

*Middle School  
Handbook  
And Curriculum Guide*

2016-2017

## Welcome to Independence Christian Middle School

### Principal's Message

Dear Parents and Students:

I welcome you to Independence Christian School. This begins our 42<sup>nd</sup> year of serving the Lord by presenting a Christian education to our students and families. Yes, we've been doing this for a long time. Relax, take a deep breath, and trust us to prepare you spiritually, academically, and organizationally for high school. We exist to provide you with the truthful facts you'll need to succeed. Are you ready to learn? We are loved and forgiven by Christ Jesus, so we will conduct ourselves in a loving manner towards you. We are on your side. If you desire extra help, we will be right there with you. The key is this: you must desire to grow in wisdom and lead a God-honoring life.

Look at what God promises in the book of Ezekiel 36:26-27:

*"And I will give you a new heart-I will give you new and right desires-and put a new spirit within you. I will take out your stony hearts of sin and give you new hearts of love. And I will put my spirit within you so that you will obey my laws and do whatever I command."*

As we learn, we change. So expect to become more like the person God created you to be.

Sincerely,  
Mr. Ron Cushing, Principal

### School Mission and Philosophy

We, the School Board and Staff, believe in:

- The inspiration of the Bible, equal in all parts and without error in its origin.
- The one God, eternally existent Father Son, and Holy Spirit, who created man by a direct and immediate act.
- The pre-existence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to Heaven and second coming of the Lord Jesus Christ
- The fall of man, the need of regeneration by the operation of the Holy Spirit on the basis of grace alone, and the resurrection of all to life or damnation.

The Christian School is an extension of the Christian home in training young people for time and eternity. The staff will work closely with parents to train the whole child. The objective of our school is to provide a program that will develop the individual spiritually, mentally, physically and socially. The student is taught to interpret life according to God's principles and purposes. The main goal of Christian education must be to help the child fulfill the purpose for which he was created, that is, to bring glory to God. We endeavor, through qualified and dedicated Christian teachers, to make this objective a reality and help young people in their preparation for life.

### **A.C.S.I Affiliation**

The Association of Christian Schools International provides a host of services and benefits for Christian Schools. In addition to receiving enrichment through speech meets, art fairs, spelling bees, science fairs, music and athletic competitions, member schools receive assistance, which prevents legal red tape. The Association also provides a standard for accreditation. As a member school we will benefit from yearly teacher and administrator conferences, printed materials, survey information, training tapes, speakers and the opportunity to be involved with other member schools. Part of your child's registration fee covers membership in A.C.S.I.

### **School Staff**

All personnel of Independence Christian School must first and foremost give evidence that they have a personal relationship with Jesus Christ as their Lord and Savior. Then, they must display good parental traits. Finally, they must be able to teach. All three of these qualifications are essential in order to have a properly balanced role model, which is the part the teacher plays in a child's life.

### **Non-Discriminatory Policy**

Our school has a non-discriminatory policy. Independence Christian School staff makes no distinction in its admission policy of educational services on the grounds of race, color, or national origin.

### **Curriculum**

Our entire curriculum is Biblically based with every course encouraging the child to seek to understand God's perspective on the subject. Programs are designed to challenge each student to his/her optimum. Through a well-balanced program, we seek to develop the individual spiritually, mentally, physically, and socially. Luke 2:52, "And Jesus increased in wisdom and stature and in favor with God and Man."

### **Parent Involvement**

Parents are encouraged to take an active part in their child's education. Classroom help is always appreciated. If you would like to become a Room Parent please let your teacher know. Membership in the Partners In Education (P.I.E.) is also encouraged.

### **General Information**

#### **I.) Report Cards, Promotion and Conferences:**

- 1) Progress and Report Cards:** Independence Christian School has four 9-week grading periods. Unsatisfactory progress reports will be available on line the 5<sup>th</sup> week of each term to students who are failing one or more subjects or when grades have dropped by one or more grade points from the prior quarter. The purpose of this is to inform the parent prior to report cards so that the possible failing grade might be raised. Quarter grades are averaged to a semester grade and only semester grades are kept on file permanently. Report cards will be emailed home and do not have to be returned except for the first quarter's which will be delivered at conference time.
- 2) Parent-Teacher Conferences:** A parent-teacher conference is required after the 9<sup>th</sup> week of school with the homeroom teacher. Two half-day sessions will be scheduled at the end of the first quarter. The conferences will be scheduled by the teachers to accommodate their schedules. Please make arrangements for both parents to attend. We encourage you to discuss problems concerning your child

with the teacher. If you would like to meet with another teacher besides your child's homeroom teacher, please contact the teacher directly or through the school office. Meetings outside of the parent-teacher conference week can be scheduled. Contact your teacher through the school office to make an appointment.

## II.) Activities

- 1) **Fieldtrips:** Students have field trips scheduled throughout the school year. Each grade has particular curriculum based outings designed for your child. These trips include Catalina and Washington DC. Although such off-campus experiences are of real enjoyment to the students, the main purpose is to enrich learning. Parents will be notified in advance of all field trips. Permission slips for each field trip must be signed and returned no later than the day before the fieldtrip.
- 2) **Fund-raisers:** ICS fund-raisers are a source of additional income, which we will use to improve our school facilities. It is a necessary part of our operation to continue to grow. We have enjoyed great parental support and ask for your continued involvement.
- 3) **Spelling Bees:** During the middle of the year all students participate in a spelling bee. The winners then go on to the district ACSI competition.
- 4) **Math Olympics:** Students from each class will be selected to go to the ACSI Math Olympics to compete against regional schools.
- 5) **Speech Meet:** Students from each class will compete in a speech meet. The winners will then go to the ACSI Speech Meet to compete against regional schools.
- 6) **Creative Writing Festival:** This is an optional activity for any student wishing to participate. Writing categories include Short Story, Essay, and Poetry.
- 7) **Science Fair:** Top scoring individual projects from the Middle School Science Fair will be presented at the ACSI Science Fair at Biola University in mid-Spring.
- 8) **Christmas and Spring Musicals:** Every student may have the opportunity to participate in one of our two musicals. They will learn these during their music class time and perform them for the parents.
- 9) **Book Fair:** Every year there is a book fair. Proceeds raised will enable the library to purchase new and updated materials.
- 10) **Summer Camp:** We offer a fun and exciting summer program, grades first through eighth. Activities include crafts, movies, roller skating, amusement parks, etc.
- 11) **Back to School Night & Open House:** Twice a year we open our school to parents during the evening to come and see their child's classroom, teacher and their child's work.
- 12) **Weekly Chapel Programs:** Every Friday is school-wide chapel, and some Fridays we will have a special Middle School Chapel. Standard Chapel Dress is required. This is a special time set aside for the Middle School students to fellowship together in the youth room with guest speakers. If you have any questions regarding Middle School Chapels, please contact the school office.
- 13) **Deeper Life Week:** Every year, one week is set aside as special chapel time. Our students are taught about different topics that will help them with their spiritual walk.

## III.) Other Important Information

- 1) **Medication:** Medication distribution is done as a service to our parents. It is the sole responsibility of the parent and child to make sure the medication is taken. The office will keep all medication, but the student must remember to come to the

office and take it. This includes asthma medication such as inhalers. All medication must be sent in its original container and a medication dispense release form must be filled out. No personal notes will be accepted. This is for the protection of your child. **ALL prescribed medication must** be in “chewable” form. No liquid medicine will be administered. This is much easier on the student.

- 2) **Hot lunch:** Hot lunch is offered daily through the Pacific Catering Company. Lunch tickets may be purchased in the school office. Menus for the current month will be sent home via the school newsletter. As a courtesy to our Middle School students, we offer an “Upper Grade” Lunch, for an additional charge.
- 3) **Lunch:** Lunches delivered by parents should be brought to the office. Students are not allowed at any time to meet a parent at the front curb or parking lot to receive a delivered lunch. Lunches are not to be delivered to the class or the Middle School Grounds. Arrangements for the delivery should be made prior to the beginning of school. Students are responsible for retrieving lunch from the office. The office will not call to the classroom or the Middle School Grounds for the student.
- 4) **After School Sports:** We offer after school sports to children in grades 4 and up. Grades 7-8 will compete in the Jr. High league. These include: basketball, football, soccer, and volleyball. We compete in a Christian school league. According to league rules, a failing (below 70%) progress report or report card grade makes a student ineligible to participate until the next progress report or report card with a passing (70% or more) grade. All girls and boys of the appropriate age are encouraged to try out for the sports of their choice.

### **Lockers**

Lockers will be provided on the school campus for all Middle School students. Lockers are secured with a sturdy combination lock that is provided by the student. Students will be assigned a locker at the beginning of the year. Lockers will be used to store books, notebooks, personal articles, etc. They must be used. **No stickers or advertisements allowed.** The security of the items in the locker is the responsibility of the student. No student should share his or her combination with another student. NO sharing of lockers allowed. ICS will not be responsible for any items removed from an unsecured locker or for items left unattended on the school grounds. Books left out will be confiscated and sent to the office to be retrieved by a parent during office hours. Remember that having a locker is a privilege. Any student found not using appropriately risks losing the privilege. Students will not deface the lockers either inside or out. Defacing includes writing, painting, marking, any type of stickers, or damaging. Students who deface lockers will be charged a \$10.00 fee for repairs. **No stickers, “questionable content”, or advertisements allowed!!**

### **School Supplies**

A list of required supplies is sent home with the school’s first mailing. These supplies **must** be brought to school on the first day. All students are expected to come to each class fully prepared everyday with the proper supplies. Unprepared students face the possibility of penalty and ultimately detention. **Supplies must be replenished throughout the year.**

## **Cell Phones and Electronic Devices**

**Upon arrival** at school, students are expected to turn off their cell phones and/or all electronic devices. All students are expected to keep their cell phones and electronic devices in a container provided by their homeroom teacher from 8:30 am until 3:00 pm. They will be allowed to retrieve their cell phone when leaving campus with a parent or other supervising adult.

**When leaving for sports activities**, students may retrieve their cell phones as they leave class, but may not turn them on until they are in the car and given permission by a supervising adult. Any cell phone or electronic device in use while waiting for rides will be taken away, and will incur a Cell Phone/Electronic violation.

**After school**, cell phones and electronic devices are to be kept in a container provided for daycare students upon arrival and until departure. The daycare teacher on duty will decide whether students will be allowed to use cell phones and/or electronic devices during daycare time, on a day-to-day basis.

### **A cell phone/electronic violation will occur when**

- 1.) A cell phone or electronic device is seen or heard by any staff member.
- 2.) When there is any evidence that a cell phone has been used during the school day (posts to social media, seen by another student, etc.).

\* Please note that a violation can occur without student use.

### **Cell Phone Violations:**

- **1<sup>st</sup> Offense:** Phone will be take away immediately and turned in to the office. It can be picked up only by the parent at the end of the school day.
- **2<sup>nd</sup> Offense:** After school detention. Phone will be take away and turned in to the office. A parent will be required to pick up the phone after school. Detention must be served the same day, or the next school day.
- **3<sup>rd</sup> Offense:** Meeting with parents regarding one-year cell phone ban or school suspension.

## Attendance

Regular school attendance is required by law and is necessary for good scholarship. **It is our school policy that anyone absent 15 or more times from any one class is considered on academic probation for that class**, meaning that advancement and promotion to the next grade will be conditional upon school board approval. Excessive absence often means that a child has missed important discussions and classroom activity that may hinder their education. Excessive absence is also a violation of the State of California mandatory education law.

### **There are three types of absences:**

- **Excused:** Illness, injury, or family emergency. They will be excused by a signed note from the parent or guardian. All missed work must be made up. For every day a child is out, they have one day back to make up the work. **It is the responsibility of the student to get the make-up work.** Any request, by a parent, for make-up work must be received by **9 AM**, (the day of the absence) to be made available by 3:15 PM. Planned absences must be pre-arranged **IN WRITING** at least one week prior to leaving in order for that absence to be excused.
- **Unexcused:** Any absence that has NOT been pre-approved by the school office. Example: Trips to Disneyland, fishing, shopping, and new movie reviews etc. While we support family activities, please keep in mind that school should be viewed as a priority. Play days should be scheduled for when the student is not in school.
- **Truant:** Absence for reasons which are neither acceptable to the school or the parents, or when evidence shows that parents have misrepresented facts regarding the absence.

### **Consequences:**

- **Excused:** All missed work and tests **MUST** be made up. Student is responsible for obtaining and completing make-up work.
- **Unexcused/Truant:** Work and tests **CANNOT** be made up. A grade of zero will be given to any missed work or tests.

### **Tardiness**

Students arriving more than 5 minutes late must first go to the office to get a tardy slip. An unexcused tardy will be given to any student who is late and not accompanied to the office by an adult or with a note. Some excuses do not warrant an excused tardy i.e.: overslept, just wanted a few extra minutes to sleep, lost school materials, lost car keys, etc. **Five unexcused tardies will count as one unexcused absence.** In past years, tardiness has been a problem. Being late is inconsiderate of the time of the teachers and others who have arrived on time. Tardy students who miss work at the start of class will not be able to make it up. If there is ever a problem foreseen, please contact the office.

### **Tardy to Any Class**

Students must be lined up outside their appropriate classroom at the time the class begins. There are no exceptions. Four minutes is ample time to exchange classroom materials and go to class. This passing time is not a time for socializing. Students arriving late to class cause a disruption in the classroom structure. **After the first week of school, two tardies will result in one detention to be served at lunch.**

## Dress Code

\*\*\*UPDATED FOR 2016-2017\*\*\*

Students enrolled are expected to follow modest guidelines of dress. Students in all areas of appearance-clothes, hairstyles, etc., should look neat and natural with emphasis on cleanliness and modesty. While we encourage individuality in our students, choices in the clothes they wear **MUST** always be honoring to God. **When traveling off campus for events such as field trips, these same dress code guidelines apply.**

**NO BRAND NAMES OF CLOTHING WILL BE APPROVED IF IT REPRESENTS A COMPANY OR INDIVIDUAL THAT CONFLICTS WITH THE VALUES OF OUR SCHOOL. IF ANY ARTICLE OF CLOTHING IS IN QUESTION, "DON'T WEAR IT!" NO SECULAR PATCHES, STICKERS, ETC. WILL BE ALLOWED ON CLOTHING, HATS AND BACKPACKS. ALL CLOTHING WILL BE SUBJECT TO SCHOOL'S DISCRETION.**

## Chapel Uniform

**\*New for 2016-17\***

\*\*\* Chapel uniforms must be purchased from American Casual in Anaheim or online at [www.american-casual.com/ICS](http://www.american-casual.com/ICS). \*\*\*

To encourage a Godly, positive attitude on Chapel Days (Fridays), the school will require each student to wear **Standard Chapel Uniform** through the entire day.

### **Standard Chapel Uniform**

**Boys-** Must wear a solid red or navy blue polo shirt and khaki pants. All shirts are to be tucked in.

**Girls-** Must wear a solid red or navy blue polo shirt with a skirt, skort, or jumper. Skirt, skorts or jumpers are also to be khaki colored. They are to be no shorter than 3" above the knees when kneeling. Leggings or tights are permitted to be worn under skirts or skorts on colder days only. Both boys and girls are to wear solid (no designs of any kind) red, white or blue socks.

**School sweatshirts** may be purchased from American Casual to be worn on cold days. No other jackets or sweaters are approved for Chapel dress days.

Shoes may be casual or dress of a solid color coordinated with the outfit.

**On Chapel Days, Chapel Uniform must be worn. NO EXCEPTIONS.**



## Girls

All clothing should be modest and in good taste. Proper undergarments must be worn at all times. The following list cannot cover every possible situation. Therefore, the school reserves the right to determine that which “attracts undue or excessive attention to the wearer”.

### Shorts and Skirts

- Short-shorts, leggings, “yoga pants,” and mini-skirts (even with leggings) will not be worn.
- Shorts, skirts, and skorts should be no shorter than 3” above the knee when kneeling including any slits in the garment.
- Underwear/undergarments showing will not be allowed (including panties and bra straps).
- **Clothes should never be skin tight or form fitting (eg. leggings worn as pants, workout pants or “yoga pants”).**

### Shirts

- Unacceptable items: see-through tops, tight knits tops, crop tops, low necklines, tops with one strap, low backs, halter tops, tube tops, sheer blouses, off the shoulder, spaghetti straps, revealing, low-cut, or bare midriff tops will not be worn.
- Strap size must be 2”-3” across the shoulder.
- Shirts should not be more than 2” below the collarbone, and should be long enough to cover the waist and midriff when arms are raised above the head. No bare midriff is allowed.
- Shirts with suggestive statements such as Hottie, Flirt, etc. are not acceptable.
- **Any slogans that could have multiple meanings or images that are in question must be approved by administration prior to being worn.**
- When a bathing suit is appropriate for an event, it must be either a one-piece or a tankini. No bare midriff is allowed.

### Shoes

- Students must wear shoes at all times; no-bare feet.
- Shoes that are open-toed, steel-toed or lacking back straps are **not permitted**.
- Shoes must be of correct size and tightness. They must be properly laced at all times.
- Heels on shoes must be 2” or less.

### Hair, Make-up, Earrings and Miscellaneous

- Students must keep their hair clean and neat.
- No **unnatural** hair colors or hair designs including Mohawk will be allowed. **Bleaching of one’s hair is NOT ALLOWED.**
- Light cosmetics application is allowed. However, excessive makeup such as dark eye shadow, eyeliner, lipstick, black or dark purple nail polish etc. is not permitted.
- Earrings may not dangle more than a half-inch below the ear.
- Other body piercings are not allowed.
- **Writing on the skin with ink or paint is not permitted.**
- Tattoos are not acceptable.
- Baseball hats, visors, or hats, for the purpose of sun protection only, may only be worn at recess, lunch or after school, **not in the classroom**. The bill of the hat must face forward. Hats are to be worn by the owner only. Wearing/taking another’s person’s hat is **not permitted**.

## Boys

All clothing should be modest and in good taste. Proper undergarments must be worn at all times. The following list cannot cover every possible situation. Therefore, the school reserves the right to determine that which “attracts undue or excessive attention to the wearer”.

### Pants and Shorts

- Pants and shorts should be worn without holes, frayed edges, and not drag on the ground.
- A belt should be worn when appropriate. Studded Belts are not allowed.
- Pants and shorts must fit at the natural waistline. When shirt is lifted up, underwear/undergarments should not be exposed.
- Pant and short in-seam must not hang low.
- Swimsuits/trunks are not to be worn as shorts.

### Shirts

- Tanks tops and sleeveless shirts will not be allowed.
- Shirts (jackets and sweatshirts included) with controversial pictures or slogans, advertisements for secular rock groups, drugs or sex will not be allowed.
- Underwear/undergarments showing will not be allowed.
- Shirts must be of proper size. They should not be too large!
- **Any slogans that could have multiple meanings or images that are in question must be approved by administration prior to being worn.**

### Shoes

- Students must wear shoes at all times; no-bare feet.
- Shoes that are open-toed, steel-toed or lacking back straps are **not permitted.**
- Shoes must be of correct size and tightness. They must be properly laced at all times.

### Hair and Miscellaneous

- **Boys haircuts should be neatly trimmed, not capable of hanging below the eyebrows, out of the students’ eyes, and not hanging below their chin.**
- No unnatural hair colors or hair designs including Mohawk will be allowed. **Bleaching of one’s hair is NOT ALLOWED.**
- Earrings or other body piercings on boys will not be allowed.
- Painting or coloring of the nails is not allowed.
- Tattoos are not acceptable
- **Writing on the skin with ink or paint is not permitted.**
- Baseball hats, visors, or hats, for the purpose of sun protection only, may only be worn at recess, lunch or after school, not in the classroom. The bill of the hat must face forward. Hats are to be worn by the owner only. Wearing/taking another’s person’s hat is **not permitted.**
- On colder days and up to teacher’s discretion, beanie hats may be worn in class.

**Hygiene:** All students are expected to take personal pride in their appearance. They must regularly bathe, wash hair and wear deodorant.

## **Dress Code Violations**

We would like to see every student follow the dress code with the sincerest motives. Parents can help their child to follow these guidelines.

### **Dress Code Violations:**

- 1<sup>st</sup> Offense: Warning. Sign “Dress Code Violation” Log.**
- 2<sup>nd</sup> Offense: Immediate recess detention. Sign “Dress Code Violation” Log.**
- 3<sup>rd</sup> Offense: Immediate lunch detention. Sign “Dress Code Violation” Log.**
- 4<sup>th</sup> Offense: Immediate after school detention. Referral written and parents notified.**

## **Physical Education Class**

All students will be taking a physical education class on Mondays, Tuesdays, and Wednesdays. This class will focus on routine exercise, nutrition and healthy life styles. It will include medium to high intensity workouts that will focus on targeting muscle groups, lessons on healthy food choices, and opportunities to set personal goals toward a healthier way of living.

Proper physical education shirt and shorts are mandatory. Properly laced athletic shoes required. No slip on shoes, platform tennis shoes, or loose fitting street shoes will be allowed. On colder days, plain navy or black sweatpants are allowed. If a student is unable to participate in physical education for a medical reason, the student must bring a doctor’s note and will be given alternative assignments to complete during the period.

## **Homework Policy**

There are two major educational goals that relate directly to homework: acquiring basic knowledge and acquiring critical thinking skills. The assignment of homework becomes most effective when it directly relates to these educational goals.

With instructions carefully given to the students, by the teacher, and by effectively communicating with supportive parents, this approach to homework has proven to work. This means that the parents must take an active role in their child’s homework.

Three types of homework will be given:

1. Prepare – enables a student to be ready for the classroom lesson by introducing the students to basic factual knowledge prior to the teachers more detailed instructions.
2. Practice – emphasizes memorization to the point of automatic response to ensure that what needs to be learned will not be forgotten.
3. Create – taking information learned and combining it with the creative arts which enhances reasoning and critical thinking skills.

Assigned homework will require only those skills students have already learned in class or will serve as an introduction to materials to be taught. Homework will be assigned five nights per week, and will generally be within the following time frame:

- Sixth-Eighth Grade- 120 minutes maximum

Tests, quizzes, reports, and special long-range assignments such as research projects and book reports may take extra time.

We expect:

- All homework to be completed properly.
- To be done to the best of the student's ability.
- Turned in neatly.
- Turned in on time. No credit will be given for late assignments.

Homework is expected to be on time. Long range assignments, such as Book Reports, Research Projects, and Special Projects, not turned in by the due date will receive an automatic 10% penalty, unless arrangements have been made at least one day in advance. Late homework and or assignments will be finished at the teacher's discretion and will be given NO credit.

We strongly suggest that parents help their students with their homework by providing the following arrangements at home.

- Establish a quiet, well-lit work area, which will be used for doing homework every night. Make sure that the area is well stocked with supplies.
- Set up a schedule with your child which includes a specific time every night that homework is to be completed. For example, from 5:30 to 7:00 would be a designated homework time. If they finish prior to 7:00 then they can spend the rest of the time reading, studying or working on a long term assignment. This will prevent them from rushing through assignments or "forgetting" assignments.

**Make-up Work:** Make-up work for excused absences will be available for the student at 3:30 pm if requested by 9:00 am the day of absence. It is the student's responsibility to request make-up work, and to complete it in the allotted time. Make-up days allowed for excused absences are equal to the days missed. (For example, if a student is absent one day, he or she will have one day to complete the make-up work.) Students who do not take responsibility for their personal make-up work are in jeopardy of receiving no credit for missed work. At the teacher's discretion, not all class work from an extended absence needs to be made up.

**Gradelink.com:** At ICS, we use Gradelink.com, an on-line grading program, to post all class grades. Gradelink.com allows parents to have direct access to their student's academic progress at any time through a confidential password. Gradelink.com is very user friendly and affords you the ability to track all class grades. The school office will issue an initial password for log-in and then you may create your own password. It is very important to keep your Gradelink.com password confidential. The classroom teachers strongly urge all ICS parents to take advantage of all the unique Gradelink.com features; especially, the customized notification options. With Gradelink, you may select special email options which will alert you via email about current test grades, any significant drop in standing grade percentages, missing assignments (0%), along with several other custom options. We recommend checking your child's Gradelink.com account on a regular basis (at least bi-weekly). Typically, you may expect your student's most current grades to be posted within one week of the assignment or test's completion date.

**Binder Reminder:** All assignments will be recorded, by the student, in the Binder Reminder. The Binder Reminder is used, by the students, to organize their assignments, and track due dates. Homework assignments will be copied into the Binder Reminder at the end of each class. Parents may be required to sign the Binder Reminder each night.

We suggest that parents help their children with their homework by establishing it as a top priority, providing a quiet well-lit work area, and ample time each homework night. Parents should not allow their child to “get out” of doing homework, but provide a positive support when homework is completed. With instructions carefully given to the students by the teacher, and by effectively communicating with supportive parents, this approach to homework has proven to work.

### **Academic Honesty Policy**

Students should understand that:

- Learning to adequately prepare for an exam is as important as the materials being covered.
- There is real value in integrity.
- The final value of education is what is learned and not what grade is given.
- The rationalization that others are cheating gives no reason for another individual to cheat. This is damaging to both educational and character development.
- Grades mean little when cheating is accepted and learning is thereby devalued.
- Allowing others to cheat without doing something about it is the same as endorsing it.

### **Definitions of Cheating**

- 1.) **Cheating on tests**-Any intentional giving, receiving, or use of external assistance relating to an examination, test, or quiz, without express permission of the teacher.

**Examples:**

- Copying another student’s test paper during a test.
- Using a “cheat” sheet during a test to get the right answers.
- Stealing a test from a teacher and preparing for the test by researching and memorizing the answers.

- 2.) **Any intentional falsification or fabrication of data, or other material in the academic exercise.**

**Examples:**

- Using a term paper that was written for one class in another class.
- Creating false data for a footnote or bibliography.
- Watching a video of a literary work but then representing that the piece was read.
- Reading Masterplots or Cliffnotes instead of reading the assigned literary work.

- 3.) **Unauthorized Collaboration**- Intentional collaboration on an assignment between a student and another person, if such collaboration is not permitted.

**Examples:**

- Copying another student’s homework, and thereby putting forth no effort to do the assignment.

- Borrowing a study sheet or calculator with the answers and copying them as your own.
  - Working with another student on an individual assignment and sharing the answers.
- 4.) Plagiarism**-Any intentional use of another's ideas, words, or work as your own. Plagiarism includes the misuse of published material and the work of other students.
- Examples:**
- Copying verbatim (word for word) from a source and not giving credit in a footnote when writing.
  - Copying any work by someone else, and representing it as your own.
  - Allowing anyone (including parents) to modify or rewrite your assignment and represent it as his or her own.

### **Student Conduct**

At school, a well-adjusted and fulfilling experience can be achieved by following the standards of conduct listed below:

- Follow all adult directions without comment.
- Respect the feelings and rights of others.
- Keep hands, feet, and objects to one's self.
- Remain in assigned areas both before and after school.
- Complete all assigned work on time.
- Observe classroom rules.
- Stand in line in an orderly and quiet fashion.
- Use equipment properly.
- Eat in designated areas only. **Food is not allowed in the classroom.**
- No Chewing Gum.
- Do not litter.
- No smoking, cigarettes, or tobacco products will be allowed on campus at any time. This also applies to parents.
- Books, magazines, posters, logos, labels, stickers, clothing, jewelry which is questionable in moral standards is not allowed on school grounds and will be confiscated by the principal.
- Stickers, posters, pictures, or lyrics of secular bands are not allowed on notebooks, lockers or on clothing. Names of secular bands written on notebooks, lockers, or backpacks are not allowed.
- Walkman players, CD players, I Pod's (or similar), radios, Game boys, DS's, toys, etc. are not allowed **during school hours**, including break times and lunch.

Because school is a place of business, a place where we are all learning more about life and our responsibility in it, we feel strongly that each student must be diligently striving to accomplish these standards. If students are not in control of their behavior and/or are behind in their work, they may have to forgo all privileges. Privileges are for the responsible student!

Students not complying with the standards of conduct as set forth by the Independence Christian School Board, may, at the discretion of the administration, be dismissed from school.

## **Harassment Policy**

Harassment occurs when an individual is constantly tormented, intimidated, or threatened in their environment because of the individual's race, creed, color, national origin, physical disability, or gender. Harassment may not occur during any school-related activities. Some examples of harassment include the following:

### **Verbal Harassment**

Verbal Harassment is threatening or negative comments, jokes or words spoken to another person. Bullying another student is a form of verbal harassment and will be handled based on the severity. ***The Bible says "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building up others, according to their needs, that it might benefit those who listen" Ephesians 4:29***

### **Physical Harassment**

Physical Harassment is unwanted physical contact such as touching, assault, blocking motions or any other intimidating interference into normal work or movement.

### **Visual Harassment**

Visual Harassment is negative or threatening drawings, gestures, written words, etc.

### **Sexual Harassment**

Beginning January 1, 1993, the State of California adopted new laws regarding sexual harassment of and by students. Sexual Harassment is defined as unwanted sexual behavior that interferes with the educational environment, and/or school activities. It may result in physical, verbal, written, or visual behavior towards another student. We at ICS prohibit sexual harassment involving students, employees, or non-employees. Reporting and/or disciplinary actions will be taken against all persons involved including, students, teachers, and non-employees on campus.

We at ICS will not tolerate harassment of any kind. We wish to provide all students with a comfortable, relaxed educational atmosphere, therefore, if this kind of behavior occurs, it will be dealt with immediately.

## **Detention**

Rule violations may include recess detention, lunch detention, or after school detentions of a minimum of one hour. These may include work duty, cleaning the campus, written work, etc. and are left up to the discretion of the administrator.

## **Discipline**

Proper discipline is the key to students gaining self-control, and having a productive, purposeful, and spiritual life. **Discipline is basically the responsibility of the parents.** Without parental involvement and support, our attempts at discipline are undermined and then become ineffective. We invite your support in encouraging your child to be a responsible student. Our goal is to help your child become more self-controlled and to develop self-discipline.

Each day your child will have the opportunity to begin anew. Each student is expected to exhibit appropriate behavior in the classroom setting as well as in the overall school environment. If

your child chooses to break a rule, the lunch detentions will be served. Severe disruptions will result in a referral and sent to the principal.

Below is a list of Major Infractions for before and after school hours, which may result in suspension or expulsion.

- 1.) Any illegal activity
- 2.) Drug and alcohol involvement
- 3.) Extreme disrespect or insubordination
- 4.) Fighting
- 5.) Forged Notes
- 6.) Profanity
- 7.) Sexual misconduct
- 8.) Smoking or possession of tobacco
- 9.) Stealing
- 10.) Vandalism
- 11.) Weapons (i.e. Guns, knives, fireworks, etc.)

It is the policy of ICMS that any public display of affection between Middle School students is inappropriate. Personal relationships should be entirely glorifying to God. Each student should be personally responsible for his or her conduct and actions. There is nothing wrong with holding hands and hugging, however, students must be cognizant of appropriate behavior on the school campus. Middle School students must assume the position of a godly example to the younger students. Inappropriate behavior of this kind will be dealt with on an individual basis.



## Curriculum Guide

We will be using the *Ignitia* digital curriculum for all subjects in Middle School this year. All textbooks, seatwork, quizzes, and tests will be completed using Chromebooks in the classroom. Each student will be assigned a Chromebook for school use, and will be expected to treat the Chromebook with care and respect. *Ignitia* is a digital curriculum, built specifically for Christian schools. Written from a Christian worldview, all lessons incorporate Biblical principles across the subjects. *Ignitia* courses include text-based lessons, assignments, quizzes, and tests that engage students while they learn. Optional external web links, interactive learning games, audio and video clips, and off-computer assignments help students develop the skills necessary for academic success in a media-rich environment.

### Sixth Grade

**Bible** - A developmental and in-depth academic study of the teachings of the Old and New Testaments. Topics may include worship, mankind, the attributes of God, prayer, salvation, prophecies about Christ, the living of balanced lives, the books of Psalms and Proverbs, and the life of Christ. These areas target five content strands: theology, the attributes of God, biblical literature, and Christian growth.

**History** – Ancient History and Geography develops an understanding of and appreciation for God’s activity as seen in the record of man and his relationships. The course focuses on Ancient World History, with an emphasis on Western Europe. Specifically, it covers World History from ancient civilizations through 500 B.C., highlighting early Christianity, with a discussion of the worldviews of the ancient Greeks and ancient Hebrews. The course surveys the influences of the ancient cultures on social sciences of anthropology, sociology, and political science.

**Language Arts** – Language Arts 600 continues to build on the sequential development and integration of communication skills in four major areas—reading, writing, speaking, and listening. It most specifically focuses on deepening and furthering students’ understanding in the following ways:

- Reading— develops students’ reading skills, including the identification of main ideas, supporting details, sequence, and facts and opinions; introduces more advanced reading skills, showing students how to analyze propaganda, make inferences, and determine the author’s authority; shows students how to identify parts of speech in sentences, with emphasis on kinds and uses of nouns, pronouns, and verb tenses; develops students’ capacities for identifying basic elements of narrative prose; enhances students’ abilities for reading newspaper articles and informative nonfiction; helps students develop basic literary comprehension skills through the reading of short stories, nonfiction pieces, and poetry.
- Writing— develops students’ understanding of sentence structure, providing hands-on experience with subject-verb agreement, participles, and phrases; emphasizes parts of speech and their roles, including adjectives, nouns, and verbs; familiarizes students with roots, affixes, and basic word relationships, including homonyms, synonyms, and antonyms; develops students’ vocabulary and spelling skills; gives students the opportunity to develop their abilities in writing paragraphs, business letters, poetry, and short stories; guides students through planning, organizing, writing, and revising a report.

- Special Topics— teaches dictionary skills and comprehension of graphic visual aids; introduces students to Biblical literature topics.

**Science** – Earth Science Earth’s structure, interacting systems, and place in the universe. The course uncovers concepts and processes found in:

- astronomy – Earth’s place in and interaction with space,
- geology – physical structure and dynamic processes,
- meteorology – atmosphere, weather and climate, and
- oceanography – oceans and marine life.

Students will have the opportunity to evaluate and explore many scientific concepts by participating in interactive lab sessions, conducting hands-on activities, and completing projects designed to improve the understanding of Earth and its dynamic functions.

**Mathematics** – Math 600 focuses on number skills and numerical literacy, with an introduction to rational numbers and the skills needed for algebra. In it, students will gain solid experience with number theory and operations, including decimals and fractions. This course also integrates ratio relationships and proportional reasoning throughout the units, as well as introduces students to geometric and statistical concepts.

## **Seventh Grade**

**Bible** - A developmental and in-depth academic study of the teachings of the Old and New Testaments. Topics may include worship, mankind, the attributes of God, prayer, salvation, prophecies about Christ, the living of balanced lives, the books of Psalms and Proverbs, and the life of Christ. These areas target five content strands: theology, the attributes of God, biblical literature, and Christian growth.

**History** – Medieval History and Geography develops an understanding of and appreciation for God’s activity as seen in the record of man and his relationships. The course focuses on Medieval World History, with an emphasis on Western Europe. Specifically, it covers World History from 500 B.C. through the end of the 18<sup>th</sup> century, highlighting early Christianity (through the Reformation).

**Language Arts** - Language Arts 700 continues to build on the sequential development and integration of communication skills in four major areas—reading, writing, speaking, and listening. It most specifically focuses on deepening and furthering students' understanding in the following ways:

- Reading—develops students’ reading skills, including the identification of main ideas, supporting details, and sequence; teaches students how to reach logical conclusions as well as use appropriate reading rates; shows students how to identify parts of speech in sentences, with emphasis on adjectives, adverbs, conjunctions, pronouns, and verb types; helps students develop basic literary comprehension skills through the reading of biographical and autobiographical pieces, poetry, and character analyses.
- Writing—develops students’ understanding of sentence structure, providing hands-on experience with coordination, conjunctions, subject-verb agreement participles, and phrases; familiarizes students with roots, affixes, and basic word relationships, including

homonyms, synonyms, and antonyms; develops students' vocabulary and spelling skills; gives students the opportunity to develop their abilities in writing paragraphs, character analyses, character sketches, short biographies, and summaries; develops students' critical thinking skills through speculative writing on morality.

- Speaking—teaches skills that enable students to become effective speakers and communicators, weaving the skills together throughout the course.
- Listening—teaches effective listening comprehension skills, weaving these together throughout the lessons; builds upon students' study skills.

**Science-** Life Science curriculum is based on the California Science Content Standards. Major units of study include the following: Cell Biology; Genetics; Evolution vs. Creation; Earth and Life History; Structure and Function in Living Systems; Physical Principles in Living Systems; Investigation and Experimentation.

**Math: Math 700** – Mathematics 700 is designed to prepare junior-high students for Pre-algebra. This course focuses on strengthening needed skills in problem solving, number sense, and proportional reasoning. It also introduces students to integers, equations, and geometric concepts. Students will begin to see the "big picture" of mathematics and learn how numeric, algebraic, and geometric concepts are woven together to build a foundation for higher mathematical thinking.

**Math Honors: Pre-algebra** – An introductory algebra course designed to prepare middle-school students for Algebra I. The course focuses on strengthening needed skills in problem solving, integers, equations, and graphing. Students will begin to see the "big picture" of mathematics and learn how numeric, algebraic, and geometric concepts are woven together to build a foundation for higher mathematical thinking.

## **Eighth Grade**

**Bible** - A developmental and in-depth academic study of the teachings of the Old and New Testaments. Topics may include worship, mankind, the attributes of God, prayer, salvation, prophecies about Christ, the living of balanced lives, the books of Psalms and Proverbs, and the life of Christ. These areas target five content strands: theology, the attributes of God, biblical literature, and Christian growth.

**History** – Medieval History and Geography develops an understanding of and appreciation for God's activity as seen in the record of man and his relationships. The course focuses on Medieval World History, with an emphasis on Western Europe. Specifically, it covers World History from 500 B.C. through the end of the 18<sup>th</sup> century, highlighting early Christianity (through the Reformation).

**Language Arts** – Language Arts 800 continues to build on the sequential development and integration of communication skills in four major areas—reading, writing, speaking, and

listening. It most specifically focuses on deepening and furthering students' understanding in the following ways:

- Reading– reinforces reading comprehension skills by teaching students how to analyze propaganda and other forms of writing, including biographies, autobiographies, formal essays, and informal essays; shows students how to make denotative, symbolic, and connotative readings of a text; introduces both Old English and Middle English languages and literature to develop students' understanding of English language formation and development; prepares students for the higher level literary comprehension skills required in the upper grades.
- Writing– develops students' understanding of sentence structure, providing hands-on experience with conjunctions, transitions, clauses, and common sentence errors; teaches language histories and etymologies to help students build on knowledge of word structures, including topics like prefixes, roots, and suffixes; expands on students' vocabulary and spelling skills; gives students the opportunity to develop their abilities in writing business letters, friendly letters, informal essays, and basic literature analyses.
- Speaking– offers students experience in delivering oral reports; teaches skills that enable students to become effective speakers and communicators, weaving these skills together throughout the course.
- Listening- teaches effective listening comprehension skills, weaving these together throughout the lessons; builds upon students' study skills, as well as helping them become reliable and efficient note takers.

**Science-** Physical Science curriculum will be based on the California Science Content Standards. Major units of study include the following: Motion; Forces; Structure of Matter; Earth in the Solar System; Reactions; Chemistry of Living Systems; The Periodic Table; Density and Buoyancy; Investigation and Experimentation.

**Math - Pre-algebra** – An introductory algebra course designed to prepare middle-school students for Algebra I. The course focuses on strengthening needed skills in problem solving, integers, equations, and graphing. Students will begin to see the “big picture” of mathematics and learn how numeric, algebraic, and geometric concepts are woven together to build a foundation for higher mathematical thinking.

**Math Honors – Algebra I** – A high school level course that is intended for the student who has successfully mastered the core algebraic concepts covered in the prerequisite course, Pre-Algebra. Within the Algebra I course, the student will explore basic algebraic fundamentals such as evaluating, creating, solving and graphing linear, quadratic, and polynomial functions.

# Independence Christian School

## Acknowledgement of Handbook 2016-2017

Sign and date the form below and return to your child's homeroom teacher or the school office.



I have read the current Independence Christian Middle School Handbook. I acknowledge that there may be changed rules and consequences from previous handbooks. I accept its contents. I will abide by its rules and consequences. I also agree to support the Administration and staff when executing the policies and procedures found in the Middle School Handbook.

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

Student Signature \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

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

Date \_\_\_\_\_