



# XENOS CHRISTIAN SCHOOLS

KNOWLEDGE • CHARACTER • COMMUNITY

## **Middle School Handbook**

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

## **Xenos Christian Schools Mission Statement**

Xenos Christian Schools provides a program of academic excellence and Biblical truth while developing Christian values in a loving environment. Growing children develop spiritually, intellectually, socially, and physically. Xenos Christian Schools emphasizes intellectual development and offers assistance in other areas of child development. Xenos Christian Schools expresses its commitment to Christ by addressing the child's relationship with God in all areas of development in accordance with biblical principles.

## **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>First Bell (Elementary Students Enter Building)</i>	8:20
<i>Middle School Homeroom</i>	8:22 – 8:30
<i>Class Begins (Preschool – Eighth Grade)</i>	8:30
<i>Preschool Dismissal</i>	11:15
<i>Kindergarten Dismissal</i>	11:30
<i>Recess/Lunch: First – Fourth Grades</i>	11:25 – 12:15
<i>Recess/Lunch: Fifth – Eighth Grades</i>	11:50 – 12:40
<i>Afternoon Recess: Third – Fifth Grades</i>	1:30 – 1:45
<i>Afternoon Recess: First – Second Grades</i>	1:45 – 2:00
<i>Bus Students Dismissed</i>	3:08
<i>Remaining Students Dismissed</i>	3:15

## Attendance Policies

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 will not be at school due to an illness or appointment, please notify the office by 9:15 A.M. Upon a student's return to school, a written explanation from the parent/guardian or doctor/dentist must be turned in to the school office.**

### Please keep the following in mind:

- Phone calls, emails, and voicemails are acceptable for excuses
- The State of Ohio requires a **written note** (by hand or email) for all **EdChoice** (voucher) students who are absent
- You may email [butcherj@xenos.org](mailto:butcherj@xenos.org) or [bottic@xenos.org](mailto:bottic@xenos.org)
- The school office needs an excuse **on each day** a child is absent
- 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 classes begin 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. Please read the Make Up Work Policy below.
- 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 bus.

Unexcused absences will result in the following:

- Students do not receive credit for work missed during an unexcused absence.
- For every two unexcused absences a letter will be sent home from the administrator.

- After six unexcused absences the building principal will request a parent conference.
- Students with more than six unexcused absences in a school year are considered excessively truant.
- Excessively truant students are considered to be in educational neglect and may be reported to Franklin County Children's Services and withdrawn from school.

### **Middle School Five Class Period Rule**

A student is allowed a maximum of **five** absences in any one course during an academic quarter. If the number is exceeded, the student may fail the course for that grading period.

**Exceptions to the Five Class Period Rule** (absences that do not count against the total):

- Absence verified by medical documentation for each date absent
- Emergency circumstances approved by the building principal
- Death in the family, limited to 3 days unless longer absence approved by building principal
- Anticipated absence with 10-day advanced approval from building principal

### **Make Up Work**

#### **Unanticipated Absences/Illness**

It is the student's responsibility to make up missed homework/class work after an excused absence. Students should communicate with each teacher to determine missed assignments and due dates. Students and parents can access Power School to find assignments (see **Communication**). Students generally are allowed the same number of days to make up work as they have been absent (e.g., if a student is absent two school days, he has two days after his return to make up work). To further assist students and parents, a homework folder containing assignments and class work for each day is located just outside **Room 205**.

#### **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 so that teachers can prepare academic work in advance for the student. 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.
- Tests and quizzes scheduled during the absence should be taken before the approved 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 Power School 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.

## **Tardies**

Students arriving less than 30 minutes after the start of the school day (8:22) will be considered tardy. Students arriving 30 minutes or more after the start of the school day will be considered absent for ½ a day.

Tardy students must report to the school office to receive an admission slip before going to class. Exceptions will be made for students arriving on a late school bus.

After the third unexcused tardy in a quarter a detention will be issued. Subsequent tardies may result in additional detentions and a request for a parent conference.

The building principal may require a conference with parents of excessively tardy students.

## **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. XCS 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, XCS 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, XCS 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.

## Calendar

Xenos Christian School calendars are available in the office or on the school's website, [www.xenosschools.org](http://www.xenosschools.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 voice mail and email messages.
- Staff email addresses follow the same pattern: last name then first initial (no spaces) followed by *xenos.org*. A list is provided in back of the handbook.

- The school office periodically mails an electronic message via School Messenger 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.

### **School Messenger**

School Messenger is a web-based program the school utilizes to contact parents via email, text, and voice mail for general communication and emergency notifications. If you are not already receiving these messages, please contact the school office.

### **Power School**

All middle school parents and students have access to **Power School**, 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 Power School 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.

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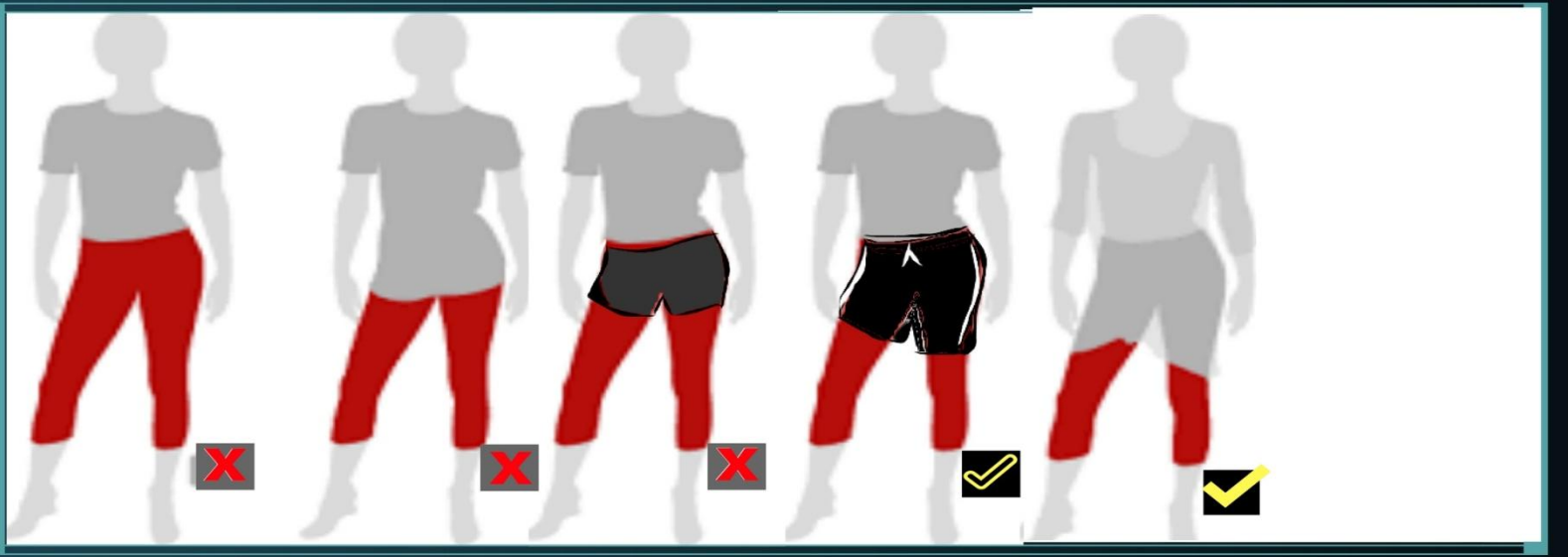
Students frequently have access to computers, Chromebooks, and iPads for school work. All students and their parents must sign and turn in an Acceptable Use Policy for Computer Resources form before permission is granted to use computers. Any student who chooses to misuse a computer and/or violate the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

<b>Dress Code</b>
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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 environment. 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 informal dress (such as sleepwear) are not acceptable.
- Inappropriate depiction (writing or images) are not permitted on clothing.
- Pants, shorts, and skirts should have no writing across the seat area.
- Yoga pants or leggings may be worn only under a skirt, shorts, or a top that reaches to mid-thigh (see image below).
- Undergarments should not be visible.
- Shorts and skirts must be at least mid-thigh in length.
- Hats, hoods (or other head coverings), and sunglasses are not to be worn inside the school building.
- Appropriate and safe shoes or sandals must be worn at all times. No flip-flops or bedroom slippers.
- Coats and jackets 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.

The middle school staff will decide if questionable clothing meets these requirements. If deemed necessary, the building principal will call parents to bring other clothes or will provide an appropriate article of clothing for the student to wear.

### **Electronic Devices**

Electronic devices such as cell phones, smart phones, iPods, tablets, electronic games, and cameras serve to distract from the purpose of learning and are not permitted to be used by students during school hours without 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 phones *before* or *after* the school day, but electronic devices must be locked in lockers during the school day. Devices out of lockers during the school day (without permission) will be confiscated and, at 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.*

### **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, ski club, running club, and chess 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 XCS. The building principal may require the parents to withdraw the student.

### **Academic Intervention**

Parents and students are able to track academic progress via Power School. At any time during the quarter, parents or students should feel free to contact teachers to discuss avenues for academic improvement. XCS 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, XCS 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.

<b>Homework</b>
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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 Power School to find daily assignments (see **Power School** under **Communication**).

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 50 minutes. It includes 25 minutes of recess, followed by 25 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, cleaning water and rags 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.

### **Medication**

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 office staff (or school nurse) only.

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

## **School Closings**

In most cases of severe weather, XCS will close. We will text parents **by School Messenger** 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 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 *during periods of low traffic*—primarily between the hours of 9:00 to 11:00 AM and 1:00 to 3:00 PM.

### **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 stay off the porch during recess in order to keep the school entrance clear. 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 Xenos Christian Schools, the middle school seeks to develop the intellectual, spiritual, and relational 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 internal self-control, whereby they regulate their own behavior. Disciplinary action is a means of guiding the student to understand how his or her behavior impacts others and how it should reflect the biblical principle of loving one another within the school community.

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

## **Xenos Christian Schools Anti-Bullying Statement**

Xenos Christian Schools 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 Xenos Christian Schools community adhere to the anti-harassment, anti-intimidation, or anti-bullying policy, both in and out of school (see our website).

[Xenosschools.org](http://Xenosschools.org) Parent Tab- Handbooks & Policies Link

### **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 academic environment, 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 will 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**

- Students are assigned a detention after an accumulation of 5 conduct points.
- Detentions are scheduled once a week for a 50-minute period (3:20 to 4:10) on Wednesday or Thursday afternoons. Detentions may also be assigned during recess.
- 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**

A first suspension is typically in-school for one day. The student must complete all school work assigned in his classes that day. Academic credit will be penalized for school work completed during a suspension or made up as a result of a suspension.

- For any subsequent suspension a student receives during the school year, the number of days of the suspension typically increases.
- The building principal will determine whether a suspension should be in-school or out-of-school.

## **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—due to the serious nature of the incident, in order to protect the school community, and maintain the quality of the academic environment—the building principal may recommend a student to the school board for permanent dismissal from XCS. The decision to permanently dismiss a student belongs to the school board.

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

The parent or guardian may appeal the school board's decision to permanently dismiss a student from XCS by submitting in writing a notice of appeal to the school board (or its designee) within 10 days of the school's formal written notice of dismissal to the parent or guardian. 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 in the manner described above 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 academic achievement (Honor Roll and Merit Roll), noteworthy accomplishments, and exhibiting qualities represented in the core values of XCS. 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 Jody Butcher ([ButcherJ@xenos.org](mailto:ButcherJ@xenos.org)) in the school office to fill out a volunteer application form. The school will provide a required background check for volunteers.

### **NON-DISCRIMINATORY POLICY**

The governing board of the Xenos 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.

Xenos Christian Schools recruits and admits students of any race, color, 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 Xenos Christian Schools will not discriminate on the basis of race, color, gender or ethnic origin in the hiring of its certified or non-certified personnel.