



MIDDLE SCHOOL STUDENT HANDBOOK

Food and Drink

Students may only have and drink non-carbonated, non-flavored water in class. Snacks (including candy), and drinks (including sodas and energy drinks) should never be brought to class or consumed there. We are a nut-free school; any food brought into the building must be nut-free.

Personal Electronics

Communication technology, specifically cellular telephones, has become an integral part of the daily lives of students, parents and teachers alike. While we understand the necessity families face with students traveling on their own and/or change of pick up plans, this new cell phone policy is designed to protect both the integrity of our educational program as well as the cyber safety of all students and staff without limiting home/school communication. **Cellular phones and other communication technology are not allowed in classrooms or to be used during the day, and will be collected during arrival and returned during dismissal.** In most cases, a student may be given permission to use an administrative office telephone to contact a parent/guardian, and in the case of an emergency, a student may be called out of class to receive a telephone call from parents/guardians and/or a staff member will ensure a message is given to a student.

Collection Process

All cellular phones and other communication technology are to be turned off prior to entering the school building and remain off during instructional day. As students enter the building, cellular phones and other electronic devices will be collected by staff, labeled, and locked in a secure place. Students will only be able to retrieve their phones at the end of the school day or early dismissal. All phones are collected in the hallway prior to entering Home place (or by Ms. Ramirez if a student arrives tardy)

Violations

Unauthorized possession and/or use of cellular phones and other communication technology are an infraction of School Policies. Repeated violations of this code and/or failure to relinquish the cellular phone or other communication device can result in further disciplinary consequences.

- First Offense- If a student is found to have possessed or used a cellular phone or other communication technology without authorization, the phone or device will be confiscated by the staff member and given to an administrator. The electronic device must be picked up by a parent/guardian after dismissal.
- Second offense - If a student is found to have possessed or used a cellular phone or other communication technology without authorization, the phone or device will be confiscated, and the electronic device can be picked up by a parent/guardian and we will hold a restorative circle with the student.
- Third offense - If a student is found to have possessed or used a cellular phone or other communication technology without authorization, the phone or device will be confiscated and the student will serve an in school consequence. Prior to picking up the phone, the parent and student will be required to attend a conference with an administrator.

Other electronics, iPods, iPads, MP3 players, and all similar devices must be turned off and stored in lockers. Headphones may be used only when provided by, and under the supervision of, a staff member. If a staff member observes a student using a personal electronic device, it will be confiscated and will not be returned except to a parent or guardian. Capital City is not responsible for the loss of or damage to any electronic devices brought by the student to school.

Book Bags/Personal Bags

All students are required to use their assigned locker. Due to the space in the classroom as well as the hands on and physical activities/tasks that occur during instructional time, students are required to leave their book bags and personal bags in their locker. These bags will not be allowed in classrooms. Students have opportunities to go to their lockers throughout the day and do not need their bags in the classroom. Students will be allowed small purses if necessary.

Dress Code

Capital City implements a dress code to ensure that students dress appropriately for the active nature of our program and in ways that do not distract others. Students should dress in a manner that promotes professional behavior toward learning. Students who come to school dressed inappropriately will be sent home to change. Students are expected to be fully groomed prior to coming to school each day. Personal grooming will not be allowed during class time.

- Shirts must cover the chest, stomach, and back and not contain any negative images or writing.
- Spaghetti straps, tank tops, and undergarment t-shirts (aka: muscle shirts) are not permitted. Undergarments should not be visible at *any* time.
- Skirts and shorts must extend to at least the top of one's fingertips and be loose enough to allow free movement; this includes pants that may have "holes" or "cut-outs"
- Pants should allow for comfortable movement and cover undergarments (**Belts are required when needed**).
- Footwear should be comfortable and safe for long walks and active physical exertion in fitness classes. Slippers and high heels greater than 3" are not appropriate.
- Because students frequently go outdoors for fitness and fieldwork, they should arrive on days of cooler weather with a warm coat, hat and gloves. Umbrellas are also recommended.

Attendance (Unexcused and Excused Absences)

Because daily attendance is vital to success in school, it is critical that students are present and on time every day of school for the entire school day. Capital City requests that families make every effort to schedule vacations, medical appointments, or special programs so as not to conflict with school. The Middle School instructional day begins at 8:30 AM (sitting in class ready to learn) and ends at 3:30 PM. Students must allow for time to get ready for the school day once they enter the building: going to their locker, grabbing breakfast, getting the right books and materials, and using the restroom if necessary. To accomplish these tasks and be ready for class, students must enter the building before 8:25. Students will not be allowed into a class after 8:30 without a tardy pass. Classes begin academic work at 8:30 AM, and students who are repeatedly late miss a significant amount of instructional time. Examples of valid reasons for an absence are set forth in the official School Policies included in the Appendices. Parents should notify the school in writing of the reason for each absence and are requested to call the school by 9:00 AM if their child will be absent for the day. If the school does not hear from a family, school staff will call home to alert parents that a child is not in school. Please consult the official School Policies for attendance requirements. Parents will be contacted if their child is absent or tardy repeatedly without explanation, or if absences are excessive. Failure to improve attendance may cause him/her to be retained at grade level.

Computer and Internet Use

All Middle School classrooms have Internet access, and each student is assigned an individual student account. Students will not be able to access the Internet until they and their parents have reviewed and signed the school's Internet Use policy and student contract; for more information on Capital City Internet expectations, please see the Appendix for a copy of this form.

Students are prohibited from using school technology for any unauthorized or unlawful purpose. The activities listed below are not permitted:

- Sending, viewing or displaying offensive messages or pictures (including, but not limited to, pornographic, obscene, or sexually explicit material, sexual comments, and jokes or images that would violate school policies)
- Using obscene language
- Giving personal information about yourself or someone else, such as name, phone number, address or photo, without permission from a staff member and parent/guardian
- Harassing, insulting or attacking others
- Damaging or modifying computers, computer systems, or computer networks
- Violating copyright laws or trying to pass off material copied from the Internet as your own
- Using others' passwords or disclosing your password to an unauthorized person
- Trespassing in others' folders, work, or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes, financial gain, or fraud
- Uploading, downloading, or copying software or other material without the authorization of a staff member

To protect the integrity of our computer systems, Capital City reserves the right to limit or restrict, without notice, any individual's use of these systems, and to inspect, copy, remove or delete any unauthorized use of this technology upon authorization of the Director of Student Services or the Principal.

Elevator

Students are not allowed to use the elevator unless accompanied by an adult and are expected to use the stairs when traveling within the school building. Parents are welcome to use the elevator as needed.

Public Displays of Affection

Capital City is a school that respects students' relationships with each other; however, appropriate displays of affection require good judgment and consideration of all parties. When greeting each other brief, friendly hugs are permissible. More extensive displays of affection are not permitted on school grounds or at school events.

Some examples of inappropriate displays of affection include, but are not limited to:

- Sitting on students' laps
- Hitting, kicking, leering, pinching, patting and any other forms of unwanted touching
- Kissing or hand holding

Language

All members of the school community are expected to adhere to the highest levels of respect for one another and to use language that reflects that respect. Language that demeans, insults, harasses, or humiliates another member of the community will not be tolerated.

Horse-play/Jonin'

All members of the school community are expected to behave respectfully and appropriately towards all students and staff members. Acts of horse playing, roughhousing, and jonin' (disrespectful language towards peers) are not tolerated.

No Smoking Building/Drug-Free School

Capital City is a non-smoking building. Parents, students, and staff are prohibited from using or possessing any tobacco products in the building or on school grounds at any time. Student use or possession of tobacco products is considered a serious disciplinary infraction.

Capital City is also a Drug-Free School. Parents and other visitors whom we suspect may be under the influence of alcohol or drugs will be asked to leave the building immediately. Students will not be released to caregivers we suspect of being under the influence of alcohol or drugs. If such a situation arises, we will first seek to contact an authorized family member to pick up the student, and if unsuccessful, we will contact Child Protective Services. Alcohol and drug use or possession by students is considered a serious disciplinary infraction.

Hallway Passes

Students are expected to travel to classes with their class cohort. On the occasion they are traveling alone in the hallway, they are expected to have a hallway pass from a staff member. Students must be prepared to show their pass if requested by any staff member. Any student in the hallway without a pass will be disciplined according to our policy.

Tardy to Class Policy

All students are expected to be in classes when the tardy bell rings. Any student who repeatedly is tardy to class will serve further consequences as stated in the Detention policy.

Restroom Policy

All students are expected to sign in and sign out of their classroom upon leaving and returning from the bathroom. Students must have teacher permission to leave the classroom and must carry a hallway pass. Students may not use the restroom during the first and last 10 minutes of a class. Students with medical conditions can be excused from this policy if appropriate medical documentation is provided to the school Nurse.

Fieldwork

Our instructional program affords us the opportunity to extend our classroom experiences outside of the school building on many occasions during the school year. We consider all of our students ambassadors for the school when working in the community and with community organizations. At any field site, students must act in a safe and responsible manner. All school rules and expectations apply. If the teacher feels that a student's behavior would compromise their safety or the safety of others, the Director of Student Services will develop a fieldwork behavior contract with the teacher, student, and parent.

Middle School Grading System, Promotion Requirements, and Conferences

Grading Periods/Conferences

At the middle school level, the academic calendar is divided into four grading periods known as quarters. Quarter divisions are as follows:

- A. Quarter I-August 29th -November 1st (Conference: 11/9 or 11/11)
- B. Quarter II-November 2nd-January 26th (Conference: 2/8 or 2/10)
- C. Quarter III-January 30th-March 31st (Conference: as needed)
- D. Quarter IV-April 3rd-June 9th (Conference: 6/15 or 6/16)

****Note:** School year kickoff conferences with crew leaders take place 8/22 or 8/23**

Conferences with crew leaders will be held in each of the four quarters. *Conference presentations are often part of a student's passage preparation or are completed as an assessment.* Families are notified a few weeks prior to each conference of time slots and asked to sign up in advance for a conference time.

- In the **August** conference, parents/guardians meet their student's crew leader. Initial introductions are followed by a review of the Student and Parent Handbook with an emphasis on the Code of Conduct and explanation of Capital City PCS policies and procedures. Students and parents commit to uphold the Capital City 'Way' by signing the Parent/Student Code of Conduct contract.
- In the **November** conference parents of all students will meet with the crew leader. At this conference your child's initial assessments and observations are shared in addition to the student reflecting and goal setting. Information about the student's habits of work, academic performance, and social skills is also distributed.
- In the **February** conference parents of all students will meet with the crew leader. At this conference your child's mid-year assessments and progress are shared in addition to the student reflecting and goal setting. Information about the student's habits of work, academic performance, and social skills is also distributed.
- If needed, a conference will be held in **April** to discuss any students who may have academic concerns that may require summer school.
- In **June**, conferences are student-led with the student presenting his/her portfolio and answering family questions about the work, and a full progress report is shared.

It is required that each Middle School student attends all three (or four as needed) student-parent conferences. **As all conferences are partially or fully student-led, you must attend each conference, along with your parent or guardian, or the conference must be rescheduled.**

Grading System

Middle School students receive a report card at the end of each semester. Instead of letter grades, a **standards based** score of 1-4 is assigned for each core academic class according to the following system:

- 4- Consistently exceeds standards
- 3-Meets the standard
- 2-Approaching the standard with skills
- 1-Does not yet meet the standard.

Grades for each class are reflective of a student's current mastery of the long-term learning targets in each course as measured through performance on course benchmarks, projects, quizzes, expedition work, and more. All students will have multiple opportunities to demonstrate mastery through a variety of measures.

Additionally, report cards will have a separately notated **effort/participation** grade reflective of progress on the **Habits of Scholars-Activists** (learning targets specifically linked to the traits of highly effective scholars) for each course. These scores will also be given in the 1-4 format.

Students receive similar ratings for specialty classes including Arts Electives, Fitness/Health, MIT, and Spanish. For Intensives and Wednesday Electives, students will only receive a **Habits of Scholars-Activist** grade. For Crew, students will be assessed on our Habits of Scholars.

In order to further support communication and collaboration between school and home and to ensure that students have ample time to seek support and apply recommendations before the end of a semester, students and families have access to the most current grades in each class through our online grading system, Jump rope. Information for accessing the system is provided to students and families during August kickoff conferences. Should questions arise regarding how to access the online system, please contact Kristi Loyd, Student Information Systems Director (kloyd@ccpcs.org, x1725).

Each quarter students will receive a progress report with current standings for **standards** and **Habits of Scholars-Activists**. This progress report is not representative of a final grade in any of the two categories, but instead serves to inform students and families and allow them to make educated decisions about how to proceed for the remainder of a semester. Administration will also provide mid-quarter grade updates to students and families. Additionally, teaching teams will send home a “Missing Assignments Notice” every two weeks (typically on Wednesdays). Students have until the following Monday to submit Missing Assignments for credit. For further information on policies regarding missing work, homework, and or absences, please see a copy of the course syllabus. One copy of grade updates and progress reports is signed and returned to the Crew leader. A copy of the report card is signed and left with the Crew leader during February and June conferences.

In addition to the numerical scores in each section, on report cards only, all teachers write narratives that summarize the class for the semester and highlight particular strengths, weaknesses, and recommendations for each student. Comments may also be included on progress reports to either demark the completion of a course or to indicate exceptional performance or a course grade that is not currently passing. Cover letters explaining the grade mapping and standardized testing results may also be included with report card/progress report mailings and shared at conferences.

In the middle school grades, students must receive a final Semester 2 standard and Habits of Scholars grade of at least a “2” or higher in each of the core subjects in order to be promoted to the next grade level. Students must also pass their portfolio panel presentation at the end of 8th grade in order to move on to high school. Please see the “Exhibitions” section above for more information. Promotion for students with disabilities or who are learning English as a second language who do not meet this requirement will be considered on an individual basis.

Student Retention Policy

Our wish is for all students to make suitable progress and achieve a level of proficiency that enables them to be promoted to the next grade level. However, there are cases when students do not achieve the desired level of proficiency and should be retained at the same grade level. Students who fail a Humanities or Math course for the year will be required to attend summer school in order to be promoted to the next grade. Students who fail both Humanities and Math for the year will be considered for retention at grade level.

In such cases, the Principal, Director of Student Services, and the Crew Leader will hold a conference with the child's parent or guardian to present information on the student's progress/proficiency and recommendations for retention. Written documentation will be provided.

Student Summer School Policy

It is our desire for all students to master grade level standards across all courses during the year. However, there are cases where students may master the academic standards in some core classes but not in others. When this happens, a student will be required to attend summer school in order to be promoted to the next grade. Parents will be notified through a conference that will be held by the Crew Leader. Written documentation will also be provided.

Sports Eligibility

In an effort to hold our students accountable to being athletes and scholars, the Middle School has eligibility requirements for all students participating in competitive sports. In order to participate in these activities, students must maintain a 2.0 or higher in both Habits of Scholars and Academics in Math, Science, Humanities, Arts/Spanish, Fitness/Health, and Intensives. In addition, students must represent our Community Values and maintain good attendance and behavior.

- Any student who has below a 2.0 will be on probation, which means they will not be allowed to attend practice or play in the week's game(s). They must attend HW Center for the entire week and work to pull their grades up. Students have to get "signed off" by their teacher(s) in order to be taken off of probation. If a teacher signs off on a player, they are signing off that the student is showing good effort on increasing their grade. Parent signature is required as well.
- Any student who has between a 2.0-2.4 will be on warning, which means they are allowed to attend practice and play in the game(s), but must attend HW Center from 3:30-4:30 for the entire week before going to practice at 4:30. They have to get "signed off" by their teacher in order to be taken off of warning. If a teacher signs off on a player, they are signing off that the student is showing good effort on increasing their grade.
- Any student who refuses to serve any of the consequences or who faces probation more than two times during the season will meet with Mrs. Cox and the coach/teacher to determine next steps, which may include suspension from practice and games/performance and/or dismissal from the team/performance.

Habits of Scholars-Activists (HoSA)

In the Middle School, a student's effort and work habits are equally as important as academic achievement. In each of the core courses and in CREW, students are evaluated on learning targets representative of the habits of effective scholars. These characteristics are separate from, but often correlate to a student's academic achievement. The grading is as follows:

Scholars are...

Habits of Scholar-Activists

Compassion

- I use kind words with myself, other students, and adults.
- I listen to students and adults respectfully, even when I disagree.
- I treat myself with kindness, care, and respect.
- I treat others with kindness, care, and respect.
- I recognize problems in my class and community and work to understand them.

Contribution

- I ask for and offer help when needed.
- I listen to understand what others are saying.
- I share my ideas.
- I work with others to achieve a shared goal and problem solve as a group.
- I use digital tools that improve learning and communication.

Integrity

- I commit to the goals I set and the promises I make.
- I am honest with myself and others.
- I do the right thing when no one is looking.
- I honestly reflect on and take responsibility for how my actions affect others.
- I give credit to others when I share or use their words or ideas.

Self-Discipline

- I identify my emotions and advocate for what I need.

- I reflect on my strengths and areas of growth in order to set realistic goals.
- I complete and submit work on time.
- I stay on task individually or in a group.
- I create work that I am proud of.

Courage

- I take social, emotional, academic, and/or physical risks.
- I offer and accept specific, kind, and helpful feedback.
- I persevere through challenges with resilience and independence.
- I ask questions when I am curious, concerned, or confused.
- I stand up for what's fair and just in our community, country, and world.

Community Value	Habits of Scholar-Activists
Compassion	<ul style="list-style-type: none"> ● I use kind words with myself, other students, and adults. ● I listen to students and adults respectfully, even when I disagree. ● I treat myself with kindness, care, and respect. ● I treat others with kindness, care, and respect. ● I recognize problems in my class and community and work to understand them.
Contribution	<ul style="list-style-type: none"> ● I ask for and offer help when needed. ● I listen to understand what others are saying. ● I share my ideas. ● I work with others to achieve a shared goal and problem solve as a group. ● I use digital tools that improve learning and communication.
Integrity	<ul style="list-style-type: none"> ● I commit to the goals I set and the promises I make. ● I am honest with myself and others. ● I do the right thing when no one is looking. ● I honestly reflect on and take responsibility for how my actions affect others. ● I give credit to others when I share or use their words or ideas.
Self-Discipline	<ul style="list-style-type: none"> ● I identify my emotions and advocate for what I need. ● I reflect on my strengths and areas of growth in order to set realistic goals. ● I complete and submit work on time. ● I stay on task individually or in a group. ● I create work that I am proud of.
Courage	<ul style="list-style-type: none"> ● I take social, emotional, academic, and/or physical risks. ● I offer and accept specific, kind, and helpful feedback. ● I persevere through challenges with resilience and independence. ● I ask questions when I am curious, concerned, or confused. ● I stand up for what's fair and just in our community, country, and world.

Each of the learning targets will be included on the progress report and report card. Scores on each target will be averaged together to determine a final HOS grade for the course. Grading is as follow:

- 4 – Consistently (Student demonstrates this habit consistently)
- 3 – Often
- 2 – Sometimes
- 1 – Rarely

Students must achieve a minimum of “2” on the final HoS grade for each course in order to pass.

Code of Academic Integrity

All students at the Capital City Middle School are expected to embrace and abide by the Code of Academic Integrity. The Code requires that all work completed by the student is done with integrity and honesty. As stated in the official School Policies, which are included in the Appendices:

Any of the following, without full acknowledgement of the debt to the original source, counts as plagiarism:

- direct duplication, by copying (or allowing to be copied) another’s work, whether from a book, article, website, another student’s assignment, etc.;
- duplication in any manner of another’s work during an exam;
- paraphrasing of another’s work closely, with minor changes, but with the essential meaning, form and/or progression of ideas maintained;
- piecing together sections of the work of others in a new whole.

Teachers in each class provide instruction and examples to help you understand and follow the Code of Academic Integrity. Be sure to ask if you are ever unclear about when and how to cite sources. Violations of the Code of Academic Integrity are considered to be a serious disciplinary infraction; please see the “Discipline Policy” section for more information.

Below are several examples of proper source citations:

BOOKS

Author. Title of Book. City of Publication: Publisher, Year.

Example:

Brinkley, Alan. The Unfinished Nation. New York: Knopf, 1993.

ESSAY, POEM, or SHORT STORY in an ANTHOLOGY

Author of Story. “Title of Story.” Title of Book. Name of Editor. Edition (if given). City of Publication: Publisher, Year. Page numbers.

Example:

Purcell, Arthur H. “Better Waste Management Strategies Are Needed to Avert a Garbage Crisis.” Garbage and Recycling: Opposing Viewpoints. Ed. Helen Cothran. San Diego: Greenhaven, 2003. 20-27.

NEWSPAPER ARTICLES

Author. “Title of Article.” Name of Newspaper Date, edition: Page(s).

Example:

Daranciang, Nelson. “Web Site Debated.” Honolulu Star-Bulletin 8 April 2004, night final ed.: A3.

WEB SITES

Author's last name, first name. "Title of article." *Name of home website*. Date listed, if any, that the article was published on the site. Date you accessed the article. <URL in angled brackets>.

Example:

Reuben, Paul P. "Chapter 10: Late Twentieth Century—Eudora Welty." *Perspectives in American Literature: A Research and Reference Guide*. 24 July 2001. 9 November 2001.
<<http://www.csustan.edu/English/reuben/pal/chap10/welty.html>>.