**JUNIOR HIGH AND HIGH SCHOOL INFORMATION**

**RULES AND REGULATIONS**

### SCHOOL HOURS

The school day at the high school and junior high school is from 7:55 a.m. to 3:15 p.m.

Teachers will arrive by 7:45 a.m. (7:30 a.m. if they have breakfast duty) and be in their classroom by 7:55 a.m. Teachers may leave at 3:30 p.m. providing no students are under their supervision.

Classes take up at 8:20 a.m. (high school band begins at 7:55 a.m.) and students will be dismissed at 3:15 p.m. Once a student arrives at school, he/she must check out prior to leaving school during the school day (except during lunch time) unless they receive permission from the principal. Parents should send a note to the principal's office if a student is to leave school during the school day. A student may not take another student home unless both are approved by the building principal. A student that is absent and did not check out will be deemed as truant. A student that comes to school late must check in at the office prior to attending class.

### ATTENDANCE POLICY

**No single factor does more to aide a student's successful progress in school than regular attendance**.

The purpose of this policy is to provide for uniformity in student attendance recording and to explain the penalty assessment for absenteeism among the secondary schools in this school system.

Perfect Attendance - Certificates are awarded to students who are not absent during the entire school year. **A student who has 2 Excused tardies or early dismissals will not be eligible for this award.** (Provision is made for consideration of extenuating circumstances when students are required to leave school early for medical appointments or family matters.)

1. A student must be in attendance a minimum of ninety percent (90%) of the time during any grading period (nine weeks). A student who has not been in attendance ninety percent (90%) of the grading period will receive a failing grade for that period -(9 days per semester).

**Students participating in OSSAA sponsored activities must attend 90% of the time or be ineligible to compete.**

2. All work missed during a period of absence must be made up. Students are responsible for requesting make-up assignments when they return to school. For each day of absence, a student shall have two (2) school day to make up the work missed, unless granted additional time by the teacher. No penalty shall be assessed against work made up for absences and turned in according to the above policy.

3. Any examination or test, announced during the student's presence in class or which is regularly scheduled (nine weeks or semester) which is missed by the student due to any type of absence other than truancy, shall be made

 up on the day the student returns to class. If the test is administered on the day the student returns to class,

 he/she shall be obligated to take the test on that day. Should the student be absent at the time the test is

 announced and if it is not regularly scheduled, either of which would prevent him/her from being aware of the

 scheduled test, then the test shall be administered to him/her one day following his/her return to class. Any exceptions to the policy concerning administering the test shall be limited to those exceptions made by the principal.

1. A student that has missed more than ten percent (10%) for a grading period will be awarded a grade of "F", with an opportunity for a waiver to be considered at the end of each grading period. The reasons for a possible waiver for absences are the following:
2. Illness and hospitalization **substantiated by a doctor's statement.**
3. Any absence of an emergency nature deemed unavoidable by the school principal. (When such a condition exists, the student and/or parents must contact the building principal to request a penalty waiver)

In case of illness, the parent/guardian **must call the school office the morning of the absence.**  For medical or dental appointments, the school must be notified no later than the day before, or as soon as the appointment is made if the same day. **A signed note of pre-printed paper from the medical or dental professional will be REQUIRED upon return to school.**

Unexcused absences are any which do not fall within categories 3 or 4. Work may not be made up for an unexcused absence.

5. Definition of Truant: A student who leaves the building prior to the principals **AND** parents permission is considered truant.

6. A student who is absent due to truancy shall not have the opportunity to make up work missed. A grade of "0" indicating "no credit" shall be recorded in the grade book for that day or days and averaged into the final grade along with all other grades for the grading period. This policy shall also be in effect on semester and nine weeks tests.

7. The practice of suspension as the primary form of discipline for truancy is not advisable unless the student has already reported to school and leaves the school grounds, in which case a suspension may be considered. However, in any case of truancy, the parents must be informed as soon as contact can be made, and if possible, a conference should be scheduled.

8. The principal shall appoint an attendance committee, consisting of the principal, counselor, and a teacher or teachers, whose responsibility will be to review on request of student or parent, records of those students whose absence exceed the number permitted for passing. Where there are extenuating circumstances, this committee is authorized to recommend that the provisions of this policy be waived. The building principal may then waive the requirements when satisfactory arrangements are made with the student and parents to ensure regular school attendance.

 9. An excused tardy is defined as a student who has been detained by another teacher and/or the office and has written permission to be late. Teachers are to determine whether a tardy between classes is excused or unexcused and may use disciplinary action deemed necessary to eliminate tardies between classes. After one (1) unexcused tardy, the principal **will** dispense disciplinary action. After a student has been charged with one (1) unexcused tardy, the building principal or designated administrator, shall schedule a conference with the student. When possible, a conference with parents of the student is also desirable.

### LOCKERS

Each student grades 7-12 will be assigned a locker on enrollment day. Locker assignments must not be changed without permission of the principal.

Posters may be placed on the locker as long as they do not violate the Burlington High School code.

Locks may be used on the locker; however, extra keys or combinations must be on file in the principal's office.

Lockers are semi-private and students should use a hands-off policy of lockers not assigned to them.

Remember, the lockers are school property and school officials must inspect them periodically. Keep them neat and clean.

### BICYCLES, CYCLES, AND CARS

Bicycles ridden to school should be left in the bicycle racks north of the school building during school hours.

Student's cars or motorcycles should be parked on **the west street only.** Teacher's and visitor's cars should be parked on the south or west side of the school building.

Students are not to be in their vehicles during the day without permission. (Even if their car is not parked by the school).

**Student’s cars are not to be moved until all busses have left the premises. (Even if their car is not parked by the school).** In cases of late departures of a bus or busses, an administrator will wave the students to leave.

Students wishing to use their bicycles, cars, or cycles during school time should drive courteously and have permission from the building principal.