



2012-2013 SMS Handbook

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SPRINGVALLEY MIDDLE SCHOOL

"A Community of Learners...and Leaders"

350 Ziprick Rd.
Kelowna B.C.
V1X 4H3

THE SCHOOL WE ARE

Welcome to **Springvalley Middle School**. The staff at our school is dedicated to teaching every student how to achieve to the best of their ability and to recognize achievement as it applies to each individual.

MISSION STATEMENT:

Through the Growth Goal process, and with parent, student, staff and community input, our mission statement was developed and revised to reflect the growth that continues to take place at Springvalley Middle School.

The purpose of Springvalley Middle School is to connect with students in a caring environment that enables them to demonstrate respect, excellence, accountability, cooperation, and honesty (REACH).

SPRINGVALLEY MIDDLE SCHOOL STUDENTS REACH!



FACTS IN BRIEF

Population: Expected for September 2012
Students: 500 Teachers: 27
Non-teaching staff: 28 Grades: 7, 8, 9

Facilities:

Classrooms - 34 including:

An open forum for student gatherings and games

Portables: 2

Applied Skills:

Wood Shop, Metal Shop and Foods Room

Fine Arts:

Art Room, Band/Music Room, Drama Room, Stage

Computer Labs:

There are 30 computers in the library. Students will have access to wireless laptops in their classrooms.

Science Labs: 4 large, equipped labs

LRC: includes a teacher-librarian and technology-based resources

Gymnasium: a full size gym with mezzanine, weight facility and bleachers

Cafeteria: seating for over 400 students and secure office space for SMS PAC

Grounds: includes two basketball courts, outside weight circuit training and large playing fields

Career and Counselling Centre: includes our Counselor and 2 Aboriginal Advocates

THE STUDENTS WE SERVE...

Who am I?

I don't know!

I'm 11 - 15.

I'm changing.

I don't like myself sometimes.

I'm up one minute and down the next.

I like to try new things.

I'm in the middle.

I wonder why all the time.

I can't sit still.

I need lots of friends.

I like to succeed.

I need to feel secure.

I need some rules, but . . .

I need to be me!

OUR CORE VALUES AT SPRINGVALLEY

The middle school program is designed to meet the unique needs of the early adolescent. Middle schools were created to help the adolescent successfully move through this important stage of life. For a school to be successful, students, staff and parents must be committed to a clearly defined set of core values. The National Middle School Association has developed a set of core values that characterize developmentally responsive middle schools. All middle schools in School District 23 support these core values:

DEVELOPMENTALLY RESPONSIVE MIDDLE SCHOOLS ARE CHARACTERIZED BY:

Educators committed to young adolescents
A shared vision
High expectations for all
An adult advocate for every child
Family and community partnerships
A positive school climate

THEREFORE, DEVELOPMENTALLY RESPONSIVE MIDDLE SCHOOLS PROVIDE:

Curriculum that is challenging, integrative and exploratory
Varied teaching and learning approaches
Assessment and evaluation that promote learning
Flexible organizational structures
Programs and policies that foster health, wellness and safety
Comprehensive guidance and support services

COOPERATIVE DISCIPLINE

Our core values also support a strong model of cooperative discipline that involves parents, students and all school staff in a common model for dealing with the needs of adolescents.

This model relies on all staff using a consistent approach in both dealing with student misbehaviours and building self-esteem in students. We encourage parents to participate in the cooperative discipline process by developing and carrying out home strategies that parallel the school action plans of their child.

THE THREE C'S

The middle school philosophy believes that all students have specific needs, which, if met, will ensure success at school and at home. We strongly support the following:

Capable:

All students need to feel capable of completing the tasks given to them in a manner that meets the standards of the school.

Connected:

All students need to be able to connect successfully with both their peers and the adults in the school.

Contributing:

All students need to know that they can contribute in a significant way to some aspect of school life.

We believe that if students feel they are **capable, connected** and **contributing** to an environment of active learning that is visible to others, enjoyed and celebrated, they will then meet with success.

THE MIDDLE SCHOOL CURRICULUM

The middle school curriculum is based on student needs and balances academic goals with other human development needs. Each student in **grade 7, 8 & 9** will receive:

**English
Science**

**Social Studies
Math**

Physical Education: A quality P.E. program is provided for all students on a rotating basis. This program offers a diverse number of opportunities to develop life-long skills and attitudes toward healthy living.

Health and Career Education: This curriculum includes career exploration and the development of planning skills (study habits, goal setting, etc.)

In grade 7 and 8 students also take:

French as a second language

Applied Skills: this includes an exploratory program of some of the following:

Foods Sewing Woodwork
Metalwork Keyboarding Craft-making
Information Technology

Fine Arts: Grade 7 students receive an exploratory program of band, visual and performing arts. In grade 8, students choose between band or general arts.

In grade 9 students begin to have more elective courses available to them. These courses are outlined in the Grade 9 Course Description Booklet that is available at the office. Students in grade 9 are also provided with additional leadership opportunities and greater exposure to technology and career programs.

TEAMING:

At Springvalley Middle School we have implemented the teaming concept for Grades 7 and 8. Teaming brings together several teachers and a common group of students. Teachers come to know their students very well and better communication with parents is achieved.

KAT (Kids and Teachers)

It is important that every youngster has an adult who knows him or her well and is in a position to give individual attention. KAT is an advisory program that provides students with regular opportunities for interaction with a small group of peers and a caring adult. At Springvalley Middle School, our school day begins with KAT.

KAT sessions provide opportunities to share ideas and to discuss matters of interest and experiences. Groups will also participate in a wide variety of activities, including study skills, fundraising, and hampers for the needy at Christmas.

Club Days: Once again we will be offering our students the opportunity to explore three different clubs throughout the year. Club Days will occur on Wednesdays.

Health and Career Education (HACE) program for adolescents

It is important to incorporate into the middle school curriculum programs that help students develop a positive self-concept and skills in decision making. Our HACE curriculum, planned by teachers according to Ministry guidelines, provides such a program.

Springvalley Middle School CODE OF CONDUCT

This **Code of Conduct** applies to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place, including to and from school and/or online behaviour, that negatively impacts the safe, caring, or orderly environment of the school, and/or student learning.

Expectations:

Springvalley Middle School promotes the values expressed in the **BC Human Rights Code** respecting the rights of all individuals in accordance with the law – prohibiting discrimination based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation – in respect of discriminatory publication and discrimination in accommodation, service and facility in the school environment. The school will treat seriously any behaviour that contravenes the grounds set out in the BC Human Rights Code.

At S.M.S. we value, and agree to conduct ourselves, in a manner consistent with our REACH mission statement:

Respect (showing consideration for self, others and property)

Excellence (striving to produce quality work)

Accountability (taking ownership of actions)

Cooperation (working together towards a common goal)

Honesty (acting and communicating truthfully)

Student Rights and Responsibilities:

1. Students have the **right** to learn. Students have the **responsibility** to actively participate and be responsible learners
2. Students have the **right** to be respected. Students have the **responsibility** to respect others (not to bully, tease, pick on, or harass others).
3. Students have the **right** to be safe. Students have the **responsibility** to behave in a safe manner and to protect the safety of others.
4. Students have the **right** to privacy and security of personal space. Students have the **responsibility** to respect the property and privacy of others (students, staff and community).
5. Students have the **right** to use school equipment and property. Students have the **responsibility** to use the equipment and property according to all applicable rules and with care and respect.

We recognize that most members of our school community conduct themselves in a positive and responsible manner. From time to time, violations of the Code of Conduct will occur, and when these infrequent violations occur, parents/guardians could be contacted. Violations of the Code of Conduct that are minor are dealt with in a variety of ways, including meetings with students, school

staff and parents, detentions and community service, with a focus on consequences that are restorative in nature.

Special consideration may apply to students with special needs if they are unable to comply with our Code of Conduct.

More serious violations of the **Code of Conduct** are dealt with in the following ways:

MAJOR OFFENCES

Misbehaviour:

- repeat offender of minor offences
- willful disobedience
- entering into a power struggle with an adult
- inappropriate touching/language
- spitting/gleeking
- leaving campus without permission
- involvement as a witness or participating in a serious offence
- tampering with the property of others
- pain or injury to another person (bullying, teasing, tripping, intimidating, harassing, pushing, swearing, or kicking)

Consequences:

- ▶ attend a meeting with staff member(s) and in most cases, with parent(s) to discuss both a plan to improve behaviour and the consequence (parent will view a copy of 'Action Plan' form that was completed by the student)
- ▶ complete an assignment as per plan (including any related worksheets, classroom sessions, counselling or referral to outside agencies)
- ▶ accept the consequence as agreed upon

SERIOUS OFFENCES

The following serious offences may lead to a definite suspension, an indefinite suspension and/or a Restorative Justice referral:

repeat offender of major offences, truancy, use or possession of weapons, defiance, uttering threats, smoking, sexual harassment, vandalism, assault, fighting, theft, use of alcohol, drugs

If there is sufficient evidence, in the opinion of the administrative officer that a student while under school supervision has violated a federal or provincial statute, the matter shall be reported to the R.C.M.P. and the student's parents.

This document is regularly revised in consultation with staff, parents and students.

DISTRICT INFORMATION

All middle schools in School District 23 have a set of common policies, which help to promote the healthy growth and development of their students.

STUDENT APPEARANCE

The following regulations pertain to the dress of students:

- Clothes and appearance must not create a distractive or disruptive situation in the classroom or present a hazard to the student or to others.
- Clothing with bare midriffs or low-cut fronts and beachwear are not permitted. Undergarments must remain unseen at all times. Tank top straps must be wide enough to thoroughly cover bra straps, and all tops must provide adequate coverage of cleavage and torso. Shorts and skirts must be suitable in length for a work environment.
- Clothing/jewelry with references to drugs, alcohol, sex, violence, prejudice or profanity is not permitted.
- Footwear must be worn at all times.
- Headgear is not to be worn in the school building at any time.
- Outside jackets are to be left in lockers.

SOCIAL BEHAVIOURS

- It is not appropriate for middle years students to display behaviours of a romantic or sexual nature at school.

TECHNOLOGY EQUIPMENT

When accessing electronic communication systems and social media, students are expected to:

- demonstrate appropriate digital citizenship, both during and outside of school hours.
- practice safe online behaviour and report any inappropriate communication or distribution of harmful material to an adult immediately.
- respect the privacy of others including but not limited to the sharing of photos, videos and personal information. Due to privacy issues, the only students permitted to take pictures at school are those students taking pictures for an approved course. Permission must be given by both the staff member(s) and/or student(s) being photographed. Students who take pictures with their cellular phones/personal cameras without permission are in violation of the Freedom of Information and Protection of Privacy Act, and will have these items confiscated and the pictures deleted.
- ensure that personal use of electronic communication systems neither interferes, with nor distracts from, their learning or the learning of others.

Teachers have the professional autonomy to permit or deny the use of personal electronic devices in their classroom at any time. The school will not be held responsible for any misplaced, lost or stolen items brought to school. Students should not be using their cell phones to call home when they are ill. For safety reasons, a staff member will call if a student needs to go home due to illness.

Laser pointers are not to be brought to school.

VISITORS TO THE OFFICE

All visitors to the school must report to the office and state their reason for visiting the school. Students are asked to make after school arrangements to meet friends who do not attend this school off of school property.

CLOSED CAMPUS

All middle schools in SD 23 are closed campuses.

- Students may not leave the school campus at any time during the school day.
- Students who go home for lunch are required to bring a note of permission from their parent. This permission does not extend to friends.

SKATEBOARDS/BICYCLES

- Students may not skateboard on SMS property.
- Bikes should be walked on school property. Helmets must be worn if participating in a school-based biking activity.
- The school will not assume any responsibility for loss/damage to bicycles.

SMOKING, DRUGS AND ALCOHOL

Cigarette smoking is a health hazard both for the smoker and anyone in the vicinity of the smoke.

- All middle schools in SD 23 are part of a Drug Free Zone. This means that there is zero tolerance for drugs or alcohol being used or distributed at school or anywhere within the school's Drug-Free zone.
- It is illegal for anyone under the age of sixteen to be in possession of cigarettes. This means that smoking is not permitted anywhere within the school, on school grounds or within sight of the school. Students may not smoke at any school sponsored field trip or activity.
- Cigarettes and other smoking paraphernalia are not permitted at school.
- Students are not permitted to possess or consume caffeine-containing energy products on school property as the effect of these products is in conflict with the school's stated mission.

Strategies for Student Success

Research has shown that when students learn to balance school assignments, extra curricular activities, home commitments and their social life, they have more time for creativity and problem solving - and they're less stressed!

As students enter or continue in middle school, they are faced with more choices, activities and demands on their time. It is even more important that they learn solid organizational and study skills.

At Springvalley Middle School, our goal is to help students "Learn How to Learn". We do this in a variety of ways.

All students will receive instruction in **Study Skills** during KAT Block. During this unit they will learn about homework, time management, organization, studying for tests and learning styles.

The Agenda is used to record homework, test results, meetings, practices and items that were completed at school each day.

Students will receive instruction on the most effective uses of any planning system. Student goal setting is recorded in the agenda so individuals can chart their progress in this area.

The Agenda also serves as a way for parents to communicate with the school. Parents are encouraged to review the Agenda weekly with their child.

*“Smart is not something that you are....
Smart is something that you can get.”*

SCHOOL SUPPLIES

The **S.M.S. Material and Time Management System** includes a three ringed binder (2 inch) with a zippered closure. This system allows students to house everything in one safe and convenient place. Students are taught the process of "pruning" their notes for organizational and study purposes.

In addition, students will be expected to supply the following basics:

- a set of seven subject index tabs
- lined and unlined binder paper
- pens, pencils, ruler, eraser, geometry set
- calculator
- pencil crayons and/or felts

Your child may wish to purchase the following optional items:

- scissors, glue stick, tape, pencil sharpener
- thesaurus, pocket dictionary

Note: The use of "white-out" is discouraged by many teachers. Check with your child's teachers before purchasing this product.

A few other specialty items may be requested by teachers. However, sufficient warning will be given to allow students the time to purchase these.

DID YOU KNOW??

All students should be doing homework **EVERY EVENING**. Work that is assigned to be completed at home is just one small part of homework. Your child should also be reading nightly for 20 minutes and reviewing for any future assignments and/or tests.

Contact a school administrator or your child's teacher if you would like information on how to help your child with homework.

SCHOOL FEES

Cultural and Activity Fee - \$30.00: This fee covers the cost of the cultural assembly program which is offered at each school and includes the cost of lock rentals, student planners, and other student equipment/activity needs.

Instrument Rental: All students taking band will be required to rent or provide an instrument. Further information will be provided by the band teacher in early September.

Payment Options: We encourage parents to use the safe and secure on line service at <https://CentralOkanagan.SchoolCashOnline.com>. Payment by cash and cheques are still accepted at the office.

Reporting Student Progress

At Springvalley Middle School, our reporting procedures inform parents of:

- how well the student is achieving in relation to the Provincial Learning Outcomes;
- what areas of improvement are required; and,
- what support is available to the student to assist in achieving these goals.

This year, students will receive three formal report cards and two interim reports. The dates for these reports are listed in our calendar.

SYMBOLS

The following symbols are used to report your child's progress:

Achievement:

- A: Excellent Achievement
- B: Very Good Achievement
- C+: Good Achievement
- C: Satisfactory Achievement
- C-: Minimally Acceptable Achievement
- I: Work In Progress (Incomplete)
- F: Fail

Effort:

- G: Is working harder than average
- S: Satisfactory effort
- N: Effort needs improvement

Written Comments

Written comments are included with each report. These comments should provide you with more specific information regarding your child's progress. The progress report cover includes a section for both parents and students to respond to the report. This provides you with a set procedure in which to celebrate your child's successes and discuss ways that performance or effort can be improved.

CONFERENCES

At various times throughout the year the school schedules conference days, but parents may arrange individual or group meetings with teachers to

discuss academic and/or personal issues at any time. We would like to encourage you to take advantage of **three-way conferencing**. This is when parents, students and teachers meet to discuss student progress and work together to develop goals for the next term.

Studies show that communication between the home and school improves when parents and students are both involved in conferencing. Please bring your child to school conferences so that s/he hears both the positive information and the strategies that will bring about improvement.

RECOGNITION LISTS

Students receive a Certificate of Merit for achieving any of the following standings:

- Work Ethic: 6 or more Gs/ no Ns
- Principal's List: 3.7 GPA or better
- Honour Roll: 3.0 GPA (B average)

Students must have a minimum of 5 letter grades per term to allow for calculation of their GPA

Recognition Events

There will be a year-end awards event to recognize academic excellence, athletic excellence and excellence in regard to behaviours identified in our REACH acronym.

What is an "I"?

If your child receives an "I" on his/her report card it means that s/he has not yet mastered the minimum requirements of the course. This system will not permit students to advance to the next level of their program until they have reached at least a minimum level of competency in their courses. It provides students with more opportunities to improve their learning and increases the level of student responsibility for their education.

If you are unclear about the grading practices that are used on your child's report or would like additional information about this reporting process, please contact the school.

ATTENDANCE

Not only is regular attendance a legal requirement, it is also a major factor contributing to a student's success. A close reporting of student attendance is, therefore, a major feature of this school.

Parents are asked to call the school if your child will be absent or send a written note to excuse your child from school.

Each student will be asked to choose at least two "**Homework Buddies**" in their classes. These will be the people your son or daughter will contact if they need to find out their homework assignment during an absence from school. We encourage you to contact the parents of your child's homework buddies to help the students become familiar with this process. Homework buddies name(s) should be listed on the first page of the student agenda.

PERSONAL PROPERTY

At the beginning of the year, each student will be assigned a school lock and locker. Personal locks are not to be used. Student lockers remain the property of the school and the school retains access to the lockers throughout the year. They may be opened where the school administration deems it necessary. A replacement fee of \$6.00 will be charged to students who have lost their locks. In order to ensure students' belongings are safe, lock combinations and lockers must not be shared. **STUDENTS ARE NOT** to give their locker combination to any other student or leave anything of value unlocked in the gym change rooms.

Students are not to bring unnecessary items, valuables, or large amounts of money to school. **The school is not responsible for**

stolen/missing items. Students are to safeguard their valuables by keeping them on their person or turning them in to the office for safekeeping.

All equipment, books, sports clothing, musical instruments and other school items should be marked with the student's name.

If an item is lost, students should immediately report the loss to their teacher and check the "Lost and Found". It is recommended that items of value brought to school on a regular basis (e.g., band instruments) be insured through your homeowner's policy.

ACCIDENT INSURANCE

School District No. 23 does not insure expenses for student injuries that happen on school grounds or during school activities. It is possible for parents and guardians to voluntarily purchase private accident insurance at a reasonable cost.

Application forms for a program underwritten by Industrial-Alliance Pacific Insurance will be sent home with students at the beginning of the school year.

EXTRA CURRICULAR ACTIVITIES

At Springvalley Middle School, students are encouraged to become involved in a wide range of extra-curricular activities. Our staff members volunteer their time to sponsor these activities and appreciate any parent support and assistance. Please encourage your child to **GET INVOLVED!** Check with the administration for more information about these activities:

- Cross-country
- Track and Field
- Basketball
- Volleyball
- Field Hockey
- Golf
- Tennis
- Guitar Club
- Homework Club (CSI)
- Cafeteria Helpers
- School Store
- Fly tying Club
- and many more...

COMMUNITY PARTNERSHIP

Springvalley Middle School maintains a community partnership with Windsor Manor. This partnership supports the middle school core value of service learning as it allows our students to become meaningfully and actively involved in activities and projects with the senior residents at Windsor Manor.

We encourage parents to come out and support this community partnership by volunteering their time to help with our service projects.

THE PARENT ADVISORY COUNCIL

Your Voice at the School Level

WHAT? The Parent Advisory Council (PAC) is the officially recognized voice of parents at the school level.

WHY? Many schools already had parent groups prior to the introduction of the new School Act in 1989. PACs simply make a good idea official. The School Act requires that School Boards recognize PACs when so requested by parents.

WHO? The PAC is composed of parents registered in the school. School staff may be invited to meetings.

HOW? The PAC meets on a regular basis to consider school issues of concern to parents and to organize presentations and topics of interest to parents.

WHEN? On **Monday, September 10th at 6:00 p.m.** Springvalley Middle School parents are invited to the first PAC meeting of the 2012/2013 school year. Please plan to attend this very important evening.

THE PURPOSE OF THE S.M.S. PARENT ADVISORY COUNCIL IS...

... to communicate with parents about school programs, policies and activities. The PAC has a regular system of communication, which includes a newsletter, an information bulletin board, information mailings to parents and monthly meetings, which are open to all parents.

The role of the PAC is also to advise parents on how to present their individual concerns to the school and to ensure that an appropriate procedure is in place so that these concerns are heard at the school or if required, at the district level. For your information the following process should be used:

Appeal Bylaw #501

Parents and guardians of a student who is entitled to an educational program in SD#23 may appeal the decision of an employee of the school board, which significantly affects the education, health, or safety of a student. The following steps should be followed:

1. Parent will meet with employee to solve the problem, e.g. teacher
2. Parent will meet with the employee's supervisor to solve the problem, e.g. principal
3. Parent will meet with the superintendent or designate to solve the problem, e.g. Director

If at this point the issue remains unsolved and the parent is not satisfied, the parent has the right to a final appeal to the board. Details of this process are available at the school.

This district policy is in place to help ensure that effective communication is part of the problem solving process and that parents and schools work as partners in providing quality education to their students.

HOW CAN YOU GET INVOLVED??

There are many opportunities for parents to become involved in the education process at S.M.S. Any of the following areas would benefit from increased parent involvement:

School Planning Council, driver for field trips, classroom helper, planning committees, assisting sports coaches, Safe Arrival Program, Grade 6 BBQ, Grade 9 Celebration.

The Springvalley PAC is very involved in all areas of school life. The administration, staff and parents are working hard to be equal partners in the education of our children. The PAC at S.M.S. has an area located off our cafeteria. Please feel welcome to visit.

LIBRARY RESOURCE CENTER

Students, parents, and staff of SMS are invited to use the resources and facilities of the Library Resource Centre (the LRC).

The LRC contains books for recreational reading as well as for completing research assignments. There are magazines, audiotapes, videotapes and DVDs that students, parents and staff may borrow. A parent resource section containing items of particular interest to the parents of adolescents is also part of the LRC.

During the school day, it is the teaching of information skills that is the core of the LRC program at SMS. Our students learn how to locate, record, and organize information and then to communicate it to others. Classroom teachers work with the teacher-librarian to provide students with as many opportunities as possible to learn and practice these skills that will be so important to our students' success in the future. The LRC is open during all school hours as well as before school, lunch break, and after school.

Technology is important to the services and operation of the LRC. The catalog of school and library resources is computerized and available from student laptops and LRC computer stations, as well as from the internet. Encyclopedias, full-text magazines and newspapers, and other information sources are also available from laptops and computer stations.

In addition to accessing information, LRC computer stations may also be used for word processing and for producing audiovisual presentations using various multimedia programs. Audiovisual production using the school's video cameras and editing programs are centered in the LRC too.

Information & Communication Technology support is also provided by the teacher-librarian.

COUNSELLING and CAREERS

In-house counseling is available to assist students with their course information, educational planning, career exploration and personal concerns. Parents are encouraged to communicate with the counselling department at any time by phoning the school or dropping by our counseling centre.

GUARDIANSHIP

Occasionally concerns have been known to arise concerning the custody of children after a divorce or other legal action. Please make an appointment with a counsellor or administrator to discuss any special custody concerns you may have. Also, please bring a copy of any restraining order or other pertinent documents. Name changes can also be detailed at that time.

LOST and FOUND

Any clothing or items left behind by students are placed in the lost and found which is located by the front entrance. Articles are kept for about three months and if they remain unclaimed, are donated to the Thrift Shop. Students and parents are encouraged to check the lost and found regularly to reclaim misplaced belongings.

NEWSLETTER

The school newsletter is published online monthly and is full of interesting and important information. It can be accessed at www.sms.sd23.bc.ca/newsletters. You will find a review of each month's happenings and highlights of classroom and student accomplishments. Watch for each issue during the first week of each month.

FIRE DRILLS

Our school takes part in fire drills at least six times throughout the school year. If you are in the building during one of our fire drills, please make sure that you vacate the building through the closest exit and report to the Principal on the back field.

GYM STRIP

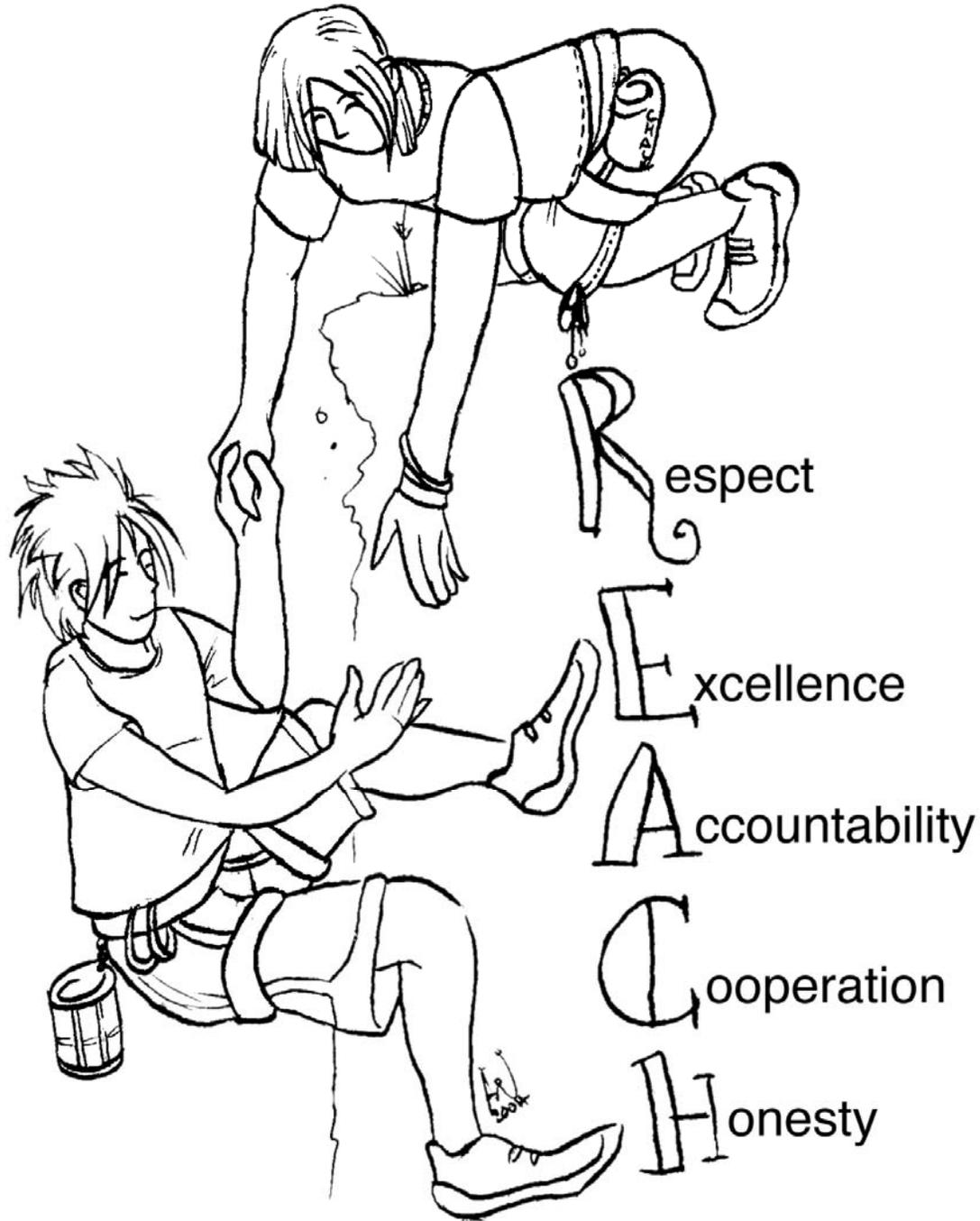
Students are expected to change to suitable attire for their P.E. classes to ensure freedom of movement and good health habits. Shorts or sweats, a T-shirt and running shoes are required. We encourage you to consider buying a school T-shirt and shorts as your child's P.E. uniform.



Springvalley Middle School Work Ethic Rubric



	G (GOOD)	S (SATISFACTORY)	N (NEEDS IMPROVEMENT)
R Respect	<input type="checkbox"/> You always participate enthusiastically, have a positive attitude, are an active listener and are a supporter of other's ideas.	<input type="checkbox"/> You usually participate enthusiastically, have a positive attitude, are an active listener and are a supporter of other's ideas.	<input type="checkbox"/> Greater effort is needed to improve your enthusiastic participation, positive attitude, active listening and supporting of other's ideas.
E Excellence	<input type="checkbox"/> You always put forth your best effort on assignments, <u>asks</u> for and accepts extra help when needed, and demonstrate understanding and application of the concepts taught.	<input type="checkbox"/> You usually put forth your best effort on assignments, <u>asks</u> for and accepts extra help when needed, and demonstrate understanding and application of the concepts taught.	<input type="checkbox"/> Greater effort is needed to put forth your best effort on assignments, to ask for and accept extra help when needed, and to demonstrate an understanding and application of the concepts taught.
A Accountability	<input type="checkbox"/> You always complete your work in a timely manner (in class or at home), arrive in class on time with required materials, and minimize your class time disruptions (requests to leave class, off task behaviors etc.)	<input type="checkbox"/> You usually complete your work in a timely manner (in class or at home), arrive in class on time with required materials, and minimize your class time disruptions (requests to leave class, off task behaviors etc.)	<input type="checkbox"/> Greater effort is needed to complete your work in a timely manner (in class or at home), to arrive in class on time with required materials, and to minimize your class time disruptions (requests to leave class, off task behaviors etc.)
C Cooperation	<input type="checkbox"/> You always solve minor problems on your own, respect the emotional and physical boundaries of others, contribute to discussions in class, and demonstrate leadership qualities.	<input type="checkbox"/> You usually solve minor problems on your own, respect the emotional and physical boundaries of others, contribute to discussions in class, and demonstrate leadership qualities.	<input type="checkbox"/> Greater effort is needed to solve minor problems on your own, to respect the emotional and physical boundaries of others, to contribute to discussions in class, and to demonstrate leadership qualities.
H Honesty	<input type="checkbox"/> You always follow the class rules and school code of conduct without reminders, are honest about infractions, and you 'do the right thing.'	<input type="checkbox"/> You usually follow the class rules and school code of conduct without reminders, are honest about infractions, and you 'do the right thing.'	<input type="checkbox"/> Greater effort is needed to follow the class rules and school code of conduct without reminders, to be honest about infractions, and to 'do the right thing.'



R
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