

Guidelines for Success

Sayles School



Mustangs

2010 – 2011

To: 7th and 8th Grade Students and Parents

From: Your Junior High School Teachers



Sprague School District
25 Scotland Road ~ Baltic, CT 06330



Sayles School
"A Friend of Core Knowledge"

Phone: 860.822.8264
Fax: 860.822.1347

Website
<http://www.saylesschool.org>

To Seventh and Eighth Grade Students:

Grade seven marks the beginning of your Junior High School education. Grade eight is the continuation of the high school preparation process and should end with your graduation from Sayles School. It is most important that you spend these two years focusing on that goal. The expectation is that you will learn many new things as well as improve your skills and accept the responsibilities that your secondary education requires.

Your teachers are most eager to help you. We are dedicated to ensuring that you have every opportunity to achieve at Sayles School and as a result be accepted into and achieve at the high school of your choice. You will be competing with students from various schools in surrounding communities so it is critical that you develop a strong work ethic that will guide your education and future career.

The following guidelines are intended to help you in your efforts and to provide you with the best opportunity for academic, personal and social success. Please read them carefully and keep them in your binders in each class as you will have to refer to them during the school year.

Have a wonderful year!

Your Junior High School Teachers

Dear Parents / Guardians:

Please read the enclosed guidelines for our Junior High School Program. We will also discuss them at length with our students during the first week of school. They are intended to help your child put forth his/her best effort in preparation for high school and beyond.

Thank you for your cooperation!

Please sign the attached sheet and return it to the school with your child by the first day of school.



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Discipline – Check System / Detention

1. Checks are earned for not following classroom / handbook rules.
2. Three checks earn one detention. Checks are not carried over from one marking period to the next. Detentions and suspensions **do** carryover with regard to exclusion from extracurricular activities as noted in the Sayles School handbook.
3. A detention may be given at any time if the infraction warrants it.
4. The school detention policy will be followed.
5. Any staff member may assign a detention, as he / she deems necessary.

Lockers / Desks / Classroom

1. Lockers / desks must not be tampered with (e.g. graffiti, decorating, trespassing or any other type of misuse).
2. The floor area **MUST** be kept clean, both in classrooms and in the halls, especially by the lockers. **Book bags must be emptied and stored in your locker so please choose a bag that will fit in that space. No book bags should be in the hallway or classrooms.**
3. **No loitering at the lockers or anywhere else in the hallway. A detention will be given.**
4. Cell phones are not permitted in classrooms at any time. Cell phones are also not permitted on field trips without specific permission from the administration. They will be confiscated and a detention will be given.

Class Work

1. You must come to class with all necessary materials (book(s), notebook, appropriate writing utensils, etc). A check will be given.
2. It is necessary to come to class prepared and ready to participate. In some subject areas, reading assignments must be done prior to class in order to take part in the discussion of the content. You are not necessarily expected to understand all the information about which you will read. However, familiarity with subject matter is necessary in order to benefit from the daily lesson and activities. Follow-up assignments and reviews will further reinforce and clarify the information.
3. It is absolutely essential to have a complete, well-organized and neat notebook. Failure to do so will have a serious negative effect on your average for the marking period.
4. **Students are required to find out what they have missed if they are out of class for any reason. It is your responsibility to get that information from your homework buddy prior to returning to class.**
5. Morning work: All teachers will assign mandatory work to be completed prior to the first class period.
6. A novel of your choice is required to be brought to all classes. Failure to have your book as directed will result in a lunch detention.
7. An assignment book will be provided for each student. You are required to use it regularly. Failure to note assignments daily will result in checks and possible detentions.



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Homework

1. Must include name, date and class (e.g. John Smith 9/3/10 8L)
2. No name – No credit.
3. Due on time – No late homework will be accepted for full credit (unless for extenuating circumstances and with a note from a parent / guardian). A progress report will be sent home for any 3 missed assignments.
4. Homework is averaged into the final grade based on a percentage adequately completed. Therefore, responsibility regarding homework will have a positive impact on successful student performance and marking period grade.
5. If you are absent, reasonable extra time will be given to complete homework assignments (see teacher for arrangements). Make-up work is the **student's** responsibility and teachers will not be reminding them after the assignment has been given.
6. Written work should be neatly done in black or blue pen, with the exception of math which is always completed in pencil. Illegible work will be returned to the student to be rewritten.
7. All work should be submitted on a full sheet of paper – **no rough or frayed edges**.
8. Read and review the homework policy with your parents / guardians.

Tests and Quizzes

1. Tests and quizzes must be done in black or blue pen. Other colored pens, as well as pencil, will not be accepted. **BE PREPARED!**¹ Pencil is to be used for all math work unless otherwise requested by the teacher.
2. Missed tests **must** be made up within **two weeks** of test date for credit. **Arrangements are the responsibility of the STUDENT**². Tests not made up will earn a zero grade.
3. If you are absent, you need to check with your **HOMEWORK BUDDY**³ to determine what you have missed during the class period (**announcements** of tests, assignments, etc.) Being absent before a test does not automatically exclude you from taking the test when you return. **Length of absence and expected readiness are important factors to be considered and will be determined by the teacher.**

¹ Points will be deducted for colored pens, pencils, etc.

² Teachers will not be reminding students after the first announcement upon their return.

³ Please choose a responsible peer as your homework buddy. It is your responsibility to contact him / her and get your assignments and materials.

Projects and Special Assignments

1. All projects and writing assignments should be typed or word-processed in the Times New Roman or Arial fonts, between 12 and 14 point, and **double-spaced**. Computers are available at school and may be used with supervision. In extreme cases, reports may be neatly written with permission from your teacher.
2. No late reports or projects will be accepted under ordinary circumstances.
3. Failure to hand in a special or major assignment, project or report on time will result in a zero project grade and detention. Please make back-up arrangements in case of an emergency situation. It is expected that the student will still complete the assignment which will count as a test grade only.



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Math

1. Although calculators are provided by the teacher for in-class use, it is strongly recommended that students purchase their own for use outside of class. A TI-83 scientific calculator is recommended for 8th grade students, as this will be appropriate for current students needs and later for high school.
2. A math binder is required. The binder can be referenced during tests but not quizzes. It will include:
 - a. Notes
 - b. Vocabulary
 - c. Projects
 - d. Quizzes/Tests
 - e. Extra Credit
 - f. Homework
3. All work will be done in pencil.

Social Studies

1. All students are required to keep a portfolio of all daily homework.
2. A social studies notebook is required. It should be a **3-ring binder 2"** or larger with six sections.
 - a. **Social Studies Vocabulary, Notes and Homework** – Handwritten, dated, labeled by chapter and numbered
 - b. **Geography Vocabulary, Notes and Homework**– Handwritten, dated, labeled by chapter and numbered
 - c. **Other** – All handouts, rough drafts, etc. related to assigned projects should be kept in this section.
 - d., e., f., These sections are not to be used at this time. They will be assigned at a later date for special assignments
3. The instructor may **spot check** the notebooks and portfolios as deemed necessary.
4. You must bring materials (textbook, homework, pen, pencil) to class daily unless instructed otherwise.
Reminder: Your novel must be brought to each class every day.

Science

A major science inquiry project will be required for both 7th (Due February 25, 2011) and 8th (Due December 3, 2010) grade students. The 8th graders will submit the Great Scientists Project on April 11, 2011)¹. Refer to your instruction packets for continued guidance.

1. A science notebook is required. It should be a **3-ring binder** (2" rings or larger) with five sections arranged in the following sequence:
 - a. **Science Vocabulary** – Key terms from each lesson plus definition, dated, labeled by chapter, **numbered and double-spaced**.



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Science (continued)

- b. **Outlines** – Sections identified (e.g. 3-2 for chapter 3, section 2) You are not to re-write the book, or lift topics and bold print from the text or copy the review section. It is to be **your** outline of what you think are important points from the reading. Help is **always** available form so there is no excuse for unacceptable outlining.
- c. **Class Notes** – Questions related to peer presentations (include student's name, the date and title of the presentation). Students must record information given during class lectures, discussions, etc. not included in text materials, as well as extra resources, handouts, etc.
- d. **Labs** – Students record thinking and learning before, during and after investigations. This section is intended to help students make sense of their science.
- e. **Homework**

¹ *This project is an independent study of 26 scientists using a variety of research skills. It will include a Microsoft PowerPoint presentation of one personally selected scientist requiring further research. No late reports will be accepted.*

2. Laboratory

- a. Lab safety rules must be followed at all times. Failure to do so will result in exclusion from that lab and a failing grade for the related lab report.
- b. Equipment must be handled with great care according to instructions.
- c. Lab areas must be cleaned and equipment returned properly before leaving the lab.
- d. **No food or drink is allowed** in the lab except on specific occasions and under suitable conditions.
- e. Do not leave trash from the snacks you may have had in other classrooms in the lab or in lab desks. Doing so will cause a student to receive a check toward a detention and removal from the lab activity.

Language Arts

1. A language arts notebook is required. It should be a **2" 3-ring binder** with five sections. Some assignments done in the notebook will need to be handed in. Each notebook will be checked periodically. The notebook should include:
 - a. **Literature** – This section will be utilized for notes regarding any stories, responding to the selection, analyzing literature, critical thinking and story vocabulary. All corresponding handouts should be included in this section. All graded book reports should be kept in this section as well.
 - b. **Grammar** – This section is to be utilized during grammar lessons. All corresponding worksheets, homework, corrected tests and quizzes should also be kept in this section.
 - c. **Writing** – This section will be used for writing prompts and writing assignments. All corresponding hand-outs, rubrics, etc. should also be included in this section.
 - d. **Project** – All handouts, rough drafts, etc. related to the assigned projects should be kept in this section.
 - e. **Vocabulary** – Idioms, prefixes, suffixes, definitions
2. More specific requirements will be covered on your sheet of Language Arts Class Expectations.



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Reading

1. A reading notebook is required. It should be a **3-ring binder** with four sections.
 - a. **Language of Literature** – All handouts, questions, tests related to the reading text and workbook pages.
 - b. **Writing** – All handouts, writing assignments and responses to literature.
 - c. **Spelling and Vocabulary** – Worldly Wise sentences, word webs, tests and any additional vocabulary assignments. Check with individual teachers for further instructions.

Thank you for your cooperation.

Eighth Grade Teachers

Mrs. Cindy Luty
Science

Mrs. Helen Normandin
Social Studies

Seventh Grade Teachers

Mrs. Christine Nieminen
Language Arts

Mr. Brian Martin
Mathematics

Mrs. Julie Snoko
Special Education

Administration

Mrs. Jean Wierzbinski
Principal



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Dear Parents / Guardians:

**Please sign below and return this page
by the first day of school.**

**I have read and understand the Junior High School
Guidelines set forth by the seventh and eighth grade
teaching team.**

Date: _____

Signed:

Parent / Guardian

Please Print Name

Signature

Student

Please Print Name

Signature