**TWO Academies Mission Statement**

TWO Academies is a single-gender program that focuses on the needs of adolescents and reduces the pressures of the middle school years. In separated classes for the school day, boys and girls experience a rich educational opportunity where defining the unique genius of each child is the goal. Parents play a vital role in this magnet program.

**Overview of the TWO Academies**

The TWO Academies began in August 2004 with 6th grade. In 2005 it added 7th grade. Eighth grade was added in 2006 – 2007. The TWO Academies is currently located in the “D” hallway at Dent Middle School. The lead teacher’s office is also on this hallway.

TWO is a magnet program where students apply for admission. Students apply in January, are interviewed in February and are notified in March. The admission process includes an application, standardized test scores in reading and math (we look for “Met” and above), teacher reference form, current grades (average and above), reading level as indicated by current teacher, interview, and writing sample.

**Student Expectations**

TWO Academies Expectations

Demonstrate R-E-S-P-E-C-T for Yourself and Others

**R**esponsibility For Your Actions

**E**ffective Active Listening

**S**elf-Motivated

**P**raise-Not Putdowns

**E**xpress Your Personal Best

**C**ontinued demonstration of friendship

**T**ruthful

**Student Schedule**

6th Grade Schedule

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **7:30** | **7:44** | **8:32** | **9:20** | **9:40** | **10:40** | **10:50** | **11:19** | **12:23** | **1:27** |
| **7:40** | **8:28** | **9:16** | **9:40** | **10:40** | **10:50** | **11:15** | **12:19** | **1:23** | **2:30** |
| **Homeroom**  | **1st Block –** **Co-Curricular** | **2nd Block –** **Co-Curricular** | **Diamond Enrichment****With 3rd block** | **3rd Block-****Academic**  | **BREAK** | **LUNCH** | **4th Block-****Academic** |  **5th Block –**  **Academic**  |  **6th Block-** **Academic** |

7th Grade Schedule

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **7:30** | **7:44** | **8:48** | **9:48** | **10:00** | **10:28** | **10:52** | **11:40** | **12:28** | **1:32** |
| **7:40** | **8:44** | **9:48** | **9:58** | **10:24** | **10:48** | **11:36** | **12:24** | **1:28** | **2:30** |
| **Homeroom**  | **1st Block –****Academic** | **2nd Block –** **Academic** | **BREAK** | **LUNCH** | **Enrichment****with 2nd block** | **3rd Block-****Co-Curricular** | **4th Block-****Co-Curricular**  | **5th Block - Academic** | **6th Block-****Academic**  |

8th Grade Schedule

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **7:30** | **7:44** | **8:48** | **9:48** | **10:12** | **11:12** | **11:26** | **12:26** | **12:58** | **1:46** |
| **7:40** | **8:44** | **9:48** | **10:08** | **11:12** | **11:22** | **12:26** | **12:54** | **1:42** | **2:30** |
| **Homeroom** | **1st Block –** **Academic** |  **2st Block –** **Academic** | **Enrichment** **With 2nd block** | **3rd Block –** **Academic** | **BREAK**  | **4th Block-****Academic** | **LUNCH** |  **5th Block –** **Co-Curricular** |  **6th Block –** **Co-Curricular** |

\*BREAK: Students pack up from their class, go to their lockers if necessary, and deliver their books to their next academic class. Students then have time to use the restroom, play a game, socialize, etc. Break rules and procedures are determined by each team of teachers. If a student has incomplete work, teachers may utilize break to allow the student to finish the assignment. Students may also be assigned break detention for behavior infractions.

**Major Field Studies**

**6th Grade** goes to Earthshine, October 25-27, 2017

**7th & 8th Grade** New York City, April 10-13, 2018

Deposits are required for all field studies. Each field study has a specific payment schedule that must be paid on Parent Portal.

**Parent Involvement**

*Communication:* Communication with teachers occurs through email, telephone, Parent Portal, website, Google Calendar, and in person.

*Classroom Visits:* Parents are encouraged and welcome to visit classrooms throughout the year. Teachers will specifically invite parents for classroom performances or relevant activities. It is district policy for all visitors to first check in at the main office before going to a classroom.

*Trivia Night:* The TWO Academies will host a Trivia Night in the fall to give parents an opportunity to meet other families and experience a showcase of student work.

**Teachers**

6th Grade

Rebecca Huggins ELA D112 rhuggins@richland2.org

Sally Kolb SS D114 skolb@richland2.org

Jane Williams SCI D113 jfwillia@richland2.org

Elizabeth Kennedy M D111 ekennedy@richland2.org

7th Grade

Stephanie Harris ELA D109 stharris@richland2.org

Eric Guenther SS D108 eguenther@richland2.org

Chloe Jeffords SCI D110 cjeffords@richland2.org

Lori Washington M D107 lwashington@richland2.org

8th Grade

Lelia Byars ELA D106 lbyars@richland2.org

Kurt Muller SCI D102

Stacey Gantt M D104 sgantt@richland2.org

Joshua Hoover SS D105 jhoover@richland2.org

Foreign Language

 Wendell Tate Latin D115 wtate@richland2.org

**Service Learning**

Service learning is an integral part of the TWO Academies. Students participate in program-wide activities, as well as grade level and class activities. Parents are also encouraged to be a part of the process.

**SHINE After School Program**

SHINE is a structured program promoting the academic, physical, and social development of our students. The SHINE program will begin directly after school at 2:30 p.m. and end at 5:45 p.m. daily. We will not operate on half days, teacher workdays, or days when school is dismissed early due to inclement weather. Also, before students attend their afternoon sessions, a snack and beverage will be provided. The schedule includes a homework power hour, literacy, math, STEAM activities and intramurals/recreational activities. Special interest weekly activities with specialized instructors such as Mock Trial & PSAT/SAT Prep will be available at an additional cost. Weekly tuition is $50 per student with a one-time, non-refundable registration fee of $15. A 10% discount is available for multiple siblings, military, and district employee families. No additional discounts or scholarships are available this school year. Registration information is available on our website and in the main office. All payments can be made online two days after you register.

**Health**

Students may bring healthy snacks to enjoy during break. Water is also allowed in sealable bottles. Sugar/Caffeine drinks are not allowed.

**Team Leader**

*Team Leaders:* Each team has a team leader who is the contact point for parents, including scheduling conferences. The team leaders are as follows: 6th Grade – Sally Kolb; 7th Grade – Eric Guenther; 8th Grade – Joshua Hoover.

*Coordination of Homework – Tests – Graded Assignments*

TWO is founded on the principle that school and family must coexist. To that end teachers carefully assign homework to be meaningful and important, not redundant. Teams communicate in order to coordinate overall quantity of homework, due dates and tests. TWO values the out-of-school activities of students and their families, and demonstrates this through managing and coordinating the work load of students.

**Technology**

*Website:* Teachers maintain a website, *twoacademies.weebly.com*, for student and parent use. Within teacher discretion, students may access notes, instructions for assignments, rubrics, practice quizzes, etc.

*Parent Portal:* This website allows parents to see their student’s grades in each class.

*Email:* Communication is facilitated through rapid and direct email communication. Please inform teachers when your email address changes.

**Late Work Policy**

*Late Work:* TWO Academies follows Dent’s late work policy:

* 6th grade – 10% off each day work is late, not accepted after 3rd day
* 7th grade – 10% off each day work is late, not accepted after 2nd day
* 8th grade – 10% off first day work is late, not accepted afterward.

The grade earned on a long-term project will be lowered by one letter grade per day past the due date (up to five days) until the project is turned in.

*Homework:* Routine homework does not count for more than 10% of a student’s overall grade. Teachers’ homework grading policies can be found in their syllabi.

*Consultation:* Each teacher holds consultation 1 day per week, from 2:30 until 3:30. This time may be utilized for a variety of reasons:

* Students who are on academic probation must attend consultation for those class(es) for which they are on probation.
* With approval from the consultation teacher, students may complete make-up work and missing assignments.

*If you would like to schedule a consultation session*, please do this by emailing or calling the teacher. Students are to report to their consultation sessions promptly at 2:30. Students must be picked up at 3:30.

**TWO Academies Academic Policy, 2017-2018**

The purpose of the Academic Policy for Dismissal is to protect the integrity of the TWO Academies (TWO) magnet program and clearly articulate the expectations and program rules for student performance. TWO students, by entering the program, have indicated that they are choosing to put forth their Personal Best in every academic pursuit.

Given the range of assessments in every class, all students are expected to maintain a **cumulative average of 70% or higher in the four core academic classes (Math, English Language Arts, Science, and Social Studies).** Any student who earns a cumulative average of less than 70% at the end of any quarter grading period will be placed on academic probation. As part of the probation, the student and/or his or her parents will attend a conference with his/her team of teachers to design an intervention plan. The student’s intervention plan will remain in effect for the remainder of the year and will be reviewed or revised as the student’s performance dictates. If the student earns a cumulative average of less than 70% the following quarter in the four core academic classes, then the student will be withdrawn/removed from TWO and placed in another educational setting.

To be a TWO student in satisfactory academic standing:

* Student must maintain at least a 70% cumulative average (C average) in the four core academic subjects (Science, Social Studies, English Language Arts, and Mathematics).

To be a TWO student who is in unsatisfactory academic standing:

* Students who earn a cumulative average of less than 70% at the end of any quarter grading period will be placed on academic probation. A parent conference will be held and an intervention plan developed. This plan remains in effect for the remainder of the school year. However, the probationary period will end when a student improves the cumulative average (not interim) to a 70% (C level) or higher.
* A student who consecutively has a cumulative average of less than 70% will be **removed** from the program at whatever point in the school year this may occur.
* A student who fails a TWO academic class for the school year will be **removed** from the program.

The Academic Policy for the TWO Academies must be signed and dated at the beginning of every school year. Please sign and return the bottom portion of this form.

**---------------------------------------------------------------------------------------------------------------------**

**I have read, I understand, and I agree to abide by TWO Academies’ Academic Policy.**

Student Name (Please Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_

**TWO Academies Honor Code, 2017-2018**

The information contained below represents the principles of the TWO Academies Honor Code. In addition to the Honor Code, students are expected to be familiar with and abide by the District's code of conduct, which applies to all Richland School District Two students. Violations of the District's code of conduct may subject a student to the appropriate punishment, including expulsion, from the District.

Integrity and responsibility between faculty and students and among students is a vital part of the learning environment at the TWO Academies, as each student strives to maximize his or her potential. Each student bears the responsibility to make choices that will be in the best interest of other students, the teachers, the school, and themselves. This system can succeed only when every member of the student and faculty body believes in and supports the principles upon which it is based, R-E-S-P-E-C-T.

**R**esponsibility for your actions: I take responsibility for my actions and consequences, whether purposeful or accidental. I will abide by all school rules, and District policy.

**E**ffective active listening: I will be considerate of others when they are speaking. I will listen and consider what is being said. I will not be rude to classmates or teachers.

**S**elf-motivated: I will attempt my work, ask questions when I do not understand, and seek support when falling behind or when I need a push. I will complete all my work.

**P**raise-not putdowns: I will support other students through words and actions. I will not make hurtful comments, even when playing around.

**E**xpress your personal best: I will give my all to each task. I will complete and submit my own work. I will not cheat or plagiarize.

**C**ontinued demonstration of friendship: I will welcome, include, and share with others. I understand that stealing items from one another is not accepted. I will not steal, fight or bully.

**T**ruthful: I will tell the truth to students and faculty members. I will not lie.

When a student behaves in a manner that is inconsistent with TWO community standards, it is the responsibility of the teachers to educate the student about inappropriate action. Generally, prior to an Honor Code Violation, teachers will issue a warning to the student, followed by lunch detention with parent contact, and finally a parent conference will be requested, unless an incident is deemed sufficiently serious to warrant more severe disciplinary action. Family support is critical to the educational and learning process. If student behavior does not improve or a single student action is serious enough, then a student has violated the Honor Code and will receive the following consequences:

**First Violation:** The student will meet with the lead teacher, who will recommend the actions needed to bring the student into good standing with the community. An Honor Contract will be written with the student, parent and lead teacher in an effort to guide the student toward R-E-S-P-E-C-T.

**Second Violation:** The student will be placed on probation. Communication will occur between lead teacher and parents.

**Third Violation:** The student will be removed from the TWO Academies Magnet Program.

**\*Discipline Referral and Suspension**

When a student receives a **first suspension** (either in or out of school) from an administrator due to a violation of school policy, rules or behavior code, the student is placed on probation. An Honor Contract will also be written.

When a student receives a **second suspension** (either in or out of school) from an administrator due to a violation of school policy, rules, or the District's behavior code, the student is removed from the TWO Academies Magnet Program. A student may also be removed from the program following a recommendation for expulsion after the student is provided with notice of the reported rules violation and an opportunity to respond.

*A student’s standing in the TWO Academies or dismissal from it will be the decision of the school principal and magnet lead teacher. Although the general guidelines regarding the implementation of the Honor Code are provided above, in determining the appropriate punishment for a disciplinary infraction, the school principal and lead teacher reserve the right to consider any extenuating or mitigating circumstances.*

The Honor Code Policy for the TWO Academies must be signed and dated at the beginning of every school year. Please sign and return the bottom of this form to your homeroom teacher.

**---------------------------------------------------------------------------------------------------------------**

**I have read, I understand, and I agree to abide by the TWO Academies Honor Code.**

Student Name (Please Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_