

# Welcome to Middle School at Seffner Christian Academy 2019-2020



## Commonly Asked Questions:

### 1. Is the iPad required for middle school?

Yes, the iPad is required. The school issued iPad is used for many of their textbooks/Bible, note taking, organization/calendar, email, some tests/quizzes/homework, and approved activities. The dean will host a technology assembly during the first two weeks of school to discuss digital citizenship and technology infractions. Please read the technology code of conduct and iPad user agreement in the student handbook. All Apps are loaded to student's school managed iPads by the tech department.

### 2. Is there a cell phone policy for Middle School?

**Students must have cell phones turned off and in their book bag or locker from 7:50 to 3:05. They can not be out or visible during the school day.**

### 3. What is Moodle?

Moodle is the Learning Management System used in every subject except Math. Students will submit papers, projects, take tests and quizzes on Moodle. Please visit the school website to learn more about Moodle – there is a brief tutorial to help parents to better understand Moodle

### 4. Is an email address required for middle school students?

Yes. Student's emails are set up and logged into RenWeb. Teachers will email students important classroom assignments. Students must have access to their email on their iPad on a daily basis. An individual email address is assigned to every with his or her school managed iPads.

### 5. Where can I find the school supply list?

The school supply list is available on the school website.

### 6. When will I get my locker assignment?

Locker assignments will be assigned to every student during orientation, iPad pickup, or on the first day of school. Students are encouraged to keep their locker codes private. Opening another student's locker can result in earning a behavior referral.

### 7. Do I need a lock on my locker?

Yes, students will need two locks: one lock for the locker upstairs and one for the PE locker in the gymnasium. Any locker that does not have a lock will have a zip tie put on the locker.

### 8. How do I order my lunch?

Upon entering the cafeteria on the first day of school, the cafeteria staff will be available to assist with lunch orders. Lunches can be ordered each morning or by the week. The lunch menu is posted on the school website for review.

Students will order lunch from the cafeteria before 9:30 am each morning. Lunch orders will be verified using a biometric scanner as students go through the lunch line. After verification, charges will be applied to each family's account at the end of each school day. Payment should be submitted to the SCA Business Office, and not the cafeteria or teacher. Please ensure the funds for school lunches are clearly designated on checks or with cash payments.

**9. What do I do if I do not know where to go during the day?**

Just ask any teacher or staff member, they will be happy to help. Your daily schedule with RenWeb

**10. Where do I sit for lunch?**

Mrs. Kretzer (Middle School Principal) and Mrs. Eller (Student Care Coordinator) will be present during lunch to help everyone get settled, and there will be signs posted around the tables.

**11. Why do some 7<sup>th</sup> and 8<sup>th</sup> graders have a blank 4<sup>th</sup> period on their schedule?**

4<sup>th</sup> period is the elective period for 7<sup>th</sup> and 8<sup>th</sup> graders. **Students had the opportunity to pick their elective and explore the different options during the last week of the 2018-2019 school year.**

Students who have not chosen their elective will be able to select one during the first two days of the new school year. Mrs. Kretzer will give directions that are more specific to the students during lunchtime announcements on the first day of school.

Elective Offerings for 7<sup>th</sup> & 8<sup>th</sup> grade:

- **Choir-** Audition required
- **Band-** Audition required
- **Middle School Wheel:** Each quarter the students will take a new class to be exposed to various elective topics: Art, Computer Applications, Photography, and World Cultures.

**12. When is Chapel?**

6<sup>th</sup> -12<sup>th</sup> grade chapel is every TUESDAY. Students sit with their grade level in a designated area. These areas will be announced prior to the first chapel. **Every one to two months there is a Middle School Only chapel.**

**13. When should I pick up my child?**

The school day ends at 3:05 for secondary students. It is recommended that secondary parents pick up their child around **3:15**, so they have time to go to their locker and get books. Car line is open until 3:30. Any student who is not picked up from car line at 3:30 pm will be sent to after care for appropriate supervision. **Parents who do not have an elementary aged child will be issued a car tag to expedite the car line wait time.**

**14. How do I contact my student's teachers?**

Teacher information is posted in RenWeb and on the school website (under the SCA Team section). The middle school teachers teach 160 students throughout the course of the day, so email is the best and

most efficient way to contact teachers and school staff. Please allow at least one full school day for a response.

**15. What if my child needs extra help?**

The middle school teachers offer help classes one day a week after school. The teacher will be available for students to come and receive additional assistance with content they are learning in class. Help classes are for additional assistance but do not act as one-on-one tutoring. If a tutor is required, please contact Mrs. Kretzer for assistance. A help class schedule will be emailed home to parents in the first middle school newsletter and also posted in the middle school hallway as well as the weekly newsletter. Teachers will also publish help class dates in their syllabus and in their classrooms. Students who wish to attend help class should come to class with a specific question, homework assignment, or concept that they are requiring teacher assistance.

**16. How will I know my student's grades and homework?**

Teachers update RenWeb grade books once a week. Parents and students may log into RenWeb accounts to access student grades. Automated progress reports are emailed home every weekend. Please allow teachers one school week to grade papers and enter grades. Middle school teachers grade over 500 assignments per week, so your patience is greatly appreciated as homework and test scores are entered into RenWeb.

Homework is posted for the week on RenWeb by Monday mornings. Please understand that this is a projection of the week's homework. It may change throughout the week due to teachers modifying lessons plans to best fit the needs of their students. Homework will be posted in the classrooms every day, and all students are required to utilize their iPad calendar and record their homework for each class. Teachers will help remind students of this on a regular basis, but it is the students' responsibility to track their homework using their iPad. RenWeb and Moodle are also a great resource for additional class resources and handouts if they are lost or misplaced. ☺

**17. My child is sick. How do I report it to the school and get make up work?**

All secondary parents may email or call Ms. Vivi Torres in attendance ([vtorres@scacrusaders.com](mailto:vtorres@scacrusaders.com)) to report the absence. An excuse note or email should be sent to the front office upon the student's return to school. All teachers mark student absences as unexcused until the excuse note is received and the attendance office will change the status of the absences in RenWeb. When students are out sick, they may check RenWeb for the day's homework for make up work (you do not need to email each individual teacher). All in-class assignments will be excused. Students will be responsible to make up homework posted on RenWeb and any scheduled tests or quizzes after their return. Students have 3 school days to make up work and arrange with the teacher to make up tests or quizzes. Please see the class syllabus for test make up times.

**18. How is discipline tracked in middle school?**

The teacher will keep an official list of tally marks. Once a student accumulates 4 marks in talking, unprepared, or tardiness in a class for the quarter a detention will be written by the dean. A warning email will be sent prior to the 4<sup>th</sup> mark to parents. Attendance can also be checked in RenWeb on a daily basis by the parents. The dean on a weekly basis assigns detentions. The Dean of Girls will handle dress

code violations by a female student. Parents and students will receive an email notification about the detention.

Four incomplete homework assignments in a class per quarter will result in a Saturday school. Students will be required to report to school on Saturday and complete missing homework. Saturday school assignment will be given to the student and emailed to the parents. Parents may check the status of their student's homework by reviewing RenWeb progress reports. Daily emails are generated by RenWeb and sent to the parents when assignments are put in RenWeb as "M" (the student was in class but did not turn in the assignment).

**19. How are detentions handled?**

- a. If a student receives a detention, the student and parent will be notified by email about the offense.
- b. If a student is late, they will not be allowed to serve the detention and must serve on another day.
- c. The student must come prepared to write and copy from the detention folder (paper and pencil).  
If there are any problems with detention serving times, please contact the Dean of students.
- d. Failure to serve detention will result in a Saturday school or suspension.

**20. What if my student is late to school or class?**

If a secondary student is late to school, they must sign in at the cafeteria with appropriate excuse notes. They will be given a late pass to class from a dean.

**21. What should I wear for orientation?**

We ask that students dress modestly. No shorts or tank tops. If a girl chooses to wear a skirt, please make sure that it is no more than 2 inches above the knee.

**22. Can I buy PE uniforms, sweatshirts, or other spirit merchandise on orientation night?**

Yes, these items will be available for purchase during Orientation

Looking forward to a great 2019-2020 school year. If you have further questions, please do not hesitate to contact [akretzer@scacrusaders.com](mailto:akretzer@scacrusaders.com)