# Leavitt Middle School

**Lana Roper, Principal**
Danielle Atkinson, Assistant Principal
Nancy McPartlin, Assistant Principal
Lisa Rizzuto O'Keefe, Assistant Principal

**Follow the Patriot Way- Five Core Values**

**Leadership:** Lead inside and outside of the classroom through a positive example.
**Courage:** Take risks in your learning and thinking, and have the courage to share your ideas.
**Invincible Grit:** Persevere even when tasks get tough.
**Creativity**: Use your creativity to solve problems at your school and in the community. Think outside the box.
**Glorious Kindness:** Treat each person the way you wish to be treated.

Course Expectations
Teacher Name: Mr. O'Leary
Subject: Autism Spectrum Disorders/SPED Teacher

| Student's Name: | Student ID Number: |
|---|---|
| | |

Student:

- ❏ I have read and understand the school rules/values.
- ❏ I have read and understand the progressive discipline steps for inappropriate behavior and tardies.
- ❏ I have read and understand the course expectations provided for this course.

_____ _____
Signature of Student Date

Parent/Guardian:

- ❏ I have read and understand the school rules pertaining to my child.
- ❏ I have read and understand the progressive discipline steps for inappropriate behavior and tardies.
- ❏ I have read and understand what is expected of my child in this course.

_____ _____
Signature of Parent/Guardian Date

Please Print Parent Email:

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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This email will be for teacher use only.

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702) 799-4699 fax (702) 799-4528
visit us at www.leavittms.net

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**Online textbook link:**

- N/A

**Course Description**

This Course is a specialized program that is designed for the individualized needs of Middle School Students with Autism Spectrum Disorder. Instruction is individualized in alignment with each student's Individualized Education Program (IEP), and utilizes evidence-based practices to best fit the needs of each student. Subjects within this Course may include English Language Arts (ELA), Writing, Math, Science, Social Living, and Social Studies.

**Course goals**

- **IEP Goal Progress:** working toward completion of short-term and annual IEP Goals
- **Academics:** Build Foundational knowledge around the subjects of English Language Arts (ELA), Writing, Math, Science, and Social Living subjects
- **Social/Emotional Growth:** Development towards self-regulation and coping skills that will help them in their life
- **Life Skills:** Practical skills based on task completion, self-advocacy, and daily routines

**Curricular programs**

- I Ready
- Canvas
- Vizzle
- Unique Learning System (ULS)
- TeachTown
- Classdojo

**Semester Grade**

- Each semester grade will be calculated based on two quarters worth 45% each.
- Each course will have a semester exam worth 10% that will be calculated into the overall semester grade.

**Quarter Grades**

- Quarter grades will consist of two categories (Formative and Summative).
- Quarter grades will post as a minimum of 50%.
- Formative (practice) will be worth 20% of the quarter grade.
- Summative (assessment) will be worth 80% of the quarter grade.
- Each category will have a minimum of 4 individual graded items with no one item being worth more than 25% of that category grade.

**Grading**

- All graded assignments will be aligned to a content standard.
- Grading/feedback is generated in a timely manner- one week at most.

- Students will have five days from the posted due date to retake/redo summative assessments to improve their score and display mastery of the information.
- Students will be allowed one retake opportunity for summative assessment mastery. Mastery will be considered a 70% (see exceptions below).
    - If a student cannot retake a summative assessment before or after school, the student will speak to the teacher so that the teacher can schedule an alternative time during the instructional day.
    - Students taking a summative reassessment will need to complete a reflection as part of the reassessment process.
    - Teachers are not required to allow retakes for formative assignments.
- Semester/Final Exams will not have reassessment opportunities.
- Gradebooks will close one week before the end of the term for all assignments (including summative assessments), except in cases where a student was absent on the due date and did not have sufficient time to submit their work before the gradebook closed.

**Late work/Missing work**

- Students have a maximum of five days from the posted due date to turn in late/missing work for full credit. Any and all work missed due to absence must have a make-up option worth equal points.
- Missing work will be marked "M" and be worth zero points.
- Work turned in late within the allotted five days will receive the full earned grade but be noted with an "L" showing it was late.
- Teachers will send out weekly communication though Infinite Campus to notify parents and students of missing work.

**Homework:**

- Homework assignments will align with curriculum objectives and reinforce skills and concepts taught. Homework is not to be confused with or considered an extension of classroom guided practice. It is to be a separate reinforcing activity which students can complete outside of class time and on their own. Homework carries no weight in the gradebook on its own. Homework expectations are in accordance with Policy 6143 and Regulation 6143.

**Letter grades have the following numerical value:**

**A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= 50-59**

**IEP/504: All IEP/504 plans supersede the schools grading policy.**

**Citizenship Grade:**

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- Students will earn a citizenship grade each quarter based on the following criteria. Behavior and nonacademic measures are reported here and not in the academic portion of the gradebook. A student's citizenship mark should be determined by where he/she falls in the majority of the above listed areas. Use the above rubric by recording a score for each line. The total score will dictate if the student is Outstanding (O)15-18; Satisfactory (S) 12-18; Needs Improvement (N) 9-11; or Unsatisfactory (U) 0-8 (see rubric below).

| Expectations | Outstanding (3) | Satisfactory (2) | Needs Imprvmt. (1) | Unsatisfactory (0) | Score |
|---|---|---|---|---|---|
| **Be respectful to teachers.** | Treats teachers in a respectful and caring way. | Usually treats teachers respectfully. | Sometimes treats teachers disrespectfully. May need a reminder to be respectful and caring. | Consistently treats teachers disrespectfully with a negative tone of voice or refusals. Is academically dishonest. | |
| **Be respectful to classmates and self.** | Treats classmates in a respectful and caring way. Encourages and helps others. | Usually treats classmates respectfully. | Sometimes treats classmates disrespectfully. May need a reminder. | Consistently treats class members in a negative way with put-downs, tone of voice, refusals. Is academically dishonest. | |
| **Be on time.** | On time. (0-1 tardy) | Usually on time. (2-3 tardies) | Sometimes on time. (4-5 tardies) | Consistently late. (6 or more tardies) | |
| **Be a good listener and follow directions.** | Listens and follows directions. | Usually listens and follows directions. | Sometimes listens and follows directions. Needs reminders. | Consistently distracted and distracts others. | |
| **Bring materials and completed assignments to class.** | Brings all necessary materials and is prepared. | Usually brings all materials and is usually prepared. | Sometimes brings necessary materials, sometimes is prepared. | Consistently missing materials. | |
| **Be an active participant.** | Participates in class activities. | Usually participates in class activities. | Sometimes participates in class activities. | Consistently needs to be reminded to participate in class activities. | |
| **Demonstrate academic integrity.** | Consistently does own work and properly cites sources. | Generally does own work; occasional minor errors in citation. | At times uses other's work as own (plagiarism), or cheats on lesser assignments. | Consistently uses other's work as own (plagiarism), cheats on major tests or assignments. | |

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CCSD utilizes Infinite Campus to communicate grades and attendance. Parents and students are urged to check the Infinite Campus Portal for grades regularly, and we highly recommend having the Infinite Campus app on your phone. Parents, please call the school at 702-799-4699 x.4000 if you need assistance with your account. Students, please go to the Student Tech Aides if you need assistance.

**Supplies Needed for This Course**

The Clark County School District provides necessary supplies for all students in order to meet their educational needs. However, we know that sometimes families choose to buy additional supplies for their children. Should you decide to do this, the following suggested items would be appropriate and appreciated.

- Clorox wipes
- Hand Sanitizer
- Paper Towels
- Crayons
- Pencils
- Colored Pencils
- Dry erase markers
- Glue Sticks
- One foot ruler

**Utilizing Technology to Learn**

At Leavitt, we encourage appropriate daily use of technology in and out of the classroom to further enhance the educational experience. As such, Leavitt will be providing students with Chromebooks in all grades to utilize in class and at home. Students will need to bring their fully charged Chromebook to school each day. Students may choose to utilize their own electronic device (Chromebook or laptop) for educational purposes. Please be reminded that your student is responsible for the safety of their personal device and must utilize the district's Wi-Fi to ensure their internet safety. All use of these devices will be for educational purposes and must be approved by the individual teacher. All other personal devices, such as cell phones, headphones, game systems, etc., are prohibited during instructional hours and must be kept off and put away. Prohibited personal electronics will be confiscated if observed in use during instructional time ( other than lunch, before school, and after school).

**Teacher's Hours of Availability**

Teachers are available for help from 7:10 – 7:25 am on Monday, Tuesday, Thursday, and Friday. They are also available from 1:45 - 2:11 pm on Monday, Tuesday, Thursday, and Friday by appointment. You can contact teachers through email. Please check Canvas for announcements, assignments, and additional resources, including the link for the online textbook.

***Please note that Wednesday office hours are unavailable due to department and staff meetings/training.**

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**School-Wide Rules**

- Follow directions quickly.
- Raise your hand for permission to speak.
- Raise your hand for permission to leave your seat.
- Make SMART Choices: Kindness, Leadership, Courage, Invincible Grit, Creativity
- Work hard to do your best for your teachers and parents at all times.
- Keep your eyes on the target.

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**Follow the Patriot Pact Principles**

- **Principle 1:** Respect other peoples' comments, opinions, and ideas.
- **Principle 2:** If you are being bullied or witness bullying, tell someone.
- **Principle 3:** Swearing is not allowed at Leavitt Middle School.
- **Principle 4:** Keep your eyes on the target when someone is speaking.
- **Principle 5:** When a guest is present, they are to be treated with the same respect as your teacher or parents. Greet new people and make them feel welcome.
- **Principle 6:** No technology is to be visible in the hallways. Technology is only to be used in class when given permission by the teacher.
- **Principle 7:** Have good manners by saying please, thank you, sorry, and excuse me.
- **Principle 8**: Be courteous by:
  - If someone drops something, help pick it up.
  - Hold the door for the person behind you.
- **Principle 9**: Own your Own Journey:
  - Be honest.
  - You are responsible for your decisions, not your teacher, family, and/or friends.

**Tardy Policy**

Students will be given lunch detention for any tardy occurring after the first period. For students who can not get to class on time regularly, a parent conference will be scheduled. Attending class on time is an expectation for all students at Leavitt Middle School.

**Dress Code**

Leavitt follows CCSD standard dress code (located on our website in the "students" tab). If a student violates our dress code, they will be referred to the office, where they will have an opportunity to correct the issue and return to class. Refusal to fix the issue or continued violations may result in additional discipline.

**Behavior**

Minor Behavior Progressive Discipline (The CCSD Student Code of Conduct, which details all behavior and progressive discipline, can be found on Leavitt's website in the "Students" tab)

1st Incident – Verbal warning and/or classroom consequence
2nd Incident - Classroom consequence and/or parent contact
3rd Incident – Verbal contact to parent
4th Incident – Counselor referral - Parent notification
5th Incident – Behavior referral - Parent notification