

SJS Junior High Academic & Discipline Policies / 2023-2024

Homework reinforces what has been taught in class, prepares students for upcoming lessons, and helps students develop self-discipline, responsibility and organizational skills. Therefore, we expect students to turn in all work completed, neatly done, and on time. Further, we expect students who do poorly on tests and assignments to take active steps toward academic improvement.

The following policies are intended to provide clarity and consistency, while also acknowledging that each teacher assigns and grades student work differently.

General Policies

1. Students are responsible for seeing teachers outside class time about late/missing work.
2. Students who are absent due to illness have two extra days to complete work for each day absent.
3. Students are expected to inform teachers of pre-planned absences (vacations, high school visits, sporting events, etc.). Due dates for missed assignments will be discussed with each individual teacher.
4. Work turned in late **will** earn no more than 80% of the total points possible.
5. Teachers **may** refuse incomplete work, in which case it will be considered late/missing.
6. Cheating **may** result in a zero on the assignment, test or quiz and **may** result in discipline consequences as well.
7. Plagiarism **may** result in a zero on the assignment, test or quiz and **may** result in discipline consequences as well.
8. For Literature classes, Individual Writing Assignments (IWA's) and Outside Reading Assignments (ORA's) **may not** be turned in after the turn-in window closes.
9. For Religion classes, service hours turned in after the **final due date** will not be accepted.

Consequences for LATE Work -- Turned in by student after due date and time.

- Work turned in late will receive a maximum score of 80%.
- Each instance of late work is documented with the Junior High para-professional.
- After each late assignment in a quarter, parents will be contacted.
- After four late assignments in a quarter, the student will be required to attend a Supervised Study for the 4th and all subsequent late assignments. Failure to serve a supervised study may result in a consequence such as lunch detentions.
- Upon six late assignments in a quarter, parents may be contacted to meet with school personnel.
- Teachers will allow 3 school days for students to complete late work on their own. After 3 school days, the work will be recorded as a zero and the teacher may no longer accept the work.

Re-do Policy

- Late or incomplete work may not be re-done for additional credit; the original grade will stand.
- Complete work submitted on-time **may** be re-done for up to 80% credit.
- Work must be re-done before the test/completion of that unit of study.
- Tests may be re-done, with teacher and parent approval, for up to 80% credit.
- Tests must be re-done within five calendar days after the teacher returns the graded test; the student is responsible for completing the retest form process and coordinating the retest with the teacher.

Supervised Study

- Teachers will offer Supervised Study as needed after school on Monday, Wednesday or Friday (3:15 PM to 4:00 PM).
- Parents may request Supervised Study by contacting the student's homeroom teacher.

- Teachers will require Supervised Study for students with 4 or more late assignments in a quarter. Failure to serve a supervised study may result in a consequence such as lunch detentions.
- Teachers may require Supervised Study for students struggling to meet expectations.

Conduct Cards

The merit/demerit conduct card system is a tool used to keep the school atmosphere and learning environment a safe and healthy place for teachers and students.

- Students will be issued a new conduct card at the beginning of 1st quarter, 2nd quarter, and 3rd quarter.
- Students are expected to have their conduct card with them at all times.
- One side of the conduct card will be used for demerits.
 - A student will receive a demerit for unacceptable behavior or failure to follow school policies.
 - Demerits can be given by any SJS staff member.
 - If a student receives a demerit, the student is required to take home the conduct card that day to show a parent and get a parent signature. Cards will not be taken home over the weekend.
 - If a student receives 5 demerits on one card, the student will be assigned an after school detention on Monday, Wednesday, or Friday (3:15 PM to 4:00 PM) and then issued a new card. Failure to serve a detention will result in a consequence such as lunch detentions.
- If a conduct card is lost or destroyed, the student will be assigned an after school detention on Monday, Wednesday, or Friday (3:15 PM to 4:00 PM) and then issued a new card. Failure to serve a detention will result in a consequence such as lunch detentions.
- The other side of the conduct card will be used for merits. Merits are given for behaviors that go above and beyond what is expected of the student.
 - Merits can be given by any SJS staff member.
 - If a student earns 5 merits on one card, a demerit will be eliminated from the other side of the card.
- If repeated detentions occur, there will be an additional set of discipline steps.
- See discipline policy in the family handbook via the school website for more details.

Acknowledgement of Academic Policies

I _____ acknowledge that I have read and understood the
(Print **STUDENT** Name)

2023-2024 Junior High Academic Policies.

(Sign **Student** Name) (Date)

I _____ acknowledge that I have read and understood the
(Print **PARENT** Name)

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