

Middle School Policies

Homework

1. Students are responsible for checking **RENWEB/Google Classroom** if they are absent from school. Homework will be posted online and worksheets may be picked up upon return.
2. Homework that was due on the date a student is absent is **due the first class day he or she returns to school.**
3. Homework **assigned on the date a student was absent** will be expected within two class periods. It is the **student's responsibility** to turn in work that was missed on time.
4. Make-up tests will be given during the morning (before school) in Mrs. Farina's and Ms. Krampe's classrooms. Students must arrive at 7:15. If more time is needed to complete the test, arrangements need to be made by the student. Tests may also be made up during afternoon study hall. *Students have one week to make up a missed test and will receive a zero (0) in the gradebook until it has been taken. If a test is made up after the first week, there may be additional penalties applied to the final test score.*
5. Anyone leaving school early will be responsible for checking with their teachers and **RENWEB/Google Classroom** for any homework that was assigned that day.
6. No extra time will be given for work missed due to a counseling session with Mrs. Koonce or a visit to the nurse. The student must find out what was assigned while he/she was in counseling or the nurse's station.
7. Failure to turn in homework will result in a working recess and/or disciplinary action and may result in academic ineligibility. Parents will be notified (via RENWEB) if their child was assigned a working recess.
8. There will also be an additional Technology User Policy for middle school students. This policy will cover the use of Chromebooks and replacement fees for damaged or missing devices.

DISCIPLINE

9. The **Academic Honesty Policy** is a staple of Holy Name of Jesus Catholic School. Cheating of any kind will not be tolerated. A zero will be given as the academic penalty. *All Academic Dishonesty violations are subject to the Disciplinary Policy and are considered a Major offense (see Student Handbook 2019-2020).*

Plagiarism is defined as the actual copying of information without documentation, paraphrasing without documentation, or providing inaccurate documentation. It is a form of cheating/stealing because it involves misrepresentation of another's idea/words or actual "theft" of those ideas/words. Students who plagiarize will lose points or receive a zero on the assignment. If the majority of an assignment is plagiarized and it is apparent that the student intended to plagiarize, he/she will receive a zero and/or a major

10. **Minor behavior incidents (also referred to as demerits)** will result in a working (missed) recess and a parent signature request in the student's planner that will need to be signed and shown to the teacher the next day. Parents will also be notified via RENWEB of a documented demerit. Following the third minor/demerit, the student will be given a Behavior Reflection Writing which will be due the following day. If a student receives more than five demerits, he/she will serve an after school detention and a parent conference will be requested. A sixth minor/demerit will result in an office intervention which may include any other disciplinary action at the administrator's discretion. Minors/demerits will reset at the beginning of every quarter (9 weeks).
11. GUM WILL NOT BE TOLERATED AND WILL RESULT IN A MINOR/DEMERIT.
12. Habitual misconduct may result in **social probation** that does not allow the student to participate in any extracurricular activities.
13. Detentions, in-house suspensions, out of house suspensions, loss of extra privileges, and any other disciplinary action at the administrator's discretion, may be given to students with habitual misconduct or if a major behavioral incident occurs.

GENERAL RULES

14. Students may carry earbuds and/or a computer mouse in their pencil pouch. Earbuds are to be used only with specific instruction from a teacher. **Students using earbuds or other unapproved accessories will receive a technology violation and will be subject to losing technology privileges.**
15. **Male students** must have their hair styled so that the ears, eyes, and neck may be seen (ponytails are not allowed). Student hair styles must be worn neat and clean.
16. Use of cell phones during school hours is strictly prohibited. Cell phones must be turned off and kept in the student's backpack during school hours (7:00-3:15). If a student is seen with a cell phone outside of his or her backpack or the phone disturbs class, the phone will be confiscated. Any confiscated items must be picked up by a parent or guardian in the principal's office. If a second offense occurs, the phone will need to be checked into the office upon arrival and picked

up after the dismissal bell. If a student is caught using his/her phone during school hours, he/she will have to check his/her phone in and out at the front desk. Students in the bus line or waiting to be dismissed in the gym are not permitted to use their cell phone. **Students may lose all technology/media use at school.** The administration reserves the right to search the contents of a confiscated cell phone. All Cell Phone/Technology violations are subject to the Disciplinary Policy (see Student Handbook 2019-2020).

17. If students arrive before 7:15 A.M., they must wait in the lobby area. Between 7:15 and 7:45, they must report the gym. When going to the gym, backpacks will be left on the gym floor and not taken into the bleachers. No homework is to be done in the bleachers. Students may obtain a pass from the gym monitor to attend additional study services (library, computer lab, teacher classroom). No loitering will be allowed in the hallways or bathrooms.
18. Students will have two (2) minutes of passing time between classes.
19. Backpacks will be put in homerooms in the morning and not carried from class to class.
20. During lunch no one is to be in the hallway or restrooms without permission from the lunchroom or recess supervisors.
21. The office will allow student to use the phone **only in emergencies**. Leaving an assignment at home is NOT an emergency.
22. Grades will be reviewed every Friday at 3:30 P.M. Students not passing a class will be considered ineligible for extracurricular activities the following week, until the next Friday at 3:30 P.M.
23. Students may wear a HoUSE shirt (tucked in) with a belt and uniform pants on HoUSE Shirt Days. HoUSE shirts will be offered in the month of August by the athletic booster club. Occasionally, an appropriate shirt or jean day will be announced. Shirts must be tucked in and a belt worn. On jean days, the students may wear jeans that fit appropriately with a HoUSE shirt or if announced, an appropriate shirt of choice. No leggings or jeggings will be permitted.
24. We do not allow locks on middle school lockers. Please respect other students' property.
25. Excessive jewelry will not be permitted.
26. Shirts must be long enough to be tucked into uniform bottoms that fit properly.
27. Socks must not be distracting, and shoes must match.