

The School District of Philadelphia
John Bartram High School
Parent & Student Handbook
2018 – 2019



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Welcome parents and friends to a new school year!

Bartram High School, home to nearly 700 scholars, is a school with a new vision and mission. Led by dedicated students, teachers, parents, and community partners, Bartram High School will be incorporating project based thematic approaches to teaching and learning. Along with following the Pennsylvania Common Core Standards and The School District of Philadelphia's High School Curriculum, we will infuse themes directed at developing our students and families' cultural awareness, social consciousness, and teach them how to plan for their futures.

We are partnering with several companies that provide professional development, coaching, resources and services to improve curriculum design, instruction, school culture, leadership, and assessment practices. We will teach students how to learn through a focus on academic achievement, critical thinking and social responsibility, while preparing them for both college and careers.

This year there will be a shift in how we teach. As part of the SIG grant that we were awarded, we are implementing a blended-learning curriculum. A blended learning curriculum incorporates online learning technology into the classroom. The computer programs are designed to meet students at their current level of need and provide targeted learning and practice opportunities for students. The programs also track how students are doing, and provides teachers with real-time data on students' progress. The school will support teacher implementation of this new model with intense professional development throughout the year.

As a proud Bartram Alum, Class of 1983, I will work tirelessly, while partnering with all parents and community stakeholders, to ensure that every child graduates and is globally prepared, to achieve their goals after they leave Bartram. I will be hosting a monthly meeting, workshop, or social event to engage our entire school community, for the purpose of establishing Bartram as the Hub of Knowledge, Wisdom, and Understanding for all of Southwest Philadelphia!

Thank you for sending us your scholar(s). I look forward to working together. Please visit our website often for details about the school, various updates, and other pertinent information that will enable "OUR CHILDREN" to be successful this school year and beyond.

Sincerely,

Damond Warren
Principal

John Bartram High School Mission Statement

John Bartram High School seeks to create and sustain a safe and nurturing learning environment, which encourages all students to achieve:

- Provide all students with high quality instruction supported by a rich, challenging diversified, and culturally relevant curriculum in a clean, safe, and orderly facility;
- Engage parents and community (faith-based institutions of higher learning, and local businesses) as partners in educating students;
- Create a collegial teaching and learning atmosphere so that the teachers' grow and where all staff is visible and empowered as a collegial team;
- Intellectually shape students to pursue paths of inquiry, to interpret and evaluate what is discovered, and to express reactions effectively.

Our Vision

Education is Liberation! Our vision is that, the acquisition of a quality education will change our student's lives, by developing them holistically into Free Thinking Future Leaders that are globally prepared.

An Educated Free Thinking Scholar at Bartram High School is a person that....

- Is focused on College & Career
- Has a Positive Plan for Changing their Family Condition
- Is Culturally Competent
- Aspires to be Globally Competitive

OUR BELIEFS

We, the faculty and staff of John Bartram High School, believe:

- Children come first.
- Parents are our partners.
- Victory is in the classroom.
- Leadership and accountability are the keys to success.
- It takes the engagement of the entire community to ensure the success of public schools.

ABOUT YOUR SCHOOL HANDBOOK

This handbook has been designed to give you and your family important information about the operation of John Bartram High School. You are also responsible for the information in the School District Code of Conduct.

Academic Expectations

The focus at John Bartram High School is student learning, the basis for future success. To accomplish this goal, students must be in class on time, participate actively as responsible learners and complete all assigned work. For each course, teachers will issue a written syllabus, explaining goals, expectations, activities, requirements, and assessment methods and grading policies. Students and parents with questions and concerns regarding academic expectations should discuss them with the individual teacher and with administrative staff.

Addresses and Telephone Numbers

Students must have current information on file in the Student Information System. This includes correct spelling of the name, current address, home phone, parents' or guardians' names, parents' work phones and emergency contact name and phone number. It is the family's responsibility to inform our main office of all changes as they occur. Any attempts to contact the parent or guardian of a student that leads to the discovery of inoperable phone numbers, rendering the school unable to contact the parent in case of an emergency will result in an immediate request for parent/guardian conference to retrieve updated information. The student will not be allowed to return to the school without a parent or guardian, or until updated contact information is received and verified.

Attendance At School

Attendance at school is recorded by our Scholarchip® system. Students present their student ID upon entering the school and "swipe in" to be registered present at school for the day. Students should report to school at least ten minutes before first period. A student who has been absent must bring a written excuse from a parent or guardian on the day of his/her return to school and show it to the 1st period/advisory teacher and all other teachers. If no excuse is received, the absence is marked "unexcused-illegal". Parents are notified regularly of absences through letters, and personal or automated phone calls. Students with chronic absences will be referred to Truancy Court. Excessive Class Cuts will now also be reported to Truancy Court. Students who are absent on a given day may not participate in any special event taking place on that day unless the student presents a legitimate absence excuse and was not involved in a disciplinary infraction.

JOHN BARTRAM HIGH SCHOOL BELL SCHEDULE 2018 – 2019

MONDAY – FRIDAY

WE ARE OPERATING ON AN A/B BLOCK SCHEDULE FOR THE 2018-2019 SCHOOL YEAR. STUDENTS MUST KEEP A COPY OF THEIR ROSTERS WITH THEM AT ALL TIMES. THEY MUST ALSO PAY ATTENTION TO THE “A & B” SIGN POSTED AT THE FRONT ENTRANCE, IN ORDER TO KNOW WHAT DAY IT IS.

ADV: 7:55 – 8:14
1 A/B: 8:17 – 9:47
2 (L) : 9:50 – 10:20
2/3 : 10:23 – 11:20
3 (L) : 11:23 – 11:53
3/4 : 11:56 – 12:53
4 (L) : 12:56 – 1:26
5 A/B: 1:29 – 2:59

ALL CLASS PERIODS ARE 90 MINUTES.
LUNCH PERIODS ARE 30 MINUTES LONG.
3-MINUTE CHANGE OF CLASSES

ENTRANCE PROCEDURES

It is the John Bartram High School expectation that student success begins with students being on time for school at 7:55 a.m. Students enter in the morning via the C-Wing basement doors, beginning at 7:30 a.m. Breakfast is available for early arrivals. Students are directed to report to the cafeteria and remain until 7:50 a.m. All classes begin promptly at 7:55 a.m. C-Wing entry doors are closed at 8:00 a.m. Any student coming in after 8:00 a.m. will enter through the front door main entrance on 67th street. After completing scanning procedures, exceptionally late students will be placed in the late room and be subject to an administrative detention.

All appointments should be scheduled after 3:00 p.m. If a student has an unavoidable early-morning appointment, written verification is required for the lateness to be excused. The student will still be marked late but will not have to serve a detention.

Lateness to School

All lateness will be recorded on the computer and will be listed on the daily attendance sheet. When lateness is excused, it is the student's responsibility to show an "excused" lateness pass to his/her teachers.

Students who do not serve assigned detentions will be subject to further disciplinary action. Repeated lateness will result in a required parent conference. Persistent absence or tardiness adversely impacts a student's eligibility for extra-curricular activities and programs and can lead to failing grades.

Consequence for lateness to school are as follows:

- **5 latenesses – 1 detention;**
- **10 latenesses – 2 detentions and a mandatory parent conference;**
- **15 latenesses – 5 detentions detention and parent notification;**
- **More than 15 latenesses will result in loss of school privileges.**

LATENESS TO CLASS

Students have 3 minutes to transition from one class to another. Students that are found in the hall after class transition are subject to disciplinary consequences.

EARLY DISMISSAL REQUESTS

Whenever possible, appointments should be scheduled after school hours, as they can interfere with your child's learning program. When children have an appointment that requires them to leave early, the following procedure must be followed:

- Send a note stating the reason for early dismissal that morning by 9:00 am or come to the main office to ask that your child be excused early. No student will be released after 2:30 pm for an early dismissal.
- Notify the office if someone other than yourself is picking up your child. The person must be listed on the authorized student emergency contact list for child pick-up, which the parental/guardian submitted when the student was registered. This person must present a photo ID for security reasons.
- You or the designated pick-up person must wait in the main office to sign out your child.

No student under the age of 18 is to be released from the school during regular hours without being accompanied by an authorized adult.

SCANNING

ALL STUDENTS are required to show, as well as, scan their student ID cards at the security checkpoint area when they enter the building. Scanning student ID cards is an essential part of the security and attendance process at JBHS. Any student found purposely violating this school security procedure or using someone else's ID card will be subject to immediate consequences and parent notification.

ALL VISITORS are required to pass through the security checkpoint at the front entrance and will then be directed to the Front Desk. At this location they are to sign-in and obtain a visitor's pass before being directed to the Main Office for assistance.

STUDENT IDENTIFICATION CARDS

All students must possess a valid Bartram school ID. Identification is required at all school activities and upon request by any school staff. One photo ID will be issued. The ID card is required to enter and leave the building. The ID card will no longer be valid once a student has graduated or been dropped from enrollment. Students who forget their ID card on any given day must sign in at the entry point and will be fined \$1.00 per day. Replacement cost is \$5.00. School transpasses will NOT be issued without a valid student I.D. card.

TRANSPASS DISTRIBUTION**

The Department of Transportation identifies students who are eligible for transpasses. Their names appear on a computer print out each month. Students must attend school regularly in order to be issued their transpass for the following week of school. Students must show their JBHS ID Cards and sign for receipt of transpasses. Here is the procedure:

- **Only students who are eligible to receive free transportation will receive a student transpass. SEPTA Transpasses are distributed Wednesday and Friday from 7:30 a.m. until 8:00 a.m., during morning entry. Check with Kelly about absent issues**
- **These Transpasses are good for transportation the following week.**
- **Students must present their JBHS ID.**
Students must also sign upon receipt of the Transpass, and must sign the back of their Transpass right away.
- **The school cannot replace lost or stolen Transpasses.**

Proper use of Transpasses:

- **Transpasses are only intended for use by the student, to whom it was issued.**
- **Transpasses may only be used for travel to and from school, from 6:00 am to 7:00 pm.**
- **Transpasses may not be used during holidays or days when school is not open.**
- **If your address changes, please contact your counselor to update your address and verify your eligibility for a Transpass**

UNIFORM

The following uniform is suggested:

Academy - 9th	Bottoms	Shirts
	Solid Pants, or Solid Skirts (to the knee)	Solid Shirt or Brave Wear
Upper Classmen	Solid Pants, or Solid Skirts (to the knee)	Solid Shirt or Brave Wear

Sports players may wear their uniforms on game day.

Friday Uniforms

Fridays at Bartram will be *“Cultural Awareness and Bartram Pride Days.”* Students & staff are encouraged to wear clothing that represents their heritage, colleges, and paraphernalia that represents Bartram HS.

The following footwear is prohibited:

- Open-toed shoes.
- High heels/stiletto
- Flip-flops

Hats and Hoodies are not to be on your head while in school.

We encourage students not to wear Hoodies to school. They should be stored in lockers or bags until the end of the school day.

Pants must be worn on the waistline and girls cannot wear dangling or hooped earrings. Earrings cannot be larger than the size of a quarter. No rollers, hairs pens, or scarves are permitted.

Students are strongly suggested to wear the prescribed uniform. This minimizes distractions and theft . Those students that violate the dress code are subject to progressive disciplinary action.

CELL PHONES, IPODS, AND ALL ELECTRONIC DEVICES**

Cell phones, Ipods and all electronic devices must remain in student's backpack while in the building. Portable Speakers are a nuisance to the instructional process. They are not allowed in the building. If they are brought to school, they will be confiscated at the scan. Administration will collect and store the devices until dismissal, whereupon each will be returned to the students using their ID Cards to verify ownership.

Please do not call your child's mobile phone during the school day. If you need to contact your child during the day, please contact the main office at 215-400-8100.

Early-Out Rosters/Early Dismissal Students:

Seniors who have rosters with fewer than seven periods, or any students who have parent-approved early dismissals can retrieve their device from the main office at the time of their departure.

Electronic Device Usage for Instructional Purposes:

With the approval of the classroom teacher, students may be allowed to use their personal electronic devices to support their instructional practices. All students are expected to comply with the teacher's class rules at all times. Improper usage of devices will have an adverse effect on a student's grade. Teachers have the approval of the administration to deduct a point for each occurrence, based on lack of the student's engagement during instruction, for those that refuse to put their devices away. A Mandatory Parent Conference will be held for those that continually refuse to engage with during classroom instruction.

GRADUATION & PROMOTION REQUIREMENTS

23.5 credits are the minimum required for graduation.

They must be earned as follows:

4 units English

3 units Mathematics

3 units Science

3 units Social Studies*

2 units World Languages

2 units Arts/Humanities

1.5 units Health and Physical Education

4 units Electives

- One elective credit must be a fourth year of Mathematics or Science or an Advanced Placement course.
- Students are also expected to complete an additional Social Studies credit unit in *African-American History.
- Students must complete an interdisciplinary graduation project that demonstrates problem solving, communication, citizenship, and school-to-career or multicultural competencies.

To be promoted, students must accumulate credits as indicated below.

5.0 credits 9th to 10th grade

11.0 credits 10th to 11th grade

17.5 credits 11th to 12th grade

23.5 credits Minimum required to graduate

School Year Calendar : 2018 – 2019

* Since the calendar is subject to change during the course of the school year, the web version may contain updates not reflected in the printed version of this publication.

The following is the calendar for all schools and Pre-Kindergarten Programs for the 2018 – 2019 school year:

Date	Activity
August 20, 2018	First Day for Staff
August 20 – 22, 2018	District-wide Professional Development
August 20 – 23, 2018	Kindergarten Parent/Teacher Interviews
August 23, 2018	School-based Professional Development
August 23, 2018	Ninth Grade Orientation
August 24, 2018	Reorganization – <i>Academic Year Preparation K-12</i>
August 27, 2018	First Day for Grades K-12 – <i>Student Attendance</i>
August 27, 2018	First Day for Head Start and Bright Futures – <i>Student Attendance</i>
August 31, 2018	Professional Development Half Day – <i>3 Hour Early Dismissal</i>
September 3, 2018	Labor Day – <i>Schools Closed and Administrative Offices Closed</i>
September 10, 2018	Rosh Hashanah – <i>Schools Closed and Administrative Offices Closed</i>
September 19, 2018	Yom Kippur – <i>Schools Closed and Administrative Offices Closed</i>
September 21, 2018	2019-2020 School Selection Process Begins
October 2 – 4, 2018	Interim Reports
October 5, 2018	Professional Development Half Day – <i>3 Hour Early Dismissal</i>
November 2, 2018	School Selection Process Ends
November 6, 2018	Election Day – <i>Full Day Professional Development (Staff Only)</i>

November 7 – 9, 2018	Report card conferences
November 12, 2018	Veterans' Day Observed – <i>Schools Closed and Administrative Offices Closed</i>
November 22 – 23, 2018	Thanksgiving Holiday – <i>Schools Closed and Administrative Offices Closed</i>
December 11 – 13, 2018	Interim Reports
December 24, 2018	Winter Recess – <i>Schools Closed</i>
December 25, 2018	Winter Recess – <i>Schools Closed and Administrative Offices Closed</i>
December 26 – 28, 2018	Winter Recess – <i>Schools Closed</i>
December 31, 2018	Winter Recess – <i>Schools Closed and Administrative Offices Closed</i>
January 1, 2019	New Year's Day – <i>Schools Closed and Administrative Offices Closed</i>
January 18, 2019	Professional Development Day – <i>Staff Only</i>
January 21, 2019	Dr. Martin Luther King Day – <i>Schools Closed and Administrative Offices Closed</i>
January 30 – February 1, 2019	Report Card Conferences
February 18, 2019	Presidents' Day – <i>Schools Closed and Administrative Offices Closed</i>
February 26 – 28, 2019	Interim Reports
March 1, 2019	Professional Development Half Day – <i>3 Hour Early Dismissal</i>
April 3 – 5, 2019	Report Card Conferences
April 12, 2019	Professional Development Half Day – <i>3 Hour Early Dismissal</i>
April 18, 2019	Spring Recess – <i>Schools Closed</i>
April 19, 2019	Good Friday – <i>Schools Closed and Administrative Offices Closed</i>
April 22, 2019	Spring Recess – <i>Schools Closed</i>

May 7 – 9, 2019	Interim Reports
May 14, 2019	Pennsylvania Primary Election Day (Tentative) – <i>Schools Closed</i>
May 27, 2019	Memorial Day – <i>Schools Closed and Administrative Offices Closed</i>
May 31, 2019	Graduation Window
June 3 – 4, 2019	Graduation Window
June 4, 2019	Last Day for Students
June 5, 2019	Last Day for Staff

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Total Number of Days Scheduled Student Attendance: 180

Month	Days of Attendance
JULY 2018	0
AUGUST 2018	5
SEPTEMBER 2018	17
OCTOBER 2018	23
NOVEMBER 2018	18
DECEMBER 2018	15
JANUARY 2019	20
FEBRUARY 2019	19
MARCH 2019	21
APRIL 2019	19
MAY 2019	21
JUNE 2019	2

Additional Policies and Procedures

Act 26

Pennsylvania Law (ACT 26 of 1995) requires the Arrest and Expulsion from school for at least one year, of any student found in possession of a weapon on school property, in a school program, while traveling to and from a school or school program, including time on public transportation.

The term weapon includes and is not limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, stun gun, B.B. gun, starter pistol, explosive device which may cause a fire and any other tool, instrument or implement capable of causing serious body injury. THERE IS NO

REQUIREMENT THAT THE STUDENT USE OR TRY TO USE THE WEAPON, AND POSSESSION FOR SELF PROTECTION IS NOT A DEFENSE.

Violations will become a part of a student's permanent disciplinary record, and will be available to any school in which he/she may later enroll. Further, you will have to disclose the existence of any weapons or other serious violations to any new school in which your child enrolls.

Tools or supplies, such as metal or pointed scissors, should not be sent to school with your child unless you receive a written request from the instructor on the school's official letterhead.

Assemblies

Assemblies of various kinds are presented throughout the school year. Students are expected to abide by these rules and regulations.

- Classes will be advised when to proceed to the assembly and should do so quietly.
- Students will sit in their assigned areas of the auditorium.
- There should be order in the assembly before the start of the program. When a speaker comes to the podium, students are to cease talking.
- During the assembly, students should remain silent and applaud when applause is suitable. Boos or whistling are inappropriate.

Reporting of Absence:

1. Parents must call the school at 215-400-8100 between 7:30-8:30 A.M.
2. Parents or guardians must write a note of excuse giving name, date, and days of absence, and reason for absence.
3. Students should present the note to advisors on the day of return to school.
4. All schoolwork missed by students must be made up within 1 day for each day absent. Students with extended excused absence will work with the assistant principal to complete missed work.

Athletic Activities

All PIAA activities require an annual physical. Athletes must also meet athletic eligibility requirements.

Behavior

Excellent behavior is expected of all Bartram students. They are expected to adhere to the School District of Philadelphia Code of Conduct and Act 26 (see page 19).

Calling Home

If a student needs to call home for an emergency during the day, s/he should obtain a pass to see the counselor. Students may not use cell phones to call home. If a student is ill, the nurse will call home if necessary.

- ## RTII – Response to Intervention & Instruction

Response to Intervention & Instruction is designed to assist students with mental health or learning concerns. The focus of the RTII process is on intervention and providing services to students who require assistance. Evaluations are available and referrals to outside agencies can be made. The RTII process is completely confidential. Members of the RTII team include the student, the student's parent(s)/ guardian(s), counselors, deans, the student's teacher(s), nurse, administrators, and other appropriate staff.

Computers

Students may use computers in accordance with the School District of Philadelphia Acceptable Use Policy – http://www.phila.k12.pa.us/aup/aup_english.html.

Counseling Services

Counselors are skilled in working with both students and parents about:

- **coping with pressure;**
- **improving study skills;**
- **future plans, including high school and college guidance and financial aid information;**
- **test results and interpretation;**
- **school and community summer programs;**
- **community resources and agencies;**
- **concerns about family and friends; and**
- **school adjustment.**

Counselors can also:

- **act as liaisons between home and teachers;**
- **meet with students individually and in groups;**
- **coordinate efforts with other school specialists; and**
- **promote positive attitudes and values among students.**

A student can see the counselor through:

- **Self-referral**
- **Parental referral**
- **Administrative referral**
- **Teacher or other staff referral**
- **Referral by a friend**

Students may see the counselor before or after school, during lunch and during a crisis.

Dance Policy

- **All policies and practices of the School District of Philadelphia and Bartram High School must be followed.**
- **Tickets for any dance must be purchased in advance. ABSOLUTELY NO tickets will be sold at the door.**
- **Student must be present in school on the day of the dance. Early dismissals will be granted at the discretion of administration.**
- **All bags are subject to search.**
- **Attire worn to the dance must be tasteful and appropriate for the occasion.**
- **Arrival to the dance must be timely and departure from the dance must be prompt.**
- **No student may leave the dance and then return.**
- **Any Bartram student attending the dance with an outside guest must present a “Guest Request” form to the sponsoring organization before the date of the event.**

- The “Guest Request” form must be signed by the Bartram student bringing the request, the parent of the Bartram student, the non-Bartram student attending the dance, and the parent of the non-Bartram student.
- The “Guest Request” must contain a parent/ guardian contact number for the guest.

Dress Code

Bartram students should take pride in their appearance and dress. In addition to wearing school uniforms, all clothing must be appropriate for learning. Criteria for determining appropriate student attire are:

1. The attire must not jeopardize the health and safety of others.
2. The attire must not cause disruptions or interfere with the educational process.
3. Shorts and skirts should be closer to the knee than the hip. Track or gym shorts, cut-offs, spandex (biker) shorts or pants, and boxer shorts are not permitted.
4. Shirts or tops which expose a bare midriff, back or shoulders are NOT permitted.
5. Exposed underwear is not permitted.
6. Hats are not to be worn in the building.
7. Bare feet are not permitted for safety reasons.
8. All outer clothing is to be placed in lockers and is not permitted in the classrooms.

Emergency Closing of School

When inclement weather makes it necessary to close schools, information is broadcast on radio, television, and the school district website by 6:00 A.M. When schools are open during inclement weather, contingency plans should be made in advance in case of an early closing of schools. The student should know when s/he comes to school what to do in case of early dismissal.

Elevator Service

Elevator service is available for students only with nurse verification and permission.

Extra-Curricular Activities

Students at Bartram have an opportunity to enhance their interests and personal growth through participation in numerous clubs and activities. Students are encouraged to become active participants. A list of the activities with the days and times will be made available at the beginning of the school year.

Rules for participation:

- Student must be present in school that day.
- Lateness after 11 A.M. will exclude the student.
- Students must be academically eligible.

Fire/ Fire Drills

The signal for leaving the building during a fire or fire drill will be a continuous ringing of the fire gong. Everyone must leave the building according to instructions posted in each room. The following regulations will be observed during all building evacuations:

1. When the alarm sounds, close any windows and turn off any lights in the room.
2. The teacher will see that every student has left the room and the door is closed.
3. Students must not run as they leave the building in a line with the class.
4. No talking is permitted while leaving or returning.
5. The first student to reach an outside door will open it fully and hold it open. The student should close the door after all students have left the building and immediately rejoin his/her class outside.
6. Everyone must move away from the building and toward the designated areas.
7. Classes must stay together and each teacher will account for students assigned to him/her.

Hallways and Stairwells

Students must keep to the right while passing in the hallways and stairs. Running is not permitted in halls. Students should enter each class quietly and move directly to assigned seats.

Health Room

- Parents must supply the school with an up-to-date emergency contact.
- A student who becomes ill during the day should secure a pass from his/her teacher to go to the health office.
- A student who is ill is not to call a parent on his/her cell phone.
- A seriously ill student may not leave the school unescorted.
- A student should not come to school if s/he is not well enough to remain for the day.

Honor Roll

Distinguished: All As, one B

Meritorious: All As and Bs, one C in minor subject

Locks and Lockers

Use of Locks

- 1. Locks issued to students are the property of Bartram High School and must be returned at the end of the year. Once issued, a student is responsible for his/her lock.**
- 2. Replacement locks are \$5.00. If the school has to remove a lock (e.g., if not returned on time or if a personal lock is on the locker) there is a \$5.00 removal charge.**
- 3. Locks are to be kept locked on lockers.**
- 4. Only locks issued by the school are to be placed on lockers. Non-school issued locks are not permitted and will be removed.**
- 5. Lock combinations should not be shared with anyone.**
- 6. Each student should ensure that the locker is securely closed and that the lock is properly locked by turning the dial after locking.**
- 7. Any student with a locker problem should the problem promptly to one of the Deans.**

Use of Lockers

Lockers are to be used during the following times:

- 1. Before and after the school day**
- 2. At the beginning and end of each lunch period**

Lunch and Breakfast Program

BREAKFAST: Breakfast is provided free of charge by the School District to all students between 7:30 A.M. and 8:00 A.M.

LUNCH: Full lunches are available for all students during each student's assigned lunch period. Students may bring their own lunch.

Lunchroom Procedures

The cleanliness and neatness of the lunchroom are the responsibility of each class as well as of each individual student. The following procedures will be followed:

1. A student should not bring glass bottles or containers to school.
2. Passes to the I.M.C. or computer room may be obtained during the lunch period.
3. Students must sit at their assigned area and stay seated during lunch except for approved activities.
4. Lunch lines must be orderly.
5. Lunch may be purchased for oneself only.
6. Food will not be sold during the last 15 minutes of each lunch period.
7. Talking is to be done in conversational tones.
8. There must be immediate silence when a whistle is blown.
9. Each student is responsible for putting his/her trash in the receptacles provided.
10. Students are responsible for clearing tabletops and floor area.
11. Students will not be allowed to leave the lunchroom until their assigned area has been cleaned.
12. Students must have an appropriate pass to leave the lunchroom for designated areas.

School Property

Students are expected to respect school property. It is against the law to deface school property. Any student defacing or destroying school property will be subject to possible arrest, as well as be responsible for restoration or payment for damages.

Books issued through the school are also the property of the school. All books should be covered as soon as they are received. Students are required to make restitution for books or equipment lost, destroyed or damaged.

Student Government Association (SGA)

SGA provides for the development of leadership ability. Meetings of SGA representatives are held bi-weekly. Various activities are planned, including dances, assemblies, charitable drives, and a year-end activity. The Student Government president is a member of School Council; the vice president is an alternate and is also invited to monthly School Council meetings.

Testing Days

A test is defined as a written examination that is approximately a full period in length. Quizzes are shorter in duration (usually less than half a period) and cover less material than tests. The recommended test schedule is:

English – Tuesday and Friday

Math– Monday and Wednesday

Science– Tuesday and Thursday

Social Studies– Wednesday and Friday

World Language– Monday and Thursday

Visitors

Visitors with legitimate school business are to report to the main office to obtain permission and a pass. All visitors must receive administrative permission in advance of the visit. No young children are permitted to attend classes with students.

ACADEMIC INTEGRITY POLICY

Intellectual honesty is the foundation of a community of learners. Students must be prepared to function in accordance with standard rules for citation and acknowledgement. Students need to recognize that there are serious consequences to ethical lapses. Violations of academic integrity may range from copying homework to plagiarizing a major paper to cheating on a test.

Definitions of academic dishonesty:

Plagiarism:

- **Copying or presenting material verbatim without proper citation.**
- **Rewording an idea found in a source and omitting documentation or improperly citing the source.**
- **Submitting as one's own any course assignment created by someone else.**

Cheating on Examinations and Assignments:

- **Copying answers from another person, or other source without teacher permission.**
- **Using any unauthorized resource during an exam.**
- **Asking for, giving, or receiving the answers to test questions.**
- **Stealing or possessing test materials generated by faculty.**
- **Fabricating data and information.**

Sanctions for academic dishonesty may include any of the following:

- **A failing grade for the assignment**
- **A failing grade for the course**
- **Exclusion from National Honor Society**
- **Withdrawal of any or all teacher letters of recommendation**
- **Referral to the grade Dean**
- **Consequences as defined by the School District Code of Student Conduct**

I understand and agree to abide by the Academic Integrity Policy.

Student signature /section / date

I acknowledge and agree that my child will be held accountable for the content of the Academic Integrity Policy.

Parent signature/ date