

A Parent's Guide to Middle School

2017-2018



In elementary school there was an expected set of academic and behavioral standards. Students rising into middle school will have a greater set of expectations. Students will be responsible to travel from class to class on their own and behave properly in the hallways and in the lunch room with less supervision than they might be accustomed to. At the beginning of the school year, we will clearly specify how to be successful in obtaining this new level of expectation. And we hope to give you tips that can inform and guide you in helping your child be successful.

Keys to Success

1. Responsibility – The *KEY* to growth and maturity

What you're about to read will sound strange and almost unacceptable. We encourage you to let your student "fail" during their middle school years. It will be O.K., we promise! Let your student earn a bad grade, leave a project on the kitchen counter, forget homework, make a wrong decision, or wear the wrong thing to school. The small consequence they will receive for their decisions today will help them to make better choices and smart decisions for tomorrow.

When you as a parent come to the rescue you are actually hindering the development of responsibility. You're not allowing a small error and a small consequence to do the teaching for the future. It is far better, and safer, for your child to learn this lesson while young, rather than when they are older and consequences can be life altering.

Whatever consequences they may face at school should be followed up at home with a discussion surrounding what happened and how to avoid that situation in the future. Use stories from your personal life and share what God's word has to say about the situation.

2. Don't wait to communicate!

Just like a pancake, a story always has two sides! Remember that the middle school years are a roller coaster of emotions and change. Perceptions change and can cause students to relate to you at the end of a school day a story that may be one-sided or places them in the best light. Be open to know that there may be another side of the story and check with the teacher. KAES follows God's word when handling conflicts. (See Matthew 18:15 - 19.)

Whenever there is a concern over grades, a situation in the classroom, or a possible misunderstanding, please communicate quickly with your child's teachers. All personnel want your child to succeed and have a great experience at KAES. In matters concerning the classroom, communication should always start with the teacher. If concerns continue, contact the school office to set up a time to meet with the principal.

3. Organization is the key in middle school.

Is your child inherently organized? Here's a good indicator: go look in your child's bedroom. Do they keep the room clean, picked up, trash free and everything in its place without being told? They are a middle schooler, so probably not! 😊 If this is the case with your child, they will probably have to be taught organizational skills. Organizational skills help to bring success. Teach your child to:

- Keep a folder in a big binder for each subject.

- Keep supplies handy – paper in binder; pencil, pen, and highlighter in a zipper pouch.
- Help your child to think ahead – what supplies do I need for tomorrow? For next week? Is there a project or test next week that I should work on?
- Write homework and assignments every single day into their agenda. (We will check it daily).
- Physically check that your child has it filled out with their assignments and has no late work.

4. Homework

Homework should be done as soon as possible. When this becomes a habit, stress and anxiety are reduced, and a lifelong organizational habit is established. Please expect your child to have some homework every day. When they say “I’m done” please actually check their agenda to make sure that they have completed each of the assignments that will be due the following morning. To help your child accomplish this:

- Check your child’s agenda daily.
- Set a specific time after school to complete homework.
- Have a couple of breaks within the homework time.
- Create a homework space in your home that is quiet.
- Your child should ask his or her teachers how to study for quizzes and tests and get any clarification for assignments before school is out.
- Bring all necessary books and binders home. Check with your child before you leave school. (We suggest asking “Do you have everything you need? I’ll wait while you look at your agenda.”) You can look at their agenda to see if they have any late work for the day. There will be a sheet at the front of their binder showing any late work.
- Graded work is on RenWeb which is accessible to you 24/7 via the Internet as well as progress reports which are emailed weekly.
- Review your child’s completed homework and projects for neatness, clarity, and incompleteness, but remember it is their work. Discuss the definition of plagiarism, as a zero is given for any plagiarized work.

5. Tutoring

Tutoring will be offered for middle school students most Mondays and Wednesdays from 3:15 – 4:15. We are happy to help any middle school students who need help. Students need to sign-up for the classroom that they will be staying in before 3:00 on tutoring days.

To ensure that students are using this time to get help with schoolwork instead of socializing, the following will be enforced:

- Students found in the hallway without a pass from a teacher will receive a detention mark and be sent to after school care.

- If a student is not working on schoolwork, he or she will be sent to after school care.
- Students may be asked to sit away from other students and work quietly.
- Students needing to transfer to another classroom must have a pass signed by the teacher.

Middle School Policies

Late Work

Students are expected to have all assignments ready to be turned in at the beginning of class on the date due. The assignments will be deducted an automatic 20% on the first day the assignment is late. Any work turned in more than three days late may receive 50% off of the earned score.

- If your child has 9 late assignments in a 9-week period (1 quarter), consecutive or nonconsecutive, the child will be put on an academic contract. Please help your child avoid this by communicating with them daily about any homework they have.
- If your child fails to present their agenda at each class they may receive a detention mark in each class. If the agenda is lost, your child must pay \$5 to replace it as soon as possible to avoid additional detention marks.

Cheating

It is very important that our students show integrity in their school work. Academic honesty allows teachers to assess students' abilities and enables students to exhibit academic behavior that is increasingly important as they progress through the education system. It is our expectation that students display honesty in their school work.

Our goal is to ensure that each child understands the material given. Students may only assist a fellow student with understanding directions or one or two questions on an assignment unless a teacher specifically allows a peer tutor. If students need additional help they should ask the teacher for help (or a parent if it is homework). Assignments are considered individual assignments unless they are specified as a group assignment.

Definition and Examples of Cheating/Plagiarism:

- Copying another student's assignment and turning it in as their own
- Allowing another student to copy your work
- Changing grades on papers after they have been graded or changing grades in the gradebook
- Working with other students on an individual assignment
- Splitting an assignment

- Copying and pasting material from the Internet
- Using material that is not referenced or using exact wording without quotation marks
- Using hidden answers or electronics on quizzes or exams
- Giving another student help on a quiz or test
- Putting your name on a group assignment in which you didn't participate or on another student's paper

Consequences of Cheating/Plagiarism:

1st Offense: The student will lose three citizenship points, receive a zero on the assignment and the parents will be notified.

2nd Offense: The student will lose five citizenship points, receive a zero on the assignment, the parents will be notified and the student will receive an in-school suspension.

3rd Offense: The student will lose seven citizenship points, receive a zero on the assignment, the parents will be notified, and the student will receive an at-home suspension.

*Most parent notifications will be done through email. The teachers are happy to meet with you at your request if you have further questions. We appreciate your support as we try to help your child learn from their mistakes.

Cell Phones/Electronics

All cell phones are to be turned into the homeroom teacher at the beginning of the day. They will be returned to the student at the end of the day. Any cell phones that are not turned in will be confiscated. Students will be charged a \$10 fine before the cell phone will be returned.

Students are not allowed to use any non-school related electronic devices during school hours. Recording and/or photographing students and teachers is prohibited without approval of the teacher. Electronic devices may be allowed for special purposes with approval of the teacher.

Middle School Behavior Policy

KAES supports a disciplinary plan where students are expected to treat others with kindness, courtesy, and respect. All rules and regulations apply at any time a student is on the school premises or under school supervision, whether it is during regular school hours or not. The rules apply off-campus whenever the student is under school

supervision. All teachers, administrators, and adults acting in a supervisory capacity have authority over all students and must be obeyed.

When a student is experiencing difficulties in self-management, we will work together to formulate a plan of action to bring about positive change. This could include a change in seating, restitution, writing, loss of privileges, lunch detention, chores, exercise or a behavior contract.

Self-discipline is the desired goal. If a student chooses not to follow classroom expectations within any given week, the following steps will be taken:

1 st Warning	Verbal warning
2 nd Warning	Detention mark
3 rd Warning	Detention mark
4 th Warning	Detention mark, lunch detention
5 th Warning	Note or email sent home, morning detention, and/or other consequence

Three morning detentions in a quarter constitute an in-school suspension. If a child receives three suspensions due to detention marks, a disciplinary committee will consider further action.

Students will begin each quarter with 100 citizenship points. Students may lose 1-3 citizenship points for minor infractions or the first occurrence. Examples of minor infractions include:

- Running, shouting, or the use of playground equipment in the hallways
- Uniform violations
- Violation of classroom rules/procedures
- Chewing gum
- Unkind behavior
- Horseplay
- Disrespect
- Inappropriate language
- Unexcused tardy

Students will lose up to 15 points for major or repeated infractions. Examples of major infractions include:

- Cheating
- Bullying
- Vandalism
- Fighting

Some situations may be either a minor or major infraction depending on the intensity or circumstances. Repetitive behavior may result in a major infraction.

Students who drop below 70 points in any grading period will not attend field trips, class parties, or other class activities during that period. Students who drop below 70 points in any two quarters will not participate in the end of the year trips.

Thank You

We are striving for your child's success. These are their most crucial years of developing habits. The habits they create now will help determine their success in the future. We want to give enough grace to allow for mistakes but not enough to develop a habit. If we all work together, we know your child will be successful!

Thank you for choosing to send your child to KAES. Please let us know if there is anything we can do to help your child's year be successful.

Sincerely,

KAES Middle School Teachers

*Partial adaption from North Cobb Christian School