

Saint Monica School
Classroom Policies and Procedures

Dear Parents and Guardians:

In order to maintain an environment that nurtures all students and enables them to grow intellectually and physically, we have developed a classroom discipline plan. Please read and discuss the following policies with your child.

- Self-control and respectful behavior is to be maintained – in class, in line, on the stairs, and in the halls at all times.
- Our classroom and school is a safe environment where verbal, physical, and mental bullying will not be tolerated.
- Honesty and integrity are expected in all student interactions including completing assignments, projects, quizzes, and tests. Plagiarism and “copying” other students’ work will not be tolerated and may result in a zero grade and disciplinary action.
- Homework assignments, quizzes, tests, projects, and assignment books **MUST BE SIGNED** each night. One point will be deducted from the homework grade (100) for each unsigned assignment in the related subject. Students may receive a demerit for each unsigned test, quiz, or project after issuance of an initial warning. Students may also receive a demerit for refusal to complete assignments at the teacher’s discretion.
- Each incomplete homework assignment results in a deduction of five points from the homework grade (100), which is assigned for each subject at the beginning of the marking period. Incomplete homework will be marked as such in homework assignment books allowing you to be aware of any infraction immediately. Students will be required to complete the missed assignment on the following night in addition to current assignments. Students may receive demerits if repeated reminders are necessary.
- Written homework is **NEVER** assigned on Friday evening, but students will be responsible for casual reading and attending Mass during the weekend. When a project has been assigned, students are responsible for managing their time wisely in order to complete the project in a timely manner. Time is **ALWAYS** allotted during the school day for ongoing projects, but if students choose not to use that time, they may need to complete the assigned project over a weekend in order to meet the deadline.
- Speaking to peers out loud during a test or lesson is unacceptable. If a student is speaking during a test, the test will be taken by the teacher. Calling out is inappropriate and disruptive behavior.
- Any breach of the school uniform dress code will result in a demerit after initial warning (**PLEASE REFER TO THE SAINT MONICA SCHOOL HANDBOOK**).
- Students who are absent are required, by law, to provide an absentee note to the teacher upon their return.
- Students who have missed scheduled tests are responsible for making up those tests. If a student is absent on the day of the test and returns the following day, they are expected to make up the test within the week of their return or make other arrangements if necessary.

These policies and procedures have been discussed with the students, but it would appreciate it if you would review these policies and procedures with your child.

Thanking you in advance for your cooperation and looking forward to working with you to assist your child in being successful in the coming year,

Mrs. Barbi