



# CANARELLI MIDDLE SCHOOL

## SCHOOLWIDE EXPECTATIONS 2020-2021

The following information applies to all Canarelli classrooms, teachers, and students. In addition, each of your child's teachers will provide you with a personal letter that explains expectations and information not covered in this document. Please visit the school website ([canarelli.org](http://canarelli.org)) to locate information about Canarelli Middle School.

### ❖ HOURS OF AVAILABILITY

The use of email, teacher voicemail, and Infinite Campus for communication between school and home is highly encouraged. Parent conferences are scheduled through grade level counselors. Canarelli teachers are available each Monday, Wednesday, Thursday, and Friday morning from 7:30 a.m. to 7:55 a.m. and can also be scheduled during Virtual Office Hours (posted individually by teachers). Students needing further assistance may schedule an appointment with their teacher.

### ❖ COMMUNICATION OF ACADEMIC PROGRESS

#### 📁 Infinite Campus (Parent Portal)

The Clark County School District uses a web-based system to effectively monitor the academic progress of your child. This system provides parents detailed, real-time information, including: Schedules, Grades, Assignments, Attendance, Assessment Scores, Graduation Progress, District/School notices, etc. It can be accessed through the CCSD website. ([www.ccsd.net](http://www.ccsd.net)) Click on Infinite Campus, Campus Portal: Parent/Guardian or Student icon.

#### 📁 Progress Reports

Progress Reports are distributed halfway through each quarter and notify students and parents of academic progress.

#### ➤ Report Cards

Teachers will issue grades to students at the close of each term. Grades will reflect student achievement on assignments and assessments provided by the teacher. Both semesters must be equally weighted at 45% when configuring the final grade. Final exams will be comprehensive of the material covered during the course and will be worth 10% of the student's final grade.

### ❖ ATTENDANCE

Attending school on a regular basis is vital to academic success. Students who exceed 10 unapproved absences in any course during a semester (18 weeks) shall receive a failing semester grade for that course. Missing more than half of any class period equals an absence.

### ❖ TARDINESS

Tardiness to class disrupts and interferes with normal educational activity in the classroom. All students are expected to be in the classroom at the bell. Tardies are schoolwide and cumulative in nature. Tardies will start over each quarter.

### ❖ GRADING POLICY: Grades will reflect student achievement on assignments and assessments provided by the teacher. All Canarelli Middle School classes will use the following grade percentages when calculating a student's grade:

▮ **Homework/Class Work:** Homework/Class work counts for 30% of the total grade.

▮ **Assessments:** Assessments count for 70% of a student's overall grade. Assessment opportunities may include but are not limited to: tests, quizzes, essays, research projects, graphs, demonstrations, lab activities, experiments, and problem solving activities.

▮ **Final Exams:** These exams will take place at the end of the course and will count for 10% of a student's total final grade.

- **Grading Symbols and Scale:** Canarelli Middle School reports student achievement for all subjects using the following symbols and scale:

A	Excellent	90-100%
B	Above Average	80-89%
C	Average	70-79%
D	Below Average	60-69%
F	Failure	Below 60%

- **Make-up Work Policy:** Make-up work is defined as any assignment(s) or test(s) students need to complete due to an absence. In the event of a student absence, teachers are expected to follow make-up work policies outlined in CCSD Regulation 5113.

- A student is required to initiate contact with the teacher(s) to obtain appropriate make-up work within three school days immediately following the absence.
- Once contact has been made with the teacher(s), specific make-up work must be completed and returned to the teacher(s) within a reasonable length of time, to be determined by the teacher and communicated to the student/parent or legal guardian.
- The make-up work must be returned to the teacher(s) by the specified due date if it is to be acknowledged.
- Students shall be allowed a minimum of three days per approved absence to complete make-up work.
- Students' missing assignments, resulting from an absence, will initially be coded "MI" in the Infinite Campus gradebook.

- **Late Work Policy:** Late work is defined as any work completed and turned in after a designated due date unrelated to an absence.

- Late work grading at Canarelli will allow for:
  - Grades will be recorded in the Infinite Campus gradebook.
  - A grade of "A" can only be earned if the assignment is turned in on its original due date.
  - Assignments turned in late should earn no higher than 75%, "C" grade.
- Late work is due by the date of the final assessment of any given unit.
- Students' late work will be coded "mi" in the Infinite Campus gradebook until the final assignment is submitted to the teacher.
- Late work will be graded by teachers after other on-time assignments and assessments are graded; students and parents should expect delays in the grading of late work and posting of new grades.

- **Retake Opportunity:** We believe that students should have multiple attempts at mastery. Assessments are used to monitor students' progress and adjust instruction accordingly. Students should give their best effort on their first attempt. To have the opportunity to retake a test, students must fulfill the expectations specified.

- The retake grade replaces the previous grade.
- The teacher may decide how many attempts at a retake are appropriate for each student and the situation.
- Every student has the opportunity to retake a summative assessment at least once.
- Students must request and schedule retakes directly with the teacher via email; email requests should include the specific assessment and the reason for the request.

- **Academic Dishonesty Policy:** Students violating the academic honesty policy are subject to disciplinary action from the house administrator. In addition, the **student may receive a zero on the assignment with an opportunity to redo the assignment or assessment.** In cases of academic dishonesty, parents will be notified by the teacher, counselor, and/or house administrator. Please refer to the CCSD Code of Honor for more information.

## ❖ **BEHAVIORAL EXPECTATIONS (May be adapted due to distance learning environments)**

- ❑ The objective of Canarelli Middle School is to provide a safe educational environment where there is a clear academic challenge while still ensuring that each child experiences growth and success. An important key to this success lies in a caring relationship among the parents, teachers, and students.
- ❑ A safe and orderly environment is necessary to achieve our objective. We recognize that middle school students undergo great social, emotional, mental, and physical changes and at times it becomes difficult for students to behave in a responsible manner. In order to establish consistent means for teachers and administrators to address student conduct, we have designed a school wide discipline plan and behavior support system which all grade levels will follow. We expect that this will provide a more productive learning environment for all students at Canarelli Middle School.

## ❖ **CLASSROOM RULES**

**C**ome Prepared Each Day to Learn

**O**wn Your Actions – Choose to be Positive

**L**isten and Follow all Directions

**T**imeliness – Be On Time

**S**how Respect for your School, Yourself, and Others

- ❑ We believe that if all parents, teachers, and staff at Canarelli Middle School enforce the expectations and hold the students responsible for their actions in a consistent manner, then we will have a safer and more productive learning environment for your child to achieve excellence and personal growth. When you have read this plan and have discussed it with your child, please complete the online form which will be sent by your student's Advisory teacher. Your response will serve as your digital signature indicating your acknowledgement of the expectations.
- ❑ By responding to the online form you will indicate that your and your child:
  - acknowledge the behavioral rules and expectations of Canarelli Middle School.
  - understand that it is my responsibility to follow the general rules and expectations.
  - are aware of the consequences for not abiding by the Canarelli Middle School rules and expectations.
  - accept the responsibilities set forth in this document and all the policies and procedures that are explained by the CMS administrative team, and as posted on the school website.

## ❖ **PROGRESSIVE DISCIPLINE PLAN**

The following schoolwide discipline plan will be implemented by all classroom teachers:

1. Verbal Warning
2. Written Warning (to include Corrective Action Plan)
3. Parent Contact
4. Counselor and/or Social Worker Referral; Parent Contact
5. Referral to House Administrator; Parent Contact

## ❖ CITIZENSHIP

Students receive a citizenship mark (O, S, N, or U) on each report card for each course. Receiving an unsatisfactory grade in citizenship will result in loss of privileges.

### CANARELLI MIDDLE SCHOOL CITIZENSHIP RUBRIC

GRADE	CONDUCT	WORK HABITS
<b>O</b>  <b>OUTSTANDING</b>   <b>(0-2 class citations)</b>	<b>Consistently...</b> <ul style="list-style-type: none"> <li>Stays on task</li> <li>Arrives on time</li> <li>Contributes to the benefit of others</li> <li>Follows rules (i.e. gum, electronics, physical contact, harassment, insubordination, class disruption, etc.)</li> </ul>	<b>Consistently...</b> <ul style="list-style-type: none"> <li>Completes assignments on time</li> <li>Participates in class</li> <li>Prepared for class</li> <li>Completes assignments/tests and demonstrates integrity</li> <li>Self-monitors academic progress</li> </ul>
<b>S</b>  <b>SATISFACTORY</b>   <b>(3-4 class citations)</b>	<b>Usually...</b> <ul style="list-style-type: none"> <li>Stays on task</li> <li>Arrives on time</li> <li>Contributes to the benefit of others</li> <li>Follows rules (i.e. gum, electronics, physical contact, harassment, insubordination, class disruption, etc.)</li> </ul>	<b>Usually...</b> <ul style="list-style-type: none"> <li>Completes assignments on time</li> <li>Participates in class</li> <li>Prepared for class</li> <li>Completes assignments/tests and demonstrates integrity</li> <li>Self-monitors academic progress</li> </ul>
<b>N*</b>  <b>NEEDS IMPROVEMENT</b>   <b>(5-6 class citations)</b>	<b>Inconsistently...</b> <ul style="list-style-type: none"> <li>Stays on task</li> <li>Arrives on time</li> <li>Contributes to the benefit of others</li> <li>Follows rules (i.e. gum, electronics, physical contact, harassment, insubordination, class disruption, etc.)</li> </ul>	<b>Inconsistently...</b> <ul style="list-style-type: none"> <li>Completes assignments on time</li> <li>Participates in class</li> <li>Prepared for class</li> <li>Completes assignments/tests and demonstrates integrity</li> <li>Self-monitors academic progress</li> </ul>
<b>U*</b>  <b>UNSATISFACTORY</b>   <b>(7+ class citations)</b>	<b>Seldom...</b> <ul style="list-style-type: none"> <li>Stays on task</li> <li>Arrives on time</li> <li>Contributes to the benefit of others</li> <li>Follows rules (i.e. gum, electronics, physical contact, harassment, insubordination, class disruption, etc.)</li> </ul>	<b>Seldom...</b> <ul style="list-style-type: none"> <li>Completes assignments on time</li> <li>Participates in class</li> <li>Prepared for class</li> <li>Completes assignments/tests and demonstrates integrity</li> <li>Self-monitors academic progress</li> </ul>
<b>*Referral to House Administrator for major class disruption i.e. fighting, insubordination, destruction of property, may result in N or U.</b>		

- All schoolwide expectations are subject to change by CMS administration; students and parents will be notified in the event of changes and revisions.