

**MORNING ARRIVAL:**

- Doors open at 8:00 AM
- Must be in classroom by 8:10 AM
- Announcements at 8:15 AM
- Attendance will occur at 8:15 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:

- Loss of a minimum of 1 recess until assignment is complete

**Late assignment form:**

- States exactly what the missing assignment is and date it was due.
- Must be signed and attached to the assignment when it is completed.
- 10% deduction per day until the assignment is completed
  - **ALL ASSIGNMENTS STILL NEED TO BE COMPLETED**

**MAKE-UP WORK:**

If child is absent from school,

- parents may call school office prior to 8:15 AM to arrange for homework.
- parents may email teachers to make arrangements for homework.

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

- what work will be missed
- what work should 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 75%
  - Retake application must be completed and signed by a parent.
  - Retakes must be completed within 7 days of original test date
  - The new score will be an average of the two tests or 75% whichever is highest
  - 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:**

- Incident report is filed
- Principal and Guidance Counselor are informed
- Form must be signed by a parent/guardian & returned the next day.
- Incident report will be filed for:
  - Cheating - an automatic grade of 0%
  - Bullying - no type will be tolerated
  - Inappropriate language
  - Other incidents deemed inappropriate by staff members

**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 placement on the honor roll.
- See Grading System and Honor Roll form

**DEFICIENCY SLIPS:**

- Are given if a student is falling **below 75%** in any class or is below acceptable academic grade levels, according to each individual's ability.
- Slips will be sent home at the 20 day and 40 day period of each trimester
- Alert parents to academic problems
- Allow students time to bring up grades.
- Must be discussed with parents (talk about strategies to improve grades)
- Must be signed by 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 made before allowed in the classroom.

**OUT OF UNIFORM DAYS:**

- Attire must be appropriate and modest
- For violations, a change of clothing will be made before allowed in 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 turned off/silenced and kept in the locker while in the school to avoid disturbance
- Students may never use electronics:
  - for taking photos
  - in restrooms or locker rooms
- eReaders are allowed under the supervision of staff member

Violation of any these rules will result in:

- 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:**

- Must be with students at all times in all classes.
- Students are responsible for documenting homework.
- Checked & signed by teacher as needed

**WATER BOTTLES/SNACKS:**

- Students are allowed to have a water bottle throughout the year
  - Water bottles should be kept in a koozie or wrapped in a washcloth
- Students are allowed 1 snack per day.
  - Snacks need to be healthy
    - **NO candy**

**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.