



CALVIN CHRISTIAN MIDDLE SCHOOL

STUDENT-PARENT HANDBOOK

2018-2019

3740 Ivanrest, SW
Grandville, MI 49418
Phone: 616-531-7400
Fax: 616-531-7402
Website: www.gosquires.org

Dear Middle School students and parents,

We praise God for an opportunity to partner with you in your Christian education experience at CCMS. We are excited to love, learn and serve with you each day. Middle school is a special time to explore your gifts and discover a little more about who God created you to be. We will learn so much and we will also be active and enjoy so many activities together as we grow in relationships with each other. Please find important information about the daily life of a middle schooler in this handbook. Please read the handbook carefully and please ask any questions you may have.

Praying that you will have a wonderful year as you grow closer in your walk with Jesus.

God's blessings,

The CCMS staff

Mission

The mission at Grandville Calvin Christian is Loving, Learning, Serving

Vision

Loving: All Squires will strive to **love God** with all their heart, mind, and body and will **love others** as Christ loves them. GCCS strives to be a compassionate Christian community that provides care to the hurting, both in our community and around the world.

Learning: Each Squire will be a passionate and curious **lifelong learner**. Each student at GCCS is prepared to serve God in a global community by being proficient in the skills of critical thinking, digital media literacy, collaboration, communication, and innovation.

Serving: All Squires are guided to **discover their unique gifts** given to them by God and encouraged to **develop them** and given opportunities to **serve God and others** in our community and around the world, now and always.

Our Essential 10

1. Love God above all.
Worship God with all of your heart, mind and body.
2. Speak kind words.
Always say please, thank you, please excuse me.
3. Respect your classmates.
Listen to each other's ideas. Do not use put downs or just kidding comments.
4. Respect Adults.
Follow the directions of teachers and other staff members. Ask questions respectfully.
5. Respect others' space and property.
*Do not touch what is not yours unless it is offered to you.
Clean up even if it is not your mess.
Never cut in line.*
6. Be honest, always.
Even when it is hard and you fear getting in trouble.
7. Do your best.
Participate with great enthusiasm in class and in all activities.
8. Include everyone.
*Greet visitors and make them feel welcome.
Celebrate others' success.*
9. Use technology with wisdom.
Think and be kind when you use technology.
10. Be kind.
Surprise others by doing random acts of kindness

Restorative Justice

At Calvin Christian we believe that students have been placed on this earth to serve God and others. Sometimes all students lose sight of this and cause injury to others or property. In those events we believe students can bring restoration, with God's help, to restore Shalom, God's peace. We believe sin, or disobedience, is choosing ourselves over serving God and others. Because of this belief, we do not have policies that spell out only consequences or punishments, but rather we practice a philosophy of Restorative Justice that helps mold the hearts of our students.

Staff at CCMS walk with our students when they stumble. This method guides a student who wronged another student to apologize and do an act of kindness for the student rather than receiving a detention. This method would ask the student to do an act of service to the school for a destruction of property rather than receiving a detention or suspension. This method

requires students to do reflective writing and to meet with their parents and teachers to talk about what occurred and to create a plan for restoration.

This method is best described in books such as *Taking Restorative Justice to Schools* by Holtham, *Implementing Restorative Practices in Schools* by Thorsborne and Blood and *The Little Book of Restorative Discipline for Schools* by Amstutz and Mullet.

Research shows this to be the most effective method of disciplining and discipling students and adults and to help transform them into being Kingdom citizens. Criminal justice systems that use this method see a dramatic reduction in recidivism. That is because this method gets to the root of the matter, the heart. We use this method whenever possible; however, there are times when students may have to be suspended or expelled to insure the safety of the student or other students.

Calvin Christian staff and administration will prayerfully consider and implement discipline as needed in partnership with parents, but reserves the right to do what will insure the health and safety of all students.

Matthew 18 Principle

GCCS operates as a Christian community in which members treat one another with respect as image bearers of God. A loving, gracious community should characterize GCCS; however, occasionally conflicts between members of the community may arise. When conflicts arise between members of the GCCS community, the board directs that we should attempt to resolve the conflict through the "Matthew 18 principle" which is based on Matthew 18:15-17. Simply put, what Jesus suggests in Matthew 18 calls for students and/or parents to talk directly to teachers or coaches first about concerns/complaints they have with them, in love, before talking to administrators or board members. If the conflict/problem cannot be resolved through direct contact with the person about whom there is a complaint /concern, then the student and/or parent should go to the administrator (principal or athletic director). The complaint/concern may be taken to a board committee or the board by the involved administrator if the concerned parties are still not satisfied. The school board is the final level of appeal. It is our hope and prayer that all concerns in this community will be resolved in love and grace, as was modeled by Jesus.

Non-Discrimination Policy

Grandville Calvin Christian Schools admits students of any race, color, gender, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in its schools. Grandville Calvin Christian Schools does not discriminate on the basis of race, color, gender, and national or ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, athletic, and other school administered programs.

SCHOOL CALENDAR FOR
2018-19

September

- 6 – Back-to-School Night
- 7 – School Pictures
- 28 – Grandparents' Day

October

- 5 - Makeup picture day
- 17 & 18 – Parent-Teacher Conferences, 5 – 8 pm
- 19 – No School
- 19 – Parent – Teacher Conferences, 9 – 11 am
- 22 – Skating Party for all middle school students, 6:30 – 8:30 pm, Tarry Hall, Grandville
- 25 & 26 – CEA Convention, No School

November

- 1- Discover Calvin
- 6 – Fall Concert, 7th & 8th Grade Band, Orchestra, and Choir
- 21 – 23 – No School, Thanksgiving Vacation

December

- 6- Christmas Concert, 5th & 6th Grade Band and Orchestra at CCMS
- 17 – Band, Orchestra, and Choir Concert, 7th & 8th Grade, at CCMS
- 24 – Christmas Vacation begins, No School

January

- 4 – Last day of Christmas Vacation
- 7 – Skating Party for all middle school students, 6:30 – 8:30 pm, Tarry Hall, Grandville
- 25 – No School, Staff Records Day/Professional Development

February

- Date TBA- 8th Grade Parent and Student Night at CCHS to register for 9th grade
- 18 – No School, Midwinter Break
- 22 – 6th Grade Wax Museum
- 27 & 28 – Parent-Teacher Conferences, 5 – 8 pm

March

- 1 – No School
- 1 – Parent – Teacher Conferences, 9 – 11 am
- 13- Choir Night, 7th-12th Grade, at TBA
- 29 – No School, Spring Break

April

- 1 - 5 – No School, Spring Break

May
 13 – Spring Concert – 5th & 6th Grade Band and Orchestra, at CCMS
 20 - 21 – End of Year Camps and Class Trips
 22 – Music Night - 7th & 8th Grade Choir, Band and Orchestra perform
 27 – No School, Memorial Day
 30 – 8th Grade Banquet, 6 pm at Grandville Banquet Center
 31 – School Ends, Dismiss at 11:30 AM

THE MIDDLE SCHOOL STAFF IS CALLED TO SERVE YOU!

Phone: 616-531-7400; Fax: 616-531-7402

Mrs. Leah Bouwman	7th/8th Grade Choir	616-791-8226
Mr. Tom Bouma	Athletic Director	616-644-1440
Mrs. Vicki De Kryger	Educational Support Specialist	616-819-0645
Mr. Todd Dokter	7th, 8th Science, 8th PE	616-422-8250
Mr. Ben DeWaal-Malefyt	7th, 8th PE	616-531-7400
Mr. Jason Folkert	Principal, 7th Science	616-260-5888
Mr. Bill Haagsma	7th, 8th Social Studies,	616-667-7784
Mrs. Julie Haan	Administrative Assistant	812-262-4966
Mrs. Kelsey Hoffman	Spanish Immersion - LA and Science	616-648-1634
Mrs. Sarah Horton	6th, 7th, 8th Brand	616-706-9298
Mrs. Beth Karanicola	6th, 7th, 8th Art, 7th, 8th Bible	616-719-3233
Mrs. Sarah Koster	8th Grade Language Arts	616-914-9573
Mrs. Nancy Kroeze	Educational Support Services	616-690-2976
Mr. Ryan Krombeen	6th Physical Education	616-634-6651
Mr. Karel Malefyt	6th, 7th, 8th Orchestra	616-450-1543

Mrs.Emily Nelson	Transition and Support Counselor	616-257-4206
Mr. Matias Martinez	7th and 8th Grade Spanish Immersion	616-333-9360
Mr. Bob Nienhuis	8th Grade Bible	
Mr. Paul Nienhuis	6th, 7th, 8th Spanish	616-901-6836
Mrs. Jen Pasma	Administrative Assistant	616-893-1303
Mrs. Gail Riddering	6th and 7th LA, 6th SS	616-734-3811
Mrs. Kim Schutte	6th and 7th Bible	616-204-7415
Mrs. Janna Slot	Librarian	616-530-4638
Mrs. Becky Stammis	Algebra, 7/8 Math, 7th Bible	616-570-6521
Mrs. Lisa Timmer	Educational Support Services	616-534-6701
Mr. Conrad Van Haitsma	6th Math, Science, 7th Math	616-322-0348
Mrs. Ashley VanSchepen	8th Math	616-516-6416

*All staff email addresses are their first initial and last name @gccsmi.org
For example, jfolkert@gccsmi.org*

Time Schedule:

Monday, Tuesday, Thursday and Friday: School starts 7:47am

School ends 2:28pm

Wednesday:

School starts 8:30am

School ends 2:28pm

For the protection of our students please call the school office prior to 7:45 a.m. each day your child is absent from school.

School closings will be announced on TV stations WOTV or WZZM. Text alerts are also available at <http://woodtv.com/text-alerts/> and <http://www.wzzm13.com/about/text-alerts.>

ANTI-BULLYING POLICY

All students are to treat one another with respect and dignity as image bearers of God. Aggressive behavior or harassment that negatively impacts a student's educational, physical, or emotional well being will not be tolerated in school, at school events, or on school busses. Such aggressive behavior includes bullying.

1. Definition of Bullying: Bullying is willfully and repeatedly exercising power or control over another person with hostile or malicious intent. Bullying can be physical, verbal, psychological, or a combination of the three.
2. Examples of "Bullying"
 - A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, or unwelcome physical contact.
 - B. Verbal – taunting, malicious teasing, insulting, name-calling, or making threats.
 - C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
3. Technology and bullying: Support of bullying by communication technologies such as email, cell phones, text messaging, or defamatory websites is also expressly forbidden.
4. Reporting of "Bullying": Aggressive behavior, harassment, or bullying should be reported to a teacher, a counselor, or the principal.
5. Consequences of aggressive behavior, harassment, or bullying may include the following:
 - A. Notification of parents/guardians.
 - B. Elimination of student privileges.
 - C. In-house suspension.
 - D. Suspension from school.
 - E. Expulsion.

ACCEPTABLE USE POLICY

Introduction

The mission statement of Grandville Calvin Christian Schools is "loving, learning and serving God and his people." In keeping with that stated mission and to provide teachers and students with the best possible educational environment, Grandville Calvin Christian Schools is pleased to provide access to our school community.

This Acceptable Use Policy (A.U.P.) adheres to The Children's Internet Protection Act (CIPA) in that all Internet access at GCCS schools is:

1. Filtered through a CIPA compliant cloud based filtering solution provided by Securly.
2. Includes policies prohibiting the use of GCCS computers and Internet access of non-educational purposes including 'hacking', social email and accessing inappropriate information. The policies include provisions for limiting and restricting Internet use as well as more severe punishments for violations of the policy.

We believe modern technology provides valuable educational tools that can enhance education. GCCS provides on campus technology as well as take home one to one devices. Access to these resources varies by grade level. Using technology opens educational opportunities and resources from around the world through the use of the Internet and other communication platforms. There are, however, serious concerns of which school officials, students, and parents must be aware.

The Internet is the most prominent use of technology at GCCS. The Internet is simply a link to a decentralized web of information. The Internet is difficult to filter effectively. Grandville Calvin Christian Schools makes a strong effort to protect against access to inappropriate materials, but it must be understood that Grandville Calvin Christian Schools is not able to control absolutely the information on the Internet.

All students in Grandville Calvin Christian Schools must agree to this acceptable use policy before using resources provided by the school

Acceptable Uses

The acceptable uses of the network are those which help us to further education

1. Conduct class related research.
2. Retrieve education related resources.
3. Grow personally. Pursue God honoring personal hobbies, seek avenues of intellectual and spiritual growth, and explore the riches of God's good creation.

Unacceptable Uses

Generally speaking, the unacceptable uses of the network are those which disrupt access to the system by others and/or which use the network for purposes contrary to its intended use. The following items are not all inclusive, but serve as a guideline of unacceptable uses.

1. Monopolize or compromising GCCS provided technology resources.
2. Violating privacy of others.
3. Harassing, threatening, or intimidating others
4. Illegal, destructive or immoral actions.
5. Conducting activities for personal profit resulting in monetary or commercial gain.
6. Using copyrighted materials in an unlawful or unauthorized manner.
7. Circumventing or disabling content filters or network protection equipment.

Sanctions

Having an Internet user account is a privilege, and the preceding list of unacceptable uses should not be considered as all-inclusive. A user who violates the terms and conditions of the Acceptable Use Policy or commits other acts of misconduct that may not be listed but which are considered inappropriate use of school resources will be subject to any of the following sanctions:

- Restricted network access.
- School suspension, expulsion, or other disciplinary procedures consistent with policies and procedures of Grandville Calvin Christian Schools.
- Legal action including civil or criminal prosecution under appropriate state and federal laws.

Limits of Liability

Grandville Calvin Christian Schools does not make any implied or expressly stated warranties of any kind for the service it is providing. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by errors, negligence or omissions.

The quality and accuracy of information cannot be guaranteed, and the user alone is responsible for any damages, whether financial or data-related, he or she suffers while using the network.

ARRIVAL/DEPARTURE

Students may arrive and be in the school building any time after 7:00 a.m since supervision will be available at that time. We expect that they will display care for their peers and the building as they are in the halls or classrooms. Before school begins students are welcome to hang out in the commons or play outside.

Students remaining after school are welcome to hang out in the commons or play outside. If students desire to work on homework, a study room is available. All students should be picked up by 5 pm unless they are being supervised by a coach.

ATTENDANCE/TARDIES

At CCMS, the office personnel are responsible for daily pupil accounting. Please call (616-531-7400) or email (msoffice@gccsmi.org) if your child will not be at school when the tardy bell rings. Students should be in their seats when the tardy bell rings (7:47am M, T, Th, F and 8:30am W).

If a student arrives after the tardy bell s/he must first stop in the office and sign in. A clipboard will be on the counter for this purpose. S/he will then be given a pass by the office to get into class.

If a student leaves during the school day due to illness, appointment, or for any other reason, s/he must first stop in the office and sign out. Upon returning, s/he must stop in the office, sign back in, and get a pass to get back into class. If your child is leaving for an appointment, please send a written note with him/her or email the classroom teacher and office.

If you take your child(ren) out of school for vacation, please inform the office as well as informing the teachers. Know that your child's attendance at school is very important for their learning.

BACK TO SCHOOL NIGHT

About a week into school, CCMS will host a Back to School Night, where parents are invited back to school to experience a taste of what their students experience each day as they love, learn and serve at CCMS. Parents will follow their student's schedule and hear from each teacher about the curriculum and instruction in each class.

BICYCLES

A bike rack is located by the high school. Please park and lock your bike in the grass side of the rack during school hours.

BOXTOPS FOR EDUCATION

Calvin Christian Middle School participates in the Boxtops for Education program; however, we are unique in that we split the profits with you. Each Boxtop turned in is worth 10 cents. CCMS gives you credit for 5 cents of each boxtop. A voucher will be given to you in April or May. The vouchers can be used for hot lunch credit, the annual school yearbook, 6th grade camp, or other 7th and 8th grade end of year activities. Boxtops can be turned in all year long. Make sure your child's name is clearly on your Boxtops container (usually a baggie or an envelope) so that s/he can get the proper credit. For more information, contact Marcia VanDrunen at marcia.dhvd@gmail.com. Thanks so much for your participation!

BREAD

BREAD, or **B**uilding **R**elationships for **E**ach **A**ge Through **D**iscipleship, is a small group ministry we have at CCMS. Each student is placed in a small group of peers based on gender and grade, and then matched up with an adult leader. The goals of BREAD include spiritual growth, encouragement, and accountability. BREAD groups will meet each Friday.

CAST

Calvin After School Tutoring

Under the direction of a CCMS coordinator, students from Calvin Christian High School are recruited to tutor middle school students after school at CCMS for one hour. The coordinator consults with teachers and coordinates what homework, study skills, or general skills are needed for each student to work on during this time. The cost for the tutoring is currently \$8.00 per hour. CAST currently meets Monday through Thursday, but each student does not necessarily meet all of the days. Many parents have found CAST to be a great facilitator in helping their children to be organized and to get their homework finished.

CAMP FOR 6TH GRADERS

In the spring, the 6th graders have a 2 day camp experience at Cran Hill Ranch. Camp is an important learning and community building event for our sixth graders so it is important for each student to remain at camp the whole time.

CELL PHONES

It is critical that we help our students be fully present during learning. Cell phones are powerful and important tools and can be used to support learning. However, it takes great maturity and discipline to incorporate them appropriately, even for adult learners. Therefore, we believe, developmentally, middle school students are not yet ready to navigate cell phones in the classroom.

However, we know some of our students carry phones to be able to contact parents after school. To help facilitate this, students will turn their cell phones into their last class of the day before school begins. Cell phones will then be locked during the school day and will be retrieved at the end of the school day. We encourage parents to use our main office for all communication with their child during school hours. Thank you in advance for your help with this policy.

CHAPEL

We have chapel each Wednesday from 11:45 to 12:02 in the LC. Parents are always welcome to join us. Chapel allows students and staff to connect as a community, challenges students to live all of life as worship, and provides an outlet for students to develop and use leadership gifts. A theme verse for chapel can be found in John 10:10b. "I have come that they may have life and have it to the full."

CHROMEBOOKS

Students will be given a chromebook for educational purposes. All students and parents are expected to sign the [GCCS Chromebook Student Guidelines](#) document. Students may use their Chromebooks in class to support their learning at the direction of the teacher. Students may not use their Chromebooks at break or lunch unless they have received permission from a teacher. Break and lunch are specifically designed in middle school to allow students time to unplug and build relationships with peers. It is also a time for students to be physically active.

CLASS TRIPS

Students will experience a variety of off campus learning opportunities. Trips may be taken by classes each year to businesses and other relevant places that enrich the courses taught.

DAILY ANNOUNCEMENTS

Each day announcements are made to students regarding items such as intramurals, team practices, and many other aspects of daily life at CCMS. We do this by way of our "[Daily Announcements](#)," which are shared with our students and parents via email. Announcements are also posted on the bulletin board in the hallway across from the vending machines and on the middle school page of the school website.

DAMAGE TO SCHOOL AND STUDENT PROPERTY

We trust that all students will exercise care as to not destroy school property. If damage does occur we ask that students report it. Deliberate destruction of property will be addressed via Restorative Justice.

DRESS CODE

Students are expected to be well groomed and to wear clothes that are considered modest and appropriate for school.

Our guidelines are as follows:

- A. Give attention not only to what you wear but also to how you wear it. Clothes should be modest and not too short, too skimpy, or too tight.
- B. Leggings should always be covered by a garment to preserve modesty.
- C. Hats, caps and other distracting headwear are not allowed in school. This includes hoodies.
- D. Slogans or logos on clothing should not refer to drugs, alcohol, smoking, or things that do not honor Christ.

The staff reserves the right to decide what is appropriate. Students needing a change of clothes will be given a change of clothing in the office.

EDUCATIONAL SUPPORT SERVICES/SPECIAL EDUCATION

Educational Support Services: Calvin Christian Middle School offers a full range of Educational Support Services. Students with diagnosed learning difficulties will receive full educational support services in three tiers. Students who qualify for special education due to diagnosed cognitive impairment or who have high academic or social needs, such as students on the autism spectrum, will receive inclusive education, which includes an ESS teacher, specialist and/or peer to peer support in the classroom. Our philosophy is to focus on the abilities of all students to help each student grow their gifts to their full God given potential.

Tier 1 interventions, will include classroom level interventions. These services will be recommended by the ESS teacher or may be requested by parents or students and will be implemented by all classroom teachers. Tier 1 interventions are available to all students who exhibit needs for additional support. Examples of these interventions may be preferential seating, a class set of notes, extra time on tests etc.

Tier 2 interventions, will include having a second instructor or aide in the classroom to support students who may need extra academic support in the classroom setting. Students will typically need a documented history of learning struggle after tier 1 interventions have been implemented to qualify for these services.

Tier 3 interventions, will include small group individual instruction for students with high academic needs such as documented learning disabilities or cognitive impairments.

CCMS will honor all IEPs and 504 plans and work with the public school district to implement these plans. Students who receive services only through GCCS will have their services documented on a 360 plan. Parents and teachers will meet together yearly to review these plans.

All services will be documented and progress will be reviewed at a weekly Faculty Team meeting.

TEAM Meetings: Teachers meet with the Educational Support Service Specialist each week to discuss student progress and to share strategies that best meet the needs of students.

Social Work: A social worker is available if a student qualifies through Grandville Public Schools.

Speech Services: A speech teacher is available through Grandville Public Schools for students who qualify. This person can assist in educational diagnosis and language remediation.

Counseling: Our Support and Transition Counselor has regular office hours in the middle school. She is also available at all times to students who are experiencing a crisis. CCMS offers counseling through Alliance Counseling Services on our campus on a weekly basis for students experiencing social or emotional difficulties.

EIGHTH GRADE APPRECIATION BANQUET

CCMS honors its eighth graders at an appreciation banquet for students and faculty at the end of the school year. Invitations are sent out with the place and time announced. Dress for this occasion is dressy but not formal. A parent-sponsored party usually follows the banquet.

EMERGENCY SCHOOL CLOSING

Should it be necessary because of emergencies such as inclement weather, hazardous driving, etc., we have arranged with TV stations in the area to make necessary announcements about school closing. **School closings will be announced on TV stations WOTV or WZZM. Text alerts are also available at <http://woodtv.com/text-alerts/> and <http://www.wzzm13.com/about/text-alerts>.** If Grandville Public School closes, it is very likely that CCMS will close as well.

NOTE: IF SCHOOL IS CANCELLED, IT IS VERY LIKELY ALL ATHLETIC EVENTS WILL BE CANCELLED.

Tornado Closing: When notified in advance of a tornado WATCH or WARNING, these emergency procedures will be followed:

1. Students will not leave the building but will be in their normal classrooms in the event of a WATCH and in the hall corridors in the event of a WARNING.
2. All school employees will be on duty during such an emergency.
3. In the event of a WARNING students may be detained after usual dismissal time.
4. In the event of a WATCH at normal dismissal time, students will be dismissed as usual.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are an important part of life at CCMS. In addition to after-school sports, we offer opportunities for students to be involved in the yearbook, Student Council, Battle of the Books, Odyssey of the Mind, MathCounts, Geography Bee, Spelling Bee, Praise Band and drama.

FAMILY TRIPS

Parents, if you wish to take your child out of school for a family trip, vacation, etc., please inform the office as well as your child's teachers. This may be done by phone, email or written note. Also, it is up to your child to notify all of his/her teachers and find out about making up work, tests, etc., so that he/she does not become too far behind. Please note that your child's attendance in school is very important to their learning success. Education has transformed in such a way that class time is difficult to replicate outside of school due to activities, discussions, projects etc.

FOOD IN THE HALLS

We ask that our students show care for staff by cleaning up after themselves and to help even if it is not their mess. If students struggle in this area it will be addressed using Restorative Justice.

GEOGRAPHY BEE

Each year 7th and 8th grade students have the opportunity to participate in our school's Geography Bee, a competition sponsored nationwide by the National Geographic Society. We combine both grades together for the competition in order to determine who has the best knowledge of geography in the school. Winners of our Geography Bee advance to the Regional level of the state competition.

GYM RENTALS

The CCMS commons and gym are available for family parties, church youth groups, athletic groups, etc. We try to give priority to the Calvin Christian constituency. To reserve our facilities, please call Tom Bouma at 616-257-4219.

GYM CLOTHING

Proper attire is a must for gym class. Each student must wear a different set of clothes to gym class and have them washed weekly.

HALL LOCKERS/GYM LOCKERS

We do not feel it is necessary to have locks on our hall lockers, but it is advisable that you not keep large sums of money or other valuables in your lockers. Also, we ask that you not tape or glue pictures, signs, or decals on the outside of your locker. No one should enter any locker other than his or her own. Please keep them neat, available for inspection, and CLOSED when not in use. Please note: The school reserves the right to inspect any locker and/or its contents at any time.

The same rules for hall lockers apply to gym lockers except that it is permissible to put school locks on gym lockers. Locks are available from school for this purpose. You are advised to keep your locker locked at all times.

HOMEWORK

Homework is part of the Middle School experience. Educational philosophy, guided by research, has changed regarding homework. Students will receive some homework; however, teachers can help students develop better skills by guiding their practice in school. Students will still be asked to complete reading, math, and some other work at home and to study for assessments. However, parents should not be alarmed if you are not seeing a substantial amount of homework at night. We encourage parents to make available a quiet and comfortable spot at home for homework. Parents are able to track what has been assigned in students' planners in 6th grade and on Moodle for 7th and 8th graders. Parents of 7th and 8th graders are also highly encouraged to track their child's progress on PowerSchool, our online gradebook.

HOT LUNCH

Our Calvin Christian Parent Organization provides hot lunch for us each Monday, Wednesday, and Friday. Hot lunch includes a main item, fruit, chips, and a beverage. Complete information on hot lunch is included in our summer packet..

INTRAMURALS

Intramurals are played during our lunch break and are open to all students. In an effort to be relevant and challenging, we offer a variety of activities, some of which may include:

Flag Football	Softball
Basketball	Bowling
Soccer	Ping-Pong
Volleyball	Kick Ball
Ultimate Frisbee	Scrabble
Badminton	

LIBRARY

The purpose of our Library is to provide a quiet place where students may read, study, and explore the exciting world of written material.

Policies:

1. Fiction and non-fiction books are loaned for a three-week period.
2. Reference materials, including encyclopedias, are loaned for overnight use.
3. Cameras and AV equipment are loaned for a one-day period and must be checked out immediately after school and returned before first period begins. If materials become lost and not returned, the student will be responsible for the replacement cost of the item(s).

4. It is the responsibility of the student to care for the materials and to see to it that they are returned on time.

LOST AND FOUND

Lost and found clothing is kept on a table in a designated area. Jewelry, money, etc., are kept in the office. A few times a year, all items in the Lost and Found are donated to a needy cause.

LUNCH/NOON HOUR

All students eat lunch in their homerooms. Students remain on school grounds during lunch and breaks unless special permission is granted. Students are welcome to be a part of our intramural programs, held during noon hour break (see Intramural section).

MATHCOUNTS

The MathCounts program at CCMS is an exploratory class open to all students in grades 7 and 8. Concepts and skills worked on as a part of this class go beyond what is offered as part of the normal middle school math curriculum. A team tryout will be held near the end of the exploratory to determine the CCMS team for the West Michigan Regional MathCounts competition. For this reason, students not in the exploratory will not be eligible for the team.

MEDICATION

The full policy can be read and the forms can be found by [clicking here](#) . Please be aware of the following:

- Students may only carry prescription medications on them after approval by the building principal and physician, and the physician has filled out The Physician Request for Self-Administration of Medication form and it is on file at school, and the parent has filled out the Medical Authorization Form and it is on file at the school, except if the medication is an inhaler or epi-pen.
- A prescription medication that is going to be kept at school, must come to school in the original prescription bottle. Grandville Calvin Christian School will keep the medication in a locked cabinet or room.
- A written record of any prescription medication that is dispensed at school will be kept in your child's health file.

Please turn in any paperwork before the first day of school. The Grandville Calvin Christian School staff abides by HIPAA privacy rules.

MOODLE

Moodle is an online learning management system that our 7th and 8th grade teachers use to post homework assignments and course content. Students are encouraged to check moodle on a daily basis in order to remain current on homework assignments and other class activities. Students and parents can access the program at moodle.gccsmi.org through the student's login credentials.

OPEN HOUSE

An open house will be held the week before school starts. Families are encouraged to come and meet the teachers and visit the classrooms. Schedules and locker assignments will be available for students at this event.

PARENT-TEACHER CONFERENCES

Conferences are held twice each year--once in the fall and again in late winter. Parents, however, should always feel free to contact our staff at any time with questions or concerns.

POWERSCHOOL

Grandville Calvin Christian Schools use a computerized student management system. The online portion that parents are able to access is called PowerSchool. Each family will receive a login name and password at enrollment and will be able to use that information to keep up to date on their child's grades, starting in 7th and 8th grade. A link to the PowerSchool website will be found at <https://ps.gccsmi.org/public/home.html>

REPORT CARDS

6th Grade students will receive report cards at the end of each semester. The report cards will be sent home in hard copy form with the student. Grades for 7th and 8th grade students can be viewed on PowerSchool. Grades are finalized at the end of each semester. Hard copies of report cards will be sent home if a parent requests it. Please feel free to contact us if you have any questions.

SCHOOL SUPPLIES

Each classroom teacher will let students know what supplies are needed.

SEXUAL HARASSMENT POLICY

In alignment with its mission and in accordance with state law, GCCS will not tolerate inappropriate sexual conduct. GCCS does not condone or tolerate any form of sexual harassment involving employees or students. The school system is committed to the creation of a healthy and safe learning environment in which all persons who participate in school programs and activities can do so in an atmosphere free from all forms of sexual harassment.

GCCS will take appropriate action to prevent and correct conduct that violates this policy. If necessary, the school system will also take disciplinary action against staff and students. Disciplinary actions for students who violate the policy include a conference, suspension and/or expulsion depending on the circumstances and severity of the offense.

The policy applies to all sexual harassment incidents involving GCCS employees, students and families and addresses acts committed by a person of either sex against a person of the opposite or same sex. The policy also recognizes employees and students have a right to be free from sexual harassment by others such as contractors, vendors, and volunteers.

It is the responsibility of the administration to recognize and respond to forms of sexual harassment in a prompt, fair and effective manner. The school system will prohibit retaliation against any person who reports sexual harassment.

What is Sexual Harassment?

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct of a sexual nature that takes place under any of the following circumstances:

- When submission to such conduct is made, explicitly or implicitly, a term or condition of employment, instruction, or participation in other school activities;
- When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personnel or academic decisions affecting the individual subjected to sexual harassment; and/or
- When such conduct has the effect of unreasonably interfering with the individual's work and/or academic performance; or creating an intimidating, hostile, or offensive work or learning environment.

Prohibited Conduct

Prohibited conduct may include, but is not limited to, unwelcome behavior of a sexual nature.

For example:

- Grabbing, touching, or patting
- Sexual pictures, magazines, notes, calendars, cartoons, or jokes
- Unwanted flirtations or advances
- Verbal abuse

- Pressure or requests for sexual activities
- Graphic comments about an individual's body or dress

In determining whether prohibited conduct constitutes sexual harassment, consideration will be given to the totality of the circumstances, including the context in which the conduct occurred.

Expectations

The GCCS Board expects employees and students to be committed to creating and maintaining a healthy and safe environment in which all persons participating in school programs and activities can do so in an atmosphere free from all forms of sexual harassment.

- GCCS policy on sexual harassment will be communicated to all employees and students.
- Employees and students will be informed of procedures to follow for filing complaints of sexual harassment.
- Confidentiality will be maintained in all phases of the complaint process, in accordance with policy and consistent with GCCS obligation to investigate and address complaints.
- Retaliation against anyone who files a complaint or cooperates with an investigation about sexual harassment is prohibited.

Actions for Students

If you believe you are the target of sexual harassment or the focus of inappropriate behavior, you should report such incidents to your parents and school authorities. You may report the information verbally or in writing to the principal, a guidance counselor or a teacher.

When reporting an incident, it is helpful to provide as much information as possible, including the following:

1. A description of the event(s)
2. The number of occurrences, with dates and places
3. The names of any witnesses
4. Any documents or other exhibits, if appropriate

Students may receive guidance, advice, support and/or advocacy from school staff, including administrators, counselors and teachers.

SKATEBOARDS

Students who ride skateboards to school should store them either in their lockers or in the school office. Skateboards are not allowed to be used during school hours.

SKATING PARTIES

CCMS typically sponsors two skating parties each year for its students. These are held at Tarry Hall in Grandville.

SPELLING BEE

Each year CCMS students have the opportunity to participate in our school's Spelling Bee. We combine all three grades together for the competition in order to determine who is the best speller in the student body. The Spelling Bee is open to all students and is typically held in January. The winners advance to the regional level of the state competition.

STUDENT SHOWCASE NIGHT

Each year in the late spring CCMS hosts a student showcase night. This night will feature student work in all academic and arts disciplines.

TAPESTRY

In place of their usual final exams, our eighth graders create a three-dimensional visual display that will allow them to review and demonstrate what they have learned through their Christ-centered education at home, at church, and here at school. Each of them has a unique **TAPESTRY** of talents and experiences that God has woven into the fabric of who they are, and this project is designed to allow them to discover, realize, and share some of that fabric. Families are encouraged to attend the Tapestry presentations as they are a special celebration of God's work in the child's life.

TEAM

Together Everyone Accomplishes More

Every week the teachers of the 6th-8th graders meet in what is called TEAM time. The majority of the time is spent in collaborative consultation regarding any student who may need extra support whether it be academically, socially, emotionally, or spiritually. The Educational Support Specialist, the principal and the Transition and Support counselor attend each meeting.

TECHNOLOGY POLICY

All students are expected to use technology in a God honoring manner. The technology policy can be found under Chromebooks in this handbook.

THEATER

Every year, CCMS 7th and 8th graders will present a Spring play. The cast will include 8th grade students and any 7th or 8th grade student is encouraged to get involved in set design, tech or stage crew. Parents and students are encouraged to watch for announcements including opportunities to try out or apply for parts in the production.

TRIBES

CCMS uses a Tribes system (sometimes referred to as a house system) at CCMS. In this system we divide the student body into 6 tribes. Each tribe has student leadership. The purpose of a tribe system is belonging and community. Research strongly supports the positive impact that this has on developing adolescents. It allows for the positive development of identity and positive peer relationships. In a Christian school, we are especially excited about how our system will model the body of Christ. Tribes will not only have friendly competitions and fun, but will also be rewarded points when tribe members show kindness or serve one another. Each middle school student from 6th grade on is received into a tribe and celebrated for their unique gifts and also celebrated because they are an essential member of that tribe. We believe the tribe system, often partnered with PBIS, (Positive Behavioral Interventions and Supports), what we call Caring Kids, Caring Community, is the best way to support healthy and Christlike growth and relationships among middle school students. Here is a [video](#) that shows the basic premise of tribes or houses.

WEAPONS

The possession of any explosive device or weapon, including but not limited to guns or knives, is not allowed in or around the school or at any school function. Any object, including facsimiles of weapons, used to threaten or otherwise create concern in the school community will be treated as if the object were a weapon. Violations of this rule are serious and may result in the involvement of law enforcement.

THE CCMS WEB SITE

CCMS has its own web site with several links that are found to be very helpful to parents. To find our website, log on to www.gosquires.org. Click on the Middle School at the top. This will take you to our middle school homepage.

WAX MUSEUM

In sixth grade, students will participate in a wax museum. First, each student researches a famous historical figure who has impacted the world in a positive way. Then, the students write a paper about that famous person. After writing the paper, the students make a poster to display in the wax museum. The wax museum is the culminating activity in this process. Each student dresses up as his/her character, and along with some props that are appropriate to the character, the Calvin Christian Middle School gym is

transformed into an amazing display of historical wax figures. All parents, grandparents, and other family friends are invited to walk through this wax museum.

YEARBOOK

CCMS's yearbook staff (some staff and students) puts out our school yearbook. These are available to our students to purchase at the end of each year.