



## **Student Handbook 2018-19**

Dear Spartans,

We look forward to reaching new academic heights in 2018-19! This year, expect to be challenged in every classroom every day. Expect to work harder than you have in the past, and experience the satisfaction of rising to higher expectations. Our goal is to have every student prepared for college, and the career of their choice. To make that a reality, we must all work together!

This handbook outlines the academic calendar; academic, tardy, and absence policies; grading information; and conduct expectations. Please be aware that you are responsible for familiarizing yourself with the information contained in this handbook. If you have any questions regarding the information contained in this handbook, I invite you to discuss them at orientation on August 14, 2018 at 6 pm.

As we go through the year, some of these policies may need to be revisited or revised and new policies may need to be added. Please be prepared for changes, as they are an inevitable part of life. If you have any ideas about policies, procedures, or expectations that need to be put into place please share them with me. I would love to hear your thoughts.

Thank you,

Jessica Goode, principal

### **School Mission**

Our school mission was created from feedback given by students, families, and faculty. We understand that our school is still a work in progress, and we will continue to work towards fulfilling our mission. Please see our mission statement below.

*Be Positive*

As Spartans, we are committed to the development of positive relationships. Students and staff will work to develop relationships that create a positive school culture through mutual respect and high academic and social expectations.

We will stand together against negativity and disrespect in real life and on social media. We will engage positively with our Spartan family, being mindful of our words and actions.

### *Be Purposeful*

As Spartans, what we do will always serve a purpose. We will purposefully choose our words and actions, knowing that we are working towards a specific goal. We will be responsible for our school classrooms, culture, and community.

As staff, we are committed to providing learning opportunities that serve a purpose. Every lesson, assignment, and expectation will serve the purpose of preparing every student for college, careers, and life in the real world.

### *Be Productive*

As Spartans, it is our responsibility to be prepared and productive every day.

Teachers will instruct well-planned, rigorous lessons with the explicit goal of producing opportunities for new learning. Students will take advantage of these opportunities to learn, and be productive in class.

Spartans will learn something new every day, and will produce evidence of that learning.

## **Academic Calendar**

**August 21, 2018:** First Day of School

**August 30 – 31, 2018:** No school for students, professional development days for staff

**September 3, 2018:** Labor Day

**September 28, 2018:** End of Quarter 1 Progress Report Period

**October 8, 2018:** No school for students, professional development day for staff

**October 26, 2018:** End of Quarter 1

**November 12, 2018:** Labor Day Observed  
**November 19 – 23, 2018:** Thanksgiving Break  
**December 7, 2018:** End of Quarter 2 Progress Report Period  
**December 24 – January 4, 2019:** Winter Break  
**January 18, 2019:** End of Semester 1  
**January 21, 2019:** Martin Luther King Day  
**February 18 – 22, 2019:** Presidents Week  
**March 1, 2019:** End of Quarter 3 Progress Report Period  
**March 4, 2019:** No school for students, professional development day for staff  
**March 29, 2019:** End of Quarter 3  
**April 22 -26, 2019:** Spring Break  
**May 10, 2019:** Quarter 4 Progress Report Period Ends  
**May 27, 2019:** Memorial Day  
**June 13, 2019:** Last Day of School/End of Semester 2

### **Grading Policies**

Our grading policies are based on **mastery**. Mastery is “comprehensive knowledge or skill in a subject or accomplishment.”

Your course grades will be determined based on the level to which you prove you have learned the grade-level standards and key concepts instructed by your teacher. Your level of mastery will be determined through four types of work: culminating projects (ex. multi-step essays, presentations, major projects), summative assessments (ex. unit tests), formative assessments (ex. quizzes, short answer questions) and classwork.

Your grade will be determined using the following weights:

- Culminating Projects            50%
- Summative Assessments       20%
- Formative Assessments       15%
- Classwork                            15%

Subjective measures, like effort, which cannot be measured or quantified, will not be included in academic grading.

### **Grading Scale & Weighting**

All Emery teachers will use the following grading scale:

A+	97 – 100	
A	93 – 96	
A–	90 – 92	<b>A = Exceeds course level mastery</b>
B+	87 – 89	
B	83 – 86	

B-	80 – 82	<b>B</b> = Meets course level mastery
C+	77 – 79	
C	73 – 76	
C-	70 – 72	<b>C</b> = Approaches course level mastery
D+	67 – 69	
D	63 – 66	
D-	60 – 62	<b>D</b> = Does not meet course level mastery
F	0 – 59	<b>F</b> = Far from meeting course level mastery

### **Student Scheduling**

All students in grades 9 – 11 will be scheduled into 8 class periods to allow for advanced course work, credit recovery and remediation, and electives.

Students in the 12<sup>th</sup> grade **must** take a minimum of five courses. These courses will be scheduled in succession. Free periods will only be in the beginning and/or end of the instructional day. If a senior is in need of credit recovery they will be scheduled in the number of courses that will afford them the opportunity to graduate on time. Senior students will **not** be permitted to take less courses than are necessary for them to graduate on time.

### **Late Work Policy**

If you fail to complete class work, homework, or tests on time your teacher will allow you to make up the work or give you an alternate assessment of mastery. The grade you earn will replace the grade(s) of the missing work or assessment. Late work/late assignments must be turned in no later than **one week after the original due date**. You can only earn up to 75% of the original credit given, so it is ALWAYS best to complete your assignments on time. Please be aware that you are not guaranteed 75% credit. Students will be given 75% of the credit you earn on the assignment. For example, if you earn 100% on the assignment then your grade will be a 75%. If you earn 80% on the assignment then your grade will be a 60%.

Be sure you finish your culminating projects on time! Culminating projects that include multiple parts (ex. essays that require outlines, 1<sup>st</sup> drafts, revisions, and a final essay) will be due no later than the last day of the current quarterly marking period and will not be accepted after the due date.

### **Cheating & Plagiarism Policy**

Cheating and plagiarism is unacceptable and will not be tolerated. The following steps will be taken if and when you are caught cheating or plagiarizing:

**1<sup>st</sup> Offense:** Both students (the student copying the work and the student who allows the work to be copied) will receive a 0 on the assignment AND their parent or guardian will be required to attend a conference with the teacher and principal.

**2<sup>nd</sup> Offense:** In addition to all steps that are taken for the first offense students will also be required to attend Friday school.

**3<sup>rd</sup> Offense and Beyond:** In addition to all steps that are taken for the first and second offenses the student will also be barred from all extracurricular school activities for a 30 day period, including but not limited to participation in or attendance of sporting events, school dances (including prom), club meetings or activities, etc.

### **Tardy & Absence Policies**

#### **Tardy Policy**

Tardiness decreases the time you are in class learning, and for this reason, is unacceptable. There is no grace period – you are expected to be in your classroom when the bell rings. **All students who are not in class and seated by 8:30 am are tardy and MUST get a tardy pass from the main office.**

Students who are guilty of habitual tardiness will be assigned Friday School, a detention served from 3:30 pm – 5 pm on Fridays. Inter District Transfer students who are guilty of habitual tardiness may have their IDT revoked for failing to meet the 95% positive attendance requirement. If it is necessary for Friday School to be rescheduled due to medical appointments, lack of transportation, etc. those arrangements must be made by the parent or guardian. Please be aware that having practice, a game, or other extracurricular activities will NOT be accepted as a reason to reschedule Friday School. To ensure your attendance at important events, be on time to class and do not receive referrals.

#### **Absence Policy**

Your absence will be excused only if documentation of an illness, medical appointment, court date, or funeral is turned in to the office. Absences for college and career purposes may also be excused by prior arrangement with the principal.

If you have an excused absence, you have one day to make up the work for every day they were your were absent without a late work penalty. Work missed due to uor tardies For example, if you were sick for 2 days then you have 2 days to make up the missing work for absence is unexcused (ex. you woke up late, missed the bus, etc.) you can make up wor being appliedk as described in the late work policy.

## ESS Conduct Expectations

### All ESS students are expected to:

- Interact respectfully with all students, families, staff, and community members on campus.
- Advocate for themselves in a purposeful, positive, and professional manner.
- Honor the requests of all staff members.
- Resist bullying, teasing, or taunting of any kind in person or on-line.
- Use respectful language while on ECCL grounds.
- Secure their skateboards, scooters, bicycles, etc. safely and refrain from riding them on campus, including in front of the building.
- Ensure cell phones/technology are used **ONLY AS DIRECTED BY THE TEACHER** during class time.
  - Cell phones & technology can be used before and after school, and during lunch.
  - Students are **NOT** permitted to **make or receive phone calls or text messages** during instructional time – this includes class time and passing periods.
  - Students are **NOT** permitted to **be on social media in any capacity** during instructional time – this includes class time and passing periods.
  - Students are welcome to listen to music before school, after school, and during lunch **with the use of headphones only**. Speakers may **NOT** be used to amplify music on campus.
- Respect the school facility and take advantage of all it has to offer.
- Students must abide by teachers' classroom rules regarding eating and drinking.
- Students must dispose of their own trash in the appropriate receptacle.
- Follow the dress code:
  - Clothing may **NOT** have any symbols, words, or references to drugs/alcohol/controlled substances; sex; violence; or profanity.
- Request bathroom passes as needed and at the appropriate times.
  - Bathroom passes will not be given during the **first or last** 15 minutes of class. Please do not ask.

## Athletics Policies

Emery offers an ACADEMCS FIRST athletic program offering co-ed cheerleading, girls and boys basketball, girls and boys soccer, girls and boys track, girls and boys volleyball, girls and boys cross country, and girls softball.

### The following policies govern our athletics program:

- All student athletes are required to maintain AT LEAST a 2.0, with a higher GPA requirement at their coach's discretion.
- Grade waivers are NOT granted – please do not ask.

- All student athletes are required to attend study hall.
  - Ineligible players must attend study hall with their team if they want to play after new grades come out.
- All student athletes are required to attend practice, even if you are ineligible to play in games.
  - You don't practice = You don't play
- If a student is suspended they may not participate in any games the week of their suspension, nor can they practice while suspended.
- Ineligible players are required to participate in study hall.
- Ineligible players may **NOT**:
  - Suit up for games
  - Be on the field of play
  - Perform volunteer duties at games or meets
  - Participate in early release for sporting events

### **Senior Activities and Graduation**

Participation in senior activities are governed by the following policies:

- Participation in Senior Week is limited to graduating seniors.
- Participation in Grad Nite will be determined by the most recent grade report available.
  - Students in danger of not graduating will not be allowed to pay for or participate in Grad Nite.

### **Graduation**

- **Only students who have fulfilled their graduation requirements will be allowed to walk in graduation. NO EXCEPTIONS WILL BE MADE.**
- Students must complete all credit recovery efforts by Friday, June 7, 2019 in order to be cleared for graduation.