

CWSCS MIDDLE SCHOOL HANDBOOK

2017-2018



Name _____ Grade _____

Dear CWSCS Student,

Welcome to another exciting school year!. We are glad to have you as a student at our school and look forward to serving you. We will do whatever we can to provide you with a positive and meaningful learning experience, and to help you to grow in many ways. Middle school can be a really fun and exciting time; and it can also be a very challenging time of life. Nevertheless, we are here to teach you, learn from you, and support you in whatever ways we can.

The following s a handbook of important information and policies that matter to you as a middle schooler. Please read the entire book, and ask any questions if you need to.

Have a great school year!

Our Mission: *Chicago West Side Christian School's mission is to engage children in dynamic Christian education that nurtures and challenges youth to develop intellectually, spiritually, emotionally, creatively and socially so they are able to lead and serve as Christians in the world.*

Anti-Discrimination Policy

At CWSCS, it is our policy to treat all students with the same level of equality. We will not discriminate in any way against a child because of race, gender, nationality or disability.

Cell Phones and Electronic Devices:

Cell phones, Ipods, or tablets are not to be used or seen at school without permission. If a student chooses to keep his/her cell phone, it must not be seen or used during the day. Violations of this rule will result in the following sequence of consequences:

- First Violation - confiscation of the phone and a call to the parent.
- Second Violation - detention and a call to parent. Parent must pick up phone.
- Additional Violations - \$25.00 fine per violation

If a student does not turn in his/her cell phone in the office, the school will not be responsible for lost or stolen devices.

Students are discouraged from bringing electronic devices such as I-pods, tablets, hand held games and MP3 players to school. If they do, the following rules must be followed:

- They must be turned off and put away as soon as they enter the building. If students use them during the school day (including the before and after school programs), devices will be taken by the staff member and turned into the school office to be picked up by a parent.
- Tablets may be used with permission from the classroom teacher.
- The child bears full responsibility for the item at ALL times. The school will not be responsible for loss or theft of items.
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The cell phone policy applies to school field trips also.

Serious Misconduct Policy

As a grace-filled school, CWSCS recognizes that with repentance, God forgives our sins and works to restore us. However, there are times when a person's actions and the resulting public distrust make it impossible for a student to remain at CWSCS. The following acts of confirmed serious misconduct are examples of those that can result in the release of an employee:

- theft of property or money
- willful insubordination pertaining to assigned tasks
- immoral or indecent conduct
- possession or use of illegal drugs (**which would also result in being reported to the local and ILLINOIS STATE POLICE SIRS**); consuming or being under the influence of alcohol on school premises
- other misconduct deemed serious by administration and board

Student Discipline Policy

Discipline

Chicago West Side Christian is a Christ-centered community of students, faculty, staff and parents who work to provide a safe and nurturing environment that encourages academic success and develops faith and character. All CWSCS students should do the following:

- take advantage of the academic opportunities offered at the school
- be honest and respectful to all students, teachers, staff members and parents
- obey all school rules
- treat school property with care and respect.

We view discipline as an opportunity to disciple—to teach, correct, and encourage good decision making. We hold high expectations for students, both in their behavior and academics. We also expect that students will acknowledge wrongdoing and will accept correction and direction.

Grace Pass

A Grace Pass will be given to all middle school students each quarter. On it will be bathroom, water and locker. It is the student's responsibility to hold on to their Grace Pass to the end of each quarter.

- A reward will be earned for a ticket kept to the end of the quarter.
- If 8 or less total boxes on the ticket are signed for bathroom, drink, locker, and tardies (and they have no detentions)
- If a Grace Pass is lost, students can pay \$2 for a replacement ticket. The new pass will have two boxes voided from each category.
- If a Grace Pass is needed but was forgotten to bring to class, then students will receive an infraction for being unprepared.
- If all 6 boxes are filled in a category and a 7th is need, students will receive a lunch/recess detention

I earn an end of quarter reward if...

- 8 or less total boxes are signed AND
- I have gotten no detentions all quarter

If I need an extra box in a category...

- I will receive a lunch/recess detention

Human Dignity Policy

Everyone at CWSCS has a right to feel respected and safe. The school climate shall be one of respect where every person's dignity is honored. The following are guidelines to ensure that every effort is made to make our school a place where human dignity is honored.

Students should let a staff person know if:

- they are experiencing name calling, unkind jokes, or spreading or rumors
- if someone is touching them in a way that makes them feel uncomfortable
- if a person is using words or actions that make them feel uncomfortable or fearful

The school will protect the student's privacy as much as possible, will take all reports of harassment and violence seriously, and will take appropriate actions when needed.

Suspensions and Expulsions

Suspensions or expulsions may be given by the administrators when serious behavior problems occur and/or when a student does not respond to correction and instruction. The administration will determine if the suspension will be in-school or out-of-school, based on the severity of the situation. Some reasons for suspension may be:

- inappropriate communication—cursing, swearing and other inappropriate communication may be grounds for suspension.
- fighting—fighting is never an acceptable means of settling disagreements and will usually result in an immediate suspension. A student who assaults another student, teacher or staff member will receive automatic suspension from a minimum of one day to a maximum of ten days.
- play fighting—Because in many cases, play fighting turns into real fighting, we do not allow play fighting. Children will receive a detention for these behaviors and may receive a suspension, based on administrative discretion.
- substance abuse—the possession, use or sale of illegal substances, alcohol and tobacco is forbidden and will lead to immediate suspension or expulsion. **which would also result in being reported to the local and ILLINOIS STATE POLICE SIRS**
- weapons—students may not have anything that could be used as a weapon in their possession at school. Possession may lead to immediate suspension or expulsion and may **also result in being reported to the local and ILLINOIS STATE POLICE SIRS**
- academic cheating—students may not copy from other students' work. Cheating of any type is regarded as a serious offense and may lead to suspension or expulsion

Sexual Harassment Policy

Passed 4.18.12; amended 4.10.13

Chicago West Side Christian School is committed to providing a workplace that is free from sexual harassment. If the school determines that an allegation of sexual harassment is credible, it will take prompt and appropriate corrective action.

What Is Sexual Harassment?

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Sexual pranks, or repeated sexual teasing, jokes, or innuendo, in person, by phone, or through email or social media;
- Verbal abuse of a sexual nature;
- Touching or grabbing of a sexual nature;
- Repeatedly standing too close to or brushing up against a person;
- Making sexually suggestive gestures;
- Making or posting sexually demeaning or offensive pictures, cartoons or other materials at school or on social media
- Unwelcome conduct of a sexual nature that affects the work environment.

A victim of sexual harassment can be a male or a female. The victim can be of the same sex as the harasser. The harasser can be a peer, staff member, or a non-employee who has a business relationship with the school or other students

Tardiness

- A student is considered tardy if he or she arrives after 8:15. Frequent tardiness is a matter for concern as it affects a child's achievement. Please be sure that your child is here on time so he or she can fully participate in the school day. If tardiness persists, a parent/administrator conference will be held to develop a strategy to solve the problem.
- If a child is tardy beyond 9:15, the tardy turns into a ½ day absence. Note that absences can affect your child's high school selection process as many high school use attendance as a factor for enrollment.
- After three tardies, students in grades 3 – 8 will serve a detention.

Uniform Policy

K-8th grade students must adhere to the uniform policy. Pre-K students are not required to wear uniforms. Our goal is that all CWSCS students dress neatly and focus on academics. Students wear a "regular" uniform 3 days/week and a gym uniform 2 days/week.

The CWSCS Uniform Policy is as follows:

Non Gym/PE Days

- Navy Polo Shirt with school logo. Navy or white sweaters. No Hoodies.
- Khaki pants, shorts (fingertip length), skirts, capris, or jumpers may be worn
- Belts must be solid color black, brown, navy, or khaki
- Gym Shoes may only be solid color black, solid color white, navy or black/white/gray; and may be worn any day of the week.
- Dress shoes may be solid color brown, black, navy, or gray and may only be worn on non PE days.
- Socks may be solid color white, navy, black, or brown.
- Jewelry and accessories such as headbands may be colorful, but not distracting. If a teacher or staff member determines that accessories are distracting, they must not be worn.

PE Days

- School gym shirt or sweat shirt with logo.
- School gym shorts or jogging pants with logo

- Solid colored navy sweat suit
- Solid colored black, white, or black and white gym shoes

Color Club Days

All students in grades one through eight are assigned to a color club. Every student must wear a school color club shirt and regular PE bottoms on color club days.

Other

Boys are not permitted to wear braids or earrings in school.

Wellness Policy

Nutrition education will be taught to students in all grades. Students in grades five through eight have a health and nutrition component included in their science curriculum. All students participate in physical education instruction twice weekly. Students in grades pre k through grade four participate in recess twice daily, and students in grades five through eight have one recess period.

• Snacks

Students are served and encouraged to bring healthy snacks for school. Healthy snacks include fruits and vegetables, and others items containing less than 35% fat. Snacks should also contain less than 35% of added sugars. Students may not bring soda or pop to school, and may only bring water to drink in the classroom.

• Fundraisers

Food is not sold during the school day. Whenever food is sold for fundraisers, healthy choices such as fruits and vegetables must be provided.

• Rewards

Candy should generally not be given for rewards. If candy is to be given please avoid sticky candy. Chocolate is better for teeth than other types of candy. Pencils, erasers, and other school supplies make for great rewards.

ACCEPTABLE USE AGREEMENT FOR INTERNET AND OTHER ELECTRONIC RESOURCES

Chicago West Side Christian School recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, the Chicago West Side Christian School encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of CWSCS.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, CWSCS adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on CWSCS-owned equipment or through CWSCS-affiliated organizations.

CWSCS Rights and Responsibilities

It is the policy of CWSCS to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, CWSCS recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, CWSCS retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To remove a user account on the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to CWSCS-owned equipment and, specifically, to exclude those who do not abide by CWSCS's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. CWSCS reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

Staff Responsibilities

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of the CWSC

2. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

User Responsibilities

1. Use of the electronic media provided by the CWSCS is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and other patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

Acceptable Use

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of CWSCS.
2. Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the network should be assumed to be private property.
5. Subscriptions to mailing lists and bulletin boards must be reported to the system administrator. Prior approval for such subscriptions is required for students and staff.
6. Mailing list subscriptions will be monitored and maintained, and files will be deleted from the personal mail directories to avoid excessive use of file server hard-disk space.
7. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
8. From time to time, CWSCS will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

Unacceptable Use

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Excessive use of the network for personal business shall be cause for disciplinary action.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.

7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
8. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
9. The unauthorized installation of any software, including for use on CWSCS computers is prohibited.
10. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
11. CWSCS network may not be used for downloading entertainment software or other files not related to the mission and objectives of the CWSCS for transfer to a user's home computer, personal computer, or other media. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
12. Use of the network for any unlawful purpose is prohibited.
13. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
14. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
15. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.

Disclaimer

1. CWSCS cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. CWSCS will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
4. CWSCS makes no warranties (expressed or implied) with respect to:
 - the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and

- any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
- 5. CWSCS reserves the right to change its policies and rules at any time.

Chicago West Side Christian School Acceptable User Agreement

User Agreement (to be signed by all adult users and student users above grade 5)

I have read, understand, and will abide by CWSCS' Acceptable Use Policy when using computer and other electronic resources owned, leased, or operated by Chicago West Side Christian School. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be initiated.

User Name (please print)

User Signature

Date

Parent Agreement (to be signed by parents of all student users under the age of eighteen)

As parent or guardian of [please print name of student]
_____, I have read the Acceptable Use Policy. I understand that this access is designed for educational purposes. Chicago West Side Christian School has taken reasonable steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree that I will not hold CWSCS responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to use network resources, including the Internet, that are available through Chicago West Side Christian School.

Parent Name (please print)

Parent Signature and Date

