



VIEWPOINT
S C H O O L



Middle School

*Student & Parent
Handbook
2011-12*

PURPOSE OF THE HANDBOOK

The Middle School *Student & Parent Handbook* provides you with important information about Viewpoint's Middle School (Grades Six through Eight). It will help you to make the best use of the opportunities that Viewpoint has to offer. Please read it with care. If you have any questions or need information, please call the Head of the Middle School.

MISSION STATEMENT

Viewpoint School, an independent coeducational school with grades from Kindergarten through Twelve, offers its students a rigorous college preparatory education in a nurturing environment. An integral part of the educational process at Viewpoint is the development of a love of learning and of those qualities which provide strength and direction for a lifetime. Viewpoint recognizes the uniqueness of each child and is committed to the identification, preservation, and development of that individuality. Viewpoint School teaches with respect the wisdom and traditions of the world's cultures and faiths. The School's philosophy is based upon the love of God and country, and is inspired by the Judeo-Christian values upon which our nation was founded.

LEARNING EXPECTATIONS

Viewpoint's graduates are literate in the humanities, mathematics, science, technology, the arts, and a second language.

Viewpoint's graduates demonstrate useful physical skills, cooperative teamwork, sportsmanship, and a lifelong interest in fitness and health.

Viewpoint's graduates demonstrate creative and critical thinking.

Viewpoint's graduates embody integrity, compassion, tolerance, responsibility, discernment, and optimism.

Viewpoint's graduates develop excellent intellectual and communication skills.

The achievement of these expectations enables Viewpoint's graduates to be lifelong learners and productive, active citizens who serve their communities.

GLOBAL STUDIES

Global Studies is an interdisciplinary educational program woven from Kindergarten through Grade Twelve that prepares students with the knowledge, skills, and perspectives essential to thrive in the interconnected world which is their future.

The mission of Global Studies is:

- to provide students with a foundational knowledge of world history, geography, ecology, religions, cultures, and language;
- to teach students how to understand political, ecological, technological, and economic systems from multiple perspectives;
- to equip students with analytical thinking and creative problem-solving skills so that they can research, discuss, and begin to understand the world's pressing problems in order to collaborate with others toward solutions to those problems.

The curriculum of the Middle School currently addresses the mission of Global Studies in the Sixth and Seventh Grade social studies classes, Sixth Grade science, and world languages.

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INTRODUCTION

TO THE STUDENT

Each new school year brings many opportunities for involvement, growth, and personal success. It is a time for you to establish and to reaffirm your own goals for the year. We look forward to helping you to achieve your fullest potential at Viewpoint.

Viewpoint combines the opportunities of a large school with the supportive and caring environment of a small school. We encourage you to participate in the wide variety of academic, athletic, and extracurricular activities which the School offers.

Small classes, coupled with a talented and dedicated faculty, provide you with a unique educational experience. A rich elective program and supervised study periods are features of Middle School life at Viewpoint. The faculty recognizes individual needs, interests, and abilities, and looks forward to working with each student both in and out of the classroom.

Because our program is challenging, students are asked to make a commitment of time and energy to their lives at school. We believe that those who thrust themselves thoughtfully, creatively, and energetically into the program will be rewarded with personal growth and the satisfaction that accompanies it.

We hope that you find 2011-12 to be your most enjoyable and productive school year.

TO THE PARENTS

A sound education must be a joint enterprise involving the School, students, and parents. Viewpoint's Middle School is dedicated to providing an atmosphere in which young people can apply previously learned skills and utilize their developing ability to think critically and to enjoy a sense of self-discovery. Our rigorous and engaging program is designed to foster the development of the individual, helping each student to become increasingly independent yet able to function interdependently. Through our cocurricular trips, class projects, and other group activities, we seek to provide each student with the maximum opportunities for community building and individual growth and expression. It is our hope that the process of learning will be a rewarding experience for your child.

We work to accomplish our objectives in a number of different ways. We expose our students to a wide variety of thinking methods, problem-solving, and connection-making across the curriculum; we provide opportunities for leadership in athletics, club activities, community service projects, and Student Council; and we encourage the involvement of parents in the learning process with frequent conferences and collaboration in the planning of social activities and other special events. With the active support and participation of parents, students will have the best possible opportunity to succeed.

The School seeks to generate an enthusiasm for learning and a willingness to work diligently in all courses. Each course in our curriculum is designed to increase knowledge, to develop the ability to think clearly, and to promote an interest in a diverse and challenging education.

Beyond the creation of a positive attitude toward learning, parental support is essential. Parents are encouraged:

1. **to set reasonable and realistic expectations for their children's performance.** Standardized tests, classroom performance, conferences, and open communication between parents and students will help the parent to know when to stress greater effort and better performance.
2. **to know what books their children are reading, what concepts they are learning, and what their assignments or projects are.** These matters, not grades, should be the primary focus of discussions about school.
3. **to be well acquainted with the School's basic philosophy toward conduct in all areas of Middle School life and to encourage positive academic and social behavior both in school and in the community.**
4. **to help their children to be independent in handling any difficulties they may be experiencing.** Only after the student has made an effort to solve the problem by conferring with the appropriate advisor, teacher, or administrator should the parent become more directly involved.

5. **to support the School in disciplinary action whenever necessary.** The School tries to be fair, yet firm, to be consistent, to be clear in its requirements, and to be compassionate. When a disciplinary measure is required, it may affect the parent as well as the child. In some cases the easiest or most convenient solution is not always the best solution.
6. **to attend activities in which their children are involved.**

MIDDLE SCHOOL CONTACT INFORMATION

Mr. Greg Armbrister
Head of Middle School
E-mail: garmbrister@viewpoint.org
Phone: 818-591-6443

Ms. Lindsay Rossall
Assistant Head of Middle School
E-mail: lindsay.rossall@viewpoint.org
Phone: 818-591-6422

Mr. Eliot Saki
Dean of Students and Aquatics Director
E-mail: esaki@viewpoint.org
Phone: 818-591-6474

Ms. Amanda James
Director of Student Activities/School Counselor
E-mail: amanda.james@viewpoint.org
Phone: 818-591-6445

Ms. Katie M. Fox
Assistant Director of Student Activities
Email: katiem.fox@viewpoint.org
Phone: 818-591-6593

Mrs. Jacki Dresher
Administrative Assistant to Head of Middle School, Registrar
E-mail: jdresher@viewpoint.org
Phone: 818-591-6440

Mrs. Joyce Green
Middle School Office Assistant
E-mail: jgreen@viewpoint.org
Phone: 818-591-6424

Ms. Heather Blair
Director of Curricular Technology
E-mail: heather.blair@viewpoint.org
Phone: 818-591-6532

- Mrs. Laurel Baker Tew
Director of Admission and Financial Aid
E-mail: lbtew@viewpoint.org
Phone: 818-591-6580
- Mr. Patrick Moyal
Director of Athletics; Dean of Cocurriculum
E-mail: pmoyal@viewpoint.org
Phone: 818-591-6447
- Ms. Ellen Davidson
School Nurse – MS & US
E-mail: edavidson@viewpoint.org
Phone: 818-591-6467
- Ms. Sarah Davis
Director of Libraries
E-mail: sarah.davis@viewpoint.org
Phone: 818-591-6488
- Mrs. Nicki Thompson
Director of Transportation, Shipping & Receiving
E-mail: nthompson@viewpoint.org
Phone: 818-591-6548
- Ms. Karla Jepson
Purchasing Director
E-mail: kjepson@viewpoint.org
Phone: 818-591-6555
- Ms. Jennifer Berger
Web Administrator
E-mail: jberger@viewpoint.org
Phone: 818-591-6437
- Ms. Oriya Hirschhorn
Administrative Assistant to the Headmaster
E-mail: oriya.hirschhorn@viewpoint.org
Phone: 818-591-6557

AREAS OF INFORMATION

Academic Program and Counseling	Mr. Greg Armbrister Ms. Lindsay Rossall
Admission	Mrs. Laurel Baker Tew
Athletics/Physical Education	Mr. Patrick Moyal
Books and Supplies	Mrs. Jacki Dresher Ms. Karla Jepson
Club Activities	Ms. Amanda James Ms. Katie M. Fox
Community Service	Ms. Amanda James Ms. Katie M. Fox
Co-Curricular Retreats	Mr. Eliot Saki
Counseling	Ms. Amanda James
Curricular Matters and ERB Examination	Mr. Greg Armbrister Ms. Lindsay Rossall Ms. Heather Blair
Disciplinary Matters	Mr. Eliot Saki
Extracurricular Activities	Ms. Amanda James Ms. Katie M. Fox
First Aid and Health Cards	Ms. Ellen Davidson
General Needs and Forms	Mrs. Jacki Dresher Mrs. Joyce Green
Library Use	Ms. Sarah Davis
Purchasing	Ms. Karla Jepson
School Calendar	Mrs. Oriya Hirschhorn
School Service	Ms. Lindsay Rossall
Student Council	Ms. Amanda James Ms. Katie M. Fox
Transportation	Mrs. Nicki Thompson
Web Site	Ms. Jennifer Berger

CALENDAR AND EVENT INFORMATION

Please see the News & Calendar section of the School's Web site at www.viewpoint.org for all events, locations and times.

CLASS SCHEDULE

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
8:00 - 8:07	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
8:10 - 8:53	A	F	C	H	E	B
8:57 - 9:40						C
9:40 - 9:50	BREAK	BREAK	BREAK	9:44 - 10:27 A	BREAK	BREAK
9:50 - 10:33	B	G	D		F	D
10:37 - 11:20					ASSEMBLY	HOMEROOM ADVISORY
11:20 - 12:05	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12:05 - 12:55	C	H	E	B	H	F
1:00 - 1:50	D	A	F	C	A	G
1:55 - 2:45	E	B	G	D	G	H
2:45 - 3:15	After School Academic Assistance					

On the first day of school, students will receive a comprehensive Day Planner which outlines the above schedule for the entire school year. Please consult this Day Planner for the dates of special events and early or late dismissals.

ARRIVAL AND DISMISSAL

INDIVIDUAL AND CARPOOLS

SCHOOL HOURS

8:00 a.m. – 2:45 p.m., unless otherwise stated

A student who leaves campus for any reason during the school day must sign out in the Middle School Office. A student who arrives after 8:00 a.m. must sign in at the Middle School Office.

GENERAL PROCEDURES FOR ARRIVAL AND DISMISSAL

No student is allowed in the parking areas or driveways at any time. Students are to disembark at the proper location upon arrival and proceed to their Homerooms.

ARRIVAL

Students will not be supervised before 7:30 a.m., but the Library opens at 7:00 a.m. We suggest that our students arrive no later than 7:50 a.m. Homeroom begins promptly at 8:00 a.m. After 8:00 a.m. students are considered tardy. Students arriving late must sign in at the Middle School Office.

DEPARTURE FROM SCHOOL

To avoid unnecessary congestion in the parking lots, all students should go directly to their assigned pick-up areas upon dismissal at the end of the school day unless they are attending Afterschool Academic Assistance or other supervised activities. Parents should not arrive before 2:50 p.m. **Please note: Students are not supervised after 4:00 p.m.**

LOCATIONS FOR ARRIVALS AND DEPARTURES

Middle School, Lower/Middle School, and Middle/Upper School mixed carpools should use only the Lower/Middle School Parking Lot as their drop-off and pick-up location. Primary/Middle School mixed carpools should use the Primary School Parking Lot. Drop-off and pick-up are facilitated in front of the Academic Hall. Middle School students cannot be dropped off or picked up in front of the Lower School Campus (the Behrens Building); doing so will back up traffic onto the highway. It is important that parents do not arrive early to campus to pick up their children, as there is no place to wait. Please remind your children to arrive at the pick-up location quickly, in order to be ready to be picked up. Parents will not be able to wait on campus unless there is an available parking space. Please refer to the transportation information packet that was mailed to Viewpoint's families in August 2011 for a thorough description of procedures about drop-off and pick-up. This information can also be found in the Parent Community of Viewpoint's Web site under Downloads and Forms.

All athletic and activity buses will arrive to and depart from the Primary School Parking Lot, unless otherwise notified.

EMERGENCY PROCEDURES

Viewpoint has a comprehensive Emergency Plan in place to ensure the safety of its students, faculty, and staff in the event of a disaster such as a fire, an earthquake, or an emergency evacuation. The School's Emergency Plan was written with the guidance of the local Sheriff and Fire Departments. Based on their advice, should there be a local fire or earthquake the School has an effective plan in place for these emergencies.

HOW THE SCHOOL COMMUNICATES WITH PARENTS

1. EMERGENCY PREPAREDNESS ONLINE

Should you have any questions about a possible emergency in the School's vicinity, first check the Emergency Preparedness Page on the School's Web site at www.viewpoint.org. You will find the link to Emergency Preparedness information on the flashing banner. The School will provide regular updates to this page to inform you about how a local emergency may be affecting the School.

2. Viewpoint School's Voice Broadcasting System: ALERTNOW Rapid Notification Service

The School uses a voice-messaging system called ALERTNOW Rapid Notification Service. In an emergency, this system is used as the primary means for families to receive up-to-date emergency information.

The successful delivery of messages is dependent upon accurate information for each student. Please be certain that we have your most current contact information on your child's Emergency Form. If this information changes during the year, please contact Mrs. Nicki Thierry at 818-591-6564 or nthierry@viewpoint.org immediately.

3. Viewpoint's "800" Telephone Number

If we have not been able to reach you by phone or if you do not have Web access, call the Emergency Hotline for up-to-date emergency information.

- The School's Emergency Hotline Number is 1-800-394-0892.

Please do not come to campus until you are instructed to do so through one of the messaging systems. If we ask parents to come to campus, we will release children only to those individuals whose names are on file with the School as authorized to transport.

EMERGENCY FORMS FOR STUDENTS

Parents are required to submit a new Emergency Form before the start of each academic year. We ask parents or guardians to keep the information updated. To change your contact information, please notify Nicki Thierry at 818-591-6564 or nthierry@viewpoint.org.

If you have any questions about this process, please contact Nicki Thierry at 818-591-6564 or nthierry@viewpoint.org.

MIDDLE SCHOOL REGULATION UNIFORM

May be purchased from
Mills Uniform
5844 Sepulveda Blvd., Van Nuys, CA 91411
818-779-1111 or 800-541-1850
www.millsweat.com

GIRLS – GRADES SIX THROUGH EIGHT

	Assembly (required for each Assembly)	Daily
SKIRT	khaki twill hemmed (no more than 3” above the knee)	khaki twill hemmed (no more than 3” above the knee)
SHORTS	none	navy or khaki walking shorts, khaki twill skort (modest length required)
SLACKS	none	navy or khaki twill, navy or khaki corduroy <i>no jeans-style or “skinny” pants</i>
SHIRT	blue chambray or sky blue button-down oxford	polo-collared or turtleneck one solid color (white, navy, red, burgundy, pink, forest green, yellow, light blue, brown, black, or gray) <i>no cap sleeves, no contrasting trim color, 2-3 button closure</i> Undershirts must be matching in color or white.
SOCKS	navy knee-high or white ankle socks	knee-high or ankle (white or navy)
TIGHTS	navy or nylon stockings <i>no patterned stockings</i>	black, gray, blue or white tights or leggings (solid color only)
SHOES	navy, black, or brown leather loafers or flats <i>no boots or high heels</i>	assembly shoes or plain tennis shoes; neutral color fleece-lined boots (during designated season only) <i>no high heels</i>

JACKET	regulation navy wool blazer (may be worn year-round)	plain jacket (one primary, uniform color) <i>no school logos other than Viewpoint's and no denim fabric</i>
SWEATER	navy cardigan	Any Viewpoint athletic sweatshirt or plain sweatshirt in daily shirt colors is preferred (small logos only; no school logos other than Viewpoint's, but university and college sweatshirts and sweaters are permissible).
TIE	red and navy plaid tie	

GYM CLOTHES

(only to be worn during PE periods)

SHORTS	regulation PE shorts, t-shirts, and team uniforms are available only through the Athletic Department
SWEATS	regulation sweats are available through Mills Uniform plain navy and gray are optional
SOCKS	white
SHOES	tennis shoes

PLEASE LABEL ALL CLOTHING ITEMS.

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May be purchased from
Mills Uniform
5844 Sepulveda Blvd., Van Nuys, CA 91411
818-779-1111 or 800-541-1850
www.millsweat.com

BOYS – GRADES SIX THROUGH EIGHT

	Assembly (required for each Assembly)	Daily
SLACKS	khaki twill pleated	navy or khaki twill pleated, navy or khaki corduroy (must be worn with a belt) <i>no jeans-style, cargo, or “skinny” pants</i>
SHORTS	none	navy or khaki walking shorts (must be worn with a belt) <i>no elastic or drawstring waist, must be at or above knee length</i>
SHIRT	blue chambray or sky blue button-down oxford	polo-collared or turtleneck (white, navy, red, burgundy, pink, forest green, yellow, light blue, brown, black, or gray) or assembly shirt
BELT	black or brown (required)	black or brown (required)
SOCKS	navy, khaki, black, or brown	navy, white, or khaki
SHOES	navy, black, or brown leather oxfords or loafers <i>no tennis shoes</i>	assembly shoes or plain tennis shoes
JACKET	regulation navy wool blazer (may be worn year-round)	plain jacket (one primary, uniform color) <i>no school logos other than Viewpoint’s and no denim fabric</i>
SWEATER	navy cardigan	Any Viewpoint athletic sweatshirt or plain sweatshirt in daily shirt colors is preferred (small logos only; no school logos other than Viewpoint’s, but university and college sweatshirts and sweaters are permissible).
TIE	red and navy plaid tie	

GYM CLOTHES

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SHORTS	regulation PE shorts, t-shirts, and team uniforms are available only through the Athletic Department
SWEATS	regulation sweats are available through Mills Uniform plain navy and gray are optional
SOCKS	white
SHOES	tennis shoes

PLEASE LABEL ALL CLOTHING ITEMS.

UNIFORM CODE

The purpose of the uniform code is to simplify one aspect of the early adolescent's life and to avoid competition over clothes. All students are expected to abide by the uniform code. **Full assembly dress including assembly shoes is required each Assembly day upon students' arrival to campus.**

Students are expected to arrive and depart from school in full uniform, including assembly uniform, unless specific exceptions have been previously announced. Shirt collars must be visible under sweaters or sweatshirts. Skirts and shorts for girls should be of a modest length. Snug-fitting sweaters and shirts are inappropriate. No undergarments should be visible. Shorts below the knee are not allowed.

Note: Uniform items should be regulation and may be purchased through:
Mills Uniform
5844 Sepulveda Blvd., Van Nuys, CA 91411
818-779-1111 or 800-541-1850
www.millswear.com

GROOMING

ALL STUDENTS

Jewelry – Wristwatches are recommended, preferably ones that are inexpensive and silent. Excessive jewelry or inappropriate jewelry is not permitted.

Hairstyles should be neat, conservative, clean, and out of the eyes. For boys, hair should not reach below the collar. Coloring, bleaching, or dyeing of hair is not permitted.

Hats are not to be worn at any time except during Physical Education if necessary.

GIRLS

Make-up is not encouraged.

Earrings may be small studs or hoops only.

BOYS

Earrings are not permitted for boys.

Facial hair is not permitted for boys.

Hair must be conservative in cut and must not obscure the eyes or fall below the collar.

Dress Code Infractions: Dress code violations will result in a detention. The Middle School Office maintains a supply of regulation uniform items in the event that a student's attire does not meet the *Handbook* standards.

DRESS CODE FOR RESPONSIBLE NONUNIFORM DRESS DAYS

Students may wear nonuniform clothing on designated days only. The following items of clothing are not permitted:

- Any clothing imprinted with offensive or inappropriate logos
- Excessively tight or otherwise revealing clothing
- Short shorts or excessively short skirts
- Excessively baggy, oversized clothing
- Tank tops, tube tops, or crop tops
- Torn/ripped clothing

PHYSICAL EDUCATION UNIFORM REQUIREMENTS

All students must wear the regulation uniform in physical education class. This includes the School shirt, shorts, game uniform, or an acceptable bathing suit, tennis shoes, and white socks. Regulation sweatshirts and pants may be worn over shorts or bathing suits. It is expected that students come to class in clean uniforms.

If a uniform is lost, the student must wear a plain, solid-colored shirt and shorts. A student then has one week in which to replace the uniform. After the one-week grace period, the student will receive an infraction mark for each day of nonregulation dress.

To encourage school spirit, athletes may substitute team jerseys for regular school shirts on game days (unless it is an Assembly Day).

SPECIAL AREAS ON CAMPUS

THE MIDDLE SCHOOL OFFICE

Located on the upper floor of the Gates Academic Center, the office is open from 7:30 a.m. – 4:00 p.m. to assist Middle School students and parents.

ADMINISTRATIVE OFFICES

The offices of the Head of Middle School, Assistant Head of Middle School, Dean of Students/Director of Aquatics, and Assistant Director of Student Activities are located within the Middle School Office on the ground floor of the Gates Academic Center.

The Office of the Director of Student Activities/Student Counselor is located on the ground floor of the Gates Academic Center adjacent to Dworkoski Family Hall, between rooms 413 and 415.

MARAFINO FAMILY TERRACE

Special events and assemblies in the Middle School may take place on the Marafino Family Terrace.

PAUL FAMILY ATHLETIC CENTER

Physical education classes, some assemblies, many athletic contests, and some special events take place in the facility. Provided a faculty member is present, students may use the area for recreational purposes when it is not otherwise in use. The Athletic Center is not a designated eating or drinking area.

FLETCHER FAMILY LIBRARY

Students are encouraged to use the Library for research or quiet study. Gaming and social networking are not allowed in the Library. The Library is open from 7:00 a.m. – 6:00 p.m. daily (closing at 4:30 p.m. on Fridays). The Patriot Store is also located within the Academic Hall and is open for Middle School use during school hours.

TELEPHONES

The Middle School Office guest telephone is available only for brief, necessary telephone calls. Cell phones may be used only before and after school.

LOST AND FOUND

Items left unattended will be collected and placed in the Lost and Found containers located outside the Gates Academic Center.

HEALTH SERVICES OFFICE

Located on the second floor of Dworkoski Family Hall, the Office of Health Services houses first-aid supplies, students' medications, and beds for students who are ill. The School's nurse staffs it during the day.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are an integral part of the Viewpoint School experience, and all students are encouraged to participate in their areas of interest. However, students should not overextend themselves by undertaking too many extracurricular activities. Students are strongly advised to consider time commitments of activities and to choose wisely. **Please note: In order to participate in afterschool extracurricular activities, students must be on campus by lunchtime on the day of the activity.**

ATHLETICS – MR. MOYAL

In addition to regular physical education classes, students have the opportunity to become members of a variety of teams including baseball, basketball, football, golf, soccer, softball, swimming, tennis, lacrosse, and volleyball. Competition is spirited and provides the students with an opportunity to compete on either interscholastic or intramural teams. All Middle School students and parents are encouraged to attend games and to cheer for their teams.

CLUBS

Various clubs and interest groups form early in each school year. Students are encouraged to attend existing clubs or to develop new ones depending on student interest. Established clubs in the past have included Ancient Languages Club, Chess Club, Computer Club, Fashion Club, French Club, Guitar Club, Multicultural Club, NFL Club, Ping-Pong Club, Rocketry Club, Spanish Club, etc.

MIDDLE SCHOOL MUSICAL PRODUCTION – MS. KAKASSY

Viewpoint presents a musical play annually with three performances scheduled in the fall. All interested students are invited to participate. Auditions are held to assess proper student placement in the production. There are afterschool and a few weekend rehearsals.

SPRING THEATER PERFORMANCE – MS. KAKASSY

This annual spring production, open only to Seventh and Eighth Grade students, explores plays and other literary forms in order to teach the rudiments of acting and scene study. Interested students are invited to audition and will rehearse one to two days per week after school. During the week prior to production, additional rehearsals for the entire cast will be scheduled.

STUDENT COUNCIL – MS. JAMES

Student Council officers and representatives are elected twice each school year. While all Middle School students are responsible for upholding the goals and philosophy of the Middle School, Student Council members are entrusted with the opportunity to lead by example. The Council plans and promotes various Middle School parties and other social activities and supports philanthropic causes. Student Council meets once a week during lunch.

ATHLETIC TEAM REQUIREMENTS AND EXPECTATIONS

The School believes that all students should have an opportunity to join an interscholastic or intramural athletic team, and to experience what being part of a team entails.

Many of our students are on a team for the first time; they need to be nurtured and educated in the objectives of team membership. The School stresses commitment, responsibility, listening skills, sportsmanship, working with others, and individual growth and development.

We believe strongly in commitment. Students should dedicate themselves to the team; attendance is critical. For each practice or game that is missed, the athlete misses much instruction and can fall behind.

RULES

1. To remain on a team, students must attend practices and games on a regular basis and maintain a satisfactory grade-point average. Three unexcused absences or failure to meet academic commitments will result in suspension or dismissal from the team. We strongly recommend that parents schedule personal or medical appointments for student-athletes on days that do not conflict with games held after school. Please note that intramural games and all practices (except swimming) will be held during PE class.
2. The School holds good sportsmanship and attitude in high regard. Coaches stress positive attitudes. If a problem arises, the coach will notify the parents and the Head of Middle School before any dismissal from the team is finalized.
3. Students on interscholastic teams must be present in school by lunchtime in order to participate in a game that day. The half-day absence must be an excused absence.
4. All students are expected to wear proper team attire during practices and games. Inappropriate attire may constitute an unexcused absence.
5. In order to receive credit, students on interscholastic teams are required to participate in 85 percent of the practices and games throughout the season. (For unusual circumstances, special consideration will be made.)
6. The Middle School competes in the San Fernando Valley Private School League and the Delphic League. They are very competitive leagues. Although the coaches will do their best to play each athlete, some student-athletes may not participate in every game.

COCURRICULAR OFF-CAMPUS EDUCATIONAL OPPORTUNITIES

Each of the Middle School grades participates in an off-campus educational experience. Programs for the different grade levels vary in emphasis and duration. The goal is to challenge each student by providing an environment that reinforces aspects of personal growth and academic development beyond the confines of the classroom.

Sixth Grade – This retreat takes place in the spring. Our program at the Brandeis facility in Simi Valley includes team-building activities, wall climbing, ropes course, various team sports competitions, hiking, fire-building, introductory taxonomy, stargazing, and other collaborative activities. Students are comfortably housed in four-bedroom cabins, under the supervision of our faculty chaperones, and enjoy all-you-can-eat food service in the cafeteria.

Seventh Grade – The Catalina Environmental Leadership Program is conducted in partnership with Catalina Island Camps. Students participate in snorkeling adventures, nature hikes, and laboratory activities in order to maximize learning. Individual and group challenge activities encourage students to think more about themselves and their relationships with others and their environment.

Eighth Grade – As a culminating event of Middle School, students participate in a unique program in Santa Barbara that affords them a real sense of self. Our graduating Middle School students take part in ropes course activities, campfires, stargazing expeditions, nature hikes, and various self-reflection activities. Luxurious resort housing along a stream in the Santa Barbara foothills, with access to the beach, is one of the highlights of the experience for our students.

THE CURRICULUM

The Middle School's curriculum is explained in depth in the Middle School's *Curriculum Guide*. Refer to the *Curriculum Guide* for information about the academic philosophy of Middle School and the programs available in Grades Six through Eight. The items listed below describe daily classroom procedures and requirements and should be carefully read and understood by all students and their parents.

HOMework

Practice is an important means of developing one's skills in a subject or a craft. Students do homework in preparation for most of their academic classes. On the average, Sixth Grade students should expect approximately one to one and a half hours of homework each night. Students in Grades Seven and Eight should expect roughly an hour and a half to two hours of homework nightly.

Over the years many parents have asked how involved they should become with their children's homework. As a general rule we ask that parents not work for or with their children while they are doing their homework, particularly when writing is involved. **Homework is designed to be done by the student alone, without the help of parents or friends.** If the student cannot meet this expectation, it is important for the teachers and the School to be aware of it so that teacher and student together can devise strategies for coping more efficiently with the homework load.

Parents will often need to help their children establish a consistent time for study which is long enough to accomplish the purpose, yet allows for occasional breaks. Providing a well-lighted area and a desk are essential, and students work best away from distractions, including conversations, telephones, televisions, stereos, radios, and computers for socializing.

Teachers will have their own policies regarding papers, due dates, and missing assignments. It is the student's responsibility to understand each teacher's homework policy.

Teachers distribute homework sheets to students which include all upcoming assignments. When students are absent, they should refer to the homework sheet to keep up with assignments. Homework sheets are also posted on the Viewpoint Web site for further convenience. In the case of an unavoidable extended absence, parents should contact the Middle School Office for assistance, *preferably before the absence*. Students are expected to confer with their teachers to schedule making up missed work. Missed tests and quizzes are made up during study halls or at a mutually arranged time between teacher and student.

AFTERSCHOOL ACADEMIC ASSISTANCE

Viewpoint is committed to making the Middle School academic experience as successful as possible for each student. During the daily Afterschool Academic Assistance period, teachers are available in their classrooms for individual student needs related to particular concepts, any area in which a student may be experiencing difficulty, or individual or group study sessions. Students should coordinate their Afterschool Academic Assistance schedules with parents in order to facilitate carpool.

MATH MENTORING PROGRAM (M & Ms)

The purpose of the Math Mentoring Program is to encourage Middle School girls to excel in the classroom and to gain the self-confidence required to reach their potential in the field of mathematics. Each interested Middle School girl is paired with an Upper School mentor. Upper School girls who volunteer for this program are trained prior to working with their mentees. The mentors and mentees meet four times a year, unless otherwise specified. These meeting dates are noted in the Day Planner. Informal meetings between mentor and mentee are also encouraged.

INTERNET ACCEPTABLE USE POLICY AND AGREEMENT

Viewpoint School students who have reason to access the Internet in their computer or other classes will be supplied with the Viewpoint School Internet Acceptable Use Policy and Agreement (AUP). Before a student can use the School's Internet access, the student and his or her parents must familiarize themselves with the contents of the Policy and sign the agreement which will be kept on file at school.

Students will use the Internet for educational purposes. To safeguard their privileges on the Internet, students must be polite, use appropriate language, and respect other users of the Internet. Students who misuse the Internet will be subject to disciplinary action as outlined in the Acceptable Use Policy and Agreement. *Please read the full text of the Acceptable Use Policy and Agreement on page 42.*

STUDENT ELECTRONICS

Students may at times bring to the Viewpoint School campus personal electronic devices. Should these devices connect to the Internet in any way, students are responsible for operating them in accord with the Viewpoint School code of appropriate use. Just because a student is able to gain access to a site that would contain content inappropriate for viewing on the Viewpoint campus does not mean that use of such a Web site will be acceptable. Should students access inappropriate sites on campus, they may be subject to disciplinary action. If an individual student has a question about the acceptability of a site, she or he should consult with Mr. Armbrister or Ms. Rossall.

GRADING POLICY

The grades assigned to a student's work are indicators of achievement. They are neither evaluations of the student's personal qualities nor indices of a student's potential.

The following is a definition of each grade:

Grade A indicates that a student has consistently demonstrated excellent achievement in meeting the grade level standards and expectations of the course.

Grade B indicates that a student has consistently completed strong, above average work in meeting the grade level requirements of the course.

Grade C indicates that a student has satisfactorily met the grade level requirements of the course.

Grade D indicates that a student has done unsatisfactory or below grade level work in a course.

Grade F indicates that a student has failed to meet the course requirements and will receive no credit for the course.

Grade I (Incomplete) indicates that a student has not completed the course work for a particular grading period due to illness or unavoidable emergency. Students receiving this grade in any course should see their teacher as soon as possible to schedule the completion of any missing work.

Grade NA (Not Applicable) indicates that the student is not taking a designated course during a particular grading period, or that a letter grade is inappropriate at that time.

Grade P (Pass) indicates that the student has met all of a course's minimum requirements.

EFFORT INDICATORS

The numbers 1, 2, 3, and 4 indicate a student's general effort during each quarter. Effort and citizenship can have a strong impact on a student's scholastic success.

Effort 1 = Superior Effort

Effort 2 = Satisfactory Effort

Effort 3 = Effort Needs Improvement

Effort 4 = Unsatisfactory Effort

WEIGHTING OF GRADES

Viewpoint School does not grant additional credit (weight) to grades earned in honors or advanced courses.

GRADE-POINT AVERAGE

A student's grade-point average includes all subjects except physical education. Credit for classes that meet less than five times a rotation is granted on a percentage basis. In order to be eligible for the Honor Roll, High Honor Roll, and/or the Headmaster's List, a student must have no incompletes (I), no grade below a C, and must attain effort marks of 2 or better in all subjects in three of the four marking periods.

REPORTING OF GRADES, CONFERENCES, AND ADVISORS

REPORTING DATES

The School mails grade reports within two weeks of each reporting date.

Mid-Quarter	9/30/11	Mid-Quarter	2/17/12
Quarter	10/24/11	Quarter	3/16/12
Mid-Quarter	11/22/11	Mid-Quarter	5/4/12
Semester (Grades 7&8)	1/4/12	Semester (Grades 7&8)	6/4/12
(Grade 6)	1/9/12	(Grade 6)	6/8/12

REPORT CARDS

At the conclusion of each academic quarter, the School sends home **Report Cards** that indicate the quality of a student's performance in each class during the grading period. The Physical Education Department sends home report cards at the end of each sports season. Parents and students should review these reports together.

REPORT CARDS WITH COMMENTS

Once a year Middle School students receive narrative comments from all of their teachers. The evaluations are intended to communicate to the students and parents an overview of the course and, specifically, a more detailed record of the individual student's progress than a letter grade can convey.

MID-QUARTER PROGRESS REPORTS

When a teacher wishes to note the strengths or weaknesses of a student between Report Cards, **Mid-Quarter Progress Reports** will be sent home.

INTERIM REPORTS

When a teacher wishes to advise parents at any time during the quarter of a student's academic difficulty needing parental attention, an **Interim Report** will be sent home.

CONFERENCES

Open communication between home and School is encouraged. During the first semester a conference with a Middle School administrator will be scheduled for each Sixth Grade family and all Seventh and Eighth Grade families who are new to Viewpoint School.

All other Viewpoint Middle School families are welcome to schedule conferences as well. Parents may request additional conferences with their child's teachers or advisor at any time.

ADVISORS AND ADVISING

Each year in the Middle School, students are assigned Homeroom Advisors. Advisors get to know their advisees well, meeting with them daily for homeroom and once in the six-day rotation during the Advisory period. During this period, advisors and their advisees will have the opportunity to become well acquainted through activities and discussions designed to help them with important issues in young people's lives. Students will explore topics that touch them as individuals and community members through a variety of activities, including discussion, collaborative projects, games, Spirit Assemblies, student presentations, field trips, and community service.

Students should always feel free to talk to their Advisors throughout the school day.

Parents are encouraged to contact their child's Advisor at school whenever they have a concern. Most events at home are worth communicating to Advisors who will usually be able to help their advisees with school information or direct any concerns to the Middle School administration.

ACADEMIC RECOGNITION AND STUDENT AWARDS

The School presents a number of awards recognizing outstanding effort, participation, and achievement to Middle School students each year.

Honors, published each grade report period, lists the names of students who earn a grade-point average of 3.0 or higher in all subjects except those courses evaluated on a pass or fail basis, and who receive C's or better in all courses and effort marks of 2 or better in all subjects. Students must have no incompletes (I).

High Honors, published each grade report period, lists the names of students who earn a grade-point average of 3.5 or higher in all subjects except those courses evaluated on a pass or fail basis, and who receive C's or better in all courses and effort marks of 2 or better in all subjects. Students must have no incompletes (I).

The Headmaster's List is published at the end of the school year. It lists students who earn a grade-point average of 3.3 or higher for the year in all subjects except those courses evaluated on a pass or fail basis, and who receive C's or better in all courses during the year and effort marks of 2 or better in all subjects in three of the four marking periods. Students must have no incompletes (I).

The Presidential Award for Academic Excellence, established in 1983 by President Reagan, recognizes Eighth Grade students who have attained a minimum of a 3.5 cumulative grade-point average in specified academic subjects over a two-year period. In addition, the student must have scored in the 85th percentile or above nationally in either a math or reading test in the Educational Records Bureau Comprehensive Testing Program.

The Middle School Student of the Year Award is presented to the member of the Eighth Grade who, in the opinion of the Middle School faculty, best exemplifies academic diligence, unquestionable character, a positive attitude, and respect for the School community.

The Eighth Grade Academic Achievement Award is presented to the Eighth Grade student who has been selected as the outstanding scholar within the class.

The Middle School Classperson of the Year Award is presented to the member of the Eighth Grade who, in the opinion of fellow classmates, best exemplifies the qualities of leadership, dependability, a positive spirit, and respect for the School and fellow classmates.

The School Community Service Award recognizes the member of the Eighth Grade who best exemplifies the spirit of giving. Middle School students lend their valuable assistance to faculty and staff by performing a variety of services for the School during the year. Students also have many opportunities to participate in service outings throughout the year.

In addition, Viewpoint School presents departmental awards to students who demonstrate excellence in each subject. There are also awards presented to those students who compete successfully in a variety of national, state, and local competitions.

POLICIES ON STUDENT ATTENDANCE AND ABSENCE

If a student is ill, parents should telephone the Middle School Office prior to 9:00 a.m. to notify the School of their child's absence.

Students who arrive after the school day has begun must report to the Middle School Office to obtain a tardy pass prior to attending any class.

Illness, medical appointments, religious holidays, and emergencies are the basis for an excused absence or tardy. When a student misses classes due to an absence, it is the student's responsibility to make up missing homework and class assignments. Upon returning, teachers will give the student a reasonable amount of time to make up any missed quizzes, tests, or labs. The student must make the necessary arrangements with the teacher as described on page 21.

More than 18 absences or excessive tardies in a school year may jeopardize a child's standing in the School, including credit for the current year or issuance of a contract for the following school year.

At Viewpoint, we value each school day. It is impossible for us to successfully replicate the activities and interactions that take place in the classroom in the event that students are not present. For this reason, as an administration we **strongly** advise families not to take extended vacations or to participate in other activities that will result in long-term absences from school. In the event that absences of this nature occur, please understand that individual teachers and the administration will **not** compile missing work or assignments; that task will fall to the student and family via interface with the school Web site.

It is the responsibility of the individual student to be in class on time. While there are no bells to signal the beginning and ending of classes, each classroom is equipped with an atomic clock so that time on campus is synchronized. We recommend that students wear wristwatches.

The following are disciplinary measures regarding class attendance:

1. Three tardies to a class, including Homeroom, will result in a detention.
2. Cutting a class will result in parent notification and afterschool detention.
3. Chronic abuse of class attendance may result in suspension or expulsion.

Parents who are not supportive of the School's goals and policies may be asked to withdraw their children. The student and family agree to comply with and be subject to the School's rules and policies as set forth in the *Student and Parent Handbook*, including the computer/internet Acceptable Use Policy, as amended from time to time.

HEALTH SERVICES OFFICE PROCEDURES

The Health Services Office is available to students who are in need of immediate medical attention such as first aid, dispensing of medication, or observation.

- Students who require immediate medical attention during class will be admitted to the Health Services Office with a pass from the classroom teacher.
- If a student feels too ill to remain at school, the student must go to the Nurse. After consulting with the student, the Nurse will notify the parents.
- All medications will be kept in the Health Services Office and will be dispensed by the Nurse. A completed *Medication Authorization Form* must accompany any prescribed medication that needs to be administered by the School. Medication cannot be administered at school until this form is completed and returned to the Health Services Office.
- Inhalers, EpiPens, or Insulin may only be kept in students' backpacks if a *Physician/Parent Authorization Form* is on file.
- A student must have written permission on the School Emergency Form in order to receive on an "as needed" basis Tylenol, Advil, Motrin, Sudafed, Benadryl, or Tums.
- Please request an *Over-The-Counter Medication Authorization Form* from the Health Services Office or download the form from Viewpoint's Web site if a student needs to take a non-prescribed, over-the-counter medication for a few days only (i.e. cold/cough medicines). The parent or guardian must deliver all medication to the Health Services Office in the original bottle.
- If your child has a known allergy to bee stings or to foods, it is vital to supply the Health Services Office with an EpiPen and instructions from the doctor for its use.
- In the event of injuries such as fractures, sprains, or strains, please notify the Health Services Office upon the student's return to school.

ILLNESS

Parents should keep students home when they exhibit the following symptoms: fever, vomiting, diarrhea, rash, or other symptoms of communicable disease. A child should be free of fever for 24 hours before returning to school.

CRUTCHES AND MEDICAL IMPAIRMENTS

Students requiring the use of crutches at school must provide a doctor's note stating the need for crutches, the anticipated length of their use, and indicating that the appropriate instruction in the use of crutches has been provided. Similarly, students who come to school with braces, splints, or casts will be asked to provide a doctor's note indicating the restrictions on activities while at school. Students with crutches, splints, braces, or casts will not be allowed to participate in active play unless documentation is provided which indicates otherwise.

PHYSICAL EDUCATION PARTICIPATION REQUIREMENTS

1. Viewpoint believes that physical activity and growth, as provided in our physical education program, are vital to the health and overall development of our students. All Viewpoint students are required to participate in our physical education program throughout their Middle School matriculation. The physical education requirement may be fulfilled through participation in physical education classes, our intramural sports program, or placement on a Viewpoint interscholastic athletic team. In order to receive credit for physical education, students must participate in at least 85 percent of all classes, practices, and games. Students are graded on a Pass/Fail basis.
2. Students are expected to participate in the day's scheduled activity. If a child is suffering from a minor illness, the child must bring a written excuse from home. Children who are still unable to participate after two class periods will be required to provide a physician's note to be further excused from class.
3. **Students must be in school by Middle School lunchtime in order to be eligible to play in that day's games or matches.**
4. Students are expected to wear the approved physical education uniform to class. Please note that improperly dressed students are still required to participate in the day's activity.

POLICIES ON CONDUCT

The School believes that learning occurs best in an environment of honesty, mutual respect, concern, consideration, and courtesy between faculty and students. These values are the basis upon which trust and positive communication can grow. Viewpoint's rules do not define mature human behavior; they merely set limits. The School takes pride in its student body and expects its students to bring credit to themselves and to the community. Parents and students should carefully read and understand the following rules, since their enforcement will maintain the quality of education and community life that we seek to provide.

Students who violate any of these rules on campus or during any School-sponsored event or activity are referred to the Head of Middle School. Penalties for these offenses can be either suspension or expulsion, even on the first offense.

DRUGS AND ALCOHOL

The School maintains zero tolerance for drug and alcohol abuse. The use, possession, distribution, or being under the influence of any illegal drugs, intoxicants, alcohol, or other controlled substances is strictly prohibited. The Health Services Office must dispense any and all prescription drugs and must be provided with a note from the student's health care provider explaining how often medication must be taken and in what doses. (Refer to page 29.) Students may not possess any illicit paraphernalia. Any involvement whatsoever with illegal drugs, intoxicants, alcohol, or other controlled substances will result in immediate discipline, up to and including expulsion from the School. Students who violate our drug and alcohol abuse policy will be removed from the School immediately. The School may also bring the matter to the attention of appropriate law enforcement authorities.

SMOKING

The School does not permit the possession or use of tobacco. Viewpoint is a nonsmoking campus and is in compliance with local fire codes.

CITIZENSHIP

Viewpoint has high standards of performance in all areas, including personal conduct. We expect our students to be on their best behavior in classes, assemblies, on the athletic fields, on school trips, and even after school. At all times, students are ambassadors of Viewpoint as well as of themselves and their families. Proper manners, good dress and grooming, appropriate language, and courtesy toward others are essential parts of a healthy academic environment. In addition, we expect each student to embrace the highest level of integrity. The faculty as role models reinforce these values.

However, we also recognize that all of us make mistakes, and therefore need to forgive and to be forgiven by others. In many ways, the Middle School years are years of second chances, and we give students a chance to "do it better the next time." This understanding and tolerant atmosphere helps to build the confidence that one needs in order to try new things.

TREATMENT OF OTHERS

The School expects students to respect the rights and property of others. Part of living in a community such as ours requires consideration for others, for their persons, and for their feelings. Therefore, we work diligently to educate students not to bully or mistreat others in any way. Bullying includes physical intimidation, threats, taunts, and humiliation which may be communicated verbally, in written form, via text messages or instant messages, or through use of the Internet. We promote behavior that ensures all students will have the opportunity to fully enjoy the School. Any form of harassment toward any member of Viewpoint's community is prohibited. Specifically prohibited are epithets, slurs, leering, offensive jokes or touching, blockage of movement, sexual advances, inappropriate or obscene letters or notes, inappropriate photographs, video, or recordings, especially but not limited to those taken without permission of others, the display of suggestive materials, or other forms of physical or psychological intimidation. The use of the Internet for such purposes is a violation of the School's rules. Also, the School's community cannot tolerate theft, defacement, or destruction of personal property. We encourage students and parents to report any incident involving a form of bullying, harassment, or theft/destruction of personal property to the Middle School Administration. Such behavior may result in suspension or expulsion from the School.

PROPERTY

The School will not tolerate theft, defacement, or destruction of School property.

GUM

Chewing gum is prohibited on campus, on school trips, and at all official school functions.

ACADEMIC AND PERSONAL INTEGRITY

Cheating is any practice that intends to deceive. Submission of any paper, homework, test, or examination that is not completely a result of the student's own study and work is a form of cheating. To take the work of another and represent it as one's own is cheating. To provide one's own work knowingly in an act of deception is cheating.

Plagiarism is the practice of knowingly using someone else's words or ideas and presenting them as one's own. An essential requirement of scholarship and research is to document and give credit to the source of material. When in doubt about the necessity of citing or correctly formatting a source, students should consult the School's *Citation Guide*. Any shortcut method of studying or writing, such as commercially produced notes, is prohibited.

Collusion is presenting the work of another student or a parent as if it were one's own. Giving or getting improper assistance on an assignment meant to be individual work is cheating. When in doubt, ask.

The consequences of violating the standards of academic integrity may include one or more of the following sanctions: receipt of a zero on the assignment, paper, or exam in question; suspension, probation, or, in the event of repeated offences, expulsion from the School.

LYING

Lying or misrepresentation of the truth is considered a serious offense.

INCOMPATIBILITY

The School expects all students to be positive, productive members of the School community. Students may not disrupt or detract from the learning environment of the classroom.

Incompatibility is defined as flagrant or consistent defiance of the basic routine of the School. Repeated classroom absences or repeated failure to turn in classroom assignments, continual dress code violations, missing assigned punitive responsibilities, and repeated antagonistic, uncooperative or disrespectful behavior toward any member of Viewpoint's community are some examples of incompatible behavior.

HAZARDOUS MATERIALS

The School will confiscate prohibited items such as fireworks, pocketknives, weapons of any type, whether real or imitation, or other hazardous materials. Possession of such items is a serious offense.

DISCIPLINARY MEASURES

At Viewpoint we choose to focus on positive rather than negative behavior, but we do apply appropriate disciplinary measures when necessary.

CONFERENCE

Informal communication between a student and a faculty member or administrator which helps the students to understand the nature of the infraction and its consequences.

DETENTION

An assigned period of silent time or work detail for students who have demonstrated a lack of independence in monitoring their own behavior and accepting their responsibilities. For minor infractions, the School will assign detention to be served during school hours. For more serious infractions and repeated violations, detention will be assigned from 3:15 – 4:00 p.m. on a designated day. This is a time for silent reflection only. Parents will be notified in advance of a student's detention date and time.

RESTRICTION OF PRIVILEGES

Students who are responsible members of the community earn many privileges including the right to attend school functions and trips. Students who break the School's rules may lose any or all of these privileges.

PARENT CONFERENCE

A meeting with the student, parent, Head of Middle School, Assistant Head of Middle School, or Dean of Students to discuss the nature of an infraction and its consequences, either immediate or potential.

PROBATION

A designated period of time in which the School gives students the opportunity to improve. Being placed on probation gives notice to the student and the family that

a serious problem exists. Failure to meet the terms of the probation can result in suspension or expulsion.

SUSPENSION

Recommended by the Head of Middle School and by the Headmaster. Suspension is a short period of time in which the student is dismissed from School. If a student misses tests, quizzes, homework, or other assignments due to a suspension, he/she may or may not be given the opportunity to make up such work at a later date for partial credit. Upon the completion of the suspension period, parents and student must meet with the Head of Middle School before re-admission.

EXPULSION

Recommended by the Head of Middle School and the Headmaster. When expulsion is considered, the School will suspend the student for one or two days while the Headmaster, Head of Middle School, and the faculty review the matter before reaching a final decision.

GENERAL POLICIES AND PROCEDURES

CARE OF CAMPUS

We all take pride in our School and are expected to participate in the general care and upkeep of the campus. Students should place their trash in trash bins. They should keep the specified eating areas, classrooms, and locker areas clean and free of trash. Eating and drinking in the buildings are prohibited except by permission of a faculty member.

CARE OF BOOKS

Middle School students purchase their own textbooks through the Follett Corporation and are expected to come to class prepared with all necessary materials. Students are to replace lost books as soon as possible.

LOCKERS

Students must use their lockers, not their backpacks, for book storage. Students are to keep lockers clean; they may not be defaced in any way. Students who have problems with their locks should see Ms. Fox or Mrs. Dresher. **Please note: Combinations should be kept confidential.** The Middle School Office will keep the combinations to assist students with locker problems. Lockers are the property of Viewpoint School. They are not private, and the School reserves the right of entry to them at any time.

VALUABLES

The School discourages students from bringing personal valuables and large amounts of money on campus. The School cannot assume responsibility for lost or damaged items, including cell phones, iPods, laptops, or other electronic devices.

CELLULAR TELEPHONES

The use of cellular phones is limited to before or after school only. Use during the school hours of 8:00 a.m. to 2:45 p.m., except in the event of a campus emergency, will result in confiscation. Cellular phones may be stored only in backpacks or lockers. At no time should a cell phone be taken out of a backpack or used in any capacity in a classroom. Taking pictures or video with phones is expressly forbidden.

PERSONAL ELECTRONIC DEVICES

MP3 players, iPods, iPads, and other similar devices may be used before school and after school only, unless specifically permitted by a teacher as part of a supervised class activity.

GUESTS ON CAMPUS

To maintain the academic continuity of the school day and camaraderie among students, we strongly discourage visitations from students who do not currently attend Viewpoint School. A student and parent must discuss at least 24 hours in advance any possibility of a visitation on campus or at a school activity with the Head of Middle School. All guests receive visitors' passes from security guards.

PARTIES

All Middle School parties and dances are planned for Viewpoint students only. They are opportunities for students to come together in a relaxed, festive atmosphere and help to build community.

The Middle School Parent Volunteers, in conjunction with the Middle School Parent Representative, the Director of Middle School Student Activities, and the students organize a number of scheduled school social events.

While individual parents are responsible for supervision at private parties, we encourage families to *actively* be a presence at such events. Parents are encourage to personally contact the hosts of such parties to ascertain the plans for supervision. If students from a class or grade level are to be invited to off-campus parties, we ask that such invitations *not* be shared on campus unless all members of the class or grade level are invited.

GIFTS

To avoid hurt feelings, individual student gift exchanges should not take place at school. While they may be well-intentioned, group efforts to raise money for particular teachers or classrooms are not appropriate.

CONSTITUTION

VIEWPOINT MIDDLE SCHOOL STUDENT COUNCIL

PREAMBLE

The Middle School Student Council is established to form a better relationship between the students and the teachers, to uphold the standards of our School, to recommend additional and improved activities in and out of School, to support worthwhile philanthropic causes, and to provide a basis for better understanding of governmental procedures. We, the members of the Middle School Student Council, establish and submit this constitution for the benefit of all students at Viewpoint.

I. STRUCTURE

The student government of Viewpoint's Middle School shall have a Middle School Council (Grades Six through Eight). The Middle School Council shall operate under the guidelines and leadership of the Administration.

II. MEMBERSHIP

- A. The President of the Student Council shall possess executive power.
 - 1. The President shall call, preside over, and conduct all meetings of the Student Council. The President shall see that all orders and resolutions are carried out.
 - 2. The President shall demonstrate a conscientious attitude towards schoolwork and have a satisfactory academic record. The President shall be a member of Grade Eight and shall have had previous experience as a council member of the School. The President may be selected from the next class lower if no other candidate runs for the office. The student shall receive the approval of the Student Council Advisor.
- B. The Vice President shall demonstrate a conscientious attitude towards schoolwork and have a satisfactory academic record. The Vice President shall be a member of Grade Eight. The Vice President may be selected from the next class lower if no other candidate runs for the office. The student shall receive the approval of the Student Council Advisor.
 - 1. The Vice President shall assume all duties of the President during the President's absence.
 - 2. The Vice President shall oversee standing committees and activities of the Student Council.
- C. The Secretary shall demonstrate a conscientious attitude towards schoolwork and have a satisfactory academic record. The Secretary shall be a member of

Grade Seven. The Secretary may be selected from any other Middle School class if no candidate from the Seventh Grade runs for the office. The student shall receive the approval of the Student Council Advisor. The Secretary shall keep a complete written record of all Student Council meetings. The Secretary shall call meetings at the direction of the President by notifying each individual member and shall be in charge of all written records and correspondence.

- D. The Treasurer shall demonstrate a conscientious attitude towards schoolwork and have a satisfactory academic record. The Treasurer shall be a member of the Sixth Grade. The Treasurer may be selected from any other Middle School class if no candidate from the Sixth Grade runs for the office. The student shall receive the approval of the Student Council Advisor. The Treasurer shall be responsible for any and all financial matters concerning the Council.
- E. Election of Student Council members and officers shall be conducted as follows:
 - 1. At the beginning of each semester, students in Middle School shall vote by secret ballot for the four aforementioned officers for their Council.
 - 2. Students in each grade, separately, shall also vote for one senator and homeroom representatives in that grade.
 - 3. Service eligibility is to be determined by the Student Council Advisor.
 - 4. Officers and representatives may serve for as many terms as they are elected.

III. POWERS AND RESPONSIBILITIES

- A. The Assistant Head of Middle School shall serve as advisor to the Middle School Student Council.
- B. Responsibilities of the Student Council:
 - 1. To represent the students to the School's administration.
 - 2. To interpret the School's policies to the student body.
 - 3. In cooperation with the School's administration, to review existing School policies.
 - 4. To recommend changes in the School's policies.
 - 5. To develop programs to meet the objectives stated in the Preamble.
 - 6. To encourage opportunities for service to School and community.
 - 7. To enhance the individual student's social experience at Viewpoint.

8. To encourage the development of school spirit.
- C. Recommendations may be submitted to the Council for consideration by any Middle School student or any member of the faculty or staff.
- D. A member of the Middle School Student Council may be removed from said Council by the other members of the Council if the Council Member commits a severe offense, is negligent in his duty or attendance, or maintains less than a satisfactory academic record. In this case, the next runner-up will be named to the position, either as an officer or as a member at large.
- E. Committees of each Student Council shall be determined and organized by the Council.

IV. RATIFICATION

The ratification by Viewpoint School's administration and by the Council of authorship shall be sufficient for the establishment of this Constitution.

SCHOOL PRAYER

O God, our Creator

Thank You for Your loving gifts of friendship and challenge, that through them we may grow in wisdom and compassion, becoming alert to cries of hurt and need. Help us to understand the things we cannot change and change the things we can.

Enable us to recognize beauty and to learn from the unfamiliar. Make us grow daily in our appreciation of life and the wonderful potential of being, each of us, Your child. Lead us to our life's work and bless us with dedication to it.

Grant us Your guidance and protection for ourselves, our families and friends, our school, our nation and our world, and give us the strength to do Your will.

Amen

SCHOOL SONGS

INTEGER VITAE

He who is noble, kind in thought and action
Faithful to duty, pure, and singlehearted,
Needs not a weapon, needs not man to guard him,
Virtue defends him.

What though he wander o'er the burning desert?
What though he journey o'er unfriendly mountain?
Sleeping or waking, though by death surrounded,
Virtue defends him.

VIEWPOINT ALMA MATER

Mid the canyon, hills, and treetops
Stands Viewpoint School;
Where the sun is bright above us,
There is Viewpoint School.

Soft the breezes blow around us,
Clear and blue the skies surround us,
Flags are furling high above us,
At Viewpoint School.

Here we learn our daily lessons,
That is the rule.
Here life's ventures we prepare for,
At our loved school.
Free our spirit, joyous too,
Loyal hearts forever true,
Alma Mater! Hail to you!
Viewpoint School.

INTERNET AND E-MAIL ACCEPTABLE USE POLICY AND AGREEMENT

Students of Viewpoint School will make use of the Internet or other online computer services as part of their course work. Our goal in providing this service to teachers and students is to promote their love of learning by facilitating the sharing of resources, innovation, and communication. Recognizing that the internet contains some material of limited or no educational value, Viewpoint School has taken precautions to restrict access to these materials, and expects students to honor the principle of educational use of the resources available through the Viewpoint network. We firmly believe that the valuable information and interaction available on the World Wide Web far outweigh the possibility that users may procure material that is not consistent with the educational goals of our school.

Internet access is coordinated through a complex association of governmental agencies, and regional and state networks. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that **you are aware of the responsibilities you are about to assume**. In general, this requires efficient, ethical, and legal utilization of the network resources. If a Viewpoint School student violates any of these provisions, he or she will be subject to disciplinary action.

ACCEPTABLE USE

The use of your school account must be in support of education and research, and consistent with the educational objectives of Viewpoint School.

Do not reveal your User Password to anyone. You may be implicated for the actions of others if your User ID is used while infractions are committed. Providing computer access by loaning your User ID and password is prohibited.

Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any Federal or state regulation is prohibited. This includes, but is not limited to, threatening or obscene material, and transmission in violation of copyright.

The use of the Internet is a privilege, not a right, and inappropriate use will result in disciplinary action. Students whose off-campus use of the Internet negatively affects the School's learning environment may be subject to disciplinary action.

NETWORK RESOURCES

In general, Viewpoint students are expected to engage in efficient, ethical, and legal utilization of the network resources. Viewpoint School will make reasonable efforts to

protect the electronic files of every account holder. However, an account holder's files may be reviewed, collected, and/or used by Viewpoint School:

- As required by law;
- As part of normal system maintenance activities;
- When there is reason to believe an account is being used for improper or illegal purposes.

Please be aware that there is no specific "right to privacy" of any files a user might create or store on Viewpoint School computing equipment or transmit on the Viewpoint School Network; any such material may be viewed by Viewpoint School personnel at any time. Students should realize that network use (e.g. WWW, e-mail) is logged and is subject to administrative monitoring and review. Also, Viewpoint School may close an account at any time as required.

Network Etiquette and Privacy. You are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

- BE POLITE. Never send, or encourage others to send, abusive messages.
- USE APPROPRIATE LANGUAGE. Remember that you are a representative of Viewpoint School and are on a non-private system. Never swear, use vulgarities, or any other inappropriate language.
- PRIVACY. Do not reveal your home address or personal phone number or the address and phone numbers of others. Carefully guard the security of your network password.
- PLAGIARISM. The Internet is to be treated in the same manner as any other research source. Plagiarism is unethical and can result in disciplinary action. If you have any doubts about the need to provide citation, provide the citation. Don't be naïve; if you found the information on the Internet, your teacher can also find it. Always provide the correct citation by using the *Viewpoint School Middle and Upper School Citation Guide* based upon the Modern Language Association's (MLA) manual.
- DISRUPTIONS. Do not use the network in any way that would disrupt the use of the network by others. Do not access or change others' files or computer accounts.

Security. Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify your Head of School or a member of the Computer Science faculty at once. Never demonstrate the problem to other users. All use of the system must be under your own account. Any user identified as a security risk will be denied access to the information system as a whole. This may mean revocation of library privileges and withdrawal from classes requiring system use.

Vandalism. Vandalism is defined as any malicious attempt to harm or destroy data of another user or of any other agencies or networks that are connected to the system. This includes, but is not limited to, the proliferation or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action, and legal referral.

Consequences of Misuse. Consequences of misuse include, but are not limited to:

- Suspension of access to the network;
- Revocation of access to the network;
- Suspension of computer access;
- Revocation of computer access;
- Suspension from Viewpoint School; and possibly
- Expulsion from Viewpoint School in certain circumstances;
- Legal action and prosecution by the legal authorities.

Viewpoint School Rights. Viewpoint School reserves the right to:

- Monitor all activity and all materials stored on the Viewpoint School network and individual CPUs;
- Determine whether specific uses of the Viewpoint School network are consistent with this policy;
- Remove a user's access to the Viewpoint School network if it is determined that the user is violating this policy or otherwise engaged in inappropriate activity;
- Keep a log of Viewpoint School network use and monitor storage disk utilization by user;
- Determine what is considered appropriate use; and
Cooperate in any investigation relating to Viewpoint School network



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