

Wilbur and McMahon's Code of Responsibility - Grades 5-8

Implementation will start on Monday, September 21, 2015

Our Vision

The Wilbur and McMahon School is dedicated to preparing students for educational and life experiences in an atmosphere where there is respect for the dignity of every person and an enthusiasm for learning. The Wilbur and McMahon School is dedicated to the principle that educational programs be both challenging and supportive, distinguished by consistent high standards and by attention to the needs and potential of the individual student.

To fully embrace our vision, we as faculty, parents, and students have to adhere to the principles of such vision.

Attendance

We are state mandated to be in school for 180 days – 6 ½ hours per day.

Attendance will be checked on a daily basis. An automated e-mail notification will be sent to the Principal and Mrs. Fitzgerald immediately, along with a letter to be mailed to the parents, on a student's 10th absence (see page 7 of student handbook), specifying the importance of continuity in school and warning of possible truancy proceedings.

Please be reminded to notify the school when your child is absent by 9:30am, specifying a reason for the absence.

The tardiness procedure will also be monitored. Students in grades 5-8 will be allowed 3 tardies per quarter. The student will receive a 1-hour detention on the 4th tardy (see page 7 of student handbook). If the student exceeds four tardies per quarter, other measures of consequence will apply.

It is important to note that any student who is absent has 5 school days to make up that work, starting with the day that the student returns to school. Teachers will enter grades into the ASPEN account seven (7) school days after the graded assignment is given. An incomplete will be entered into the system until the student makes up the missed work. For students that receive a grade below a 70, the system will automatically be triggered and the parent will receive notification via e-mail.

Please note that students are allowed one re-take on failing assessments (55%/35%) provided that they will meet established criteria set by the Middle School Teachers. When criteria is met, students will be able to conference with the teacher, revisiting material applicable to the assessment, and re-take the assessment. It is the students' responsibility to address the teacher wishing to have a re-take. A 5-day period from the day the grade is posted on ASPEN will be allotted. A maximum grade of a 70 can be attained.

In English classes, students are able to revise their written assignments after they conference with their teacher. Students will have a one week period, five (5) school days to make the revision to meet the standard. The revised grade will cap at a score of 85.

***Consideration will be given to students who have extended absences, extended learning plans, IEP's and 504's.**

Homework is an important extension of the school day and an integral part of the educational process. Please refer to pg. 5 of the student handbook to determine your responsibilities as a student, parent and teacher. Teachers will post their homework assignments daily on the google classroom. This is an added feature to the student's daily homework planner. In addition the library will be open in the morning from 8:20 – 8:30 for students who had technical issues printing their work at home. Students do need teacher permission to print from the library. The library will also be open and monitored on Mondays and Thursdays from 3-4 pm for student use.

Homework Policy

Homework is an important extension of the school day and an integral part of the educational process. It allows a student to practice skills or complete enrichment activities to enhance learning. Homework also encourages the development of a sense of responsibility. Because students, parents, and teacher teamwork is so vital to homework and school success, we endorse the following expectations:

Students

- Accept responsibility for homework
- Complete homework assignments in a timely manner
- Pace long-term projects to avoid a last-minute rush
- Read every night
- Accept consequences for late, incomplete, or missing homework
- Discuss homework problems with teacher (including any computer related issues, in advance of due date).
- Students have 5 school days to make up their work from the day they return to school

Parents

- Provide a quiet student area that is equipped with necessary supplies
 - Provide minimal assistance in completing homework if needed
 - Support students in pacing long-term projects and learning time management skills
 - Encourage and support daily reading
 - Expect homework to be completed in a timely manner
 - Support consequences for late, incomplete, or missing homework
 - Notify teacher if child is having difficulty completing homework
- Please do not send a note to school excusing the student from homework assignments

Teachers:

- Assign homework that can be completed independently or with minimal assistance
- Assign homework that can be completed in a reasonable amount of time (Estimated time is to add a zero to child's grade level, i.e. Grade 3 = 30 minutes, Grade 6 = 60 minutes, etc.)
- Support at-home reading with books from classroom and school libraries
- Expect homework to be completed in a timely manner
- Provide appropriate consequences for late, incomplete, or missing homework
- Notify parents if problems with homework are occurring
- Teachers have 7 school days to upload grades into ASPEN

Classwork/Homework is work done in school or at home where teachers check to see if it is done or not done. This would reflect the student's efforts on whether or not they complete the tasks. This category is ten percent (**10%**) of the full grade. Homework will be graded as follows:

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| • Check – completed work- meets criteria | 100% |
| • Check Minus– Incomplete– does not meet all criteria | 70% |
| • Zero – Work was not done or handed in | 0% |

Please understand that students who do not pass in their homework will be subject to the three strike regulation, per quarter. No homework means one strike - Three strikes results in an hour detention to be served after school from 3-4 pm. An automated letter will be sent home when a student does not do their homework and obtain the grade of zero.

Homework / Classwork 10%

Assignments / Quizzes (quizzes/mini-labs/graded worksheets) 35%

Major Assignments (labs/research projects/science fair/tests/ writing pieces/notebook grades) 55%

Please note- If you are absent, your grade will be entered as an incomplete until the work is made up. You will have five school days to finish the task.

Teachers are always available to help students before or after school with any of your missed assignments or research projects. Kindly let the teacher know at least 24 hours in advance, that you need their help and that you would like to stay after school .

The discipline code at Wilbur and McMahan is to provide a safe and nurturing school environment that is conducive to learning (pg 9). Please adhere to the code and cultivate a successful environment at Wilbur and McMahan School . Students who are in violation of the code will be subject to the three strike rule also established by the teachers in the classroom.

Please understand that if you are involved in any after school activities such as sports, theater, Glee club, Mock Trial, etc. you are fully responsible to have all of your work fully completed before participating in these events. Furthermore, the Principal or his/her designee will have further discussion with students concerning the ability to participate in any extra-curricular activities if your grade is not meeting the standard.

I have read the Code of Responsibility together with my child

Parent's signature _____

Student's signature _____

Date _____
