

**Middle School**



**SURVIVAL GUIDE**

**For Students and Parents**

**Trinity Lutheran School  
2019-2020**

Dear Parents and Students,

Welcome to the new school year!! Whether this is your first year in middle school or your last, this Survival Guide has been prepared to ensure that you are empowered to have a successful year. Together, please read and review this thoroughly, and sign the last page acknowledging that you have all read this. Return the last page to your homeroom teacher } [ ~~see~~ ~~at~~ ~~the~~ ~~end~~ ~~of~~ ~~the~~ ~~document~~ ~~on~~ ~~Friday~~, **August 30, 2019**. We will also discuss this in homeroom; don't be afraid to ask questions!!

Kind regards,

*Middle School Teachers*



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## Attendance/Tardies

One of the most important things you can do for yourself each day is arrive to school in plenty of time to prepare yourself for the day. Doors open at 7:45 AM and all students are expected to be seated in homeroom and prepared for the day at 8:00 when the bell rings. There is much to be accomplished during the short homeroom period to start the day on a positive note. If the homeroom teacher notices a pattern of

tardiness, she will reach out to the parent to formulate a plan to correct the issue.

Classroom instruction time is very valuable, and in order to decrease interruptions, students should use the first few minutes of class to excuse themselves to the restroom or the water fountain.



## Dress Code

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Students are expected to be neat, well-groomed, clean, and dressed within the guidelines defined below. Responsibility for appearance rests with the parents and the students themselves. Any student who comes to school inappropriately dressed will be sent to the office by his/her homeroom teacher to call home for a change of clothing. A student will be referred to the Dean of Students only if a pattern of infractions emerges. Students will not be allowed to participate in school activities until they are properly dressed.

## **Shirts, Sweaters and Pullovers**

- Long or short sleeve turtlenecks, polo style or collared shirts in any solid color.
- Logos (other than TLS) should not be larger than a quarter
- Sweatshirts, sweaters, and fleece jackets in solid color may be worn with a collared shirt or turtleneck underneath. Outerwear should be removed upon entering the classroom.
- Hooded sweatshirts and sweaters are not permitted (exception: 8th grade class hoodie)
- Shirts should be tucked in at all times with no midriff showing.

## **Pants**

- Tailored pants or shorts/skort/capris that are sized appropriately. Pants should fit appropriately.
- Shorts and skorts should be no shorter than 2 inches above the knee.
- Solid colored pants in khaki, navy, black, or hunter green.
- Jean-style pants of any color are allowed on TAG days only.

## **Shoes**

- Shoes should fit securely on the foot and should fasten around the rear of the foot
- Athletic sneakers must be worn for PE.

## **Tights & Leggings**

- Tights and Leggings may be worn under skirts, dresses, and jumpers. They should be a solid color: white, hunter green, navy or black.

## **Belts**

- Belts should be worn with any garment that has belt loops. Belts and buckles should be appropriate and not distract from the learning environment.

## **Hair and General Appearance**

- Hair should be colored and styled to appear natural.
- Boys' hair should be cut above the shirt collar in the back and no longer than mid-ear on the sides. Hair should be out of the student's eyes to facilitate learning.
- Girl's jewelry and makeup should be tasteful, age appropriate, and not distracting from the learning environment. Boys are not permitted to wear earrings or other piercing adornments.

## **Spirit Day Attire**

- Fridays have been designated as school spirit days
- Students may wear TLS Spirit wear. Shirts should be tucked in.
- School sponsored tattoos may be worn on spirit days and at games.
- Jeans are not permitted on TLS Spirit days.

## **TAG Day Attire**

- TAG Day is a charity fundraising day where a charity is "tagged" for a donation.
- TAG Day donation is \$2.00 and is paid through Smart Tuition.
- School appropriate t-shirt and jeans are permitted and shirts may be left untucked.
- Anyone choosing not to participate in a TAG Day should follow TLS dress code.

## **School sponsored Dances**

- Students should dress age-appropriately for the occasion.

# Grading Policies

Numeric grades are given in core academic subjects.

Resource classes use the following scale:

O	Outstanding	90-100
S	Satisfactory	80-89
N	Needs Improvement	70-79
U	Unsatisfactory	69 and below



Grades are weighted as follows:

Homework	10%	Classwork	20%
Quizzes	30%	Tests	40%

## Head of School

A student earning an average of 93 or better in his/her core academic coursework with no grade below 90 and “S” or better in resource classes will be recognized for **Head of School** honors.

## Honor Roll

Students earning an average of 85 or better in his/her core academic coursework with no grade below 80 and “S” or better in resource classes will be recognized for **Honor Roll** honors.



## Homework

Homework is an important part of the learning process. Along with developing responsibility, it develops patterns for independent study and time management skills. Parents can help develop this sense of responsibility in their child by providing a regular time and quiet place to work independently. If you see that your child is struggling, please let us know.

## Student Work/Communicators

Communicators will be sent home on an as needed basis with communications from the office, field trip notifications, permission forms, etc.

## Inclement Weather

When school is closed due to inclement weather, it is important that students check Canvas for any work that is assigned for completion while school is closed.



## Volunteer Hours

The middle school years are the perfect time for our future leaders to learn the value of giving back to their community. Volunteering has many benefits such as building leadership skills, broadening skill sets, helping those in need, boosting self-confidence, and learning valuable social skills.

We ask that our middle school students volunteer a certain number of hours each year:

Grade 6 -- at least 10 hours

Grade 7 -- at least 15 hours

Grade 8 -- at least 20 hours

Please see your homeroom teacher for a copy of the Volunteer Hours documentation form. Completed forms are returned to your homeroom teacher at the end of the school year.

## Honor Code

The goal of Trinity Lutheran School is to promote a community of trust that will enhance student achievement both academically and personally. The Honor Code represents expectations of student behavior that are consistent with the values and ideals to which we are committed, and it helps instill integrity in all we do. Students who accept responsibility for their own academic and personal integrity learn and take pride in genuine achievement.

**The Middle School Honor Code reads as follows:**

1. I will not use profanity or vulgar language.  
2. I will not use violence or threaten violence.  
3. I will not cheat or plagiarize.  
4. I will not use drugs or alcohol.  
5. I will not use tobacco or vaping.  
6. I will not use cell phones during class.  
7. I will not use social media during class.  
8. I will not use any electronic devices during class.

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## Honor Council

The purpose of the Honor Council is to review alleged Honor Code violations. The Honor Council is a restorative program, giving students the opportunity to resolve conflict as a community.

The Honor Council consists of a selected group of students and an adult sponsor. The council reviews cases of alleged violations and decides whether a violation has occurred. This decision will be based on presented written evidence from the referring staff member and the referred student.

The proceedings of the Honor Council are confidential. No Honor Council member speaks with anyone outside of the Council about any case during or after its consideration.

Major offenses to the honor code result in immediate referral to honor council. Teachers may also refer students to honor council for repeated minor offenses at their discretion.

### **Examples of Major Offenses**

- Harassment or bullying
- Use, distribution, or activity related to alcohol, tobacco, and/or illegal or prescription drugs
- Fighting
- Dangerous objects or weapons
- Misuse of electronic devices
- Lying, Cheating, Stealing, Plagiarism
- Vandalism

# Contact Information

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**Mrs. Beckie Belote**      Essentials of Algebra, Course 1  
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**Ms. Sandy Butler**      Physical Education  
([sbutler@trinitynn.com](mailto:sbutler@trinitynn.com))      Athletic Director, Dean of Students

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**Mrs. Lina Edwards**      Grade 6,7,8 English Literature  
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Grade 8 English  
Grade 7 Homeroom

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**Mrs. Emily Graham**      Grade 6 & 7 English  
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**Mrs. Janice Lively**      Algebra I, Geometry  
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**Mrs. Sarah Myers**      Lower School Spanish  
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Grade 8 Spanish 1  
Grade 8 World Geography

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**Ms. Nicole May**      Grades 6 Science, Homeroom  
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Grades 6-8 Health

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**Mrs. Ellen Baker**      Librarian  
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**Mrs. Wenda Bransford**      Technology  
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**Mrs. Sue Kerr**      Art  
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**Mrs. Linda Madler**      Music  
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# TRINITY LUTHERAN SCHOOL

Name \_\_\_\_\_ Grade \_\_\_\_\_

**Students:**

I have read the “Middle School Survival Guide” and have discussed it with my parent(s).  
I understand it is my responsibility to ask questions about which I am confused.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Parents:**

I have read the “Middle School Survival Guide” and have discussed it with my child.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_