



## THE ACADEMY OF OUR LADY OF PEACE MIDDLE SCHOOL (GRADES 5-8) GUIDELINES

The Academy of Our Lady of Peace is a school that offers a diverse and quality program combining spirituality, academics, and athletics. It is a “family” striving for the development and enrichment of all its members.

Middle school students at The Academy are challenged to excel academically, learn personal responsibility; show respect for others at all times, and develops a deeper understanding of their Catholic Faith. In order to help our students achieve those standards we have developed some simple guidelines that we require all our students to follow.

An Academy student:

1. Should arrive on time for the Pledge of Allegiance and school prayer.
2. Have books and all necessary supplies needed for each class. Books must **always** be covered. No one may return to a class to retrieve a forgotten book.
3. Be on time for class. If this is not possible, a message should be given by the office or another student as to someone’s whereabouts.
4. Will inform the homeroom teacher, by a parent’s note, if late arrival, early dismissal, or an absence is necessary, and this information will be passed to all other teachers.
5. Always be in the proper uniform except on tag days. No nail polish, makeup, or dangling earrings may be worn.
6. Be respectful and courteous to faculty and staff, and all students.
7. Remain quiet in the hallways and observe the rules of the cafeteria and playground.
8. Turn off all electronics during school hours and leave them in backpacks.

When an Academy student does not live up to their responsibility there is a system that we will be using as a school community to ensure that our students understand that the guidelines outlined above are important and will be enforced.

The following policy applies to all infractions that deal with improperly wearing the school uniform or a student's poor behavior.

**1<sup>st</sup> infraction:** the student will be verbally warned that the behavior/dress is inappropriate and must not continue.

**2<sup>nd</sup> infraction:** the student will be verbally warned along with parents being contacted by the teacher to notify them about the behavior/dress at issue.

**3<sup>rd</sup> infraction:** students will receive a recess detention and parents will be contacted by the teacher.

**4<sup>th</sup> infraction:** student receives three days of recess detention and parents must meet with the principal to discuss ways to improve the student's behavior/dress.

#### Homework Policy:

At The Academy we believe that homework is an important part of a student's education. Homework helps to reinforce the concepts that were taught during the school day. In doing homework students are able to understand what part of their lessons they know well and what they need to ask questions about the next day in class.

Completing homework also helps The Academy student learn discipline, time management and priority setting. It is not a coincidence that when we see a student who struggles in class we also usually see a student that is inconsistent with doing their homework.

With that in mind we have listed The Academy's homework policy below.

1. Write all assignments from each class in the school-provided book on a daily basis.
2. Students and parents should be checking the teachers Schoolnotes page as well as Powerschool to ensure that they are up to date on class information and their own grades.
3. Have assignments, including any **daily** homework, completed by due dates. Teachers will make exceptions for illness and family emergencies. "I forgot" is not part of The Academy middle school students' vocabulary in regard to assignments. If work is not submitted on time, the five main teachers will give a grade of 50% for one day late, and a 0 if more than one day late.

The special teachers—Art, Music, Computers, Physical Education, Spanish, and Latin—will determine their own policies. Absent students are responsible for seeing their teachers and asking about any assignments or any class work that they missed.

Extra-curricular activities:

Over the past few years the number of before and after school activities available to our students has grown. These activities are very important to the life of our school and give the students who participate in them a chance to discover or develop talents that are not necessarily part of the normal Academy curriculum. In order to participate in these activities the following guidelines must be followed.

1. An Academy student must maintain at least a C average at the end of each trimester in every subject area listed on the report card.
2. An Academy student can have no I's listed on the behavior side of the report card.
3. Academy students must be respectful to all coaches and parent moderators of the activities at all times.
4. Academy students need to work hard and show commitment. Students should be on time for practices, competitions, performances and always give their best effort.
5. Academy students must tell the moderator or coach if they cannot make a practice/ game/meet/performance before missing the actual practice game/meet/or performance.
6. If The Academy student wishes to no longer participate in the activity they must tell the coach or moderator. This shows respect for the coach/moderator and maturity on the part of the student.

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I have read **The Academy Middle School Guidelines**.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_