



# **6th - 8th GRADE HANDBOOK FOR PARENTS AND STUDENTS 2016 - 2017**

Welcome to West Covina Christian School.

We will work with you to encourage spiritual, intellectual, emotional and physical growth through classes and activities.

Jesus Christ is our example. The Bible records in Luke 2:52 that, "Jesus increased in wisdom and stature and in favor with God and man." It is our desire to partner with you to see every WCCS student grow in wisdom and favor with God and man. Let's grow together.

We work to establish and maintain an atmosphere of love, encouragement and safety. The attitudes that enable us to maintain this atmosphere include respect, self-discipline, responsibility, hard work and enthusiasm for learning. The guidelines and rules within these pages have been designed with these goals in mind.

Partnering with you,  
WCCS Administration

*Our Mission:*

West Covina Christian School exists to give our students a well-rounded education which provides opportunities for them to excel academically, discover and use their creativity, develop positive relational skills, use new technologies, and grow in their understanding of how spiritual truths can influence their lives.

## **DRESS CODE**

Our goal is to grow in favor with God and man. Man looks on the outward appearance but God looks on the heart. We want society to look favorably and respectfully upon our students. These guidelines embody modesty and moderation, which will encourage a positive outlook from the community.

We feel personal appearance and good grooming are important. We have seen a correlation between good grooming, conduct, academic achievement, and personal responsibility.

WCCS students are required to wear school selected uniforms. Uniform T-shirts, polos, sweatshirts and jackets are ordered through the school office. Navy or khaki pants, shorts, skirts and jumpers may be purchased from any uniform supplier. Collared polo shirts in navy, white, red, grey, maroon or light blue (WCCS logos only). WCCS T-shirts are also available to wear with their uniforms in navy, red, maroon, grey or light blue. WCCS jackets and sweatshirts in navy, maroon or grey can be ordered through the school office. A solid jacket in navy, maroon or grey from an outside store without any logo or advertisement is also acceptable. We appreciate partnering with families to help our 6th - 8th grade students understand and adhere to the school guidelines.

**Students who violate the dress code will be sent to the office so a parent can bring appropriate clothing or a uniform will be provided.**

**The administration has the final decision regarding the dress code. We appreciate your support and cooperation in partnering with us on dress code guidelines.**

**The following paragraphs provide the additional guidelines:**

### **ALL GIRLS:**

**Jumpers, Skirts, Shorts, Capri's and Pants:** All jumpers, skirts, shorts, capri's and pants must meet WCCS uniform standards outlined above. Jumpers, skirts and dresses should not be more than 5" above the joint line in the back of the knee and no shorter than mid-thigh. Please begin with longer lengths to avoid having to replace garments in the spring that have become too short. Navy or white leggings or tights may be worn under jumpers or skirts. Shorts are to be 1" below the fingertips when arms are at the side and not shorter than mid-thigh, they can be worn any day. Oversized, cargo or skinny pants are not allowed. Pants, capri's and shorts waistbands must be worn at the waist and fit the measurement of the waist. They must be clean and without holes. They may not be ragged or frayed. If patched, the patches must be of the same fabric and color. School approved shorts and pants colors are as follows: Khaki and Navy.

**Shirts:** All shirts must meet WCCS uniform standards outlined above. Acceptable t-shirt colors of Red, Navy, Grey, Maroon and Light Blue with WCCS logos only. Acceptable colors for polo shirts are White, Red, Navy, Grey, Maroon and Light Blue, (only WCCS logos). No undershirt should be showing at the hem or the sleeve.

**Gym clothes:** Approved WCCS gym shorts and shirts must be worn for physical education (grades 5-8). Students must change to regular clothes after P.E. before going home or to day care. WCCS gym clothes are sold at the Fall Processing Day and are given to students in P.E. class.

**Shoes:** Shoes must have closed toes, heels or heel straps. Shoes must be worn with appropriate socks or tights. No shoes are allowed that extend higher than the ankle. The maximum height of heels is two inches (grades 7 & 8). Platform shoes, flip flops, combat or cowboy boots, and bare feet are not allowed. Ugg type boots are allowed under uniform pants, but not with shorts or skirts.

**Jewelry:** No more than 2 bracelets per arm. Necklaces and other jewelry and accessories must not distract the class. Hoop earrings may not exceed the diameter of a quarter. Earrings should not extend over 1 inch below the earlobe for safety during play or activities. Girls may wear only two pair of earrings and one ring on each hand. Nose rings, body piercing and tattoos of any type are not allowed.

**Make-up:** Girls may wear a small amount of light colored make-up that would be appropriate for school. No eyeliner, lip liner, heavy mascara, dark eye shadow, dark lipstick or dark nail polish are allowed. No writing on the body (i.e. markers, pens, white out).

**Casual dress or Spirit day:** Casual dress day is a privilege. Shorts worn on casual day must extend 1" below the student's fingertips when arms are at the side and not shorter than mid-thigh. Shirts, blouses, shoes, make-up, and jewelry must comply with regular dress code. Shorts, jeans or pants are acceptable providing they are not frayed or baggy. Skirts and dresses should not be more than 5" above the joint line in the back of the knee and no shorter than mid-thigh. Tops should be long enough so skin is not showing at all times. Straps must be at least one inch wide. No overly tight fitting, sheer clothing or low-cut/revealing tops. No shirts with inappropriate lettering, graphics or pictures will be allowed.

**Hair:** No unnaturally colored, shaved hair and/or mohawks. No hair accessory extensions, beads, feathers, etc.

**The administration has the final decision regarding issues of dress code. We appreciate your support and cooperation.**

#### **All BOYS:**

**Short and Pants:** All shorts and pants must meet WCCS uniform standards outlined above. Skinny pants, oversized, long crotches, and baggy-legged pants and shorts will not be allowed. Pants and shorts waistbands must be worn at the waist and fit the measurement of the waist. They must be clean and without holes. They may not be ragged or frayed. If patched, the patches must be of the same fabric and color. School approved colors for pants and shorts are Khaki and Navy.

**Shirts:** All shirts must meet WCCS uniform standards outlined above. The exception would be the school logo t-shirts sold by the current 8th grade class in acceptable colors of Red, Navy, Grey, Maroon and Light Blue with WCCS logos only (past 8th grade colors are not allowed). Acceptable colors for the polo shirts are: White, Navy, Red, Grey, Maroon and Light Blue (only WCCS logos). No undershirt should show at the hem or the sleeve.

**Gym Clothes:** Approved WCCS gym shorts must be worn for physical education (grades 5-8). Students must change to regular clothes after P.E. before going home or to day care. WCCS gym clothes are sold at the Fall Processing Day and are given to students in P.E. class.

**Shoes:** Shoes must always be worn with socks. No shoes are allowed that extend higher than the ankle. Sandals must have a heel strap and closed toe. Combat or cowboy boots, flip flops and bare feet are not allowed. Ugg type boots are allowed under uniform pants, but not with shorts.

**Hair:** Hair must be neatly trimmed, tapered, clean and neatly combed. No unnaturally colored, or shaved lines, artwork / and or mohawks/faux mohawks. Hair should be cut above the collar, eyebrows, and out of the face with half the ear showing. No facial hair and side burns no longer than the bottom of the ear lobe.

**Jewelry:** No earrings or heavy, clunky jewelry are allowed. No more than one chain may be worn at a time. Body piercing and tattoos are not allowed.

**Casual dress day:** Casual dress is a privilege. Oversize waists, long crotches, and baggy legs are not acceptable in pants. No shirts with inappropriate lettering, pictures or graphics. No tank or sleeveless tops allowed. Cut, frayed, sloppy or sagging clothing will NOT be allowed.

### **BOTH BOYS AND GIRLS:**

**Hats:** Hats are not allowed. WCCS beanies may be worn, however they must be removed in the classroom.

**Jackets, Sweaters and Sweatshirts:** WCCS logo sweatshirts and jackets are available to order through the school office. They should not be cut or frayed, or appear sloppy. Sweatshirts must always be worn over an appropriate school shirt. Students are encouraged to purchase WCCS logo sweatshirts or jackets in grey, navy or maroon. Students may also wear solid color pullover or zip sweatshirts in grey, navy, or maroon from an outside store. These may not have any logo or type of advertisement.

**Field Trip Dress:** School uniforms with a class color WCCS logo shirt will be required on all field trips unless the field trip notice indicates that other clothing should be worn. (Note: class color t-shirt is listed on the supply list for their particular grade).

**\*Note:** Only 8th graders are allowed to wear special designated t-shirt or jacket uniform colors.

### **ATTENDANCE**

School is in session from 8:30AM until 3:00PM. Any student not in his room when the 8:35AM tardy bell rings is counted "tardy." Before being admitted to class, a student must first report to student services for a tardy admit. **A student who has been or will be absent must have a parent/guardian call the office or bring a written explanation from a parent noting the reason for the absence to the office.**

Please contact the school office ahead of time when you plan to take a student out of school early or for an extended absence (two days or more). Pre-approval sheets will be issued from the office for the teacher's signature.

Excessive absences or tardies (more than 20 days) may lead to retention, required summer school, or failure to meet graduation requirements.

### **PARENT REQUEST FOR HOMEWORK**

If your child is absent, you must call the school office prior to 10:00AM for that day's homework. It will be available for pick up in the school office after 3:15PM. **We ask that you call only if (a.) the homework will be picked up between 3:15PM and 4:00PM that day, and (b.) if the student will feel well enough to work on the homework before she/he returns.** Please specify whether the student needs textbooks when you call.

### **TARDINESS**

Students are to be on campus by 8:30AM. Students arriving after 8:35 should go directly to Student Services. Tardies are disruptive, not only to the child who is tardy, but to the education of each child in that class. California Laws and Codes state that your student is required to be in school on time and receive the full benefit of instruction. We are doing our best to prepare your son/daughter for greater success in higher education.

All school recommendation forms for high school ask for tardy/absence information. Students have been denied admission to local private high schools for excessive tardiness/absences at school.

## **PHONE USAGE**

**A student may use the phone in the School Office for emergencies only.** He/she should have a note from one of the teachers. The call may only be made during morning break or lunch recess. Occasionally there is a change in the sports schedule, either with a practice or game. For notice of such a change, the student will be allowed to call.

### **Guidelines for Technology:**

Students using cell phones and computers on campus and during school functions, are held accountable for inappropriate use. This includes foul language, sexual harassment and bullying. All offenses will be investigated and is not tolerated.

### **Guidelines for Student Cell phone Use:**

Students are allowed to use the office or student services phones for legitimate reasons. Parents can get messages to their children by calling the school office. We realize that some parents want their child to bring a cell phone. For those children who bring a phone these are the guidelines:

- Phones must be left off and out of sight in a student's backpack or purse during school hours and morning/afternoon day care.
- Students will be allowed to use cell phones from 3:00 - 3:15pm to make or verify pick up arrangements.
- We assume no responsibility for damage, loss, or phone misuse.
- Students may not share their phones with others.
- Phones that are seen on campus will be taken to the office where parents will be asked to pick them up and a warning slip will be given to the student.
- If phones are taken to the office three times, the student will lose the privilege of bringing a phone to school.

## **PHYSICAL EDUCATION**

All students in Jr. High are required to wear WCCS gym clothes. The gym shirts and shorts are available for purchase from the office and are given to students in their P.E. class. Tennis shoes and socks are required. Names are required on P.E. uniforms. Students who do not wear WCCS gym clothes are subject to having their P.E. grade lowered.

## **SPORT ELIGIBILITY & PARTICIPATION**

After school sports program is a privilege. Students are required to maintain a "C" average in their core classes. If a student falls below this "C" average, they are required to attend lunchtime homework room. This is to give them extra help to raise their grades.

All student athletics must maintain conduct in accordance with the guidelines as set down in the WCCS student handbook. Major violations of the Athletic Code or the Student Handbook may result in expulsion from the team. Suspended athletics may not participate during the suspension period. Sports fees need to be paid promptly. Students are responsible to return their uniforms at the end of the season to avoid charges for them.

## **CHAPEL**

It is our greatest desire that all students make a decision for Christ. Knowing this, we are dedicated to making the chapel experience a meaningful one. We want to present the plan of salvation in many different ways so that every junior higher may be reached. Beyond this, we want to create an atmosphere in which students grow in the Lord and learn to put Him first in their lives.

1. Enter Chapel Quietly. Come in the appropriate door and take your seat as directed by your teacher.
2. There is always an attitude of respect. This is not a time for talking, passing notes, studying for tests/quizzes, finishing up homework or sleeping.
3. Keep feet on the floor and be sure to sit up straight.

3. Exiting the Chapel is done quietly and in order.
4. Students in 4<sup>th</sup>-8<sup>th</sup> grades are to bring their Bibles to Chapel. The New International Version (NIV) is used at WCCS.

### LUNCH TABLE RULES

1. Parents bringing lunches to students on campus must deliver them to the School Office only. No students are allowed in the parking lot to pick up lunches.
2. Students need to respect noon aides or any adult authority.
3. No shouting.
4. Do not bring cake or cupcakes to celebrate a birthday at lunch tables unless you are providing enough for everyone in the grade level. It is also advised to notify the teacher in advance.
5. No carbonated sodas, energy drinks, or coffee based beverages unless provided at school.
6. Nothing is to be thrown, either at the table or toward the trash cans.
7. Any spill should be cleaned up immediately.
8. All papers, trash, food, and crumbs must be removed from the top of the table before you will be dismissed.

### CAFETERIA RULES

1. The cafeteria is designed for the purpose of selling food only. Students who are not buying food may not be in the cafeteria.
2. Only 5 students purchasing food at a time in cafeteria. Excessive loud noises will result in removal from the line if it happens continually.
3. Students may only purchase food for themselves.
4. Students wishing to purchase snacks at break time must do so at the beginning of the break. All containers should be thrown in the trash when the student has finished eating. Food not finished by the time the bell rings will not be allowed in the classroom. Tardies will be given to those who come late to class.
5. Students must leave the cafeteria as soon as they are given their food. At noon, they are to go to the back lunch tables. At break time, they are to return to the Jr. High area.
6. Students who choose not to follow the above guidelines will be given written warnings. These warnings will be counted as regular warnings toward detention. A student who receives five (5) cafeteria warnings in a month will not be eligible for a la carte purchases of food for the following month. They will need to bring a lunch from home or preorder from the monthly menu.

### TEXTBOOK POLICY

Textbooks are an important but expensive part of a student's education. Books are on loan to the student and should be treated appropriately. The following policies apply concerning care of all school textbooks:

1. All textbooks must be covered at all times with an approved paper cover and labeled with student's name and book title **only**(this includes paperbacks and workbooks unless directed otherwise by the teacher.) The cover is to be replaced as needed. **Do not tape this cover to the book.**
2. The student's name will be written neatly in ink inside the front cover by the teacher. No other marks or writing of any kind are to be made in any textbook or on any textbook cover. Workbooks should not have extraneous markings or drawings, either.
3. At the end of the year (or at the time a student leaves the school) the book issued to the student is to be returned in reasonable condition.
4. Damage to books other than reasonable wear will be charged the following rates:
  - a. Lost or missing books: full replacement cost
  - b. Excessive damage such as missing covers or pages, water damage, etc.: full replacement cost

- c. Broken backs: one half replacement cost
- d. Writing, torn pages, tape on covers, food or beverage marks, etc.: \$1.00 per page
- e. Excessive or inappropriate drawing, extraneous writing or scribbling on textbooks or in workbook: a replacement copy must be purchased.

### **MAKE-UP POLICY for missed class work or absences**

There is no adequate substitute for the information and activities of the classroom. Absence from school is discouraged. We understand, however, that legitimate absences will occasionally occur and it is with that in mind that we note the following:

### **GENERAL GUIDELINES** relating to make-up work:

If you are absent any time during the week, all missed work still needs to be completed. Parents and/or students please make arrangements with individual teacher for expectations and deadlines.

### **SPECIFIC POLICIES**

- a. If a student misses the day before a scheduled test or a routine quiz, (s)he is expected to take the test/quiz on the day scheduled.
- b. Make up tests will be scheduled with the appropriate teacher. It is important that students make up all missing tests and assignments.
- c. The student is to report to the make-up session with all necessary materials, ready to take the scheduled test.

Parents, When Your Child Has Been Absent: Please email or have your student check with teachers to get any missing assignments.

### **LUNCH TIME HOMEWORK ROOM - (For 6th & 8th Grades)**

On Tuesdays, Wednesdays and Thursdays a junior high teacher will have their room open. This can be used in two ways:

1. Students can voluntarily come to have a quiet environment to work on homework.
2. Students who did not complete a homework assignment may be assigned to the homework room by any Jr. High Teacher. In this case, it is not optional. A warning slip will be given to any student that was assigned to homework room who does not show up.

### **SCHOOL MESSENGER**

We are continuing to going green in regards to school flyers. We will utilize our School Messenger mass email communication to send out flyers to the various email addresses you provide. We are happy to do our small part to help the environment.

### **GRADELINK**

An opportunity for Parents to keep track of their child's progress by viewing grades and assignments. Parents can set up Automatic Grade monitoring; which sends email alerts about their student's progress.

### **ACCELERATED READER AND STAR ASSESSMENT**

All 6th - 8th students will participate in the Accelerated Reader and Star Assessment program. These programs will help reading comprehension and encourage reading. Students will be able to read books according to their appropriate level. Books can be checked out through the school library or found at [www.arbookfind.com](http://www.arbookfind.com).

## SEMESTERS AND GRADING PERIODS

The school year is divided into 2 SEMESTERS. That is, there are four grading periods of about nine weeks each. A REPORT CARD will be issued at the end of each QUARTER. A permanent record of the semester grades are kept at the school. Required conferences are scheduled at the end of the first quarter and third quarter progress report where parents will receive the report cards/progress reports and have an opportunity to talk with teachers. If a parent does not attend conferences, they must pick up their child's report card in the school office within a week.

Progress Reports should be signed and returned with your child to their homeroom teacher.

### Grading Scale:

Grade point averages are calculated according to the following scale:

|     |    |   |              |
|-----|----|---|--------------|
| 4.1 | A+ | = | Above 100    |
| 4.0 | A  | = | 94 - 100     |
| 3.9 | A- | = | 90 - 93      |
| 3.1 | B+ | = | 88 - 89      |
| 3.0 | B  | = | 83 - 87      |
| 2.9 | B- | = | 80 - 82      |
| 2.1 | C+ | = | 78 - 79      |
| 2.0 | C  | = | 73 - 77      |
| 1.9 | C- | = | 70 - 72      |
| 1.1 | D+ | = | 68 - 69      |
| 1.0 | D  | = | 63 - 67      |
| .9  | D- | = | 60 - 62      |
| .0  | F  | = | 59 and below |

Note: To calculate students GPA, the following subjects are calculated: Math, History, Language Arts, Science & Bible

### HONOR ROLL GUIDELINES

The following major subjects are used to determine honor roll placement for students: Bible, Math, English (Language), History (Social Studies), and Science.

Principal's List: All A's with no more than 1 N in citizenship.

Merit Honors: All A's and B's, with more A's than B's and no more than 1 N in citizenship.

Honors: A "B" average with no D's or F's and no more than 1 N in citizenship.

To be an honor student, character is of primary importance. Students must have a B average for the quarter throughout their 7th and 8th grade years. Suspensions, detentions, and poor citizenship are grounds for removing a student from the Honor Roll.

### VALEDICTORIAN, SALUTATORIAN, AND MARSHAL GUIDELINES - (7th & 8th Grade)

Students must demonstrate exemplary behavior to be eligible for valedictorian, salutarian and marshal honors. Suspensions, detentions, excessive absences/tardies and poor citizenship may be grounds for removing a student from honors at graduation, regardless of GPA.

Valedictorian(s) Requirements: Student(s) earning highest GPA in every quarter throughout their 7<sup>th</sup> and 8<sup>th</sup> grade years (regardless if having attended WCCS both years) in the following subjects: Bible, English, History, Math, and Science. Suspensions, detentions, and poor citizenship may be grounds for loss of privilege.



Salutatorian(s) Requirements: Student(s) earning the second highest GPA in every quarter throughout their 7<sup>th</sup> and 8<sup>th</sup> grade years (regardless if having attended WCCS both years) in the following subjects: Bible, English, History, Math, and Science. Suspensions, detentions, and poor citizenship maybe grounds for loss of privilege.

Marshal(s) Requirements: Student(s) earning highest GPA in every quarter throughout their 7<sup>th</sup> grade year in the following subjects: Bible, English, History, Math, and Science. Suspensions, detentions, and poor citizenship may be grounds for loss of privilege.

### **EIGHTH GRADE GRADUATION AWARDS**

- California Junior Scholarship Federation is an award honored to those students who have made the honor roll three out of the four quarters both 7<sup>th</sup> and 8<sup>th</sup> grade years.
- Presidential Academic Improvement is an award honored to those students who have shown dramatic improvement in their academics.
- Presidential Academic Excellence is an award honored to those students based on school criteria/standards, G.P.A., teacher recommendation and principal approval.
- Graduating with honors is determined by how many times the student has made the honor roll and as to which level. If a student has made Principal's List all quarters for 7<sup>th</sup> and 8<sup>th</sup> grade, he/she will graduate with highest honors. If a student has made mostly merit honors, he/she will graduate with high honors. If a student has made mostly honors, he/she will graduate with honors.
- Each teacher will give out subject awards during the ceremony as well. These awards are given to the students who have excelled in the individual subject matters and/or specific project assigned throughout the year.

### **PROGRESS REPORTS (mid-quarter)**

We mail a "Progress Report" in the middle of each grading period with the hope that it will help to inform both parents and students of how a student has progressed over the preceding six or seven weeks. It is not an official grade report. Instead, it is a communication tool. If a student's grades are in jeopardy there is still ample time to raise their grade.

The Progress Report is NOT a permanent record. Additional contact(s) may be made between the parent and the teacher, especially when a student is having difficulty.

We are available to our school parents to answer questions, clear up problems, or just stay in touch. Please keep in mind immediately before school and after school, teachers often have parking lot duties or school commitments. We can be much more helpful if you call ahead to setup a time to meet.

### **EIGHTH GRADE GRADUATION REQUIREMENTS**

The following guidelines have been established as a minimum standard. It is the teacher's desire that every student greatly exceeds the minimum standard to receive the maximum education possible.

Minimum standard for eighth grade graduation with diploma:

1. Must have a 2.0 grade point average, or better, for the entire year.
2. May not have excessive absences and tardies.

A letter of completion will be given to any student not meeting these standards.

### **REWARD SYSTEM**

Students who have had no warnings from Thursday to Wednesday will have appropriate casual dress day on Fridays. Students who wear casual dress but have not earned it will be sent to the office for a replacement uniform.

## **MERIT TRIP - (7th & 8th Grade)**

A reward merit trip will be awarded after the 3rd Quarter to those students who have not received a detention/suspension, two N's in citizenship, and no D's or F's for any Quarter final grade. This trip is to reward good behavior and academics. Students who are either ineligible or choose not to attend the merit trip are required to come to school.

## **DISCIPLINE SYSTEM**

Students who choose to come to WCCS have entered a Christian environment where high standards of moral and ethical behavior are expected to be observed. **Repeated disrespect or defiance warrants loss of field trips, ditch day, and/or year-end social.** Major offenses in this area are serious enough to warrant a detention or suspension without previous warning.

### **Detention examples:**

- Defiance
- Swearing or unclean hand gestures
- Lying or cheating
- Obscene language or writing
- Disrespect or direct disobedience to those in authority
- Public Display of Affection (holding hands, kissing, etc.)
- Bullying/Harassment

### **Suspension examples:**

- Fighting
- Disrespect or direct disobedience to those in authority (extreme cases)
- Defacing/destroying school property or other students property
- Repeated violation of public display of affection
- Leaving campus without permission including sports events or practices (unless permission from parent is on file in office)
- Cutting class
- Flagrant violation of safety guidelines
- Stealing
- Bringing weapons to school (possible expulsion)
- Bullying/Harassment: Bullying or harassment at school or through social media will be investigated and is not tolerated.

**All school rules apply on any off campus field trips or school related functions. WCCS administration has the final decision regarding issues of discipline. Please support us with your cooperation.**

### **Warning Slip**

Discipline is based in part upon a detention system. A warning slip is given for breaking school rules, policies or guidelines. They are not given for low grades or academic work. A student who receives three warnings for any reason or an automatic detention during a week will serve detention. Each Thursday the student starts with a clean slate. Thursday and Friday warnings carry over into the following week. Failure to serve a scheduled detention results in an automatic additional detention. **If a student receives a warning slip, he/she must return it signed by a parent/guardian the following day. If it is not returned, another warning will be given.**

Warnings will be given in the following areas:

### A. **Classroom Behavior**

The student will contribute to a learning environment in class by listening, following directions, actively participating in discussions and exercising the self-control appropriate for a classroom setting.

Examples of behavior detrimental to the learning environment are:

- |                                    |   |
|------------------------------------|---|
| Tardy to class                     | Not prepared for class  |
| Talking and interrupting           | Disrespect to student or teacher                              |
| Passing, writing, or reading notes | Working on other class work (ex. doing Math in English class) |
| Throwing items/littering           |   |
| Disruptive/talking in chapel       |   |

### B. **Safety and General Conduct**

The student will at all times conduct him/herself in a safe and orderly manner consistent with a Christian School setting.

Examples of unsafe or disorderly conduct include:

- Disrespect, defiance
- Tripping, pushing/shoving
- Crude or inappropriate language or behavior
- Disturbing a class from outside the classroom
- Throwing food
- Repeated violation of dress code
- Being in inappropriate areas
- Spitting
- Running in classroom

### **Receiving and Serving a Detention**

Detentions are issued by Administration. The detention form is given to the student and is due back the following day with a parent/guardian signature. If the detention form is not returned parents will receive a call from an Administrator.

### **Serving Detentions**

Detentions will be assigned at lunchtime. Detentions have priority over all school activities, including test make-ups. Detention may be postponed only with the approval of an Administrator. Failure to serve a scheduled detention will result in an additional detention.

### **REQUIRED MEETINGS FOR 6th - 8th GRADE PARENTS**

We feel that communication between the home and school is **vital**. Both parents are encouraged to attend if possible. This is your opportunity to find out important information regarding your child.

1. **Back to School Night - Thursday, September 8th in the Sanctuary.**
2. **Parent Teacher Conferences on:**
  - a. **November 3rd 12:15 - 1:30 & 4:00 - 7:00**
  - b. **April 6th 12:15 - 1:30 & 4:00 - 7:00**

**WEST COVINA CHRISTIAN SCHOOL**  
**Graduation Requirements for 8th Grade Only**

The following guidelines have been established as a minimum standard. It is the teacher's desire that every student greatly exceeds the minimum standard to receive the maximum education possible.

Minimum standard for eighth grade graduation with diploma:

1. Must have a 2.0 grade point average, or better, for the entire year.
2. May not have excessive absences and tardies in the school year.

A letter of completion may be given to any student not meeting these standards.

A student with poor citizenship, detentions, suspensions, or any inappropriate behavior may result in loss of the Disneyland trip or taking part in the graduation ceremony.

Valedictorian Requirements: Student(s) earning the highest GPA in every quarter throughout their 7<sup>th</sup> and 8<sup>th</sup> grade years (regardless if having attended WCCS both years) in the following subjects: Bible, English, History, Math, and Science. Suspensions, detentions and poor citizenship may be grounds for removing a student from honors at graduation, regardless of GPA.

Salutatorian Requirements: Student(s) earning second highest GPA in every quarter throughout their 7<sup>th</sup> and 8<sup>th</sup> grade years (regardless if having attended WCCS both years) in the following subjects: Bible, English, History, Math, and Science. Suspensions, detentions and poor citizenship may be grounds for removing a student from honors at graduation, regardless of GPA.

Marshal Requirements: Student(s) earning highest GPA in every quarter throughout their 7<sup>th</sup> grade year in the following subjects: Bible, English, History, Math, and Science. Suspensions, detentions, and poor citizenship maybe grounds for loss of privilege.

**----- Detach and return to the school with all signatures by the end of the first week of school -----**

*I have read and I understand all of the information in the 6th - 8th Grade Handbook for Parents and Students. I know that there may be other directions given to me at school. I agree to obey these regulations. If I do not do satisfactory school work or if I do not obey the regulations of my school, I may expect to be asked to withdraw.*

Date \_\_\_\_\_ Student's Signature \_\_\_\_\_

*I have read the 6th - 8th Grade Handbook for Parents and Students. I agree to encourage obedience to the rules and regulations of the school. I will foster an attitude of respect and responsibility on the part of my child. I will support the school in necessary disciplinary action. If my child does not make satisfactory progress in academic areas and/or continues to disobey school rules, I agree to withdraw him/her from WCCS.*

*I understand that the decisions and actions of the administration are final. If I cannot abide by these, I agree to withdraw my child.*

Date \_\_\_\_\_ Father's Signature \_\_\_\_\_

Date \_\_\_\_\_ Mother's Signature \_\_\_\_\_

Date \_\_\_\_\_ Guardian Signature \_\_\_\_\_