse a computer and/or violate the terms of the "Acceptable Use" agreement is in jeopardy of losing his/her right to use school technology and may incur a monetary charge.

### **Electronic Devices**

Electronic devices such as smart phones and tablets serve to distract from the purpose of learning and are not permitted to be used by students during school hours without the explicit permission of a classroom teacher. In addition, E-readers (such as Kindle) can be used only with a teacher's consent and only for school-related reading. Students may use music devices and cell/smart phones *before* or *after* the school day, but electronic devices must be stored in a locker (where applicable) or teacher-approved location during the school day. Devices should be kept in the student's backpack during class time, and while waiting to enter/leave the school. Devices out of storage during the school day (without permission) will be confiscated and, at the building principal's discretion, returned only to a student's parent or guardian. *The school is not responsible for the loss of any such devices.*

### **Dress Code**

While students have considerable flexibility in choosing what to wear, the primary purpose of school is education, and student attire must be conducive to the learning experience. Students must wear clothing that is safe, weather-appropriate, and not distracting to the classroom setting.

Following are guidelines for students:

- Bare midriffs, spaghetti tops, and other dress considered too informal (such as sleepwear) may be deemed unacceptable.
- Inappropriate depiction (writing or images) are not permitted on clothing.

- Pants, shorts, and skirts should have no writing across the seat area.
- Undergarments should not be visible.
- Shorts and skirts should reach to mid-thigh in length.
- Hats, hoods (or other head coverings), and sunglasses are not to be worn inside the school building unless deemed acceptable by the classroom teacher.
- Appropriate and safe shoes or sandals must be worn at all times. Slippers are not considered school-appropriate.
- Coats are to be worn to and from school and stored in lockers during the school day.

It is important that clothing worn during PE be conducive to physical activity. Students must follow the dress requirements for gym class as assigned by the PE instructor.

If deemed necessary, or if a student has been already given a dress code warning, office administrators may provide appropriate clothing or call parents to bring in appropriate clothing.

### **Extra Curricular Activities**

Calumet Middle School offers students a variety of extra-curricular activities to help them develop new talents and build friendships. Depending on year-to-year interest and teacher/parent support, activities include band, chorale, drama, climbing club, and ski club. Most activities occur immediately after school (advanced band and chorale are during 8<sup>th</sup> period).

Unlike many middle schools, Calumet does not have an athletics program. This is due in part to a lack of staff resources but also to a philosophical outlook. We believe our most important role is to prepare students spiritually, academically, and relationally. We recognize the value athletics can play in a student's life, but as a school we choose to emphasize the areas mentioned above. We also believe it is valuable for our students who play sports to do so in recreational settings where they can share the love of Christ with those who don't know Him.



## Grades

The grades students receive are based on homework, class participation, reports, quizzes, tests, and exams. Each teacher will explain his/her method for evaluating students. The grading scale used in Middle School is:

Letter grade	Percentage	Grade point	Letter grade	Percentage	Grade point
A+	97– 100%	4.0	C+	77 – 79%	2.3
A	93 – 96%	4.0	C	73 – 76%	2.0
A-	90 – 92%	3.7	C-	70 – 72%	1.7
B+	87 – 89%	3.3	D+	67 – 69%	1.3
B	83 – 86%	3.0	D	63 – 66%	1.0
B-	80 – 82%	2.7	D-	60 – 62%	0.7
			F	Below 60%	0

Report cards for middle school students are mailed home one week after the end of each quarter. Grade point averages (GPA) are calculated using a formula that weighs core academic subjects such as language arts, math, science, and social studies at a higher weight than non-core academic subjects such as music and physical education. A student's final grade at the end of the year is an average of the four quarter grades.

**Honor Roll** status is achieved by obtaining a GPA of 3.6 – 4.0 for a particular quarter (with nothing below one C). Students achieving Honor Roll status receive a certificate and are recognized at an assembly held at the end of each quarter.

**Merit Roll** status is achieved by obtaining a GPA of 3.0 – 3.59 for a particular quarter (with nothing below two Cs). Merit Roll students receive a certificate.

If a student receives a poor grade, parents and students are encouraged to meet with the class teacher to discuss avenues for improvement. Calumet teachers believe one of their most important roles is helping a struggling student to improve.

### Academic Honesty

A school community must value academic honesty and expect its students to abide by that value. All work turned in by students must be their own work and must reflect the student's true ability. Teachers report all suspected cases of cheating, plagiarism, or dishonesty to the school principal. Students should expect to redo the work and receive a lower grade or a zero. Repeated offenses may result in suspension from school.

## High School Credit

8<sup>th</sup> grade students receive one high school credit for the successful completion of each of the following classes: algebra, advanced physical science, and Spanish 1.

## Promotion and Retention

Promotion to the next grade level will be granted upon completion of the following criteria:

- A student has received a **D** or better in all core academic subjects (language arts, mathematics, science, social studies, and Spanish in 7<sup>th</sup> and 8<sup>th</sup> grades).
- A student has failed no more than one core academic subject. **However, if that one subject is language arts or mathematics, promotion requires completion of the course requirements in summer school or an equivalent remediation program** (to be approved by the school principal).
- If a student fails both science and social studies, one of these subjects must be completed in summer school (or an equivalent remediation class approved by the school principal).
- **Seventh grade students** who do not finish the first year of Spanish 1 with a **66% average or above**, must complete course requirements either in summer school or an equivalent tutoring and assessment testing program.
- A student who fails the first semester and passes the second semester of a year-long course shall receive full credit for the course if recommended by the teacher and approved by the school principal. **A student who passes the first semester and fails the second semester shall fail the course and receive no credit.**
- The administrator may determine that it is in the best interest of the student and the school that the retained student attends a different school.
- Any student demonstrating significant weakness in a core academic subject the year after retention will be assumed to have academic needs requiring more assistance than can be adequately provided by CCS. The building principal may require the parents to withdraw the student.

## Academic Intervention

Parents and students are able to track academic progress via [FamilyPortal](#). At any time during the quarter, parents or students should feel free to contact teachers to discuss avenues for academic improvement. CCS teachers will also contact parents when it is evident a student is struggling in class. When a student's overall academic performance is suffering or he is failing a specific subject, a conference will be initiated with the parent(s) to devise a strategy for improvement. As a school, we believe it is essential that parents and teachers work together to facilitate student learning and academic success.

## **Special Needs Policy**

As a private school with limited resources, CCS is unable to provide a formal special education program for our students. Therefore, in the case of students who struggle significantly due to a learning disability, behavioral/emotional issue, or physical need, the school may request or require parents to pursue an evaluation by a licensed school psychologist, health professional, or guidance professional.

If an enrolled student is diagnosed by a school psychologist, health professional, or guidance professional as having a specific learning disability, emotional/behavioral issue, or significant physical need that the school is not equipped to address, then the student may no longer meet admission requirements, and the building principal may require parents to withdraw the student. Examples of diagnoses this policy may address include autism spectrum disorder, attention deficit disorder, and oppositional defiant disorder.

## **Homework**

Students can expect to have 4 - 6 hours of homework per week. Teachers avoid assigning homework over weekends and vacations except for reading and long-term projects.

Students are given an assignment book at the beginning of the school year to record daily assignments. In addition, students and parents can access [FamilyPortal](#) to find daily assignments.

To further assist students and parents, a homework folder containing assignments and class work is located just outside **Room 205**. This is the list of work to be made up. Students should talk directly to their teachers once they have their list of assignments.

Students with an excused absence are given one day to make up work for each day they have been absent. It is the student's responsibility to talk to teachers after an absence. Late homework typically will be penalized. Each teacher will explain his/her policy on late work. Work made up from an unexcused absence will also be penalized.

## **Eighth Grade Final Exams**

Students graduating from Calumet will encounter semester and final exams as freshmen in high school and during subsequent academic years. We believe the experience of preparing for and taking final exams is a life skill and valuable preparation for high school. During the last week of the school year, 8<sup>th</sup> graders will take five final exams in their core academic subjects. These exams will be one hour in length and include material studied during the year. Teachers will spend time

in class reviewing and preparing students for exams. The final exam will count no more than 10% of the student's final yearly average.

## **Lockers**

Each middle school student is assigned a locker. In order to accommodate books and personal belongings, students must keep their lockers clean and organized (e.g., the door should open and close easily, and papers and other materials should not spill out). Students are permitted to use locker shelves and other organizers to help fit belongings into their locker, provided they do not damage the locker.

Students are not permitted to trade or exchange locker assignments or store their belongings in a locker other than the one assigned to them. All lockers have built-in locks which students are required to use. Each student has his own combination, which is not to be shared with other students. Students are not to access another's locker and should not give others permission to access theirs. Lockers are the property of the school and may be inspected by school staff at any time. **Students may go to their locker only before and after school, before and after lunch, during their designated break time, or with a teacher's permission.**

## **Lost and Found Items**

Students who lose items should check the school lost-and-found box located in the washroom area adjacent to the downstairs bathrooms or in the bin located just outside Room 203. Check the main office for small items (such as jewelry or watches).

## **Lunch/Recess**

The recess/lunch period is 40 minutes. It includes 20 minutes of recess, followed by 20 minutes to eat lunch and clean up the eating area. If weather does not permit outdoor recess, students will have recess in a classroom or the multi-purpose room.

Each student is responsible for cleaning the area where he eats. Hand brooms, dustpans, and disinfectant cloths are available and should be used for clean-up. Once tables and floors are cleaned, the teacher and/or aide on duty will dismiss that table. No one may leave the lunchroom until he is dismissed. If students at a table refuse to cooperate with lunchroom guidelines, they may be restricted from eating lunch together.

**Friday Pizza Lunch** – Pizza is available for lunch on Fridays, starting soon after the school year begins. There is a charge for each slice of pizza.

**Snack Break** – Students have a six-minute snack break each day at the end of 2<sup>nd</sup> period. They are permitted to eat apples, granola bars, chips, crackers, etc. They may drink water, but pop is not allowed.

## **School Closings**

In most cases of severe weather, CCS will close. We will text parents **FACTS email or ParentAlert** when emergency closings occur.

Local TV and radio stations will also announce school closures for weather-related or other emergencies. Each school will be listed on local TV and radio stations.

## **School Health and Safety**

### **Activity Restrictions**

We understand that from time to time, students may be recovering from an injury, and will have Physician advised activity restrictions. It is our intent to support the needs of the student, and having good information about these needs will facilitate our ability to do that. Injuries resulting in concussion, sprain, sensitivity, or fracture for example. Please communicate with your student's teacher, or with the office, what the nature of the injury is, and for how long the activity restriction should be in place.

### **Immunizations**

Calumet Christian School does not allow exemptions for immunizations *except in the instance of a medical condition verified in writing by the child's physician.* Students who do not meet immunization requirements will not be accepted for enrollment.

### **Medications**

Any medication, food supplement, modified diet, or fluoride supplement, that are to be administered at the school, must have written instructions of a licensed physician (or dentist) for each medication, food supplement, modified diet, or fluoride supplement. Forms for authorization and instructions are available in the school office.

All medication, food supplement, modified diet, or fluoride supplement is to be kept in a secure place and administered by the office staff (or school nurse) only.

Each time the medication, food supplement, modified diet, or fluoride supplement is administered a written record or log is made and kept for one year.

## **School Property**

The appearance of classrooms, school grounds, and hallways reflects upon the entire school, especially students. All waste paper should be placed in trash cans or recycling boxes. Marking or marring doors, walls, floors, lockers, desks, or other school property is not allowed. Students caught defacing school property will be subject to disciplinary action and parents will be held liable.

Students must reimburse the school for school-owned property (such as lockers, textbooks, or library books) they have damaged or not returned by the end of the school year.

## **School Security**

The main entrance is locked and visitors are buzzed in *at all times*.

### **Restricted Areas**

During recess students must remain in the fenced playground area of the parking lot. Students may not enter the ravine without direct permission of a staff member. Students should also keep the school entrance clear when on the porch. Students may not be outside on the north, east, or west sides of the school building without the permission of school staff.

During morning arrival and afternoon dismissal, students must remain on the porch in plain view of school staff while waiting to enter the building or for parent/bus pick-up.

### **Signing In and Out of School**

Students and parents are required to follow the procedure of signing in or out during school hours. If a student arrives after 8:30 AM or leaves before 3:08 PM, he must be signed in/out in the office by a parent/guardian. If a student will be leaving class during the school day for an appointment, he should provide the teacher with a note from a parent/guardian at the beginning of class. The teacher will dismiss the student at the designated time to meet the parent/guardian in the downstairs lobby.

### **Visitors**

For the purpose of security, parents and all school visitors are required to first report to the main office. They must state the reason for their visit, their destination, and wear visitor identification if leaving the office to visit another part of the building. The exception to this is pre-school and kindergarten drop-off and pick-up.

Parents who wish to observe a class must schedule with the teacher and/or building principal beforehand. Student visitors (including friends of current students) must have permission from the administration to visit during school hours and will be allowed only for valid reasons (such as educational purposes or future enrollment).

## **Student Code of Conduct**

In keeping with the mission statement of Calumet Christian School, the middle school seeks to develop the spiritual, relational, and intellectual character of its students in a context of biblical love and grace. It is important for students and parents to understand that in a biblical framework, discipline is a component of God's love. The staff believes in partnering with parents in following God's command to bring up children "in the discipline and instruction of the Lord."

A school is a community, and in any community relationships are healthier and more productive in an environment of mutual respect. Teachers and staff at Calumet are committed to demonstrating care and respect for one another and for the students we oversee. As a school we recognize that children are in a process of learning how to interact appropriately in a community setting.

Teachers and parents have the obligation to help students by praising and modeling positive behavior. At the same time, we must set limits for inappropriate behaviors. By holding students responsible for their choices, counseling them, and maintaining consequences, we can reach our ultimate goal of teaching students to be their own disciplinarians. It's essential that students begin to develop a moral compass, internal self-control, and learn to regulate their own behavior. Disciplinary action is a means of guiding students to understand how their behavior affects others and how it should reflect the biblical principle of loving others within the school community.

Parents indicate their acceptance and approval of the school's code of conduct by enrolling their child at CCS. Parents who choose not to cooperate with the school's code of conduct and its policies jeopardize their child's future at CCS. Discipline of students is the joint responsibility of teachers, school administrators, and parents.

## **Calumet Christian School Statement on Human Dignity and Identity**

Calumet Christian School places a high value on the dignity of all human beings because God does. We agree with the teaching of the Bible in Genesis 1:27

(reinforced by Jesus in Matthew 19:4-5) "God created mankind in his own image, in the image of God he created them; male and female he created them." With this in mind, we expect all students and staff to respect the

dignity of others and refrain from acts of harassment, intimidation, and bullying. We expect students and staff to recognize and honor the distinctive value, ethnicity, and biological sex God has created in each person from birth.

## **Calumet Christian School Anti-Bullying Statement**

Calumet Christian School recognizes that all students have the right to a safe, secure academic environment. Everyone in the school community has the right to be free from the threat of harassment, intimidation, or bullying. This includes verbal, written and cyber harassment, or threats to cause harm to another. Students should also feel safe reporting incidents of bullying to staff members without fear of retaliation. In order to maintain a safe, secure learning and work environment it is essential that members of the Calumet Christian School community adhere to the anti-harassment, anti-intimidation, or anti-bullying policy, both in and out of school.

<https://calumetchristianschool.org/enrollment/handbooks>

### **Expectations**

A school environment should be both physically and emotionally safe. It must also be conducive to learning. It is the obligation of teachers and staff to provide such a setting. Every student has the right to feel secure and to receive an effective, quality education. Students and teachers must be able to concentrate on the enterprise of learning, free from behavior or activity that diminishes or derails the learning experience.

The teachers and administration strive to implement and maintain a system of discipline that is fair, consistent, respectful, and firm. Each classroom teacher is the primary person responsible to manage decorum in his or her class. Parents are asked to support the teachers' efforts in addressing behavior issues in the classroom. The overall goal is twofold: to create an environment conducive to learning for all students, and to help students develop self-control and the social skills to interact respectfully in a community.

While the following is an effort to delineate the disciplinary process, the administration reserves the right to exercise discretion in its application. Circumstances, the best interest of a student, and the well-being of the entire student body must be weighed when considering disciplinary action. Effective disciplinary interventions require that the school possess a measure of flexibility in potential responses to student behavior.



## Consequences

Middle school teachers and administration will employ a series of consequences to limit inappropriate behavior and reinforce appropriate behavior in school. Consequences are intended to be corrective and to correspond to the nature of the infraction.

Examples of **minor** infractions:

- Disrupting the learning experience
- Disrespect to other students
- Disrespect or disobedience to authority
- Classroom misconduct resulting in dismissal from class
- Inappropriate hallway behavior
- Inappropriate language
- Inappropriate lunchroom behavior
- Repeated class tardiness

**Minor** infractions may result in any of the following:

- Verbal reminders or warnings
- Assigning conduct point(s) for misconduct
- Assigning detention for an accumulation of 5 conduct points
- Suspension of field trip or extra-curricular privileges
- In-school or out-of-school suspension (at the school principal's discretion) after the accumulation of **12** conduct points within a quarter
- Multiple-day suspension for 5 points after a first suspension during a quarter

**Major** infractions are considered the most serious type of infraction and generally result in more severe consequences. Examples of **major** infractions:

- Fighting
- Excessive accumulation of minor infractions
- Insubordination or gross disrespect
- Verbal or physical intimidation (including threats to harm another), harassment, or bullying of fellow students or staff
- Destruction of school or personal property
- Violations of honor including, but not limited to, cheating and stealing
- Possession/use of illegal substances, weapons, or materials
- Sexually inappropriate behavior, including language, gestures, touching or sexting.

**NOTE: The consequences stated in the student Code of Conduct may apply to any of the above that undermines the quality of the school community, whether the act takes place on or off school grounds.**

**Major** infractions may result in any of the following:

- Suspension
- Emergency Removal
- Mandatory counseling
- Probation
- Permanent Dismissal

## **Intervention**

If a student begins to exhibit a consistent social or behavioral problem, the school principal may contact the parent(s) to meet and devise a plan for improvement. The student may be required to meet with teacher(s), parent(s), and/or a counselor to resolve the problem. As a school, we believe in the necessity of parents and school staff working together to instill godly character in our students and to guide their behavior.

## **Detention**

- Teachers, aides, or administrators may also assign students to recess detention for resisting correction or for engaging in other inappropriate behaviors. Recess detentions involve spending a recess period in either the classroom or the office. Some offenses may warrant a lunch detention in which a student would stay in the office during their lunch recess and their lunch period combined.
- Students are assigned a lunch detention after an accumulation of 5 conduct points in any one quarter.
- A letter will be sent home to parents/guardian explaining the detention. It should be signed and returned to the office the next day. **If a detention letter is not signed and returned within two days, a 2<sup>nd</sup> detention may be assigned.**
- A student who misses a detention (unless rescheduled by the administration) will receive an additional detention.

## **Suspension**

Suspensions can be in-school or out-of-school as decided by the building principal. Suspended students are required to complete all school work assigned in his classes that day. Students may not receive full credit for school work completed during a suspension or made up as a result of a suspension.

A student who receives multiple suspensions in a year could receive longer suspensions and/or become a candidate for permanent dismissal.

## **Emergency Removal**

If a student's presence in school poses a continuing danger to persons or property or an ongoing disruption of the academic environment, then the building principal may determine to have the student removed from the classroom and school premises. Parents or guardians will be notified, and the building principal will assign a period of suspension and may recommend to the school board permanent dismissal from the school.

## **Permanent Dismissal**

In certain instances where the frequency or intensity of behavioral events poses a threat to the school community and learning environment, the building Principal may update the school board about a student's behavior, being careful to relay all the known facts and conditions. The School Board, after carefully weighing all the facts and circumstances, will decide if further discipline is necessary. Further discipline could include permanent dismissal. The decision to permanently dismiss a student belongs to the school board. Parents will be notified in writing when the Principal is informing the school board about their student's behavior. At this time, parents will have the opportunity to send written communication to the school board to share any information relevant to the board's consideration of their child. If parents wish to send written communication it should be sent to the school board Chair within 3 days of the being notified their child's behavior is being considered by the school board. The school board-Chair will then share the parent's written communication with the rest of the school board for consideration.

## **The Right to Appeal Permanent Dismissal**

If the school board decides to permanently dismiss a student the school board Chair will relay the decision of the school board to the parents through a formal written notice of permanent dismissal. The parent or guardian may appeal this decision by submitting a written notice of appeal to the school board Chair within 10 days of the school's formal written notice of dismissal. The written notice of appeal should include a request to meet with the school board to present the case for why the decision should be overturned. Failure to submit an appeal according to the above terms waives any right to appeal the dismissal. Only the student's parent or guardian is permitted to attend the appeal hearing. The school board's decision after the appeal hearing is final.

## **Student Mentoring/Tutoring**

The middle school staff provides opportunities for older students to mentor or tutor younger students in the school. Mentors facilitate spiritual or relational growth, and tutors provide academic help. This typically takes place during a

study hall period or recess. Student mentors and tutors must be in good standing academically and socially.

## **Student Recognition**

Middle School students can look forward to periodic assemblies. At the end of each quarter, students are recognized for noteworthy accomplishments, and exhibiting qualities represented in the core values of CCS. Assemblies may also include presentations by students or guest speakers.

## **Study Halls**

Study halls in middle school provide students with time during the school day to work on homework, make up tests and quizzes, use the computer lab, or receive extra help. Study halls are proctored by teachers or aides. To provide an optimal work environment, study halls are predominantly silent. Students work quietly and independently on their schoolwork, and are free to ask for assistance from the teacher or aide on duty. Computer use and group project work during study hall requires written permission from the teacher assigning the project.

## **Volunteering in the Middle School**

The middle school welcomes and appreciates parent volunteers—from field trip chaperones to office/classroom helpers to tutors. After-school clubs also benefit from parent support. Please contact Amber Liston ( [ListonA@calumetchristianschool.org](mailto:ListonA@calumetchristianschool.org) ) in the school office to fill out a volunteer application form.

### **NON-DISCRIMINATORY POLICY**

The governing board of the Calumet Christian Preschool located at 1390 Community Park Drive, Calumet Christian School located at 2774 Calumet St., and Harambee Christian School located at 1000 Bonham Ave. has adopted the following racial nondiscriminatory policies.

Calumet Christian School recruits and admits students of any race, color, biological gender or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, gender or ethnic origin in the administration of its education programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation.

The Calumet Christian School will not discriminate on the basis of race, color, biological gender or ethnic origin in the hiring of its certified or non-certified personnel.

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*Contact information for Staff and Faculty at Calumet*

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