

THE BROACH SCHOOL OF JACKSONVILLE, INC. JACKSONVILLE, FLORIDA CAMPUSES

The Broach School – Orange Park Campus

772 Fox Ridge Center Drive Suite 136, Orange Park FL 32065
904-298-3500; 904-298-0096 (fax)
Barbara Jackson, Director

The Broach School – South Campus

6211 Terry Road, Jacksonville FL 32216
904-674-0900; 904-674-0902 (fax)
Frank Castellano, Director

The Broach School – Westside Campus

Secondary

440 Lenox Square, Jacksonville FL 32254
904-389-5106; 904-388-1077 (fax)
December James, Director

Elementary

5417 Lenox Avenue, Jacksonville, FL 32205
904-378-0000; 904-378-0009 (fax)
December James, Director

Serving the Jacksonville area for 39 years!

THE BROACH SCHOOL

MISSION STATEMENT

The mission of **The Broach School** is to create a nurturing, learning environment where students are motivated to succeed.

GUIDING PRINCIPLES

- 1) Students learn in different ways and should be provided a variety of instructional approaches and activities to support learning.
- 2) Students learn best when they are actively engaged in the learning process.
- 3) Each student is a valued individual with unique physical, social, emotional and intellectual needs.
- 4) Assessment of student learning should provide students a variety of opportunities to demonstrate their achievement of the expectations of their learning.
- 5) A student's self-esteem is enhanced by positive relationships and mutual respect between and among students and staff.
- 6) Students are encouraged to make appropriate decisions through a supportive and challenging learning environment.
- 7) Exposure to cultural diversity can increase student's understanding of different people and cultures.
- 8) Teachers, administrators, parents and the community share the responsibility for enhancing the school's mission.

PARENT RESPONSIBILITIES

Parents/guardians hold the primary responsibility for the education of their children. Although they have delegated the majority of that task to the school, teamwork is necessary.

We expect and encourage parents/guardians to cooperate with the school in the following ways:

1. Support the teachers and the administration
2. Follow all school policies stated in the student handbook, such as dress code, prohibited items, etc.
3. Ensure that students come to school on a regular basis, well-rested and nourished so that they will be productive
4. Maintain an awareness of school calendar and schedules
5. Notify the school office if the student will be absent or tardy and provide any necessary documentation
6. Arrange transportation so that students will be dropped off and picked up on time each day; Provide students with the proper supplies needed to complete their school work
7. Furnish current information for school records
8. Communicate with administration regarding changes in medication or other circumstances that may affect a student's performance at school
9. Encourage student success by working with students at home, especially in areas where repetitive practice will be helpful (e.g., drilling math facts and reading orally)
10. Oversee the timely completion of projects
11. Schedule a conference with teachers and/or administration in order to limit unscheduled "visits"
12. Attend special events at the school, such as open house, Thanksgiving dinner, Christmas program, awards ceremonies
13. Volunteer time, talents, and/or resources to support the school community as you are able
14. Fulfill all financial obligations in a timely manner as stated in the contract

SCHOOL RESPONSIBILITIES

Parents/guardians can expect the school (administrative and teaching staff) to:

1. Provide a safe, supportive learning environment
2. Maintain orderly, small classroom settings where the atmosphere is conducive to learning so that each student has the opportunity to achieve his/her fullest potential
3. Teach using methods and materials which are appropriate for the functioning level, learning styles, and learning needs of the student
4. Encourage each student to uncover and develop his/her God-given gifts
5. Establish rapport and effective working relationships with them and their students
6. Serve as appropriate role models for the student
7. Communicate the student's progress (academically and behaviorally) through notes in the student planners, mid-term progress reports, quarterly report cards, and/or phone or in person conferences
8. Notify them of concerns about the student
9. Include them as partners in decisions which affect the student
10. Discipline the student in a respectful and fair manner
11. Inform them of school policies, programs, and activities through student handbook, school brochure, monthly newsletters, flyers, etc.
12. Maintain accurate records
13. Provide access to the student's records as required by the *Family Educational Rights and Privacy Act (FERPA)*

Student Handbook

WELCOME

It is a great pleasure to welcome you. Our school's central vision is to encourage our students to accept personal responsibility for their education, with the support of teachers and staff who care about their future. Our responsibility to our students is to instruct, guide, and empower them to succeed in school and life.

ACTIVITIES

Educational field trips, recreational activities, seasonal parties, movies and speakers are part of the Activity Program of The Broach School. There may be programs that will require small fees for admission and/or transportation. Attendance will be counted and grades will be given for participation. A written report in lieu of the activity may be required from those who do not attend. In the event that an admission fee is prohibitive, please contact the office as soon as possible.

ADMISSION POLICIES

The Broach School admits students of any race, color, religion, national or ethnic origin to all rights, privileges, programs and activities made available to students of the school.

ALCOHOL/DRUG USE

Any student who is suspected by the faculty or administration of alcohol or drug use may be required to submit to an independent drug test. If subsequent drug testing results indicate use, the school, at its discretion, may request the student to enroll in an alternative program and/or submit to counseling. In the event that a student brings drugs, drug paraphernalia, or alcohol to school or to a school sponsored activity, the student may be suspended and/or required to enroll in an alternative program and/or submit to counseling.

ATTENDANCE

In order to fully accomplish their individual academic goals, students must attend each class, each day for the full class period. The office will verify absences. Tardiness and cutting class will not be excused as it is disruptive to the entire class. Students who are late should report to the office to get an admit slip for class.

Students who are late or absent will be expected to make up missed classwork or tests. **Class participation, which often cannot be made up, is an important part of learning and counts as one third of the student's grade.**

EXCUSED ABSENCES:

1. Parents* should notify the office by phone as early as possible when a student will be absent from school.
2. Parents* should notify the office when late arrival or an early dismissal will be required for personal appointments.

**Only parents or guardians -- NO STUDENTS -- should confirm absences.*

UNEXCUSED ABSENCES:

Parents will be called regarding any unexcused absence.

EXCESSIVE ABSENCES:

If a student misses more than 20% of the scheduled number of school days (9 per grading period), he/she may be required to attend summer school at an additional cost. Excessive tardies (more than 3 unexcused per grading period) will accumulate into absences and may cause the student to make up days in summer school.

BOOK SELECTION

The school takes great care in the selection of its textbooks and books assigned for reading. At any time that a parent finds a book or reading assignment to be objectionable based on moral or ethical grounds, they should notify the campus director. If possible, an alternative book will be selected. If the parent or director feels that this book is inappropriate for other students, they should submit the book to the Curriculum Review Committee, headed by the Academic Director.

BUS BEHAVIOR

The school bus/van is a logical extension of the school campus. The school reserves the right to remove students from the bus/van either temporarily or permanently if their behavior warrants such action. Any act that impairs the safety of the bus/van riders, students, other motorists, or in any way defaces or damages a bus/van is unacceptable.

Students are expected to:

- Enter and leave the bus/van in an orderly manner
- Obey all the rules of the bus/van and bus/van driver
- Select a seat and once seated, stay in that seat for the entire trip
- Avoid standing on a moving bus/van
- Read or participate in quiet conversation
- Be silent when the bus/van is proceeding across railroad crossings
- Deposit all trash in a proper receptacle

Students may not:

- Put arms, head, or legs out of a window
- Use any abusive or profane language or gestures
- Strike, push, tease, or otherwise abuse another student
- Shove, stomp feet, clap hands, whistle, etc....
- Throw any objects inside or out of the bus/van
- Leave their seat while the bus/van is in motion or without permission
- Chew gum, eat, or drink on the bus/van
- Use cell phones

CANCELLATION, DELAYED OPENING, OR EARLY DISMISSAL OF CLASSES

When county schools are closed or evacuated because of inclement weather, such as hurricanes, Broach campuses will also close. However, Broach campuses will resume classes when it is determined to be safe for those locations. This may be at a different, usually earlier time, than the public schools. Please listen to your local TV/radio stations or call the school phone for a message concerning such information.

CARS/VEHICLES

Students who drive must observe safe driving practices and rules of courtesy. Students who demonstrate disregard for rules of the road or who are uncooperative with school traffic may not be allowed to drive to school. Parents must notify the school in writing if they allow their student driver to transport other students. Parents of students being transported by a student must also notify the office in writing.

Students are not permitted to sit or loiter in parking areas. Students who drive will not be permitted to go to their cars during the school day. Car keys may be collected during school hours. Students who refuse to turn in keys will not be permitted to drive to school. Cars may be searched by school officials. *(See Search & Seizure.)*
Driving is a privilege; and, if this privilege is abused, it may be revoked.

CLASSWORK/HOMEWORK

Students are expected to work for the entire period and to complete all assigned work. *Part of the grade for each class is based on effort and participation. Although we do not assign routine, nightly homework except in our Academy program, students may have work to complete at home occasionally.* This may include make-up or extra credit work, studying for tests, reading, or special projects. Parents are expected to encourage students in the completion of these assignments, offering assistance as necessary. (See Parent Responsibilities.)

CONDUCT

Profanity, inappropriate gestures, defiance, bullying, harassment, insubordination, violent outbursts or physical contact with another student or a faculty member are not tolerated and will result in disciplinary action, which may include transfer to another program.

Physical contact includes, but is not limited to, aggressive behaviors such as hitting and fighting, horseplay behaviors, or displays of affection such as hugging and kissing.

Sexual Harassment is defined as the unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Parents are asked to please discuss with their student(s) the consequences of making statements that can be construed as sexual harassment. Students will be reminded of their responsibility to exhibit respect and courtesy to each other and faculty/staff.

COUNSELING

Students may counsel with their teachers or any administrator. Students wishing to see an administrator during class should prearrange for an appointment. Parents should call the office for conferences with an administrator. Requests also may be made in writing. On occasion professional counseling may be required at additional expense if disciplinary action necessitates.

COURSES/CREDITS

Elementary Subjects:

Language Arts, Reading, Spelling, Math, Science, Social Studies, Creative Arts, Character Ed, PE

Secondary Subjects- Foundation and Excel Programs:

Language Arts Skills, Reading Skills, Math Skills, Life Skills, as well as exposure to science skills, social studies skills, and elective areas on a rotating basis

Secondary Subjects- Traditional Program:

Middle (6-8)

- **English** (emphasis on individualized grammar & composition instruction)
- **Math** (emphasis on individualized basic math skills)
- **Science** (3 year rotation of general science topics from life, physical, and earth science)
- **Social Studies** (3 year rotation of Geography, World History, or US History)
- **Reading** (emphasis on reading skills and study of age/level appropriate literature)
- **PE/Electives** (3 year rotation of two semester courses per year. Examples = Art, Career Exploration, Civics, Computers, Health, Living Skills, and Study Skills)

High (9-12)

- **English** (emphasis on grammar & composition; 1 credit per year)
- **Math** (individualized courses in either basic math or college prep classes ; 1 credit per year)
- **Science** (two 2 year rotations: 9-10 Biology or Earth/Space Science; 11-12 Environmental Science, Marine Science, or Physical Science; 1 credit per year. Science Survey may be taken if an extra credit is needed.)

- **Social Studies** (3 year rotation of *required* courses: Amer Govt/Economics .5 credit each or World History- 1 credit or Amer History- 1 credit. Geography may be taken for .5 or 1 credit if extra credits are needed.)
- **Reading** (1 credit per year)
- **PE /Electives** (2 classes for .5 credit each. Examples - Art, Career Research & Decision Making, Computers, Critical Thinking & Study Skills, Health, Introductory Horticulture, Life Management, or Leadership) The school, not the student, chooses the electives, which are offered on a rotating basis.

Secondary Subjects- Academy Program:

Middle (6-8)

- **English** (emphasis on individualized grammar & composition instruction)
- **Math** (emphasis on applying basic math skills and building a foundation for algebra)
- **Science** (3 year rotation of general science topics from life, physical, and earth science)
- **Social Studies** (3 year rotation of Geography, World History, or US History)
- **Reading** (emphasis on reading skills and study of age/level appropriate literature)
- **PE/Electives** (3 year rotation of two semester courses per year. Examples = Art, Career Exploration, Civics, Computers, Health, Study Skills, and Living Skills)

High (9-12)

- **English** (emphasis on grammar & composition; 1 credit per year)
- **Math** (individualized courses in college prep math ; 1 credit per year)
- **Science** (two 2 year rotations: 9-10 Biology, Earth Science, or Physical Science; 11-12 Environmental Science, Marine Science, or Introduction to Chemistry; 1 credit per year.)
- **Social Studies** (3 year rotation of *required* courses: Amer Govt/Economics .5 credit each or World History- 1 credit or Amer History- 1 credit; Law Studies and/or Multicultural Studies may be taken for .5 each during one year)
- **Literature/Humanities** (1 credit per year; 4 year rotation of American Lit, World Lit, British Lit, and 20th Century America Humanities)
- **PE /Electives** (2 classes for .5 credit each. Examples - Art, Career Research & Decision Making, Computers, Critical Thinking & Study Skills, Health, Life Management, or Leadership) The school, not the student, chooses the electives, which are offered on a rotating basis.

Extra course credits may be requested on an individual basis and earned after regular school hours through work credits, Florida Virtual School, dual enrollment at FSCJ or summer school.

DISCIPLINE

Specific discipline policies and procedures are available at each campus. Mutual respect for teachers and fellow students reduces the need for disciplinary action. Should discipline become necessary, it will be accomplished as follows:

- Counseling with Student
- Contacting Parents
- Parent Conference
- **Removal temporarily or permanently from the class/campus/school***

**Although our goal always is to keep the student at school and in class, at times it may be necessary to remove a disruptive student from class or to send the student home for disciplinary action. If a parent conference is required to resolve the actions, the student may be asked to stay home until parents can come in.*

DRESS CODE

Students are required to dress appropriately at all times. All attire should be modest and clean. On some occasions, dress attire may be needed for field trips and sports attire for field days. An alternate dress code for the event will be published prior to the event.

Each campus will follow one of the following two dress code options:

Menu Dress Option:

- **Solid color shirts, either polo or button down.** *The only logo permitted on the shirts is the school logo.* Each campus decides shirt colors. Tee shirts with the school logo may also be acceptable at the director's discretion.
- **Navy blue, black, or khaki slacks, jeans, shorts, skirts, capris, or skorts, worn at the waist.** Slacks/jeans/shorts should fit neatly. Baggy pants, overalls, and pants with large pockets, such as cargo pants are inappropriate. Skirts, shorts, and skorts must be of an appropriately modest length (no more than 3" above the top of the kneecap).
- **Solid color sweaters or fleece wear** (no hoods) may be worn inside the building. Jackets or other types of outerwear may be worn outside, but *must be removed inside the building.* No lettering or large logos are permitted on any type of outerwear. *Hats or caps are not permitted to be worn inside the building.*

Uniform Option:

Our Broach Westside students [and staff] will all be asked and expected to purchase at least one complete set [a school blazer or jacket, vest, shirt, tie, belt, bottoms, socks] of the basic school uniform (which should include the school logo or emblem in the appropriate school colors). A detailed list of the uniform option will be available at the campus.

Both dress code options include the following guidelines:

- **Closed toe and closed heel shoes.** Shoes designed for shoelaces must be properly laced and tied. Any shoe, which is considered to have safety concerns, may not be worn. Tennis shoes are recommended for P.E.
- **Limited amount of jewelry.**
- **Neatly groomed hair.** Dyed hair must be a traditional, natural color. Facial hair on boys must also be neatly groomed.
- **All clothing should be clean and in good repair.**
- **Students should be neatly groomed and maintain proper hygiene.** *They should remain in dress code until they leave the premises.*

Appropriateness will be judged by each campus director. Director may allow alternate dress for special occasions and will determine the guidelines for "dress down" days.

Students in school, at school functions, or in school uniform after school hours are representatives of the school and are expected to conduct themselves appropriately.

FIRE (EMERGENCY) DRILLS

In the interest of student safety, it is necessary to conduct periodic fire and emergency drills. All fire exits are clearly marked. When a drill is in progress, students are expected to follow these rules:

- Leave as quickly and quietly as possible
- No talking is permitted
- Follow your teacher to the parking lot or other designated area and remain in line
- When all-clear signal is announced, return quickly and quietly to class.
- Fire exits are for fire drills and fire escapes ONLY. Do not use them as access doors.

FUND RAISING

On occasion, students will be asked to help the school raise money for special events or projects such as the yearbook. We encourage students to sell ads or raise funds within their own family and friends. Students are not allowed to solicit door-to-door on behalf of any school fund raising project.

GRADING SYSTEM

Progress reports are issued every mid-marking period. Areas of successful performances by the student, as well as areas in which the student could improve, are noted.

Report cards are mailed home every quarter. *The quarter grade for each subject is determined by averaging grades for participation/effort, classwork, and tests/projects.* Grades "A-F" are assigned on the basis of individual academic progress. Incomplete grades may be issued to students whose work is not complete due to absence or other extenuating circumstances or for any work which has not been attempted. Incomplete grades "I" must be made up by the next grading period. Each teacher will determine exact due dates for make-up work based on individual situations.

The school grading scale is:

- A...90 - 100%
- B...80 - 89%
- C...70 - 79%
- D...60 - 69%
- F... 50- 59% (*on attempted work*)
- O...Outstanding (Elementary, some subjects)
- S... Satisfactory (Elementary, some subjects)
- N... Needs Improvement (Elementary, some subjects)
- U...Unsatisfactory (Elementary)
- I... Incomplete

Any grade can be improved by additional work assignments successfully completed within 3 weeks after the grading period. **Students who fail the final grading period may be required to attend summer school to receive course credit.**

Promotion guidelines are as follows:

Elementary and middle school students must pass all core academic courses in order to be promoted to the next grade.

High school students must have the following credits to be promoted:

- to 10th grade... 5 credits, including 1 English
- to 11th grade... 11 credits, including 2 English
- to 12th grade... 17 credits, including 3 English

Students who pass a course will be able to advance to the next course even if they are not promoted to the next grade. There is no minimum GPA requirement for promotion.

GRADUATION

In order for a student to graduate from The Broach School, the student must have completed 24 units in grades 9-12. A minimum of 3 must be completed at our school the semester prior to graduation. The 24 units must be fulfilled as follows:

English	4
Mathematics (including Algebra I)	4
Science	3
American Government	0.5
Economics	0.5
American History	1
World History	1
P.E.	1
Life Management	0.5
Performing/Practical Arts	1
Electives*	7.5

* chosen by the school, not the student; may include extra academic or work credits (maximum of 3)

TOTAL 24

A student must earn a minimum of 3 credits at The Broach School in order to receive our diploma.

The Broach School also offers a special certificate of completion for special needs students, who are unable to fulfill the requirements of the regular diploma. To receive this certificate, students would take classes with an emphasis on Language Arts, Reading, Math, and Life Skills in grades 9-12. A minimum of 24 certificate credits is required. Credits from diploma track courses may also be used.

HALL PASSES

Students should leave class as seldom as possible and should always obtain the teacher's permission before leaving class. A pass from the teacher is required.

HONOR ROLL/AWARDS

At the end of each grading period, students who achieve A/B grades are recognized. "Incompletes" on a card disqualify the student from participation in Honor Roll activities. Students who achieve success in other areas (perfect attendance, citizenship, improvement, etc.) will also be recognized.

HOURS

The school day is from 8:30 – 3:00. Teachers are at school from 8:00 until 4:00 should the student require additional assistance. All students should leave school grounds by 3:30. **Students still on campus after 3:30 will remain with the after school program until a ride arrives; a charge will be incurred for this additional supervision.**

INTERNET USE

At times students will be provided access to the internet for educational purposes only. All students and parents/guardians will be required to sign an Acceptable Use Policy which will detail the school expectations and the responsibilities of the user. Any unacceptable use of the internet or any abuse of this privilege will result in disciplinary action which may include losing the privilege, temporarily or permanently.

Students may not access social pages such as Facebook, Myspace, Twitter, etc. while on campus. In addition, students may not make reference to the school on these sites which are deemed inappropriate or present a negative connotation about the school. *Appropriateness will be judged by each campus director.*

LEAVING CAMPUS

Students are not permitted to leave campus at lunchtime, except on special occasions determined by the Administrative Director. If students have to leave early for doctor appointments or illness, they must check out from the office where confirmation from a parent will be obtained.

LIBRARY

Many campuses have an in-house library; however, we will make periodic visits to the public library and bring in a variety of library resources from time to time, which may be used for research, preparation of assignments or to satisfy reading interests beyond textbooks. Students who have library cards may check out books from the public library. Students are responsible for replacing or paying for unreturned books both to the public library and to the school. Final report cards will not be released until books are returned or paid for.

LOST OR DAMAGED PROPERTY

Students must pay for lost textbooks. Damages to the building or property will be assessed to the student(s) responsible. Payment will be required for continued enrollment and/or the release of records.

LUNCH

Students bring their lunch to school. We recommend a nutritious, well-balanced lunch. (Chips, candy, and a soda do not constitute a well-balanced meal and, in fact, can be detrimental to the attentiveness of students for the remainder of the school day.)

Pizza days or other special lunches are sometimes planned where students can buy a lunch. Food is not for classroom snacking and will be confiscated.

MEDICATION

The school does not provide medication to students. If a student requires medication for a specific illness, the medication will be dispensed by office personnel and documented in a medication log. Approval of all medication is required by the office and must be requested and turned in by the parents. All medication (both prescription and over-the-counter) must be in the original container with instructions and the student's name clearly labeled or it will not be accepted. Medication will not be dispersed at times or for dosage different than the prescribed instructions. Medications may not be shared. All medications left after the end of the school year will be disposed of.

MORNING EXERCISES

There will be morning exercises during homeroom period to start each school day. These exercises may be led by either students or staff. Students are expected either to participate in a respectful manner or to remain quiet.

OUTSIDE ACTIVITIES

Many students have activities outside the school such as work, sports, church or clubs. We encourage extracurricular activities as long as they do not interfere with school.

PROHIBITED ITEMS

Certain specified items are not permitted on campus due to the distraction they cause. *The following items are not permitted without express permission from the administration: electronic equipment (including radios/CD players, ipods/MP3 players, Gameboys), sunglasses, pagers, cameras, cell phones, gum, candy, backpacks, and hats.* **The school cannot be responsible for any items brought to school.** These items will be confiscated and returned at the discretion of the administration.

WEAPONS AND DANGEROUS ITEMS (knives, fireworks, lighters, heavy chains, metal objects, etc.) ARE NEVER PERMITTED! Bringing any weapon may result in immediate dismissal and/or police action.

REFERRALS

A referral is sometimes made by a teacher to inform the administrator of a student's behavior, a classroom incident, or an observation. The administrator will then discuss it with the student and/or teacher. Referrals are NOT disciplinary actions, only tools for communication. If action is needed, other disciplinary procedures will be followed.

RESPECT

The most important behavior we value in our school is RESPECT. Everyone is expected to be courteous to each other. Sarcasm, yelling, cursing, bullying, and other forms of disrespect will not be tolerated. It only takes a minimal effort to be respectful or just quiet.

RESTROOMS

Student restrooms are located convenient to classrooms. During class time, only one student at a time may obtain permission to leave with a pass to use the restroom. Please return from the restroom quickly without disturbing other classes. Do not loiter in the hallway, office, or other classrooms.

SCHEDULE

Elementary is usually taught in self-contained classes of mixed grades.

Secondary is taught on a six period day.

Attendance is taken during the homeroom. Most classes count as one credit for high school students. Two .5 credit classes, taught either on a semester basis or on alternating days for the year, may substitute for one of the classes. High school students earn 6 credits per year on these schedules. Thirty minutes for lunch is included each day.

SEARCH & SEIZURE

All items brought onto campus (such as book bags, purses, pockets, notebooks), are subject to search by school officials. ***This includes vehicles driven to school.*** Items that are deemed inappropriate, offensive, or illegal may be confiscated. Return of these items will be made at the discretion of the administration. If such items are found in a vehicle driven to school by a student, that student may lose the privilege of driving to school.

SMOKING/TOBACCO

Students are not permitted to smoke or use smokeless tobacco on school grounds or during school functions, which are held off-campus. Disciplinary action will include, but not be limited to, trash detail and confiscation of all contraband without return.

STUDENT ORGANIZATION

Students are encouraged to contribute their time and enthusiasm to various student activities and schoolwide projects.

SUPPLIES

Students are expected to bring the proper supplies to class.

TELEPHONE

Telephones are for business use ONLY. Office personnel will be glad to dial a number for a student in an emergency. Messages may be left for you and will be delivered at the end of the day. All arrangements for transportation should be made before school. **Students may not have cell phones in their possession during school hours.** Cell phones should be left at home. Those brought to school will be confiscated and will only be returned to the parent the first time.

TESTING/ASSESSMENT

Reading and math diagnostic tests may be administered to students upon enrollment or at the beginning of each year. Usually, subject area teachers do informal assessments for placement during the first weeks of school. The Stanford Achievement Test 10 is given to the students in the spring on grade level, in order to gain a more realistic understanding of their functioning level compared to national norms. *Only accommodations listed in the student's IEP will be implemented.* Results are kept on file and made part of each student's permanent record. Copies are made available to parents with the final report card.

Teachers will regularly assess students. Quizzes and chapter/unit tests will be given periodically. Every student will be given the opportunity to retake a test on which he/she performs poorly. Other means of assessment (oral quizzes, open book tests, projects, written & oral reports, teacher observation) will also be used.

The progress of the student in successfully accomplishing individual skills standards in core subject areas will be recorded in the *Student Academic Plan*, which documents the date and method of assessment.

TRANSCRIPTS/RECORDS

Records are sent free of charge when a student transfers to a new school. Graduates' transcripts will be sent out free of charge for the first request. A nominal fee may be charged for each additional transcript sent or other records requested.

VISITORS

Visitors are not allowed at school without prior approval. All visitors must sign in at the office upon arrival and check out from the office upon departure. No pets of any kind are permitted.

In addition to the above policies and guidelines, students are expected to follow the rules and policies, which are unique to each individual campus and classroom.