

I. CLASSROOM MANAGEMENT

A. *Morning Meeting-*

Each day will begin by building our classroom community through greetings, news and announcements, activities and/or sharing. The goal of the Morning Meeting is to foster social, emotional, and intellectual learning.

B. *Classroom rules*

1. Observe all of the rules in the student handbook.
2. Observe the rules in each classroom.

C. *If you choose to break a rule-*

Our school has chosen to follow the Responsive Classroom approach to learning which uses logical consequences to encourage proper behavior. A logical consequence is related to the behavior, and is designed to help students learn from their mistakes and develop self-discipline. Consequences may involve (but are not limited to) a comment, time away from the group to regain self-control, an apology of action, fixing a problem, redoing of work, loss of a privilege, a parent phone call, detention with a teacher, and/or conferences with the principal. **See Appendix A (page 6) for the ICS Detention Policy.**

D. *Electronic Devices-*

Electronic devices such as cameras, video recording devices, Apple Watches, music devices, and handheld electronic game consoles are **NOT** permitted to be used on school property during school hours. Cell phones should not be brought to school. If you have a cell phone, it **MUST BE LEFT IN THE OFFICE UNTIL DISMISSAL**. Personal computers and tablets are not permitted in school at any time. Electronic readers (Nook, Kindle) are **ONLY** allowed for reading, not internet access. Parents must sign a waiver indicating that the school is not liable for any damage that may occur to the device. Any misuse of the e-reader will result in the loss of privilege for the remainder of the school year.

E. *School issued Chromebooks-*

Chromebooks must be carried in the designated case (see school supplies) and in a string bag between classes. Students will not be issued a Chromebook until the *Chromebook/Network Device Acceptance of Responsibility and Device Use Agreement Permission Form* and the *Student Code of Conduct of Google Applications* forms have been signed and turned in. Failure to follow the guidelines for acceptable care and use of the Chromebook will result in loss of the Chromebook for a time period designated by the teacher. Chromebooks **MUST REMAIN IN THE SCHOOL**.

F. *Snack-*

At the discretion of each teacher, students may be given the privilege to have a working snack each day. The snack must be neat (dry, no utensils required) and healthy. Do not bring drinks (except water). Students should avoid bringing in snacks with peanuts or other ingredients that classmates are allergic to. There will be **no sharing** of snacks. It is not safe to consume food in the science lab

or art room so if a student's scheduled snack time is during one of these classes, an attempt will be made to reschedule snack time for that day. Failure to follow snack rules will result in the loss of this privilege.

G. Water bottles-

Students may bring in a water bottle; however it must be clearly labeled with the student's initials. Every day, several full or partially full water bottles are left unclaimed in each classroom. This is wasteful and unsanitary because students are often drinking from a bottle that is not theirs. If unlabeled water bottles continue to be a problem, water bottles will no longer be allowed.

H. Leaving the classroom-

Students are required to sign out in the appropriate logs whenever leaving the classroom (lavatory, nurse, band, office, etc.). Students must include where they are going and sign back in when they return to the room. If a student is gone long enough to miss work, it is the student's responsibility to find out what was missed and hand in the work when it is due. Excessive trips to the nurse's office will be reported to the student's parents.

- ***If a student makes excessive trips to the bathroom without a medical reason, he/she will receive two bathroom passes at the start of each marking period. The passes will allow students to go to the bathroom twice during the day, once before lunch and once after lunch. Students may also go to the bathroom during lunch/recess. Exceptions will be made if in the case of an emergency.***

I. Organization-

Students are expected to keep their notebook/binders organized. **Backpacks are only to be used for transporting materials to and from school, not between classes. String bags may be used to transport items between classes.** There should be no papers floating in desks, textbooks, binders, notebooks, or on classroom shelves. There is a three hole punch in every classroom for students to use if needed. Students are expected to refill their supplies as needed (notebook paper, pencils, pens, etc.)

J. Parent communication

Assignment books will be used as a way for the teacher to communicate with parents on an as needed basis. If necessary, the teacher will write a comment in the student's assignment book and his/her parent(s) must sign it by the following day. The purpose of the comments is to give the student and parents a chance to discuss the problem and work out a solution. If there continues to be a problem, the teacher will call the parents to discuss possible solutions.

Parents may also write notes to the teacher via the assignment book. Please ask your child to make sure he or she shows the book to the teacher if a note is written in it. A parent may also communicate with the teacher by writing a note, leaving a phone message with the office, or by sending an email.

Name	Email address
Ms. Bloom	rbloom@icsclinton.org
Mrs. Jones	sjones@icsclinton.org
Ms. Kielce	dkielce@icsclinton.org
Mrs. McCarron	kmccarron@icsclinton.org
Mrs. Monthony	tmonthony@icsclinton.org
Mr. Puricelli	spuricelli@icsclinton.org
Senora Rousos	jrousos@icsclinton.org
Mrs. Sharp	msharp@icsclinton.org
Mrs. Smith	ksmith@icsclinton.org
Mrs. Staples	jstaples@icsclinton.org
Deacon Tony	trusso@icsclinton.org

II. UNIFORMS

A. *Dress code-*

Please read the handbook for the Dress Code. A uniform infraction may result in the loss of certain privileges. If a student continues to have uniform infractions, he/she may be sent to the office to wait until the proper uniform item is brought from home. If there is a special circumstance and your child cannot wear the proper uniform on a particular day, please send in a note with your child.

B. *Dress uniform-*

The dress uniform must be worn for school liturgies and special “announced occasions.” If a student does not wear the dress uniform on a required day, the office will contact a parent that morning to bring in the appropriate uniform. If the uniform is not brought in, the student may lose certain privileges.

C. *Dress Down Days-*

Students are expected to dress modestly on dress down days. Skirts and shorts must be to the knee. Tank tops, spaghetti strap tops, midriff tops, etc. are not acceptable attire. No flip flops, clogs or other backless shoes are permitted. In addition, shirts or sweatshirts with inappropriate slogans are not allowed. Girls may wear light make-up but NOT nail polish. A good rule of thumb is: if you’re not sure if it is acceptable, don’t wear it. If a student does not dress appropriately for a dress down day, his or her parent will be contacted to bring in the student’s uniform (not another set of dress down clothes). If the uniform is not brought in, the student will lose the privilege of the next dress down day. If there is a theme to a dress down day, the only acceptable attire is that which corresponds with the theme.

III. HOMEWORK

A. *Grading-*

Homework is an important component of education. Homework is designed to help students understand or practice a particular concept. It needs to be done when it is assigned or it loses much of its value

B. *Excused homework-*

It is understood that there are days when it is close to impossible to get all assignments completed; therefore ONE excused homework assignment will be allowed per marking period per subject. An excused homework assignment does not mean that it does not need to be completed. It simply means that it **may be handed in one day late**. A student **must bring in a note signed by his or her parent on the due date of the assignment** with an explanation of why the homework was not completed.

IV. GRADING SYSTEM

A. *Assessments-*

Grades will be based on a variety of assessments, which will include journals, class work, lab reports (science), projects, presentations, writing assignments, quizzes, tests and class participation. If a teacher requests a written version of the homework, it should not be emailed or printed in school unless previous arrangements have been made or there are extenuating circumstances.

B. *Late assignments-*

Daily assignments are **due on the due date**. Students may be required to meet with the teacher to discuss why the assignment was not completed and to complete the assignment. **Please hand your work in on time!**

Long term projects are also **due on the due date**. Five percent will be deducted for each day the assignment is late. Planning time with the teacher will be necessary if a long term assignment is not turned in on time.

C. *Graded work-*

Tests, quizzes and other graded work may be needed to study for midterms and/or finals. Keep all work in a safe, accessible place. A teacher may request that tests and projects be signed by a parent and returned the next day. At the teacher's discretion a student can increase a test grade by correcting all of the incorrect answers, getting a parent's signature and returning it the following day.

D. *Extra credit-*

At the teacher's discretion, there may be opportunities to earn extra credit throughout each marking period. Extra credit may not be allowed if all regular assignments have not been turned in. **Extra credit is not a last minute chance to raise your grade.**

E. *PowerSchool-*

- **It is important to check PowerSchool on a weekly basis.** It is possible to arrange for weekly reports to be automatically emailed to you.

F. *Final report card grades-*

Grades are reported as numbers on report cards. The letter grade equivalencies are as follows:

97 - 100	A+
93 - 96	A
89 - 92	B+
85 - 88	B
80 - 84	C+
75 - 79	C
70 - 74	D
Below 69	F

2016 – 2017 Marking Periods

First marking period--	September 6th -- November 11th
<i>Mid marking period--</i>	October 7th
Second marking period--	November 14th -- January 27th
<i>Mid marking period--</i>	December 16th
<i>Tentative Midterm exams—</i>	January 23 rd , 24 th , 25 th
Third marking period--	January 30th – March 31st
<i>Mid marking period--</i>	March 1st
Fourth marking period--	April 3rd -- June 9th (June 2nd for 8th grade)
<i>Mid marking period--</i>	May 3rd
<i>Tentative Final exams--</i>	May 30 th and 31 st

V. **ABSENTEE FORMS AND ASSIGNMENTS**

A. *Absentee note-*

A note signed by a parent explaining why the student was absent must be brought to school when the student returns. In place of a note, a parent may call the office to notify the school of a student's absence.

B. *Missed work-*

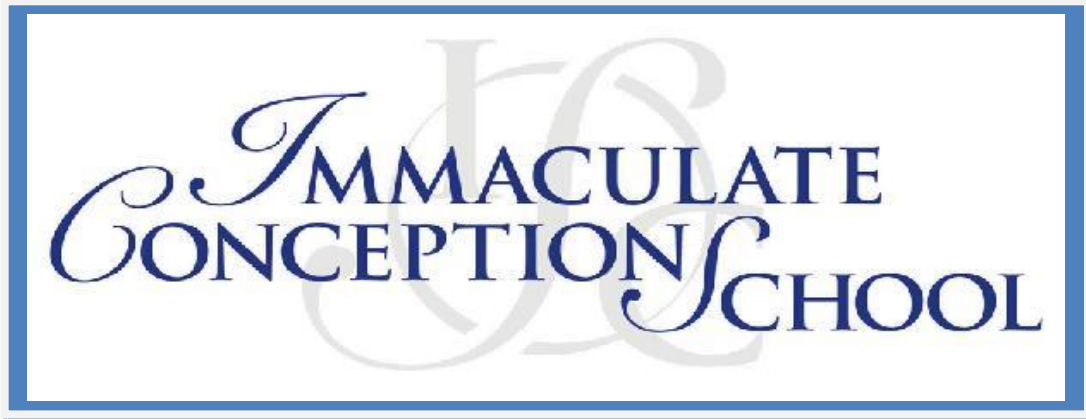
When a student is absent he/she should contact a friend to gather any classwork and/or homework that is assigned. The buddy will write down the assignments and gather the books together so the homework can be sent home with a sibling or picked up after school. If the work is not picked up, the student will get the work on the first day back.

New assignments--A student will have the number of days that he/she is absent to make up newly assigned work. If a student is absent when a test is assigned, it is the responsibility of the student to meet with the teacher to determine when the quiz or test will be made up.

Previous assignments—Any work assigned before a student is absent is due upon the student's return or the following day. This **also applies to quizzes or tests** that the student was aware of prior to his or her absence. It is expected that the student will make arrangements with the teacher to make up the quiz or test as soon as possible. It is the responsibility of the student to notify the teacher that he or she has missed a quiz or test and needs to make it up. If a student **comes in late or leaves early the day of a quiz or test, the student should make arrangements with the teacher to take the quiz or test when he or she returns to school or before he or she leaves.**

Long term assignments--If a student is absent the day a long term assignment is due, it is expected that the project will be turned in upon return. **A student does not receive extra days for long term projects if he/she is absent.** If a student **comes in late or leaves early the day a long term assignment is due, the assignment MUST be turned in that day when the student arrives at school or before he or she leaves.**

- C. **It is ultimately the student's responsibility to find out what was missed and to make the work up on time.** A student should ask the teacher if he/she missed any work while absent.



APPENDIX A

ICS Middle School Student Detention**Detention:**

Detention may be assigned for the following reasons:

- Failure to complete classwork and homework (3 repeated violations)
- Insufficient use of classroom time (3 repeated violations)
- Disrespect exhibited to other students, faculty, assistant teachers or school volunteers
- Violations of the dress code (3 repeated violations)
- Frequent tardiness to class without passes
- Misuse of or tampering with school property or equipment
- Possession of unauthorized items such as toys, electronic devices, and cameras
- Behavior which interrupts the educational process of others
- Lying to or misleading school personnel
- Cafeteria misbehavior
- Abuse of bathroom privileges
- Verbal Abuse
- Miscellaneous offenses handled by the principal

Three detentions in any one marking period will be deemed as excessive and carry additional consequences. If a student receives more than 3 detentions in one marking period there must be a meeting with the teacher, parent and principal to make a plan on how to move forward.

- Teacher will contact parents alerting them that their child has a detention on the same day of the infraction.
- A parental signature, prior to the detention, is needed before serving the detention on the official detention form.
- All detention forms must be returned by the student to the teacher to avoid other consequences.
- Parents will be required to inform the teacher of how the student is to be dismissed from detention if it is during after school hours. (i.e. parent pick up, dismiss to after care, etc.)
- The teacher will give principal a copy of the signed detention form and to the detention teacher on duty.

Detentions will take place after school from 3:00- 3:45. Teacher must ensure he/she is sitting with the student during the assigned detention. Student will not be permitted to complete homework during this time unless that is the purpose for the detention. Teacher on detention duty must manage the student to ensure he/she is behaving properly.

(August 2016)