Hello and welcome to a new school year! My name is Dale Duncan and I am one of the 6B teachers here at Patch Middle School. I look forward to a successful year of learning and exploration. The theme for this year is **perseverance**! The major goal for all students is to **build and maintain responsibility of your own learning**. Students are expected to complete assignments and turn them in on time. All students need to check their grades on GradeSpeed at least twice a week.

**These are the basic expectations of all students:**

- **Actively participate** in your education by demonstrating **PRIDE** (Preparation, Responsibility, Integrity, Diligence, and Excellence).
- **Understand** that mistakes are part of the learning process.
- **Bring a black or blue pen, highlighter, planner, and reading book** every class period.
- **Bring your notes inside a flexible pencil case** every class period.
- **Be in your seat** with all of your required items before the tardy bell rings.

**Student Planner and Homework Assignments**

Patch Middle School provides each student with a student planner. The planners are critical tools that students use to be successful. Students should copy down the schedule from Mr. Duncan’s class page every weekend prior and be ready for a planner check on Monday morning. **The class page is usually updated by Friday evening at 8:00**. Planner checks are conducted frequently and are worth five points.

**www.geo4u.net** (Scroll to the bottom of the page.)

Click on the “Patch” link at the bottom of the page. This will take you to several class links that you will need to use this year.

Each student is expected to spend study time at home. The DoDEA general rule for daily homework is 10 minutes per grade level (6th Grade 60 minutes per day).
**Parent Contact**

Please only use this email address to contact me. *There is an email option in GradeSpeed and Schoology, but these are not monitored.*

My email address is... **dale.duncan@eu.dodea.edu**

**Grading System - Late Work Policy**

Grades are earned and assessed using total points. All assignments are expected to be turned in on time for full credit. **Assignments turned in after the end of the class period it is due will be considered late.** All late work must be placed in the "Late Work Box." At the top (and center) of the page write the word "Late," the reason why the assignment is late, and the date that the assignment is being turned-in. Do not email late work!

- Late But Handed-in By The Beginning of Next Class Period - Up to 75% Credit
- Late But Handed in Ten Calendar Days - Up to 50% Credit
- Late - Handed In Past Ten Calendar Days - 0% credit

All late work must be placed in the "Late Work Box." Write the "Late" and the reason why the assignment is late. You must also write the date that the assignment is being turned-in. Do not email late work!

**Advisory Period 8**

**Standard Advisory Schedule**

1:10 - 1:30 Sustained Silent Reading (SSR)
1:35 - 1:55 Session #1 Assistance from Teachers / Focused Study Time
2:00 - 2:25 Seminar Time / Activities or Focused Study Time

All students are encouraged to use their advisory time wisely. Seminar is a perfect opportunity to get help with classes, meet with teachers, complete missed quizzes and tests, and hand-in work from excused absences.

**Behavior Management**

I attempt to resolve behavior related issues at the lowest level. My goal is for all of the kids to follow the basic student expectations (opposite page). Students will usually be given at least one verbal warning for minor behavior issues. If the behavior continues, the student will be instructed to email their parent and CC me about the problem. Please keep in mind that every case is different and circumstances will dictate the appropriate action. **Some offenses require us to initiate immediate referrals to the Principal or Assistant Principal.**

- **1st infraction**  Verbal Warning
- **2nd infraction**  Second Verbal
- **3rd infraction**  Parent Contact
- **4th infraction**  Detention Assigned
- **Severe infraction**  Immediate referral to the principal and/or assistant principal

**Cell Phones** – Please note that students are to keep their cell phones in their lockers and not bring them to class. It is the school policy to immediately confiscate cell phones that ring or otherwise become obvious in class. Parents may pick up confiscated cell phones in the main office.

Again, I look forward to a successful year. Please feel free to contact me with your questions and concerns. **Mr. Duncan**