

MADRONA MIDDLE SCHOOL POLICIES AND REQUIREMENTS

Students are evaluated on active and thoughtful participation in class, regular and careful completion of assignments, scores on assessments, and effort and progress shown throughout the semester.

Daily Schedule

School begins promptly at 9:20. Students are expected to be in each class on time. Students must have late passes (excused or unexcused) for admittance to class after the beginning of the period. Students who arrive prior to 9:15 should gather in the language arts or math room until the first bell rings.

- Phones may only be used before school in rooms 23/24 OR with explicit teacher approval. Phone use is not permitted in hallways or bathrooms.

Classroom Requirements

Bring materials required for class, a charged Chromebook, and something to write with to each class (pencil or pens with black or blue ink).

Guidelines for homework and writing assignments:

- Typed using an acceptable font (ONLY Times New Roman, Arial, Calibri, or Trebuchet)
- Font size: 12point
- Font color: Black
- Indent the first line of a paragraph half an inch from the left margin (tab once)
- Double spaced
- Proper headings (name, date, and period in the upper lefthand corner)
- MLA format (intext citations and works cited page)

(See Guidelines for Research Papers for complete instructions)

Late Work and Missing Assignments

- All work must be submitted by the due date.
- Student work submitted after the due date will not be accepted for credit unless prior arrangements have been made with the teacher. Extensions to due dates and revisions to assignments are at the teacher's discretion. Late work will not be accepted for credit if the work is submitted later than the agreed upon deadlines.
- Upon returning to school after an absence, a student has the responsibility within **3 school days** to contact teachers to develop a plan for making up missed work, quizzes,

and examinations. Late work due to excused absences will not be accepted for credit if the work is submitted later than agreed upon deadlines.

Grading

- 100-93=4
- 92-78=3
- 77-60=2
- 59 and less=1

Plagiarism

This policy is designed to enhance, enrich, and solidify the academic and character education of students at Madrona Middle School. The information outlined in the following policy is intended to provide students with guidelines for academic integrity.

Plagiarism/Cheating includes:

1. Directly copying the work of another person without using all of the following:
 - quotation marks
 - proper credit immediately following the quote
 - listing all sources on the “works cited” page
2. Paraphrasing the ideas of another person without using all of the following:
 - proper credit immediately following the paraphrase
 - listing all sources on the “works cited” page
3. Using and failing to properly credit any work or answers that have been written, created, or developed by another person.
4. Recycling an assignment by submitting academic work that has been previously submitted by oneself or another student.
5. Using artwork, music, or pictures without proper citation. Students may not use artwork, music, or pictures, including clip art that was created by another person, without proper citation.

Consequences of Cheating/Plagiarism

Below is a list of consequences that will be used at the discretion of the teacher and administrator in whole or in part.

- Assignments will not be accepted for credit
- Parent Notification
- Administrative disciplinary action

Agendas/Calendar

Students are required to keep track of assignments, homework, due dates, or other information given by instructors.

- Agendas may be purchased individually, or students may use the Google Calendar as a part of their Google account.
- Parents should regularly check the agenda, as it can be a great source of information about assignments and upcoming middle school events.
- Parents and students should check the middle school Google Calendar for important events and dates.

Absences and Family Vacations

Families are discouraged from scheduling trips while school is in session. We, of course, understand there are exceptional circumstances that, on rare occasion, preclude families from being able to avoid pulling students out of class, and we take this into consideration when reviewing absences to determine if it will be considered excused.

Missing multiple days of classroom instruction will likely have a negative impact on a student's academic performance. It is impossible for teachers to replicate classroom instruction, discussions, and activities that your child will miss while they are away. Interaction in the classroom is an essential part of learning. There is no substitute for being present each day, and makeup work will always fall short of actual participation in simulations, instruction, group activities and discussion, and science lab work. There is a strong correlation between attendance and performance. Please schedule family trips during student breaks.

Snacks / Food policy

Teachers may or may not allow for eating or snacking in class. This is a classroom policy at the discretion of the teacher. All students are encouraged to carry refillable water bottles with them.

Signatures below indicate receipt of Middle School Policies document.

Student Signature _____

Parent Signature _____

Date _____