

Middle School Policies

Grading:

Grading in North Star Academy Middle School is done according to the unique circumstances of each class. Grading art is obviously different from grading math. However, all teachers will use the same grading scale to determine the letter grade given for an assignment, as well as the grade received at the end of a term. This grading scale follows:

Grades will be determined by the following scale:

100 %--93% A	79%--77% C+
92%-90% A-	76%--73% C
89%-87% B+	72%--70% C-
86%-83% B	69%-65% D
82%-80% B-	Below 65% --Failing

Extra Credit:

No extra credit will be given to make up for missing assignments. Extra credit opportunities may be made available to the entire class. For example, extra credit may be given for attendance to a designated special event.

Plagiarism:

Plagiarism is using other authors' words and ideas in your writing without giving them credit. Don't: cut and paste from on-line sources, use another student's work as your own, just change a few words from any source for your paper, turn in a paper you wrote for another class. Plagiarism is a serious offense and can lead to failing grades. (-IIM sampler). First time offenders will be dealt with on an individual basis. Second time offenders will automatically fail the assignment and will not be allowed to make it up.

Students with Disabilities:

If a student has a disabling condition that may prevent success at our school, please let us know. Academic accommodations are granted for all students who have qualified, documented disabilities. Student and parent are responsible for seeking appropriate accommodations from the appropriate sources. Services are coordinated with the student and instructor through the Special Education Department.

Attendance and Tardies:

Absences should be kept to a bare minimum; however, students who are ill should not come to class. Work missed due to illness can be made up, ***but it is the student's responsibility to check with their teacher about what they have missed and how they can make it up prior to the make-up work deadline.*** A student is tardy if they are not in the classroom when the final bell rings. There will be a one-minute warning bell. Tardiness is unacceptable; please refer to the student handbook for further information on North Star Academy's attendance policy.

Late Work/Make-up Work:

Late work is defined as any work completed and turned in after a designated due date. Work becomes late when a student turns in assignments after the equal number of days allowed for excused absences. Late work will be accepted up to 4 school days after the original due date and five days before the end of the quarter. Late work will also be docked 20% for every day it is late. For example if a student turns in a paper that would normally earn an 80% one day late, they will only receive a 60%. If you are here the day that something is assigned, but gone the day that it is due, the work is due the day after you return to class.

Make up work is defined, as any assignments or tests students need to complete due to an excused absence. Students will be allowed the same amount of days equal to the number of excused absent days to make up assignments for full credit.

Discipline Policy:

Students will be held accountable for the School Wide Discipline Plan, which they have read and signed. If a student is observed with a cell phone, an electronic device, a skateboard, rollerblades, or other inappropriate item it will be confiscated and turned into the office. A parent or guardian will have to pick up the item in the office after school. The teacher will deal with inappropriate or disruptive behavior in the classroom. Students will be given a warning and then consequences will follow per the School Wide Discipline Plan. For example if a student is seen chewing gum they will first receive a warning and be asked to dispose of it. A second violation will result in an appropriate consequence (see School Wide Discipline Plan). Inappropriate or disruptive behavior may result in removal from the classroom. If this occurs teachers will contact the student's parent or guardian. In the event that a student commits an offense worthy of administrative action, i.e. repeated or severe misconduct, a Disciplinary Referral form will be filled out by the teacher and given to the principal. When a Referral form is given the principal the student's parent or guardian will be contacted.

A student's citizenship grade will also be influenced by their classroom behavior.

Citizenship grades are as follows:

H—Honorable S—Satisfactory N—Needs improvement U—Unacceptable

Lockers:

As a middle school student, you are assigned a locker in the middle school hallway. It is the student's responsibility to bring a lock and to give the combination of that lock to the office manager, Miss Morgensen. This will be done when students come in to pick up their schedules, pay fees, etc. Please bring your lock with you that day.

Students are responsible for the maintenance and cleanliness of their locker. Please do not write on your locker with anything. Also refrain from using stickers. They are very difficult to remove. At the end of the school year, lockers will be checked and students who have damaged their locker in any way may be fined.

Students should only use the locker assigned to them. Students should not share their locker combination **anyone**. Students should not keep money, fragile items, or expensive

items in their lockers. North Star Academy will not be held responsible for the loss or damage of such items.

It is important to remember that the locker is merely assigned for your use. It does not belong to you. North Star Academy School administration maintains its right to search any locker at any time.

Textbooks:

All textbooks checked out to students for their use during the school year should be covered. Students are to treat textbooks with respect and they are expected to return them in good condition. Book assignments will be recorded and students will be held responsible for damage to their assigned book. Students will be fined for damage resulting to their assigned book(s).