



2019 - 2020

Emmanuel Lutheran Middle School Handbook

Emmanuel Lutheran School, 929 Ingleside Ave, Baltimore, MD 21228

EMMANUEL LUTHERAN SCHOOL CREED

I am a child of God.

God is love and He loves me.

He sent His Son to save me. Since God so

loves me I will love and respect God,

others, and myself

Emmanuel Lutheran School Bible Verse 2019-2020

1Thessalonians 5:16

Rejoice always.

Mission Statement

Emmanuel Lutheran School was established by the Church to provide a safe and nurturing environment where students and their families' lives are enriched through the sharing of the love of Jesus Christ. Through the partnership of school, home, and church, students are provided the highest quality Christian education through academic rigor, faith formation, and service toward others.

Vision Statement

Emmanuel Lutheran School will be recognized as a school of the Lutheran Church Missouri Synod who, through its mission, prepares students academically, spiritually, and honorably for high school and college.

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Section I: Policies

ABSENTEE NOTES

1. Parents must communicate child's absence by phone, email or written note. Communication must include date/dates missed and the reason for the absence.
2. Students are responsible for all missed work due to absence.
3. Any student absent 10% of the school year may be subject to retention in present grade.

AGREEMENT FORM

Both the parent/guardian and the student must sign and return the Agreement Form (**a sample copy is located in back of the STUDENT HANDBOOK**).

APPOINTMENTS

If an appointment must be made during school hours, a written note must be sent to the teacher. The note is kept on file in the school office. Students must have a parent/guardian sign him/her out in the school office. Students returning to school after being signed out must have a parent/ guardian sign him/her back in at the school office.

ARRIVAL

Vehicles must enter driveway by making a right turn off Craftswood. **Students are to remain in the vehicle transporting them to school until 8:00 AM.** Students arriving earlier than 8:00 AM need to enroll in before school care (BASS). School begins promptly at 8:15 AM.

ATTENDANCE

Regular attendance is necessary for academic success. Students must be in their classrooms when the bell rings for various classes. School doors open at 8:00 AM. School begins promptly at 8:15 AM. Any student absent 10% of the school year may be subject to retention in present grade.

BIRTHDAY PARTIES

Due to dietary concerns, there will be no classroom birthday parties. Students planning a private party will not be permitted to hand out invitations in school. Parents are to contact the school office for a class list.

BULLYING

Taunting, goading, or bullying another student is never acceptable within a Christian community. A person is bullied when he/she is exposed to intentional negative actions on the part of one or more students, and whose ability to participate in or benefit from the school's educational programs or activities is adversely affected. **Bullying occurs repeatedly and over time.** Victims should report incidents of bullying to a trusted staff member before frustration over these issues results in physical or violent retaliation. Should a parent feel it necessary to document such behavior, a form is available in the school office.

CELL PHONE/TELEPHONE

Cell phones are strongly discouraged. If, for emergency reasons, you feel your child needs a cell phone, the following rules apply:

- Cell phones must be stored, turned off (not on vibrate or silent) and be non-visible at all times while on school grounds or on field trips as instructed.
- Phones that ring or are seen will be confiscated and secured in the office.
- Confiscated phones must be picked up by a parent or legal guardian.

- Ear buds/headphones must be completely put away (unless otherwise directed by a teacher for classroom use) in student's book bag.
- Emmanuel Lutheran School is not responsible for lost or damaged cell phones.

Students may use the school office phone **with** teacher permission.

CONFLICT RESOLUTION

To provide a positive environment for addressing parent/child/ teacher concerns, Emmanuel Lutheran School will use the following guidelines:

1. Determine a time and place to address the concern.
2. State the problem.
3. Determine how each party contributes to the problem.
4. Review previous unsuccessful attempts to resolve the issue.
5. Brainstorm 3-5 possible solutions.
6. Discuss and evaluate these suggested approaches.
7. Agree to implement one approach.
8. Decide how each party will exhibit changed behavior.
9. Review progress: Is it working?
10. Each party agrees to reward/praise the other as they work through the process.

DEFINITION OF CYBER BULLYING

Cyber Bullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. Examples of this behavior include but are not limited to:

- Sending false, cruel, vicious messages
- Creating websites that have stories, cartoons, pictures, and jokes ridiculing others
- Breaking into an email account and sending vicious or embarrassing materials to others
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others
- Posting of a student picture without their permission

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of a student's right to be safe and secure. Cyber Bullying and Harassment will not be tolerated. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property; or disrupting the orderly operation of the school, will not be tolerated. The online activities and technologies often used by students engaged in Cyber Bullying include but are not limited to social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and web cams. As new technologies emerge, they too may be included with the above forms of electronic communication.

DESTRUCTIVE PLAY

All forms of warfare and destructive play are prohibited throughout the school, including playing with sticks, stones or rocks.

ARRIVAL/DISMISSAL (School rules are in effect from the time a student is out of the car till he/she is back under parent supervision).

Students must:

1. stay in designated area on blacktop/sidewalk while vehicles are in the driveway.
2. get permission of a teacher on duty to re-enter the building for any reason.
A student re-entering the building after 3:30 must be escorted by a parent or guardian to classroom or locker.
3. not consume food or drinks, or chew gum.
4. follow directions from the teachers on duty.
5. report directly to BASS if attending BASS.

Students using MTA must leave immediately following dismissal, through the designated door. A student needing to leave prior to regular dismissal must have a parent/guardian sign him/her out at the school office. A student returning to school must be signed-in at the school office by a parent or guardian.

Parents are to:

1. eliminate cell phone use in the driveway
2. enter driveway by making a right turn off Craftswood Road.
3. pick up student(s) promptly after dismissal. See **Late Fee** policy.
4. drop-off/pick up student(s) in designated area of school driveway **ONLY**.
5. **attend to the directions of teachers on duty for the safety of the students: do not double park; do not park at the playground fence or other parking lots.**
6. remain **inside** their vehicles. If it is necessary to enter the school building for any purpose, please park in **designated** parking areas only.

DRUGS AND ALCOHOL

Emmanuel Lutheran School endorses aggressive disciplinary action for the use, possession or distribution of controlled substances, drug paraphernalia, look-alike drugs, over-the-counter and prescription drugs, and alcohol by students. Violations of drug/alcohol laws will be handled as illegal actions as well as disciplinary infractions. Disciplinary measures will include suspension or expulsion.

EDUCATIONAL ACCOMMODATIONS

As a parochial school, Emmanuel Lutheran School does not make accommodations for students who have learning disabilities or other educational/physical impairments. Should such a need arise, parents and teachers will work together to look for ways of assisting the student's learning within the means and ability of the school.

ELECTRONIC DEVICES

Electronic devices should not be brought to school unless directed by the teacher for classroom use. Electronic devices will be confiscated and secured in the office. Confiscated devices must be picked up by a parent or legal guardian. Emmanuel Lutheran School is not responsible for lost or damaged property.

ELEVATOR

Students will not use the elevator unless directed by a staff member.

FIRE ALARMS

1. Whenever a fire alarm sounds, students are to leave the room they currently occupy under teacher/staff direction.
2. In light of the possibility of blocked exits, verbal teacher direction will always take precedence over existing procedures
3. Students are to walk quickly and quietly until well away from the building, remaining with their group at the assigned position so that attendance may be taken and the overall status of that group assessed.
4. Any student responsible for a false alarm will be subject to at least a three (3) day suspension and a fine of \$100. This includes dialing 911.

FIELD TRIPS

All school rules are in effect until students are back on school property and are under parent supervision.

1. School field trips are an integral part of Emmanuel Lutheran School's curriculum and cultural awareness; as such, participation is mandatory. In the event that a student does not qualify to participate, see #6.
2. All students **must pay** applicable fees.
3. Students must stay in and with designated groups.
4. Original permission slip and involved fees must be returned to school no later than two (2) school days prior to the scheduled trip. Field trip money is not refundable.
5. Students failing to return the original signed permission slip will not be permitted to participate.
6. Any student not participating may be required to complete additional assignments covering the field trip topic(s), and may receive an adjusted grade. Non-participating students will remain off school premises under family supervision and will be considered absent.
7. Fees for designated chaperones have been factored into student trip fees.
8. Designated chaperones are responsible for students' behavior and safety. Therefore, chaperones **will not:**
 - Bring others
 - Use tobacco products
 - Use cell phones to make or receive texts or calls
 - Chew gum
 - Buy food or souvenirs for students in their care
 - Sleep

GUM

Gum is never allowed on school premises or on field trips.

INJURIES/ILLNESS

1. Students will notify the teacher of injury or illness. The teacher will determine if the student should be sent to the school office for further attention. If a student receives an Injury Report Form, the student will bring home the original and a copy will be kept in the office.
2. Any student needing to be excused from more than two consecutive P.E. classes will need a written doctor's excuse.
3. Students should not come to school if their temperature is 100 degrees or above. Students must be fever free (without Tylenol or Motrin) for twenty-four hours before returning to school.

INTERNET AND TECHNOLOGY ACCEPTABLE USE POLICY

With the opportunity to use the Internet and Technology comes responsibility. Schools usually establish guidelines or standards for student use. These standards are known as Acceptable Use Policies (AUP). These policies advise students, their parents and teachers that there are certain actions which will not be tolerated within the school setting. These include, but are not limited to, the violation of copyright, using the internet for financial gain, harming the equipment, using another person's internet account, changing settings without permission, invading privacy, introducing computer viruses into the school lab environment, and gaining access to unacceptable internet sites. Students may not connect to, use, or access social media accounts while on campus. This includes, but is not limited to, Instagram, Facebook or SnapChat.

A written copy of the AUP is provided to all students who will be using the Internet. It will be signed by the student and their parent/guardian and kept on permanent file. A signed AUP form is required prior to any child using the Internet in the computer lab.

Students using technology without the direct supervision of a teacher are subject to disciplinary action.

LATE FEE

1. The parents/guardians of any student picked up after 3:30 will be charged a late fee of \$5.00 per child for every 10 minute period of time the child remains at school.
2. Please be courteous and adhere to the following guidelines when arriving late to pick up your child:
 - A. park in designated areas and enter the building
 - B. sign your child out on the late form
 - C. pay late fee

LAVATORY

- Students will follow the classroom teacher's policy for bathroom use.
- Bathrooms are not to be used for applying make-up.
- Bathrooms are not to be used as a place to change clothing – unless directed by the teacher.
- Students are not to sit on sinks, write on any fixtures, or deface the bathroom in any way.

LIBRARY

1. It is necessary to maintain QUIET in the library at all times as there are classrooms and offices nearby.
2. Check-out is limited to 2 books per student. Books are checked out for one week. A book may be renewed one time unless it is being used for a report – in which case the librarian will give additional renewal privileges. A book must be brought to the library on its due date so that it can be renewed and stamped with a new due date.
3. Fines are \$0.10 per school day. No fine is assessed if the student was absent or if school was closed, but books must be returned on the day the student returns to school. Do not wait for the classes' regular library day.
4. Students are not permitted to check out books unless all fines have been paid and overdue books have been returned.
5. Students are not permitted to mar, deface, or write in library books and magazines or on library shelves and tables. If a book or magazine is damaged or lost, report it to the librarian immediately. Students are responsible for the replacement cost of any lost or damaged book.

6. Food is never allowed in the library.
7. The library staff reserves the right to refuse admittance to the library, or send students back to the classroom, students who do not conduct themselves properly.

LUNCH ROOM

- Middle school students may sit where they choose, unless the teacher on duty determines that assigned seating would benefit the group.
- Lunch will begin and end with prayer.
- Students are to remain seated and need permission leave their seat.
- Students are responsible to clean their area of all trash at the end of lunch.
- Once lunch is over and prayer has been said, students will be dismissed from their table once it is clear of trash. Students will line up and wait for their teacher.
- Students may not use the restroom once lunch is over.

MEDICATION

1. It is imperative that parents keep the school up-to-date on all health/medical information as required by the Baltimore County Health Department and the Maryland Department of Health and Mental Hygiene.
2. Traditional cough drops and lozenges may be brought by a student with a note from the parent and given to the teacher. They will be dispensed at the teacher's discretion.
3. **Under no circumstance** can any prescription medication or over the counter products be taken or distributed by a student in any manner.

MONEY

1. Exact fees will be sent to school in an **envelope** with the student's name, grade, amount enclosed, teacher's name and purpose of the fee noted on the outside of the envelope– **change will not be given.**
2. Students using public transportation should bring adequate money for their return trip home and are responsible for its safety.
3. No money may be brought to school other than for the express purpose of purchasing lunch or other school sponsored items.

NOTES

A note must be sent **promptly** to the teacher in the following circumstances:

1. an absence (absence notes must be sent to school the day the child returns to school indicating the reason for the absence)
2. address or telephone change at home or work
3. late arrival / early dismissal
4. transportation change

SCHOOL DELAY, CANCELLATION AND EARLY CLOSING

In case of inclement weather (with the exception of excessive heat), Emmanuel Lutheran School follows Baltimore County Schools' radio announcements concerning late starts, early dismissals and cancellations. Please listen to your radio. The official radio station for Emmanuel is WBAL (AM1090).

SCHOOL OFFICE

- No student may visit the school office without the school office first being notified.
- No student may visit the school office without a teacher's permission.

SEXUAL HARASSMENT

Sexual harassment is a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Sexual harassment is any unwanted attention of a sexual nature that interferes with one's ability to do one's job or benefit from one's education.

Emmanuel Lutheran School is committed to maintaining a learning environment that is free from sexual harassment and in which all employees and students can work and study together comfortably and productively. Emmanuel Lutheran School prohibits and will not tolerate any form of sexual harassment. It shall be a violation of this policy for any student or employee of Emmanuel Lutheran School to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy. Emmanuel Lutheran School will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment and will discipline any student or employee who sexually harasses a student or an employee of Emmanuel Lutheran School. Any complaints regarding sexual harassment should be made to the principal. In the event the complaint involves the principal, the complaint should be made to the senior pastor of Emmanuel Lutheran Church or the President of the congregation.

A complete policy concerning sexual harassment, which includes definitions of harassment and specific guidelines for reporting, investigating, and taking action, is part of the policies and procedures of Emmanuel Lutheran Church and Emmanuel Lutheran School. This policy is available in the school or church office.

SMART WATCHES

If worn to school, any type of SMART watch (or the like) will be kept in the locker. Any watch not in the locker will be confiscated and kept secured in the office. A parent or legal guardian may pick it up at the end of the day.

SMOKING

Emmanuel Lutheran Church and School is a smoke-free environment and as such all school activities on or off campus are to remain smoke-free.

SPIRITUAL GROWTH

Emmanuel Lutheran School, as part of its ministry objectives, encourages worship participation and corporate Bible Study/Sunday School/ youth Bible study. A weekly summary of such activities is maintained and reflected on the report card under the heading *Respect the Ministry of the Church and School by Regular Church Attendance*.

STUDENT HANDBOOK

The MIDDLE SCHOOL STUDENT HANDBOOK must be available in school at all times. A charge of \$5.00 will be assessed for any lost handbook. Periodic checks will be made to see if students are in possession of their handbooks.

SUBSTITUTES

Students will respect and obey any substitute teacher.

TARDINESS - School doors open at 8:00AM.

1. School begins promptly at 8:15 AM. Students arriving after 8:15 AM must report to the office and get a tardy pass.
2. For security reasons, students in grades K-3 arriving after 8:30 AM must be escorted by their parent/guardian to the office to sign in and receive a pass to class.
3. Students who arrive with a note from a medical/dental professional will receive an excused tardy.
4. Students leaving before 12 pm receive credit for only a half day.

TRANSPORTATION

Any change in an established pattern of arrival to or dismissal from Emmanuel Lutheran School requires immediate notification.

VISITING

All volunteers and visitors must report to the school office and sign-in and out. **All classroom visitors will be limited to a 20 minute visit one time per day.** Additional visits must be coordinated with the teacher and principal.

Section II: Academics

HONOR CODE

As stated in the Mission Statement, Emmanuel Lutheran School provides the highest quality Christian education through academic rigor, faith formation, and service toward others. This is carried out through the relationship between student, teacher, and parent. A firm commitment toward individual responsibility by each student is necessary to help maintain this mission. When students engage in any activity that misrepresents their ability, they harm themselves and the teaching process, in addition to developing harmful coping strategies.

Therefore the following will not be accepted:

1. Copying, in any manner, any work in any form from another student.
2. Using any means of cheating on any form of evaluation (test or quiz)
3. Providing answers or work in any form for another student
4. Allowing family members, friends or classmates to do work assigned to the student
5. Copying from the Internet or any other source without identifying the source in the work

*This list is by no means comprehensive or exclusive.

CLASSROOM SUPPLIES

In order to be able to participate fully in each class, Emmanuel students are expected to come to class each day with all necessary materials – textbooks, notebooks, writing implements, homework, etc., and replace supplies as needed. Students are to follow guidelines provided by the teacher. Consequences may be applied for not being prepared. Please see the school website or Section IV for an updated supply list.

CARE OF MATERIALS

Textbooks are the property of Emmanuel Lutheran School and are on loan to the students for the school year. While normal wear is expected, students are to respect the property of the school and as such will cover all hard-bound textbooks with a non-adhesive paper cover. Owing to damage caused by “book sox” and adhesive covers, these and similar products are not permitted. Students are responsible for the replacement of lost or severely damaged books, subject to current catalog price. Book covers are to be replaced as needed.

A fee will be assessed for:

- Torn/tattered pages
- Damaged/broken
- Spine Defacement
- Water damage

Consumable materials, while not on loan to students, are a vital part of the academic day and as such, students are expected to take care of them and bring them to class as required by the teacher. This includes, but is not limited to, workbooks, assignment book, and green communication folder. **If lost, or damaged beyond use, students will be charged current catalog price for a new one.**

ACADEMIC COURSES OF STUDY

Religion

Textbooks: One in Christ – Concordia Publishing House (2012)

The middle school curriculum is designed to instruct students in the faith so that through the Word and Spirit of God, students may know the one true God – Father, Son, and Holy Spirit – and the forgiveness and salvation offered through Jesus’ death and resurrection. Students will grow in faith and Christian maturity so they will be able to live in harmony with God, themselves, and all others. Students will be able to express and witness their faith in Jesus Christ as their personal Savior and the Savior of all people. Students will live in the knowledge of Christian hope of a new and eternal life in Christ Jesus.

Sixth Grade: Students will walk through the bible starting with the story of Creation, study the many prophets and kings of the Old Testament, walk with Jesus, and study the early Christian church. Assessments include weekly memory assignments.

Seventh Grade: Students will learn about God and His Word, specifically focusing on the catechism – the Lord’s Prayer, the Creeds, and the Ten Commandments. Assessments include weekly memory assignments.

Eighth Grade: Students will continue their faith walk by taking lessons learned in previous classes and apply them to their everyday lives. Memory assignments involve memorization of verses and then creating a project showing an understanding of the verse.

Literature

Sixth, seventh, and eighth grade literature is a mixture of non-fiction, fiction, drama, and poetry. Works are presented by in-class reading and discussion, supplemented by the use of worksheets, video presentations, power point presentations, online questions, music, and the like.

Story vocabulary and comprehension questions come from the work being read. Reading and organizational skills covered include outlining, graphic organizers, plot diagrams, lists, use of homework planner, scheduling of homework and study time, etc. Literature skills covered include plot, climax, foreshadowing, characterization, etc. Students learn to express themselves in response to guided writing questions and free response writing.

Students are expected to complete all class work and homework on time. Assignments include defining vocabulary, chapter reading, book reports, and studying for quizzes and tests.

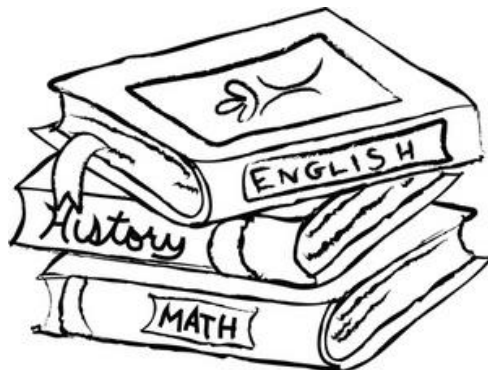
Vocabulary work outside of story vocabulary is also presented as part of the literature program. This includes lists of words to be defined and learned which will aid the student in their ability to take high school assessment tests.

Assessments include quizzes and tests on vocabulary, skills, and story comprehension. Book reports will be assigned quarterly.

Past literature works have included: The Lion, the Witch, and the Wardrobe, A Long Walk to Water, The Hiding Place, Restart, Animal Farm, Arsenic and Old Lace, Brown Girl Dreaming, Things Not Seen, and A Single Shard.

The literature program at Emmanuel is supplemented by the Accelerated Reader Program. Students are expected to read books outside of normal classwork and take a computer test on the material at school. Students are awarded points based on total points for the book and their score on the test. Accelerated Reader points are part of the cumulative grade for each quarter:

- Sixth Grade: 15 points per quarter, 20% of quarter grade
- Seventh Grade: 20 points per quarter, 20% of quarter grade
- Eighth Grade: 25 points per quarter, 20% of quarter grade



English

The middle school English program is designed to review and enhance grammar, spelling, and vocabulary skills to aid the student in becoming an independent writer.

Grade Six: Spelling Text: Everyday Spelling – Pearson/Scott Foresman (2008)
English Text: Warriner’s Handbook Introductory Course– Holt (2008)

This class encompasses all aspects of English. Grammar concepts are taught and practiced in isolation as well as incorporated within the writing process. Students will have numerous experiences with different types of writing. Homework includes, but not limited to, work from text, spelling homework, composition writing, and studying. Assessments include spelling tests, grammar quizzes/tests, and writing assignments.

Grade Seven: Spelling Text: Everyday Spelling – Pearson/Scott Foresman (2008)
English Text: Warriner’s Handbook Second Course – Holt (2008)

Like sixth grade, this class encompasses all aspects of English, but at an advanced level. Grammar concepts are taught and practiced in isolation as well as incorporated within the writing process. Students will have numerous experiences with different types of writing. Homework includes, but not limited to, work from text, spelling homework, composition writing, and studying. Assessments include spelling tests, grammar quizzes/tests, and writing assignments.

Grade Eight: Vocabulary Text: Vocabulary Their Way – Pearson (2014)
English Text: Write Source – Houghton Mifflin Harcourt (2012)

Students will work through the writing process by creating various compositions including, but not limited to, Descriptive, Narrative, Expository, Persuasive, Creative, and Research writings. Students will use reviews of grammar skills combined with vocabulary enhancement to write pieces that will prepare them for high school. The vocabulary text is designed for students to learn about words that will not only aid in writing but assist in high school entrance tests. Assessments include but are not limited to vocabulary, spelling, and grammar tests as well as classwork, homework, and written compositions.

Math

Sixth Grade Math:

Text: McGraw Hill/Glencoe Math Course 1 (2016) – Grade Six

Sixth grade math is designed to help students transition successfully into a Middle School mathematics program. Over the course of the year, students will review and learn concepts related to the arithmetic of whole numbers, decimals, and fractions, place value, number theory, exponents, and estimation. Other topics include: rates, ratios, and proportions, expressions and equations, percent, geometry, measurement, integers and rational numbers, inequalities, and two-step equations.

Daily math class takes the form of an opening activity (review), lecture and note-taking of examples on the board, and the assigning of homework. The program is supplemented by use of interactive games. Assessments include Chapter Diagnostic Checkpoints (quiz grade), chapter tests, classwork, and daily homework.

Seventh and Eighth Grade:

Math 7

Text: Prentice Hall: Mathematics/Common Core Course 1 and Course 2 (2013)

Seventh grade math is designed to reinforce and expand upon concepts and skills taught in the sixth grade. Students will become familiar with the following: number properties and decimals, expressions and equations, number theory, fraction operations, ratios and percents, operations with integers and rational numbers, functions and the coordinate plane, geometry and measurement, data and graphs.

Daily math class takes the form of review, introduction and examples of new concept, assigned classwork and homework. Assessments include graded classwork, quizzes, tests, and homework.

Pre-Algebra

Text: McDougal Little: Pre-Algebra (2008)

Pre-Algebra is a year-long class designed to prepare students to successfully enter Algebra 1. Topics studied include (but not limited to): variables, expressions, and integers; solving equations; multi-step equations and inequalities; factors, fractions, and exponents; rational numbers and equations; percents; linear functions; data analysis and probability; polynomials and nonlinear functions; and angle relationships and transformations.

Daily math class takes the form of review, lecture with notes, and assignments. Assessments include quizzes and tests. Daily work is supplemented with iPad use for online learning games and graphing.

Pre-Requisite: Final grade of 75% or higher in sixth grade math and a passing score of 80% or higher on the overall assessment during the first few weeks of school.

Algebra 1

Text: Holt, Reinhart, and Winston – Algebra 1 (2007)

Algebra 1 is a full-year course that provides basic fundamental principles of Algebra. Students begin the year by reviewing their knowledge of the foundations of Pre-Algebra and continue to develop their skills to become successful in upper level math and science classes. Topics covered include (but are not limited to): equations, inequalities, functions, linear functions, systems of equations and inequalities, exponents and polynomials, factoring polynomials, quadratic functions, and exponential and radical functions.

Daily work takes the form of lecture with examples and the assigning of in-class work and homework. Assessments include quizzes and tests. Supplemental instruction includes iPad use for graphing and learning games.

Pre-Requisite: Final grade of 75% or higher in Pre-Algebra and a passing score of 80% or higher on the overall assessment during the first few weeks of school.

Social Studies

Sixth Grade: World Geography

Text: Holt McDougal World Geography (2012)

World Geography is a full-year course designed to help the student understand the relationship between their life and culture to the lives, cultures, and geography of people around the world. Sixth grade students will learn about the science of geography, study the countries that make up the Americas and the continent of Africa. Each chapter explains the physical geography of the featured area, its history and culture, and then provides information on the country today.

Daily work includes in-class reading from the text, lectures and discussion, note taking, vocabulary, and in-class assignments. Projects may be assigned each semester. Assessments include section quizzes and chapter tests. Supplemental instruction includes the use of the internet to view material pertaining to the lesson. **As map work is an important component of this class, students must have an adequate and continuous supply of colored pencils and crayons in class on all map days.**

Seventh Grade: World Geography

Text: Holt McDougal World Geography (2012)

World Geography is a full-year course designed to help the student understand the relationship between their life and culture to the lives, cultures, and geography of people around the world. Seventh grade students will learn about the geography and history of people living in the countries of Europe, Russia, Southwest and Central Asia, and Southeast Asia and the Pacific. Each chapter explains the physical geography of the featured area, its history and culture, and then provides information on the country today.

Daily work includes in-class reading from the text, lectures and discussion, note taking, vocabulary, in-class assignments, and map work. Projects may be assigned each semester. Assessments include section quizzes, chapter tests, map tests, and memorization of world capitals. **As map work is an important component of this class, students must have an adequate and continuous supply of colored pencils and crayons in class on all map days.**

Eighth Grade: United States History

Text: Holt McDougal United States History (2012)

United States History is a full-year course designed to help the student understand how their life in the United States today is related to events from its past. The text covers events beginning with the earliest Americans through the present. Due to wide scope of material presented, the class may focus on specific periods in history.

Daily work includes in-class reading from the text, lecture and discussion, note taking, vocabulary, and in-class assignments. Projects may be assigned each semester. Assessments include section quizzes and chapter tests. Supplemental instruction includes the use of the internet to view documentaries from the History Channel and National Geographic.

Science

Sixth Grade: Physical Science

Holt Science and Technology (2007)

Physical Science is a full-year course focusing on the Introduction to and the Interactions of Matter, Forces, Motion, and Energy.

Daily instruction includes, but is not limited to, lecture, PowerPoint presentations, videos, in-class instruction, vocabulary assignments, and hands-on lab work. Supplemental instruction includes the use of the internet for YouTube videos and other related resources. Projects may be assigned each semester. Assessments include section quizzes and chapter tests.

A specific assignment for this class is the memorization of the Periodic Table. **A three-ring binder must be kept throughout the year with all work as instructed by the teacher. Binders will be collected each quarter and graded.**

Seventh Grade: Life Science

Holt Science and Technology (2007)

Physical Science is a full-year course focusing on animals, cells, heredity, classifications, the human body systems, and health.

Daily instruction includes, but is not limited to, lecture, PowerPoint presentations, videos, in-class instruction, vocabulary assignments, and hands-on lab work. Supplemental instruction includes the use of the internet for YouTube videos and other related resources. Projects may be assigned each semester. Assessments include section quizzes and chapter tests.

Specific assignments for this class include the drawing and coloring of specific parts of the human anatomy, human sexuality with a class discussion including parents, and the dissection of fetal pigs. **A three-ring binder must be kept throughout the year with all work as instructed by the teacher. Binders will be collected each quarter and graded.**

Eighth Grade: Earth Science

Holt Science and Technology (2007)

Earth Science is a full-year course focusing on the Earth specifically the mineral composition and structure of the Earth, types of rocks, earthquakes, volcanoes, water on the Earth, and astronomy.

Daily instruction includes, but is not limited to, lecture, PowerPoint presentations, videos, in-class instruction, vocabulary assignments, and hands-on lab work. Supplemental instruction includes the use of the internet for YouTube videos and other related resources. Projects may be assigned each semester. Assessments include section quizzes and chapter tests.

A specific assignment for this class includes the construction of the solar system. **A three-ring binder must be kept throughout the year with all work as instructed by the teacher. Binders will be collected each quarter and graded.**

Homework

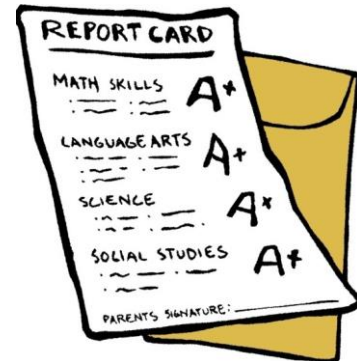
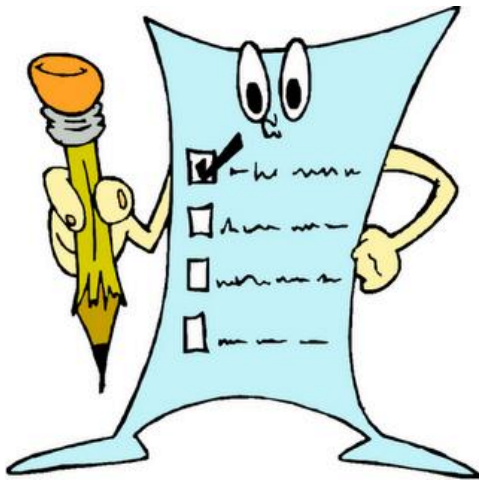
Homework is practice, reinforcement, and application of what was learned in class. Homework may take the form of written work, reading, researching, creating, and/or studying. Work will be assigned and then written in a specific place in the classroom. Students are expected to copy the assignment into their school provided planner. Students are expected to take all necessary materials home to complete assignment by the due date. Work is due at the start of class on the date assigned by the teacher. **Late work is not accepted.**

Missing Assignments

Missing assignments due to illness will be assigned a due date by the teacher – one day for each day absent. Students who are out for a lengthy period of time are to consult with the teacher about a work make-up schedule. The make-up time allowed for a lengthy absence will have a specific due date, after which the no late work policy applies.

Test Taking

Assessments are an important component of a student's overall class grade. Every effort will be made to coordinate the scheduling of major tests. Certain tests, such as spelling, religion memory, and vocabulary, are scheduled on a repetitive basis. Other tests will be scheduled, with as much advanced notice as possible, at the end of a chapter or unit. A student will have a test score reduced if disruptive/distracting during a test. A student will receive a "0" if found to be cheating during a test and a parent/guardian notified.



Grading/Report Cards

Emmanuel uses Grade Book Wizard, an on-line grading program, to record grades and communicate with parents. Parents will be provided with a password to access their child's account. Parents are encouraged to log on often during each marking quarter to track their child's progress. Teachers will provide parents with the weighting percentage of each component that makes up the total grade. This will be different for each class. Teachers generally update Grade Book Wizard each week.

Grading closes on the following dates for the 2019-2020 school year:

- Quarter One: October 31, 2019
- Quarter Two: January 22, 2020
- Quarter Three: March 27, 2020
- Quarter Four: June 5, 2020

Report cards will be handed out to students approximately one week after grades close for grading periods one, two, and three. The final report card, including grades for grading period four, will be mailed in June. Only students whose accounts are clear will receive a report card.

Middle school report cards reflect an objective marking system:

OBJECTIVE

A - 93-100%

B - 85-92%

C - 75-84%

D - 65-74%

F – Failure

A fee of \$5.00 will be assessed for the duplication process of any lost Report Card or envelope.

**** Grade rounding is at the teacher's discretion.**

Parents are to sign the envelope of their child's report card and have their child return it within one week.

Middle School Honor Roll

To be eligible for the quarterly **Honor Roll**, a student must meet or exceed a "B" (85%-92%) average in each subject. To be eligible for the **Merit Roll**, a student may have a "C" (84%-75%) in one subject.

Section III: Student Life

Attendance

Regular attendance is necessary for academic success. Students must be in their homeroom classroom by the 8:15am bell. Students in the building, but not in their homeroom by the 8:15am bell will be marked tardy to school. Students late to class will be marked tardy to class. If a student needs to leave the room after the bell, permission from the teacher is required.

Communication between Home and School

To help promote a positive learning environment, Emmanuel Lutheran School communicates with parents in the following ways:

- Weekly communicator: Students are required to return the communicator signed by a parent the following day
- Mid-quarter grade reports: Students are required to return the grade report signed by a parent within three days
- Email: Teachers and parents are encouraged to communicate through Grade Book Wizard email or the teacher's school email. Teachers will answer email as soon as possible during normal work day hours.
- Phone: Parents wishing to speak to a teacher or set up an appointment are to call the school office. Depending upon the time of day, the office will either put the call through or take a message. Teachers will return messages as soon as possible.
- October parent/teacher conferences: All sixth grade and new seventh grade families **must** schedule a conference with the middle school team. Returning seventh and eighth grade families may schedule a conference at parent or teacher request.
- Spring parent/teacher conference: Conferences are scheduled by parent or teacher request.

Discipline

All students have the right to learn in a safe and productive environment. To ensure this, each student will:

1. **Respect**

- the authority of teachers and other adults
- the rights and property of others
- the teaching/learning process
- the rules of Emmanuel Lutheran School

2. be **Responsible** for their choices in regard to:

- homework and class work
- supplies (personal and school)
- uniform
- personal behavior and the consequences it may bring

Consequences

The consequence of improper behavior will be at the discretion of the teacher and /or the school.

Suspension

Students **may be** issued a suspension note for:

- leaving assigned groups
- forging signatures
- throwing tantrums or tirades
- throwing objects (except when asked by a teacher)
- repeating inappropriate social interactions
- Going into, disturbing or defacing another student's locker

Students **will be** issued a suspension note for:

- aggressive physical or verbal behaviors
- setting off fire alarm
- bringing or using matches, lighters, and the like
- going into the street or driveway without an adult's permission
- vandalism or theft of property

Articles of warfare, such as guns, knives, bombs, mace, and pepper spray are not allowed, and will result in an automatic suspension of at least 2 days and up to explosion and police involvement.

The student maybe suspended from school for a specified time. The time and type of the infraction and subsequent time of contact with parent/guardian will determine the length of suspension. The office will contact the parent or guardian. A copy of the suspension will be kept in the student's file. Work missed due to suspension may be completed at teacher and administrative discretion. Serious or continuous violations will result in a referral to Emmanuel Lutheran Church's Council and may result in termination of enrollment.

Dress Code/Appearance Guidelines

Emmanuel Lutheran School believes there is an important relationship between a student's appearance and his or her attitude toward school and schoolwork.

Emmanuel Lutheran School has adopted a school uniform policy. The required uniforms are available for purchase from **Dennis Uniforms, 1110C North Rolling Road, Catonsville, MD 21228 (410-869-4682)**

NOTE: Families are to have "Emmanuel" imprinted in gold by Dennis Uniforms on all polos and sweaters.

CARPENTER/CARGO PANTS, SHORTS, CAPRIS AND/OR JEGGINGS OR ANY TYPE OF STRETCH/SPANDEX MATERIAL ARE NOT PERMITTED

BOYS – Khaki and navy twill pants, khaki and navy twill shorts, white, navy and light blue polos (embroidered with "Emmanuel"), white and light blue oxford shirts, white, navy and light blue turtlenecks, and navy sweaters and sweater vests

GIRLS - White and light blue oxford shirts, white, navy and light blue turtlenecks, khaki and navy twill slacks, navy sweaters and sweater vests, khaki and navy twill shorts, white, navy and light blue polos, plaid kilts, and khaki skorts.

General Guidelines for ALL Students

***Uniforms are available for purchase from Dennis Uniforms**

- Uniforms must be neat, clean, properly sized, and in good repair.
- Uniforms are to be worn on field trips as designated by the teacher.
- Shoes must cover toes and heels. (No sandals, clogs, platforms, hee-lies, novelty shoes, or shoes that pose safety concerns.) Quality tennis shoes are strongly encouraged at all times. Timberline (and the like) boots are not permitted as part of the dress code.
- Winter/severe weather boots must be removed while in the building and replaced by appropriate school shoes.
- When layering apparel, as in winter, all layers must be uniform in attire and color. Non-uniform layers that are visible must be removed upon entering the building.
- All oxford shirts, blouses, and turtlenecks must be tucked into skirts, kilts, slacks, or shorts.
- All skirt/kilt hems must touch calves when kneeling.
- All uniforms must be worn appropriately throughout the school day and dismissal.
- Apparel designed to be worn with a belt must be worn with a solid black, brown, or navy blue belt.

Chapel Attire

All Students: No Emmanuel Hoodies

Girls: plaid kilt or khaki skort

Boys: Tie with light blue or white oxford shirt

Physical Education Attire

Mandatory school purchased uniform and non-high top athletic shoes

Spirit Shirts

Emmanuel Spirit Shirts may be worn on Monday

PERSONAL HYGIENE

In consideration of the school learning environment:

- Daily bathing and use of deodorant is required.
- Unscented creams and lotions must stay in lockers.
- Due to allergies, perfumes and colognes will not be used.
- Make-up is not permitted
- Acrylic nails are not permitted
- Hair must be neat, clean, and out of the eyes at all times. Hair styles may not extend beyond eyebrows.
- Only natural hair color is permitted
- No facial hair is allowed

JEWELRY/ACCESSORIES

- Earnings will be limited to stud earrings only (no hoops or dangles) **FEMALE STUDENTS ONLY**
- Current fad accessories are not allowed.
- Headbands are limited to flat, plain headbands only
- Any jewelry or accessory that becomes a distraction to the learning environment will be removed.

Lockers

***When closing the locker, make certain no papers, books, book bags, etc., are in the way so as not to jam the locker.**

- Students will be assigned **ONE** locker and may not store belongings in multiple lockers.
- Emmanuel will provide each student with a lock which must be used. No personal locks allowed. Locks will be returned to the homeroom teacher at the end of the year.
- Students may decorate the inside of their locker using only non-adhesive accessories. **Stickers or any adhesive decoration or material are not to be used on the locker.**
- All food is to be removed at the end of the day. No open drink containers are permitted in lockers.
- Going into or disturbing/defacing another student's locker is not allowed and may result in suspension.
- Items are not to be hanging out of the locker.



Teachers/ Staff

- Pastor Schultheis** - Parish Pastor of Emmanuel Lutheran Church; B.A. Valparaiso University, Valparaiso IN; M.A. Divinity Concordia Seminary, St. Louis, MO
- Mrs. S. Miller** - Principal of Emmanuel Lutheran School; B.A. Concordia College, Bronxville, New York
M.Ed. Towson University
- Mrs. Schiebel** - B.S. Early Childhood Education, Towson University
- Mrs. Gast** - B.A. Concordia University, Bronxville, New York
- Mrs. Ellis** - B.A. Concordia University, Wisconsin
- Mrs. Donnelly** - B.A. Concordia College, Bronxville, New York
- Mrs. Lundquist** - B.A. Concordia University, Chicago
- Mrs. Glass** - B.S. University of Maryland, College Park
- Dr. Carroll** - B.S. Coppin State University; M.Ed. Regent University
PHD Education LaSalle University; B.S. AIHT
- Ms. Bahr** - B.A. Concordia University, Texas
- Mrs. H. Miller** - B.S. Concordia University, Nebraska
- Mrs. Weidman** - B.S. Towson University; post grad M.I.C.A.
- Mr. Wieprecht, Jr.** - B.S. & M.Ed. Towson University
- Mrs. Jones** - Emmanuel Lutheran Church Administrator; A.A. Business, Rochambeau Business College, White Plains, NY
- Mrs. Marner** - Emmanuel Lutheran School Secretary; Director of B.A.S.S.
- Mrs. Bowers** - B.A. UMBC; Masters from Johns Hopkins University
- Mrs. Waga** - B.A. Spanish University of Louisville; Certificate in Education Anne Arundel Community College

ACCEPTED USE POLICY

Dear Parent(s) and/or Guardian(s):

Internet access is available to the students and teachers at Emmanuel Lutheran School. We are pleased to bring this access to Emmanuel Lutheran School and believe the Internet offers vast, unique and diverse resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our school. Your son or daughter may have the opportunity to access and use the Internet as part of their schoolwork in the classroom or the computer lab.

The Internet is a worldwide telecommunications network. It is an electronic highway connecting thousands of computers all over the world, providing hundreds of resources for use in the classroom. Students will find libraries, government agencies, universities, discussion groups, research sites, software, and technical information. Access to the Internet has been provided on a station in the computer lab.

With access to computers and Internet sites all over the world also comes the potential availability of materials that some people may find objectionable. Emmanuel Lutheran School has taken precautions to ensure that students access only information that is consistent with the goals of our instructional program. Access to controversial materials is restricted. However, on a global network, it is impossible to control all materials, and an industrious user may discover controversial information.

Accepted Use Policy

The use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. The student is expected to exercise responsible behavior when on the Internet:

- Students will be polite and use appropriate language when communicating with others on the Internet
- Using the Internet for non-school related activities is unacceptable
- Students will respect copyright laws
- Students will respect the computer equipment at all times

Students will respect the privacy of others and will not reveal their personal address or phone number or that of other students.

POLICY CONSENT FORM

I have read the Accepted Use Policy as established at Emmanuel Lutheran School and understand its contents. The teacher will answer any questions about the Internet activities. My signature below, and that of my parent(s) and/or guardian(s) indicates that I agree to follow the guidelines of using the Internet as stated in this document. **(Return this form to your classroom teacher.)**

Name of Student _____

Student Signature _____ Date _____

Name of Parent/Guardian _____

Signature of Parent/Guardian _____ Date _____

Sample Do Not Remove

AGREEMENT FORM

I have read, or have had read to me, the Emmanuel Lutheran School handbook with my parents and understand its contents.

Name of Student _____

Student's signature _____ Date _____

Name of Parent/Guardian _____

Parent/Guardian's signature _____ Date _____

RETURN THIS FORM TO YOUR CLASSROOM TEACHER

PHOTO RELEASE

This Consent Form/Photo Release allows Emmanuel Lutheran Church and School the use of your child's photograph, video image, or voice for educational and informational purposes, with or without identification by name. The video and/or pictures will be shared with the members of Emmanuel Lutheran Church and School to provide information on Emmanuel's ministry and encourage their prayers and financial support. Please carefully read the following and check appropriate line **granting** or **not granting** consent.

My child may be the subject of photographs and writings. In providing consent, I hereby grant Emmanuel Lutheran Church and School the right to use the name, voice, and photographic likeness of the student named below in connection with any of their audio video products, articles, transparencies, web site graphics, printed matter, other similar media or press releases, but not as an endorsement.

I further acknowledge that there were no promises of any compensation for such use by Emmanuel Lutheran Church and School. Emmanuel Lutheran Church and School own the rights to those media materials regardless of the form in which they are produced or used.

I warrant and agree that I have read and understood the contents hereof, and that I have the right and authority to execute this Consent Form and Release.

Child's Name: _____ Grade: _____

_____ I have read the above and **grant** consent.

_____ I have read the above and **grant** consent for the **Year Book/Class picture only**

_____ I have read the above and **do not** grant consent.

Signature of Parent/Legal Guardian

Date: _____

RETURN THIS FORM TO YOUR CLASSROOM TEACHER

Sample Do Not Remove

