

Middle School Standards and Procedures

BEFORE SCHOOL AND BREAKS

1. When the first bell rings, immediately walk to your classroom.
2. Make sure you have all your belongings.
3. Do not enter the classroom unless a teacher is present.

ENTERING THE CLASSROOM

1. Greet your teacher with a handshake, high five, or hug.
2. Walk in quietly and calmly.
3. Read the "Agenda" and begin the first task.

NEEDS AND SUPPLIES

1. Be prepared with sharpened pencils (2 minimum), paper and necessary supplies before class begins.
2. Remain in your seat during direct instruction; sharpening pencils and items to be thrown out should be taken care of during work time.
3. If you forget a pencil you will need to make arrangements with the teacher to borrow one. (Buy one for a quarter, trade for something of value, etc.)

MATERIALS

1. Treat classroom materials with care.
2. Respect the school property by not writing on books or desks.
3. Respect others by not touching property belonging to the teacher or another student without permission.
4. Students will be charged for damages to school property.

BATHROOM

1. Students are allowed to utilize the bathroom during breaks.
2. In the case of an emergency, **ONE** pass will be given per trimester.
3. Sign out from class on the chart.
4. Take the classroom pass with you.
5. Return quickly, sign back into class and continue quietly with your classroom activity.

WATER

1. You may bring a clear water bottle to class, which should contain only water.
2. Use water bottles appropriately. They should not distract from your learning or the learning of others.

LISTENING STANDARD

1. Practice "Active Listening" (ears, eyes, hands, and heart).
2. Remain seated.
3. Raise your hand if you have a question.

WORKING INDEPENDENTLY

1. No talking.
2. If you need help, raise your hand or come to the help desk. If someone is not available to help you, skip what you are working on and move on until someone is available.

WORKING WITH A PARTNER

1. Students may talk quietly to their partner.
2. Discussion should remain focused on the subject or material being covered at that time.

WORKING IN A SMALL GROUP

1. Students will work collaboratively in groups of three to five for a specific task.
2. Students may talk quietly to one another.
3. Discussion should remain focused on the subject or material being covered at that time.
4. No put downs.
5. Always keep a positive attitude.
6. All members of the group are valued and should be given the opportunity to do their personal best.

CLASS DISCUSSION

1. Practice "Active Listening" (ears, eyes, hands and heart.)
2. No put downs.
3. Make sure your comments are relevant and appropriate.
4. Students have the right to pass at any time.
5. One person will speak at a time.
6. Do not interrupt someone who is speaking.

GUEST TEACHER

1. Welcome the guest.
2. Follow the guest teacher's rules.
3. Follow classroom procedures.
4. Be on your best behavior.

5. Disrespect for a guest teacher will lead to an automatic detention.

HOMEWORK

1. Homework is due ON TIME.
2. Late work will receive a zero; however, when it is turned in it will no longer be considered "missing."
3. Incomplete or illegible assignments will lower your grade.
4. Turning in sub-standard work is not acceptable.
5. Remember to include the correct heading in the top right hand corner: Full name, date, period, and assignment information if given.
6. Be sure to show your work for all math assignments.
7. Students who copy work from another student in any subject area will receive a zero on that assignment, along with the student who allowed their paper to be copied. We consider this cheating. We appreciate the use of integrity at all times.
8. Homework passes are only valid in the class from which they are received and applied at the teacher's discretion.

FIELD TRIPS

1. Students with no missing assignments for the current trimester will be allowed to attend scheduled field trips. Students must also avoid academic probation to be allowed to attend fieldtrips. Teachers will assess assignments and grades one week prior to fieldtrip departure.
(Note: Turning in sub-standard work is not acceptable.)
2. In attempt to ease the 6th graders into the responsibilities of middle school, they will be allowed to have one, and only one missing assignment to attend fieldtrips. This policy will be in effect during 1st trimester only.
3. Students who wear their field trip shirts will be allowed to attend field trips. Students should NOT plan to "call home" for these shirts from school on the morning of the trip.
4. Obey safety rules in the car (seatbelts on, hands to self, quiet voice).
5. Stay with your assigned adult at all times.
6. Show respect to the people and places we visit.
7. Be an active listener.
8. Use polite manners - "please", "thank you", "excuse me".
9. Raise your hand if you want to ask a question.
10. Students displaying disrespect on the field trip will miss an upcoming field trip.

EXITING THE CLASSROOM

1. Put the classroom materials away.
2. Pick up garbage around your desk.
3. Straighten your desk.

4. Wait quietly for the teacher to dismiss you.
5. Push in your chair and walk calmly out the door.

CHECKING OUT

1. Walk directly to the pick up area.
2. Wait for your ride respectfully and quietly on the grassy area.
3. Before leaving with your ride or going to EDC, check out with your teacher with a hug, high five or handshake.
4. Have a wonderful evening!

TARDIES

1. Each student must be in his/her seat with their materials and pen/pencil before the class starts. Failure to do so will be considered a tardy. Tardiness may eliminate you from special privileges.
2. Be sure you know what time each class begins. You are responsible for being on time! If you are beyond 5 minutes late of morning school arrival, you will need to go to the school office and get a tardy slip.
3. Walk to class and quietly come in. Do not disturb what the class is doing and hand the tardy slip to the teacher and get started on what the class is doing.
4. At break time, you need to check in and ask the teacher if there is something more that you need to do or work that you missed.
5. Students who exceed three tardies within a trimester will be assigned a detention for each additional tardy.

ABSENCES

1. It is the student's responsibility to obtain and complete makeup work resulting from an excused absence (ie: illness).
2. Makeup work for excused absences will be accepted within a period equal to the absence. For example, if a student is absent for two days, he/she will have two days to make up the assignment.
3. If an assignment is not turned in within the time allowed, it will be considered missing and no points will be earned.
4. Families must give teachers a minimum of one week notice prior to an unexcused absence (ie: family trips) to assemble work for the student. All work is due on the day the student returns. If the work is to be completed before the trip, the teacher must receive a two week notice.

CELL PHONES

1. Students must have written permission from parents turned into the teachers authorizing possession of a cell phone.

2. Cell phones are to remain out of sight and turned off throughout the school day, including during field trips.
3. Cell phones may be used in emergency situations, with teacher permission only, to contact a parent.
4. Inappropriate use will result in confiscation. Phones must be picked up with a parent from the school office at the end of the day.

LOCK DOWN

1. Remain calm and quiet.
2. Find a safe spot under your desk.

FIRE DRILL

1. The class will walk straight out in a quiet line to the assigned spot.
2. Students will remain quiet in line during the drill until permission is given to return to class.
3. Students are to walk back to class quietly, and get back to work.

SAFETY

1. Never throw anything.
2. Keep all appendages to yourself.

LUNCH

1. Student may eat at the outside picnic tables under the blue tarp or in the field house on rainy days.
2. Students may choose to eat in the quad area (middle school patio).
3. Students must remain in areas with yard duty supervision which include the quad area or playground.
4. On rainy days, students should remain with their 4th hour teacher.

LOCKERS

1. Lockers are school property. Students will treat their lockers with respect by not writing on the lockers, attaching stickers, or defacing in any matter.
2. Students must provide their own combination lock for their lockers. Combinations must be provided to homeroom teachers.
3. Students who forget their combinations will be charged \$1.00 for the teachers to provide this information.
4. Lockers will be searched on a random basis.
5. Lockers are meant to hold books, binders, lunches and P.E. shirts.

MISCELLANEOUS

1. Points will be deducted for lack of participation or distracting behavior during oral presentations, movies, etc.
2. Do not bring food or notes to class or they will be confiscated.
3. Binders and/or spiral notebooks will remain class specific. They must be brought to class daily and will be graded at random.
4. Students must have a pass if they are late to a class.
5. Students should keep their grades at a C- or above to avoid being placed on academic probation.

Grading Scale

Above 100%=A+	
93-100% = A (4.0)	73-76% = C (2.29)
90-92% = A- (3.74)	70-72% = C-(1.99)
87-89% = B+ (3.49)	67-69%= D+ (1.69)
83-86% = B (3.24)	63-66%= D (1.29)
80-82% = B- (2.99)	60-62%= D-(.99)
77-79% = C+ (2.69)	59% & below= F (.49)

Core classes are worth one credit; Bible and Technology are weighted at one half credit each.

Extra Credit will be banked until the end of the trimester and applied only if the student has no missing assignments.

I have read the attached Middle School Class Guidelines and agree to abide by them during the 2008-2009 school year.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Please sign - Worth 10 pts. Due date: Friday _____