

OLGC Middle School Policy

Our Lady of Good Counsel's primary goal is the Christian education of our students. The OLGC Middle School Policy is in place to teach the middle school student responsibility and to be his/her own advocate. "We believe that students should be active learners who are encouraged to think for themselves and take ownership of their learning." (OLGC Mission Statement/Philosophy)

Please note, in addition to the policies listed hereafter, each middle school teacher will set his/her own individual classroom policies at their own discretion. It is the student's responsibility to adhere to all classroom policies as well as school policies. (OLGC Parent/Student Handbook)

Middle School Student Responsibilities

- Middle school students must be prepared for all classes. A student is required to have all books, workbooks, notebooks, assignments and supplies necessary/required for class.
- It is the student's responsibility to keep track of all class work and assignments (assignment notebook).
- A student is responsible for turning in all assignments on the date the assignment is due. (See Late Work Grading Policy for additional information). In the event that a middle school student turns in work that is unsatisfactory due either to effort or failure to follow directions, it is at the sole discretion of the teacher whether work will be accepted.
- The student is responsible for keeping a record of his/her grades and parents may view grades using Edline. Please contact the middle school subject area teacher with any questions regarding grades.
- Any test, quiz, or homework assignment sent home to be signed must be signed and returned by the next school day.

Communication with Teachers Student/Teacher Communication

It is the responsibility of the student to be the first line of communication regarding missing class work, projects, grades, additional assistance, etc. Students should work to become self-advocates and discuss concerns with the teacher directly, e-mail communication between a student and teacher is strongly discouraged.

Parent/Teacher Communication

The teachers are always willing to discuss an issue regarding a student. Positive communication is required. (Refer to Parent/Student Handbook) If a misunderstanding occurs, the Principal or designee will be notified. Grades for Middle School students will be posted on *Edline* and will be available for viewing by Middle School parents at any time. Grades will be updated frequently. *Edline* is accessed through the Middle School homepages. Parents will be required to set up a login and password in order to access the system.

Absence Policy

- **Absence due to Unforeseeable Illness**

It is the responsibility of the student who is absent from school to ask his/her teacher(s) for missed class work upon return to school. Students are responsible for turning in completed assignments on the date arranged with the teacher. The due date will be commensurate with the length of the absence.

During the absence, if a student desires to complete class work prior to returning to school, it is the student's responsibility to communicate with a classmate and/or check teacher websites for assignments.

In the event that a student is absent from school in excess of two days, missed class work and books may be requested by 10:00 a.m. the morning of the third absence and everyday thereafter by emailing the homeroom teacher. Requested materials will be available for pick-up on the following day. Pick-up will be during regular school hours at the receptionist's desk. Parents are not allowed to go upstairs to a student's locker in order to gather materials for the child.

- **Anticipated absence (Vacation, High School Shadowing, Scheduled Doctor Appointment/Procedures, ect)**

When parents wish to take their son/daughter out of school for personal and/or medical reasons, the middle school teacher(s) are not under any obligation to provide tutor/special assistance. Any missed tests or quizzes will be taken the next day.

Late Work Grading Policy

Assignments turned in late will result in an appropriate point deduction from the grade for each day it is late up to five days. The amount of point deduction is to be determined by the subject area teacher based upon the weight of the assignment and the length of time the student had to complete the assignment. After five days, no credit for the assignment will be given. If a student does not have the assignment that is due, and it corrected as part of the class then no credit will be given.

Please note: It is the student's responsibility to complete and turn-in all missing assignments no later than 5 school days past the student's return to school. A teacher is not required to provide make-up work to a student who fails to turn in his/her assignments.

Extra Credit Opportunity

Offering and accepting extra credit is at the discretion of the individual teacher. Extra credit opportunities will only be given if it involves the whole class. No individual extra credit will be given.

Standardized Heading for Assignments

Any assignment should follow the standard heading found below. One point will be taken off if the header is not presented on the assignment. In addition, up to one point can be taken off for any assignment, quiz, or test that is completed or turned in without a name.

The header should include the student name/student number, the date, and the subject in the upper right hand corner. The assignment (i.e. – page number and problems) should be written in the top left hand corner.

Disciplinary Consequences

The demerit and detention system is in place to help support the teachers in their effort to educate the middle school children. Below you will find the guidelines used with the system.

- Demerits usually are given after several verbal warnings.
- It is a written warning to help prevent the offense from occurring again.
- Teachers have the flexibility to go beyond the recommended number of demerits given for an individual offense.
- The offender will be given a demerit slip when an offense occurs.
- The student is responsible for notifying the parent(s) when a demerit is received.
- When necessary, the parent(s) will be notified either by the teacher or the Assistant Principal upon receipt of multiple demerits.
- After 10 demerits are accumulated by a student (per quarter), a detention will be given.

Offenses (1 demerit)

Uniform violation Leaving locker open

Offenses (3 demerits)

Chewing gum Disruptive behavior Unacceptable language
 Inappropriate material in locker Disrespect of peers Being somewhere without permission
 Failure to follow classroom, hall, cafeteria, or playground procedures

Offenses (5 demerits)

Damage to school property Disrespect of adults
 Inappropriate computer use Damage to peer's property
 Use of electronic devices

Cheating is unacceptable and will be handled in an appropriate manner (demerits, detention, or suspension).

**This list contains some areas that may become an issue. It is impossible to list all of the situations that may occur. Teachers and administrators have the option to modify the number of demerits depending upon the specific situation.

Detentions, In-School Suspension, Out-of-School Suspension

Depending upon the severity of a situation, teachers reserve the right to assign a detention at any time. Administrators reserve the right to assign any of the above consequences as needed.

- Detentions can be served from 7:00-8:00 in the morning and 3:00-4:00 in the afternoon. Dates and times will be worked out with the teacher or administrator.
- In-school suspensions will be served either in the Assistant Principal's or Counselor's office with proper supervision.

OLGC Middle School Policy Agreement

I have read and agree to abide by the policies and requirements stated in the OLGC Middle School Policy document. I have discussed the Middle School Policy with my child(ren) and my child(ren) is/are aware of his/her responsibilities as a middle school student at Our Lady of Good Counsel Catholic School.

Parent Signature

Date

Student Signature