

Middle Years Program Policies

Middle year program students are considered leaders in our school and are expected to set an example for the younger students. The standards MYP students are expected to uphold are delineated below. Additionally, the consequences for not adhering to these standards are discussed.

EXPECTATIONS FOR PARENTS OF MYP STUDENTS

- Check ManageBac daily
- Check with your student regularly to ensure assignments are completed and submitted
- Ensure homework is completed BEFORE other activities
- Provide a quiet place for students to study
- Encourage, motivate, and prompt your student, but do not do the homework for him/her. The purpose of homework is for your student to practice and use what has been learned.
- Ensure that your student knows and follows all Channing Hall school rules and dress code policies every day
- Refrain from checking students out of school within the last 30 minutes of the day
- Schedule medical appointments during non-school hours
- Feed your student a healthy breakfast

BEHAVIOR MANAGEMENT PROCESS

- **Dress Code**

Every day during the first period, the teacher will check each student for adherence to the school's standard dress code policy, which outlines the colors and types of clothing allowed. The student must adhere to the dress code policy throughout the entire school day.

The following dress code restrictions also apply:

- Shorts or skirts must be at least the length of the fingertips when standing straight, unless tights or leggings are worn under. This requirement applies to free dress days as well.
- Clothing with holes may not be worn at any time, including ripped jeans. This requirement applies to free dress days as well.
- Jackets may not be worn in classrooms, with the exception of the Channing Hall hoodie or navy sweater.
- Hoods or hats may not be worn in the building.
- Coats and backpacks may not be brought into the classroom at any time. Backpacks or belongings left in the hallway will be confiscated and must be picked up by parents.
- MYP has free dress every Friday.
- Gum is not allowed on campus or at any school-sponsored activities.

Any student found in violation of the dress code policy will be required to change into appropriate clothing and attend lunch detention. Failure to attend lunch detention on the assigned day results in two days of lunch detention.

- **Tardies**

Students with habitual tardiness will be required to serve lunch detention for every tardy in excess. Habitual tardiness is defined as three tardies or more, per class period, per month. Failure to attend lunch detention results in two days of lunch detention.

- **Personal Improvement Plan (PIP)**

Students may be issued a PIP for disruptive or disrespectful behavior. Student behavior will be recorded in SIS and parents will be contacted.

Two PIPs may be expunged by working off the offense with the assigning teacher or administrator. **This must be done within THREE DAYS of receiving the PIP.** If no reparation has been made, students with a PIP will not be allowed to participate in end-of-term activities. The student is still required to attend school on activity days, but will be completing designated tasks during the activity time.

In addition, students receiving **three or more** PIPs in a term are ineligible for participation in end-of-term activities.

KODA CASH

Students are recognized for exceptional behavior with Koda Cash. Koda Cash leads to free dress days for the receiving students.

ABSENCES

Please avoid scheduling family vacations during the school year. Week-long breaks are scheduled in December, February, and April. There are also several long weekends throughout the school year.

If a family/student schedules an absence of 10 days or more, they will need to complete an “Extended Leave of Absence” form prior to leaving. This form is found on the school website under “Policies & Procedures.” Missed student work will need to be completed according to school policy.

Students must check ManageBac before and after vacations to get assignments, and discuss the missed work with their teachers.

LATE/ABSENT WORK POLICY

Late work will NOT be accepted. If a student has excused absences:

- He/she will have an equal number of days (**up to five**) to make up work that was assigned while absent. If the absence occurs toward the end of the term, the student still must have all work completed prior to term end.
- Deadlines for major assignments and projects given prior to an absence remain in place regardless of absence. Students may submit the project in advance, upload it via the Internet, email it, or send it in with a sibling or friend.

It is the student’s responsibility to gather missed assignments and see each teacher for details after checking ManageBac. “Hands-on” or group activities may require an alternative assignment.

One intended result of our MYP program's goals is that each student will be challenged to augment both the quality and quantity of his or her reading, writing, mathematics, and higher-level thinking skills, and focus more attention on the processes that support effective research and oral presentation. By doing this, students will gain confidence in themselves and their abilities. In order to meet these goals, students must attend class regularly, learn to organize their materials, and commit to becoming a better student and human being.

HOMWORK AND DAILY PLANNER

Homework assignments are designed to promote active learning, self-discipline, practice/reinforce classroom work and develop good study habits. The amount and length of homework will increase as a student progresses through the grades as is developmentally appropriate. Students will receive a planner at the beginning of the term to be used to record homework, passwords, and due dates. They will also use ManageBac as a planning tool to complete and turn in homework and large projects.

Parents and students must use ManageBac to check grades or missing assignments.

Please note: In ManageBac, the small, blue dot labeled "S," and the small, green dot labeled "F" are not grades. Those are for the teacher's use in categorizing assessments.

ACADEMIC HONESTY, EXPECTATIONS, AND PLAGIARISM

The MYP program is a cognitively rigorous program that requires students to take responsibility for research, writing, and reporting, as well as using technology appropriately. Students must follow all Academic Honesty & Technology expectations listed in the main Channing Hall Family Handbook.

As we are aiming to become a 1-to-1 technology school (i.e. one electronic device for every student), it is imperative that students use technology appropriately. Channing Hall email and ManageBac accounts must be used only for school purposes while in school. Any misuse of these accounts as determined by the MYP staff will be dealt with in accordance to the misuse of technology rule from the main Family Handbook.

Plagiarism: In addition to the definitions and examples provided in the Channing Hall Family Handbook, plagiarism can also include:

- Not using MLA Works Cited to cite sources
- Misusing citation sources such as easybib.com
- Using the same Works Cited as a fellow peer
- No more than 10% of the final copy should be directly quoted

Teachers review the MLA format for Works Cited each year, along with rules and precautions for plagiarism itself and what it is.

If students have questions or concerns, they must ask their teacher for help before handing in the assignment. Once an assignment is submitted, it is assumed the student has ensured that the work aligns with the Channing Hall standards of Academic Honesty and Plagiarism.

GRADES

- **ManageBac**

In accordance with IB and the goals of students gaining confidence in their abilities to be organized and independent human beings, the MYP Program utilizes “ManageBac”. ManageBac is an online command center designed specifically for the IB Program to enable teachers, students, and parents to have one common area to see student grades, progress, and calendar for each class; it is also the main form of communication between students and teachers.

Students will be given a login at the beginning of the year (their Channing Hall email), and will set a password. They are then in control of their own ManageBac account, and will have the ability to message teachers for assistance, view calendars for due dates and weekly plans, as well as to turn in assignments for grading. Students are expected to check ManageBac and their Channing Hall email **daily**, especially if class is missed for illness, appointments, vacations, etc.

Parents also will receive a “Welcome” Email from ManageBac to set up their own account. Once the email is received, parents are expected to set up their own account and username to login to ManageBac separately from their student. This parental account will allow the family to view the student’s weekly calendar and grades to help guide and support them towards becoming a confident and organized individual. Parents should also make sure they view the Parent Tutorial available to them once they log in to their own account.

- **Grading Scale**

IB grading is not a traditional letter grade. Instead, students are awarded points (up to eight) for specific skills in eight subjects that are assessed throughout the term. The grade does not reflect an average score of the work they have done throughout the quarter, but rather a current placement on their progress as it relates to the assessment criteria for each subject.

While MYP in-class grading uses an eight-point scale, the IB term report card grades are based on a seven-point scale.

MYP CRITERIA GRADING – IN CLASS		
Exceeds Expectations	8	99-100%
	7	96-98
Meets Expectations	6	90-95
	5	85-89
Approaching Expectations	4	75-84
	3	65-74
Falls Far Short of Expectations	2	60-64
	1	51-59
Incomplete	0	50 and below

MYP GRADING - TERM	
7	98%
6	95
5	85
4	75
3	65
2	60
1	59
0	Incomplete

- **MYP Subject Areas and Grading Criteria**

The following are the eight subject areas and grading criteria upon which each MYP student will be evaluated:

LANGUAGE AND LITERATURE	
Criteria	Description
A	Analyzing
B	Organizing
C	Producing Text
D	Using Language

LANGUAGE ACQUISITION	
Criteria	Description
A	Comprehending Spoken & Visual Text
B	Comprehending Written & Visual Text
C	Communicating in Response to Written & Visual Text
D	Using Language in Spoken & Written Form

MATHEMATICS	
Criteria	Description
A	Knowing and Understanding
B	Investigating Patterns
C	Communicating
D	Applying Math in Real-life Contexts

DESIGN	
Criteria	Description
A	Inquiring and Analyzing
B	Developing Ideas
C	Creating the Solution
D	Evaluating

SCIENCES	
Criteria	Description
A	Knowing and Understanding
B	Inquiring and Designing
C	Processing and Evaluating
D	Reflecting on Impacts of Science

PHYSICAL EDUCATION/HEALTH	
Criteria	Description
A	Knowing and Understanding
B	Planning for Performance
C	Applying and Performing
D	Reflecting and Improving

INDIVIDUALS & SOCIETIES	
Criteria	Description
A	Knowing and Understanding
B	Investigating
C	Communicating
D	Thinking Critically

ARTS	
Criteria	Description
A	Knowing and Understanding
B	Developing Skills
C	Thinking Creatively
D	Responding