



Stetson Hills
Middle School
Handbook & Planner
2011-2012

To Empower Students to be Successful in an Ever-Changing World



Stetson Hills School
25475 N. Stetson Hills Loop
Phoenix, AZ 85083
623-445-5300



Principal: Amy Jorgensen
Assistant Principal: Jamie Wilber

This planner/handbook belongs to:

If found, please return to the above student.



**This book MUST be
with you at ALL times!**

**DEER VALLEY UNIFIED SCHOOL DISTRICT
2011-2012 District Calendar**

JULY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 4- Independence Day
Offices Closed

AUGUST						
S	M	T	W	T	F	S
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28	29	30	31			

Aug 1- 1st Day 10-Month Employees
Aug 6- New Teachers
Aug 10- Continuing Teachers
Aug 12- 9-Month Employees
Aug 15- First Day for Students
Aug 26- Staff Dev - Early Release (K-12)

SEPTEMBER						
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Sept 5- Labor Day - No School
Sept 23- Staff Dev - Early Release (K-12)

OCTOBER						
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Oct 10- Fall Break Day- No School
Oct 19- Kindergarten Early Release
Oct 17-21* Parent-Teacher Conf (K-12)
Oct 20-21 Early Release (K-12)
Oct 25- AIMS HS Retakes (11-12) Writing
Oct 26- AIMS HS Retakes (11-12) Reading
Oct 27- AIMS HS Retakes (11-12) Math
Oct 28- Staff Dev - Early Release (K-12)

NOVEMBER						
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Nov 11- Veterans Day - No School
Nov 18- Staff Dev - Early Release (K-12)
Nov 24-25 Thanksgiving Recess

DECEMBER						
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Dec 9- Staff Dev - Early Release (K-12)
Dec 22-23 Early Release (9-12) Final Exams
Dec 23- Early Release (K-12)
Dec 26-Jan 6 Winter Break

JANUARY						
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29	30	31				

Jan 16- Martin Luther King Jr. - No School

FEBRUARY						
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26	27	28	29			

Feb 1- Student Release Day (K-12)
Professional Development
Feb 20- Presidents Day- No School
Feb 28- AIMS HS (10-12) Writing
Feb 29- AIMS HS (10-12) Reading

MARCH						
S	M	T	W	T	F	S
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25	26*	27*	28*	29*	30*	31

Mar 2- Staff Dev - Early Release (K-12)
Mar 19-23 Spring Break
Mar 26-30* Parent-Teacher Conf (K-12)
Mar 28- Kindergarten Early Release
Mar 29-30 Early Release (K-12)

APRIL						
S	M	T	W	T	F	S
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29	30					

Apr 6- Spring Break Day - No School
Apr 10- AIMS HS (10-12) Math
SAT10 (9th Grade)
Apr 11- AIMS HS (9-10) Science
Apr 16- AIMS Writing Grades 5-7
AIMS Science 4 & 8
Apr 17-19 AIMS
Reading, Math Grades 3-8
Apr 17-18 SAT10 (2nd Grade)
Apr 20- Staff Dev - Early Release (K-12)

MAY						
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27	28	29	30	31		

May 4- Staff Dev - Early Release (K-12)
May 23-24 Early Release (9-12) Final Exams
May 24- Last Day for Students
Early Release
May 24- Last Day 9 - Month Employees
May 25- Last Day Teachers
May 28- Memorial Day - Offices Closed

JUNE						
S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

June 1- Last Day 10-Month Employees

Grading Periods
1st Quarter.....October 14 (43)
2nd Quarter.....December 23 (47)
3rd Quarter.....March 9 (42)
4th Quarter.....May 24 (48)

Teacher Contract Days.....185
Student Contract Days.....180
40th Day.....October 11
100th Day.....January 23

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Published 04.15.11

Middle School Contact Information

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8th Grade:

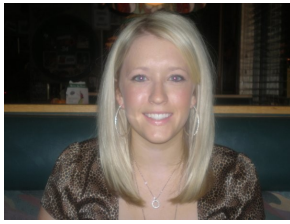
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E-mail is the most efficient and quickest way to get in contact with your child's teacher. Please allow at least 24 hours for any response to e-mail or a phone call. It is CRUCIAL that you save our websites to your favorites in your Internet browser and visit them OFTEN not only with your child, but on your own, to make sure you are aware of what is going on in our classes!



Miss Ashley Janaults
Science
&
Health

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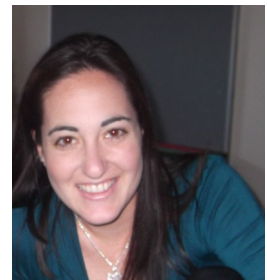
Mrs. Jennifer Galbreath
Language Arts
&
Language & Culture



Mrs. Lisa Mayer
Social Studies
&
Geography

G
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Ms. Amber Powers
Math
&
Project Math



Mrs. Jennifer Leos
Science
&
STEM

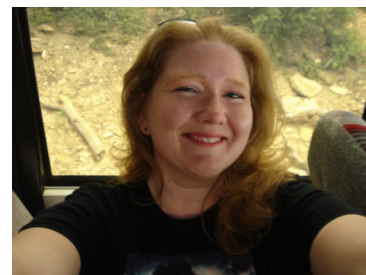
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Mrs. Elizabeth Lewis
Social Studies
&
Geography



Mrs. Keri Neibling
Math
&
Project Math

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Miss Cassandra Lichtenberger
Language Arts
&
Drama

General Information



Purpose of this Handbook:

The purpose of this handbook is to inform students at Stetson Hills of their rights and responsibilities as a member of our campus. Please review the handbook carefully to ensure that you are aware of all procedures. Ignorance of the ideas/rules contained here is not an excuse for disobeying them.

Middle school, composed of the 7th and 8th grades, can be a challenging and exciting time for students, parents, and staff. This Handbook is a guide to life in the middle school environment and is intended to give structure and comfort to all of those who work at Stetson Hills School. The purpose of Stetson Hills School is to give students the skills they will need to meet 7th and 8th grade standards and be successful in high school. It is the belief of Stetson Hills School Staff that 7th and 8th grade students are ready to assume responsibility for their behavior.



Summary of Principles

Rules

All students and staff are expected to conduct themselves with the six pillars of our Character Counts program:

**~TRUSTWORTHINESS ~RESPECT ~RESPONSIBILITY
~FAIRNESS ~CARING ~CITIZENSHIP**

For yourself, other students, teachers, staff, and in taking care of our school.

Middle school students are expected to act as role models and should be looked up to and admired by the staff and students of all grades.



Campus Discipline Program



Love and Logic?

- Students and staff at Stetson Hills follow the Love and Logic Philosophy.
- Love and Logic is a set of principles which encourage students to make choices and understand the positive and negative consequences of each choice they make.
- If a student is being disruptive in a way or during a time that does not Invite the opportunity to make a choice, teachers may ask them to visit a buddy classroom to cool down. This is not intended as a punishment, but as a chance for the student to regain control of themselves. Teachers may take this opportunity to contact parents about the behavior issue which caused the student to leave class.
- Students sent to another room are being given a chance to learn to control themselves and their actions.
- When the student decides that they are ready to return to the room, they are welcome to. If they choose to display more inappropriate behavior, they will need to call their parents.

We believe that discipline should be considered an opportunity for personal growth and to learn new behaviors rather than a bad thing that should never happen.

Students will be given opportunities to make decisions and live with the consequences, be they good or bad. Misbehavior will be viewed as an opportunity for individual problem-solving and preparation for the real world as opposed to a personal attack on school or staff.

We believe that students should be allowed to solve the problems they create, in their own way and with adult guidance, provided the solution does not make a problem for others.

Students will be guided and expected to solve their problems, or the ones they create, without creating problems for anyone else. School problems will be handled by school personnel. Criminal activity will be referred to the proper authorities.

Parents interested in reading about Love and Logic can check books out in the school library or can go online at www.loveandlogic.com, where you can find articles like "Love and Logic Parent's Playbook", "Tease Proof Your Child", and "No More Homework Battles".

Policies & Procedures

Homeroom

Homeroom time is NOT free time. The schedule for homeroom time will be as follows:

Mondays & Wednesdays

Silent Reading

Tuesdays & Thursdays

Journaling

Friday

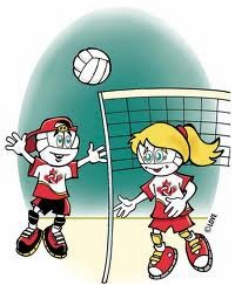
Class Meetings

Students MUST have a book to read and their journal AT ALL TIMES! Journals WILL be graded. Time on task reading will improve students' achievement on all academic areas.



Buying Water

7th & 8th grade teachers will sell water bottles for 50 cents each to students. Water will only be sold before school or after school and during the first few minutes of each class. Money earned from water sales will be used to support middle school activities.



Afterschool Activities

Students who plan to participate in afterschool activities need to arrange transportation after the activities are over. Club sponsors and coaches cannot leave campus until all participating students are picked up, so it is imperative to be timely and have good communication. Please note younger siblings cannot wait on campus while middle school students are participating in afterschool activities.

Policies & Procedures

No Pass, No Play

Stetson Hills adheres strictly to the principle of No Pass, No Play. Student athletes are students first and athletes second. All student athletes wishing to participate in games must have a passing grade in each class on the previous Friday's Grade Check. Those who are not passing are considered ineligible for participation in any game, tournament or event for the entire following week. Students who bring their grades to passing will be eligible the following week. It is the responsibility of the student to be aware of their grades. Please contact the school's athletic director for more information on the district's No Pass/No Play policies and Pursuing Victory with Honor program.



Physical aggression will not be tolerated!

There is no such thing as friendly fighting. Horseplay, rough housing and acts of physical aggression are not tolerated at Stetson Hills School. They disrupt the classroom environment and feed into an unsafe atmosphere. Your child WILL face consequences for "play fighting" with friends.



Infraction and Consequences

The following table is meant as a guide to handle discipline and consequences will be handled on a student by student basis. Refer to the Students Rights and Responsibility linked on the school webpage under the resources tab.

Before-School Detentions

The middle school team will utilize BEFORE-school detentions for students who violate the policies and procedures listed in this handbook and expected in the classroom. Detentions in middle school are run by the middle school team. Each week a different middle school teacher will hold detention BEFORE school from 8:00-8:30am. In the event a student is unable to attend a BEFORE school detention, they will serve 2 days of lunch detention instead. If a student misses their scheduled BEFORE school detention, they will be scheduled to serve the missed detention, as well as an additional detention for not showing up to the original one. Should a student not show to any of these detentions, an office-referral will be issued.

There are situations that ARE NOT listed on the chart that may warrant an automatic detention and/or office referral.



Infraction	Consequence
Cell Phones: Students are NOT to have cell phones out during school hours OR before and after school while ON CAMPUS. Cell phones are to be turned OFF (not on vibrate) and put in the student's BACK-PACK during school hours-NOT in student's pockets. If you are concerned about your child's cell phone being taken during school while in their backpack, then don't have them bring it to school.	1st Offense: Student will have the cell phone confiscated & can pick it up after school. 2nd Offense: Student will have the cell phone confiscated & will have to pick up their phone in the front office after-school. 3rd Offense: Student will have the phone confiscated and receive an office referral to be handled by administration


Infraction and Consequences

The following table is meant as a guide to handle discipline and consequences will be handled on a student by student basis.

Infraction	Consequence
<p>Gum/Food: Students are not permitted to chew gum in school, nor are they allowed to eat in classrooms.</p>	<p>Repeat offenders will receive consequences on an individual basis.</p>
<p>Lunch/Recess Behavior Problems: Students are expected to follow the rules set forth by the school during lunch and recess. These rules include:</p> <ul style="list-style-type: none"> *Sit at the appropriate place in the cafeteria *Not throw food and clean up after themselves when they finish eating *Walk to and from the cafeteria and to the playground as well as back to class *Hang out in the designated area on the playground (at the picnic tables, on the grass area by the b-ball courts, on the b-ball courts near the café) *Respect the monitors/teachers on duty 	<p>1st Offense: Student will receive a warning and be talked to regarding the expectations at lunch and recess</p> <p>2nd Offense: Student will receive a detention</p> <p>3rd Offense: Student will receive an office-referral</p> <div data-bbox="917 1547 1279 1886" data-label="Image"> </div>

Infraction and Consequences

The following table is meant as a guide to handle discipline and consequences will be handled on a student by student basis.

Infraction	Consequence
<p>Tardy: Students are expected to be in their schedule class at the START time of class. If a student is NOT in their assigned class at the START time, they will be considered tardy.</p>	<p>1st Offense: Student will receive a warning for being tardy.</p> <p>2nd Offense: Student will receive a detention for being tardy.</p> <p>3rd Offense; Student will receive an office referral for being tardy repeatedly.</p>
<p>Electronics: Students are expected to turn off and put away ALL electronic devices during school hours. This includes BEFORE and AFTER school while on the Stetson campus. This includes mp3 players, cameras, electronic readers, and ANY other device with an ON/OFF switch. Electronic readers such as Nooks and Kindles are permitted during appropriate times, but are the responsibility of the student. The school will not be held responsible for lost, stolen, damaged, or misplaced readers.</p> 	<p>1st Offense: Student will have the electronic item confiscated where it will be sent to the office. Student may pick it up after school.</p> <p>2nd Offense: Student will have the item confiscated and a parent/guardian must pick it up from the front office.</p> <p>3rd Offense: Student will have the item confiscated AND parent must pick up as well as student/parent will conference with administration and a detention will be given to the student.</p> <p>4th Offense: Student will have the phone confiscated. Parent must pick up from office and student will not be permitted to have a phone on campus for the remainder of the year.</p>

Infraction and Consequences

The following table is meant as a guide to handle discipline and consequences will be handled on a student by student basis.

Infraction	Consequence
<p>Ditching: It is expected that when a student leaves the classroom whether to go to the rest-room or to go to another area on campus approved by the teacher, that they be gone NO LONGER than 5 minutes. In the event a student has been gone longer than 5 minutes, they may be considered DITCHING.</p>	<p>1st Offense: Student will receive a warning.</p> <p>2nd Offense: Student will receive a detention</p> <p>3rd Offense: Student will receive an office referral.</p>
<p>Dress Code: Students in Dress Code Violation WILL be given a shirt to wear for the day OR will be sent home to change. Violations include:</p> <ul style="list-style-type: none"> *Bra straps showing *Racer Back shirts exposing the shoulder blades *Shorts exposing the butt *Shirts exposing the mid-drift *Spaghetti Straps shirts/dresses *Pajamas on a "non-spirit day" *Hats/Beanies may be worn, but are to be removed when entering ANY school building. *Slippers on a "non-PJ spirit day" 	<p>1st Offense: Student will be given shirt to wear and/or sent home to change and will receive a written notice regarding the violation.</p> <p>2nd Offense: Student will be given a shirt to wear and/or sent home to change and will receive a written notice regarding the violation.</p> <p>3rd Offense: Student will be given a shirt to wear and/or sent home to change AND will be issued a detention.</p> <p>Any offense after the 3rd will result in an office referral to be handled by administration.</p>

Standards Based Grading & Reporting

By now you are probably familiar with the new system of grading and reporting that Stetson Hills adopted during the 2010-2011 school year, Standards Based. We have taken that first year and reflected on how to change some practices that will assist parents and students in understanding and being successful with this module of grading and reporting. It is our goal in the middle school to have consistent practices throughout all classrooms in order to create comfort and ease with how your child's grade is reflected. There will always be extenuating circumstances and we will take each situation on a student-by-student basis. However this plan is set forth as a guide to explain exactly how grades will be reflected and retakes will be done in the middle school classrooms.



Middle School Classes DO NOT give/accept EXTRA CREDIT! It is a student's responsibility to do their BEST the first time they sit down to complete ANY assignment/assessment at school. In the event, that they DO NOT do well on an assignment/assessment, it is the STUDENT'S RESPONSIBILITY to follow the RETAKE procedures laid out on page 16 in order to improve their grade.

The goal of Standards Based Grading and Reporting Practices are to ensure that you and your child are aware of how proficient your child is with the standard (s) being covered on a given assessment. In the past, a grade may have reflected effort and participation, but in the Standards Based module, an assessment grade reflects KNOWLEDGE and mastery level of the standard (s). So what does this mean? It means that a student who may master a standard on one assessment, may not be as proficient in another. You may see your child's assessment grades fluctuate from A's all the way to F's. It is important to know that the letter grade "A" does not mean what it used to.

Please see the graph below to

better understand how the letter grades correlate with Standards Based Grading. (This is a general idea of how to better understand how letter grades play into Standards Based Grading and Reporting and is not meant as a formula)

- A: The grade of "A" would signify that the student has MASTERED the standard (s) and shown higher level analysis of the standard (s).
- B: The grade of "B" would signify that the student shows PROFICIENCY of the standard (s), meaning they understand it, but not at a mastered level.
- C: A grade of "C" would signify that the student has some understanding of the standard, but not enough to show proficiency (this could mean they show proficiency in some areas, but not all)
- D: A grade of "D" signifies that the student does not understand the standard (s) being taught.
- F: A grade of "F" would signify that the student made no attempt to show understanding of the standard (s) and/or there is not enough data to show the level of understanding of the standard (s).



Retake Procedures

The middle school classrooms will offer THREE formats for retaking assignments/assessments. It is each teachers choice to determine WHICH retake option will be offered for EACH assignment/assessment and the option choice given will be LISTED ON THE RETAKE FORM! **It is the student's responsibility to pick up the retake form for that assignment/assessment and get it filled out and then signed by a parent/guardian. Students who DO NOT have the proper form filled out correctly and/or have NOT taken the required steps to retake the assignment/assessment WILL NOT be given the option to retake. ALL RETAKES MUST BE DONE WITHIN 2 WEEKS of the ORIGINAL TEST DATE!**

Option #1:

Teacher will provide students with a worksheet (s) or re-teaching assignment that **MUST** be done prior to retaking the assessment. This could be a Powerpoint to be viewed with notes to be taken, an online site to review, or a paper version of the information to be completed by the student.

Option #2:

Teacher will offer a tutoring/re-teaching session either **BEFORE** or **AFTER** school in which students who are interested in doing a retake **MUST** attend in order to do the retake. Forgetting to attend the tutoring session will result in **NOT** being able to retake that assessment.

Option #3:

Student will do test corrections on the assessment they wish to retake including the reason **WHY** they got the question wrong. The student **MUST** bring these corrections with their completed retake form in order to retake the assessment.

LATE WORK

Under Standards Based Grading and Reporting practices, late work is not penalized; however, there are limitations to HOW late work can be turned in. All assignments done in the classroom lead up to an assessment to determine the student's proficiency and knowledge of the standards covered. **It is expected that ALL assignments that lead up to an assessment be completed by the ORIGINAL date of the assessment being given for that unit. Additionally, if a student is given extra time to complete an assessment, it MUST BE TURNED IN WITHIN 2 WEEKS of the original assigned date of the assessment. Additionally, NO LATE work will be accepted the week prior to the close of grades each quarter to allow teachers time to complete and close their grade books.**



Grading Scale:

A-Excellent/Mastery	90% to 100%
B-Above Average/Proficiency	80% to 89%
C-Average/Some Proficiency	70% to 79%
D-Below Average/Little Proficiency	60% to 69%
F-Failing/No Proficiency/No Attempt	59% and below



Login: _____

Password: _____

It is **HIGHLY RECOMMENDED** that students and parents sign up for e-mailed progress reports. To do so:

- *login to Powerschools at <https://ps.dvusd.org/public/>
- *click on “E-mail Notification” on the top tool bar
- *fill out the page including how often you would like the progress reports e-mailed to you
- *then select submit

****Please read the FOLLOWING SECTION CAREFULLY and REFER TO IT when you have questions regarding Powerschools****

—When you login to Powerschools and see your grade, you MUST click on each grade to see a DETAILED list of what is contributing to that overall grade!

CODES TO KNOW AND UNDERSTAND IN POWERSCHOOLS:

M	Missing (Assignment was not turned in)
L	Late (Assignment was late)
EX	Exempt (Assignment was NOT required from this student)
•	Assignment is NOT included in the final grade
49%	Student did NOT turn assignment in
50%	Student attempted assignment but score was either a 50% or lower than a 50%

Absences & Suspensions

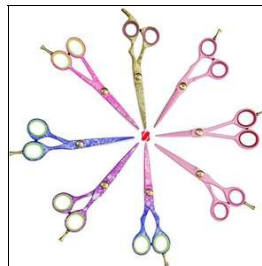
We recognize that students sometimes miss days of school due to family emergencies, illness, and other functions. In the event your child misses school due to an absence OR a suspension, PLEASE check our websites (listed at the front of this book) for what is being missed at school.

We do not put work up in the front office or gather work for students who are absent until they have missed 3 consecutive days. There are also times when the work being missed CANNOT be made up at home, so arrangements will be made upon your child's return to school.

Supplies

Having the necessary supplies for each class are **IMPERATIVE** for success. Each student should come to class **daily** with:

- *Pencils
- *Paper
- *Glue Sticks
- *Scissors
- *Interactive Student Notebook
- *Middle School Handbook



Gradebook Info

Gradebooks will be set up as follows:

90% Assessments

10% Classwork/Homework



An assessment is any assignment the teacher uses to determine the level of understanding the student has regarding the given standards covered in a lesson/unit.

In order for students to be successful, it is IMPERATIVE that they retake any assessments they do poorly on. As a reminder, if the student DOES NOT follow the required retake procedure for the given assessment, they will NOT be able to retake THAT assessment.

Citizenship

A student's citizenship grade reflects: effort, participation, being prepared for class, and behavior. The chart below will better explain a student's citizenship score.

E: Student shows stellar responsibility, effort, and respect

S: Student shows acceptable responsibility, effort, and respect

N: Student occasionally turns in late work, is not prepared for class, and/or does not follow class rules

U: Student consistently does not turn in work, is not prepared for class, and/or does not follow class rules.

Restroom Log

You ONLY receive 18 passes a quarter so USE THEM WISELY! Once they are used up, you may not use the restroom during class unless it is a SERIOUS emergency!

Please use the restroom before/after school and during lunch/recess.

1st Quarter

August 15th-October 14th

Date	Time Out/Time In	Teacher Signature
1.		
2.		
3.		
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8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		

Restroom Log

You ONLY receive 18 passes a quarter so USE THEM WISELY! Once they are used up, you may not use the restroom during class unless it is a SERIOUS emergency!

Please use the restroom before/after school and during lunch/recess.

2nd Quarter

October 15th-December 23rd

Date	Time Out/Time In	Teacher Signature
1.		
2.		
3.		
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15.		
16.		
17.		
18.		

Restroom Log

You ONLY receive 18 passes a quarter so USE THEM WISELY! Once they are used up, you may not use the restroom during class unless it is a SERIOUS emergency!

Please use the restroom before/after school and during lunch/recess.

3rd Quarter

January 7th-March 9th

Date	Time Out/Time In	Teacher Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		

Restroom Log

You ONLY receive 18 passes a quarter so USE THEM WISELY! Once they are used up, you may not use the restroom during class unless it is a SERIOUS emergency!

Please use the restroom before/after school and during lunch/recess.

4th Quarter

March 10th-May 24th

Date	Time Out/Time In	Teacher Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
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18.		