



RESPONSIBLE, CHALLENGED, MOTIVATED TO SUCCEED

<u>Policy</u>	<u>Action</u>
<b>School Supply List</b>	<ol style="list-style-type: none"> <li>1. ISNs = composition notebooks (8 total, 2 for each core)</li> <li>2. Chromebook Case Model #3180</li> <li>3. Pens &amp; pencils</li> <li>4. Colored pencils</li> <li>5. Glue sticks</li> <li>6. Highlighters</li> <li>7. Folder for loose-leaf and graph paper</li> <li>8. Loose-leaf notebook paper</li> <li>9. A pack of graph paper for math</li> <li>10. Earbuds</li> <li>11. Hand-held pencil sharpeners</li> <li>12. Water bottle with a spill-proof top</li> <li>13. Combination lock to be used with PE</li> </ol>
<b>Grade Scale</b>	<p>A = 90-100            B = 80-89            C = 70-79            D = 60-69            F = 59-below</p>
<b>Weight Assessment</b>	<p>50% Major            50% Minor  <u>High School Credit Course</u>            60% Major            40% Minor            20% of the first semester average will be determined by their midterm grade            20% of the overall average will be the End of Course Exam</p>
<b>Homework Policy</b>	<p>Homework is to finish any class work assignments and to study for upcoming assessments. In Math, homework will be given as needed to practice skills.</p>
<b>Missing Work Policy</b>	<p>NHI is marked in Powerschool. (Floored at a 50)            All late work must be turned in one week prior to the end of grading period.</p>

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	<p><b>Weeks 3, 5, 7, 9:</b> In a school wide effort to decrease missing assignments at the end of each quarter we have implemented the 3, 5, 7 Policy. The student goal is to complete all missing assignments before the nine weeks ends and to attend Panther Zone (a celebration activity) on week 9. On Fridays during 3rd Period Lab Time for weeks (3, 5, 7) students are pulled for makeup work if they are missing 1 major assignment and/or 2 minor assignments in any class. Students that have met this criteria during weeks (3, 5, 7) will be included in a fun educational enrichment activity during 3rd Period Lab Time for their grade level.</p> <p><b>8th grade team only:</b> Missing work will only be turned in before weeks 3-5-7 (Panther Zone). For example, assignments that were due within the first three weeks of the quarter, should be turned in before the first Panther Zone. Assignments that were due within the next two weeks, should be turned in by the second Panther Zone date, etc. Teachers will not take work past these cut off dates, unless there are mitigating circumstances.</p>
<b>Makeup Work Policy</b>	<p>Students have 5 days to make up missed work from the date of return to turn in makeup work without any penalty. ABS is marked in Powerschool. (Floored at a 50)</p>
<b>Late Work Policy</b>	<p>Late work will be accepted. 10 points off the earned grade. Quizzes or tests don't apply. (See Missing Work Policy above).</p>
<b>Retake Policy</b>	<p>No retakes on minor assessments. Test retakes are allowed for major assessments, and the highest grade will be recorded. No minimum grade requirement for test retakes.</p> <p>Student retakes are not required, however if the student wishes to retake the major assessment they need to follow the following steps. Student need to notify the teacher of the desire to retake the assessment. Retakes need to be done within one to two weeks of the first attempt. Retakes will take place in the classroom during a scheduled time. Retakes may also occur during a lab time session which is listed as 3rd Period Skill Building on the schedule.</p> <p>Teacher discretion may require students to complete a remediation assignment with a reflection component or provide a parent signature on the initial assessment grade. For example: Students may be required to rework missed problems on a math test to provide additional practice in preparation for the retake assessment.</p>
<b>Classroom Expectations</b>	<p>Cell Phones - Cell phones are to be off and put inside of the student's book bag or other type of bag. Cell phones should not be visible during any part of the school day unless given specific instruction during class to use the</p>

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	<p>device at the teacher's discretion.</p> <p>Students may use the restroom during class and lunch with teacher permission. Students will use a sign out sheet and classroom pass to go to the restroom during class. Restrooms are not used during class changes, as transition time is too short. Teachers <u>allow</u> students to go to the restroom during class.</p>
<b>Consequences</b>	<p><b>Level 1 Offense:</b></p> <ol style="list-style-type: none"> <li>1. Warning</li> <li>2. Parent Notification by teacher</li> <li>3. Lunch Detention &amp; Parent Notification by teacher</li> <li>4. Referral to Administration with Parent Notification by teacher <ol style="list-style-type: none"> <li>a. Referral may result in ISS/OSS &amp; Parent Notification by Administration of consequences.</li> </ol> </li> </ol> <p>***Note: Schedule Parent Conference after 3rd Referral with entire team</p> <p>***Note: Tardy to class (follows level 1 offense)</p> <p><b>Level 2 / 3 Offense:</b></p> <ol style="list-style-type: none"> <li>1. Referral to Administration that may result in ISS/OSS &amp; Parent Notification by Administration of consequences.</li> </ol>
<b>Communication</b>	<p>Newsletters are sent by email distribution as needed that outlines specific events from your child's teachers. These often include upcoming assignments, projects or assessments for parent notification. Weekly Robo calls are sent to parents and faculty for upcoming events and reminders. Students will use the Google Calendar to record assignments, reminders, and daily tasks. All Google Classroom assignments with due dates will appear in the Google Calendar under the specified Google Classroom. (See Google Calendar Directions for Students and Parents on the School Website)</p>
<b>Agendas</b>	<p>Ralph Chandler Middle School does not use hard copy Agenda books. Students will be instructed to download the Google Calendar App and Google Calendar Extension on their Chromebooks. Students should invite parents by sharing their calendar. Students will use the Google Calendar Extension to record assignments, reminders, and daily tasks. Students can also view all Google Classroom assignments with due dates in the Google Calendar under the specified Google Classroom. (See Google Calendar Directions for Students and Parents on the School Website)</p>
<b>Lockers</b>	<p>Ralph Chandler Middle School does not use lockers to save on transition time, not enough lockers for all students, and limited supplies to carry. No rolling bookbags unless proper documentation is provided. There are designated spaces in each classroom for bookbags. Athletic Bags are stored in the Athletic Room located in the Gym next to the PE Classroom. The Athletic Room is open from 7:30am until 8:15am and after 3:15pm. Students will need to request permission to have the Athletic Room open during the school day for safety and security reasons.</p>

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<p><b>Student IDs</b></p>	<p>Students are required to have their IDs around their necks using a tearaway lanyard at all times.</p> <ol style="list-style-type: none"> <li>1. After 5 temporary IDs, students will receive an Administrative Lunch Detention to be served in ISS. ISS Coordinator will notify admins and teachers.</li> <li>2. After 10 temporary IDs students will receive another Lunch Detention, parent contact to purchase another ID badge.</li> </ol> <p><b>Note:</b> Students may have loss of privileges for failure to have an ID on in school.</p>
<p><b>Chromebook policy</b></p>	<p>For more specific information on Chromebooks, please see the <a href="#">LibGuide</a>.</p> <p><b><u>Damaged Device:</u></b> Bring to the Media Center to have it checked. A student whose device must be sent away for repairs will be assigned a warranty loaner device until the damaged device is repaired/replaced. If the device is permanently damaged through misuse, abuse, or negligence, the full device replacement cost will be assessed and must be paid before another device can be issued.</p> <p>The yearly non-refundable technology fee that covers <u>one accidental</u> damage or stolen school-issued Chromebook. After the technology fee is paid, students may take the Chromebook home. The charger should remain at home.</p> <p><b><u>Procedure for Damage:</u></b></p> <ul style="list-style-type: none"> <li>● 1<sup>st</sup> Offense of Accidental Damage: Parent notified by Media Center, Repair/Replace at no cost to student</li> <li>● 2<sup>nd</sup> Offense (+) of Accidental Damage: Parent notified by Media Center, ETS determines repair/replacement charges at cost to student</li> </ul> <p><b><i>Note:</i></b> RCMS reserves the right to revoke use of Chromebook for students at any time. Students who deliberately damage a Chromebook (or have their Chromebook deliberately damaged by a family member or peer) may not fall under the accidental damage procedure listed above.</p> <p><b><u>Charging:</u></b> Students are responsible for bringing a fully charged Chromebook with them to school each day. The battery life of the Chromebook is 10.5 hours. Therefore, a fully charged Chromebook should have no issues with remaining charged throughout the school day—if it is properly charged overnight.</p> <p><b><u>Loaners:</u></b> Students will be issued a warranty loaner chromebook from the media center while their chromebook is being repaired. Students must report lost or stolen Chromebooks with the Media Center to discuss possible Chromebook replacement options. Students who does not have a Chromebook in class, or if their Chromebook is not charged, one of the following solutions will be provided by the teacher: an alternate assignment may be assigned by paper; a loaner</p>

**Chromebook can be issued by the teacher to be used during that period; students may be allowed to charge their Chromebook during class. Teachers may issue consequences for student Chromebook negligence.**

**Textbooks: Chromebooks will offer students the option of not receiving a hard copy textbook for many of their classes. Teachers will communicate to students over the first few weeks of school about the availability of their textbooks via online services, if available.**

**Lost/Stolen Chromebooks: Students will be issued a warranty loaner chromebook from the media center while their chromebook is being repaired. Students must report lost or stolen Chromebooks with the Media Center to discuss possible Chromebook replacement options. If the device is stolen, a police report must be filed within 14 days. Present the report to RCMS Media Center in order to receive a replacement device. The payment does not cover a lost device. If the device is not recovered, it is the student's responsibility to cover the cost at current fair market value.**