***MIDDLE SCHOOL HOMEWORK AND DISCIPLINE POLICIES***

**HOMEWORK AND/OR INCOMPLETE CLASSWORK POLICY:**

**1 day late:**

* A notice will be given to the student to give to his/her parents to inform them about the homework and the Saturday class. The student will have his/her parent sign the notice and return it to the teacher the following day.
* Student will be placed on a lunch detention the following day where he/she can use the time to make up the missed work. The student must report to the detention no later than 11:05 and stay until 11:30.
* The student automatically receives 11 points off of their earned score.
* If the student work’s is still incomplete and/or completed in an effortless fashion by the end of the detention, the teacher may opt to refuse the work. The student may be required to attend the Saturday class to finish the work.
* If the student is a no-show then the teacher hosting the lunch detention will email Dr. Steve CC: Hong to inform the parents that their child has to come to Saturday class.

**2nd day late:**

* Student will have to report to Saturday class where he/she will be expected to make up the missed work.
* Once the work is completed, the student will receive 50% of the earned score.
* If the student is a no-show then it will be reported to Dr. Steve for disciplinary action.

**Teacher and administration responsibilities:**

1. All MS teachers will follow this policy with the full support of the administration.
2. Lunch detentions will be coordinated by the MS teachers. In the next couple days, a Google doc will be created that will serve as a sign-up sheet (coming soon) for teachers hosting the lunch detentions. All MS teachers will be expected to participate 1 day/month.
3. The detention will take place during the first part of lunch from 11:05 – 11:30. The student will not be given more time to complete the assignment during lunch. They must finish the assignment in a suitable fashion or the teacher may still consider the work incomplete.
4. Teachers who assign detentions will have to place the name of that particular student on a online doc that will be created shortly.
5. The hosting teacher will be expected to email Dr. Steve (CC: Hong) any names of students who were no-shows. Dr. Steve will then sign them up for Saturday class.

**MS DISCIPLINE PROCEDURES:**

* No food or drinks (other than water) allowed in the building
* No food or drinks (other than water) allowed on the field
* No student elevator use
* No running/yelling/horseplay in the hallways
* Students required to use water bottles (no plastic bottled water)
* Students will be expected to speak English at all times in and out of the classroom
* No electronics allowed from 7:00 – 15:10 unless the teacher permits for class purposes or emergency purposes.
* Students are not permitted to complete homework in the hallways.
* No bags permitted in rooms
* Students must have their names printed in ink in all of the textbooks\
* Students are not allowed in the building during lunch (unless requested by a teacher)
* Students must be out of the building by 3:30 (unless requested by a teacher, or participating in ASEP)
* Students are only permitted to go to lockers

- before 1st period,

- morning break,

-lunch time,

-and the 5 minute transition at 1:30.