The Academy’s Policies and Procedures

2015-2016 school year

Welcome back to school! We are thrilled to be your child's teachers this year! We can’t wait for a great year of new achievements!

Please check the Academy’s webpage and school website throughout the year to keep informed on things happening in our classrooms and at University School. We will post newsletters and other important information on the class webpage and via email. We will not be sending home paper copies after our class email list is compiled and active.

Parents and students are expected to read the University School’s student handbook. It contains useful information such as dress code, weather policies, test and grading policies. There is also a signature page that needs to be signed and returned to school.

Homework

Homework will be assigned nightly, except Fridays (unless a project is due or a test is scheduled for Monday). A typical night of homework will include an assignment in Wordly Wise or Spelling (these lessons will alternate every week) and a math assignment. Science and Social Studies will not be every night, but will be assigned throughout the week. In addition to homework, we expect students to read self-selected reading texts at home. Students will also complete projects, study for tests, and complete additional assignments for homework throughout the year. Your child will receive a planner and is expected to write homework assignments and other important information in them. They will also receive a homework folder to hold their assignments. Please check the planner and homework folder nightly. Daily homework is due the day after it is assigned (unless otherwise specified). Students who do not complete their homework will complete their missed work during their recess or free time. During a 9 week period if a student has missing work 3 times, it will result in a conduct slip. After 3 missing assignments, each assignment missing will result in a conduct slip.

Book Challenge

Over the course of the school year, the students will complete a book challenge. This will count as a project grade per quarter. Students will read and complete projects on 6 books per quarter. The books will be genre specific and they will have a list of choices for the response they are allowed to use. More information about the book challenge will be sent home.
Novel Study Units

During the school year, we will complete several novel study units. The novel study books are loaned to the students from our class supplies. If a student is to lose one of the novel study books or a class library book, it must be replaced or the cost of the lost material(s) reimbursed.

Recess Study Hall

Missing work and tests can really impact a student’s grades. On Wednesdays and Thursdays of each week, a teacher will hold recess study hall in their classroom. Any student with missing work or assessments, due to absences or lack of turning in the work, must stay in study hall to complete the work. If the assignment being made up is late, there will still be late points deducted.

Grades

Each subject has a different weighting scale. What that means is that homework does not count as much as classwork and quizzes do not count as much as tests. When calculating your child’s grade, here is the breakdown:

<table>
<thead>
<tr>
<th>Language Arts</th>
<th>Science &amp; Social Studies</th>
<th>Math</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment/Projects-40%</td>
<td>Tests/Projects-40%</td>
<td>Tests/Projects-40%</td>
</tr>
<tr>
<td>Writing-25%</td>
<td>Quizzes-30%</td>
<td>Quizzes-30%</td>
</tr>
<tr>
<td>Homework &amp; Classwork-20%</td>
<td>Classwork &amp; Writing-20%</td>
<td>Classwork-20%</td>
</tr>
<tr>
<td>Fluency-15%</td>
<td>Homework-10%</td>
<td>Homework-10%</td>
</tr>
</tbody>
</table>

University School uses the following grading scale:

93-100=A  85-92=B  75-84=C  70-74=D  Below 70=F

The school uses Parent Connect as our online grading program. Parents will have access to check their child’s grades in all subject areas. Mrs. Rea will send out information regarding access and log-in codes in July. We do our best to stay up-to-date on grading, so please be patient. Absentee, corrected, and late work may take longer to get graded and recorded on Parent Connect. If you notice an error in the grade book, please email the teacher for that subject area and it will be checked. Grades will come from weekly assessments, quizzes, tests, class assignments, and projects. There will be 5 points taken off a student’s grade if they forget to put their name on their paper. Late work will be accepted, but will drop 10 points each day it is late. Missing work that is never turned in will result in a zero. Make-up work, due to student’s absences, will be given necessary time to be made up in accordance with the school handbook.
Test/Quiz Corrections:

We allow students to make test corrections on all tests (except spelling tests) and quizzes. Students are allowed to correct any score below a 75. The students will have the opportunity to earn points up to a 75 on their corrections until winter break. When we return after winter break, students will be allowed to correct any score below a 70. The students will have the opportunity to earn points up to a 70. We do encourage all students to go over all questions that were incorrect. This helps students understand their mistakes and can help them with future learning.

State Testing:

Students will take a new state assessment this school year. The new assessment is called TN Ready. TN Ready scores will account for 25% of the student’s second semester grades. This test will be calculated into your child’s report card grades and will be a part of their permanent record. TN Ready is a very important assessment and we pace our curriculum to ensure that we learn what we need to know to be successful on this assessment.

There is more information at the following link.


Attendance

Please make sure your child is present and ready to learn each day. However, illness and family responsibilities do occur throughout the year. If your child is absent, please call the front office to let them know and send a note on the day they return to school. You may also send an email alerting us to your child’s absence. Your child will be given an opportunity to complete make-up work upon return. If you would like to pick up your child’s make-up work, please contact the office or us via email by 12:00 P.M. This will give both teachers plenty of time to gather your child’s work for the day. The make-up work will be available in the office after 3:00 P.M. if proper notification was given.
Behavior

Our goal is to establish a learning environment that promotes responsible, respectful, trustworthy, and fair behaviors. We strive to create an environment that enables all children to be successful and productive learners. We will begin the year with establishing classroom rules. Once the rules have been established, modeled, and revised if needed, students will be responsible for following them. One thing that may be new this year is conduct slips. The Academy will use a system of conduct points when a student’s behavior is inappropriate. Each conduct slip must be taken home and signed by a parent or guardian. It is expected to be returned the following school day. If students do not return it on the following school day, they will be issued another slip. If a conduct slip is given, you may receive an email or phone call to discuss behavior in more detail. This is simply to signify parent notification. If a student receives 6 conduct slips in a nine-week grading period all violations will automatically be referred to administration for disciplinary action. This could result in a behavior or academic contract, in-school, and/or out-of-school suspension or loss of student privileges.

Good Behavior Field Trips

Each 9 weeks the Academy will participate in a good behavior field trip. Students are able to attend if they have demonstrated good behavior for the 9 weeks. If students have received 6 or more conduct slips or have any missing work in any class, they will not be permitted to attend the trip. Those not invited to attend the behavior trips will be expected to attend school. Those students will complete missing assignments or receive alternate learning opportunities.

Birthdays

We love to celebrate birthdays! Please let us know, at least a day ahead of time, if you would like to bring in a special treat to celebrate your child's birthday. We celebrate birthdays during our 12:00 recess time and have 25 students. Please keep in mind we may have student’s with allergies in the class. We are more than happy to help pass out invitations to your child’s birthday party as well. We do ask that if invitations are brought to school, that it is for a party in which the entire class or all of one gender is invited to in order to spare hurt feelings.
Dismissal:

At the beginning of the school year, 6th grade only will be dismissed outside in front of the building. Unless you have a younger child, you need to go through the middle/high school car line that picks up at the front of the building. Students are required to stand in the grass, to the right of the building, closer to the school parking lot.

The 5th grade students will continue to be picked up through the elementary car line. The students will wait in the hallway downstairs and will have to be called for pick up like they did last school year. If students have shown responsibility and leadership, they will be allowed to join 6th grade out front for pick up. We will contact you via email about these changes when they occur.

E-Reader/tablet policy:

Students will be permitted to bring E-Readers and/or tablets to school for educational purposes only. Students will be able to use these resources to enhance their learning opportunities, during indoor recess or independent reading times only. Students should only be reading books on their tablets during school hours. All books must be downloading prior to the school day. If a student chooses to bring an E-Reader or a tablet to school to read a book on, it is their responsibility to keep up with their electronic items. If the E-Reader/tablet were to get lost or stolen, it is not the teachers or schools responsibility. If students are misusing their electronics in any way, they will receive one warning. After that initial warning, if the misuse continues, they will no longer be allowed to bring the tablet to school and a parent will be contacted via email.

Beginning Band/Chorus:

The Academy students’ have the opportunity to join beginning band and/or chorus. Beginning band is held 2 days a week and chorus is held 1 day a week. Beginning band and chorus are both a choice. Students who choose to participate in these activities will attend band and/or chorus during recess time. Band meets 2 days a week and chorus meets 1 day a week. Dr. Borden is the band director and Ms. Ross is the chorus instructor. They will hold a meeting in the first few weeks of school for anyone interested in joining band and/or chorus. They will give additional information about each program.
Communication and Meeting

We will be communicating with you mainly through email. Please make sure we have correct email addresses on your registration cards. The webpage will also be used as a communication tool so please check it regularly. We are more than happy to meet with you throughout the school year. The morning is a very hectic time as we prepare for our day of learning. Please make an appointment via email or phone so we can give you our full attention. After school we will not be available until all the Academy students have been dismissed. This is typically at 3:15. However, faculty and committee meetings occur after school, so it is best to set up an appointment to discuss your child’s progress.

*Please sign and date the attached form. Signing the form will indicate that you and your child have read, understand, and agree to abide by the Academy and University School Handbook policies and procedures. Please write any email addresses you would like included in our group contact list.

Please do not hesitate to contact us if you have any questions about the policies. We look forward to a successful year and getting to know you and your child!

Sincerely,

Mrs. Lester & Ms. Chirica

LesterL@etsu.edu

Chiricab@mail.etsu.edu

*Please sign and return the back page of policies and procedures to your homeroom teacher by Friday, July 10, 2015.
I have read the class information above and understand and agree to the policies and procedures stated above.

*Child’s Name: ________________________________________________

*Parent Signature: _____________________________________________

*Child Signature: _____________________________________________

*Date: _______________________________________________________

*Email Address for class list: 

____________________________________________________________