



K-8 University Academy
 19301 Twelve Mile Rd, Lathrup Village, MI 48076
 248.746.8590

MIDDLE SCHOOL PROCEDURES

End of the Year Presidential Awards 	<p style="text-align: center;">“Begin with the end in mind.” – Steve Covey</p> <ul style="list-style-type: none"> ● To receive the gold presidential award, students must earn A’s and B’s as well as 1’s and 2’s all four card marking periods. ● To receive the silver presidential award, students must earn A’s and B’s all four card marking periods. 								
Academic Awards	<ul style="list-style-type: none"> ● To receive academic awards, students must earn A’s and B’s in all subjects, including electives. 								
Citizenship Awards	<ul style="list-style-type: none"> ● To receive citizenship awards, students must earn only 1’s and 2’s. ● A good citizen is noted for good behavior, organization, participation, punctuality, responsibility, dress code, etc. <table border="1" style="margin-left: 20px; border-collapse: collapse; width: 80%;"> <tr> <td style="width: 10%; text-align: center;">1</td> <td>Zero to three violations per card marking</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Four to six violations per card marking</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Seven to nine violations per card marking</td> </tr> <tr> <td style="text-align: center;">4/5</td> <td>Ten or more violations per card making</td> </tr> </table> <ul style="list-style-type: none"> ● The number of violations received per card-marking period determines citizenship mark. 	1	Zero to three violations per card marking	2	Four to six violations per card marking	3	Seven to nine violations per card marking	4/5	Ten or more violations per card making
1	Zero to three violations per card marking								
2	Four to six violations per card marking								
3	Seven to nine violations per card marking								
4/5	Ten or more violations per card making								
Citizenship Violations	<ul style="list-style-type: none"> ● The following items will affect student citizenship and eligibility to participate in extracurricular activities which may lead to detention, suspension, or other consequences including meeting with parents, teachers/administration. <table border="1" style="margin-left: 20px; border-collapse: collapse; width: 80%;"> <tr> <td style="width: 50%; padding: 5px;">Tardiness (T)</td> <td style="width: 50%; padding: 5px;">Unprepared for Class (U)</td> </tr> <tr> <td style="padding: 5px;">No Planner (P)</td> <td style="padding: 5px;">Insubordination (I)</td> </tr> <tr> <td style="padding: 5px;">Gum Chewing (G)</td> <td style="padding: 5px;">Talking at Inappropriate Times (V – Verbal)</td> </tr> <tr> <td style="padding: 5px;">Dress Code Violations (D)</td> <td style="padding: 5px;"></td> </tr> </table>	Tardiness (T)	Unprepared for Class (U)	No Planner (P)	Insubordination (I)	Gum Chewing (G)	Talking at Inappropriate Times (V – Verbal)	Dress Code Violations (D)	
Tardiness (T)	Unprepared for Class (U)								
No Planner (P)	Insubordination (I)								
Gum Chewing (G)	Talking at Inappropriate Times (V – Verbal)								
Dress Code Violations (D)									
Textbooks	<p>Textbook Accessibility</p> <ul style="list-style-type: none"> ● Students will be assigned a textbook, which will remain in the classroom. ● Students will receive a username and password for online textbooks. ● Students will use online textbooks to study complete assignments, unless otherwise noted. <p>Lost or Damaged Books</p> <ul style="list-style-type: none"> ● Textbooks are not to be taken out the classroom. ● If a textbook is lost, the student will pay the replacement cost before a new book can be used. ● Students will keep textbook cover, pages, and binding in good condition. ● A fine will be charged for a damaged book. ● Students will not be able to access any further textbooks until all fines are paid. 								

Late Work	<p>Late work will only be accepted under the following conditions:</p> <ul style="list-style-type: none"> ● Excused Absence (Parents must notify the school of the student's absence by 9:30 a.m. on the day of the absence.) ● Family Emergency (Parents must notify school.) ● Suspension from School (If students are suspended three or more days, then parents must request assignments.) ● Absent students need to refer to MiStar, Google Classroom, or Google Sites for daily assignments. ● All assignments due upon return.
Academic Planners	<ul style="list-style-type: none"> ● It is strongly suggested that each student provide his/her own academic planner. ● The academic planner is used daily to record the agenda from the board the first/last five minutes of each class. ● When planners are taken home EACH DAY, both student and parent may view and discuss the day's activities and homework.
Lockers & Locks	<ul style="list-style-type: none"> ● Students will be assigned individual lockers. ● Students will have access to locker throughout the day and are expected to arrive to classes on time. ● Lock combinations must be numbers. ● Keys for locks are not permitted.
Arrival	<ul style="list-style-type: none"> ● After the 8:45 a.m. bell, students will go to their lockers and then to their first hour House Advisory classroom. ● All students must put away their backpacks and grab materials needed for classes.
Dismissal	<ul style="list-style-type: none"> ● At 3:50 p.m., students will go to their lockers and gather materials to take home. ● Students will report to their House Advisory teachers.
Hall Passing	<ul style="list-style-type: none"> ● During hall passing time, students are expected to walk to the right in the hallway and use the stairwell by the elevator.
Dress Code, Purses, Backpacks, Etc.	<ul style="list-style-type: none"> ● Students will adhere to the District's dress code. ● Female students are not permitted to carry purses to class. When needed, they will be allowed to go to their lockers for personal items. ● Students are not allowed to carry backpacks or string bags. ● Rolling backpacks/carts are not allowed at MacArthur, since they do not fit in the lockers. ● Backpacks/carts will not be stored in classrooms. ● Hooded items are not permitted and must be stored in lockers. ● Shirts will be tucked. ● Numbered combination locks only (No letters, symbols or key locks).

Please sign the attached form.

MacArthur Middle School Procedures

Please return this portion to H.A. Teacher
by Friday, September 9, 2016.

Student

I, _____, reviewed the
Middle School Procedures.

Parent/Guardian

I, _____, reviewed the
Middle School Procedures.

Date

House Advisory Teacher

MacArthur Middle School Procedures

Please return this portion to H.A. Teacher
by Friday, September 9, 2016.

Student

I, _____, reviewed the
Middle School Procedures.

Parent/Guardian

I, _____, reviewed the
Middle School Procedures.

Date

House Advisory Teacher