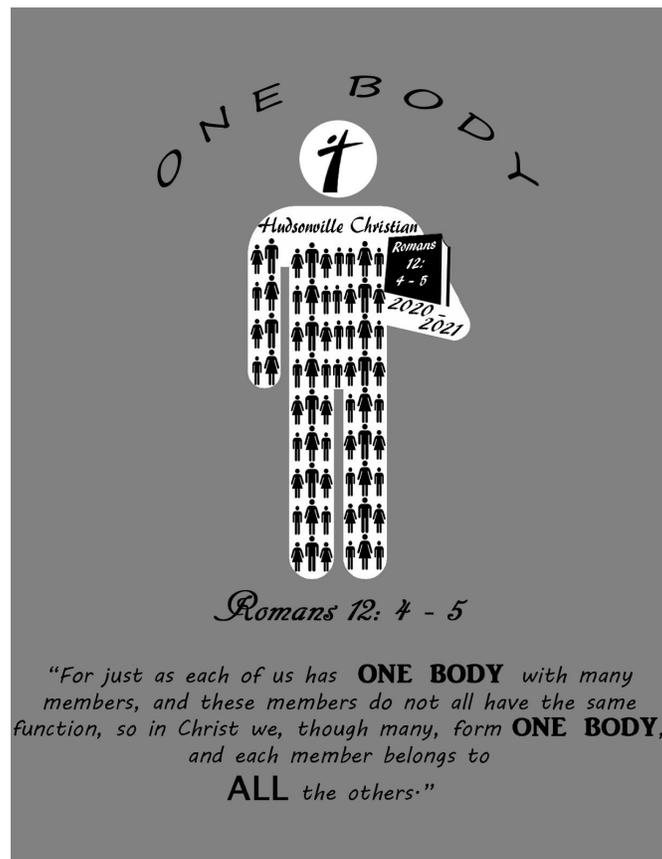


HUDSONVILLE CHRISTIAN MIDDLE SCHOOL HANDBOOK



HCMS 2020 – 2021 School Year

2020 – 2021 School Year

Dear Students and Parents

On behalf of the HCMS staff, I want to welcome each one of you to this school year at Hudsonville Christian Middle School! Christian Education is a lifelong commitment and process; we consider it a privilege to work with you during these exciting years of development. A new school year brings with it a variety of opportunities and experiences. It is our goal as a community of students, staff, and parents to be engaged in education that prepares our students to be Christ's agents of restoration in this world.

In order for a community to function well together, common expectations and guidelines are necessary. This handbook outlines the procedures and guidelines from our school. Our goal with these guidelines is that – our actions, in both words and deeds, will be Christ-like; a reflection of what Jesus would want us to do. Our strength to accomplish this is in knowing that we are children of God and all things are possible through Him.

There are many ways in which students can be involved in middle school.. We encourage participation as an opportunity for students to explore their God-given gifts. Participation is also an excellent way to develop friendships with other students. Both of these components are an important part of a well rounded Christian middle school education. We want you to know that as a staff we are firmly committed to challenging our students' minds and lives for Christ and encouraging them as they develop their personal walk with their Lord and Savior in all aspects of their middle school journey.

I hope and pray that throughout this school year we will grow together as a community and with God's help and faithfulness may we experience success and joy as partners in all areas of our children's education. If you have any questions, please feel free to stop in the office or call me at 616-669-7487.

In Christ,

A handwritten signature in dark ink, appearing to read "Justin Knot". The signature is fluid and cursive, with the first name "Justin" and the last name "Knot" clearly distinguishable.

Justin Knot, Principal
Hudsonville Christian Middle School

NOTE: No handbook serves to contractually bind the school in any way. Also, this handbook is subject to change without notice by the school governing body.

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(upon request from the middle school office.)

**HUDSONVILLE CHRISTIAN MIDDLE SCHOOL STAFF
2020 - 2021**

Mrs. Sarah Bolt	Educational Support Services
Mrs. Mary Broene	Interim Superintendent
Mr. Mike Broersma	7th grade team – Bible, Science
Mrs. Melanie Coallier	6th grade team – Bible, Language Arts, Social Studies
Mrs. Laura DeJong	Media Center
Mrs. Kristin Dyk	8th grade team – Bible, Math, Algebra
Mrs. Katie Heerspink	7th grade team – Bible, Math
Mrs. Jess Hollenbach	6th, 7th, and 8th grade Choirs, 6th, 7th, and 8th General Music
Mr. Luke Holtrop	6th, 7th, and 8th grade Physical Education, Athletic Director
Mrs. Tammy Holwerda	6th Study Hall/Exploratory, 7th Decisions, 8th Health/Future Plan
Mr. Jon Huisman	6th grade team – Bible, Math, Science
Mrs. Lisa Huisman	Office Assistant
Mrs. Sara Jager	6th, 7th, and 8th grade Orchestra Director
Mrs. Tiffany Kamper	6th, 7th, and 8th grade Spanish
Mrs. Cindy Keuning	Administrative Assistant
Mr. Justin Knot	Middle School Principal
Mr. Brian Knot	6th, 7th, and 8th grade Band Director
Mr. Matt Koets	Educational Support Services
Mrs. Justine LaFrence	6th grade SOAR, 7th grade ELA II, 8th grade ELA II
Mrs. Holli Land	Educational Support Services
Mrs. Jennifer Large	Educational Support Services
Mrs. Laura Mast	6th, 7th and 8th grade Art
Mr. David Miedema	8th grade team- Bible, Social Studies
Mr. Randy Nauta	Custodian
Mrs. Amy Netz	6th, 7th, and 8th grade Band Assistant
Mr. Tyler Prough	8th grade team – Bible, Language Arts
Mrs. Sarah Renkema	6th, 7th, and 8th grade Orchestra Assistant
Mr. Dean Ritsema	7th grade team – Bible, Social Studies
Mrs. Alexis Roode	7th grade team – Bible, Language Arts
Mr. Al Rottman	8th grade team – Bible, Science
Mr. Shane Schaap	6th grade team – Math, Science
Mrs. Lori Schout	Educational Support Services
Mrs. Jackie Sietsema	6th grade team – Bible, Language Arts, Social Studies
Mr. Terry Steenstra	6th, 7th, and 8th grade Technology Director
Mrs. Rashelle Tamminga	Media Center
Mrs. Christi Tuit	Guidance Counselor
Mrs. Wendy VanDoeselaar	Director – Educational Support Services
Mrs. Katie VanTil	6th, 7th, and 8th grade Physical Education, Nurturing Faith Coordinator

HUDSONVILLE CHRISTIAN SCHOOL
MISSION STATEMENT
Challenging Minds and Lives for Christ

CORE VALUES

Hudsonville Christian School...

- pursues academic excellence and achieves state standards.
- establishes and upholds a biblically based curriculum.
- teaches from a Reformed Christian perspective, intentionally integrating faith and learning.
- welcomes God's children of varying abilities and backgrounds, celebrating their uniqueness.
- challenges each student to develop his/her God-given gifts to the best of his/her ability.
- nurtures the whole child as an intellectual, emotional, physical, social, and spiritual being who bears the image of God.
- provides a safe and caring community in which to learn.
- partners with parents and churches to encourage students in their faith and learning.
- equips God's children to serve Christ in our global and diverse society.
- assists students in discovering their place in God's Kingdom so they can be a witness to the world.

GOALS

In order for our Mission Statement to become a reality, the staff at Hudsonville Christian Middle School has developed the following set of goals they would like to have every student accomplish.

Students will be:

1. Critical thinkers who base decisions on Christian values.
2. Cooperative workers.
3. Effective communicators.
4. Committed disciples.
5. Community contributors.
6. Creative and effective problem solvers.
7. Respecting of self and others.
8. Self-directed learners.
9. Producers of quality work.

As a staff, we have determined many of these goals are already being accomplished through our curriculum and our teaching, and we are committed to a continual study to insure that these goals are achieved.

Christian Education and Curriculum – Distinctively Different

The HCMS staff has a passion for and a love for Christian education. Christian education is distinctively different and this is due to the intentional integration of faith and learning at the core of all that is taught. What is taught, why it is taught, and how it is taught reflects the light of God's teaching. All the curriculum at HCMS is taught from a Christian perspective.

As your child moves through HCMS, we hope that you will observe that Christian perspective in all their studies. Encourage conversation about the classes taught and give your input on the attitudes and perspective Christ wants us to employ in all of these areas. We covet your interest and support in making our education vital, interesting, and most of all Christ-centered. We look forward to working with you, and we pledge our best efforts to love and nurture both you and your child as we grow together as a community in Christ.

Note: Course descriptions are available on the school website <https://www.hudsonvillechristian.org/>

ATTITUDES AND ACTIONS

“...whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things.” Philippians 4:8 (NIV)

This verse encourages and challenges us to apply these words in our lives. This process must begin in our hallways and classrooms and can be achieved only if each student makes specific commitments.

Therefore, we ask of each **student**:

1. To work at developing positive attitudes toward self, among fellow students, and toward teachers.
2. To treat others with respect and compassion, not laughing at or teasing others; rather respecting the feelings of others.
3. To make school a safe place by not hurting, hitting, kicking, threatening, or pushing anyone.
4. To respect each other's property – the things that belong to the school and to fellow students.
5. To help maintain a calm and quiet school by not yelling, screaming, shouting, making loud noises, or disturbing others.
6. To learn about the person God has made me to be. This means I should feel free to express feelings and opinions, and I will listen as others express their feelings and opinions.
7. To learn the discipline of self-control which means I will not speak or act out of anger or abuse others even if they have abused me.
8. To be responsible for keeping God's commandments as given in His Word and to do all I can to encourage others to do the same.
9. To do the very best work I am capable of doing.
10. To accept criticism positively and practice forgiveness - even as God, in Christ, has forgiven me!

In order for students to carry out these responsibilities and have a positive educational experience, they are going to need the prayer support and encouragement of teachers. We ask of **teachers**:

1. To be consistent and fair in disciplining students.
2. To demonstrate understanding and compassion for every student.
3. To create an atmosphere inspiring self-discipline among students.
4. To communicate and cooperate with the school administration and the parents of our school.
5. To be knowledgeable regarding the subjects they teach and to show a genuine interest in each individual young person they teach.
6. To view every student as a child of God, seeking to develop their full potential in God's service.
7. To pray for the continued work of the Holy Spirit in the lives of their students.

And we ask of **parents**:

1. To prepare the student for a positive experience in school.
2. To insist that the student is completing homework to the best of their ability.
3. To help maintain open communication with the young person's teacher and principal.
4. To support the rules and regulations of the school.
5. To communicate with the teacher first, and then administration when you have questions concerning rules and other issues related to school.
6. To be informed about the entire school program and support your child's involvement in it.

7. To encourage your son/daughter to be self-disciplined and accountable.

EXPECTATIONS/RULES/ REGULATIONS/CODE OF CONDUCT

The rules established for Hudsonville Christian Middle School have been carefully thought out and are designed to support learning and promote a positive, Christ-like environment at school. The teachers will always attempt to enforce the rules fairly and uniformly, but it is the student's responsibility to know the rules and to avoid actions that will violate them.

A. Travel to and from school

1. Those walking to or from school must use the sidewalks directly south of school. Please do not cut through neighbors' yards.
Please do not cut across or use the front lawn at any time. This means especially the areas closest to the building.
2. Those riding bicycles should park them in the bike area located between the 6th and 8th grade classrooms, and leave them there until 2:40 p.m. Please do not stand around and talk in that area. When leaving with bicycles use this route only: ride on the right side of the east driveway. Do not use the west driveway. Use the far western edge of the driveway to cross Van Buren Street (if going east). We recommend that students riding bikes wait until buses have left the school area before leaving school. This will help eliminate busses and bicycles "mixing" in a potential accident. Do not ride more than two students abreast on any streets. Students are not to ride on sidewalks or opposite the flow of traffic. We recommend that you wear a helmet for your safety.
3. Students are not to drive any type of motorized vehicle to school.

B. Dress Code

HCMS students are expected to dress appropriately for schoolwork and consistent with promoting a wholesome Christian learning community. The dress code identifies wear that we have determined appropriate and not appropriate for student school work. Schoolwork includes getting in and out of desks and chairs, working at tables, working on the floor, standing, sitting, etc. Schoolwork is to be carried out without distracting, inappropriate, or restrictive clothing.

HCMS reserves the right to change its dress code as cultural styles change to ensure appropriate clothing for school. Clothing, jewelry, and personal grooming must not be distracting, disruptive, restricting, suggestive, offensive, or denigrating.

The administration's decision as to what is appropriate or not appropriate for school and schoolwork is final. Your support in these matters is needed, expected, and appreciated.

1. Students are not to wear hats or have hoods on in the hallway or in class. Hats must be left in lockers during class time. Dress appropriately for the weather and leave all outerwear in your locker.
2. Pants/Leggings/Skirts/Dresses/Shorts/Shirts/Tops
Capri pants may be worn to school.

Jeans should be neat, clean and in good repair with 'rips' only from the individual's mid-thigh and below.

Leggings may be worn as long as the back side is completely covered by a shirt/top or sweater: leggings may also be covered by a dress or skirt as long as they extend to mid-thigh. Skirts and dresses must extend to mid-thigh and you must wear leggings or spandex underneath. (Getting in and out of desks and chairs, working at tables, working on the floor, standing, sitting, etc. make it problematic without wearing leggings or spandex.)

Shorts must extend to mid-thigh. (Again, getting in and out of desks and chairs, working at tables, working on the floor, standing, sitting, etc. make it problematic without wearing leggings or spandex.)

Shirts and tops may be sleeveless if straps are 2 inches in width from neckline to the sleeve edge. This includes shirts that have the cutout between the shoulders and the rest of the sleeve.

Off the shoulder shirts, sheer tops, and open back shirts are not allowed.

Bra straps and camisole straps are to be covered.

Bare midriff tops are not allowed.

Tops exposing any cleavage may not be worn.

Boys must wear shirts with sleeves.

3. Word and illustrations on clothing are allowed if they convey a Christian message and/or a positive attitude toward self and others.

Shirts, tops, pants, coats, etc. may not have offensive or suggestive words, pictures, etc. on them. They also may not have advertisements/logos/symbols of tobacco, tobacco-like substances, vaping, alcohol, drugs, or music groups on them.

4. If there is a question whether apparel is within dress code, please ask in advance of wearing it or choose something you know is appropriate.

Questions about dress will be referred to the administrator for a final decision. The school reserves the right to decide what is inappropriate for the school setting. In the area of grooming, we must be distinctively Christian and not merely imitate those of the world around us. We should choose clothing that demonstrates our realization that we are image bearers of God and we are sons and daughters of the King.

Students needing a change of clothes will be allowed to call home and make arrangements for changing before being allowed back in class.

C. Lockers, Books, and Backpacks

1. Students are responsible for any damage to school owned books or equipment.
2. Students intentionally mutilating/damaging desk tops, tables or workspaces are assessed a minimum fine of \$5.00. Stickers of any kind are not to be put in or on desks, tables or workspaces. Any other school property carelessly broken or damaged by students is to be paid for by the student(s) involved. Students who intentionally write in, or disfigure books belonging to school will be assessed a minimum fine of \$3.00.
3. Students are responsible for clearly identifying their own books, notebooks, and other personal belongings. At the same time, no one should use or borrow the possession of another. P.E. clothing should be identified by having your name on it.
4. Close locker doors carefully and quietly. Stickers of any kind are not to be put on lockers. You are responsible for keeping the locker you are assigned clean and free from damage.
5. School owned books are to be kept in desks or on locker shelves, not on the floor of lockers.

6. Students in grades 7 and 8 must keep their backpacks in their lockers during the school day unless given permission by a teacher to have it in class due to special circumstances. Students in grade 6 must keep their backpacks in their lockers during the morning. They may bring them to 7th and 8th period classes provided they are neatly placed against the hallway walls and allow people to safely walk through the halls.
7. Students are allowed to "decorate" inside their lockers. However, they must be aware of the following guidelines:
 - a. Whatever I have in my locker should not bring into question my faith or commitment to Jesus Christ. It must be obvious that this locker is used by a Christian young person.
 - b. Any pictures of individuals should be the kind that every Christian should model.
 - c. Teachers will periodically check lockers. Any questions about locker pictures or decor will be turned over to Mr. Knot, middle school principal.

D. Hallways and Breaks

1. **When you go outdoors to the playground at noon hour or recess, use only the doors on the east side of school. Use these same doors when you enter again. Do not leave or enter through the front doors during morning and noon breaks.**
2. No one is to be in the shower rooms, gyms, or music room except for the purpose of class or intramurals. Gym lights must not be turned on or off by students.
3. Students are not allowed on the deck of the north gym at any time. (This is an ordinance issued by the State Fire Marshal).
4. The hallways of school are to be orderly places. Walk at all times and be certain that any paper trash, especially at breaks and noon hour, ends up in the wastebasket.
5. During the 1st and 4th marking periods ALL STUDENTS are required to be outside during long break on Friday. If weather does not allow this, an announcement will be made to students to stay in.

E. Noon Hours

1. No students are to leave the school grounds at noon for lunch except those who have been given specific permission.
2. During the 1st and 4th Marking Periods ALL STUDENTS are required to be outside during the Noon Hour. During the 2nd and 3rd Marking Periods students will be allowed inside as long as their behavior is appropriate. Students who misuse this privilege will be asked to spend noon hours outside.
3. Lunch must be eaten in homerooms and trash disposed of properly before leaving the room.
4. Hot lunch will be served by members of the Parent's Club every Wednesday unless you are notified otherwise. The menu for the week will be printed in the Home Communicator and may include choices such as roast beef sandwiches, pizza, subs, chicken strips/chicken sandwiches. Pop and chips are also served. Only one (1) can of pop may be purchased.

F. Playground

1. The playground area is limited to the property north of school, the soccer field and east property, and the black-top basketball area. Please DO NOT congregate in the low areas to the north of the soccer and softball fields, the gazebo, or in the area where cars are parked.
2. Sports equipment is provided for playground/outdoor use.
3. No tackle sports of any type are permitted on the playground.
4. Students are not allowed to throw snowballs.
5. Students are not allowed to climb any of the trees on the school grounds.

G. Student Language Statement

At Hudsonville Christian School we take seriously our students' social and spiritual development. This includes guiding them to express themselves in appropriate ways. Our students are taught that bad language does not honor God and will not be tolerated at our Christian school. If profanity or other inappropriate language is used by a student, our teachers and administrators consider it a teaching opportunity and deal with it directly in a firm but loving manner. If the problem persists with a particular student, parents will be notified. Failure to control inappropriate language could result in a loss of free time activity at school for a period of time. We need to work together in discerning ways to honor God and be an example to others through our language.

H. Miscellaneous

1. Gum chewing in school will be allowed in all classes except band, orchestra and choir, or when requested by a staff member not to chew gum.
2. Personal electronics may be used before school begins at 7:50 a.m. and after the 2:40 p.m. dismissal. Personal electronics must remain OFF or ON SILENT MODE during school hours.
3. If a student needs to take a cell phone to school, it **MUST BE ON SILENT MODE DURING SCHOOL HOURS**. If a student chooses to not comply with these guidelines, the cell phone will be turned in to the office and must be picked up by a parent.
4. Students may not take knives, matches/lighters, firecrackers, etc. to school at any time.

I. The 5 Ps

We believe each of our students is created by God for a specific purpose. While these purposes start to unfold, there are important skills that all students must have regardless of where they end up and what they end up doing. We have identified these skills as "The 5 Ps".

- POLITE Show respect to yourself, others, and property
- PREPARED Have your materials and completed assignments out and ready at the start of the class
- PROMPT Be on time
- PRODUCTIVE Be on task and actively involved in the learning process
- POSITIVE Be optimistic about learning

J. Social Media

The school does not monitor students' interactions on any social media sites. However, if negative behavior on those sites creates a threatening or damaging situation between students at school, the administrators will respond to the disruption. The administrator will follow up with the students involved and their parents/guardians. Consequences for creating that disruption may include social probation, suspension, etc.

K. Respecting Each Other

We believe as children of God that each child deserves to be treated with respect. Any actions or language, either written or spoken, that is negative towards each other should be reported to one of the staff members at Hudsonville Christian Middle School. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27) In light of current issues of sexual orientation and gender identity, HCS has adopted the following code of conduct grounded in our

Hudsonville Christian School Statement of Belief that establishes parameters for acceptable behavior. HCS expects all persons attending school and/or school events will:

- Use the restrooms, locker rooms, and changing facilities conforming with one's biological sex, with arrangements made for private facilities for those with special circumstances.
- Agree to not advocate for same sex causes within the school setting

We will address and deal with each issue separately and in accordance with the procedures for such behavior in place at the Middle School.

This section of expectations/rules/regulations/code of conduct is not designed to list all the rules, or to imply that you may do anything that is not listed here. Above all else remember this: your actions should be in keeping with the Christian character of this school and anything which violates this or harms the orderly and well-disciplined life that an education requires will not be allowed. Carefully think before you act and the atmosphere of the entire school will be improved.

DISCIPLINE POLICY

A. Statement of Philosophy

Discipline at Hudsonville Christian School is designed to encourage students to develop into responsible and self-disciplined Christians, and is carried out in an atmosphere of caring and good order. We live in a sinful world and our school and our students are not excluded. But we will also recognize God's forgiveness for wrongdoing and we want to help our students to view themselves as responsible Christians and to act that way. In every discipline case students should know that we love and care for them even though disciplinary actions may be in order in some instances.

B. Goals

1. To have our staff, students, and parents understand that we are disciplining from a Christian perspective.
2. To encourage students to make wise choices based on God's Word.
3. To provide a positive learning atmosphere and a safe school environment where instruction is well disciplined and rules are clear and purposeful.
4. To have each student be responsible to every teacher because he/she takes responsibility for proper order throughout the entire school.
5. To have our students show respect for self, fellow students, and staff.
6. To have students show respect for the property of fellow students and the school.

C. Our Shared Commitment Regarding Discipline

1. In order for our classrooms to have good instruction and be well disciplined and orderly, we have rules that are clear, fair and understandable. For example:
 - a. Be to class on time.
 - b. Come to class prepared.
 - c. Be courteous and respectful at all times.
 - d. Respect the property of others.
 - e. Obey the general rules of the school.
2. We are committed to modeling Christian behavior in order to carry out discipline effectively.
3. Our teachers share responsibility for what takes place in the school.
4. We will not discipline with sarcastic words or to embarrass anyone.
5. Discipline is necessary to allow skilled teaching to take place, so when consequence or punishment is necessary, it will be given and explained in love.
6. Students must honestly admit to wrong when it occurs. It is important for them to confess the wrong to God, so that they can be assured of forgiveness (from God and us). After the penalty has been served, the student will be able to face the future with hope and encouragement from God and from us.
7. Student behaviors (words and actions) that are not fitting in a Christian School will be dealt with seriously, and in a fair, straight-forward manner.
8. It is vital to have parents understand the philosophy, goals, and procedure of our discipline policy, and to support and cooperate with staff in enforcing this policy so Hudsonville Christian Middle School may be a place that honors Jesus Christ.

D. Procedure

1. Level One Offense: e.g. excessive talking in class, name calling, lateness to class, forgetting a pencil, tardiness, inappropriate language, homework not completed, little or no effort. Possible consequences when Level One Offenses have occurred:
 - a. Verbal warning (after normal classroom procedures have been taken and are not effective).
 - b. Teacher notifies parent or guardian.
 - c. Detention and parent notification.
 - d. Teacher request for a parent/teacher/administrator conference.
 - e. Classroom or school suspension.

2. Level Two Offenses: offenses such as chronic cheating, lying, swearing or profanity, disrespect to students or staff, possession or use of tobacco, possession or use of electronic cigarettes/vaping paraphernalia or hookahs, lighters, matches, or firecrackers, alcohol, illegal drugs, weapons, vandalism, violence/fighting.

The following procedures shall be followed when handling Level Two Offenses:

- a. Referral to the principal. In every situation the problem should be referred to the principal.
- b. Restitution of property. If something is stolen or damaged, appropriate corrective discipline and restitution will be determined by the principal in consultation with the parents.
- c. Suspension. The first step may be that the student is sent home. The parents/guardians are requested to pick up their child at school and discuss the problem with the principal. If this is not possible the child remains at school, but out of class.

The next step is either in-school suspension or at-home suspension.

- (1) In-School suspension. This suspension is by the authority of the principal. The child is suspended from classes and remains in the school. Parents are informed.
 - (2) At-Home suspension. This suspension is by the authority of the principal. It will take place only after the parents have been informed and a discussion has taken place.
- d. Expulsion. All expulsions shall be recommended by the principal and approved by the Hudsonville Christian School Education Committee after parents have been informed and discussion has taken place. Hudsonville Christian School has the right to discipline or ask a student to withdraw from school for any reason, however, failure to comply with the expected standards of conduct will subject the student to potential disciplinary action, up to and including expulsion or dismissal.

POLICIES

A. REGARDING ABSENCES

1. Student absences:
 - **Illness** - A parent must call the Child Watch number (669-7485) on the day of the absence explaining the student's absence from school. The excuse can also be accomplished via email. Hudsonville Christian middle school staff email addresses are the teacher's first name initial and the full last name followed by @4hcs.org (ex. jknot@4hcs.org)
 - **Medical appointments** should be avoided during the school day as much as possible. If necessary, the student must bring an excuse **in advance** and present it to Mr. Knot or Mrs. Keuning/Mrs. Huisman in the office prior to leaving for the appointment.
 - **Non-medical or illness absences** - An excuse must be obtained **BY A PARENT in advance** from Mr. Knot. This can be accomplished by the parent in person or by telephone, with an email, or written note.

STUDENTS: When you bring a note from home, it must be signed by Mr. Knot or Mrs. Keuning/Mrs. Huisman before you give it to your teacher to leave for your appointment.

2. Students who arrive/depart after morning attendance is taken must be sure to check in the office so the attendance record will reflect the change in attendance status for the day. Refer to the HCS Parent Handbook for Attendance Guidelines concerning tardy, late arrival, and early departure timing for school attendance records.
3. If a student becomes ill and must leave during the school day, that student must talk with a teacher, and stop in the office to tell Mr. Knot or Mrs. Keuning/Mrs. Huisman before calling home.
4. Whenever a student arrives at or leaves school during the school day it is necessary for that student to stop in the office to check in and/or check out with Mr. Knot or Mrs. Keuning/Mrs. Huisman before going to class and/or leaving the building.
5. **Upon returning to school, the student is to make up the work he/she has missed. The following procedure is to be used. If a student will be missing from school for one day or less, the work can be made up when he/she arrives back at school. If the absence extends beyond one day, the following procedure should be followed:**
 - 1) Log on the school homework website at www.middle.hudsonvillechristian.org.
 - 2) Click on the Homework Assignments for the specific grade level information. This is updated each school day by 3:00 p.m.***Extended absences – Parent should touch base with the student's home room teacher to work out an appropriate plan to complete missing work. Teachers will not be expected to provide school work in advance for extended absences.***

Special note to middle school students:

Please take special note of item #5. It is your task to be certain it is followed well. This has been and will continue to be enforced stringently. Please cooperate in this regard.

B. VACATION/HOMEWORK POLICY

Students who miss school for family vacations or excused parental requests will be given one additional day to turn in class work for each day they missed. Please remember that in ALL CASES parents should discuss absences with the office prior to the student leaving. It is the student's responsibility to check with teachers PRIOR TO leaving on a prearranged vacation. **It should be noted that it is difficult for students to fully catch up when they are out of school for an extended period of time. There are many classroom activities such as teacher instruction, classroom discussions, group projects, science labs, art projects, etc. that cannot be replicated with out-of-class assignments. Teachers will not be expected to provide school work in advance for students missing school for vacations.**

C. LATE HOMEWORK POLICY

For Projects & Daily Homework

1. All work is due in class on the day it is assigned to be completed. The only exception will be a signed note by the parent the day the work is due.
2. One late pass will be given to each student for each class per nine week marking period. This pass will allow a student to turn in his/her work the next day without penalty.
3. Work that is not turned in will be given a "0"; however, this grade will be changed to a 64% if it is turned in before the end of the marking period.
4. Teachers expect all work to be turned in whether it is late or not. It is the responsibility of the each student to make sure this happens.

Please remember that all grades are posted on our RenWeb online student management system. Grades are updated every two (2) weeks by teachers. You will receive information explaining to you how RenWeb works if you do not yet have an account. Please contact Terry Steenstra (tsteenstra@4hcs.org) if you have difficulty logging in to this system. Please remember RenWeb is a great way to monitor academic progress, but it is not intended to be checked on a day to day basis.

MORE FREQUENT COMMUNICATION – *If you desire more frequent communication with teachers, please email them on a routine basis. Hudsonville Christian middle school staff email addresses are the teacher's first name initial and the full last name followed by @4hcs.org (ex. jknot@4hcs.org).*

D. MUSICAL PERFORMANCE POLICY

Musical performances are a culmination of a great deal of classroom effort and work on the part of directors and students. A musical performance can only be completely successful if all of the parts of the whole group are present. To miss a performance not only jeopardizes the quality of the performance, it hurts the entire group. It is the school's responsibility to publish the performance dates well in advance. It is the responsibility of the parents to ensure that each member of the group be present at concerts.

If a student needs to miss a concert due to extenuating circumstances, they will be given an opportunity to complete a makeup assignment designed by the group's director. Failure to satisfactorily complete this assignment will be reflected in a 2 step reduction in the student's overall grade for that class (A- to a B, B+ to a B-, etc.).

The Hudsonville Christian Middle School music directors appreciate your support in this matter.

E. MEDIA CENTER POLICIES

Here are some important things for parents and students to know about the Hudsonville Christian Middle School library/media center:

- Students may visit the library before school, during break time, during noon hour, and after school. They may visit during class time with a teacher's permission.
- Books and magazines are checked-out for three weeks and are due back on or before the stamped due date. A one-week grace period is given after the due date during which no fines are charged; however, the book or magazine must be returned.
- A fine of .05 cents a day is charged for each school day that a book or magazine is late. This includes the grace period if the item has not been returned or renewed. If there is an unpaid fine, the student will not be able to check out new materials until the fine is paid.
- Students will be charged for lost or damaged books and magazines. The replacement cost will be the full value of the item.
- Parents and students are able to access the Hudsonville Christian Elementary and Middle School libraries online to search for books or to do research on a topic. Please go to the following link. <http://library.hudsonvillechristian.org/>
- Additional helpful links can be found on the HCS library page. Go to the HCS website, click on Middle, click on Library Media Center.
<http://www.hudsonvillechristian.org/index.php/middle/library-media-center/>

STUDENT RECOGNITION PROGRAM

GOALS:

1. To recognize student achievements/accomplishments.
2. To encourage academic excellence.
3. To build up self-esteem in our students.
4. To express appreciation for student participation and involvement in our middle school programs.

TYPES OF RECOGNITION AND PROCEDURE:

6TH GRADE:

1. Each student will be sent a birthday card. This card is signed by the team of teachers. Mr. Knot will give a treat and a birthday blessing to each student for their birthday.
2. Certificates of Participation will be presented to students upon request who participate in after school athletics.
3. The top 5 finishers boys and girls from the grade level for the Fall Fitness Feat are given a prize.

7TH GRADE:

1. Each student will be sent a birthday card. This card is signed by the team of teachers. Mr. Knot will give a treat and a birthday blessing to each student for their birthday.
2. Certificates of Participation will be presented to members upon request who participate in after school athletics.
3. The top 5 finishers boys and girls from the grade level for the Fall Fitness Feat are given a prize.

8TH GRADE:

1. Each student will be sent a birthday card. This card is signed by the team of teachers. Mr. Knot will give a treat and a birthday blessing to each student for their birthday.
2. Certificates of Participation will be presented to members upon request who participate in after school athletics.
3. The top 5 finishers boys and girls from the grade level for the Fall Fitness Feat are given a prize.
4. Students who have achieved an A- or higher cumulative average throughout middle school (6th – 8th grade) will be recognized at the end of the school year. A certificate for each qualifying student will be included with paperwork distributed on the evening of the graduation ceremony.

EXTRA-CURRICULAR ACTIVITIES

SPORTS PROGRAM

A. SIXTH GRADE

There are extracurricular activities for 6th grade students in several different areas in addition to our extensive Intramural program. During the fall season, opportunities are boys basketball, golf, and swimming. During the winter, there is girls volleyball, girls basketball and boys wrestling and in the spring, tennis and coed track.

Our focus with each of these sports will be on participation, teaching, exploring God-given abilities and, of course, having fun. Participation in these events will also give students an opportunity to meet and compete with students from other local Christian schools. There will not be any cuts for any of the teams. Specific information will be sent home with each child as the season approaches.

B. SEVENTH GRADE AND EIGHTH GRADE

1. Athletic League:

Beginning in the 2013/2014 school year, Hudsonville Christian became a member of the AOK Christian Athletic Conference. This Conference includes the following schools: Adams Christian School, Byron Center Christian School, Calvin Christian School, Dutton Christian School, Heritage Christian School, Hope Protestant Reformed School, Jenison Christian School, Legacy Christian School, Moline Christian School, West Side Christian School, and Zeeland Christian School.

2. Goals of Middle School Athletics:

The interscholastic athletic program of our league is an integral part of the total program of our schools. The purpose is the positive Christian development of all participants and all others related to the program. One of the key concepts of an effective middle school is a gradual transition from grade to grade.

In our educational structure, students move from a semi self-contained classroom in the 6th grade to individualized schedules and subjects in the 7th and 8th grade. In athletics, we follow the same transition by offering opportunities for participation in the 6th grade in several different areas. Encouraging participation is a key component along with opportunities to explore interests and social interaction with others. Seventh grade athletics introduces interscholastic competition to students. Every effort will be made to have multiple teams to allow each participant an experience. When multiple teams are formed they will be balanced. All participants will enjoy similar amounts of playing time.

In the 8th grade students will see increased competition with coaching emphasis focusing more on developing higher level skills. In most situations one athletic team will be formed and cuts may be made. Playing time will vary from player to player although every effort will be made to insure each team member participates in each contest.

The primary goal of our athletic league and Hudsonville Christian is to bring glory to God by encouraging our teams to perform to the best of the abilities given to them by our Lord and keeping them in proper perspective in the life the Lord has called each one of us to live.

3. Interscholastic Athletics at HCMS:

We see the interscholastic sports program as an important part of the school program. Learning takes place in these situations that goes far beyond "how to play" the sports. As Christian educators and coaches, we must take seriously the emotional, social, and spiritual interactions that take place in these sports. The goal of this total program must be to have students who participate in athletics recognize that Christ must be present here as well as in the classroom. Christian education occurs in this extended curriculum just as surely as it does in the daily classes of these students. The extended curricular offerings are an opportunity for students to involve themselves, either as participants or spectators, in the interscholastic sports program of the school.

4. The role of the parents in Interscholastic Athletics:

One of the most essential lessons to be learned in an athletic situation is the persistence to improve one's self and stay with a certain sport. We want our students to learn this persistence. As parents you can help by talking openly with your student about the sports he or she is considering. Is the time available to be involved? What will be learned if the student is not selected? Are you willing to be a part of a team that may result in less playing time for you than others? These are all essential parts of any athletic program. Parents must consider these questions with their children. Since we view the interscholastic program as an extended part of the school's curriculum, we must take this decision making process seriously.

When a decision is made to participate, it then becomes the parent's role to help and support the athlete in the sport. We ask the following: Be certain that your child informs you about practices and games and is prompt to them. If a good reason causes interference with this schedule, call the coach or write a note just as soon as you are aware of the interference. Make certain that you make every effort to be positive about the team, players, and coaches no matter what the team's performance. Don't hesitate to call and talk to coaches about any problems. We appreciate the suggestions and want you to feel you can approach us with them.

Finally, if a student or parent feels that a sport has become too much for the student to handle in consideration of other responsibilities, we ask that the parent contact the coach and inform him or her of this decision.

5. Physical examinations:

A high percentage of our students are active participants in physical education activities and athletic events. Due to this fact, and the emergence of adolescence, we urge that your son or daughter have a physical exam prior to the beginning of the middle school years. **Unless we are told about a problem, we assume they may participate.**

6. Eligibility requirements:

At Hudsonville Christian Middle School we do not have rigid eligibility requirements. At the same time, positive attitude and effort are important in the classroom if students are to participate in extracurricular sports. In addition, Christian citizenship must be displayed by the student. Any student involved with smoking, drinking, or drugs, in or outside of school, may

not be involved in the extra-curricular sports program. The following guidelines are explained to the athletes by the coaches and these written guidelines are given to each athlete at the beginning of the season of each sport so the students will know what is expected of them in the sports program.

7. Team Commitment:

ACADEMICS and BEHAVIOR CHOICES. Your "grades" are important. Your behavior choices are important. The teachers will review your classroom work on a biweekly basis. If the quality of your school work does not meet your abilities and/or if you are making poor behavior choices, parents, coaches, the Athletic Director, and the Principal will be contacted. You must show the teachers that you are working hard to improve or you may miss a game(s) until your work and/or your behavior choices is/are once again acceptable.

ATTITUDES. Your respect for others and your cooperation is important. Athletes are students first of all, and must be a positive part of our school community.

MISSED PRACTICES. Your commitment to the team is important. If you miss a practice with an unexcused absence, playing time in the next game will be affected. This decision will be reached by both the coach and athletic director.

DETENTIONS. Team practices are important. If you miss all or part of a practice because of a detention, this will affect your playing time in the next game.

VACATIONS. Sometimes families take vacations during a sport season. If practices are missed for a family vacation, this could affect playing time in the next game(s).

SICKNESS. If an athlete is sick on the day of a game, he/she must be in school at noon on the day of the game in order to participate.

SUBSTANCE ABUSE. Any athlete involved with smoking, alcohol, or drugs will be immediately suspended from the team.

QUITTING THE TEAM. Quitting the team is a major decision. Please discuss this with the coach, personally, before deciding. Quitting a team could have an impact on whether or not you will be allowed to participate on other teams.

MAKING CHOICES. Teaching students about the word commitment is an important part of athletics in middle school. There are many opportunities in and out of school for students at this age and it is very important to discuss with your child issues that surround committing to schedules. Please make sure that your child is able to make all scheduled events for a team before becoming a part of the group. A coach of any activity deserves to have the full commitment of a student. Your cooperation with this is needed and appreciated. If you have any questions, please call Mr. Knot at the school office, 669-7487.

C. EXTRA-CURRICULAR SPORTS SCHEDULE

	TEAM	Approximate SEASON (includes tryouts/games)
Girls 8	Volleyball	Sept/Oct
Girls 7	Volleyball	Sept/Oct
Boys 8	Soccer	Sept/Oct
Boys 7	Soccer	Sept/ Oct
Girls & Boys 6/7/8	Golf Tournament	Oct (a one day Saturday tournament)
Boys 6	Basketball	Nov
Boys 8	Basketball	Nov/Dec
Boys 7	Basketball	Nov/Dec
Girls 8	Basketball	Jan/Feb
Girls 7	Basketball	Jan/Feb
Girls 6	Basketball	Jan/Feb
Boys 6/7/8	Wrestling	Feb/March
Girls 6	Volleyball	March
Girls & Boys 6/7/8	Swim Meet	March/April (meet to be determined)
Girls 7/8	Softball/Fastpitch	April/May
Boys 8	Baseball	April/May
Boys 7	Baseball	April/May
Girls 8	Soccer	April/May
Girls 7	Soccer	April/May
Girls & Boys 7/8	Track	April/May
Girls & Boys 6/7/8	Tennis Tournament	May (a one day Saturday tournament)
Girls & Boys 6	Track	May

D. INTRAMURAL PROGRAM

We have an extensive intramural program that includes the traditional sports (soccer, basketball, volleyball, softball) and some group games and activities. Usually students participate with others from their homeroom and try to win points for their homeroom standing. Everyone is encouraged to participate in intramurals, but if a student is not interested in a particular activity, they don't have to participate.

E. FINE ARTS PROGRAM

Students have the opportunity to participate in band, orchestra, and choir – all are full year commitments.

Every middle school student is required to take music and art classes each year. In addition, at times, art exploratory classes are offered to some grade levels. Also, we celebrate the Fine Arts for one week in the spring.

Eighth graders have the opportunity to try out for the 8th grade girls' ensemble and 8th grade boys' ensemble

Auditions for the 8th grade play will be held in December for all interested 8th grade students. The play will be performed in March. Guidelines for tryouts and for participation in the 8th grade play follow very closely with those we use for our interscholastic sports. Our play directors are Ms. Mary Jo Staal and Mrs. Lexi Roode.