***Lanier Middle School***

***“An International Baccalaureate Middle Years Programme School”***

**Seventh grade clusters would like for you to “approach unfamiliar situations and uncertainty with courage and forethought, and have the independence and spirit to explore new roles, ideas and strategies.”**

 **Be brave and be articulate in defending your beliefs.**

**7th Grade Policies**

**7L Members**

Katie Keenan-Humanities, **Leader**  Sam Brown-Literacy Carrie Millican-Sciences Nilima Vashi-Math

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**7S Members**

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**Preparation and Organization of Work**

The students are expected to maintain a collection of all work in spirals or composition notebooks. This work may be checked at any time without notice.

* The students are expected to arrive to all classes with necessary materials, prepared to learn. (*principled* – IB learner profile)

**Planner**

* The student planner is designed to help build organizational skills. Use of the planner is REQUIRED and may be checked for a grade in any cluster class. (*balanced* – IB learner profile)

**Work Quality**

* All work will be legible, neat, and professional. Work that is not will not be accepted, and will be counted as late and points deducted. (*principled* – IB learner profile)
* Teachers will work with students in areas that need improvement.

**Grammatical/Spelling Errors**

* Students are expected to demonstrate correct grammar and spelling in ALL classes AND communications with teachers (e.g. email, blog posts, etc). Points will be deducted for incorrect usage. It is highly recommended that students use dictionaries and thesauruses.

**Grading (*reflective* – IB learner profile)**

The students will turn in all assignments completed and on time. Teachers will return all graded items in a timely manner. **Students are responsible for keeping track of their grades. The online gradebook (GradeSpeed) provides a means to ensure both parents and students are aware of current grades.**

**Projects/Research papers** (*inquirers* – IB learner profile)

* These assignments are triple **(3X)** grades. For example, a project score of 90 will be entered 3 times in the grade book.
* Projects will be graded on the process, presentation, and final product.
* Time will be allowed in class to start projects and work on projects. However, most projects require homework. Rubrics will be provided.
* Materials will be supplied when possible, but sometimes students will have to bring their own.

**Exams/Tests** (*thinkers* – IB learner profile)

* These assessments count as triple **(3X)** grades, just like the projects.

**Major Quizzes / Mini-project / Lab Reports** (*thinkers and reflective* – IB learner profile)

* These assessments are double **(2X)** grades and will be entered two times in the grade book.

**Class-work / Homework / Quickie Quizzes**

* These assignments are single **(1X)** grades. Point value to be determined by teacher.

**At Home Assignments**

* Students and parents are to expect daily homework.
* Assignments are graded according to individual cluster teacher’s requirements but are typically counted as single grades.
* Homework will not be more than 10% of the student’s grade.
* Homework is an important process in the learning cycle. It offers opportunities to practice and master skills learned in class. It also helps to identify areas where extra work is needed.

**Late work Policy**

* Timely completion of all assignments is expected.
* Based on a 100 point scale:
	+ Assignments that are 1 class period late will have a deduction of 10%.
	+ Assignments that are 2 class periods late will have a deduction of 20%.
	+ Assignments that are 3 class periods late will have a deduction of 25%.
	+ Assignments that are 4 class periods late will have a deduction of 30%.
	+ Assignments that are 5 class periods late will have a deduction of 35%.
	+ **Homework will not be accepted after two weeks.**
	+ **Major projects and papers will be accepted two weeks after the deadline, but will receive a grade no higher than 50% of the total points.**
* All teachers will require an *Acceptance of Late Work* form.

**Make-up work**

* It is the **STUDENT’S** responsibility to be *principled* and take action for his/her learning. Prior to returning to school, students are expected to obtain missed assignments from cluster/teacher websites, or by emailing their teacher. If a student returns without having their make-up work printed out with them, students MUST meet with all of their teachers during **Study Lab ONLY (NOT during class time**). In the case of more than two consecutive absences, the student MUST meet with teachers for possible tutoring. **The student has the number of days absent plus one day to turn in make-up work.**

**\*If a student is present the day an assignment is given but absent the day it is due then that assignment must be submitted the day the student returns. The same applies to an exam. If a student has prior knowledge of an exam and is absent on the day of an exam, then the student will take the exam the day he/she returns to school.**

* Assignments may be made up in Study Lab, at home, or during tutorials. Makeup tests will be given during Study Lab or after school.
* Content assignments may be found on some of the cluster / teacher websites.
* **ALL work (including late work) must be turned in one week before the end of the grading period. NO EXCEPTIONS.**

**Discipline notebook**

* Students who violate any of the cluster rules, specific classroom rules, or school wide rules will be asked to sign the Discipline Notebook in the classroom. After every three violations, the conduct grade will be lowered one letter.
* Parents will be notified each time conduct has been lowered. Conduct grades may be raised if an effort to improve behavior has been witnessed by the teacher.
* Students begin each nine weeks with an E conduct grade. Repeat offenders will be referred to their administrators for administrative discipline (e.g. detention, ISSC, suspension).

**Tutoring Schedule**

Students may and are encouraged to attend ANY cluster teacher’s tutorial as needed. Morning tutorials begin promptly at 7:00 and end at 7:45. Afternoon tutorials begin promptly at 3:30 p.m. and end at 4:15 a.m. Morning tutorials will be by appointment with the teacher. Late students will not be admitted. Please see the attached tutorial schedule for all seventh grade teachers.

**Academic Honesty**

Lanier Middle School has a long history of high academic achievement. Lanier’s long-standing motto, “Achievement with Honor”, exemplifies the high academic standards and virtues that are so closely intertwined in a place of learning. Students will continue to be *principled* and act with the dignity, integrity, and honesty to promote a trusting learning environment. Academic dishonesty is defined in ***The Code of Student Conduct*** as “cheating, plagiarism, or copying the work of others.”

In the event a student knowingly takes part in one or more acts of academic dishonesty, he/she will accept responsibility for their actions and the consequences that accompany them:

* 1st Offense: Zero (0) on academic work, parent contact, paper on academic integrity.
* 2nd Offense: Zero (0) on academic work, parent conference; In-school suspension (ISSC); Growth plan for Vanguard/GT students, Leadership prohibition.
* 3rd Offense: Zero (0) on academic work, parent conference; ISSC. Exited from Vanguard/GT program and/or Leadership program.