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I am writing to let you know that we are revising some of the policies that pertain to 7<sup>th</sup> and 8<sup>th</sup> grade student work. In order to better serve you and your children in a more consistent, timely manner, the following procedures will be instituted as of **November 9, 2009**:

- StudentsøPapers Submitted Without a Name:

Studentsøpapers, that are submitted, to a middle school teacher, without a name, will be placed in a tray/box, within their respective classroom, designated for such purposes. The tray/box will be emptied **every Friday by 3:00 p.m.**, and any papers contained therein will be discarded. It is the studentø responsibility to:

1. Retrieve his/her paper(s) prior to Fridays at 3:00 p.m.,
2. Place his/her name on his/her paper, and
3. Submit it to his/her teacher in a timely manner.

- Assignments Submitted for Credit:

Student assignments will be accounted for upon submission to his/her respective teacher(s), and the work submitted will be acknowledged in this manner:

Every **Thursday** the 7<sup>th</sup> and 8<sup>th</sup> grade teachers will email Aeries progress reports to the 7<sup>th</sup> and 8<sup>th</sup> grade studentsøparents. Students will have until 3:00 p.m. on the first school day, of the following week, to submit their missing assignments from the previous week. The first day of the week is typically a Monday, but in the event that school does not occur on a Monday, Tuesday will be considered the first day of the following week. If an assignment is not submitted by 3:00 p.m. on the first school day of following week, the student will earn a zero (0) for that particular assignment. The zero (0) will remain in effect for the duration of the trimester.

Studentsøwork submissions will be reflected in Aeries in the following manner:

- S = Submitted
- M = Missing
- ABS = Absent
- 0 = 0 points

For example, math assignment #1 is submitted to Mr. Shaw on Monday, October 26, 2009. Mr. Shaw will place one of the following marks in his online grade book according to what was or was not submitted by each of his math students on Monday, October 26, 2009:

- S = Submitted
- M = Missing
- ABS = Absent

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do not submit math assignment #1 on Monday, October 26,

1. Mr. Shaw will place a  $M$  in his grade book for Student X's math assignment #1. This will be reflected on Student X's Thursday progress report.
2. Student X will have until 3:00 p.m. on Monday, November 2, 2009 to submit math assignment #1 for credit.
3. If Student X does not submit math assignment #1 on Monday, November 2, 2009, Student X's  $M$  will be changed to a zero (0) score. The zero (0) score will remain in effect for the duration of that trimester.
4. If Student X does submit math assignment #1 on Monday, November 2, 2009, Student X will earn 0 to 60% credit for the quality, or lack thereof, reflected on the submitted math assignment #1.

The rationale for providing four (4) days (Friday, Saturday, Sunday, and Monday) of time to resolve missing work-related issues is as follows:

1. It is an axiom of middle school that some students may not always be forthright with their parents, may not always be responsible, and sometimes forget.
2. Middle school students have 90 minutes of PE every other day, so their teachers have an opportunity to work with them, for a portion of their PE period, to resolve missing assignments. This provides the teacher and student an opportunity, within the four (4) day period, to work with one another to resolve the missing assignment(s). Moreover, the teacher as well as the parent can probe deeper into the issue in order to determine whether this missing assignment is the product of a behavior or intellectual issue.
3. Parents have a reasonable amount of time to address the issue(s) with their son's/daughter's and/or contact their son's/daughter's teacher(s) prior to their son/daughter receiving a permanent mark [zero (0)] on his/her academic record.

#### Parent Responsibilities:

1. Check your email every Thursday and review your son's/daughter's progress report.
2. Check your son's/daughter's online grades (Parent Portal) every Tuesday in order to confirm whether or not a missing assignment was completed by your son/daughter.
3. Follow-up with your son's/daughter's teacher(s) in a timely manner.

#### Student Consequences:

1. Late/Missing assignments are typically the result of irresponsible behavior on the part of a student. That is a violation of the **Trojan Values**. Subsequently, late work may have a corresponding behavioral consequence.
2. The absence of a name on an assignment is also the result of irresponsible behavior on the part of a student. It too is a violation of the aforementioned **Trojan Values**, and may have a corresponding behavioral consequence.

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ences may include, but will not be limited to:

- a. Study hall
- b. Detention
- c. Shadow class support. This is held during a portion of a student's physical education class period.
- d. Extra-curricular activities (e.g., Athletics and Dances). If a student is unable to complete his/her academic work in a timely manner, it is reasonable to limit extra-curricular activities until said academic issue(s) are resolved.

Thank you for your patience and understanding as we continue to improve the quality of our middle school program.

Regards,

Shawn Shaw  
Principal & Athletic Director

## School's (Grades 7 and 8) Academic Policy

Updated 11/9/2009

1. Retakes
  - a. Students may retake a test in all classes.
  - b. Students will receive full credit for their retake.
  - c. Mandatory for all students who **do not** earn a passing score (70 ó 100%) on their initial effort.
  - d. The date and time of the retake will be at the teacher's discretion.
2. Mathematics
  - a. Students will earn ½ credit, provided that the revision is done correctly, for each problem that is redone.
  - b. If the revisions bring their test's cumulative score to a passing level (70 ó 100%), they are no longer required to retake a test.

### Quizzes

1. There are no quiz retakes unless you were absent on the day of the quiz. Absent students will take their quizzes upon their return to Franklin.

### Late Work

1. Late work will receive 0 - 60% credit.
  - a. Late work is defined as work not received by its initial due date and time.
2. All late work, not received by the following Monday (Tuesday if there is no school on Monday) at 3:00 p.m., will earn a zero (0). The zero (0) will remain in effect for the duration of the trimester.

### Nameless Papers

1. Nameless papers will be placed in a storage container within each classroom.
2. It is the **student's responsibility** to retrieve his/her nameless paper from the classroom's storage container.
3. The nameless paper's grade will reflect the quality of the work, or lack thereof, contained therein.
4. The storage container will be emptied into a garbage can **every Friday by 3:00 p.m.**

### Academic Misconduct

1. Cheating is a form of academic misconduct, and violates Franklin's behavioral and academic norms.
2. Academic misconduct is the purview of the classroom teacher.
3. It is the middle school teacher's responsibility to determine the appropriate academic consequence(s) for violations of Franklin's Middle School's academic norms. The middle school teacher's **may** solicit the principal's assistance when making such determinations.
4. Refer to page 28 of the *Trojan Handbook* for additional clarification.

My signature indicates that I read and understand the revised middle school policy:

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date