

## Middle School Policies

The following represents some of the policies outlined in the Parent-Student Handbook available on line. Families are required to read the handbook and sign appropriate acknowledgements and forms.

### Middle School Academic Policies

#### LATE WORK

1. If a student fails to have his or her completed assignment with him or her in the classroom on the due date, a missing assignment notification will be sent to the parents via email.
2. *A late grade of **90 % of earned grade** may be given if a missing assignment can be retrieved from a student's locker between classes and submitted before the beginning of the next period. Students may not spend class time completing the previous day's assignment with the idea of turning in the work for a 90 percent.*
3. *A late grade of **75% of earned grade** will be given if completed and returned the following day.*
4. *A late grade of **50% of earned grade** will be given for work 2 days late, up to time designated by teacher, determined according to end of chapter or unit of study. After that point, it will be changed to a zero in the handbook.*
5. Missing homework that is not for a grade in gradebook will result in a demerit.
6. Instruction will not be repeated and work cannot be made up from an unexcused tardy.
7. Liquid Paper or White Out is not allowed in school.
8. Depending on the student, homework/studying could be 60 -90 minutes per night with projects over the weekend.

#### MAKE UP WORK

When a student is absent he/she has the following number of days to complete the work assigned on the day(s) of his or her absence(s). Work assigned prior to the absence is expected on the day the student returns to school. Work not completed within the expected time may receive a lower grade. The teacher may make exceptions to the time allotments for individual students as necessary.

- One-day absence      2 school days
- Two days absence      3 school days
- Three days absence      5 school days
- Longer illnesses      Meet with the teacher

### MIDDLE SCHOOL DISCIPLINE POLICY

Each student in middle school is responsible for his or her conduct while attending Saint Paul School. Demerits will be issued to students who choose to disregard the school rules. Demerits are intended to remind students of the rules and encourage future compliance. For each demerit issued, one point will be deducted from the student's conduct grade for the quarter. Demerits will follow the standard grading scale which can be found in the handbook. For example, 5 demerits would equate to a grade of 95 in conduct. If a total of 10 BEHAVIORAL demerits are issued, a Detention will be assigned to the student. Students will serve the Detention on the following Thursday morning at 7:00 AM, and the student will be charged a fee of \$10 (Due at the time of the detention) to cover the cost of supervision.

If three Detentions are assigned, the student will receive an ISS (In School Suspension). The student will be assessed a fee of \$65 (Due at the time of the ISS) to cover the cost of supervision for an ISS. In the event that a

student earns three additional Detentions, the student will receive an out of school suspension (OSS). The parent(s)/guardian(s) will need to meet with the principal before the student will be allowed to return to school. ***In an effort to curb poor choices before getting to detention, a silent lunch will be assigned after a student earns three BEHAVIORAL demerits.***

The following is a partial list of offenses which will result in demerits:

- Uniform violations (see handbook for the uniform standards)
- Chewing gum
- Disrespectful or inappropriate language (including saying “sucks” or “crap”)
- Eating in the hallway
- Tardy to class (other than first period and including specials)
- Not following directives from SPS faculty or staff
- Talking back to an SPS faculty or staff member
- Disrespectful behavior
- Not following school, playground, or lunchroom rules (see handbook)
- Destroying classroom supplies
- Writing on self or others
- Inappropriate behavior in church
- Going to locker or leaving the classroom without permission
- Not coming to class prepared with all required supplies (planner, book, loose leaf, pens, pencils, folders, highlighters, spirals, composition book, and workbooks)

A student will earn an automatic Detention (worth 10 demerits) for the following offenses:

- Bullying
- Talking during a safety drill
- Fighting
- Extremely inappropriate language (curse words)
- Cheating
- Destruction of school property
- Violating another student’s or teacher’s personal property

Depending on the severity of the incident, any of the above listed offenses may receive a more severe penalty. Detentions may be assigned for other incidents at the discretion of the Saint Paul faculty or staff.

## GENERAL POLICIES

- Students are expected to be in their seats and prepared when class begins.
- Anything left in the hallway goes directly to lost and found.
- Cell phones, cameras, iPods, MP3 players, or other electronics are not allowed in school (See cell phone policy). If a student has one of these electronic items, it will be confiscated and can be retrieved by a parent or guardian from Mrs. Safford for a \$25 fee per incident. The phone will not be returned until the fee is paid.
- Much of the communication you will receive from Saint Paul School and from the middle school teachers will come via email; with that in mind, parents need to keep a current email address on file with the school.

SEE Handbook for further policies, including those governing cafeteria and playground.