

# Greenspun Junior High School

## School Wide Student Expectations 2009-2010

Welcome to Greenspun for the 2009 - 2010 school year! ☺ We are all very excited and know that this year will be a fantastic one. The following items will explain the procedures and routines that are common to all of our classes at Greenspun JHS. Please carefully read and understand these expectations, because most of these items will affect your academic or citizenship grades. It is also very important that your parents or guardians read this document so that they know what to expect as well.

### **Homework (Practice) Expectations:**

The purpose of homework is to provide students an opportunity to independently practice previously learned concepts, provide students with direct meaningful connections to the instructional program, and act as an extension to classroom assignments. Homework assignments should average 15-20 minutes for a student to complete per class. It is also understood that depending on the type of assignment, the average time may vary. Assignments in classes for high school credit may exceed the average as required by the curriculum established for the class. Accuracy, neatness, legibility, proper arrangement on the page, correct spelling, and punctuation will be expected of students when completing homework assignments. We also expect that homework will be of high quality.

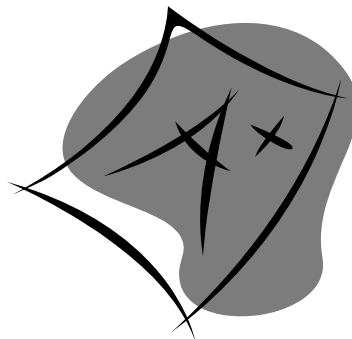
As a standard, homework assignments will not be given over the weekends, but students should expect that homework will be assigned in most courses Monday through Thursday. There may be **limited** exceptions to this policy when projects have been assigned over a period of time or a student is enrolled in a class for high school credit.

Homework assignments will not be assigned over holiday breaks. This is a time when students and staff are to have a break from school and a time to relax and re-energize.

### **How to Properly Label Class and Homework Papers:**

When turning in class-work and homework, students are to fill out the headings of these papers in the following manner. Headings will appear in the upper right corner only, unless otherwise directed by the teacher.

<b>Last, First Date Period Assignments</b>
_____
_____
_____
_____
_____
_____



### **Makeup Work After an Absence:**

The ultimate goal for assigning student homework is to provide students with opportunities to reinforce learning. This being the case, it is critical policies exist that encourage students to do their work. After an excused or unexcused absence, students are expected to meet with their teachers and find out what assignments they missed. The assignments are then to be made up within a reasonable amount of time after their absence. Please remember that an excused absence does not excuse students from completing the missed work. The makeup work must be completed and returned to the teacher as soon as possible to avoid getting too far behind in their studies. It is reasonable to expect students to get their makeup work to teachers within just a few days. Please follow each teacher's routines for turning in makeup assignments.

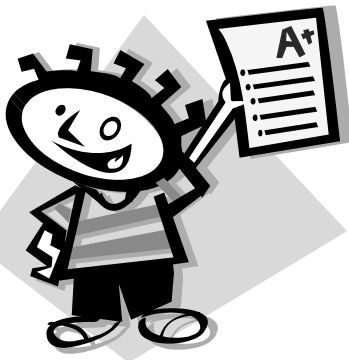
### **Prearranged Absences and Makeup Work:**

It is understandable that at times it is necessary and important for parents to schedule pre-arranged absences for emergencies or special occasions. A total of ten days maximum of pre-arranged absences are allowed in one school year. Parents are asked to come into the attendance office and pick up a Pre-Arranged Absence Request Form. The form is to be filled out and signed by a parent and then turned into the attendance clerk for approval by an administrator. Once signed by a school administrator, the form will be given to the student. The student will then take the form to his/her classes for each teacher to sign. Each teacher is to, at a minimum, sign the form indicating that they have been informed of the upcoming pre-arranged absences. Teachers may also choose to list any work that can be done while the child is away from school. When the student has gotten all the teachers to sign the Pre-Arranged Absence Request, it is to be returned to the attendance clerk for final processing. Students are expected to turn in all make up work in a timely manner upon returning to school. Parents and students should also plan on working closely with each teacher when making up work from these types of extended absences.



### **Turning in Late Assignments:**

The ultimate goal for assigning student practice is to provide students with opportunities to reinforce learning or provide feedback to students. This being the case, it is critical that policies exist that encourage students to do the work. For this reason, students will be given three opportunities a quarter (maximum) to turn in a late assignment **without penalty**. After three chances are used, teachers may then deduct 50% of score for any subsequent assignments turned in late. Additionally, to be allowed to take a re-quiz or re-test, all practice assignments associated with those assessments must be turned in prior to retaking the quiz or test.



### **Re-Doing Practice Assignments:**

In an effort to motivate students to continue striving for greater mastery of the subject material, students will be allowed to re-do practice assignments for possible full credit. Students are encouraged to turn in make up or re-done work to the teacher before or after school. Each teacher will establish guidelines for accepting re-done assignments. If a student is suspected of taking advantage of this policy, parents will be notified and this option may be suspended for that student as a consequence.

### **Retaking Tests, Quizzes and other Assessments:**

To further motivate students to strive for greater mastery of the subject material, the team recommends that students be allowed to retake any assessment one time for up to 90% of full credit. The goal is to provide students with an opportunity to revisit the material (within a given realistic time frame). Many students who are motivated by grades or concerned parents seeking ways for students to increase their grades will be pleased with this opportunity.

To take a re-assessment, teachers will require each student to participate in some sort of remediation efforts. Teachers may hold a meaningful review session or ask students to develop a study plan in order to be given the opportunity to take a re-assessment. If a student is suspected of misusing this policy, parents will be notified and this option may be suspended for that student as a consequence.

### **In order to qualify to take a retest the following conditions must be met and/or understood:**

- Any student who earned an 89% or below on a test or quiz will be allowed to retake the assessment one time. Students will have the ability to raise their quiz or test grade to a maximum 90% A.

- Students will be required to participate in some sort of remediation activity.
- All practice assignments associated with an assessment must be turned in prior to being allowed to retake a quiz or test.
- Students who plan on retaking an assessment must initiate contact with their teacher within five school days of receiving their graded assessment back. This contract is initiated via the retake request form. Retakes will be given once the student has adequately reviewed for the retest as deemed appropriate by the classroom teacher.
- Students must schedule a time with the teacher to retake the assessment. Retakes should be made within 5 days of receiving a graded assessment back.
- Students will receive the achievement score of the retake exam or quiz, even if the score is lower than the first test/quiz score.
- These initiative revisions were enacted to help ensure students take the first assessments more seriously and also to ensure students adequately prepare for any retake assessments they qualify for.

### **Academic Grading Policy:**

#### **Homework and Assessments:**

Homework will now be known as practice. Practice will count for up to 10% of a student's grade in any class. The other 90% of a student's grade will be based on classroom assessments and activities where students demonstrate to the teacher what they actually know in relation to the objectives being assessed. Tests, quizzes, projects, and oral defenses are all examples of work that could be included in the assessment category.

Grades will be based on the following percentage categories:

<b>Percent Ranges</b>	<b>Grade Earned</b>
89.5% – 100%.	A
79.5% - 89.4%	B
69.5% - 79.4%	C
59.5% - 69.4%	D
59.4% and Below	F

#### **Group Projects:**

Frequently instructors will provide learning opportunities for students that include learning groups or group projects. During these group learning situations, each student will be graded individually based upon his/her role and participation. Students will be individually assessed for their part within the group project and individual effort will be recognized. Group grades will not be given and students with excused absences will not lose points as long as all work is made up.

#### **Opportunity Period/Hallway Expectations:**

Opportunity period for students is from 7:30 – 7:55 a.m. Monday, Tuesday, Thursday, and Friday. During this time each morning, students are encouraged to visit their teachers if they need any assistance with their homework or subject material. This is also a good opportunity for students to turn in late or make-up work and to clarify any questions they may have regarding grades. When students are in the hallway, students are expected to behave appropriately and to be going to a classroom. Students are not to congregate and socialize in the halls.

## Cell Phones:

Students are permitted to carry cell phones at Greenspun JHS, but the following guidelines must be observed:



- Phones are to be turned **off** during class time and passing periods.
- Text messaging, the use of camera or video functions, as well as recording conversations is prohibited.
- Cell phones may not be used in place of a calculator or stop watch.
- Phones may be used during lunch with the permission of a campus monitor or administrator. Students will be directed to place their calls at a designated area.
- Any student found to be using their cell phone inappropriately, in or out of the classroom, will have their phone confiscated. The staff member who confiscated the phone will then call the parent to notify them how the phone was misused. Students will be allowed to pick up their phone after school in the Deans' Office.
- Students who frequently disregard the cell phone policy may lose the privilege of carrying a cell phone and may also be disciplined for disregard for school rules.

## Birthday/Holiday Gifts at School:

Frequently students receive balloons, stuffed animals and other birthday/holiday items during the school day. While we encourage our students to celebrate these special occasions with their friends, students who receive these gifts will be asked to not carry gifts from class to class. The gifts may be left in the students' 6<sup>th</sup> period classroom (with the teacher's permission) or the deans' office for pick up after school.

## Tardy Policy:

A student is considered tardy if he/she is not in the classroom before the tardy bell begins to ring. At the start of each class period, teachers have been directed to close their classroom doors and all late students are sent to the deans' office. At the deans' office, students will receive any consequences for the tardy and pick up a "Tardy Notice" form." The "Tardy Notice" form is then given to the teacher by the student for admittance into the class. The following consequences are earned by students for progressive tardies:

Tardy Number	Consequence
1	Tardy Sign In
2	Tardy Sign In
3	Detention – 45 min. after school
4	Phone call to parent/guardian and two (2) Deans' Detentions. If unable to make contact, appropriate paperwork (RPC-A) will be given to student to take home requesting the guardian make contact with deans' office.
5	RPC –B Parent Conference with the Dean
6	IHS (In-House Suspension) - to be served until 3:00 pm.
7 or more	Suspension – progressive; referred for Disregard for School Rules.

Students will always be given 24 hour notification of a deans' detention so parents can plan ahead and know their child will be staying after school. The administration and staff ask for your help and support in our efforts to reduce student tardiness to class. Tardiness results in a loss of instructional time and is also disruptive to classroom instruction. Tardies are accumulated on a semester basis and start over at the beginning of the second semester (not each quarter). This offers each student a "fresh start" to begin each semester (not quarter).

### **Progressive Discipline Plan:**

All students are expected to treat others with courtesy and respect. Each teacher will have a set of classroom rules and expectations that every student is expected to follow. Classroom progressive discipline will be maintained by each teacher and inappropriate behavior may result in disciplinary action that may include: student conferencing, seating change, parent phone call, teacher detention, or referral to the deans' office. Continued inappropriate behavior, or any major infractions, will result in immediate referral to the deans' office. Students will then be subject to the deans' office progressive discipline.



### **Common Spaces Behavior Expectations:**

In addition to maintaining proper classroom behavior, students are also expected to maintain proper behavior when in the common spaces of the building. These spaces include the court yards, locker areas, hallways, and cafeteria. When students misbehave in the common spaces, students may be sent to the deans' office for consequences. Inappropriate behavior that may get a student sent to the deans' office includes running, profanity, horseplay, dress code, throwing food, leaving food on lunch tables, cutting in the lunch line and other similar infractions.

### **Gum Policy:**

Greenspun Junior High School maintains a "no gum" policy. The "no gum" policy is enforced for two reasons. First, discarded gum is a health risk that can further spread germs and illness from one student to another. Second, it has a devastating effect on the cleanliness of the school. Students found to be disregarding the "no gum" policy will be sent to the deans' office for progressive disciplinary action that includes deans' detention, required parent conference, in-house suspension, and suspension.

### **Citizenship:**

Citizenship in each class will be OBJECTIVELY determined by each teacher utilizing a Citizenship Log Rubric. In each class, teachers will maintain a record for each student that logs citizenship behaviors. Students who show a propensity to misbehave in class or not follow classroom rules/procedures will be noted for each action in the Citizenship Log. The rubric details the citizenship grade a student earns based on the number of disciplinary entries made in a student's log sheet.

<b>Number of Citizenship Violations</b>	<b>Citizenship Grade</b>
0-2	O - Outstanding
3-5	S - Satisfactory
6-7	N - Needs Improvement
8 or more	U - Unsatisfactory

### **Greenspun Welcomes You!**

On behalf of the entire faculty and staff here at Greenspun Junior High School, we would like to welcome back all of our returning students and extend a special greeting to our new students. This school year promises to be a fun and exciting time, filled with many special learning experiences, time to make new friends, and the opportunity to become part of an outstanding school family. We encourage all of our students to become involved with one or more of our many after school groups, clubs, or activities. This is the best way to make friends with students who share your common interests and also helps you to be more successful in the classroom. Welcome to Greenspun Junior High School! We look forward to seeing you on campus.

