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Your guide to the

ILS Jr. High

6



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Be the Light

Psalms 27:1

2023-2024

Introduction

As students approach their 6th grade year, they become part of the junior high at Immanuel. New expectations, responsibilities, and privileges are shared at the 6th, 7th, and 8th grade level. We have put together this junior high guide to assist and help in answering some of the questions that often occur for students in the 6th—8th grade. We hope it's beneficial to you and encourage you to inquire about anything that is not covered in this guide.

Junior High Electives

Each year the 6-8 students will have an opportunity to sign up for electives. Students are required to take one year each of a computer science, art, and music.

Each elective will be offered twice per week and all students will remain in their homerooms on Mondays for a homeroom time.

Homework

Homework is an integral part of the education of students at Immanuel Lutheran School. Homework is an opportunity for students to demonstrate their capabilities and further their educational growth. Parents and teachers working as partners can provide assignment direction, encouragement, and good study conditions but it is the student who must complete the assignment and do the learning. Homework allows students to practice, apply, extend, and enrich classroom learning. The teaching partnership of home and school will give students the clear message that educational excellence is a high priority goal, not only during school hours, but at home as well.

General Expectations

- Students will have physical materials ready for use when coming to class.
- Students will complete the assignments on time and the work will reflect the student's God-given abilities.
- Students will take full responsibility to obtain and complete assignments when a school absence occurs (the same number of days are given to make up the work as the number of days that were missed).
- Students will include parents in their efforts and periodically ask parents to review the work and sign school papers when requested to do so.
- Students will recognize that there will be consequences for failing to meet homework assignments on time.
- Students will be responsible for work in classes missed due to appointments during the day. It is the responsibility of the student to contact the teacher(s) of the classes that were missed.
- Students will bring their planner to each class and fill it out according to the teacher's expectations.

Chairpersons

- Two or three fundraising chairpersons will be elected from the class.
- The chairpersons will go on the trip and the class pays their way.
- Any parent wishing to serve as chairperson may nominate himself/herself or be nominated by another parent.
- A parent may not be elected for two consecutive years.
- Ballots will be tallied by the trip coordinator. In the event of a tie, a revote will be taken between the two or three nominees.

Chairpersons' Responsibilities

- Make decisions regarding fundraising based on suggestions submitted at the initial meeting.
- Identify committees to handle the fundraising.
- Set up a bank account in the name of "Class of (Year)".
- Collect money from each student and log the amount of money raised by each child. Parent participation in fundraising will be tracked for use in the chaperone point system.
- Report regularly to the parents regarding fundraising and the earnings.
- Work with the school trip coordinator regarding communication, fundraising, and trip itinerary.

Additional Chaperones

- Additional parent chaperones may be added to the trip based on the availability of seats. The school trip coordinator will determine the number of chaperones.
- Chaperones will be responsible for covering the entire cost of their attendance on the trip.
- A meeting will be scheduled following the completion of the fundraising. Interested parents may submit their name to be considered in the selection process.
- Chaperone selection is based on a point system that will include participation in and chairing the fundraising activities, and only child and last child status. Chairpersons will keep track of parent and child participation. Chairpersons, principal, and the trip coordinator will meet to evaluate the criteria and develop a list of possible chaperones. A random drawing may be used in the event of parents with equal status. Questions concerning the criteria used in the selection process may be directed to the school trip coordinator or the principal.
- Chaperones must make full payment by April 1 of the eighth grade year.

attend.

- A faculty member must be present and responsible for locking the building and any disciplinary measures that must be taken.
- The activity must end by 10:30 p.m.
- No one may leave unless picked up by a parent or guardian.
- The activity will be held on the premises of Immanuel Lutheran School, unless permission is given by the Board of Education to hold it off campus.
- A nominal fee may be assessed for attendance.
- Social theme and dress code must be approved by the principal.

8th Grade Graduation

Ceremony

As this is a Christian school, the 8th grade ceremony will present a worshipful environment. The ceremony will be written by the principal. The music will have a Christian focus and must be approved by the music and band directors. All additions to the service must be approved by the principal. The area pastors will be invited to attend the ceremony. To present a meaningful message, the speaker will preferably be a Lutheran pastor or teacher. All other speakers must be approved by the principal and pastors of Immanuel Lutheran church. The location of the ceremony will be in the gymnasium of Immanuel Lutheran School.

The students will wear confirmation robes as ordered by their individual congregations. Mortarboards and tassels will also be ordered. The class valedictorian and salutatorian will be recognized and give speeches at the ceremony.

Decorations

The principal will solicit help among the 7th grade parents to decorate and serve at the graduation reception. This solicitation will run in the Warrior and the principal will appoint a 7th grade chairperson to organize help with the event.

Washington, D.C. Trip Guidelines

The eighth grade field trip destination is the nation's capitol, Washington, D.C. To prepare for this trip, students and parents will begin fundraising during the seventh grade year.

- Families will be given an overview of the trip, fundraising expectations, and an explanation of the chaperone selection process.
- Parents also have the option of paying for the entire cost of the trip.
- A class meeting will be scheduled for August prior to the students' seventh grade year.

Student Responsibilities—Students should ...

- Plan their time wisely.
- Take responsibility for their learning.
- Follow all homework directions and explanations.
- Ask questions.
- Begin assignments promptly, turning them in when due.
- Always do their best.
- Take the initiative in making up missed work.
- Persevere to assure that difficult tasks get accomplished.
- Show effort.

Teacher Responsibilities—Teachers can help students and parents by ...

- Giving assignments during class, making sure materials and objectives have been fully explained.
- Establishing timely and effective home/school communications concerning homework assignments when appropriate.
- Being certain that students have the skills needed to complete a task before it is assigned.
- Estimating the length of the assignment so it takes a reasonable amount of time.
- Assigning homework on a regular basis and relating it to what is being taught in the classroom.
- Avoiding homework as punishment or disciplinary action.
- Being sure homework is reviewed.
- Providing feedback to students in a timely manner on work that is turned in.

Parent Responsibilities—Parents can help by ...

- Setting aside a regular time each school day during which your child will be involved in some sort of homework activity.
- Establishing timely and effective home/school communication concerning homework assignments when appropriate.
- Providing a favorable study environment free from distractions and equipped with necessary materials.
- Encouraging your child and providing help when appropriate but insisting your child does his or her own work.
- Providing a reading/writing time even if no written homework has been assigned.

Homework

Students are encouraged to do their homework at appropriate times. This does not include times during another teacher's class or during

instructional time. Students are not permitted to work on assignments from another class unless the student has already attended that class that day and the work for the current class is completed. Teachers may also grant permission for homework to be done after conferring with the student. If students are working on other homework without permission, the work will be taken away and given to the teacher of that class.

Students are expected to give full effort to produce quality work on all assignments. When it is evident that effort has not been shown and quality is lacking, students may receive noon detention time to modify the work so it shows their best effort.

Late Homework

All daily homework that is not turned in at the appointed time is considered late. Students may receive an academic intervention and a possible reduction in grade according to the following timetable:

- Turned in one date late—full credit earned
If the homework is not turned in the following class period, the student will be expected to work on the homework during academic intervention.
- Turned in two dates late—50% credit earned
- Turned in three or more dates late—0% credit

Note: students will receive an *Incomplete* until the homework is turned in to the teacher, regardless of credit earned.

Major projects that are not turned in on time will be penalized according to the teacher's discretion.

Academic Intervention

Students who do not turn in an assignment on the day it is due may be required to serve an academic intervention. This will be served following the contact with the parent (preferably no later than the following day). The student will stay with the teacher who is supervising the after-school detention time. It is expected that the student will complete the missing work if it still hasn't been submitted. The intent of the academic intervention is to encourage the student to complete work on time and assist him/her with difficult concepts or skills. Although academic interventions are not considered after-school detentions, and therefore will not penalize the student for quarterly and year-end rewards, repeated accumulations of missing work will result in further consequences as described below:

- Three interventions within one week - meeting with parent.
- Five interventions within a quarter will be considered Academic Infraction.

Cheating

Performing honestly on work follows God's commandments and builds strong character. There is a difference between helping someone with an as-

comply with the grading requirements in the fourth marking period may result in suspension from joining a team during the first marking period of the following school year.

Academic Achievements

Honor Roll

Students in grades 6-8 are recognized for academic success. The names of the individuals on the honor rolls are published in the school news and in the local paper. The honor rolls are divided into two levels:

High Honor Roll—In averaging all subjects in the quarter, a minimum of 97% average must be achieved. All curricular areas will be used in calculation.

Honor Roll—In averaging all subjects in the quarter, a minimum of 93% average must be achieved. All curricular areas will be used in calculation.

Academic Improvement—3% increase in the overall (all classes) average from the previous marking period. No "F" grades are permitted.

Class Ranking and Awards

The valedictorian and salutatorian awards are based on semester averages from grade six until the end of the first semester of 8th grade. The Presidential Academic Award is also given to those students in the eighth grade who have met its guidelines. Students who have been on the high honor roll during sixth, seventh, and eighth grade will receive the High Academic Achievement Award.

Ron Wunder 8th Grade Music Award

To receive the Ron Wunder Award, students will be required to complete 3 years in a single ensemble. Students who achieve 3 years in multiple ensembles would receive verbal recognition for each ensemble in which they achieved this.

*Student A: 3 years in ILS band, 3 years in ILS choir, 3 years in ILS handbells

*Student B: 3 years in ILS band, 1 year in ILS choir, 2 years in ILS handbells

*Student A receives the Ron Wunder Music Award for band, choir, & handbells
Student B receives the Ron Wunder Music Award for band. Each student would receive one award and their various distinctions would be announced.

8th Grade Social

In the spring of each year, a solicitation of parents wishing to spearhead the 8th grade social activity will run in the Weekly Warrior. From those parents wishing to be on the committee, the principal will designate a chairperson. The chairperson and his/her committee will plan the activity in accordance with the following policies:

- Only students from Immanuel Lutheran School in grade 8 may

ities outlined in the program.

Parents of all students (grades K-8) will pay a deposit toward the laptop each year in attendance at Immanuel. The 2023/2024 fee is \$200. Of that fee, \$75 is kept in the child's account toward the purchase of his/her laptop to be received in seventh grade. The deposits made toward the laptop purchase are refundable for students leaving Immanuel up to one year of his last date of attendance. While \$125 is used for ILS infrastructure needs. The fee attributed to infrastructure is non-refundable. Parents may purchase the laptop (up to one week) following their child's eighth grade. The costs for purchasing the laptop may be obtained from the office. Non-purchased laptops will remain the property of Immanuel Lutheran School and used to create mobile laptop labs in other grades.

Telephones

Phone Use Procedure

Each student will be permitted to use the school phone once each quarter without consequence for the purpose of retrieving necessary items left at home (i.e. homework, instrument, PE clothes, lunch, school laptop). The call must be made by 8:30 a.m. and arranged through the homeroom teacher. Subsequent phone calls will result in a noon detention. Phone calls made due to ILS schedule changes or cancellations will not result in detentions.

Cell Phone Policy *(from the parent handbook)*

Realizing cell phones can cause disruption if used or ringing during the school day, cell phones are not permitted. Privacy can be in jeopardy as many phones may take pictures and the threat is always a possibility. Cell phones should be turned into the homeroom teacher before the start of the school day. If cell phones are within a student's possession during the school day, the cell phone will be confiscated and returned only to his/her parent/guardian, in addition to the following actions:

- 1st offense—an after-school detention will be served
- 2nd offense—half day of in-school suspension
- 3rd offense—full day of in-school suspension and parent conference

Athletics

Students in grades 6-8 are eligible to participate in ILS athletics. All students in grades 6-8 are required to have an annual sports physical. In order to maintain eligibility, students must achieve a minimum average of 75% and receive no failing grades, including elective classes. Special allowances will be made for those students who are defined as learning disabled/different or are involved with other programs as defined by the state of Indiana.

Failure to comply with these requirements may result in suspension from the team throughout the next grading period. Students who do not

signment and giving a person the answers. Students are encouraged to do their own work and keep their eyes on their own paper during a test.

Plagiarism is a form of cheating. Dictionary.com defines plagiarism as the act of using or closely imitating the language and thoughts of another author as one's own without crediting the original author. Teachers do instruct students on the proper methods of citing all resources including online.

Students caught in the act of or determined to be cheating will receive a zero on the assignment or test. Accelerated Reader is an ongoing cumulative grade. Students cheating in AR receive a zero for AR for the quarter. Students who willingly help another student cheat will also receive a zero. In addition, students will be given an after-school detention.

Discipline Procedures

Teachers and parents spend a great deal of time teaching and modeling the behavior that Christ would have His children exhibit. Above all, Christ modeled forgiveness. During times of mistakes we, as Christian teachers and parents, must discipline and correct. Teachers will assure students of their forgiveness when these situations occur.

The use of correction shows students the value of Christ-like behavior and tells them we care enough to want them to follow Christ's example. Discipline is broken down into two categories, responsibility and disruptive behavior. Responsibility issues refer to the occasions when students have generally "forgotten" to do something. Disruptive behavior is a category that includes many types of behavior that disrupt the learning environment. There are two levels of consequences depending on the actions.

Level 1

Responsibility Issues

This includes (but is not limited to) being tardy, not having a test signed, not being prepared for class, and dress code violations.

Disruptive Behavior

This includes (but is not limited to) blurting out in class, chewing gum, making excessive noise, and other minor disruptions.

Consequences of Level 1 violations are

One offense in a day = one noon detention

Two offenses in a day = one after school detention

Three offenses in a day = one after-school detention and a meeting with the teacher & parent

Three noon detentions in a five day period will also result in one after-school detention to be served following the 3rd noon detention.

Level 2

Disruptive Behavior

This includes disrespect (to a teacher or a fellow student), offensive language, writing, or gestures and **inappropriate contact between students whether “playing” or in anger.**

The consequence of a Level 2 violation is an after-school detention.

After-School Detentions for Level 2

- When the student receives an after-school detention the principal will be notified.
- The student should have homework to work on during detention.
- Detention will be from 3:30 pm—4:15 pm. Monday—Thursday.

Repeated Offenses

- Five after-school academic interactions, resulting in an academic infraction, in one quarter will be an automatic Saturday Detention (see section following). The Saturday Detention will be served on the next scheduled Saturday following the fifth after-school detention. Parents will be notified by the principal.
- Upon the sixth after-school detention in one quarter, another Saturday Detention will be served following the after-school detention. In addition, a meeting will be arranged with the parent/guardian and the homeroom teacher. An individualized student management plan may be designed and implemented during this meeting.
- Upon the seventh after-school detention in one quarter, the student will serve the after-school detention and a meeting will be conducted involving the student, parent/guardian, teacher, and principal. A meeting with the pastor may also be required.
- Upon the eighth and any other subsequent incompletes, the student will appear to the Immanuel School Board for review and further action.

Saturday Detention

Saturday Detention is designed to be a deterrent for accumulating multiple after-school detentions, especially those related to incomplete and missing assignments. Saturday detentions replace the in-school suspension consequences previously used following a fifth detention.

- The Saturday Detention will be in session on open and available Saturdays per the scheduling of the junior high staff. A minimum of two Saturdays will be scheduled following the second week of each quarter.
- Saturday Detention will be from 8:00 a.m. until 11:00 a.m. and held in the classroom of the teacher on duty.
- Students should arrive with homework, any incomplete assignments, and/or a book to read. Students may retrieve materials prior to the start of the session.

- Cell phones and other devices will be turned in at the beginning of the detention and returned at the end. Laptops may not be used during a Saturday Detention unless specified by the assigning teacher.
- Students will not be permitted to sleep during detention or communicate with other students.
- School rules and dress code will continue to be observed during the detention.
- Students will be given a restroom and drink break during the session.
- Parents will be assessed a fee of \$15.00 per session to offset the cost of transportation and time required by the school staff to oversee the detention. The fee will be charged to the parent’s account. It may be paid by check on the day of the detention or online. Please no cash.

Bullying Policy

Bullying is negative and often aggressive behavior that is intentional and involves an imbalance of power or strength. It is often repeated over time. The procedures for responding to instances of bullying include, but are not limited to, the current “Level 1” and “Level 2” discipline as previously described. Additional procedures as described in the handbook may be used as consequences to bullying behavior.

Threatening or Intimidating Behavior and Words

As commanded by Christ, Immanuel students will demonstrate Christian respect and honor for authority and actively seek to build up and encourage fellow classmates. This is expected in behavior as well as verbal and electronic communication. Intimidating or threatening behavior or words directed toward a school employee or fellow student will result in immediate removal from class and a referral to the principal. School discipline policy will be followed. Upon review, a meeting may be held involving the student, parents or guardians, principal, and school board. Suspension or expulsion may result.

Laptop Learning Program

Students in grade seven begin the laptop learning program. They are given a laptop for school use. The laptop remains in the student’s possession during school and out of school hours. Immanuel will retain all laptops during the summer months. Students will be reissued their same laptop when entering the eighth grade. Laptops are the property of Immanuel Lutheran School and users are subject to the guidelines of the Laptop Learning Program student use policy. Before laptops are issued to any student, a Learning with Laptops’ meeting in August must be attended by both the student and his/her parent who will sign their acknowledgement and agreement with the expectations and responsibilities.