

# Middle School Guidelines



# Guidelines for Middle School

Adjustments are necessary each year as students move up in the grades. However, as students enter middle school, increased adjustments are necessary. In the elementary grades, academic studies generally took place in each homeroom. In middle school, students must move from room to room for each academic subject. There is also an intramural period instead of a noon hour, and a short break in the morning and afternoon rather than a recess time. In I Cor. 14:40 we read, "But everything should be done in a fitting and orderly way." Because there are many new and different things about middle school, you should be informed and understand these changes. Everything must be done properly and orderly; the following guidelines will help you in your adjustment to middle school here at OCCS.

1. Study hall is normally for individual study only. Group work is allowed with a note from the teacher who assigned the project. Asking questions of other students is only allowed with monitor approval. The study hall monitor should answer individual questions from the students as necessary. This can best be accomplished by the monitor moving to the student's desk or asking the students to come to the monitor's desk one-at-a-time.
2. Students who have a study hall in a room other than their homeroom must take enough work to study hall to keep themselves occupied during the entire study hall.
3. Students will not leave the study hall for books, supplies, etc.
4. Students in study hall will not be given permission to see another teacher unless that teacher also has a study hall in another room.
5. Students in study hall must have a book along to read if they finish their work. In other words, once study hall begins--no traffic in or out. This is a time for quiet, individual study only. The purpose of these guidelines are:
  - a. To provide the students a time and environment in which they can meaningfully complete their school work.
  - b. To help eliminate the many distractions present by students moving around.
  - c. To help students fulfill their Christian obligation to "use time wisely".
  - d. To make it easier for the study hall monitor to help those who can benefit from individual help.
  - e. To provide consistency for the study hall monitors in their responsibilities so all students are treated fairly.
6. The morning break is given to use the restrooms, etc. Students are not to go outside during these breaks. Each grade has a 20 minute lunch break. If students finish eating lunch early they wait until the teachers dismiss them to their homeroom.
7. P.E. classes require you to change your clothes. You may use the locker rooms by the gym for this purpose. Please do not store any items in this room when your are not participating in these two activities. Gym shoes must be worn for PE and intramurals. If possible white or light soled shoes only.

8. Students may not sell or purchase candy, etc. at school unless directed by the school.
9. Generally, students must raise their hands before giving an answer or comment in response to teachers. Teachers will inform students when this procedure is not to be followed.
10. Pencil-sharpening is to be done during breaks, noon hour or before school begins.
11. Respect for the property of others applies to the teacher's desk and the desks and lockers of fellow students. Writing on desks, lockers or any school property is not permitted.
12. After the first week of school, no one will be allowed to go back to his/her homeroom for forgotten books, etc.
13. Students will be encouraged to check out library books when in the library. Library time is not a study hall, but a time to check out books, read a library book, or do research, etc.
14. Gum chewing and pop are not allowed at any time during the school day.
15. Students will walk QUIETLY when going to and from Art, Music, PE and other classes; showing respect other students and teachers who are in class. Jumping and slapping at signs, tops of doors etc., along the way is prohibited.
16. Invitations to birthday parties should be sent in a respectful manor. If you are not able to invite the entire class (boys and/or girls), do not deliver invitations during school time.
17. Attending a Christian school is a privilege. The board will deny that privilege or take other disciplinary action against any student whose conduct does not conform to acceptable Christian standards. This applies to conduct during school hours and while the student is representing the school at any function and also while the student rides a school bus.
18. The use of tobacco, alcohol, and prohibited drugs in any form shall be banned from the school building and grounds and all school sponsored functions. The students, by virtue of their age shall not be permitted to use the above stated substances. This holds true for firearms or weapons of any kind.



19. Students may use the telephone in the hall only with approval of a teacher during the school day. After school hours, students may use the hall telephone to request parents to pick them up following sports practice, etc. The telephone in the classroom is for teacher use ONLY.
20. Students are to use the telephone in the hall for all local calls. Permission from the office must be granted for long distance phone calls. When assignments are

given, hang on to it until the day and class period that it is due. This is part of being responsible--hanging on to it and knowing where it is.

21. Middle school students are required to finish all schoolwork on time. If students fail to complete work by class time they will serve a detention period during intramurals. Students will be given a note to be signed by parents and returned to teachers the next day. Students with four detentions in a month will be required to stay after school to work with a teacher. In addition, students observed chewing gum or eating candy during class time will also serve a similar detention.
22. Cell phones, iPods, Gameboys, etc. are not allowed during the school day. If found, they will be taken from students, placed in the office and parents will be required to pick up.