

Kinard Core Knowledge Middle School

Quick Reference Guide

Updated September 7, 2022

This document is a quick reference about Kinard's communication practices, behavioral expectations, and academic expectations. Please refer to the Kinard website and teachers' online resources for more detailed information.

Communication Practices

1. **Student Planner**

Consistently using a planner helps students stay organized and is a valuable life skill. Therefore, it is expected that students use a planner to keep them organized. Planners will serve as a communication, organizational, and reference tool between home and school. Students will be expected to write all assignments and reminders in their planner as they are assigned. Assignments are posted daily in each room and can be used by students as a visual reference in this process. Students are expected to take their planner home nightly, use it as a "to-do" reference, and bring it back to school the next day. Students may use an electronic device (cell phone) as another option for staying organized.

2. **Online Resources**

Information about class work and homework will be provided on teachers' learning pages. These can be accessed through the [staff directory](#) on the Kinard website. Additional details and resources for learning can be found on teachers' electronic sites or by contacting the teacher directly. Teachers will provide students with instructions for these online tools, and they should be used to supplement but not take the place of your child's planner. We recognize that these tools are a work in progress, and we strive to continuously improve this form of communication. Please realize assignments and due dates are subject to change based on the classroom pace and needs of the students.

3. **Synergy (ParentVUE/StudentVUE)**

ParentVUE/StudentVUE is a tool that enables students and parents to regularly review academic progress. It can be accessed from the Kinard website. At a minimum, teachers update grades during the 1st and 3rd week of each month.

- To access ParentVUE/StudentVUE, go to <https://pvue.psdschools.org/>. Login with your username and password. New students to the district, your activation only occurs upon the initial setup. Your username and password is created at that time. If support is needed:
 - Visit <https://www.psdschools.org/ParentVUE>.
 - Refer to detailed information in the [Standards-Based Instruction, Assessment, and Reporting ParentVUE and StudentVUE document](#), or
 - Contact the Kinard Student Services office at 970-488-5416.
- We suggest that students and parents check ParentVUE/StudentVUE regularly to monitor progress, and students may contact the teacher if they have questions regarding their grades.
- Please see additional information about Standards Based Instruction, Assessment, and Reporting on page 4.

4. **Email/Phone**

If you or your child still have questions after checking the planner, online resources, and ParentVUE/StudentVUE, please help us promote self-advocacy by encouraging your child to seek out the teacher with whom they have a concern or a question. If parents would like to contact teachers with questions or concerns, email is preferred. The goal is for teachers to return school calls and emails within two school days.

Email addresses and phone numbers for all teachers are available on Kinard's website:

<https://kin.psdschools.org/directory>

Behavioral Expectations

Classroom Expectations

THE 6 Ps

- **Prompt:** Be on time where you belong.
- **Prepared:** Bring all materials and be ready to learn.
- **PMA:** Have a positive mental attitude. ☺
- **Participate:** Follow all directions and engage in learning.
- **Polite:** Speak and act with dignity and respect.
- **Productive:** Complete all tasks on time with quality.

1. Hall (Purple) Passes

Student learning and safety are our top priorities; therefore, students should limit their time outside of class. Students are given five minutes of passing time between classes and should take care of their needs during that time whenever possible. Students in the hall or common areas during class time are required to have a purple pass written by a staff member.

2. Electronic Devices

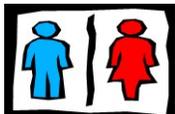
Electronic devices that are a distraction to the learning environment must be turned off and put away. In order to be productive and respectful, teachers will set the expectations around use of electronic devices in the classroom for instructional purposes.

3. Dress Policy

At Kinard, we follow the PSD dress policy, which can be found in the 2022-2023 Poudre School District Student Rights and Code of Conduct booklet (<https://www.psdschools.org/schools/school-registration/student-code-of-conduct>). These guidelines help to ensure cleanliness, health, safety, and preservation of a positive learning environment. Responsibility for the dress and appearance of students generally rests with the individual students and their parents. Student appearance should reflect pride in themselves when attending school and school-sponsored events. As stated in the district policy, students must wear: a shirt (with fabric in the front, back, and on the sides underneath the arms); pants or the equivalent (e.g. a skirt, sweatpants, leggings, a dress, or shorts); and shoes (e.g. sandals, boots, or athletic shoes). All apparel must be opaque and worn in a way that covers breasts, nipples, genitals, midriff, and buttocks. In addition:

- Clothing choices need to allow for the participation in all school-related activities (e.g. flip flops, Crocs, and sandals are okay for school, but students should bring athletic shoes when they participate in P.E. and health classes due to the activity level).
- Students who wear shirts with inappropriate statements or pictures that cause or have the potential to cause disruption to the learning of others will be asked to wear the shirt inside out or will be provided with another shirt if one is available. They may also call home and ask their parents to bring a different shirt or top.
- Hats or hoods that do not obscure a student's face or ears are permitted.

Expectations Outside the Classroom

	Media Center/ Technology 	Hallways/ Locker Pods 	Restrooms 	Dress 	Assemblies 	Lunchroom/ Cafeteria 
Respect	<ul style="list-style-type: none"> Use appropriate language, tone, and voice level Respect others' space Respect materials used and loaned to you Log off computer when finished Access only appropriate websites Keep gum, food, and drink away from the computers 	<ul style="list-style-type: none"> Respect others' space Use appropriate language, tone, and voice level Open and close lockers quietly 	<ul style="list-style-type: none"> Respect the privacy of all Clean up after yourself Wash hands Respect school property Use appropriate language, tone, and voice level 	<ul style="list-style-type: none"> Students must wear: a shirt (with fabric in the front, back, and on the sides underneath the arms); pants or the equivalent (e.g. a skirt, sweatpants, leggings, a dress, or shorts); and shoes (e.g. sandals, boots, or athletic shoes). All apparel must be opaque and worn in a way that covers breasts, nipples, genitals, midriff, and buttocks. Hats or hoods that do not obscure a student's face or ears are permitted 	<ul style="list-style-type: none"> Sit in designated area Be polite and courteous Be silent when the speaker addresses the audience Respect others' space Use appropriate language, tone, and voice level Appropriately applaud the activity upon completion or during positive recognition 	<ul style="list-style-type: none"> Use appropriate language, tone, and voice level Respect others' space and possessions Patiently wait your turn in line Be polite to lunch workers Be respectful of classes in session while in the hallway (no running, no loud voices) Be respectful of playground equipment Be respectful of PE classes
Responsibility	<ul style="list-style-type: none"> Return materials on time Ask for help and follow directions Report all technical difficulties to the teacher Print only necessary items 	<ul style="list-style-type: none"> Use purple pass Keep locker/hallway area clean and free of litter Keep locker locked 	<ul style="list-style-type: none"> Use during passing periods when possible Have a purple pass during class time Be responsible for school property Report damaged property or accidents 	<ul style="list-style-type: none"> Students must wear: a shirt (with fabric in the front, back, and on the sides underneath the arms); pants or the equivalent (e.g. a skirt, sweatpants, leggings, a dress, or shorts); and shoes (e.g. sandals, boots, or athletic shoes). All apparel must be opaque and worn in a way that covers breasts, nipples, genitals, midriff, and buttocks. Hats or hoods that do not obscure a student's face or ears are permitted 	<ul style="list-style-type: none"> Ask permission to leave designated area Enter and exit in an orderly fashion Wait your turn Follow staff directions 	<ul style="list-style-type: none"> Know your student ID# and be ready to order Keep hands, feet, and objects to yourself Clean up after yourself Recycle/compost Report accidents and spills immediately to supervisors Report back to class on time Return playground equipment by the end of lunch

Academic Expectations

Grades are a tool for providing feedback to students and communicating information about what students know and are able to do. Using the ParentVUE and StudentVUE features of Synergy, our student information system, we will report information about students' overall academic progress and work habits.

➤ **Standards-Based Grading**

We use standards-based grading and reporting to communicate students' progress and information about student achievement. The overall course grade will be a numeric score for all classes. Courses earning high school credit will also include a letter grade.

- The overall course grade is based on assessments and teachers' professional analysis of student learning.
 - Assessments measure what students know and are able to do at a particular point in time. They are also used as part of the instructional process to provide information needed to adjust teaching and learning while they are happening.
 - Students may be provided multiple opportunities to demonstrate proficiency on practice assignments and assessments.
- Individual assessments will be evaluated based on the Colorado Academic Standards and the Core Knowledge Sequence. Students' level of academic proficiency will be reported for each assessment and standard using the following proficiency scale:

**Descriptors modified from Ken O'Connor's "The School Leader's Guide to Grading"

Proficiency Score	Academic	Descriptor
4 (3.5-4)	Advanced	The student consistently demonstrates an in-depth understanding of the standard/benchmark, exceeding course-level expectations. The student applies and extends the key concepts, processes, and skills. Performance is characterized by high levels of quality and complexity.
3 (2.5-3.49)	Proficient	The student consistently demonstrates a thorough understanding of the standard/benchmark and meets course-level expectations. The student applies the key concepts, processes, and skills.
2 (1.5-2.49)	Approaching Proficient	The student demonstrates some understanding of the standard/benchmark. Performance is inconsistent and varies in regard to accuracy and quality.
1 (0.5-1.49)	In Progress	The student does not demonstrate an understanding of the standard/benchmark. Student is well below course-level expectations. Performance is inconsistent even with support.
0 (0.0-0.49)	Insufficient Evidence	The student has not completed a sufficient amount of work to determine a proficiency level.

➤ **Middle School Courses Earning High School Credit**

Some of our courses allow students the opportunity to earn high school credit for classes taken at the middle school level. These courses include Algebra 1, Geometry, Algebra 2, Spanish 1B, Spanish 2, French 1B, and French 2. For these classes, a letter grade will be reported in addition to the numerical score using the scale below. These letter grades will be used for high school transcript/credit purposes.

A:	3.0-4.0
B:	2.5-2.99
C:	2.0-2.49
D:	1.5-1.99
F:	0.0-1.49

➤ **Work Habits**

Preparation, positive behavior, participation, and productivity are behaviors that are critical for success in school. These work habits will be taught, evaluated, and reported in classes. They will also be communicated using the work habits rubric and a 4,3,2,1 proficiency scale.

Indicators	4 <i>Consistently exceeds expectations</i>	3 <i>Frequently meets expectations</i>	2 <i>Sometimes meets expectations</i>	1 <i>Never/Rarely meets expectations</i>
I am Prepared	I am consistently prepared. I am early or on time to class. I consistently bring needed materials to class and am ready to work.	I am frequently prepared. I am early or on time to class. I frequently bring needed materials to class and am ready to work.	I am sometimes prepared. I am sometimes tardy to class. I sometimes bring needed materials to class and am sometimes ready to work.	I am never or rarely prepared. I am late to class often. I never or rarely bring needed materials to class and am never or rarely ready to work.
I Demonstrate Positive Classroom Behavior	I consistently stay focused on the task and what needs to be done. I am self-directed. I consistently have a positive attitude.	I frequently stay focused on the task and what needs to be done. I am self-directed. I frequently have a positive attitude.	I sometimes stay focused on the task and what needs to be done. I am sometimes self-directed and sometimes have a positive attitude.	I never or rarely focus on the task and what needs to be done. I rarely have a positive attitude.
I Participate	I consistently participate. I share information or ideas when participating in discussions or groups. I am a definite leader.	I frequently participate. I share information or ideas when participating in discussions or groups. I am often a leader.	I sometimes participate. I share information or ideas inconsistently when participating in discussions or groups.	I never or rarely participate. I never or rarely share ideas. In groups, I rely on the work of others.
I am Productive	I am consistently productive. I am punctual or early turning in assignments. I exceed stated assignment requirements.	I am frequently productive. I am punctual in turning in assignments. I meet the stated assignment requirements.	I am sometimes productive. I am sometimes punctual in turning in assignments. I sometimes meet stated assignment requirements.	I am never or rarely productive. I am not punctual in turning in assignments. I never or rarely meet the stated assignment requirements.

➤ **Additional Academic Guidelines**

○ **Homework or Independent Practice**

Success requires practice. Practice allows students time to reinforce and extend concepts learned during class as well as encourages responsibility and promotes good study habits. If students miss turning in practice assignments or have a pattern of turning in poorly completed work, appropriate educational interventions will be applied by Kinard staff. The best way for students and parents to check student progress is to regularly review StudentVUE or ParentVUE, including the comments that may be noted on assignments. If there are questions about grades or assignments, we encourage the student to follow up directly with the teacher.

○ **Late Work**

It is the expectation of students that all work is completed and turned in **on time**. Interventions may be put in place to support students who need additional time or support. Turning work in on time is an expectation reflected in the work habits score (*see Work Habits Rubric*) or can be scored as an assessment for classes such as music. Late work will not be accepted after the end of a unit of study.

○ **Retakes, Corrections and Improvements**

Depending on the nature of the assignment, many teachers require or allow students to retake assessments or make corrections and improvements to increase student learning. Students are encouraged to communicate directly with teachers about corrections or revisions and related due dates.

➤ **Additional Academic Guidelines (continued)**

○ **Extra Credit**

Extra credit is not used in a standards-based grading system; instead, students should focus on completing assigned work on time and with quality.

○ **Attendance and Absences**

Attendance is a critical factor in the learning process. Absences can significantly detract from learning.

- Parents, please call the 24-hour attendance line anytime at 970-488-5401, or preferably before 8:00 a.m., if a student will be absent from school. Even if you let the teacher know of your child's absence, you still need to call the attendance line and report the absence.
 - Unless a teacher specifically excuses a class or homework assignment, students will be responsible for obtaining missed assignments and recording them in their planners. It is the expectation that students get their homework by checking classroom assignment boards or websites, asking peers, or meeting directly with the teacher at an appropriate time. We recognize that a student may occasionally need parent and teacher support while learning to take responsibility for his or her own work.
 - Class assignments and homework for the days absent are due in a timely manner, as agreed upon by student and instructor following the student's return to school. If circumstances require additional time, students are encouraged to advocate for their needs.
 - Students must have a written note from a parent or guardian to be excused during the school day. After bringing the note to the attendance office at the beginning of the day, the student will be given a dismissal slip to present to the teacher. When leaving from or returning to the building, the student and a parent or guardian must check in with the office.
- **Classroom Tardies:** Being "prompt" to class is one of Kinard's school-wide expectations and life-long skills. Our teachers will speak to the tardy behavior, contact parents for support, and refer a student for administrative intervention if needed.

Who to Contact When...

Contact Information: All Kinard staff email addresses and phone numbers are available in the Staff Directory on the Kinard website: <https://kin.psdschools.org/directory>

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|-------------------|--------------|---------------------|--------------|
| ➤ Attendance Line | 970-488-5401 | ➤ Main Number | 970-488-5400 |
| ➤ Health Office | 970-488-5441 | ➤ Counseling Office | 970-488-5416 |

Who to Contact

Advanced Learning Plans (ALP)	Wendi Grigg	970-488-5447
State and Standardized Assessments	Cecilia Bonertz	970-488-5407
Athletics	Kyle Healy	970-488-5415
Attendance	Stephanie Campbell	970-488-5400
Clubs	Erin LaRue	970-488-5410
ELO (Extended Learning Opportunity)	Cecilia Bonertz	970-488-5407
Lockers	Shamie Beecher	970-488-5416
New Students & Schedules	Karen Irvine/Patti Young	970-488-5408/970-488-5406
Parent Partnership	Cecilia Bonertz	970-488-5407
Report Cards	Susan Klock	970-488-5414
School Choice	Susan Klock	970-488-5414
School Website	Kyle Healy	970-488-5415
Supervision & Evaluation: Certified Staff	Lindsey Matkin	970-488-5403
Supervision & Evaluation: Classified Staff	Erin LaRue	970-488-5410
504 Plans	Karen Irvine/Patti Young	970-488-5408/970-488-5406

