

## Middle School Academic Policies

Dear Students and Parents,

It is our pleasure to welcome you to the middle school. Please read and discuss this informational letter.

### **Organizational Expectations**

Students will be expected to reserve a binder that contains folders for each academic subject, Explorations, and Fine Arts elective. Notebooks should also be kept in the binder. Students are expected to utilize the binder as an organizational tool for note taking, class assignments, homework assignments, school notifications, and planner.

Students will receive an assignment-planner book. Students will be expected to use their planner to record assignments, quizzes, projects, and test dates. Students are expected to review and discuss the planner notes with you and have you sign or initial it each night.

**Students must bring their binder and planner to classes every day.**

### **Grading Policy**

All assignments must be turned in on time. Late assignments will be marked down 10% the first day late. Any assignment turned in more than one week late will receive no more than 50% and must be turned in with teacher permission. If a student is ill or has an excused absence, he or she will be given two days for every day absent to make up the missed assignments. Please note, if your child is absent, it is his or her responsibility to get the missed assignments and complete them.

With the exception of tests, students may correct or redo assignments handed in on time for a grade up to 70%. Excluding Math, students have one day from the day an assignment is returned to correct it for a higher grade. Because Math assignments are checked in class each day and the skills are sequential, students may not correct them for a higher grade.

Academic Integrity: Cheating will not be tolerated. An assignment which displays plagiarism, the act of copying another person's work and attempting to pass it off as your own, or cheating, will receive a zero. Academic Integrity is an important quality of fine students.

### **Graded Assignments**

Graded assignments will be kept in the classroom in student folders. The graded work will be kept for the entire card marking and then sent home. You are invited and encouraged to visit the classroom to review graded assignments.

### **Final Exams**

At the end of each semester, students will take a final exam that will cover topics taught throughout the semester. The purpose of the exams is to teach study skills and prepare students for high school. Students should save the graded homework sent home after each card marking to allow them to study and review for the exams. Final exams will be given in January and June. Final exams will count for 10% of the cumulative year end grade.

### **Newsletters**

Students will receive a weekly classroom newsletter each Monday that will contain information such as what will be taught in core content areas including due dates, quizzes, upcoming tests, field studies, and other important news. In addition to the classroom newsletter, expect to receive a copy of The Chat, which will keep you informed of school wide events. Both the grade level newsletter and The Chat can be found on-line at [www.chatfieldschool.org](http://www.chatfieldschool.org).

### **Explorations, Fine Arts, and Outdoor Education**

Students will be engaged in exploring various career paths throughout the school year. They are expected to come each day with necessary materials, dress, and footwear. In addition, Outdoor Education is an important part of our curriculum and students are expected to dress appropriately for the weather when we are working outside. We will have periodic brain breaks in addition to our lunchtime. It is important that students are dressed appropriately to go outside as all students are expected to participate. Please see the Chatfield handbook for notes on the dress code.

### **Extra School Time (EST)**

Extra School Time will be assigned for students with excessive tardies or for students who for whatever reason need extra silent working time. Students are required to attend his or her appointed time despite any extra-curricular events scheduled.

### **Success in School**

Finally, your child's growth and learning is our priority. We are pleased to meet with you if you would like to set up a goal setting conference or if you have questions or concerns. Please feel free to contact us before or after school at 810-667-8970.

Your Partners in Education,

#### **6th Grade**

Jennifer Bierbusse  
Tracy Boyle

#### **7th Grade**

Jean Block  
Bob Kurtz

#### **8th Grade**

Bill Kraly  
Karla Pretty

#### **Assistants**

Michele Guerra  
Judy Mariconi  
Lori Raymond

