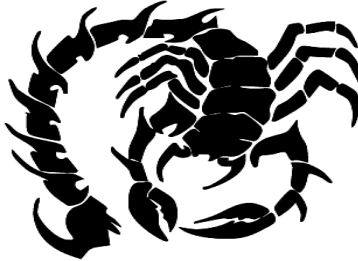


Scott Middle School-Team 6B

Respect
Responsibility



Ready to Learn

Essentials for Success!

How to Have a Successful 6th Grade Year

Sixth Grade Policies and Procedures

Dear Parent/Guardian,

Please read these policies carefully with your child, sign at the bottom, and have your child return to their advisory teacher. Thank you for your support.

Welcome to the sixth grade at Scott Middle School. We are enthusiastically anticipating this new school year and we hope you're looking forward to it as much as we are. We have listed the sixth grade policies and procedures. Parents, your continued support and communication with the teachers will enable your child to have a productive and successful year. If you or your child has any questions, please feel free to email us. We are confident that the sixth grade teams will continue to develop into productive communities where each member has important contributions to make.

The following information includes policies and procedures we will follow in order to have an exciting, challenging, and productive school year. Students, please read this carefully with your parent/guardian.

Reward, Attendance, and Discipline Policy

Rewards

- IOU's when students are prepared, on time, and/or have all of their homework or bell ringers for the week (See example below).
- Wow's when students are caught doing a good deed. There is a drawing in the office every Thursday for a prize.
- Weekly raffle tickets are given out at the teacher's discretion for being prepared, on time, having homework, etc. Tickets are pulled randomly for various prizes.
- Every six weeks, students with NO Minor Incident Reports (MIR's) will get a game or movie for two academic class periods.
- Every six weeks, students with AB honor roll and AB conduct are taken on a walking field trip to Long John Silver for lunch.
- Each 6 weeks after receiving report cards the students will fill out a chart based on their grades (A=4 pts, B=3 pts., C=2 pts., D=1 pt., F=0 pts.). At the end of the year students that have 67points or more will attend the field day.

IOU Example:



Name _____



- Do your work at the teacher's desk.
- Sit with 5 other friends at a table at lunch (check with a police officer/adult in cafeteria).
- Bring a snack or drink for yourself to eat in class (as long as we aren't doing an experiment).
- Have a note/email sent home from teacher.
- Have a note/email sent home from the principal/asst. principal/dean
- Get out of jail free card-erase a mistake (uniform, tardy, supplies).
- Sit on a carpet square in back instead of your desk for a day.
- Sit on the soft chair in back instead of your desk for a day.
- Pass to the front of the lunch line (check with a police officer/adult in cafeteria).
- Switch seats with someone for one day.
- Extra bathroom/locker pass.

Attendance

Elementary and Middle School Attendance Procedures

The parent or guardian has the following responsibilities:

- To ensure that his/her child is present and on time.
- To notify the school before 10:00 a.m. on the first day of the child's absence, stating the reason for the absence and the approximate day of return.
- To provide upon the child's return a signed, written note indicating the date of the absence and

explaining the reason for the tardiness or absence. If parents fail to submit such a written note, the school may send to the parents a notice requesting such information.

If no notification has been received by school personnel within three (3) school days, steps shall be taken to determine the reason for the absence. If the reason for the absence or pattern of absence is not excused, a conference shall be scheduled with the parent or guardian and appropriate school personnel.

After determining the reason for the absence, the principal and his/her staff may take such steps as the following:

- Appropriate action at the local school level.
- Referral to the Director of Secondary Curriculum, Instruction, and Student Services.
- Appropriate legal action -- referral to the prosecutor for “failure to educate.”

Prolonged and/or frequent absence is detrimental to a child’s progress in learning. A student who misses thirty (30) or more days during a school year may be considered a candidate for retention. (Parents should understand that there are additional reasons for student retention and that this regulation pertains only to the procedures which deal with retention due to poor attendance.)

After ten (10) days are missed, the parent will be asked to attend a conference with the teacher to discuss the child’s progress in view of these absences. After twenty (20) days are missed, the parent will be asked to attend a conference with the teacher and the principal to look at proper grade placement for the child in light of excessive absences. Referral for “failure to educate” the child will be made to the prosecutor’s office.

Classroom Policy: When a student is absent they miss out on the learning experience.

- If a student is in attendance and does not turn in work when it is due, he/she has one day from the due date to complete and turn in the assignment for half credit.
- Absent students have the same number of days they were absent to complete the work missed. Certain circumstances may result in additional time as needed to complete missing work at the teacher’s discretion.

Discipline

Level 1 Behaviors include:

- Inappropriate Language
- Horseplay
- Defiance, disrespect, insubordination, non-compliance
- Lying, cheating
- Harassment, teasing, taunting (physical and/or verbal)
- Disruption, excessive talking
- Dress code violation
- Not prepared for class
- Tardiness

Step 1: Level 1 behaviors are to be handled by the classroom teacher or staff member witnessing such behaviors. The student will be given a Minor Incident Report (MIR) for each infraction. Based on the offense and the number of referrals a student has, the consequence will be given as directed by the teacher or administration. Outlined below are the possible infractions and consequences. Please review these with your child to better understand the policies and assist your child in being successful at Scott Middle School. Teachers will show documentation of interventions through the attached Intervention Sheet.

In one six week time span, teachers will use the following infraction procedure:

Infractions can be combined between academic teachers

- Three infractions or MIR Forms in one or more academic classes = classroom suspension with the academic teacher and a phone call home.
- Six infractions or MIR Forms in one or more academic classes= Morning or lunch detention and a phone call home to schedule a parent/ teacher conference.
- Nine infractions or MIR Forms in one or more academic classes= A referral to the office.

Step 2: **ROUTINE OFFENSES**

Any minor physical or verbal disturbance that interferes with the learning environment or management of school activities is considered a “routine offense.” Such disruptions lead to a loss of teaching time and will not be tolerated.

If behaviors persist, the classroom teacher will call the parent to advise them to meet for a parent/ teacher conference with the student for the purpose of goal setting.

Step 3: If level 1 behaviors have not improved after 4 weeks, students may be referred to the Student Staff Support (SSST) Team for mentoring.

Level 2 Behaviors include

- Pushing/Shoving
- Abusive Language
- Theft
- Property Damage
- Truancy
- Technology Violations

Level 2 behaviors could be referred to the office at teacher discretion. Teachers will complete a Disciplinary Action Referral (DAR) and send it to the office. The appropriate personnel will call for the student when instruction is least interrupted and an administrator is available. On the same day the student is sent to the office, an administrator should notify the parents.

Level 3 Behaviors include:

- ❑ Fighting
- ❑ Arson
- ❑ Bomb threat, false alarm
- ❑ Use, possession of alcohol
- ❑ Use, possession of prescription or non-prescription drugs
- ❑ Use, possession of tobacco
- ❑ Use, possession of weapons

Level 3 behaviors should be referred to the office immediately. Teacher will complete a DAR to accompany the student. Consequences for students who engage in level 3 behaviors will include removal from the classroom for a period of time. An administrator will notify parents.

Every six (6) weeks, the students can start fresh on the behavior log in each teacher's room. However, the disciplinary records in the office will remain.

Please feel free to contact us at any time during the school year (989-7340)

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Please read 'Essentials for Success! How to Have a Successful 6th Grade Year Sixth Grade Policies and Procedures' carefully with your child, sign this portion, and have your child return only this portion to their advisory teacher. Thank you for your support.

Print

Student

Parent/Guardian

Student Signature

Parent/Guardian Signature

