

## NEW VISTA MIDDLE SCHOOL Responsibility Sheet

All New Vista students are required to use the Responsibility Sheet. The Responsibility Sheet will be kept in a three-ring binder and provides students with a daily assignment log. The Responsibility Sheet fosters communication between parents and teachers and encourages students to maintain an awareness of their academic responsibilities.

The following list of guidelines is provided to insure consistent implementation of the Responsibility Sheet Program:

### STUDENT RESPONSIBILITIES:

1. Students are expected to maintain a Responsibility Sheet daily. Each student will take the Responsibility Sheet home every Friday. A parent signature is required on the Responsibility Sheet and the sheet will be returned by Monday morning ready to hand in to the homeroom/advisory teacher.
2. When students enter the classroom each day, they will be expected to copy from the board/overhead the class work and homework information in the appropriate space on the sheet.
3. Each Monday a new Responsibility Sheet will be handed out and students are expected to repeat this procedure.

### TEACHER RESPONSIBILITIES:

1. The HOMEROOM/ADVISORY TEACHER will distribute a Responsibility Sheet on Monday to all students.
2. As students are copying the information, teachers are asked to circulate around the rooms and mark, "MISSING ASSIGNMENTS" in the previous day's square if the homework has not been returned. "IN-COMPLETE DRESS" will be noted for P.E. In addition, teachers may make other comments when necessary.
3. The homeroom/advisory teacher will collect Responsibility Sheets on Monday. Teachers will check for parent and student signature. Beginning the second week of school, students who neglect to return signed

Responsibility Sheets will be issued a demerit for the first day late. Two demerits will be given for two days late. The homeroom teacher will make a home contact after the third day.

4. Each week, in homeroom, the teacher will write the number of Merits each student has remaining for the quarter.

### PARENT RESPONSIBILITIES:

1. Parents are expected to review the Responsibility Sheet nightly to monitor student progress and work completion.
2. Parents will sign the Responsibility Sheet every Friday evening/weekend.
3. Parents are expected to contact teachers and/or administrators when Responsibility Sheets do not make it home on Friday. In addition, parents are expected to contact the school when academic or behavioral concerns arise.

The Responsibility Sheet Program works effectively when students, parents, and teachers work together. Please join us in providing New Vista students with the structure to enable them to be accountable and successful.

-----Tear Off -----  
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We have read and understand the Responsibility Sheet Guidelines.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**PLEASE SIGN & RETURN THIS TEAR-OFF TO THE HOMEROOM TEACHER**