

# Parent Quick Reference Guide

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## Checking Grades and Student Documents (ParentVUE)

Parents of Howard Lake-Waverly-Winsted Middle School students are encouraged to sign up for ParentVUE – a **free** on-line record of each student’s schedule, attendance, grades, and more, that is available to parents, accessible by a username and password on a secure website. ParentVUE is part of HLWW’s vendor student services system, so there is no additional cost to the school or users. Parents who use the website enjoy being able to track their student’s assignments, grades and attendance throughout the school year. Through ParentVUE, parents are able to stay informed on a daily basis about their student’s progress, and can provide help in a more efficient way than ever before. Because with ParentVUE parents are up-to-date on their student’s work in each class, parent/teacher conferences can be spent on more in-depth discussion with the teacher, resulting in a high quality conference that benefits the student and family.

If you are interested in signing up for ParentVue, email [parentvue@hlww.k12.mn.us](mailto:parentvue@hlww.k12.mn.us). To access ParentVUE, click here [https://pvue10.region1.k12.mn.us/rt2687/PXP2\\_Login.aspx](https://pvue10.region1.k12.mn.us/rt2687/PXP2_Login.aspx). Please contact the Tech Help Desk relating to any issues with ParentVUE, please contact [parentvue@hlww.k12.mn.us](mailto:parentvue@hlww.k12.mn.us).

## **Homework Policy**

The homework guideline we use is quite simple. Students will usually receive homework from the core subject teachers (Language Arts, Mathematics, Social Studies, and Science). On some occasions students may receive homework from their exploratory teachers. Students will receive a pass/fail grade for their Advisory Time. This grade does not count toward the student's GPA but is to give an indication to parents about their child's efforts, attitude, preparation, and performance in the advisory curriculum and activities.

As parents, you can make homework more successful for your student by providing a work area free from distractions. Another idea is to see that your student is using his/her time well and not spending time getting drinks, sharpening pencils, etc. What works well for some families is setting aside a common homework time each evening for the whole family.

If, for any reason, you need to pick up homework, please contact the middle school office early in the day so that the teacher has time to get the materials ready. It is very difficult for the office and the teachers to handle requests for homework if parents wait until the end of the day to ask the teacher for the materials.

## **Extended School Day**

HLWW Extended School Day is a program offered periodically during the school year. ESD's focus is to provide reading and math interventions and remediation, in small group and individual settings. In addition students will also benefit from assistance in organization and work completion. Students are selected for this program based on their current academic performance, as well as previous MCA and STAR test data.

It is our hope that participation in this program will increase the academic success of your child. This program is not intended as a punishment, but rather an opportunity for your student to be successful.

When offered, class is held every Monday and Wednesday from 3:00 p.m. to 5:00 p.m. in the middle school. There is no cost for students to participate in this program, and a snack will be provided. Parents can either pick up their child at 5:00 p.m. or students can ride the activity bus home.

Students failing a course at mid-quarter will be encouraged to participate in ESD until they are passing again. Students who fail a course at the end of a quarter will be required to attend ESD to complete their Minimum Outcome (MO) work. Students will be dismissed from ESD when the grade level team determines that the student can succeed without the support of ESD.

Finally, please note that if you choose to sign your child up for this opportunity, attendance to every session is mandatory as this is an extension of the regular school day. If students miss more than two unexcused days, they will be dropped from the program.

## **Laker Patter and Monthly Newsletter**

The Laker Patter is a daily document to communicate a variety of items including announcements, upcoming events, the weekly lunch menu, and more. A link to the document is located on the Middle School website.

The Middle School monthly newsletter highlights our students on the month and student events. It also features articles written by Middle School teachers. If you wish to receive the monthly newsletter, please email Adam Koeppe - [adamlakerpride@hlww.k12.mn.us](mailto:adamlakerpride@hlww.k12.mn.us).

## **School Counselor**

Howard Lake-Waverly-Winsted Middle School's Counseling Program provides students, parents, school personnel and the community with preventative and developmentally appropriate education in social/emotional, academic and college career readiness. The Middle School Counseling Program is created around the American School Counseling Association standards. School Counselors have a short-term solution focused approach. Common Services provided include;

- Attendance, Grades, Study Habits and Classroom Behavior
- Social/Emotional and Behavior Concerns
- Crisis Situations
- Academic and Future planning

School Counselors are also able to assess, consult and refer students with concerns that require more in-depth, long-term attention.

### **Resources**

[The School Counselor's Role](#)

[The Essential Role of Middle School Counselors](#)

All students have access to School Counseling Resources and support by requesting an appointment. Parent resources are also available by request. To request a student referral for your child please call, email Amy Kornovich ([akornovich@hlww.k12.mn.us](mailto:akornovich@hlww.k12.mn.us)) or fill out this form: [Student Referral Form for the School Counselor](#)

Mrs. Kornovich's hours of availability are 7:30am-3:30pm during the school week. Please don't hesitate to reach out if you have any questions. If you have urgent safety concerns beyond school hours please call 911 or a Crisis Line- (320) 253-5555.

## HLWW Middle School Grading

The primary purpose of grading is to communicate the academic achievement status of the students to the students, parents/guardians and teachers. Additional purposes of grading include:

- Providing information that the student can use for self evaluation.
- Providing information that teachers can use to modify planning and instruction.
- Evaluate the effectiveness of the instructional programs.

Passing or failing a full year class (Mathematics, Science, Language Arts, Social Studies, P.E./Health Band, and Choir) will be determined by four grades (four quarter grades). Passing or failing an Exploratory class (Art, Computers, MN Ecology (7th grade only), Forensics (8th grade only) and Current Events) will be determined by the end of the quarter grade. A student must receive passing grades in ALL core classes (Mathematics, Science, Language Arts, Social Studies, Health/PE, and Reading 5/6) to be considered for promotion to the next grade level.

Students who receive an Incomplete (I) at the end of a quarter will have two weeks to change their grade or the grade will automatically turn to an F.

Students who fail classes will be expected to make up the work as expected by the teacher to reach a passing grade. Students may receive an MO (minimal outcome) for a class once the work is completed. Students who fail a course at the end of a quarter will be required to attend ESD to complete their Minimum Outcome (MO) work. Students will be dismissed from ESD when the grade level team determines that the student can succeed without the support of ESD.

Students will be required to repeat those classes or the entire grade if their classes are not passed. For students who are expected to repeat an entire grade level, a parent, teacher, counselor, and principal meeting will be held to make that determination.

Grade point average (GPA) is calculated by using all the grades from a quarter, including exploratory classes, music, and physical education.

Quarter grades will be based on two weighted categories:

1. Formative Assessment (Academic Practice)

Work performed when a student is still learning the material. This assessment is designed to provide direction for students and teachers. The assessment may indicate to students the need for more practice and review or confirmation that they know the material. For teachers it may indicate the need to change instructional strategies, provide additional practice opportunities or being ready to move forward. (e.g. teacher observation, quizzes, homework, rough drafts, peer editing or notebook checks.)

2. Summative Assessment (Academic Achievement)

Work performed when a student has had adequate instruction and practice to be held responsible for knowing the material. It is designed to provide information to make a judgment about a student's achievement at the end of instruction. (e.g. final drafts, tests, projects, or performances.)

**Grade Weighting**

Grades 5 and 6

Academic Practice grades will count for a maximum of 30% of the quarter grade.  
Academic Achievement grades will count for a minimum of 70%.

Grades 7 and 8

Academic Practice grades will count for a maximum of 20% of the quarter grade.  
Academic Achievement grades will count for a minimum of 80%.

**Extra Credit**

Extra credit may be used but cannot exceed 5% of the Academic Practice grade. Every student will have an equal opportunity to earn the credit.

**HLWW Middle School Grading Scale**

93.00-100	A	
90.00-92.99	A-	Exemplary work (90%- 100% Mastery of Subject Goals)
87.00-89.99	B+	
83.00-86.99	B	Proficient work (80%-89% Mastery of Subject Goals)
80.00-82.99	B-	

77.00-79.99	C+	
73.00-76.99	C	Acceptable work (70%-79% Mastery of Subject Goals)
70.00-72.99	C-	
67.00-69.99	D+	
63.00-66.99	D	Minimal work (60%-69% Mastery of Subject Goals)
60.00-62.99	D-	
00.0-59.99	F	Unacceptable work (less than 59% Mastery of Subject Goals)

### Late Work

- Formative Assessments
  - Full credit by due date
  - 60% credit after due date by end of unit/chapter (7/8 grade students will attend Launch for missing work)
  - 0% credit after end of unit/chapter

#### Summative Assessments

- All summative assignments must be complete
- At the end of the quarter, if a student is missing a summative assignment (that receives a zero score) but is still holding a passing grade they will receive an Incomplete.
- If a student is failing at the end of quarter and is missing a summative assignment, that summative assignment must be a part of the MO.
  - Tests – 100% credit all quarter
  - Projects/Papers – 100% credit on due date
  - If project/papers are late, students will receive 100% credit if:
    - Students approach the teacher to work out a time during study hall, WIN or ESD to finish it based on what works with teacher's schedule. If students do not make other arrangements they will receive 60% for projects successfully completed prior to the end of the quarter.

### Academic Eligibility

Student eligibility is based on academic success as well as a commitment of the participants to follow the high school league behavior rules. **To be eligible to participate students must receive passing grades in all classes and must be making satisfactory progress towards an on-time graduation.** Two official grade checks will be done each quarter. One at mid-quarter and one at the end of the quarter for a total of 8 checks per year.

1. Any student receiving one or more failing grades at mid-quarter or end of the quarter is ineligible for a minimum of one week. In that week the student cannot participate in contests.
2. At the end of the first week the student will submit an "eligibility slip" and every week thereafter, until the end of the marking period verifying eligibility. Eligibility slips are due by noon the last day of the academic week in order to be able to complete the following week. Eligibility slips will be turned in to the activities director.
  - a. Students that submit slips with passing grades from all teachers are allowed to play the next week (beginning Monday).
  - b. Students still failing continue to be ineligible. Students who do not submit slips on time are also ineligible.
  - c. After the initial first week, grades are checked weekly placing the emphasis on sustaining academic improvement. If the student is not passing for the week, he/she becomes ineligible for that week until an "all passing" slip is submitted.
  - d. Students can move from eligible to ineligible on a weekly basis between mid-quarter and end of quarter as well as between mid-semester depending upon their weekly grade progress.
3. Students will start each school year based on their last semester grades. There is a carryover of failing grades from one school year to the next. However, since fall athletes (Football 9-12, Volleyball 9-12, Cross Country 7-12, Cheerleading) start three weeks before school starts, those academically ineligible from the spring have no chance to make up their failing grades. Therefore, the following contest ineligibility will be followed. (Students could do credit recovery if summer school is available within the district.)
4. A student who is declared ineligible will be expected to participate in all practice sessions during the period of ineligibility.
5. A student who is declared ineligible will not participate in any competition or exhibition during the period of ineligibility.

### **ACADEMIC ELIGIBILITY--INCOMPLETES**

Students receiving an incomplete at the end of marking period will remain eligible.

1. Students have ten school days after the end of the marking period to convert their incomplete to a letter grade.

2. After the 10 day period of time if the student does not complete the course, the incomplete is changed to an "F" and the student is ineligible as set forth in item I.

### **ACADEMIC ELIGIBILITY--EXCEPTIONS**

Any student enrolled in the Special Education program will be considered on an individual basis. Students must be making progress towards graduation.

1. A committee formed of the activities director, principal, guidance counselor, case manager, and instructors will decide if the student is working up to his or her ability and making progress.
2. This committee will determine eligibility status.