

August 24, 2017

Dear Parents,

This week begins a brand new school year for all of us, and we'd like to extend a warm welcome to our students.

We have put together a handbook of information to help you and your child become familiar with our expectations for the school year. Take a day or two to read through this information, and then sign below by Friday. You may want to keep the handbook in a special place so that you may refer to it throughout the year. If you need to contact us, we prefer email if possible. Our email addresses are [jmurphy@mvcasd.org](mailto:jmurphy@mvcasd.org), [smaurice@mvcasd.org](mailto:smaurice@mvcasd.org), [abock@mvcasd.org](mailto:abock@mvcasd.org), [ashea@mvcasd.org](mailto:ashea@mvcasd.org), [mdielschneider@mvcasd.org](mailto:mdielschneider@mvcasd.org). We check our email frequently and will respond as soon as possible. If you do not have email, you may call the school and leave a message (895-6254). If you would like to set up a team meeting with us we are available before school (7:30) and during our team time (2:28-3:15).

We are looking forward to an exciting year with your students helping them to grow in their knowledge as well as individuals. Thank you for your cooperation in getting this year off to a great start!

Sincerely,

The 7<sup>th</sup> grade team

Student Name \_\_\_\_\_

Parent Signature \_\_\_\_\_



### **7<sup>th</sup> Grade Computer Policy – this form will be available on our website**

-1st Offense: Computer taken away for the day and stays at school overnight. A parent signature below is needed before computer is given back to student.

-2nd Offense: Computer taken away for a week and stays at school overnight. A parent signature below is needed before computer is given back to student.

-3rd Offense: Computer taken away for a week and stays at school overnight. A meeting will be arranged with the 7th grade team, Mr. Hauge, parents, and student to discuss an action plan.

### **Weekly Grade Reports - this form will be available on our website**

We will be sending home “weekly grade reports” every Monday in which students will write down current grades, missing work, and identify steps to remediate. Please look over the grade report, sign it (feel free to add questions/comments), and return it to school with your child on Tuesday to their first hour teacher. Please help your student turn them in on time.

**7<sup>th</sup> Grade Website** – our website will hold information concerning grade level happenings and school wide events as well as assignments. <http://mvms7thgrade.weebly.com/>

### **Attendance & Student Dismissal**

It is important that a student displays regular and punctual attendance in order to be successful at the middle school and beyond. Because of this, the school has strong expectations for your attendance and timeliness.

#### **Absences**

When you have been absent from school, report to the office as soon as you return. It is the student’s responsibility to visit with each of their teachers to get assignments they missed during their absence. Failure to do this will result in missed assignments and crucial classroom information. Students will be allowed twice the number of days missed to turn in make-up work for full credit.

Assignments may be accessed on the school web site or requested through the office. Requests should be made early in the morning in order to have them ready to be picked up after school.

**\*\*In case of an absence, whether planned or not, there is a sheet students will be responsible for completing that requires him/her to meet with each teacher and note what assignment(s) the student needs to make up. Students can get a form from the office, teachers or the website.\*\***

### **Call-in Policy**

All schools in the Mount Vernon School District ask that a parent call the appropriate building as soon as it is known that a student will be unable to attend classes due to illness, appointment, or any other appropriate reason. If the school does not hear from a parent, reasonable attempts will be made to contact a parent to verify

that parent's knowledge of the student's absence. The school will determine whether the absence is excused or unexcused.

\* If a student is absent from school, it is necessary that the parent or guardian call the school office before 8:15 a.m. that school day.

\* Calls may be made between 8:00 a.m.-3:30 p.m. to the attendance secretary at 895-6254, or a message may be left at that number at any other time during the night or on weekends.

\* If a call has not been received, the parent may be contacted either at home or at work during the day. The safety of your child is our first priority. Knowing the whereabouts of your child is deemed most important; we will use the contact information provided by the parent/guardian in our information system.

**Excused Absences:**

Illness  
Bereavement  
School activities  
Professional appointment  
Religious observance  
Others as determined by principal

**Unexcused Absences:**

Babysitting  
Haircut/pictures  
Missed bus  
Overslept  
Skipping  
Others as determined by principal

Report cards will indicate the number of excused absences and unexcused absences.

**Vacations**

The District strongly recommends that family vacations not be taken during the school year. Completing work ahead of time or making up work after a trip is very difficult, even for the best of students. In the event that a preplanned absence is unavoidable, parents are expected to contact the school office to make them aware of the dates the student will be absent. If it is possible to get assignments ahead of time, it is the student's responsibility to talk with their teachers to obtain those assignments. If the assignments are unavailable, the student will follow the absence policy described above.

**Tardiness**

If you are late arriving at school, report to the office for an admit slip to class. If you have a legitimate excuse for being late, be sure a parent calls or provides you with a note explaining the reason for your tardiness. If you are late to class during the school day, do not report to the office. If a teacher holds a student between classes, the student should get a pass from the teacher who detained you. If you do not have an excuse, the teacher of the class for which you are late will determine when you should make up the missed class time.

Students missing more than one period in either the morning or afternoon are considered absent (half day) as opposed to tardy.

Report cards will indicate the number of excused tardies and unexcused tardies.

### **Dismissal During the School Day**

Students may be dismissed from school during the day only by direct parent permission. Parents must phone or send a signed note explaining the reason for the early dismissal and the time the student is to be dismissed. In order to assist families in keeping scheduled appointments, it is most helpful to have dismissal information by 8:30 a.m. Students should report to the office prior to their scheduled dismissal time to check out. Students will then be released only to parents or legal guardians unless specific directions to the contrary have been given to us by the parent or legal guardian. Students must check back in the office when returning to the building.

### **Homework/Classwork**

We believe that homework is necessary for practicing skills that have been learned or for enriching the classroom experience. On the other hand, we don't believe in overloading students with busywork! In many cases, homework is simply classwork that was not finished. We try to give ample time in class for the completion of assignments, but some students work more slowly and must finish at home.

In order to help students get their homework assignments done, students will be taught how to utilize their technology to remember due dates and assignments.

**We expect all homework and classwork to be turned in on time.** Late assignments will be handled by teacher discretion. Students will not be allowed to call home if they forget their work. Students should pack their backpacks at night with all the materials needed for the next day. Organization is the key to success!

### **Behavior Management System**

If a school or class rule is broken, we will follow the MVMS school wide behavior program attached at the end of the newsletter as well as the reporting form.

#### **Daily Schedule**

**1<sup>st</sup> period 8:15-9:04**

**2<sup>nd</sup> period 9:07-9:54**

**3<sup>rd</sup> period 9:57-10:44**

**4<sup>th</sup> period 10:47-11:34**

**5th- 11:39-12:00 (AP)**

**6th LUNCH 12:00-12:27**

**7<sup>th</sup> period 12:30-1:20**

**8th Wellness Break period 1:20-1:35**

**9th period 1:38-2:25**

**10<sup>th</sup> period 2:28-3:15**

# 7th Grade Absence Make Up Plan

Dates of Absence(s) \_\_\_\_\_ Student Name \_\_\_\_\_

This worksheet is to help you make up school work you missed during your absence.

## Math, Lang. Arts, Reading, Social Studies, Science

1. **You will** fill out the assignments you need to make up on the back of this sheet.
2. **You need to** go to each teacher to confirm your make up work.

## Health, Art, Music, P.E. and any other specials you have

**You need to** go to each of your specials teachers to see if you have any work to make up.

I have met with these teachers:

### Core Classes:

☐ Math   ☐ Language Arts   ☐ Reading   ☐ Social Studies   ☐ Science

### Specials

☐ Health   ☐ Art   ☐ Music   ☐ P.E.   ☐ Orchestra   ☐ \_\_\_\_\_ ☐ \_\_\_\_\_

I understand it is my responsibility to both communicate with my teachers and to make up the work.

\_\_\_\_\_

Signature

Class	Assignments/Tests	Due Dates	Teacher ✓
Math			
Social Studies			
Science			
Lang Arts			

Reading			
Health			
Art			
Music			
P.E.			
Orchestra			



