

Marcy Open School 6th-8th Grade Student Handbook

Teach Peace



2018-2019

Revised June 2018

**Marcy Open Middle School Handbook
2018-2019**

“Marcy Open School emphasizes academic scholarship and personal development, with focus on integrity, leadership, life-long learning and active citizenship in a culturally diverse society.”

Dear Students and Parent/Guardians,

Welcome to Marcy Open School Grades 6-8 for the upcoming school year. We have lots of exciting things occurring this year and are looking forward to a productive and fun school year. The staff will be working together to create challenging academic curriculum as well as a positive and safe learning community for all. We believe all students can succeed at Marcy Open, and encourage parents/guardians to partner with teachers to help students meet their goals. We have created this handbook because we would like parents/guardians and students to be informed about Marcy Open School’s expectation and policies for grades 6th-8th.

Sincerely,

Marcy Open School 6th - 8th Grade Team

Marcy Open Grade 6 - 8
Hourly Schedule
2018-2019

1st Period - Advisory	8:40-9:00
Passing Time	5 Minutes
2nd Period - Centers or Core Class	9:05-10:00
3 rd Period- Centers or Core Class	10:03-10:58
Passing Time	3 Minutes
4 th Period	11:01-11:52
Passing Time	3 Minutes
5 th Period	11:55- 12:44
Passing Time	5 Minutes
Lunch/ Recess	12:45-1:25
Passing Time	5 Minutes
6 th Period	1:28-2:19
Passing Time	3 Minutes
7 th Period	2:21-3:10
6th Dismissal	3:08
7th and 8th Lockers and Dismissal	3:10

Due to the 6 - 8 Grade schedule, emailing teachers is the best way to reach them during the day. If you need to, call 668-1020 for Main Office and leave a message.

Attendance and Tardies

Marcy's school day starts at 8:40 a.m. Students should not arrive to school before 8:15 a.m. unless prior arrangements have been made with a teacher or staff member. Students who arrive in the building BEFORE 8:30 a.m. **should not go upstairs**. These students need to wait by the main office on the first floor until 8:30. If a student has a specific reason that they need to see a teacher before school, they need to get a pass to do so.

Breakfast can be picked up in the Multi-Purpose room starting at 8:25 a.m.

Absences

If a student must be absent from school, a parent should call the **Attendance Line at 612-668-1027** each day to report the reason. Be prepared to give your child's name, homeroom number and the reason for the absence. **ADULT CALLERS ONLY, PLEASE**. When possible, call before 9:00 a.m. If a parent does not call or send a note within three days, the absence will be counted as unexcused. *Three unexcused absences or tardies will result in truancy procedures.*

Late Arrivals/Early Dismissal

Students who arrive in their homeroom AFTER 8:40 will be marked tardy. The only exception is if an entire school bus is late. Students who arrive after 8:40 need to stop in the main office to get a late pass BEFORE going upstairs to their homeroom. The late pass will allow students to enter their classrooms but they will still be marked as tardy. Medical appointments will be excused with verification from a parent. Students who leave during the day must be picked up and signed out in the office. Students will not be given permission to leave classroom or school. Parents are expected to come into the building to sign out students. The student will be called down from their classroom at that point.

Tardiness

Students are expected to be on time to school and to each of their classes. School starts at 8:40 a.m. Students are given three minutes to get from class to class, which is enough time for students at Marcy. Tardy means "not in the room when class starts." Some teachers have more specific expectations of students.

Vacations

Try to plan vacations during the District scheduled breaks. Please use the school calendar when planning vacations. Notify the attendance office and the teachers in writing before leaving. Do not expect homework to be provided before your trip. Students are responsible for completing missing work within a reasonable time.

Attire

School is a place of work. Students who dress inappropriately are distracting to the learning process. Maintaining the proper learning climate is a shared responsibility between students, parents and Marcy Open staff.

Therefore, in the interest of maintaining the proper learning environment, 6-8 Grade staff will enforce the following expectations:

- Shirts must cover the torso below the beltline.
- Shoes must be worn at all times.
- Religious head coverings are allowed, all others (hats, hoods, bandanas or “Do Rags”, etc.) are not.
- All graphics and words on clothing must be appropriate for a school environment. No clothing with words or visuals which are obscene, abusive or discriminatory, or which advertise, alcohol, tobacco, firearms, narcotics or dangerous drugs.
- Winter outerwear (coats, jackets, hats, gloves, etc.) is expected to be kept in your locker.

Please be aware that students in 6th-8th grade come in all shapes and sizes, and what might be appropriate attire for one child may leave another child over-exposed.

If students come to school in attire that is not school appropriate they will be asked to change. If they do not have appropriate items with them they will be asked to call home for appropriate clothing to be brought to school. Our hope is that students will be able to return to class as quickly as possible.

Behavior Expectations

You will find a copy of the Citywide Discipline Policy in the school calendar. The goal of the discipline policy is to teach students to behave in ways that contribute to academic achievement and school success and to support a school environment where students and staff are responsible and respectful. The Minneapolis Public Schools expects all students to be active learners and responsible members of their learning community. The behavior of all members of the school community must honor the school as a place of teaching and learning.

District staff, school administration, teachers, other school staff, students, and families share rights and responsibilities to assure that members of the school community are safe, able to learn, and treated with respect.

This looks like:

- *Taking responsibility for your behavior and holding yourself to high standards
- *Working to achieve at high levels
- *Coming to school every day, on time, and ready to learn
- *Following all school and classroom expectations and rules
- *Being a participating member of our learning community
- *Treating all persons with respect
- *Helping others understand your culture & learning about & respecting those of other cultures
- *Complying with reasonable requests from all school staff
- *Reinforcing learning through homework

- *Modeling positive behavior
- *Respectful and appropriate language is expected
- *Bringing school supplies to school

The following are expectations that apply in all school-related activities. They were created through the teamwork of students, teachers and our principal. They will help us stay focused and have a successful year! Everyone was in agreement that we want to all help create the best school that we possibly can!

Our #1 Goal is to Show Respect for Ourselves, Each Other, and Our School!

Here are some general and specific rules to help us achieve this goal together everyday:

1. We want to learn as much as possible without distractions.

- Be on time for class.
- Food and beverages are not allowed at school, except during Snack Time.
- Hats, cell phones, and electronic devices are not allowed in school. If a student displays or uses any of these things during the school day, they will be confiscated.
- Be a participating, cooperative, and hard-working member of each class.
 - Refusing to do classwork and homework is NOT an option.
 - Preventing yourself and others from learning is NOT an option.

2. We want to take pride in our school building.

- Keep all food in the lunchroom.
- Keep hallways and classrooms clean. Pick up trash if you see any and take care of our classrooms and learning materials.

3. We want our school to be a safe place for all of us to learn.

- No bullying of any kind – physical, verbal, intimidation, teasing, excessive gossiping. etc.
- Use of appropriate and respectful language – no swearing or putdowns!
- Coats, purses, and backpacks are not allowed in class.
- Clothing - Inappropriate clothing is a distraction to learning. Inappropriate clothing may also cause people to feel uncomfortable. Please dress appropriately for school. *It is recommended that all students have a sweatshirt in their lockers. Temperatures can fluctuate greatly.*

Positive Behavior and Academic Rewards

Students who demonstrate positive behavior and academic success will be recognized quarterly. Students will also be given the opportunity to earn rewards such as dances and the end of the year field trip to Valley Fair. Students who are struggling with behavior or academics will meet with academic dean(s) and teachers to make a plan for the student to be successful. This could include behavior or academic contracts.

Cell Phones and Electronic Equipment

Students may possess cell phones at school, but must store them out of sight and turned off when in the building during the school day. Students may use their cell phone during class time for instructional purposes with the teacher's permission. Examples of this might include taking a picture of a slide at the end of the class due to an absence, learning to use calculator functions on the phone, checking grades on student portal, or a stopwatch. The cell phone or personal electronic device is the responsibility of the student. The school will not be held responsible for the loss of this equipment.

If a student is found using any electronic devices during the school day, the following will occur:

1. Student will give device to teacher or staff member upon request.
2. Device will be given to the principal.

First/ Second occurrence : Administrator will return the device to the student.

Third occurrence : Parent will be required to retrieve the device from the administrator.

Administrators have the right to examine any student electronic device for evidence of texting during school hours for safety and security threats.

If you need to contact your student during the day please call the office and they will connect you to your student. Do not expect a response from your student during the school day as cell phone use is not allowed.

Centers Classes

Each day during 2nd or 3rd period, students will go to their centers class. They will have 3-4 centers classes during the year that is on an A/ B schedule. If students are in band they will have band all year. These classes are subject to the same behavior and tardy policies as all other classes. Centers class grades are part of a student's overall GPA.

Communication with Staff in Grade 6 - 8

There are many ways you can keep informed about Marcy Open School Activities!

Marcy Grade 6 - 8 Parent E-News:

An e-mail newsletter is sent out once a week containing important information, announcements and updates from classrooms.

If you would like to be on the e-mail list for this year, e-mail Eve at **Erin.clarke@mpls.k12.mn.us**. List your child's name, homeroom teacher and state that you would like to be added to the Marcy 6-8 Grade Parent E-news.

Marcy Open School Parent Press:

The Parent Press is another important source of information about school-wide business. It goes home every week with the youngest child in your family, or it is sent via the Internet at your request. If you are not getting this newsletter or would like it sent via email please contact Sidney Orchard, 668-1023

Website:

The Marcy website is full of information. Visit the Middle School page anytime to check out the calendar which is updated daily with the days assignments, the teacher pages or parent information: http://marcy.mpls.k12.mn.us/Middle_School.html

Conferences

Conferences are held in the Fall and Spring of each school year. Parents are **HIGHLY ENCOURAGED** to attend with their student! Please keep in mind that many parents do attend and that conferences are to be kept at approximately 5 minutes per conference per teacher so that all parents have an opportunity to speak to teachers about their child's progress. If you need more than the 5 minute conference please contact the teacher to set-up a time that can be extended. Please make sure to come to conferences at least 30 minutes before the end time to see 2-3 teachers.

If you are not able to attend the scheduled conference nights, please feel free to contact your student's teacher(s) to conference either in-person or on the phone at a time that is convenient for you! Students in grades 6-8 need lots of support, understanding and direction from their families in order to achieve their academic and social/emotional best. Parents play an important role in their student's academic success.

We will continue to host conferences in the gym during the fall and spring. Students will guide conferences in the spring using their portfolios of work they have done in each class.

Detention

Detention is an option for students who do not follow school rules. Students may be assigned a lunch/recess detention. Detention may include community service projects around the school.

Discipline

School is a place where students not only learn academic skills, but they also learn the importance of treating others respectfully. Since behavior goes hand-in-hand with academic success, Minneapolis Public Schools sets high expectations for student behavior. We believe together, students, family and staff share the responsibility of ensuring that everyone in our schools feels safe, is able to learn, and is treated with respect, dignity and kindness. The Citywide Discipline Policy is designed to promote positive behavior and give clear parameters about unacceptable behavior. Unsafe or disrespectful behavior is taken very seriously and can have serious consequences. Schools have early intervention programs in place to help students who exhibit inappropriate behavior. These provide the support students need to become successful and respectful learners. *(Read and Sign the Citywide Discipline Policy.)*

Field Trips

Field trips are an extension of the classroom; therefore all students are expected to participate. The behavioral expectations on a fieldtrip will be the same as if students were at Marcy Open School. If your student is not being invited to attend a fieldtrip due to severe behavioral infractions, administration and/or teachers will contact parents and your student will be given other opportunities to meet the requirements of the fieldtrip.

Grade Point Average (GPA)

To determine your GPA, add the grade points for each grade received and divide by the total number of classes or grades.

A = 4.0, A- = 3.67, B+ = 3.33, B = 3.00, B- = 2.67, C+ = 2.33, C = 2.00, C- = 1.67, D+ = 1.33, D = 1.00, D- = .67, F = 0

$\text{Total grade point} \div \text{number of classes} = \text{GPA}$

Grading Scale

The 6-8 teachers will be using the following grade scale this year. Please see each teacher's syllabus (on their webpages) for detailed information on each teacher's grading policy.

Grade Scale

A = 100-93 A- = 92-90

B+ = 89-87 B = 86-83 B- = 82-80

C+ = 79-77 C = 76-73 C- = 72-70

D+ = 69-67 D = 66-63 D- = 62-60

F = below 60

Grading Schedule

End of Quarter 1 – October 31st, 2018

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End of Quarter 2/Semester 1 – January 23rd, 2019

End of Quarter 3 - March 28, 2019

End of Quarter 4/Semester 2 – June 11th, 2019

Homeroom/Advisory

Students will meet with their Advisory every day. This group will remain the same all year so it is an excellent opportunity for relationship building with peers and the Advisory teacher. Your child's Advisory teacher serves as his/her most important advocate each day. Any general things that your child needs help with or questions that they may have, can be asked of the Advisory teacher. If the teachers do not have the answer, they will help you find it! Planners are checked in Advisory. (See Planners section for specifics). Advisory is also the block of time in which students can engage in open school activities such as responsive classroom, service learning, community building, etc....

Homework Policy

Homework increases in grades 6 - 8. Students are preparing for the transition to high school. Managing homework is an important skill to learn before that move. We encourage parents to check the Parent Portal regularly, especially for new 6th graders. Parents can register for the Parent Portal through the Marcy web page.

Student planners include a notation and homework for every class every day. We encourage parents to use these tools to help their students learn the organization and discipline necessary for success in high school and beyond.

Honor Roll and National Junior Honor Society

At the end of each grading period the 'A' Honor Roll and 'B' Honor Roll are posted. Our goal is to celebrate the hard work these students have put into their academics, and to motivate all students to improve. Honor Rolls are listed alphabetically and actual GPA is not included.

Students with a GPA of 3.5 and above during the first grading period will be invited to join the National Junior Honor Society. NJHS is a national organization affiliated with the National Honor Society for high schools. Students in NJHS will participate in service projects and social activities. There will be a monthly NJHS meeting. Once again, our goal is to celebrate and encourage students to put extra effort into their academic work. Students who qualify and who choose to join NJHS will participate in an induction ceremony in the spring. Eve Parker is the NJHS Advisor on staff.

Internet

Students have access to the Internet. Access is provided to the most appropriate sites and materials for students. Student responsibilities are:

- Be polite, use appropriate language, the use of the Internet is a privilege.
- Use sites that are connected to what is being studied in class.
- It is forbidden to visit any inappropriate site (sexual or violent content).
- Do not violate any laws, regulations or copyrights.
- Never use someone else's name or password or open or change their files.

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- Never use your whole name, address or phone number

Students who violate these rules will be subject to losing their Internet privileges at Marcy Open.

Letters of Recommendation

Marcy staff would be happy to assist with letters of recommendation for scholarships, extra-curricular programs and for high school acceptance. Please bring necessary information to the teacher, but recognize that these letters cannot always be done on the spot. We need to have a **two-week** window of time so please keep that in mind as you begin to apply for these activities. If you have any questions or concerns, please contact your student's Advisory teacher.

Lockers

Students are provided with a locker, but will have to share. Students must use a school combination lock. Students are cautioned to not give their combinations to others. Valuables should not be kept in lockers. Marcy cannot replace lost or stolen items. Report all locker problems to your Advisory teacher. Lockers are the property of the school, and the administration reserves the right to inspect any school locker. Students are asked to pay a deposit of \$3.00 to cover the fee of the lock. When the lock is returned, they will receive the deposit back.

Parent Portal and Student Portal

The Parent Portal gives you, the parent, an opportunity to view your child's attendance, grades, assignments, schedule and transcript. Parents also have access to review their child's current contact information, which may be used to help the school maintain accurate contact data. Parents are encouraged to review student's progress on a bi-weekly basis.

<http://parentportal.mpls.k12.mn.us>

The Student Portal is a tool that students use to view their grades, assignments, and attendance. Students are encouraged to be using Classroom for Success on a weekly basis.

<https://sisportal.mpls.k12.mn.us>

Teachers will update the portal on a bi-weekly basis. If you have questions or concerns about your child's grades or trouble getting registered on the Parent Portal, please feel free to contact Eve Parker or your student's Advisory teacher.

Parent Volunteers

We are always looking for parent volunteers for a variety of activities in the middle school. Some activities: field trip chaperones, special days like Peace Day, Artists helpers, Maker's Faire, musical helpers, etc. Please note that a background check and specific district forms are required to be a volunteer at Marcy Open. These forms can be filled out any time and we highly recommend that if you are interested in volunteering that you fill them out early in the school year so that all necessary materials are in and completed when you want to come in and volunteer. If you have any questions, please feel free to contact Sidney Orchard, 668-1023.

Background checks are required for volunteers that will be working in an unsupervised role with a student(s). Schools have the authority to decide which roles will require a background check. Most field trips require a background check.

1. Please click the link below to complete the background check request form.
2. You will receive an email with the subject line "Action Request" which contains a link to complete your background check. Please note: **It can take 3-5 business days for you to receive this email.**
3. Important: your background check must be completed within 48 hours of receiving the email.
4. You will be notified of your background check results via email. The school will also be notified of your background check results. Please allow up to 2 weeks for the background check process to be complete.
5. Background check results are valid for 2 years.

http://volmps.mpls.k12.mn.us/background_checks

Passes (Hallway & Bathroom)

Passes are a privilege. Students are given 3 passes a week. Students must have a pass with them if they are in the hallways during class time. Passes are located in the student planner. Students can only use passes from their planner. No planner no passes. There are no passes the first or last 10 minutes of class.

Progress Reports and Report Cards

We will be mailing out mid-semester and end of semester grades. In grades 6 - 8 students are graded on an A-F system. The Parent and Student Portal will be available and updated bi-weekly as another resource to use when discussing grades and student progress. Individual teachers will notify parents if your student is failing a class. If you would like an update or have questions about grades feel free to contact specific classroom teachers and/or the school counselor any time.

Project Success Partnership:

Marcy is happy to partner with Project Success. Project Success is a youth-development organization that works with students over a six-year period, from middle school through high school, to help them develop life skills and inspire them to act on their dreams.

Through in-school goal-setting workshops and an innovative theater program students learn to make informed choices and plan for meaningful futures. Students will participate in Project Success in ELA classes and through our school musical.

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Project Success frequently sends out postcards to families with free tickets to a variety of performances. Be on the look-out for that. We highly encourage you to get out and use them.

Student Planners

Students are required to have a student planner. Planners will be distributed to students during the first days of class.

Organization is one of the biggest challenges faced by students in grades 6 - 8. Our staff is concerned about teaching these students basic organizational skills that they can carry with them to high school and beyond. Planners are foundational to those lessons.

Planners will be checked during advisory. Our expectation is that there will be something written in each day for each class. If no homework is assigned, that should be noted in the planner. The planner also needs to be signed by a parent at least one day every week. This is a valuable piece of parent and school communication. The planner checks included in the student's advisory grade.

If a student needs a replacement planner he or she will be expected pay \$5.00 for a replacement planner.

Textbooks

Certain classes including Social Studies, ELA, and Math will require students to use a textbook or novels for their learning. Students are responsible for the textbooks that are assigned to them. If the textbook is lost or damaged, students will be responsible for paying a replacement cost.

Transportation

Riding the bus is a privilege and not a right. Students must conduct themselves in an orderly manner at all times while riding the bus. The driver has authority over all the riders. Students are expected to follow the bus rules and instructions of the driver. Any student who violates bus regulations may be suspended from riding the bus for a determined period of time. Which means you will have to find your own way to school.

School Bus Safety Information

Riding the school bus is considered a privilege, not a right, and therefore you must do the following:

1. Stay out of the "DANGER ZONE" outside of the bus
2. Follow the driver's instructions
3. Be on time for the bus
4. Always sit down
5. Be respectful, verbally/physically
6. Keep head/arms inside the bus
7. No dangerous objects or pets
8. Keep the bus clean

9. Windows – open only halfway
10. No food or drink on the bus