Mitford Academic Accountability

RVS Goal 2: Learners are Self Directed
Middle School Cohort 5 - 8

As part of our 21st Century Competencies programming we have been working on helping students take ownership of their education, specifically aiding them with work habits, study tips and time management. We are implementing a system which many teachers are already using in their classrooms to bring about consistency in our Middle School cohort. As stated in our belief statements, Mitford School "students are empowered to make choices and to take ownership for their own learning".

Mitford School has numerous avenues to help students succeed and are built in collaboration between students, families, teachers, the Learning Strategies Team and administration. Learning profiles, blended learning environments, the Centre for Excellence, literacy programming and scaffolding assignments are all key components to help make learning available for students.

To provide further support, students struggling to meet expectations will be assigned time over the lunch hour in the Accountability Tutorial Room. The following issues will automatically have students assigned this support:

- incomplete assignments that are past due
- completed assignments that need improvement
- lack of appropriate use of class time
- if students are failing a core subject or failing to meet expectations

In addition, it is extremely important that students follow the Technology Acceptable Use Policy in order that technology may be used as a tool to support learning. The following are important infractions of the policy that must not occur:
- gaming or any form of using a device as a toy during academic time
- recording images of any person without their consent
- tampering with another students device
- downloading programs onto a device without approval
- using a POD for messaging others during academic time.

The following procedures will support the use of technology:
- Students choosing to bring cell phones to class will be asked to keep cell phones on their desk and in sight of the teacher. They may be used to support academics only.
- Students may check messages or calls during break times.
  - please call the school if you need to reach your child outside of break times.
- Personally owned devices (POD) must be kept charged and in running condition.
  - charge cords need to be brought to school.
  - anti-virus software is highly recommend.
  - if a computer needs repairs, the school can provide a loaner for one week only.

The following protocols will be followed with technological devices when a violation of the Technology Acceptable Use Policy or the aforementioned points occur:
- A teacher will provide a single warning to a student followed by an explanation of appropriate use. This warning transcends the entire term.
- For the second offense:
  - cell phones will be confiscated and returned at the end of the day. A discussion between the teacher and student will occur.

- ○ Computer use will be removed (POD's and school devices) for the time span of one week.
  - ■ the student will complete work with paper and pens
  - ■ the student will need to print materials that teachers post on Moodle or Google Classroom in order to be ready for class
  - ■ the students will need to complete research outside of school time and bring those resources to school to complete work when necessary
- ● For the third offense:
  - ○ cell phones will be confiscated and will be returned to a parent or guardian at a meeting with administration
  - ○ Computer use will be removed for 4 weeks of school time.
    - ■ the same expectations on students during the 1 week suspension will be in place.

Our goal is to build relationships so that Mitford School is an effective community school. We see our learning community as a partnership between students, school staff and families. As such, we all must work together to ensure students are successful. Below are pillars of accountability for each member of the learning community; *teachers, families, and students.*

Teacher Component:

- ● Communicate Daily Homework (calendar setup on Mitford School Website or Email).
- ● Power School updated every two weeks whereby parents and students can monitor missing assignments, late assignments and academic progress.
- ● Accountability Tutorial Room for students who are in need of help or are falling behind two assignments or more in a subject.
- ● Tutorial help is available Tuesday, Wednesday and Thursday in the Centre for Excellence for 30 minutes after school.
- ● Assess student work following Policy HK (RVS Policy) and the Mitford School Assignment Policy

Family Component

- ● Check the classroom calendars to ensure homework is being completed on a daily basis and/or ask their child.
- ● Check Power School on a regular basis to monitor your child's progress (automate the system to automatically update you).
- ● *Set a daily homework time* and provide a quiet place each day for your child to work or to review notes, read, etc. This time should be consistent.
- ● Support initiatives that Staff put in place to help students in their academic accountability.
- ● Familiarize yourself with the Mitford School Assignment Policy

Student Component

- ● Check the website and the classroom homework board on a daily basis, record this in their agenda or Google Calendar.
- ● Check Power School on a regular basis to monitor their progress and deal with any missing assignments.
- ● **Use your daily class time to complete work**, use home time to review notes, work on projects, read a book, prepare for upcoming exams, etc.
- ● Inform your parents if you have been assigned to the Academic Tutorial Room so that parents can ensure you **have a bag lunch if needed.**
- ● Familiarize yourself with the Mitford School Assignment Policy and sign and abide by it.

<u>Important Understandings on Accountability</u>

- If more than two assignments are not handed in (whether digital or paper), a student will be asked to attend the Accountability Tutorial Room for a specified teacher at lunch-time to complete the assignments and hand it for full marks.
- It is the responsibility of the student to attend. If the student is not punctual at attending or does not attend, they will receive an Academic Choices Form as a record. If 3 Academic Choices Forms occur administration will have a discussion with a student around their future. We find this helps us support students who may be struggling in a course.
- Students are to show up to the tutorial room **even** if they have handed in their assignment in order **to communicate with the teacher,** i.e. if they finished the assignment before tutorial date. **Teachers may allow students to leave as soon as the assignment is completed.**
- This is designed to give students opportunity within a timeframe to complete assignments. If after these opportunities the student decides not to follow through in handing in the assignment, a NHI (Not Handed In) or 0% will be entered into Power School. For most of our assignments, class time will suffice for completion, however if more time is need a student must communicate with their teacher and make arrangements before the due date.
- Technology is to be used as a tool and not a toy. All technology users must be strong digital citizens. The Technology Acceptable Use Policy guides best practices.

We believe through Academic Accountability, we will be able to work together to help students gain the skills they will need to be successful.

I have read and understand all of the above.

Student Name:_____

Student Signature:_____

Parent/Guardian Signature:_____

Date: _____

Please return to your Homeroom Teacher.

Sincerely,

Middle School Cohort Teachers