

– SECTION A –

DR. JOE J. BERNAL MIDDLE SCHOOL

CAMPUS POLICY

DR. JOE J. BERNAL MIDDLE SCHOOL ADMINISTRATION

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Section A

Campus Policy

2018-2019

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WELCOME

Welcome to Dr. Joe J. Bernal Middle School. This Student-Parent Handbook has been prepared for your information and guidance. Keep in mind at all times that you, the student, are the most important aspect of school life at Dr. Joe J. Bernal Middle School. Be proud of your school. Take good care of it. As a Black Knight, you are expected to conduct yourself with dignity, demonstrate courtesy and respect, and strive to do your best.

Dr. Joe J. Bernal Middle School is dedicated to the purpose of expanding minds and building skills that will be useful and required now and in the future. Therefore, it is necessary to have certain rules to ensure each individual has the opportunity to benefit from their educational opportunity. This handbook outlines some of the basic policies around which your school functions. Please use it as a reference to keep informed of the basic guidelines and to allow you to take full advantage of all school offerings.

Please feel free to confer with teachers, counselors, and the administration when you deem it necessary. Active parental involvement is encouraged and welcomed. The cooperation of the school patrons, based upon the knowledge of the school, will result in a more efficient and successful school program.

OUR NAMESAKE

Dr. Joe J. Bernal, born and raised in San Antonio, devoted 35 years to public education. During his time in education, Dr. Bernal served as a teacher, a principal, an assistant superintendent, and an adjunct professor.

As a Texas State Senator, Dr. Bernal authored and passed legislation to provide elementary teachers statewide 45 minute conference period, create a free statewide kindergarten for some five-year olds, establish the University of Texas at San Antonio, and create a dental and nursing school at the University of Texas Health Science Center at San Antonio. Dr. Bernal was appointed to the "Texas Advisory Committee on Bilingual Education from 1968 – 1973.

After leaving the senate, Dr. Bernal returned to his love of teaching as an adjunct professor in multicultural and bilingual education at the University of Texas at San Antonio, Trinity University, and Our Lady of the Lake.

Dr. Bernal resides in San Antonio and continues to dedicate time and service to public education

SCHOOL COLORS

Black and Gold

SCHOOL MASCOT

Black Knights

PEOPLE WHO CAN HELP YOU

Your Principal

The principal is responsible to the Superintendent of Schools for proper administration of Dr. Joe J. Bernal Middle School. It is her duty to organize, supervise, and administer all of the affairs of the school as they affect students, teachers, and patrons. She will be glad to help you with any of your problems.

Your Vice Principal and Assistant Principal

The vice principal and assistant principals work directly with the principal in the administration and organization of the school. They are in charge of the attendance and handle the routine discipline problems. They handle the day by day operation of the school and assume the responsibility of the principal in her absence.

Your Academic Dean

The Academic Dean shall report to the Principal in the organization, administration, and supervision of all personnel, instruction, curriculum, staff development, parent relations, and public information. The Dean monitors and assists teachers in the planning and implementation of curriculum, goals, and objectives, to provide effective learning experiences for each student on our campus and to raise student achievement.

Your Counselors

The function of the counselor is advisory, not disciplinary. You may make appointments to consult with your counselor on problems having to do with your school work, course selection, group or social problems, or problems of a personal nature.

A portion of your counselor's training has been in the field of testing. The counselors handle the annual testing program and administer and interpret the individual tests. In addition, counselors spend time in individual classrooms as part of a group guidance program.

Your Teachers

Your teachers are specialists in the fields in which they teach and are eager to help you get the most out of your classes. The teachers are charged with the responsibility of carrying out the rules and regulations of the Board of Education and any additional policies set up by the administration.

Your teachers will be on campus each day from 8:05 AM – 3:55 PM. Your teachers are the classroom leaders, and they are charged with the responsibility of supervising and directing all students in the pursuit of their education. Parents may schedule a conference with any of their child’s teachers by contacting the teacher directly through phone or email.

Your Librarian

The librarian will assist you in the orientation and use of the Bernal library. Before, after, or during the school day feel free to consult with the librarian in order to more efficiently use the library.

Your Police Officer

The police officer assists students when needed and helps maintain a safe environment. The officer helps supervise all after school events and helps monitor traffic. The Northside ISD Police Department maintains a 24-hour, anonymous SAFE hotline number at (210) 397 - 7233.

Your School Nurse

The school nurse is available to help you at school with medical emergencies and will work closely with your parents and physician in administering prescribed medication. The clinic is located in the main office. Please notify the school nurse of any medical conditions that may be of concern. The school nurse is unable to administer over-the-counter medication to your child and can only administer prescriptions in their original container.

GENERAL INFORMATION

Absences

We ask your assistance when your child is absent from school. Parents are encouraged to call the office the morning of their child’s absence from school. Your assistance in verifying children’s absences is appreciated. Further, when your child returns to school they are required to have a written note indicating the date absent, the reason for absence, and parent signature and phone number. This information is required since attendance records are auditable, legal documents. The student is responsible for gathering and completing make-up work upon his/her return to school. Parents should personally document all absences and retain all doctors’ notes for end of year verification.

Attendance Procedures

Upon return from an absence, a student must present a parent note or doctor’s note to the attendance office prior to 8:30 AM. The note must be submitted to the Attendance Clerk within 3 school days or the absence will remain unexcused. Following an absence a student must present a parent note that includes:

1. Reason for absence
2. Date of absence(s)
3. Parent signature
4. A working telephone number where parent can be contacted
5. Student name and Student ID

For absences exceeding three consecutive days, a doctor’s note is required. A parent may contact the Attendance Clerk in the morning of an absence so as to request work. Student assignments will then be available at 3:00 p.m. the following business day. **NOTE:** Please refer to the District policies on attendance in the following section of this handbook.

Back Pack / Book Bags

Back packs and /or book bags may be used to carry books and supplies to and from school, and they may be taken to classes during the school day.

Bus Assignments and Transportation

Students are expected to ride the designated bus assigned to them by transportation. Riding a bus is a privilege, not a right. Students may be assigned a specific seat on their bus. Only a family emergency would warrant assignment to a different bus. (School Projects and Staying overnight with a friend is not an emergency.) In order to ride a different bus home, a note with a contact telephone number must be sent by a parent/guardian the day prior to or the morning of and be brought to the main office for administrative approval. This approval must be obtained prior to the end of the school day for a student to ride a different bus. The number of students assigned to buses and the systemized route system are disrupted when ineligible students ride on alternate routes. All bus routes and assignments of students are arranged through the district’s transportation offices.

Cell Phones/ Personal Electronic Devices/BYOD

Personal Electronic Devices (PED's) and headphones/ear buds must be turned off and not visible during the school day unless you are in a school designated 'electronic device zone' or using the device for 'teacher approved' instructional purposes. Students who violate this policy will be subject to escalating consequences which might include confiscation of the device and require a parent to pick up the device. Students should follow specific guidelines regarding PED's in Section B and Section E of the Student-Parent Handbook which include the Acceptable Use of District's Technology Resources.

Clinic

The school clinic is open between the hours of 8:00 a.m. and 4:00 p.m. Please visit our clinic for the following:

- 1) Dropping off medication
- 2) Updating medical information/emergency cards
- 3) Securing special passes
- 4) Securing elevator keys.

Corridor Pass

Students out of any class will be charged with the responsibility of having a corridor pass signed by a member of the faculty or staff. Time leaving class and returning to class will be noted on the pass. In addition, students wishing to enter the main hallways of the building prior to the first bell will need a corridor pass. They should make arrangements with the teacher the day before to secure a pass.

Deliveries

In an attempt to minimize interruptions of the learning environment, we do not deliver items directly to students. We recognize that middle school students are going to forget things. We will gladly accept anything delivered if a child has phoned or requested items in advance; however, the student will be expected to come by the office BETWEEN CLASSES to pick up the item on their own. We will not call a student out of class. This procedure has proven effective in teaching students responsibility and ensuring an uncompromised classroom. Parents, please help us with this policy. **BALLOONS, FLOWERS AND GIFTS INTENDED FOR SPECIAL OCCASIONS WILL NOT BE DELIVERED.**

Detention Hall

A supervised detention hall will be held at Bernal Middle School. Students are assigned to detention hall when it is necessary for disciplinary purposes, and for the penalty situations arising from excessive tardies and/or other incidents of misbehavior. Detention hall will be scheduled on Monday through Thursday from 3:45 to 5:00 p.m. Transportation will be the responsibility of the parents. Parents will receive written notification prior to the day on which the student is to serve the detention hall. A student who fails to attend detention hall will be subject to further disciplinary measures. While in detention hall, students are expected to follow established rules.

Dress Code

The district's dress code is followed and students will be expected to dress within the guidelines set forth by the district.

In addition to the district code, at Bernal:

- Pants cannot have holes or purposely torn or frayed hemlines and may NOT sag.
- Pant hems should be worn at or below the ankles and not drag the ground (shorts are not allowed).
- Dog leash, dog style collars, spiked wrist bands, bike chains and spikes are not allowed at school and are subject to confiscation.
- Trench style coats are not permitted.
- Clothing should not advertise and/or endorse alcohol, drugs, gangs, or tobacco.
- Clothing with sexually suggestive slogans or graphics is not permitted.
- Shirts should NOT expose the midriff, back or underpants.
- Under and oversized clothing, leggings/jeggings including sweat pants or athletic material pants are not allowed (See Section D – Dress and Grooming).
- No shirts, T-shirts, or jerseys longer than mid-thigh.
- Body piercing is not allowed. Students may wear earrings. Other body piercing jewelry is not allowed and subject to confiscation. Confiscated jewelry must be picked up by a parent/guardian.
- Students may not wear "tear away" pants.

- Changes in dress code, deemed appropriate and necessary by the school principal, may be announced, implemented and enforced during the course of the academic school year, especially when safety issues arise.
- Steel or hard plastic-tipped shoes, house shoes or flip flops are prohibited.
- Final determination of acceptable dress and grooming rests with the principal or his/her designee.

Birthday corsages will be allowed for girls, but it is prohibited that money be attached. If there is a problem with a birthday corsage with money attached, it will be held in the vice-principal's office until the end of the school day.

Graffiti

Book covers, folders, book bags, school property, body parts, and/or personal property or clothing displaying obscenities, alcoholic beverages, narcotics, controlled

substances, gang related materials or any design or inscription that administration determines to be unacceptable are not permitted at Bernal Middle School. These items will be confiscated and documented in the student's discipline record and parents will be contacted. Additionally, "tagging" of school property is considered damaging school property and will be treated as vandalism.

Guidance and Counseling

Counseling services are provided to students at Dr. Joe J. Bernal Middle School. Students and parents may schedule conferences with counselors in the Counseling Office during the day. Counseling services are organized along the four following areas:

1. GUIDANCE CURRICULUM – Lessons are provided for all students systematically based on developmental needs of students. Guidance lessons are most often taught in classroom-sized groups of students.
2. INDIVIDUAL PLANNING – Students are assisted in the monitoring and management of their own educational, career, personal and social development. Students are assisted in setting, planning, analyzing, and assessing the progress of their own goals. Particular emphasis is paid to transition times in students' lives (elementary to middle school; middle to high school.) Preregistration and educational/career planning are other major activities.
3. RESPONSIVE SERVICES – Counselors use their specialized training to help students face difficult issues or complex problems. Counselors are available to counsel with students, consult with parents and educators, and coordinate school and community resources on behalf of students.
4. SYSTEM SUPPORT – Counselors provide indirect services to students by utilizing other programs established to deliver services to students. Some of the programs include the regular education program, career education, testing, special education, and parent involvement.

Health Care — Sickness at School

The school nurse or school personnel give first aid only. They do not diagnose illnesses but take note of symptoms and observe students. If the student is seriously ill, injured, or unable to return to class, the parents will be notified. We ask that children be kept at home when ill. This is most important for the health of the child and for the health of all children in school. It is recommended that a child be kept at home for 24 hours after he is completely free of fever.

If a student becomes ill or is injured, he will be given first aid or other appropriate care in the clinic. If the student needs immediate medical attention or is too ill to return to class promptly, parents, guardians or another alternate adult listed on the medical card should pick their child up promptly.

The parent or guardian is responsible for furnishing ALL emergency information on the student's medical card including alternative adults and current phone numbers. TO ENSURE THE STUDENT'S SAFETY ONLY PERSONS LISTED ON THE MEDICAL CARD ARE ALLOWED TO SIGN A STUDENT OUT OF SCHOOL. In the event the designated persons are unavailable, it is the parent's responsibility to make arrangements for the student to be picked up, and to notify the school as to the person picking the student up.

In extreme emergencies E.M.S. will be called. PAYMENT FOR E.M.S. IS THE PARENT'S RESPONSIBILITY.

Internet Acceptable Use Policy

Please refer to Section B of Northside's Student and Parent Agreement for the Acceptable Use of the District's Electronic Communication System policy.

Laptops/eReaders/ Mobile Devices

Bernal students are allowed to bring their personal laptops and/or eReaders to school for instructional use. Personal laptops will be provided filtered access to the internet as well as access to any web-based student applications (e.g. United Streaming, Net Storage) that would be normally accessible to students from home. Mobile devices are valuable devices that can be damaged. The district is not responsible for the loss or theft of a personal device, or for damage, or unauthorized access to the device nor the data that resides therein. Please refer to Section B of Northside's Student and Parent Agreement for the Acceptable Use of the District's Electronic Communication System for more information

Leaving School

Students who need to leave school during the day should submit a parental note to the attendance office prior to 8:15 a.m. A pass will be issued for the student to meet his/her parent in the attendance office at the designated time.

STUDENTS WHO WALK, RIDE A BUS, OR ARRIVE BY CAR ARE TO REMAIN ON CAMPUS ONCE THEY ARRIVE IN THE MORNING. Any student that leaves campus without first signing out in the attendance office will be subject to disciplinary action. Students leaving or returning to school during the day must check in/out with the attendance secretary.

Library

The librarian encourages use of our library before, during and after school each day. She will provide orientation, assist with reading selections, teach the use of the computer databases, locate resources and assist all library patrons in all areas related to our library. Each campus library supports the curriculum and provides a wide variety of materials suitable to the interest and abilities of students in their pursuit of knowledge and love of reading. Information literacy skills for life-long learning are taught, practiced, and applied. Home access to the online card catalog is available at <http://webcat.nisd.net/>.

In order for each school to maintain a high quality collection, students must practice responsibility in caring for library materials. In order to administer the library most justly and efficiently, a set of regulations has been formulated. These will be reviewed with the students during library orientation at the beginning of each school year.

1. All students who enter the library must sign in.
2. A current Bernal student I.D. number is required to check out books.
3. All materials taken from the library must be charged to the student's name.
4. Students must pay for any library books that are lost or damaged while charged to his or her name.
5. Library hours each day are 7:45 a.m. to 4:00 p.m.
6. Students must have a signed AUP on file in order to use the library's computers.
7. Morning passes are required before school and must be picked up in the cafeteria each day. The library is opened during lunch periods only when there is no class in the library.

Lockers

Individual locker assignments are made during the first week of school. Lockers should be kept locked; a student must not share their combination with another student. Direct all locker problems to the office. Students are expected to observe the following practices:

1. Valuable items should be left at home, not kept in a locker.
2. Do not share lockers. Sharing lockers can lead to the loss of expensive school and personal items. Students found sharing lockers will be subject to disciplinary action. Students will be held accountable for what is in their locker.
3. Do not give your locker combination to anyone, including your best friend.
4. Locker problems should be reported to the school secretary.

Lost and Found

Any article of value that is found on campus should be turned in to the front office or to a staff member immediately. Failure to turn in found items in a timely fashion could result in the student being in possession of another person's property and could result in disciplinary action. AS THE SCHOOL ASSUMES NO RESPONSIBILITY FOR LOST ARTICLES, WE URGE STUDENTS TO TAKE EVERY PRECAUTION TO PROTECT THEIR POSSESSIONS. Mark carefully all personal items, such as wearing apparel, books, and supplies in order that each may be easily identified. At the end of each month, the Lost and Found will be cleared of all lost clothing articles. Lost textbooks are returned to the issuing teacher. Students should check with their teacher(s) for lost textbooks.

Lunch Money

The school does not loan lunch money to students. Parents may deliver food to ONLY their child. Food cannot be brought in for celebrations, holidays, or parties.

Lunchroom Procedures

All students will enter and leave the cafeteria in an orderly manner. Students must raise their hand for permission to leave their assigned seat. Duty teachers will dismiss students by tables to discard trash and return trays. Students may not leave the cafeteria before permission is granted.

Visitors must sign in and receive a visitor's sticker before coming into the cafeteria. Parents may bring lunch to their children; however, as per Child Nutrition Department guidelines, parents may not bring lunch to other students. No celebrations are permitted in the cafeteria (e.g. birthdays). Food and drink items brought in from an outside vendor/source may not be shared with other students. To ensure that other students do not feel uncomfortable or left out, parents who bring outside food and drinks are invited to eat lunch with their children at a separated table in the cafeteria.

National Junior Honor Society (NJHS)

All NISD students who have attended the same Northside school for the equivalent of one semester, and who have demonstrated outstanding scholarship, character, citizenship, and service will be considered for membership. Students may not apply for membership. The Dr. Joe J. Bernal Middle School faculty council has set a 90 or above average for a student to be considered for membership.

Membership in NJHS is both an honor and a responsibility. Once selected, members have the responsibility to continue to demonstrate the qualities listed above. Members who resign or are dismissed are not eligible for membership or its benefits.

Nuisance Items

The following items are to be left at home:

- Skate boards – Full size or mini
- Chewing gum
- Permanent markers – These will be confiscated and not returned.
- Water guns, cascarones (confetti eggs), or any other toys
- Distasteful reading materials
- Poppers, “stink” bombs, fireworks, matches and lighters
- Items for sale, such as candy or gum that are not part of a school approved fundraiser
- Laser pointers
- Any other item that the campus administration determines is a disruption to the learning environment

These items cause a distraction from the school’s academic atmosphere, and they can be easily lost or stolen. The school cannot be held responsible for any of these lost or stolen items.

Students who bring these items to school are subject to disciplinary action.

Offices

The offices are open from 7:45 a.m. until 4:15 p.m. each school day. All school business should be transacted during these hours. Please call the office at 398 – 1900 to schedule appointments with teachers, counselors and administrators.

Parent Pick-up Guidelines

We understand that sometimes parents need to pick students up before dismissal time. However, for safety reasons and possible loss of instructional time, we will not send for a student until the parent arrives and we have checked identification. Due to high volume activity in the Main Office, students will not be called out of class the last 20 minutes before dismissal. For the safety of all children, parents are asked to have ready their photo identification when asking to pick up their child.

A large number of our students are picked up or dropped off by their parents. There are times when traffic may get congested between the hours of 8:10 – 8:30 a.m. and 3:40 – 3:55 p.m. For the safety of our students who walk to and from school, our community and our staff, please adhere to the parking lot markings and safety cones that are placed in specific locations. Most of our students have transportation services available to them from the district. We encourage students to take advantage of this service when possible.

Physical Education

All students are required to take physical education. Students are required to dress out during physical education classes. Any student not able to dress out and participate for a period of more than two days because of injury or illness must have a written excuse from a DOCTOR stating the nature of the injury or illness along with the time span of inactivity. In place of physical activity, other activities will be assigned. Non-participation for one or two days will be excused by a parent’s note explaining the circumstances.

PTA — Parent Teacher Association

The Parent-Teacher-Association for Dr. Joe J. Bernal Middle School is a member of the National Congress of PTA's and Northside Council of PTA. Parents are urged to join and support PTA. Meetings are scheduled for the third Tuesday of the month four times during the school year. Annual dues are \$8.00.

Public Display of Affection

Public displays of affection are not acceptable for a school environment and may subject the participants to disciplinary action.

Respect

Students are expected to treat each other with respect so that student dignity is maintained at all times.

Schedule Change

Schedules will not be changed unless extenuating circumstances exist. In order to change a schedule, a student must have a very serious reason and the approval of his parents and school staff. Parents are encouraged to arrange a conference with a teacher about any academic or disciplinary concern. A student's schedule will not be changed because of low grades or individual preferences.

School Day

Classes begin for Dr. Joe J. Bernal Middle School students at 8:30 a.m. and end each afternoon at 3:40 p.m. each day, Monday through Friday.

While the doors will be opened to all students at 7:15 a.m., adult supervision does not begin until 7:30 a.m. We strongly recommend students do not arrive before 7:30 a.m. Students who arrive at school before 8:20 a.m. are to report to the grade level designated areas.

Shadowing

"Shadowing" gives parents an opportunity to observe their children during an ordinary school day and can help open dialogue between parents and children about school. Parents are welcome to "shadow" their children, that is, to follow them through their school day. In order to maximize the benefits of shadowing, we request that parents adhere to the following guidelines.

1. A request must be made with administration at least 24 hours in advance of your intentions to shadow.
2. Register in the Administrative Office, secure a visitor's pass, and review shadowing guidelines.
3. Shadowing is not a time for parent/teacher conferences. If you desire a conference, please make prior arrangements with your child's teachers.
4. To preserve the academic environment, please do not take part in the lesson unless invited to do so by the teacher. Do not visit with your child or other students during class time.

Tardies

The efficient student is not tardy. Sufficient time is provided to pass from one class to another. If you are not in your seat at the end of the passing period, the teacher may consider you tardy. All unexcused tardies will be subject to a penalty. Teachers are not required to allow the student consideration for any unexcused tardies.

Should a student be detained by a teacher, he/she should secure a note from that teacher and present it to the teacher in charge of the class he/she is entering. For such an occurrence, the student will not be charged with an unexcused tardy. Students tardy after 15 minutes may be considered truant or absent.

1. Tardiness to class

If a student is tardy to class, he/she should report directly to his/her teacher who will evaluate his/her reason for tardiness and assess an appropriate penalty.

2. Arriving to school late

If a student arrives on the campus late, he/she will report immediately to the attendance office for a class admittance slip. Students who arrive late on the campus may be subject to an administrative consequence. Repeat offenders will be reported to truancy court.

3. Excessive Tardies

Students with excessive tardies will be referred to the administrator for disciplinary action. Repeat offenders will be reported to truancy court.

Technology Usage Guidelines

School districts throughout the country, including Northside ISD, have moved into the "Information Age" by providing network and Internet access for students. Technology will be used abundantly at Bernal Middle School. Everything from testing reading level of students to accessing the Library's card catalog database requires the use of networked computers. With this privilege comes responsibility. Students must use the Northside network and the Internet in a responsible, efficient, ethical, and legal manner in accordance with the Northside ISD Acceptable Use Policy. At the beginning of each school year there are two forms that must be signed and returned to the school before your child will be able to use a networked computer at Briscoe Middle School or have their work published on the Briscoe web site:

1) Student and Parent Agreement for the Acceptable Use Policy of the District's Electronic System

- This form is a written agreement by NISD, the parent/guardian and the student. It must be read, signed and turned back in to the school before a student may use a networked computer.

2) Web Publishing Form - parent/guardian permission is needed for any of the following to appear on a Northside campus webpage:

- Your child's work
- Your child's first name (only)
- Inclusion of your child in a digital image or video clip (group setting only)

To function effectively in this environment, students must assume personal responsibility to behave ethically, even when technology provides them the freedom to do otherwise. The use of Northside network and the Internet is a privilege, not a right, which may be revoked at any time for inappropriate behavior. Users assume responsibility for understanding the Acceptable Use Policy and guidelines as a condition of using the Northside network and the Internet. Use of Northside network or the Internet that is inconsistent with this policy may result in loss of access as well as other disciplinary or legal action.

Telephone / Cell Phones

The telephone in the office is for school business and emergencies. The office telephone is not for general use by students. A student will not be called from class to answer the telephone or make calls. In addition, students are not to make phone calls from their teacher's classroom during the school day. In extreme emergencies or unforeseen

circumstances (e.g. car break down, doctor's appointment cancelled, etc.) a message will be taken by the office staff and delivered to the students. **Arrangements of scheduled appointments and rides home from school activities should be made before the student comes to school.**

Cell phones are allowed on campus, but they are to be turned off and out of sight between the hours of 8:30 a.m. to 3:40 p.m. Students may use their cell phones after school or at other after school events to arrange for parent pick up. Cell phones are not to be used to make unauthorized calls during the school day. Students who compromise the academic environment with unauthorized use and / or possession of a cell phone during the school day are subject to disciplinary action.

Tutoring

Students are expected to complete assignments and turn them in on time. If a student chooses not to complete assignments in class or at home, a teacher may assign the student to tutoring. Parents will be notified by teacher should his/her child require tutoring.

Visitors

For the security of our students, all parents and visitors are required to register in the Administrative Office with the Principal's secretary and indicate the reason for visiting the campus. Upon sign-in, all parents and visitors need to present a form of photo identification and receive a visitor's pass. They are also required to sign-out prior to leaving the campus.

Withdrawal from School

In the event a child needs to be withdrawn from school, a parent/guardian should call the Counseling Office and make arrangements to report to the school the morning of the withdrawal. The student will receive a withdrawal form to be taken to each of his/her teachers, to the counselor, and to the librarian for signature. Textbooks and all other school material assigned to the student are to be turned in to the front office secretary. Each teacher will list his/her grade for that particular six (6) weeks period up to the time of withdrawal. The librarian must indicate that the student's library record is clear. In addition, before withdrawal is completed, all other records must be cleared. When all necessary information has been secured, the student should return the withdrawal form to the attendance office for final signatures by school administrators.