

MORNING ARRIVAL:

- Doors open at 7:50 AM
- Must be in the classroom by 8:05 AM
- Classes begin at 8:10 AM

STUDENT RESPONSIBILITIES:

Students are responsible for:

- Handing in completed homework on time
- Making up work missed due to absence
- Completing work legibly and neatly
- Completing original work

LATE ASSIGNMENTS:

Incomplete or late work:

- An incomplete assignment will result in a demerit being sent home.
- Loss of a minimum of 1 recess until assignment is complete
- After 3 days, all incomplete assignments result in a 0
 - **ALL ASSIGNMENTS STILL NEED TO BE COMPLETED TO DEMONSTRATE COMPETENCY**

CHEATING

- Students are expected to complete work independently unless otherwise stated.
- Cheating on tests results in automatic grade of 0%. There are no retakes.

MAKE-UP WORK:

If a student is absent from school,

- Parents need to call the office or email teachers to arrange for homework.
- Homework will be sent home or placed in the office for pick up prior to 3:15 pm

If an extended absence is planned, students should discuss with teachers:

- what work will be missed and what can be completed prior to and during the absence

LOST/DAMAGED MATERIALS OR SCHOOL PROPERTY:

Students are financially responsible for

- School-owned items issued to them
 - textbooks, library books, lockers, etc.
- Damage to school property

CLASSROOM LIBRARY BOOKS:

- All classroom library books must be returned in a timely manner.
- Students will be responsible for replacement cost of lost/damaged books

TESTS:

- Adequate notice will be given
- Retakes will be given for test scores below 70%
 - Retake application must be completed and signed by a parent.
 - Retakes must be completed within 7 days of the original test date
 - The new score will be an average of the two tests or 75%. 75% is the highest retake score possible
 - 6th Grade - retakes allowed all year
 - 7th & 8th Grade - retake options will vary by trimester
 - Trimester 1 - all tests
 - Trimester 2 - 2 tests per subject
 - Trimester 3 - 1 test per subject

INAPPROPRIATE BEHAVIOR:

- Middle School uses a demerit policy to address inappropriate behavior.
- Refer to demerit policies for specific procedures.
- Principal and guidance counselor are informed when students are halfway to receiving a detention.
- Demerit forms must be signed by a parent/guardian & returned the next day.
- Loss of a minimum of 1 recess, or recess each day until demerit form is returned.
- Behaviors deemed extreme by staff members may be referred directly to the principal.

AFTER SCHOOL DETENTION:

- Students may be kept after school for academic deficiencies or behavior incidents.
- Parental notification will be made prior to detention.
- Detention will follow the Middle School demerit system.

HONOR ROLL:

- 7th and 8th grade students' G.P.A. will be used to determine honor roll placement
- See Grading System and Honor Roll form

DEFICIENCY SLIPS:

- Are given if a student is falling **below 70%** in any class or is below acceptable academic grade levels, according to each individual's ability.
- Slips will be sent home after the 20 day grading period of each trimester and as needed
- Alert parents to academic problems
- Allow students time to bring up grades.
- Teacher and student will discuss strategies to improve grades
- Must be signed by teacher, student, and parent/guardian and returned the following day

INELIGIBILITY:

If a grade falls **below 70%**, the student:

- May not participate in extracurricular activities for a minimum of one week or until the grade is brought up to passing
- Is not allowed to participate in games that occur during that time
- Is not allowed to participate in practices but may attend the practices.
- May not participate in recess for a minimum of one week or until the grade is brought up to passing

UNIFORM POLICY:

- Students & parents are responsible for knowing & adhering to Aquino's uniform policy.
- For violations, a change of clothing will be required before entering the classroom.

OUT OF UNIFORM DAYS:

- Attire must be appropriate and modest
- For violations, a change of clothing will be required before entering the classroom.
- See Uniform Policy for more details.

CELL PHONES/ELECTRONICS:

- Students may not use cell phones, iPads, or iPods during the school day without permission and supervision of a staff member.
- All electronics must be **on silent** and kept put away the classroom to avoid disturbance
- Students may never use electronics:
 - for taking photos of others without consent
 - in restrooms or locker rooms
- eReaders are allowed
- Violation of any these rules will result in:
 - verbal warning
 - confiscation of the electronic
 - item will be kept in the office and can be picked up after 3:00 PM
 - parent and principal notification

ASSIGNMENT NOTEBOOKS:

- Students must have notebooks during class and are responsible for documenting homework.
- Checked & signed by teacher and parent as needed

WATER BOTTLES/SNACKS/GUM:

- Students are allowed to have a water bottle throughout the year
- Students may not chew gum during school hours.
- Student athletes may keep healthy snacks in their lockers to have before going to practices.

MOVIES

- Occasionally PG-13 movies will be shown to our Middle School students.
- These movies are shown in conjunction with curriculum content, novel units, or reward days.
- All movies are screened by a teacher prior to student viewing.

**** Each situation is subject to the discretion of the teacher.**