

**Heritage High School**

**Student Handbook**

**2019-2020 HHS Student/Parent Addendum to the RCPS Student/Parent Handbook**

**LaTonya Richards**

Principal

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Conyers, GA 30094

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Principal’s Message

Mission Statement

The Mission of Heritage High School is to promote student success on the world stage by fostering communication, collaboration, critical thinking and creativity to ensure college and career readiness.

**Vision of Heritage High School**

HHS will perform in the top ten percent of all Georgia Schools.

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Bell Schedule

Class Schedule

8:05 – 9:35 1st Block (RCA Release)

 *9:35 – 9:40 Transition*

9:40 – 11:10 2nd Block

 *11:10 – 11:15 Transition*

11:15 – 1:25 3rd Block

 *1:25 – 1:30 Transition*

1:30 – 3:05 4th Block

Lunch Schedule

11:10 – 11:35 1st Lunch

 11:40 – 12:05 2nd Lunch

 12:05 – 12:30 NO LUNCH

 12:30 – 12:55 3rd Lunch

 1:00 – 1:25 4th Lunch

\*Instructional Focus (IF) classes will either go to the 1st lunch or 4th lunch

DAILY ROUTINE

**School Hours**

 The school is open from 7:15-4:15. Students arriving at school before 8:00 are to report directly to the commons area. The school staff is not responsible for the supervision of students who arrive at school before 7:30 AM The bell will ring at 8:00 am to send the students to first period. Students must be in the classroom by the start of first period at 8:05 AM. Students arriving at school any time after the start of first period must report to the attendance desk to obtain an admittance slip. Students assigned to in school suspension should report there at the start of first period. Students on campus after 4:15 PM who are not participating in a school-sponsored activity must wait for their transportation in front of the building. Unsupervised students may not be inside of the building after 3:25 PM. After 4:15 PM any student not picked up is considered to be in an unauthorized area. Students who are involved in school-sponsored activities must be picked up within 20 minutes of the completion of their activity. All students should be picked up in a timely manner. If this becomes a problem, the student may be removed from the team or not allowed to attend school sponsored activities and may receive consequences.

 **\*3:25 PM ALL STUDENTS WHO ARE NOT BEING SUPERVISED BY A TEACHER/ SPONSOR OR COACH MUST EXIT THE BUILDING.**

**\*\*4:15 PM ALL STUDENTS NOT INVOLVED IN A SCHOOL RELATED ACTIVITY SHOULD BE OFF CAMPUS AT THIS POINT.**

We encourage our students to be involved in HHS extracurricular activities and after-school opportunities for academic assistance. While we encourage this participation, we also strive to maintain a safe, secure and orderly campus. Please be aware that if your student fails to either report directly to a supervised school activity or leave campus by 3:25 PM , he/she is in violation of the Rockdale County Public School Loitering Policy. The policy states: RULE 24.2 - A student shall not enter any school building or school system facility after school hours without authorization from school officials. RULE 24.3 - A student shall not loiter on any school campus or school system property. Appearing on campus will result in a loitering letter for parent notification and possibly in referral to student support services, suspension, and/or referral to law enforcement for loitering or trespassing charges.

Please understand this is a school safety issue and we can’t supervise, nor should we supervise students after 4:30 PM. There is no reason for a student who is not involved in an after-school activity to be stranded at school without a ride home. All students have access to ride the bus home immediately after school. For those who have been granted special permission to attend Heritage High School, you received information that indicated “Parents of students who are crossing attendance lines must arrange transportation for the children.” At Heritage High School, we require the “arranged transportation” to pick students up prior to 4:15 PM.

Attendance at HHS

Regular attendance at school is vitally important to each student since attendance affects a student's academic progress and the development of attitudes for adult life.  For detailed information about student attendance, see the Rockdale County Attendance Guidelines and Procedures.  This document can be found on the RCPS website [www.rockdaleschools.org](http://www.rockdaleschools.org).

**HHS ATTENDANCE POLICY**

Georgia State Board of Education Rule 160-5-1-10 defines the following absences as excused: State Attendance Rule 160-5-1-.10 states that students will be excused from school under the following circumstances, as a minimum:

* Personal illness or attendance in school endangering a student's health or the health of others.
* A serious illness or death in a student's immediate family necessitating absence from school.
* A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school. \*Observing religious holidays, necessitating absence from school.
* Conditions rending attendance impossible or hazardous to student health or safety.
* A period not to exceed one day is allowed, at the discretion of the local unit of administration, for registering to vote or voting in a public election.
* Visiting with a parent or legal guardian prior to or during leave from deployment to a combat zone or combat support posting as a member of the armed forces of the United States or the National Guard (maximum of five school days per year).
* A student whose parent or legal guardian is currently serving or previously served on active duty in the armed forces of the United States, in the Reserves of the armed forces of the United States on extended active duty, or in the National Guard on extended active duty may be granted excused absences, up to a maximum of five school days per school year, not to exceed two school years, for the day or days missed from school to attend military affairs sponsored events, provided the student provides documentation prior to absence.

\*Any absences not listed above will be unexcused. Car trouble is **NOT** an excused absence or tardy.

 **ATTENDANCE PROCEDURE**

**It is the daily responsibility of both the student and the parent to be present and on time daily for school.**

1. On the day a student returns to school, he/she is to bring a note signed by his/her parent or guardian explaining the absence from school. The note should include the date, reason, parent signature, and phone number for verification. **If a student is out more than three consecutive days a doctor’s note is required.**

 2. Students will be allowed **three (3) handwritten parental notes per semester for absent days.** Absences are then unexcused unless the student provides approved documentation within three days of return. E-mails will not be accepted.

 \* Approved (excused) documentation for absences includes- doctor’s notes, funeral bulletins and court documentation

3. The note should be brought to the Attendance Office. **Do not give the note to your teachers.**

 4. The Attendance Office will classify the absence according to the policy and make all corrections in the computer daily.

 5. School assignments may be made up for excused absences only. **Excuses will not be accepted after three days**. If a student returns to school without a written note within three days after returning to school, then his/her absence(s) will be considered unexcused and all missed work will result in zeros.

6. Students will be allowed to make up work for five (5) days of excused absences in each class and/or period for each semester.  If students are absent more than five (5) days in a semester, make up work will not be allowed unless a parent-initiated conference is conducted with the teacher and counselor to make arrangements for makeup work.

7. Students will be allowed **five (5) parental notes per semester for a combination of check-in/ checkouts/morning tardies.** Check-in/ check-outs will then be unexcused unless approved documentation is provided, at the time of check-in.

 \* Approved (excused) documentation for check in/check outs includes- doctor’s notes, funeral bulletins and court documentation

**TARDIES TO SCHOOL**

**1st – Warning Conference**

**4th Tardy – Morning Detention (Detention is from 7:30 AM – 8:00 AM on Monday – Friday)**

**5th Tardy – Friday Afternoon Detention (Detention is from 3:15 PM – 4:15 PM)**

**6th Tardy – Parent Meeting with Social Worker/Administrator**

**7th+ Tardies - ISS/OSS/ Privileges Revoked (Parking, Prom, Homecoming, Exam Exemption, and other special planned events) (TBD by administration)**

**TARDIES TO CLASS – Students are expected to be in class when the bell rings. Students who are not in class when the bell rings are considered tardy and will receive the following consequences.**

**1st - 3rd Tardy – Warning Conference**

**4th Tardy – Morning Detention (Detention is from 7:30 AM – 8:00 AM on Monday – Friday)**

**7th Tardy – Friday Afternoon Detention/ Reverse Discipline (Reverse Discipline – In lieu of a consequence parents spend the day at school shadowing his/her students. Parents must notify administration of their attendance and must sign in at the front office. Parents must receive and wear a visitor’s badge at all time.) (Detention is from 3:15 PM – 4:15 PM)**

**9th Tardy – ISS/ OSS**

**11th+ Tardies - Privileges Revoked (Parking, Prom, Homecoming, Exam Exemption, and other special planned events)**

**Lockdowns**

Procedures for lockouts are as follows; once the tardy bell rings all teachers have been instructed to close and lock their doors. Tardy students will have to report to the commons area to receive a tardy detention. The detention will be scheduled for Friday afternoons, 3:20 until 4:20 PM. If you do not serve your detention, you will be given one day of ISS.

**Restroom Passes**

 Restroom passes will not be given the first 10 minutes or the last 10 minutes of class. Restrooms are open during each class change and are to be used during that time. The student will be dismissed from class only if he/she becomes ill or if circumstances arise which prevent the student from using the restroom between classes or if medical documentation is provided. Students will not be allowed to take their cell phones with them into the restroom.

**MAKE UP WORK/ LATE WORK**

**Make Up Work for Absences**

 **Students are expected to make up assignments and tests after any absent days. Make-up work must be provided in accordance to RCPS Board Policy,** [**JB-R Student Attendance**](https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=JB-R&Sch=4138&S=4138&C=J&RevNo=1.98&T=A&Z=R&St=ADOPTED&PG=6&SN=true)**.**

One day of makeup time should be provided for each excused day of an absence. Students will be allowed to make up work for five (5) days of excused absences in each class and/or period for each semester.  If students are absent more than five (5) days in a semester, make up work will not be allowed unless a parent-initiated conference is conducted with the teacher to make arrangements for makeup work.

1. When student absences are excused, per state regulations, students shall be allowed to make up their work during their absence.  Students who have an **excused** absence must initiate arrangements for completion of missed assignments with teachers on the first day they return.  The teacher will determine deadlines for completion of assignments at this time.  **Students, not teachers, are responsible for obtaining missed assignments.**
2. Once the deadline established by the teacher to turn in missed work is exceeded by the student, then it becomes late work.

**Late Work**

Late work is defined as any assignment that is not submitted on its due date, with the exception of makeup work for absences or approved school activity. The expectation is for students to complete all work assigned in an effort to demonstrate mastery of standards.

\*\*See each teacher’s syllabi for their classroom policy on late work.

**Skipping**

Absent without official leave from school or class. A student may not leave school grounds after his/her arrival on campus without the permission of a duly authorized school official. Students who leave campus without checking out or who are absent without their parent's knowledge will be considered AWOL from school. Students who do not have permission to be out of class are considered SKIPPING from class. Students are not allowed to leave campus for lunch.

**Parking on Campus**

**Parking**

All STUDENTS, including DUAL-ENROLLED, that park on HHS campus MUST PURCHASE a PARKING PERMIT. Students who park on campus must follow the parking regulations as printed in the Rockdale County Student Handbook and on the parking application. Failure to follow rules and regulations will result in parking privileges being revoked with no refunds. Only students with current valid permits will be allowed to park on campus. Parking permits are issued in the office for a fee, and they are not transferable.

 Students are to park only in their allotted area. Spaces are available for a yearly fee of $50.00 cash only. The speed limit on campus is 10 mph. Students are to leave their cars immediately upon parking. No student is to remain seated in a student’s car upon arrival at school or remain seated and parked in the afternoon when it is time to depart from school. All students who have seven (7) or more tardies to school or eleven (11) or more tardies to class will have their parking privileges revoked. A student's parking permit may be revoked without refund for disciplinary infractions. Permits will be revoked upon withdrawal from school. Parking permits are non-transferable. CARS WITHOUT PERMITS, CARS PARKED IN UNAUTHORIZED AREAS, AND STUDENTS IN VIOLATION OF THE TARDY/ DISCIPLIANRY POLICY CAN BE TOWED AT OWNER’S EXPENSE. All items necessary for school, including but not limited to, lunch money, books and projects, need to be brought in from cars when you enter the building in the morning. Trips to the student parking lot will not be allowed during the school day, including lunch without administrative approval.

Counseling Department

The Guidance Services, which is basically an extension of the classroom, exist to help with the students' growth and development through school. These services are designed to provide help in physical, educational, vocational, social, and emotional development. The counselors handle orientation and registration procedures and give individualized help in planning for the present and the future. They work with students individually and in groups to solve personal problems and provide information so that intelligent decisions can be made. The counselors also conduct meetings in the fall and spring concerning course registration for the upcoming year, college planning and financial aid.

**Appointments**

Students who want to make appointments to see a counselor should give their names to Ms. Bohannan. Appointments will be scheduled in a timely manner. Since the counselors have an extensive schedule of group and classroom activities, **PARENTS SHOULD CALL AHEAD TO SET UP AN APPOINTMENT WHEN THEY NEED TO SPEAK WITH A COUNSELOR OR FOR A TEACHER CONFERENCE.**

Setting the Stage for Excellence– The HHS WAY

**Dress Code**

Our Student Dress Code is a generous policy and all students are expected to comply. The administration considers dress code violations to be a flagrant display of insubordination and a disregard for school policy. Appropriate dress is expected from student arrival until student dismissal (Door-to-Door). Please note that students who correct dress code infractions after they get into the building will still have the consequence designated above.

Our students are expected to dress in a manner that demonstrates their commitment to a professional and productive future. Therefore, business casual is the preferred form of standard dress for our students. Each career pathway participates in Dress for Success days and many require more specific dress to promote both professionalism and safety within our labs. Your individual instructors will provide more specific guidance pertaining to dress within your pathways. **While complying with the school system’s entire dress code policy, there are some particular areas of dress that will be strictly enforced in order to promote professionalism:**

* No clothing, particularly jeans, with holes, shreds, rips, or tears of any type, even if skin is not visible, will be allowed
* Skirts and/or shorts must be fingertip length and any slits must not come above the knee
* Undergarments must not be worn outside of clothing for any reason; therefore, pants and shorts must be worn at the natural waistline at all times and not below the hips
* No oversized or baggy clothing shall be worn. This is an issue of professionalism and safety
* Low cut or sheer shirts and blouses are not permitted
* No midriff shirts are allowed
* No tank tops/halter tops or layered spaghetti strap camisoles
* No hats, hoods, visors, bandanas, doo-rags, bonnets or head wraps
* Leggings may not be worn without a skirt that reaches the knee
* No Biker Shorts
* No bedroom shoes or pajamas
* Clothing may not depict any type of contraband (i.e. alcohol, drugs, tobacco, weapons) nor may it depict obscenity, profanity, or lewd content (literal or implied).

**This is not an all-inclusive list and dress considered inappropriate by the administration will also be given consequences.**

Students who are in violation of this dress code may be given the opportunity to correct the violation through a phone call to parents to have appropriate clothing brought to school or may be issued alternate clothing options (one time only) before being admitted to class. **Repeat offenses will be dealt with individually by an administrator using the consequences outlined in the RCPS Parent Handbook which includes in-school and potential out-of-school suspension**.

**Electronics and Cell Phone Policy**

 Since our focus at HHS is to provide a safe and orderly learning environment and students no longer need cell phones for instructional use (Laptops fill that void), **ALL teachers will now require students to check their phones in to a designated spot in the “classroom phone caddy.” This is a requirement. Failure to do so will result in an office referral, and the student will receive disciplinary consequences for being insubordinate.** If a student has more than one device (such as watches that communicate by text, etc.), he/she must disclose that information to each teacher so that the teacher can make arrangements for each student device. Students will continue to be allowed to text on their phone in the morning before first period, during lunch, and during class transition. Students are NOT allowed to talk on their phone or play music for others to hear (earbuds are appropriate). If a student needs a hall pass to go to the restroom, the media center, etc., the student will not be allowed to take his/her phone with them. Students who refuse to turn a phone over to a school staff member when a phone is requested will receive disciplinary consequences. The school administration is not responsible for stolen or lost devices. Bringing personal technology to school is strongly discouraged and is done so at the student’s own risk.

Students are also warned not to video other students during the school day or post any videos on social media of other students during the school day.

 **Prohibited Items**

Problems arise each year because students bring items which are hazardous to the safety of others or that interfere with learning or school procedure in some way. The following are examples, but not all inclusive of such items: playing cards, laser pointers, e-cigarettes and vapes and masks. Any item, in the opinion of the principal or the principal’s designee, that would interfere with learning, cause a disruption to the educational environment, or be a health or safety hazard are prohibited. If such items are brought to school, they will be impounded and disciplinary action will be taken. **Items will not be returned.**

**Lost and Found**

Students who find lost articles should turn them into the attendance office. Lost articles that are not claimed within a reasonable period of time will be given to charitable organizations.

**Public Display of Affection**

 Kissing and any physical contact deemed inappropriate by the administration is prohibited. A few examples, that are not all inclusive, are: extended hugs, sitting on another’s lap, and leaning up against each other on a wall

**Illness during the School Day**

 If a student becomes ill or has an accident and is injured, the parent or guardian is to be notified immediately. The student will be sent to the clinic aide for any necessary assistance. The parent or guardian must come in person and sign the student out. All students who have a fever, have vomited, and or are contagious in any way will not be permitted to school for 24 hours.

**Work Permits**

Laws require that all persons under sixteen years of age must secure a work permit for each new job in which they are engaged after school hours, on Saturdays and Sundays, and during vacation. Permits may be obtained in the main office during the year upon presentation of proof of age.

**Lunchroom Expectations**

The following procedures are to be followed in the lunchroom:

1. Students will pick up all milk containers, napkins, and excess material and return their trays to the designated carts as soon as they finish eating. Students will keep the area in which they eat neat and clean.

2. Students will remain in the lunchroom during their lunch period and talk quietly

Failure to comply with lunchroom expectations will result in disciplinary action.

Federal Food Guidelines Students are not to sell candy (food) on the school campus without Board approval. Food items brought to school to be sold will be confiscated and the student will receive consequences according to the handbook. County/Federal policy prohibits food deliveries to students, which would compete with the lunchroom program; that includes all food, brought from outside the school.

**Athletics & Academic Competitors**

Students participating in athletics or extra-curricular activities are held to a high standard in and outside of school. The administration and athletic director reserve the right to incur probation or remove a student from a HHS team or organization if a student has demonstrated behavior that is misrepresentative of Heritage High School standards.

**Athletic Meetings:** If a HHS student is privileged to participate in any HHS sport, the student and parents must comply with the head coach’s expectations. Playing time is not guaranteed in high school for team sports. If a parent wishes to have a conference concerning their child with the head coach concerning their child (other than playing time) the parent must schedule an appointment with the Athletic Director. Each coach will provide a student athletic code of conduct.

**Heritage High School Instructional Program**

Our goal is to ensure that our students have access to “world class” instruction. For high level learning to take place, we need to make sure that our students are putting forth their best instructional effort each day. Students are expected to adhere to the following instructional policies:

**Grading Scale:**

A = 90 – 100

B = 80 – 89

C = 79 – 75

D = 74 - 70

F = 69 or lower

**Georgia Milestone Assessment –** The state of Georgia requires all students enrolled in second semester **Coordinate Algebra, Analytic Geometry, 9th Grade Literature, American Literature, US History, Economics, Physical Science and Biology** to take the Georgia Milestone Assessment. The GA Milestone Assessment counts 20% of the student’s final grade. Any student enrolled in any of the above courses must take the GA Milestone in order to finalize credit for this course. GA Milestone scores cannot be “banked.” Students must take the course if enrolled in a second semester section of the courses listed above.

**Course Registration and Schedule Change Procedures** – In the spring of each academic year, all students and parents will have the opportunity to select courses for the upcoming school year. We will make every effort to provide students with their course requests. We will not make changes to your student’s schedule based on teacher or class preference. We will only change schedule if there is a scheduling error (for example: if a student is scheduled for a class, he/she has already passed, if a student is scheduled for a course, he/she has not had the prerequisite course needed, etc.)

**Advanced Placement and Excel Courses –** We encourage our students to complete a rigorous course load. It is important for parents and students to know that Advanced Placement (AP) Course are taught on a college level and require an average of 1-2 hours of homework each night. Excel courses also require additional time each night and are taught in greater depth than regular level courses. Once students are registered and enrolled in AP and/or Excel, they are expected to complete the course. If a student feels she/he has been appropriately misplaced in an Advanced Placement and/or Excel course, parents/students should contact the student’s counselor to begin the AP and/or Excel academic appeals process. \*Note: Going through the appeals process does not mean the student will be removed from the AP/Excel course. Appeals will only be granted at the first 9-week grading period or the end of the first semester.

**Credit Recovery Opportunities** - Some students may need to make up a course that he/she has failed during high school. Students are only awarded credits for classes they pass with a grade of 70 or higher. Students must see their counselors prior to enrolling in any credit recovery option. Contact your student’s counselor to discuss options for your student. NOTE: The NCAA does not accept all forms of credit recovery. \* See the note below regarding Off-Campus Work.

**Online Credit Recovery --- Semester system**

**Off-Campus Work –** Heritage High School will not accept credit for off-campus work taken for duplicate course credit. Students cannot be dually enrolled in duplicate high school courses at the same time. \*Note: We will not accept the duplicate credit from the outside agency and students are subject to withdrawal from the Heritage High School course.

**Dual Enrollment** – The Georgia Department of Education defines as a program that provides funding for students at eligible high schools that are enrolled to take approved college-level coursework for credit towards both high school and college graduation requirements. Contact your counselor prior to enrolling in any dual enrollment opportunity.

**Off-Campus Study Hall Period** – Students are only granted the opportunity to have study hall period for first and fourth blocks. Students are only allowed a study hall period if on track with all graduation requirements. All study all periods must be completed off-campus. Students who are on campus during study hall will be given consequences for being in an unauthorized area. If students to not have transportation to and/or from school, the study hall period will be removed from his/her schedule and the student will be assigned to a course within the building.

**Intercession -**

**Mid-Term and Final Exams** – Exams are given at the end of each semester. The exam counts as 20% of the student’s overall grade for the course. Students in Biology, Physical Science, Analytic Geometry, Coordinate Algebra, US History, Economics, 9th Grade Literature and American Literature are **required** to take the Georgia Milestone Assessment at the end of the course. These assessments must be taken each time a student is enrolled in the course. GA Milestone scores cannot be “banked.”

Exam Exemption – Students may exempt an exam for a course if they meet the following criteria:

* + Grade of 80+ in the course;
	+ 10 or fewer tardies (total tardies in all classes)
	+ 3 or fewer unexcused absences (total absences by block)
	+ 3 or fewer office referrals in the semester
	+ **STUDENTS CANNOT EXEMPT THEIR STATE MANDATED GEORGIA MILESTONE ASSESSMENT FOR THE FOLLOWING COURSES:** Biology, Physical Science, Analytic Geometry, Coordinate Algebra, US History, Economics, 9th Grade Literature and American Literature.

Students must obtain and submit a completed exam exemption form in order to be able to exempt an exam for a course.

**Early/Late Mid-Term and Final Exams** - For students who do not exempt their mid-term or final exam are expected to take their exam on the designated exam day. We do not give early exams. In case of an emergency, the parent or guardian must contact the principal or his/her designee for prior approval. If a student misses his/her exam, they must make it up on the designated date for exam make ups.

**Tutoring –** All teachers will hold tutoring hours twice a week. See your individual teacher for tutoring days and hours.

**Academic Dishonesty** – We expect our students to adhere to the highest level of academic honesty. When a student is guilty of cheating, the teacher shall collect the student's paper, mark a zero for the work, and notify the parent. If a technology device was used for cheating, additional consequences may be given.

**Graduation -** The graduation ceremony will be a formal and dignified ceremony. Therefore, high expectations for dress and behavior will be strictly enforced. Seniors will be provided with detailed information at the senior meeting. Additional information will also be posted on the school website concerning dress code and cords for graduation. **Seniors arriving late to graduation and who do not meet the expectations will not walk with their class.**

**Withdrawal from School**

 In order for all necessary records to be completed, a student is requested to bring to the counselor's office a written notice from his/her parents or legal guardian stating the student’s intention to withdraw from school. The student is required to turn in all books, technology and pay any outstanding debts the last day present at school. Until all obligations to Heritage have been cleared, a student’s record will not be released.

**MEDIA CENTER**

Let us help you learn!

**@ the library**, we can connect you with:

• a good book! Heritage has E-books, Interactive books, Audiobooks and Lightbox Reference E-books. Login into Destiny with your RCPS username/password to access and download our vast E-book library from anywhere

• magazines and newspapers

• online databases to use at school or at home

• personal research consultation and searching tips

• documentation advice (how to cite!)

• interlibrary loan (get materials from other libraries)

• reference books

• DVDs, CDs

 • note sheets, organizers, and bibliography formats for preparing research projects

• resources for and help with multimedia production and presentation: scanners, digital cameras

 • and much more!

 **Library Rules:** Be considerate of others who are working • Use a quiet voice • No food or drinks • Appropriate language only • Show care when using all library resources • Students must have a pass signed by a teacher to visit the media center during class time. • Students sign in and out at the circulation desk. Study hall students are allowed a maximum of two media passes per week with an assignment from their curriculum teacher • Students must stay until the end of the class period unless the teacher states for the student to return to class • A substitute teacher may not sign a pass to the media center unless the teacher has contacted the media specialist in advance.

**Loan period Books:**

2 weeks (E-books check in automatically)

Magazines: overnight

DVDs/CDs: overnight

Reference: library use only!

Students must have an ID to checkout materials

**Fines:**

10¢ per day for overdue titles

25¢ per day for overnight items

Photocopies: 10¢ per page for black and white

50¢ per page for color

Lost books are $20.00 for replacement of the title

**COMPUTERS/TECHNOLOGY**

Do NOT download and/or install ANYTHING that would bypass the firewalls on your laptop

(I.e. ultrasurf, Psiphon, etc.)

. Ultrasurf Logo: Psiphon Logo:

 

THE CONSEQUENCES FOR DOING SO WILL BE THE FOLLOWING:

1st Offense - Laptop taken away for 2 weeks and the administration notified.

2nd Offense - Laptop taken away PERMANENTLY!

NO LOANER LAPTOPS WILL BE GIVEN TO THOSE WHO VIOLATE THESE RULES, NO EXCEPTIONS.

SAVE YOUR WORK.