

MAYER MIDDLE
SCHOOL
2017-2018

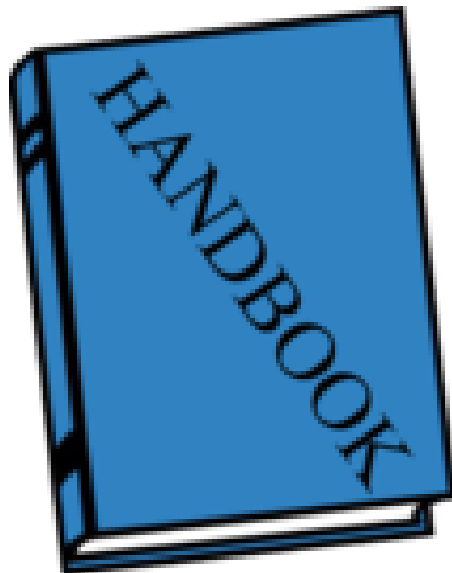


Table of Contents

Parent/Teacher Communication/Teacher Websites	3
Bus Passes/Change in How a Student Gets Home	3
Dress Code Issue vs Behavior Issue	4
Lunch/Afterschool Detention/ISS/OSS	4
Dress Code Visual	5
Academic Detention	6
Policy on Cheating/Plagiarism	6
Open House	7
Water Bottles, Gum, Pencils, Hallway Etiquette	8
Distractions/Toys	9
Tardies/ Cell Phone and/or Electronic Devices Policy/Hall Passes	9
Qualifications for Extracurricular Activities	10
Student Council/Yearbook/Dances/Sports	
Academic Field Trips	
Chaperones	10
Dances (FAQs)	11
8 th Grade-Specific Information	12-15
End-of-Year Field Trips/Promotion Ceremony Requirements,	12
After Party	12
Promotion Ceremony/Rehearsal/Dress Code	13
Ceremony Behavior/Consequences	14
8 th Grade Signature Page	15
Handbook Signature Page	16

Samples: Field Trip Permission Slip, Chaperone Guidelines,
Dance Certificate

Parent/Teacher Communication

Because communication between a parent and their child's teachers is of the utmost importance, we are including the e-mail addresses of all the Middle School teachers.

This is your "first-line" of communication if you have a question or concern about your child.

Math: ryan.andrist@mayerschools.org
Social Studies: lisa.leo@mayerschools.org
Language Arts: marda.magdaleno@mayerschools.org
Science: ryan.sanderson@mayerschools.org

On the signature page of this handbook, we will also request the best email through which to communicate with you as well. We understand that not everyone has email, in which case, giving us the best telephone number where you can be reached would be greatly appreciated.

Teacher Websites

Each teacher has a class website where parents/guardians/students can see what is going on in their child's classes on a weekly basis, see due dates for projects, test dates, homework assignments, upcoming events, Useful Links, general information, etc.

You may access these through weebly.com.

mrandristwebpage.weebly.com

mrsleowebpage.weebly.com

mrsmagswpage.weebly.com

mrsandersonwebpage.weebly.com

Bus passes/Change in how a student gets home

To ensure your child's safety, Middle School will follow the Mayer Elementary Handbook regarding bus passes. There will be no last minute requests for changes in how a student gets home. So please make sure your child has a note or you phone the office with the change before 2:30. Changes **must** go through the office.

Behavior/Discipline Issue vs Dress Code Issue

Behavior/Discipline Issue

On the student's 3rd trip to the office for dress code violation, it now becomes a behavior/discipline issue and the student will be given consequences in line with where they are on their discipline matrix. **(See Dress Code Visual on page 5).**

Lunch Detention/Afterschool Detention/ISS/OSS

Students whose behavior warrants more than warnings in the classroom will receive the following consequences, as per MES Discipline Matrix in the following order:

3 Lunch Detentions (1st detention 1 day; 2nd detention 2 days)

3 Afterschool Detentions (1st detention 1 day; 2nd detention 2 days)

In-School Suspension (ISS) Amount of days depending upon infraction

Out-of-School Suspension (OSS) Amount of days depending upon infraction

Out-of-School Suspension the second time a student's phone goes off or is in student possession before they get on the bus.

If behavior continues to escalate past Out-of-School Suspension, the Principal will consider the recommendation for expulsion from the school.

Dress Code Issue

If a student is not in dress code, they will be sent to the office and either receive an appropriate apparel substitute (t-shirt, sweat pants, etc.), or a call to the student's parent/guardian will be made to have them bring a school-appropriate outfit. In extreme circumstances, the Principal may take the student home to obtain the correct school appropriate clothes.

This will be considered a dress code issue.

Dress Code Visual

Academic Detention

On the 3rd missing assignment (including all classes), a student will go to Academic Detention during lunch recess to finish the missing or incomplete assignment for ½ credit. Middle School will allow 3 Academic Detentions. After that a meeting will be set up between Middle School teachers, the principal, parents/guardians and the student to determine a course of action. On the 6th missing assignment, this now becomes a discipline issue and will be assigned the next consequence on their discipline matrix realizing that we have given them 5 opportunities to change their course of action.

2 missing assignments – No credit

3rd/4th/5th missing assignment – Academic Detention (1/2 credit)

6th missing assignment – Next step on their Discipline Matrix

Policy on Cheating

Cheating is dishonest and will not be tolerated. If you choose to cheat, you will automatically receive a zero for that assignment or test and the next step on your discipline matrix. Cheating is a very serious offense. It is considered cheating if you give your work/answers to another student, accept other's work/answers to complete an assignment, or use dishonest means to complete an assignment or test.

If you are talking during a test, the same applies, whether you have completed your test or not.

Plagiarism

Plagiarism is when you take the words or ideas of someone else and claim them as your own. Students must be careful to avoid plagiarism in their school work, as it is dishonest and a form of cheating.

Plagiarism includes, but is not limited to:

- Copying a paper off the internet
- Copying another student's paper/assignment/homework/test

- Copying and/or pasting without giving credit to the author
- Closely paraphrasing a source without giving the author credit
- Copying or closely paraphrasing large portions of text even if credit is given
- Using information from a source not cited in the bibliography

Plagiarism - Continued

To avoid plagiarism during research projects, students should cite in their bibliography all sources used. Additionally, if a section of text is paraphrased or quoted, this must be properly indicated with a parenthetical reference. The only exception to this last rule is when the information is common knowledge (that is, information that appears in several sources and is known by most people). Finally, students should avoid long quotes or paraphrases.

If an assignment is turned in which is, in whole or part, plagiarized, the student will receive a zero for their assignment grade.

Students will be instructed in proper research paper writing this year.



Middle School Open House

On Tuesday, August 22 from 5:00-6:00 (presentation); 6:00-6:30 (group Q & A as needed) Mayer Middle School will be having an Open House. **Please note: this is for Middle School only - grades 6-8.**

Topics covered during this time will include: Agendas, How to Track Homework, Logging on to FamilyLink, Review of Handbook, Websites, Student-Lead Parent/Teacher Conferences, and others.



Water Bottles

Our school recently had brand new carpet installed. In an attempt to keep the carpeting in excellent condition for years to come, students in Middle School will only be allowed to bring water in **clear bottles**. The bottles can be of any variety as long as a few rules are met:

- Holes cannot be poked in the top allowing students to squirt one another.
- Once again, **clear water only**.
- Bottles should never be a distraction during class, and teachers reserve the right to take the bottle until the end of the day.

Gum

Gum will not be allowed on campus. This will be treated as a discipline issue and the next consequences on the discipline matrix will be applied.

Pencils

Only pencils (mechanical – as long as students bring extra lead to their seats - or regular #2) will be used in Middle School.

Hallway Etiquette (Transition Periods)

Students will be told on the first day of school where and how to line up in the hallway.

- To protect all students from possible falling or accidental tripping, students will stand in the hall.
- Hallways are Quiet Zones. Students will be quiet so that they may hear any instructions their teacher has for them before entering class.

Distractions/Toys

Any item disrupting the educational process will be confiscated and returned at the end of the day. On subsequent infractions items will be confiscated and student will take the next step on their discipline matrix.

Tardies

- Coming to class late
- Having to go to another class to retrieve Tools of the Trade (TOTT) or go to backpack to retrieve items clearly stated on the board at the beginning of class

After 3 tardies, a Parent/Teacher conference will take place to determine a course of action.

Cell Phone and/or Electronic Device Policy

Cell Phones/Electronic Devices must be turned into student's homeroom teacher or be placed in their backpack. All must be turned off.

If student is caught using their phone and/or electronic device, it will be taken to the office and may be picked up after school. **The second offense or subsequent offenses will require a parent/guardian to pick it up and result in an automatic Out-of-School suspension.**

Hall Passes

For your child's safety, students must have a Hall Pass or signed agenda to go anywhere outside the classroom. Students without passes will receive the next consequence on their Discipline Matrix.

Qualifications for Extracurricular Activities

Student Council/Year Book/Dances/Sports

To qualify and maintain involvement in these activities, students must:

- Have a C average or better in each class in a given semester and no Fs.
- No After School/ISS/OSS discipline issues (Dress Code issues not included unless they have turned into discipline issues.)
- If you go into a new quarter/semester with an F, you will be ineligible to play your first 2 games.

ACADEMIC FIELD TRIPS

As these are tied to academic standards, all students, no matter what their grades are, will be allowed to attend. However, the teachers and the Principal have the final say as to whether a student who has discipline issues will be allowed to attend.

For any of these events, a permission slip must be signed by a parent/guardian. A sample permission slip is at the end of this handbook.

CHAPERONES

If a parent or guardian wishes to be a chaperone for any event/field trip/dance, you will be asked to fill out a Chaperone Guidelines paper (see sample at the end of this Handbook) and give the office a copy of your fingerprint card.

Please see a school secretary for the procedure to get a fingerprint card. Do this early as it sometimes takes up to 6 weeks to get your card.



Mayer Middle School Dances FAQs

1. How many dances will be held during the school year?
 - a. An estimated 2, but it is yet to be determined.

2. Who will be able to attend these dances?
 - a. Students who have demonstrated positive citizenship in compliance with school rules and grade level guidelines.
 - b. Students who have earned a “Mayer Middle School Dance Certificate” which must be presented during sign-in at the dance to gain admittance.

3. What is the Dance Certification/Re-Certification Program?
 - a. A series of mini-classes that will instruct students on how to positively participate at a school dance. These classes will be provided to the students by the Middle School teachers.
 - b. Classes include:
 - i. Acceptable Dress
 - ii. Appropriate Hygiene
 - iii. Asking someone to dance
 - iv. Behavior Guidelines

- v. Drop off and Pick up instructions
 - vi. Line/Group Dance Instruction and Practice
 - vii. Refreshment Etiquette
 - viii. Snowball Procedures
- c. Upon successful completion of the program, students will be issued a “Dance Certificate” (Sample at the back of the Handbook) which will need to be signed by a teacher, the student, and the student’s parent or guardian.

Eight-Grade Specific Information

End-of-the-Year Field Trip

An 8th grade end-of-the-year field trip location will be determined as the time gets closer. Those eligible to attend will vote on an event that will be approved by the Principal and Middle School teachers.

Eligibility includes:

- Have a C average or better in each class in a given semester and no Fs.
- No After School/ISS/OSS discipline issues (Dress Code issues not included unless they have turned into discipline issues.)

PROMOTION CEREMONY REQUIREMENTS

Each passing student will be eligible to attend Promotion with the exception of students who are under long-term suspension or expulsion.

8TH GRADE AFTER-PARTY

- Organized by 8th graders
- Must have an adult “sponsor”
- Must have 4 chaperone
- Food must be provided by participants
- 8th graders only
- Set up/Clean up must be done by 8th graders
- Music must be approved by adult sponsor

Eight-Grade Promotion Instructions

After you have carefully read through this agreement document, please have a parent/guardian sign and date the document. **PLEASE NOTE:** You will not be able to “walk” (certificate will be mailed to you) at the 8th grade promotion ceremony or attend the 8th grade trip (even if you are eligible) unless you turn in this signed and dated document.

Due date will be approximately one week before the 8th Grade Field Trip.

Promotion Ceremony

Wednesday, May 23, 2018

Mayer High School

6:00-7:00pm (Students arrive at 5:45pm)

Reception to follow until 7:45

Promotion Rehearsal

Wednesday, May 23, 2018

9:00-10:00am

Attendance is required.

Students cannot be picked up after rehearsal at the High School.

They must go back to Mayer Elementary School on the bus.

Dress Code

Gentlemen

Collared shirts, tie (Optional), slacks, dress shoes or nice tennis shoes.

NO hats, flip flops, saggy pants or shorts.

FOR SAFETY – Hair must be out of the face.

Ladies

Dresses (below the fingertips in length as stated in the handbook) or nice slacks. Nice, comfortable shoes (1-inch heels maximum including wedge shoes). **This is to ensure your safety!**

NO hats, strapless or V-strap dresses (unless covered), spaghetti straps, dresses above the fingertips, or heels over an inch high.

Ceremony Behavior

Please be on your very best audience behavior! Let each student enjoy this experience! Please follow these guidelines:

- Leave chewing gum, food, and drink at home
- Cheer respectfully.
- No Booing whatsoever (If this happens the student will be escorted to their parents/guardians).
- Refrain from talking during the ceremony.
- Leave electronics off and with a family member in the audience during ceremony as you will have time to take pictures after the promotion.

Enjoy Your Summer

May 24th is the 8th Grade students last school day! One perk of being an 8th grader is that you get out a day earlier than 6th or 7th graders! The Promotion Ceremony and Reception is the last event of your 8th Grade year! Please start beginning to enjoy your summer on May 24th!

Please do not show up to campus on the 24th.
Thank you for your compliance to this request.

Consequences

Dress Code Violation: Student will be seated with family in audience, unable to participate in the ceremony (certificate will be mailed).

Behavior Violation: Student will be removed from the ceremony at the time of the infraction and seated with family for the remainder of the evening. Again, certificate will be mailed.

Attending School on May 24th: Student will be sent to the office to be immediately picked up and sent home.

8th GRADE PROMOTION AGREEMENT DOCUMENT

I _____
(Student's first and last name printed)

Have read through the 8th Grade Promotion information in the handbook with my parents/guardians/; and **we all agree to abide by the standards stated in the dress code**, agree to behave properly during the ceremony, and will begin enjoying summer on May 24th instead of coming to school. I understand the consequences if I decide to break the rules.

Signature: _____
(Student's first and last name)

Signed: _____
(Parent/Guardian first and last name)

Signature: _____
(Parent/Guardian first and last name)

Please return this signed Agreement Document before 8th grade field trip, but as soon as possible (first week of school) would be preferable.

Dress code reminders will be mailed throughout the year.

**Mayer Elementary
Middle School Handbook
Signature Page**

Please sign and return this page (8th grader parents/
guardians sign and return the Promotion Instructions also). You need to
keep the Handbook and Promotion Instructions.



My student and I have read and will abide by the rules as set forth in
this Handbook regarding the following:

Parent/Teacher Communication, Field Trips, Academic Detention,
Dress Code, Discipline, Tardies, Gum, Pencils, Bus/Hall Pass Protocol,
Policy on Cheating, Plagiarism, Water Bottles, Hallway Etiquette,
Distractions/Toys, Qualifications for Extracurricular Activities, Sports,
Dances/Dance Certification, Phone/Electronic Devices

Student Name _____

Student Signature _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

PLEASE LOOK AT AND SIGN YOUR CHILD'S AGENDA
DAILY AND REVIEW THE MIDDLE SCHOOL HANDBOOK
AT THE BEGINNING OF EACH QUARTER!