

Kinard Core Knowledge Middle School

2018-19

Quick Reference Guide

Updated August 2018

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 your child 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. There is an assignment board in each room that students can use for visual assistance 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 a school wide Google calendar with details to be found on teachers' electronic sites or by contacting the teacher directly. These tools/calendars are updated weekly. Teachers may also provide additional resources for learning through these sources. They should 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.

Teachers will provide students with instructions for these online tools. In addition, these tools can be accessed on the [Kinard website](#) through the calendar tab.

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/school-resources/pinnacle-grade-viewer>,
 - Refer to detailed information in the [Standards-Based Instruction, Assessment, and Reporting ParentVUE and StudentVUE document](#), or
 - Contact the Kinard Student Services office at 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.

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 Code

At Kinard, we follow the PSD dress code, which can be found in the 2018-19 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. Students at Kinard are encouraged to dress in a neat and appropriate manner that reflects pride in themselves and their school. Clothing should permit the student to participate in all school-related activities, regardless of weather. Not all current fashion trends can be worn to school.

- Clothing must cover the back, midriff, chest, and buttocks and should not reveal personal garments.
- Shirts with no straps or very narrow straps, or shirts too revealing are not appropriate attire for a school setting; short shorts and skirts also fall into this category.
- Shoes must be worn at all times.
- Hats should be removed when inside the building, unless part of a celebration/event or necessary for an individual due to special circumstances.
- Backpacks may not be worn during the school day and need to be kept in lockers.

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 at Kinard need to dress so that clothing covers the torso and does not reveal personal garments • Shoes need to be worn at all times • Hats and backpacks may not be worn during the school day and need to be kept in lockers | <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 • All backpacks used to carry school supplies need to remain in lockers during school hours • 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 at Kinard need to dress so that clothing covers the torso and does not reveal personal garments • Shoes need to be worn at all times. • Hats and backpacks may not be worn during the school day and need to be kept in lockers | <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 progress, standard-specific 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.

- 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:

| Proficiency Score | Academic Achievement | 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. |

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

➤ 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 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. These work habits will be communicated using the work habits rubric and a 4,3,2,1 proficiency scale.

| <u>Indicators</u> | 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.

- **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 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.

➤ **Assignment Heading**

Students are expected to include an appropriate MLA heading format for all computer-generated assignments.

| |
|---|
| First and Last Name Teacher's Name Class Title - Period Date <div style="text-align: center; padding-top: 20px;">Assignment Title</div> |
|---|

➤ **Electronic Heading**

Assignments to be turned in electronically should be saved and submitted using the following format:
 LastName_First Initial_ Assignment Name_ Class Period

Example: MorrillJMyProject6.doc

➤ **Corrections and Improvements**

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

➤ **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.

Whom 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>

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

Who to Contact

| | | |
|--|--------------------------|-------------------|
| Advanced Learning Plans (ALP) | Shannon Smith | 488-5447 |
| State and Standardized Assessments | Erin LaRue | 488-5410 |
| Athletics | Chris Bergmann | 488-5415 |
| Attendance | Stephanie Campbell | 488-5400 |
| Clubs | Erin LaRue | 488-5410 |
| ELO (Extended Learning Opportunity) | Sophia Effler | 488-5407 |
| Lockers | Jill Bell | 488-5416 |
| New Students & Schedules | Karen Irvine/Patti Young | 488-5408/488-5406 |
| Parent Partnership | Sophia Effler | 488-5407 |
| Report Cards | Susan Klock | 488-5414 |
| School Choice | Susan Klock | 488-5414 |
| School Website | Chris Bergmann | 488-5415 |
| Supervision & Evaluation: Certified Staff | Jesse Morrill | 488-5403 |
| Supervision & Evaluation: Classified Staff | Chris Bergmann | 488-5415 |
| 504 Plans | Karen Irvine/Patti Young | 488-5408/488-5406 |

