



**Bradford K-8  
Middle School  
Parent and  
Student  
Handbook**

## Welcome to Bradford Middle School!

The Bradford 6-8 teachers created this handbook for you to refer to during the school year.

Included are our policies and procedures so you can be an integral part of “the team.” Thank you for joining us in this partnership and we look forward to a positive and successful school year.

## Our Philosophy

We believe a **teacher/parent/student partnership** is the key to success for students at Bradford. As teachers, we work with students to promote both their academic success and social/emotional well-being. To accomplish this we will use the Bradford Character Traits: respect, compassion, integrity, perseverance, collaboration, and critical thinking and Project Based Learning. It is our belief that these strategies will prepare your child to be successful for high school and beyond.

## Home/School Partnership

Middle school offers challenges and changes that require students to become increasingly more independent and self-sufficient. We work with students and offer them scaffolds for managing classwork, homework, and technology. Our hope is that by high school they are able to successful time managers, self-advocates, and responsible classroom citizens.

As a home/school partnership, we hope that you can be a part of the team of support that helps guide your child through a successful middle school experience. The school scaffolds below are only half of the picture. In order for students to be successful, it is essential that parents understand their role in their student’s education. Below is the list of scaffolds that we use at school and a list of things parents and students can do at home.

<b>School Scaffolds</b> <b>This is what we do at school</b>	<b>Home Scaffolds</b> <b>Here are some things you can do at home</b>
<ul style="list-style-type: none"><li>● Teach students to use classroom technology tools (school website, teacher websites, Schoology, Google Classroom, Google Calendar, Kahn Academy, Infinite Campus, etc.)</li><li>● Follow a team-wide late work policy</li><li>● Up-to-date grades and assignments on Parent Portal/Infinite Campus</li><li>● Verbal and visual reminders of homework and</li></ul>	<ul style="list-style-type: none"><li>● Make sure your student is classroom ready (getting enough sleep, eating breakfast, Chromebook charged, etc.)</li><li>● <u>Encourage students to email teachers when they need assistance.</u></li><li>● Ensure that students know how to log on to their School Google Account (<i>attachments, calendars etc. will not be viewable unless the student is logged into their jeffco schools</i>)</li></ul>

<p>assignment deadlines</p> <ul style="list-style-type: none"> <li>● Weekly Crew meetings</li> <li>● Teacher availability for extra support when needed</li> <li>● Parent contact as needed</li> <li>● Help students manage their Google Drive folders</li> <li>● Verbal/visual reminders to stay on task</li> <li>● Daily check for understanding with students</li> <li>● Give constructive feedback through the use of rubrics for large assignments</li> <li>● Connect with each student to ensure a safe and successful learning environment</li> </ul>	<p><i>Google account)</i></p> <ul style="list-style-type: none"> <li>● Review classroom guidelines and expectations</li> <li>● Bookmark <a href="#">middle school website</a></li> <li>● Familiarize yourself with the technology your student will use</li> <li>● Hold your student accountable at home for their educational performance</li> <li>● Frequent check-ins about grades, long term assignments or upcoming assessments</li> <li>● Help your student develop a plan for printing assignments when necessary, preferably at home</li> </ul>
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**How to Access Teacher Websites/Schoology/Parent Portal**

Teacher websites, Schoology and Parent Portal, are important resources for middle schoolers as this is where teachers upload assignments, record classroom learning goals and due dates on calendars, and make important announcements to students regarding upcoming events. Students who use their teacher’s websites and/or Schoology *daily* are more likely to be successful during their middle school years. Teachers will work with students so they can learn how to access the various forms of technology used in classes.

**Teacher Websites:** Please follow the directions below to learn how to access your teacher’s websites:

- Log into your internet browser. (We recommend **Google Chrome** if you want to be able to view the teacher’s Google Calendars).
  - Go to the Bradford K-8 homepage
  - Click on the classroom websites tab
  - Select the Middle School tab
  - From Middle School page you can access the team calendar and individual teacher websites

**Schoology and Google Classroom:** Your student will be trained to access/use either Schoology or Google Classroom in and out of the classroom. If you would like to see what this looks like ask your student to show you. Both Schoology and Google are accessible from your home computer or any device with internet access.

**Infinite Campus / Parent Portal:** Infinite Campus is the district online gradebook. Parents and students should use it to monitor student progress as well as other information. Please look at the

linked document to find out all of the ways Infinite Campus/Parent Portal can help your student be successful as well as basics on how to navigate this tool.

[Using the gradebook](#)

### **Grading Policy**

Student success requires that classwork and homework must be completed by the assigned deadline (due date). Assignments are due when the bell rings at the beginning of class. This means that if an assignment needs to be printed, it should be printed at home (preferred) or printed before the school day begins. Assignments turned in after class starts will be considered late. Students should plan ahead to avoid printing issues.

Grading Scale:

A 90-100%

B 80-89%

C 70-79%

D 60-69%

F 59% and below

### **Late work:**

- Work turned in within two days of the deadline will earn 80% of the student's total score on the assignment.
- Work turned after two days past the deadline will earn 50% of the student's total score on the assignment.
- Work not turned in will be recorded as *Missing* in the gradebook and the score will be calculated as a zero.
- When a student turns in late work, *Late* will be indicated in the gradebook.

### **Make up work due to absences:**

- Follows the district policy of two days allowed for make-up work for every day a student misses school.
- It is the student's responsibility to look at the teacher calendars and meet with the teachers upon return to school in order to get the make up work.
- Make up work not turned in within the district required days will be counted late and/or missing based on the team late work policy.
- If a student is absent on a day that an assignment is due, the assignment is due the day they return.

### **Academic Integrity**

At Bradford academic integrity is important. Sometimes students aren't sure when the line has been crossed between plagiarism or cheating and authentic work products, especially when

technology is involved. We will work with students during the year on ways to maintain the level of integrity expected of Bradford students. At home, you could also help your student with academic integrity and, hopefully, the line will get less blurry.

Some of the topics we will discuss and teach students include:

- Turning in any work that is not the student's own work
- Using electronic devices to look up, photograph, record or text information when it is not allowed
- Copying another student's or author's work or class assignment
- Allowing another student to copy your work or your assignment
- Putting your name on another student's paper/project/work
- Using a "cheat sheet" or any unauthorized piece of writing on a quiz/test
- Giving another student help on an individual quiz/test
- Using any material from the internet without proper citation and appropriate credit, this includes copying and pasting materials from the Internet to your own work

### **Technology Expectations**

Technology is an important part of 21st Century education. Because electronic devices will be used for academic purposes, it is important for students to follow the Bradford Technology Contract. Throughout the year, we work with students on appropriate device use and when it's time to put electronics away. It would be helpful if you would review this policy with your student as well. Contact the Digital Teacher Librarian at Bradford North with questions.

### **Crew Time**

Crew time provides each student a one-to-one relationship with an adult advisor (crew leader) at the school, as well as a consistent and ongoing small-scale peer community. Crew leaders monitor and support student progress, serve as the student's advocate in difficult academic and social situations, and act as the primary contact point between parents and the school for administrative business. Student administrative business is generally accomplished during crew meetings under the guidance of the crew leader (i.e. permission slips). Crew meetings are frequently used for team building exercises and for group discussions on topical issues. These exercises and discussions help establish crew identity and a positive school culture.

#### **Supplies you will need in class EVERY DAY...**

- Chromebook - charged
- supply bag with writing utensils
- homework folder

- binder with dividers
- college-ruled paper
- 1 set earbud headphones

**How to be classroom ready...**

- come to class on time with supplies and be prepared to learn
- treat others with respect and courtesy
- stay on task and complete work
- turn work in on time
- contribute to class discussions
- work with assigned classroom partner to solve problems
- follow procedures
- respect other students' thinking

**Miscellaneous**

- Water bottles are permitted in classrooms (filled only with water).
- Snacks are encouraged. Follow each teacher's class rules.
- Student phones should be off and out of sight throughout the school day.
- No Chromebooks or phones are allowed at recess/lunch time.
- We encourage students to keep all valuable items at home.
- There will be no "Friday Folders" for middle school students.