

Kirkland Junior High School

MOTTO: Expect the Best

2009-2010 Panther Handbook & Planner



**430 18th Avenue
Kirkland, WA 98033
(425) 936-2420**

**Principal - Deborah K.W. McC Carson
Assistant Principal - Craig D. Mott**

**Counselors
Carol Hinrichs, 7th grade and 8th grade
Justina Olmsted, 9th grade**

**Counseling phone: (425) 936-2423
Fax: (425) 889-1589**

Vision Statement : A caring community of dynamic, lifelong learners

This student planner belongs to:

Name _____

This planner is provided free of charge to each KJH student. If a student loses the planner, he or she is responsible for replacing it at a cost of \$5. Replacement planners may be purchased in the main office.

Goals

Our goals are to create a sense of community within the school which fosters respect for self and others, to maintain order and security, to provide a suitable learning environment, and to teach responsible behavior. The definitions and procedures conforming to state laws and regulations and the Lake Washington School District Regulations have been developed by Kirkland Junior High School parents, teachers, students, and administrators to meet these goals.

Important Dates

Sept. 1	First Day of School
Sept 7	No School – Labor Day
Oct. 2	No School – LEAP Day
Nov. 5	Last Day 1 st Quarter
Nov. 11	No School – Veterans’ Day
Nov. 12	Secondary Grades Due
Nov. 25	Half Day
Nov. 26-27	No School – Thanksgiving Vacation
Dec. 21-31	No School – Winter Break
Jan. 1	No School – New Year’s Holiday
Jan. 18	No School - Martin Luther King Jr.
Jan. 22	Last Day 1 st Semester
Jan. 29	Secondary Grades Due
Feb. 11-12, 15	No School – Mid-Winter Break
Mar 19	No School – LEAP Day
Mar 29-31	No School – Spring Break
April 1-2	No School – Spring Break
April 9	Last Day 3 rd Quarter
April 16	Secondary Grades Due
May 7	LEAP Day
May 31	No School – Memorial Day
June 14	Secondary Grades Due
June 16	Half Day – Last Day of School

Daily Schedule

1 st Per.	8:15 – 9:07
RDG.	9:12 – 9:30
2 nd Per.	9:30 – 10:22
3 rd Per.	10:27 – 11:19
A LUNCH	11:24-11:54
4 th Per.	11:59-12:51
B LUNCH	12:21-12:51
4 th Per.	11:24-12:16
5 th Per.	12:56 – 1:48
6 th Per.	1:53 – 2:45

Wed. LEAP Schedule

1 st Per.	8:15 – 8:55
2 nd Per.	9:00 – 9:40
3 rd Per.	9:45 – 10:25
A LUNCH	10:30-11:00
4 th Per.	11:05-11:45
B LUNCH	11:15-11:45
4 th Per.	10:30-11:10
5 th Per.	11:50 – 12:30
6 th Per.	12:35 – 1:15

2010 Measurements of Student Progress (MSP)

(Replaces the WASL)

7th and 8th Grades

Paper/pencil test – May 12 through May 28, 2010

Online tests – May 10 through June 4, 2010

KJH Staff Emails

Teachers

Anderson, Ruth	ruanderson@lwsd.org
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Administration

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Library

Ritchie, Dan	dritchie@lwsd.org
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Counseling

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Classified

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Herrick, Debra	dherrick@lwsd.org
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Seema Waghmare	swaghmare@lwsd.org

Kirkland Junior Attendance Policies and Procedures

In keeping with Kirkland Junior High's motto "Expect the Best," the staff has implemented a common attendance/tardy policy for all students. This policy will be consistently enforced so that instructional time is maximized throughout the day. Regular attendance is a responsibility shared by a parent/guardian, student and school. Students are expected to attend all scheduled classes unless prior arrangements have been made between the parent/guardian and the attendance office.

Absences, Late Arrivals, and Early Dismissals will be excused for:

Professional medical appointments, illness, legal appointments, family emergencies, religious purposes, and pre-arranged absences with a completed and filed contract with the attendance office.

Tardy to School

A student who arrives **tardy to school** is required to report to the Attendance Office for an admit slip. Tardies to school are excused by a phone call or a written note from a parent or guardian. **Absences and late arrivals WILL NOT be excused for:** sleeping in, missing the bus, completing homework, delay by traffic, or failure to complete an absence contract **regardless if the parent/guardian calls or sends a note.**

Tardy to Class

Students are expected to be in their seats, with necessary materials out, beginning the warm-up activity when **the clock changes to the starting time** of class. Teachers will close their doors as a visual indicator that students are tardy for class. Students who are not in their seats and working when class begins will be considered tardy. Each tardy to class during the day will be handled by the individual teacher for the first two (2) occurrences. A third (3) tardy will result in an in-class consequence. A fourth (4) tardy will result in students reporting to the office for an admit slip and will be assigned a consequence. Consequences are progressive in nature and may include lunch or after-school detention, ISS, or parent conference. If a teacher detains a student after class, the teacher will issue a pass excusing the student. Students who are 10 or more minutes late to class will be considered absent.

Early Dismissal (i.e. Dentist, Doctor Appointments)

A student may only be excused from school before the end of the day if the parent or guardian has called to excuse the student or if the student brings a note from the parent or guardian requesting the dismissal. We encourage students to bring a note to the Attendance Office **before** the beginning of school. If the parent or guardian phones the office for an early dismissal, the student will be notified of the time of the dismissal. Early dismissals will be listed on the daily attendance bulletin for the information of the teachers whose classes may be missed. **No student shall be excused from school for any reason without clearing through the Attendance Office or Main Office before leaving. Parent/Guardian must sign their student out at the main office.**

Admission after Absence

A student who has been absent from school may be excused by a parent or guardian in one of two ways. The parent or guardian may call the school and excuse the absence (on the day of the absence) or send a written note with the student the day the student returns to school. The student must bring the note to the Attendance Office prior to the beginning of first period. An admit slip marked excused will be issued and should be shown to each teacher. If the parent or guardian does not call or send a note to excuse the absence, the student must pick up an admit slip that will be marked unexcused. A previously absent student will not be permitted to return to class without an admit slip. An absence not excused by the parent or guardian will be considered a truancy.

Previously Arranged Absence

We ask that an absence contract be **completed 48 hours** in advance of when your student will be missing school for three or more days. To obtain an absence contract from the attendance office, students are asked to bring in a note stating the reason and dates of the absence. Once issued, **your student** will take the absent contract to each of their teachers before or after school to obtain homework or make arrangements with their teacher as to when tests, homework and assignments can be completed. Students must schedule make-up testing with their teacher before or after school. Teachers are not required to provide work in advance; however, **all assignments that have been provided are due upon the student's return to school.** Failure to complete an absent contract and have it turned into the counseling office prior to the absence will result in your student receiving a zero for the assignments missed. Absence contracts are not completed until all signatures are gathered and returned to the attendance office. Extended absences are not in the best interest of your student, but we realize that emergencies and other family issues arise. It is important to schedule family trips during school breaks as students miss valuable classroom instruction and lab time.

Kirkland Junior High Absence Contract
(3 or More Days)

The parent(s)/guardian(s) of _____ have requested that he/she be excused from school from _____ through _____.

Please state the student's current status within your classroom, whether this student is doing well, average, or poor work and the effect this absence might have on the student's grade.

Period	Subject	Assignment(s)	Current Class Status Good/Average/Poor	Teacher Initial	Assignments are due
1					
2					
3					
4					
5					
6					

Teachers reserve the right to not assign homework prior to the absence, rather, they will provide time and missing assignments once the student returns. It is **your student's responsibility** to contact his/her teachers about the assignments upon his/her return.

All assignments that are assigned must be completed and turned in upon students return.

Counselor Signature _____ Date _____ Student Signature _____ Date _____

Parent Signature _____ Date _____

A copy of this contract will be filed with the Attendance office and must be turned in completed prior to the absence in order to receive credit for missing work.

Chronic Attendance Problems

In cases of chronic tardiness and poor attendance, parents will be notified. Referral to the counselor, detention, short or long term suspension may result. A student's academic grade or credit in a particular subject or course may be adversely affected by tardiness or absences only to the extent and upon the basis that:

1. Student's attendance and/or participation are related to the instructional objectives or goals of the particular subject or course.
2. The student's attendance and/or participation have been identified by the teacher, pursuant to policy of the school district, as a basis for grading, in whole or in part, in the particular subject or course.
3. After four tardies, a student could be assigned an in class consequence.

It is the responsibility of every teacher to keep an accurate daily record of pupil attendance in each class.

Teachers **are not required** to provide make-up work in cases of **unexcused absences**, and academic performance may suffer as a result. For every day a student is absent, the student has the same amount of days to make up the work, provided the absence is excused.

BECCA Bill

The law generally requires all parents, including guardians or other legal custodians of juveniles, to ensure that children between the ages of eight and eighteen attend school, except under certain circumstances. Parents, guardians, custodians of juveniles violating this requirement may be fined up to twenty-five (\$25.00) per day or ordered to perform community service at the child's school, unless the parents can show reasonable diligence in attempting to get the student to attend school, or if the school fails to discharge its legal requirements. For more detailed information about the law, please contact the school.

Homework Requests

Making up missed assignments is the student's responsibility. There are a number of methods to obtain your missed assignments these include: calling a fellow student, emailing/calling the teacher, upon returning to class, obtain your assignments from your teacher and making arrangements to make up lab and quizzes.

When requesting homework for a student who is ill, please remember the student must be absent for three consecutive days. **If you know the student will be out for three days, you may request homework on the second day of illness.** The homework may be picked up on the third day. Parents may request homework through the counseling office. **Teachers require a twenty-four hour notice to prepare assignments.**

Library Information Access **Kirkland Junior High School Library Media Center** **Dan Ritchie, Teacher-Librarian** Open 7:15 AM to 3:15 PM every school day

Mission: In our Library, we want to ensure that every student is an effective user of ideas and information.

Goal: Our goal is to have every student at Kirkland Junior High an efficient researcher who can recognize reliable resources and respect authorship and cite their sources.

We offer our students nearly 10,000 print volumes, which includes an extensive reference collection. We also have eighteen student computer stations, all with access to the library system and the Internet. Students can access our library as well as the LWSD web resource page from home. We expect our library users to follow the LWSD Code of Conduct and to be on line for research, education or school-related business.

Using Computers at Kirkland Junior High School

The following rules, procedures and guidelines apply to any use of any computer or technological device at Kirkland Junior High. These rules and procedures as well as the LWSD's technology guidelines, apply to all members of the Kirkland community.

Rules:

1. No food or drinks are allowed near computers or other technological equipment. There are no **exceptions** to this rule.
2. The use of technology is a privilege. All use of technology must be approved by a staff member. The primary purpose of the computer labs is to provide areas for full-class instruction. Drop-in use of the labs is available to students at the sole discretion of staff members.
3. Alerting or tampering with any equipment, software, or operating systems is expressly forbidden. "Altering" includes, but is not limited to: installing programs, deleting materials, changing, moving, or re-naming existing materials on any LWSD equipment. Note that damaging technology in these ways is a serious offense, which may result in Step #2 or Step #3 disciplinary actions being taken on the first offense. If appropriate, students may also be required to pay restitution for lost, stolen, or damaged technology.
4. Since KJH computers are for educational uses only, no games are allowed. Playing computer games using KJH equipment is expressly forbidden unless it is in a structured club setting.

The Lake Washington School District#414 complies with all federal rules and regulations and does not discriminate on the basis of race, color, national origin, sex, or handicap. This holds true for all students who are interested in participating in educational programs and/or extra-curricular school activities. Inquiries regarding compliance procedures may be directed to the Personnel Office, title IX Officer, P.O. box 97039, Redmond, Washington 98073 (425-702-3266).

Activities

There are a variety of clubs and activities that meet before and after school. Some clubs and activities represent Kirkland at district, state, and national levels, such as our Math Team and Academic Games team. Listen to the morning announcements for days and times of upcoming meetings. Students must attend four of six academic periods in order to participate that day in school sponsored activities.

<i>Academic Games</i>	<i>Builder's Club</i>	<i>Honor Society</i>	<i>Jazz Band</i>
<i>Leadership</i>	<i>Math Team</i>	<i>Power Hour</i>	<i>Yearbook</i>

Information about clubs and activities offered will be provided at the beginning of the school year. Club/activity offerings are subject to change or deletion due to changes in staff

Associated Student Body (ASB)

Student Body Officers – These students are elected each year to represent you. The officers are elected each spring for the next school year. To be eligible, officers must have at least a 3.0 average in citizenship and a 3.0 or better cumulative grade point average.

The ASB Officers for the **2009-2010** school year are:

President: Joe Castro	Vice President: Jessie Navarre
Secretary: Joey Gribble	Treasure: Manon Debuire
8th Gr. Rep: Montana Hanson	9th Gr. Rep: Kristi Chan

Student Council – A representative from each class is elected to serve on the council. The council is the governing body of the ASB. Every student is encouraged to contribute ideas, concerns, and information to their class or grade representatives.

Kirkland Junior Athletic Program

All students entering a junior high school athletic program must be approved for athletic competition by a medical authority. A student's physical clearance is good for a 2 year period of time. We encourage you to make your appointment for a physical prior to the beginning of school, that way your student will be ready to participate in the fall. In addition to a physical, students must have an ASB card, emergency contact, parent permission, signed athletic policy, insurance coverage, and pay the participation fee.*

First quarter (September 1) we offer: Girls Badminton, Girls Softball, Boys Tennis, Boys 7th Grade Basketball and Football for 8th and 9th grade boys (starts Aug. 24)

Second quarter (November 2) we offer: 8th and 9th grade Boys Basketball and 7th, 8th, and 9th grade Girls Basketball

Third quarter (January 25) we offer: Boys Wrestling and 8th and 9th grade Girls Volleyball

Fourth quarter (March 22) we offer: Co-Ed Track, Girls Tennis, Boys Baseball, and 7th grade Girls volleyball

Due to the rising costs associated with the support of the district's athletics program, the Board of Directors approved a participation fee for the 2009-2010 school year. Fees will be collected on a per sport basis with both individual and family caps. The family caps will apply for brothers/sisters who attend the same school. Fees must be paid at the time of turnout and will be so noted on the clearance form approved by the ASB Secretary. Parents of student who are unable to afford the fee should contact the main office. The following **participation** fees apply for the 2009-2010 school year.

Junior High School

\$105 per sport with an individual cap of \$210
Siblings at the same school are capped at \$315

Refunds will be provided under the following conditions:

1. Student is cut from the squad by the coach 100% refund
2. Student quits due to illness or injury prior to 1st contest 100% refund
3. Student quits due to family moving prior to 1st contest 100% refund

ATHLETIC ELIGIBILITY: Students must be in attendance for at least four class periods of the school day in order to participate in any school related activity or sporting event unless previously arranged with administration.

In order to maintain athletic eligibility; the student shall maintain passing grades in all subjects taken and a current 2.0 GPA.

After-School Activities

All students are encouraged to get involved in after-school activities whether sports or activities. However, students who are loitering on campus or not involved in an activity (supporting or participating) will be asked to leave school grounds.

Spectators and participants are to demonstrate sportsmanship; this includes refraining from making inappropriate comments to officials, opponents, and fans. Failure to do so will result in person/persons being asked to leave and not allowed to return to after school activities without administration approval.

KIRKLAND JUNIOR'S A-Z's

After-School Work Detention:

Student is required to pick up litter, and/or perform light cleaning activities on the school grounds for a period of 60 minutes (3:00 p.m. until 4:00 p.m.). Work detention is assigned only by school administrators, or designee. Twenty-four hours notice, verbal or written must be given to parents. Students and parents are responsible for transportation.

Alcohol and Drug Policy:

According to the Drug-Free Schools and Communities Act, schools must be totally free of unlawful drugs or alcohol. No one is allowed to possess, use, or distribute tobacco, drugs, or alcohol while at school or while taking part in any school activity.

Annuals (Yearbook):

Yearbook is available to all students for \$25 and is on sale in the main office. Quantity is limited to a first come, first serve basis.

ASB Card:

ASB card is required to participate in any athletic, academic or club activity. The ASB card costs \$20.00 and will reduce the cost of ASB dance tickets. There is a \$5 replacement charge for lost ASB/ID cards.

Assembly Behavior:

There will be a number of different types of assemblies, each requiring a different type of behavior. In general, however, several procedures must be observed regardless of the assembly.

- Students are to sit with their assigned class.
- When a speaker steps to the microphone, you are to give that person your undivided attention.
- Applause is the only acceptable form of audience approval at most assemblies.
- Remember that your appropriate behavior reflects positively on the student body.

Balloons:

Balloons are discouraged at school. However, should students receive or bring balloons; they must be kept in the main office. No balloons in classes or hallways. Cakes, cupcakes, or birthday treats are not allowed in the classrooms or hallways.

Boat Bash

Boat bash is an end of the year dance and celebration for the 9th graders. **To attend boat bash students will be required to attend all 6 periods that day. Students who do not attend school or 6 periods will not be allowed on the boat regardless if parents have excused that day's absence.** In addition, students with current or pending discipline assigned by the school will not be allowed to buy a ticket to or attend the dance.

Bus Passes:

If a student wishes to ride a bus after school other than his assigned bus, he/she must bring a note with parent/guardian permission to the main office **before** school starts.

Classroom Rules:

- Be in your assigned seat on time and remain there until other-wise directed by teacher.
- Hall passes are required anytime you leave the classroom.
- One person talks at a time, with teacher permission. Raise your hand and wait to be called on.
- Come to class prepared with appropriate materials, ready to work and learn.
- Respect the rights and property of others, including school property.
- Follow directions, participate, and use your class time wisely. Do all the assigned work.
- Eating or drinking is only allowed in the commons.

Closed Campus

Students are required to have staff permission (hall passes) to move about school premises except before and after school and during passing times. **Leaving school grounds after arrival requires prior permission.**

Confiscation

Items inappropriate for school, i.e., cigarettes, lighters, matches, laser pointers, beepers, radios, cap/water pistols, noisemakers, etc., will be taken away.

Disrespect for Student Property

Using without permission or damaging other student's property is not permitted.

Dress Code

Students are expected to exercise good judgment, safety, good taste, and modesty regarding dress and grooming. Any clothing considered disruptive to the educational process or that makes an individual feel uncomfortable is inappropriate for school. Students who choose not to follow the dress code will be issued warnings, asked to change clothes, or parents will be asked to bring other clothing. If a student's dress attire continues to be disruptive or inappropriate, the student will receive additional school discipline including parent contact each time.

Shirts and Tops:

- The bottom of a student's shirt, blouse or top must meet the top of his/her pants, shorts or skirts while in the standing and/or sitting position.
- There should be no bare midriffs. Students must be able to raise his/her arms above his/her head without exposing bare areas.
- All shirts, blouses and tops must cover a student's back and shoulders, therefore, we do not allow visible undergarments or undergarments used as outerwear, racer-back tops, halter tops, tube tops or spaghetti straps.
- Tank tops require a 2 1/2 inch shoulder strap and any top that has a low neck line which exposes a student's cleavage is not allowed.
- We do not allow revealing or see-through clothing or clothing which has a sexual connotation, promotes alcohol, profanity, violence, weapons or gang-related attire or has tobacco, drug, sexist or racist themes.
- All sweaters, shirts, pullovers, etc., must be worn appropriately at all times.

Pants/Shorts/Skirts/Shoes:

- Shirts and shoes must be worn at all times
- No short shorts or short skirts. The student must be able to place their arms to their side and touch the bottom of the their short/skirts with their longest finger
- No low-waist jeans, shorts or skirts or sagging of the jeans. The student needs to be able to sit down and not expose his/her backside or underwear.
- Pants should be worn at the waist, should not be excessively dirty or torn.
- There should be no holes in pants above the knees.
- No large chains either worn or in possession are not allowed at school.

Based on these guidelines, all staff members will use their discretion to decide on the appropriateness of student dress. Head wear is allowed in the classroom based solely on teacher discretion (religious head wear is appropriate). All personal items such as clothing, shoes, school supplies, etc. should be marked with an indelible pen. This identification will help us locate items if they are lost or stolen.

Evening Activities

Any evening event that requires a ticket to gain entrance will be purchased prior to the event. We do not sell tickets at the door prior to the event.

Fines & Fees

Students are responsible for all materials checked out to them or used by them. Damage incurred to school materials (academic or extra-curricular) under student use is the student's responsibility. Replacement and/or repair costs will be assessed to the student at the going rate as determined by the school.

Grievance Procedure:

In the event a student or parent is in disagreement with the action taken by a teacher or administrator, the following procedure should be followed:

- The student or parent should schedule an informal conference with the teacher or administrator in an attempt to resolve the issue.
- The student or parent may contact the school assistant principal and seek a formal review of the action.
- If the issue involves short term suspension (ten days or less) or other discipline, the building principal's office is the appropriate avenue for appeal.
- If the issue involves long term suspension (more than ten days), emergency expulsion, or expulsion, you may arrange for a formal hearing before a district hearing officer by writing and/or telephoning the pupil services offices at 425-702-3266 within three days of receipt of the suspension letter.

Hall Passes

If a student must leave class during the period, then a hall pass must be signed by a teacher.

Inappropriate Display of Affection

Excessive displays of affection are inappropriate at school and school-sponsored activities, and therefore are not permitted.

Lunch Room Expectations:

When you purchase lunch at school, you are using an electronic cash register system. This account is accessed with an identification card (Kirkland Junior ID). If the card is lost or stolen, food service does not provide emergency lunches. Students are **required** to have their cards scanned in order to receive lunch. Students must be responsible for remembering to bring their cards every day. The first ID card is provided by the district at no cost to the student. If that card is lost or stolen, it can be replaced at a cost of \$5.00 per card.

Lunchtime Rules

Students may eat lunch in the Commons only. Students are expected to behave appropriately in the Commons. The throwing of food or other objects, popping of bags, cups or milk cartons is not permitted. Eating or drinking and not disposing of garbage after eating lunch, sitting or standing on tables, being in the off limit areas during lunch time is not permitted. Students will not be allowed to enter the hallways until five minutes before class starts. Any of the preceding infractions could result in assigned seating in the lunch room, or more serious sanctions. After eating lunch and disposing of garbage, students may be in the following areas: commons, both inside and outside of building. Off limit areas during the lunch period include: areas near classrooms, pods, hallways, tennis courts, and parking lots.

Nuisance Items:

Any items that create disruption or detract from an orderly school environment are not to be brought to school. Such items could be confiscated. Items used inappropriately, such as, electronic and communication devices, picture phones, radio tape players, CD players, and miscellaneous items, will be confiscated, and returned to the parents, as deemed appropriate by administration. CD players/iPODs and cell phones may be used before and after school and during lunch, unless it becomes a nuisance. Cell phones and CD players/iPODs must be turned off during classroom time. These items need to be stored in your backpack. Inappropriate use of picture cell phones will result in disciplinary action. Other items such as rubber bands, water guns, balloons, darts, toothpicks, etc. will not be returned. KJH and the LWSD will not be responsible for lost or stolen personal items.

Passing Periods:

Passing periods are 5 minutes long and students are expected to move on to their next class rather than loitering in the hallways or pod areas. Passing period should also be used get a drink and use the bathroom

Removal of Privileges:

Student activities and others school related events are a privilege. Failure to comply with the rules and policies may result in a student being removed from or not permitted to attend any or all of the functions. (These functions include dances, sports activities, assemblies, school parties or day activities, etc.)

Restitution

Damaged, lost or stolen property is replaced or repaired; may be accomplished by dollar payment or student labor.

School Dances:

Dances are sponsored by the ASB for the student body of Kirkland Junior High School. No guests are permitted to attend any Kirkland Junior High dances. **All tickets are pre-sold. No tickets will be sold at the door. The dances are held from 7:00-9:00 p.m. in the commons. The doors open at 7:00 p.m. and close one half hour after the start of the dance.** Students are not allowed to leave the dance until the dance is over, unless a parent is present to pick up the student at the door. In order to attend the dance students must be in attendance at school at least four periods on the day of the dance. Appropriate student conduct is expected and discipline policies and actions are the same as those for the regular school day. The school's dress code applies to school dances. *Appropriate behavior and dance moves are expected at all school dances. Such movements as moshing, slam dancing, body surfing, freak dancing, stage diving, grinding, and other inappropriate dance floor activities are prohibited and will result in removal from the event.*

School Detention

Student is detained in detention for a maximum of 40 minutes (2:50p.m. until 3:30 p.m.) by teachers, before or after school. Detention must be served within a three day period or student will be referred to administration for work detention.

School Related Pictures

Any student who uses gestures, body positions, etc. will not be permitted to be in the retake picture and they will make restitution for any cost incurred for the retake.

Student Conflicts/Safety Concerns:

Your safety and comfort are most important to all of us. We are committed to maintaining confidentiality. If students encounter difficulties such as assaults, harassment, theft, or any behaviors that create discomfort for them, the following process is expected. See a teacher, your counselor or an administrator as soon as possible.

Student Visitors

Generally, no guests are allowed. Visits by students from other districts may be allowed only under very specific conditions, and only during lunch. Request for visitors must go through the Main Office and requires three business days to process. Approval by the principal or asst. principal is required. No visitors are allowed the week preceding vacation or the last two weeks of school.

Substitute Teachers And Student Behavior:

Students referred to the Administration by a substitute teacher will be issued In-School Suspension for the first referral. A letter will be sent home to the parent stating that in the event of a second referral, the student will be issued three days In-School Susp`.

Sun Glasses:

Sun glasses are not allowed to be worn during class time.

Truancy

Any unexcused absence from class or classes, including leaving class without permission, is not permitted. Any unexcused absence of ten minutes or more is also considered a truancy.

Unprepared for Class

Failing to dress for P.E. or to bring appropriate and necessary materials (books, paper, pens, pencils, etc.) to class is not permitted.

Violation of Closed Campus

Students may not leave school grounds without permission.

Violation of Freedom of Expression

Freedom of expression is part of the instructional process. However, this freedom is subject to reasonable regulation and may not be used to disrupt the educational program or interfere with the rights of others.

