

**SUNSET RIDGE MIDDLE SCHOOL**  
**School-Wide Disclosure**  
**2016 - 2017**

**WELCOME** to Sunset Ridge Middle School! We look forward to helping you succeed.

**ATTENDANCE**

It is important that students are where they are supposed to be, when they are supposed to be there, doing what they are supposed to be doing. Activities, discussions, simulations, and presentations take place every day and cannot be duplicated even by after-school instruction or makeup work. Educational achievement comes through class participation as well as by assignments, projects, and tests.

It is the responsibility of the parent/guardian to notify school officials of legitimate absences. Legitimate absences are defined as: verified illness, medical appointments, bereavement, court appearances, emergencies, pre-approved educational leave, and special family or religious events.

**BEHAVIOR EXPECTATIONS**

All students have a right to a safe and respectful learning environment, and they are expected to contribute actively to ensure that environment. Therefore, students are expected to:

- Be on time, prepared, and ready to begin learning at the bell.
- Follow directions.
- Respect all people and property.
- Appropriate gum chewing is a privilege that may be revoked. Please be respectful with gum. Some classes may not allow gum due to safety and sanitation, i.e. band, physical education, auditorium.
- Candy, food and/or drink are not allowed in class except when provided by the teacher.
- Above all, RESPECT YOURSELF and your own right to learn.

Backpacks, book bags, and messenger bags are not allowed in the classrooms due to safety concerns. As much as possible, lockers have been assigned near at least half of a student's classes. Winter-weight outerwear should be put in the locker, as it is not allowed in the classroom. See student planner for other specific policies (i.e., electronic devices, cell phones, dress code).

**POSITIVE REWARDS**

Possible rewards of appropriate behavior are:

- Learning
- Self respect
- Good grades
- School club activities
- Praise from the teacher
- Ego boost
- iFlight activities
- Class and school-wide incentives
- Positive communication home
- Interactive educational games
- Extra credit

**CONSEQUENCES**

Possible consequences for inappropriate behavior are:

- Decreased learning
- Poor grades
- Visual or verbal correction
- Seating reassignment
- Last to leave the room
- Removal from the situation
- iFlight intervention
- Parent contact
- Discipline assignment
- Contracts
- Referral to the administration

**NOTE: The behavior expectations and consequences noted are not inclusive of all possible rewards or consequences.**

**CITIZENSHIP ASSESSMENT AND TARDIES**

Citizenship grades are based on attendance, participation, preparation, and behavior. Students are expected to be in their assigned seats in the classroom, with their materials ready, and/or ready for instruction WHEN the bell rings; otherwise, they will be considered tardy. Students will be allowed to make up one tardy per class per quarter by making arrangements with that teacher to do so. A made-up tardy will no longer affect the citizenship grade, but it will remain on the school attendance record. Behavior and tardies directly affect the citizenship grade as follows:

**H** = The student seldom, if ever, violates school and/or class rules, takes correction in a positive and productive way, is willing and eager to improve, and initiates positive contributions to the school and class community; **no more than one unexcused tardy**.

**S** = The student does not often violate school and/or classroom rules, is amenable to correction and makes a positive contribution to the school and class; **no more than 2 unexcused tardies**.

**N** = The student frequently violates school and/or classroom rules, but is generally amenable to correction and makes an acceptable though usually passive contribution to the school and classroom; **no more than 3 unexcused tardies**.

**U** = The student's negative behavior, including cheating, often impacts the learning environment; **4 or more unexcused tardies**. Any student sluff will result in an automatic U.

### **ACADEMIC HONESTY**

At Sunset Ridge we believe in the importance of academic honesty. We feel it is critically important for every student to do his or her own work. Academic dishonesty may give the impression of achievement but it impairs learning.

**The following are examples of academic dishonesty:**

- Receiving or providing information during or for a test
- Using non-approved material on tests
- Violating testing rules and procedures
- Using someone else's writing (word for word or almost word for word) and saying it is your own. This is plagiarism.
- Using someone else's ideas as your own and not giving proper credit
- Using or copying another student's assignment to turn in as your own
- Allowing other students to use your work with the exception of approved group, lab or collaborative projects
- Forgery

**Academic dishonesty may result in the following consequences:**

- Parent Contact
- Demonstrate Understanding
- Drop in citizenship grade
- Drop in academic grade
- Administrative Intervention

Students who are found to be participating in academic dishonesty will receive a "0" on their gradebook and will need to meet with the teacher to develop a plan for completing the work and/or demonstrating proficiency of the material.

### **TRUANCY**

Truancy (sluffing) will result in an automatic U in citizenship for the quarter. Because learning is our top priority, students who are truant are expected to complete missed work; however, no credit will be given for work missed due to truancy.

### **GRADING**

Grades are based on an accumulation of total weighted points from assessments, assignments, and participation. Points are converted to a percentage, and letter grades are assigned according to the following scale of percent:

100 – 93 = A	76 – 73 = C
92 – 90 = A-	72 – 70 = C-
89 – 87 = B+	69 – 67 = D+
86 – 83 = B	66 – 63 = D

82 – 80 = B-  
79 – 77 = C+

62 – 60 = D-  
59 – 0 = F

## **TOTAL QUALITY WORK AND HIGH EXPECTATIONS FOR ALL**

Total quality work is expected on all work and from all students. TQW includes:

- ON TIME
- FOLLOWS DIRECTIONS – fulfills assignment as outlined.
- LEGIBLE – uses a whole sheet of paper, pencil or pen, typed when required.
- NEAT – free of smudges, scribbles, stains, wrinkles, and spiral edges.
- EDITED – error free, complete sentences, specific details, vivid word choice.
- When ILLUSTRATED – large, bold, full color, detailed.
- When PERFORMANCE-BASED – positive attitude, active participation, accurate, appropriate
- BEST EFFORT!

Work that is not total quality will be returned to the student with one chance to meet total quality work guidelines. Students must bring this assignment up to quality standards by a deadline established by the teacher, or it will fall into the late work category.

## **ABSENT WORK**

Following any absence, excused or unexcused alike, the STUDENT is responsible for obtaining missed assignments upon his/her return and completing the work according to this policy. The student has 5 school days following an absence to make up missed work for full credit. After that time, missing assignments become LATE WORK and are handled under that policy unless the student and teacher have previously negotiated an extended due date for absent work to be completed. **Students will be notified in advance of projects/assignments for which this absent work policy does not apply.**

## **LATE WORK**

Late work is defined as any work not completed and handed in by the due date except in the case of legitimate absence.

### **7<sup>th</sup> & 8<sup>th</sup> Grade Late Work Policy:**

- Students are expected to complete all missing work.
- Late work will be given a **maximum score of 70% (C-)** of its original value.
- No credit will be given for certain assignments and projects that are late or exceed a specific cut-off date. Students will be informed ahead of time if an assignment/ project falls into this category.
- Each teacher reserves the right to require an alternative or additional assignment if the original assignment has been corrected in class.
- Resources will be made available for students who struggle with meeting academic deadlines.
- The grade book will close to all **QUALIFIED LATE WORK** one week prior to the end of each quarter.

### **9<sup>th</sup> Grade Late Work Policy:**

In addition to the “7<sup>th</sup> & 8<sup>th</sup> Grade Late Work Policy” above, 9<sup>th</sup>-grade students will have four (4) weeks from the day an assignment is due in class to hand it in for late work credit.

## **COOPERATIVE WORK**

Students learn by reviewing others’ work. Please contact your child’s teacher if you have questions or concerns regarding this.

## **INTERVENTIONS**

When students do not meet academic or behavioral expectations, these interventions may take place:

- Assignment returned with a chance to meet total quality work guidelines
- In-School Intervention time up to 4 times weekly
- Before and after school assistance
- iFlight
- Study/Homework Labs
- Parent contact
- Progress reports
- Parent conference with student and teacher or team
- Guided study
- Counselor assistance
- Administrative intervention
- Placement in support programs

Other interventions may occur on an as-needed basis through the school's pyramid of interventions. The goal of the school is to have every student learn essential skills and knowledge. Parents, students and teachers must be partners in that effort.

### **iFlight**

iFlight is an intervention program held up to three days a week for 30 minutes. This time is for students to get the extra help they need to be successful in school. Grade printouts will be given to students each day iFlight is held. Students who have all C's and better will have the opportunity to attend an activity, such as open gym, computer time, games, arts & crafts, study hall, etc. Students who have a "D" or "F" on their current grade printout will attend "Intervention," where they will study or work on late, missing, or incomplete assignments or tests.

## **HOMEWORK**

Not all learning takes place at school; much learning occurs outside the classroom. Parents should expect to see homework each night.

## **SUPPLIES NEEDED DAILY**

- Student planner
- Pencil
- Pens (black, blue, and red)
- Lined paper
- Colored pencils
- Binders/folders/dividers
- Pencil pouch
- Textbook with cover
- Silent reading book
- Additional subject-specific items, such as calculators, may be required

## **TEACHER ADVISORY**

Teacher advisory is a student support class. TA occurs after second period every Monday and at certain times during the day on Thursday. During these 30 minutes the following activities may occur: school business is conducted, DEAR (Drop Everything And Read) & Study Hall occurs, and lessons are given on character education, goal setting and life-long learning. Teachers periodically conduct grade checks with individual students and provide supervised study time.

## **SUNSET RIDGE MIDDLE SCHOOL COMPUTER CONTRACT**

The computers at Sunset Ridge Middle School enhance the written communication of our students. Any student who shows the proper respect to this costly equipment can enjoy this privilege. Students who use school computers must read and understand this contract. Their signature and the signature of their parent/guardian are required before any student can use school computers.

1. During the time students are using a school computer, they are financially responsible for the computer, the course materials, and the printer they use. Damage to the machines or software due to student abuse or negligence during that time will be charged to the responsible student(s).
2. No student may use a computer without permission and supervision of a teacher.
3. Appropriate behavior is expected of all students using computers. Inappropriate behavior will result in the loss of all computer privileges.
4. No food, gum, or drink is allowed around the computers or printers at any time.
5. Any problems with the computers, the software, or the printers should be reported to the teacher immediately. A student should not attempt to fix any machine or program. If a problem arises, the student should raise his/her hand for assistance.
6. Students may access their own files only and print only as instructed by their teacher.
7. Copying computer software without written permission of the manufacturer violates the U. S. Copyright Law and is a federal offense. Jordan School District and Sunset Ridge Middle School do not give permission for anyone to copy software unlawfully.
8. Students must agree to follow the Internet Acceptable Use Policy. The media specialist will keep these contracts on file.

**KEEP LOG IN AND PASSWORD CONFIDENTIAL!**