



CANARELLI MIDDLE SCHOOL

SCHOOLWIDE EXPECTATIONS 2022-2023

The following information applies to all Canarelli classrooms, teachers, and students. In addition, each of your child's teachers will provide you with a personal letter that explains expectations and information not covered in this document. Please visit the school website (canarelli.org) to locate information about Canarelli Middle School.

★ HOURS OF AVAILABILITY

Using email, teacher voicemail, and Infinite Campus for communication between school and home is highly encouraged. Teachers will not be available during school hours. Parent conferences can be scheduled through grade level counselors. Students needing additional help may schedule an appointment with their teacher(s).

★ COMMUNICATION OF ACADEMIC PROGRESS

- **Infinite Campus (Parent Portal):** The Clark County School District uses a web-based system to effectively monitor the academic progress of your child. This system provides parents detailed, real-time information, including: Schedules, Grades, Assignments, Attendance, Assessment Scores, Graduation Progress, District/School notices, etc. Visit campusportal.ccsd.net and login as a parent user.
- **Canvas:** Parents can create a Canvas parent account to support their child's progress. Login at canvas.ccsd.net.
- **Progress Reports:** Progress Reports are distributed halfway through each quarter and notify students and parents of academic progress.
- **Report Cards:** Teachers will issue grades to students at the close of each term. Grades will reflect student achievement on assignments and assessments provided by the teacher. We will equally weight both semesters at 50% when configuring the final grade.

★ ATTENDANCE

Attending school regularly is vital to academic success. Students who exceed 10 unapproved absences in any course during a semester (18 weeks) may receive a failing semester grade for that course. Missing more than half of any class period equals an absence.

★ TARDINESS

Tardiness to class disrupts and interferes with normal educational activity in the classroom. We expect all students to be in the classroom at the bell. Tardies are schoolwide and cumulative but will reset each quarter.

★ GRADING POLICY: Grades will reflect student achievement on assignments and assessments provided by the teacher. All Canarelli Middle School classes will use the following grade percentages when calculating a student's grade:

- **Homework/Class Work:** Homework/Class work counts for 10% of the total grade.
- **Assessments:** Assessments count for 90% of a student's overall grade. Assessment opportunities may include, but are not limited to, tests, quizzes, essays, research projects, graphs, demonstrations, lab activities, experiments, and problem-solving activities.
- **Final Exams:** CCSD middle schools will NO LONGER conduct final exams as a part of assessment and grade reporting.

- **Grading Symbols and Scale:** Canarelli Middle School reports student achievement for all subjects using the following symbols and scale:

A	Excellent	90-100%
B	Above Average	80-89%
C	Average	70-79%
D	Below Average	60-69%
F	Emergent	50-59%
P	Passing (to be used for specific courses designated by the CCSD Academic Unit)	

- **Late Work Policy:** Late work is defined as any work completed and turned in after a designated due date unrelated to an absence.
 - Scores will not be reduced on assignments and assessments submitted past the due date.
 - The mark “L” in Infinite Campus will document an assessment that is late and hasn’t been submitted.
 - Once late work has been submitted, the “L” will be replaced with a score reflecting the student’s academic performance level.
 - If a student does not submit the late work by the Monday following the week, an assignment is due and the teacher has been unsuccessful in eliciting evidence of the student’s learning, the “L” is changed to an “M” in the Grade Book and the score becomes a 50% due to no evidence.
 - Procedures for scoring unsubmitted work past established deadlines must be under Regulation 5122.

- **Make-up Work Policy:** Make-up work is defined as any assignment(s) or test (s) students need to complete because of an absence. In the event of a student absence, teachers follow make-up work policies outlined in CCSD Regulation 5113.
 - A student is required to initiate contact with the teacher(s) to obtain make-up work within three school days immediately following the absence.
 - Once contact has been made with the teacher(s), specific make-up work must be completed and returned to the teacher(s) within a reasonable length of time, to be determined by the teacher and communicated to the student/parent or legal guardian.
 - Students shall be allowed a minimum of three days to complete make-up work.
 - Students’ missing assignments resulting from an absence, will initially be left blank in Infinite Campus.
 - If a student does not submit the missing work by the Monday following the teacher negotiated due date and the teacher has been unsuccessful in eliciting evidence of the student’s learning, the blank is changed to “M” in the Grade Book and the score becomes a 50% due to no evidence.

- **Retake Opportunity:** We believe that students should have multiple attempts to show mastery. Assessments are used to monitor students’ progress and adjust instruction accordingly. Students should give their best effort on their first attempt. To have the opportunity to retake a test, students must fulfill the expectations specified by the teacher.
 - The retake grade will replace the previous grade.
 - The teacher may decide how many attempts at a retake are appropriate for each student and the situation.
 - Students may have the opportunity to retake summative assessments at least one time.
 - Students must request and schedule retakes directly with the teacher via email; email requests should include the specific assessment and the reason for the request.

- **Academic Dishonesty Policy:** Students violating the academic honesty policy are subject to disciplinary action from the house administrator. In addition, the **student may receive a 50% on the assignment or assessment with an opportunity to redo the assignment or assessment.** In cases of academic dishonesty, the teacher, counselor, and/or house administrator will notify parents. Please refer to the CCSD Code of Honor for more information.

★ BEHAVIORAL EXPECTATIONS

- The aim of Canarelli Middle School is to provide a safe educational environment where there is a clear academic challenge while still ensuring that each child experiences growth and success. An important key to this success lies in a caring relationship among the parents, teachers, and students.
- A safe and orderly environment is necessary to achieve our objective. We recognize that middle school students undergo great social, emotional, mental, and physical changes and at times, it becomes difficult for students to behave responsibly. In order to establish consistent means for teachers and administrators to address student conduct, we have designed a schoolwide discipline plan and behavior support system which all grade levels will follow. We expect that this will provide a more productive learning environment for all students at Canarelli Middle School.

★ CLASSROOM RULES

Come Prepared Each Day to Learn
Own Your Actions—Choose to be Positive
Listen and Follow all Directions
Timeliness—Be On Time
Show Respect for your School, Yourself, and Others

★ PROGRESSIVE DISCIPLINE PLAN

All classroom teachers will implement the following schoolwide discipline plan:

1. Verbal Warning
2. Written Warning (to include Corrective Action Plan)
3. Parent Contact
4. Counselor and/or Social Worker Referral; Parent Contact.
5. Referral to House Administrator; Parent Contact.

★ CITIZENSHIP

Students receive a citizenship mark (O, S, N, or U) on each report card for each course. Receiving an unsatisfactory grade in citizenship will result in loss of privileges.

We believe that if all parents, teachers, and staff at Canarelli Middle School enforce the expectations and hold the students responsible for their actions consistently, then we will have a safer and more productive learning environment for your child to achieve excellence and personal growth. **When you have read this document and have discussed it with your child, please complete the online form which will be sent by your student's Advisory teacher. Your response will serve as your digital signature, showing your acknowledgement of the expectations.**

- ★ By responding to the online form, you indicate that you and your child:
 - acknowledge the behavioral rules and expectations of Canarelli Middle School.
 - understand that it is my responsibility to follow the general rules and expectations.
 - are aware of the consequences for not abiding by the Canarelli Middle School rules and expectations.
 - accept the responsibilities set forth in this document and all the policies and procedures that are explained by the CMS administrative team and as posted on the school website.

- **SCAN THE QR CODE FOR QUICK ACCESS TO THE ONLINE SIGNATURE PAGE**

