

Brooklyn Academy High School

832 Marcy Avenue
Brooklyn, New York 11216
Tel: (718) 857-4237 Fax: (718)399-1909

“We Have The Power In Our Hands!” Parent/Student Handbook 2017-2018



Principal
Charon Hall

Assistant Principal
David Ashe

Bernadette Fitzgerald
Director
Brooklyn North Field Support

Paul Rotondo
Superintendent

Lynette Cunningham
Parent Coordinator

This handbook has been prepared to provide you with valuable information that will make it easier for us all to work together this year. It includes school policies and procedures. **READ THROUGH THIS HANDBOOK CAREFULLY because the policies and procedures outlined in it will be strictly adhered to this year.**

Our Message to our Students

“Without education you’re not going anywhere in this world”

“Education is our passport to the future for tomorrow belongs to the people who prepare for it today”

- Malcolm X-

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Charon Hall
Principal

David Ashe
Assistant Principal

Dear Parents,

Welcome to the 2017-2018 school year at Brooklyn Academy High School, the community's school.

At Brooklyn Academy High School we are committed to the notion that learning must be approached from the perspective of the whole person. Each member of the school is a bridge for another's growth. The learning process can only be nurtured and developed in an environment of individual and group respect. We have the highest expectation that our students will develop a lifelong love for learning and that they will have the opportunities to thrive academically.

Educating children is a partnership between schools and parents. In working with parents and guardians of our students, we understand that the success of each student is dependent on the collaborative relationship between school and community; therefore, it is important that you expect the following from us:

- A school culture where learning is promoted as a lifelong process.
- On-going communication regarding the academic progress from your child's teachers
- Homework that is assigned on a regular basis.
- Continuous assessment of your child through a variety of methods including tests, research papers, and homework.
- Immediate intervention when your child is absent from school.
- Goals setting for your children through discussion about post-secondary education and plans after graduation.
- Recognition of child's academic and affective needs.

Our expectations of our students include:

- Striving for excellence.
- Respecting each member of the community rights including the right to learn in a nurturing and safe environment.
- Coming to school on time and prepared.
- Having a five-subject loose-leaf binder for school in addition to pens and pencils to write with.
- Spending at least one hour per night reviewing the day's lesson, completing all homework assignments and studying.
- Using the school's many resources and asking for help when needed.
- Pursuing higher education.

As we go into this new school year, I ask that students stay focused and that parents remain an active member in this partnership as we prepare our students for greatness. Have a great year!

Sincerely,

Charon Hall
Charon Hall
Principal

Crucial Dates *School Is Open*

<i>Date</i>	<i>Day of Week</i>
September 20, 2017	Wednesday before Jewish Holiday
October 16, 2017	Friday before Columbus Day
November 6, 2017	Monday before Election Day
November 8, 2017	Wednesday after Election Day
November 22, 2017	Wednesday before Thanksgiving
November 27, 2017	Monday after Thanksgiving
December 22, 2017	Friday before Winter Recess
January 2, 2018	Tuesday after Winter Recess
January 12, 2018	Friday before Martin Luther King Jr. Day
January 16, 2018	Tuesday after Martin Luther King Jr. Day
January 30, 2018	Spring Term Begins for High School Students
February 15, 2018	Thursday before Lunar New Year Winter Recess
February 26, 2018	Monday after Mid-Winter Recess
March 29, 2018	Thursday before Spring Recess
April 9, 2018	Monday after Spring Recess
May 25, 2018	Friday before Memorial Day
May 29, 2018	Tuesday after Memorial Day
June 6, 2018	Wednesday before Brooklyn/Queens Day
June 8, 2018	Friday after Brooklyn/Queens Day
June 14, 2018	Thursday before Eid-al-Fitr
June 18, 2018	Monday after Eid al-Fitr
June 26, 2018 (Last day for students)	Students pick up Report Cards, Transcripts and Diplomas

Vision Statement

It is our belief that all children can be lifelong learners. By recognizing the children's learning styles and using a variety of teaching approaches to match those learning styles, all students will be prepared to master English Language Arts and mathematics performance standards as well as all curricular standards (including the arts). Through an integrated curriculum, technology instruction, and knowledge application, students will be equipped to compete in a global society.

Mission Statement

Brooklyn Academy High School is committed to high expectations for all students and staff, on-going staff development, good teaching practices, and meaningful parental involvement. These elements, along with a safe, orderly and nurturing environment, will serve as the linchpin to ensure a strong educational foundation for our children. Our mission is to transform the academic and affective lives of our students so that they are empowered and motivated to gain an education that will enable them to engage successfully in post-secondary pursuits.



School-wide Goals 2017-2018

“Achievement for All”

1. To increase academic achievement for all students while recognizing the diverse needs of our students
2. To ensure high school graduation and ensure collegiate matriculation
3. To provide a positive climate and a safe educational environment which supports student achievement
4. To establish a communication system to ensure school resources are efficiently and productively used to support student achievement
5. To align core standards with curriculum and assessments to support teacher development and ensure student achievement
6. To build strong partnerships with student, family, business, community and government at the classroom level to support and promote student achievement
7. To increase student average daily attendance to provide additional instructional time to support student achievement

OUR MOTTO

“Education is the Passport to the Future”

Instruction and Curriculum

Philosophy

The focus of Brooklyn Academy High School is academic excellence. Our goal is to prepare students for success in life, and to become lifelong learners. All staff members will work to challenge and support all students.

Our curriculum is driven by clear performance standards for what students should know and be able to do in each course. For each course, standards for student work are based on Common Core Learning Standards. Using individual student data (classroom observations, practice test information, standardized test data, classroom performance, students’ ability to use text based evidence for discussion and writing); instruction will be targeted to better meet individual student needs. Curriculum maps in ELA, mathematics, social studies, and science will be developed to help guide our academic program throughout the year.

Teachers will give students and parents/guardians ongoing feedback about student performance throughout the year. Our academic program is designed to meet state and city standards, while providing our students with the diversity of learning experiences required to provide them with a solid educational foundation.

**WHAT EVERY
BROOKLYN ACADEMY HIGH SCHOOL
STUDENT MUST DO TO BE SUCCESSFUL**

1. You must attend all classes on a regular basis. Good attendance is essential for doing well. Failure to attend any class, including first and second periods, is considered a cut. Cutting will decrease your final grade on your report card. Teachers, guidance counselors, CAMBA, dean and assistant principals will be monitoring attendance closely to ensure success.
2. You must be on time for school and class daily.
3. You must bring a 8 ½ x 11" binder to school everyday. Binders are provided by the school. You must maintain a separate section for each class in this binder. A well-maintained binder is key to earning good grades.
4. You are expected to participate in each class. Get involved-respond when called upon and volunteer.
5. You must complete all homework assignments on time. Absence is not an excuse for missing homework. Failure to do homework will decrease your grade on your report card, and may lead to failing the course.
6. You must study to earn passing grades on your exams; including quizzes, tests, mid-terms, finals and Regents. Exams evaluate whether you have learned the course work. Failure to earn passing grades on exams will decrease your grade, and may lead to failing the course.
7. You must complete all assigned projects (including labs in science classes). Projects are an integral part of the courses. Failure to complete projects will decrease your grade on your report card, and may lead to failing the course. In addition, failure to complete all state mandated science labs will prevent students from taking the Regents. NYS mandates that all labs must be completed before students are allowed to sit for the exam.
8. You must wear the appropriate clothing to school. In physical education classes, you must wear the required uniform.
9. You must adhere to all of Brooklyn Academy High School rules regarding behavior and discipline on and off the school premises.
10. You must strive for the highest possible grade. A 65 means you have learned little more than half of what you should have learned. **Would you want to be operated on by the doctor who got a 95 or a 65 in medical school?**

HIGH SCHOOL DIPLOMA REQUIREMENTS

All students must successfully complete the following courses to meet the New York State Graduation Requirements.

SUBJECT AREA	NUMBER OF CREDITS NEEDED
English	8 Credits
Mathematics	6 Credits
Science	6 Credits
Social Studies	8 Credits
Foreign Language	2 Credits
Art (Including Theatre)	1 Credit
Music	1 Credit
Health	1 Credit
Physical Education	7 Semesters (.58 per semester) = 4.2
Electives	7 Credits
Total Number of Credits Needed	44.2 Credits

NEW YORK STATE REGENTS REQUIREMENTS

Students must successfully pass 5 Regents exams with a minimum grade of 70 in Math and 75 in ELA to receive a New York State Regents Diploma. The following Regents are required in order to graduate:

- Integrated Algebra/Geometry/Trigonometry
- Global History
- Science (Living Environment, Earth Science, Chemistry or Physics)
- English Language Arts
- US History and Government

ADVANCED REGENTS DIPLOMA

- 2 Mathematics (Integrated Algebra/Geometry/Trigonometry)
- 2 Science (Living Environment, Earth Science, Chemistry, or Physics)
- 2 History (Global History & US History and Government)
- 1 English Language Arts
- 1 Foreign Language

BROOKLYN ACADEMY HIGH SCHOOL STUDENT CREDIT CHECKLIST

COURSES			REGENTS EXAMINATIONS		
			Minimum-5	Date	Grade
English (8 Credits)		Social Studies (8 Credits)	Global History		
1		1	US History & Government		
2		2	Mathematics ()		
3		3	Science ()		
4		4	English		
5		5			
6		6	Advanced Regents Diplomas		
7		7	Science ()		
8		8	Mathematics()		
Mathematics (6 credits)		Science (6 Credits)	Foreign Language		
1					
2			Art (Theatre or Art) (1Credit)		
3			1		
4			Music (1 Credit)		
5			1		
6			Health(1 Credit)		
Phys. Education (7 terms)		Electives (7 credits)	1		
1					
2					
3			Student's Name:		
4					
5			Date		
6					
7			Guidance Counselor		

Counselor's Signature

Date

Student's Signature

Date

Homework Policy

Homework is an essential part of Brooklyn Academy's educational program. It is designed to reinforce skills taught in the classrooms, to help students develop a deeper understanding of material, and to promote good study habits.

Homework is to be assigned **EVERY** night in all academic subject areas. Ten percent of the students' grade is homework.

School Heading

- The following heading is to appear at the top of all pages and should be written on all formal assignments: Students will be graded on having this heading.

Brooklyn Academy H.S.
Teacher/Subject:

Name:
Date:

Textbooks

- Textbooks are available for all students in all subjects. Books that are distributed must be returned before the last day of classes. Students who do not return books will have to pay the price of the unreturned book. Students who do not return books may have report cards, transcripts, and/or diplomas held until their account is clear.

School Day

Monday – Friday: 8:10AM to 2:30 PM

Daily Schedule

Bell Schedule

Monday – Thursday

(Period 10 Does not meet on Fridays)

Period 1	8:10 – 8:53
Period 2	8:54 – 9:37
Period 3	9:38 – 10:21
Period 4	10:22 – 11:05
Period 5	11:06 – 11:49
Period 6	11:50 – 12:33
Period 7	12:34 – 1:01
Period 8	1:03 – 1:46
Period 9	1:47 – 2:30
Period 10	2:30 – 4:00 (after school program)

Parents are welcome anytime, specifically on Tuesdays: 2:30 pm – 3:45pm

Hours of Operation/School week schedule

Students are required to arrive at school on time. It is very important that you send the strong message to your students that school is extremely important.

2017 – 2018 Marking Periods
Midterms, Finals, Regents Schedules

(Fall Marking Periods, Midterms, Finals & Regents Schedule)

<u>First Marking Period:</u>	September 7 th - October 20 th
<u>Second Marking Period:</u>	October 23 rd - November 30 th
<u>Third Marking Period:</u>	December 1 st - January 25 th
<u>Midterm Exam Schedule:</u>	November 28 th - November 30 th
<u>Final Exam Schedule:</u>	January 17 th - January 19 th
<u>Regents Exam Dates:</u>	January 22 nd - January 25 th

(Spring Marking Periods, Midterms, Finals, & Regents Schedule)

<u>First Marking Period:</u>	January 30 th – March 14 th
<u>Second Marking Period:</u>	March 15 th – May 2 nd
<u>Third Marking Period:</u>	May 3 rd – June 26 th
<u>Midterm Exam Schedule:</u>	April 30 th – May 2 nd
<u>Final Exam Schedule:</u>	June 7 th – June 11 th
<u>Regents Exam Dates:</u>	June 12 th – June 22 nd

Attendance Procedures

Daily attendance is required of all students for success in class work and necessary for passing grades. Absent students must submit an absence note to all of their teachers as well as the attendance and parent coordinator, Ms. Cunningham, in room 319. This note has to be signed by a parent, guardian or doctor. Parents and/or guardians must make every effort to contact guidance counselors and teachers to obtain homework assignments when their youngsters are absent from school for an extended period of time. Students should obtain telephone numbers of classmates whom they may contact for homework assignments when they are absent. Unexcused absences may lead to a failing grade.

Upon entering the building students must swipe their I.D. card at the CASS machine and then sign in at the desk before going upstairs. Late students are to go to room 303 to sign the attendance sheet for attendance.

Breakfast

Students who wish to eat breakfast in school may do so beginning 7:30 A.M. to 8:00 A.M. All students must receive and complete a lunch application. Breakfast is free for all students.

Biographical Student Updates- All student information must be current. If guardianship, address, phone number, email or emergency information changes please give all updates to the attendance coordinator.

Confiscated Items- Any electronic device confiscated by school staff will only be returned to Parents/Guardians.

Illness at School- Students should have an updated emergency blue contact card on file in the medical office so parents can be contacted in the event of a medical emergency.

Lunch- Students are required to eat lunch in the student cafeteria. All students are programmed for lunch. All eligible students will receive free, reduced rates or full price for lunch. Students must return their lunch application. No lunch will be brought from the cafeteria to classrooms. There is **NO EATING IN CLASSROOMS**.

Medical Office – Students with minor medical needs may visit the medical office in room 303 for such items as ice packs, band-aids, etc. Students who feel ill in school and need to go home must have a parent or guardian contacted to pick them up. **Students who are ill may not leave school without a parent or guardian to pick them up and sign them out.**

Student Records- Student records are stored in the guidance office. Parents have the right to inspect records, challenge the content of records, and control disclosure of student records, with the exception of suspension information.

Textbooks- Students must return all textbooks at the end of the school year in good condition so that the next class may use them. Students who fail to return books will have their names listed on an “unreturned book list”. Students’ final transcript, report card, diploma and other documents will be kept on file until all textbooks are returned or fees are paid.

Student Athletes- All student-athletes are expected to abide by the Rules and Regulations outlined in the NYC Citywide Discipline Code and the Brooklyn Academy High School Handbook. Violation of established school rules and other behavioral expectations may result in exclusion from team activities and/or removal from the team.

Working Papers- If a student is under 18 years of age, he/she must obtain working papers in order to hold either a part time or full time job. Students needing working papers are to see Ms. Dicerbo in room 303.

IMPORTANT ROOMS & OFFICES

ADMINISTRATION	ROOM #
Principal’s Office (Ms. C. Hall)	320A
Asst. Principal (Mr. D. Ashe)	Suite 304
Parent Coordinator (Ms. L. Cunningham)	Suite 319
Guidance Counselor (Ms. M. Osgood)	Suite 303
Lunch Forms (Mr. St. Jean)	320A
CAMBA	Suite 308

Policy on Bathroom Passes

1. Bathrooms will be accessible during class periods.
2. The pass may not be used during the **FIRST OR LAST 10 MINUTES OF THE PERIOD.**

School Closings

Please see the NYC Department of Education School Calendar for the scheduled school days for the school year. Brooklyn Academy will only close or not open in cases of extreme weather conditions in accordance with NYC Department of Education mandates. Please listen to local radio and television stations for school closings. The 2017-2018 calendar and crucial dates are attached for parents’ convenience.

Support Services

Brooklyn Academy has a wide range of support services. There are guidance counselors, resource room teacher, and the following Community Based Organizations:

Church Avenue Business Merchants (CAMBA)- Offers academic enrichment in math, English, and science, cultural enrichment, job readiness training, and global leadership program.

College Now- Students earn college credit on campus from Mercy College

LTW- Chancellor Initiative that offers counseling and internships to students.

NYU Interns- In house interns working with our students on Post-graduate planning

Emergency Contact Cards & Lunch Forms

At the start of the school year every student receives an emergency contact card and a lunch form, which are brought home for completion by the parent. The purpose of the lunch application is to bring additional services and programs to our school. These application and cards are to be completed fully and returned to the school immediately. The information on these documents must be accurate. If there are changes to the information on the blue card during the school year please contact the school with the updated information. Accurate contact information on the card is necessary in case of a medical or other type of emergency. Returning students must bring in a recent phone bill to verify address and phone number.

Transportation

Metro Cards are available to students depending on how far they live from the school. Eligibility is determined by the New York City Department of Education.

Visiting the School

While it is our policy to meet with every parent who comes to our school, it is important for parents to make appointments with teachers before coming. Teachers who are teaching cannot be seen when they have a class in progress. Please make sure you arrive to your appointment on time.

Regents Exams

Regents exams are given three times per school year in January, June, and August.

Report Cards

Report Cards are distributed three times per semester. The first report card will be distributed during Parent/Teacher Conference. Grades are based on the listed grading policy.

Passing grades are 65% and above. The grade for failing is 64% and below and 45% for excessively absent or never attending the class.

School Wide Grading Policy

Homework	10%
Class work & Participation	30%
Quizzes & Exams	10%
Midterm	15%
Final	15%
Projects	20%

Open School/Parent Teacher Conference

During the school year, all New York City schools schedule two parent/teacher conference meetings, those dates have been scheduled for:

Fall Semester

Thursday September 28, 2017 Parent Teacher Conferences 5:00 pm to 7:30pm
Thursday November 9, 2017 Parent Teacher Conferences 5:00 pm to 7:30 pm
Friday November 10, 2017 Parent Teacher Conferences 12:30 pm to 2:30 pm

Spring Semester

Thursday March 8, 2018 Parent Teacher Conferences 5:00pm to 7:30pm
Friday March 9, 2018 Parent Teacher Conferences 12:30 pm to 2:30 pm
Thursday May 3, 2018 Parent Teacher Conferences 5:00 pm to 7:30pm

Open School Week November 17 – November 21, 2014

Parents are encouraged to make every effort to attend

School Leadership Team

All New York City public schools must have a School Leadership Team (SLT). The SLT plays a significant role in creating a structure for school-based decision making and shaping the path to a collaborative school culture. Teams are the primary vehicles for developing school-based educational policies. Functioning in a collaborative manner, the SLT assists in evaluation and assessment of a school's educational programs and their effect on student achievement.

All parents from the school are eligible to be elected to serve on the SLT. In addition to parents, the team must include two students from the school.

All interested parents and students should contact Ms. Cunningham.

Parent Association

A Parent Association (PA) is an organization of parents of students in New York City public schools. It establishes by vote bylaws and elected officers. The PA has regular meetings and allows and encourages meaningful participation of its members. All Brooklyn Academy Parents are encouraged to participate in both Parent Association and School Leadership Team (SLT) meetings. Listed below are the scheduled meeting dates and times.

PA Meetings

Time: 5:30 pm - 6:30 pm

SLT Meetings

Time: 6:30 pm – 9:00 p.m.

PTA & SLT Meeting Dates and Times Dates:

Thursdays

September 14, 2017

October 12, 2017

November 16, 2017

December 14, 2017

January 11, 2018

February 08, 2018

March 08, 2018

April 12, 2018

May 10, 2018

June 14, 2018

All are welcome!!!

Policies & Requirements

The bar has been raised at Brooklyn Academy High School. Our standards and expectations have been set high for all students. It's because we expect nothing less than their best they're all required to do but are not limited to the following:

- 1 Participate in class either through volunteering or when called upon by the teacher.
- 2 Carry and use a three ring binder in all classes. Binders are supplied by the school.
- 3 Complete all class assignments, projects, and homework assignments.
- 4 Complete and turn in, on time, all research papers and writing assignments.
- 5 Participate in classroom group activities.
- 6 Give oral presentations.
- 7 Cooperate with the teacher.
- 8 Arrive to class and school on time.
- 9 Attend classes regularly.
- 10 Adhere to the school's grading policy.
- 11 Understand that all students are expected to turn in quality work.
- 12 Understand that late papers, assignments, and/or projects are unacceptable. The teacher does not have to extend any due dates.
- 13 Understand that teachers do not have to give make up exams to students who were absent. This does not include students who have a medical excuse and present documentation i.e. (doctor's note). A letter from home may not be accepted.
- 14 Make up exams may be given either before or after school and not necessarily during regular school hours.

STUDENT CODE OF CONDUCT

1. Students are to be punctual and attend daily.
2. Students are required to come prepared (i.e. bring notebooks, pencils, pens and textbooks) daily to school.
3. To enter the building, all students must present their ID cards. Identification cards are to be carried everyday and presented upon request by any staff member, School Safety Agent, and/or Police Officer. Lost ID cards will be replaced immediately.
4. Students are not permitted to use their cell phones in the building. Cell phones are collected by school personnel in the scanning area, and returned to students at the end of their day.
5. All students must enter the building through the Putnam Avenue side of the building and go through the Metal Scanning process. Bringing unauthorized visitors to school is prohibited.
6. Students are not permitted to leave classes without receiving a **Pass** from the subject teacher.
7. No Head Gear (i.e. hats, scarves, do-rags, headbands, sweatbands, head-ties, hood, etc.) is to be worn in the building.
8. Students must move promptly to their next class. There is no loitering in the corridors or stairwells.
9. No eating or drinking in class.
10. Students who come to class late must have a late pass.
11. Cutting classes or leaving the building without permission is not permitted. Students must attend all classes on their program, including lunch. Any student caught leaving the building without permission must be accompanied by a parent/guardian upon returning to school. Continued cutting or leaving the building without permission will result in suspension and/or being discharged from Brooklyn Academy.
12. The following items are not permitted on campus: any electronic device, this includes but is not limited to I-Pods, MP3 Players, Cellular Phones, Blackberries, Video Games; Laser Pointers, Pepper Spray, Controlled Substances, Alcohol, Drug and Gang Paraphernalia.
13. Students are not permitted to wear excessive jewelry (i.e. rings covering more than one finger, large earrings, chains, and fangs). Wearing sunglasses in classrooms is prohibited. No beads or rosaries.
14. Students **MAY NOT** remain in school under the influence of alcohol or drugs.
15. Students are expected to act in a respectful manner toward all members of the school staff and toward their fellow students. Ethnic, religious, gender (sex), or racial slurs are not permitted. Defiant behavior such as abusive language or ignoring requests, refusing to follow instructions and using inappropriate body gestures are not permitted.
16. Students who are excessively absent and/or late will be asked to come in with a parent.
17. Parents/Guardians will be called daily concerning their child's absence.

STUDENT CODE OF CONDUCT (CONTINUED)

THE FOLLOWING ACTIONS ARE AGAINST THE LAW AS WELL AS AGAINST SCHOOL POLICY. IF YOU VIOLATE THE LAW YOU MAY BE ARRESTED, SUSPENDED AND/OR DISCHARGED FROM THIS PROGRAM.

Possessions of weapon- Weapons include box cutters, knives, guns (also gun replicas) martial arts paraphernalia, bracelets and rattail combs.

Attempting to use any object as a weapon (e.g., pencils, chairs, bottles, scissors, etc.)

Selling or distributing alcohol or any illegal drugs in or near the school.

Bullying, intimidation, coercion, force or extortion in or out of school.

Setting off firecrackers, fireworks, caps or other pyrotechnics, bringing them to school or participating in their use.

Vandalism and graffiti

Fighting (Zero Tolerance) - Students who engage in any type of physical altercation may be discharged from Brooklyn Academy High School.

Theft, arson, assault, sexual molestation, sexual harassment (no sexual activity is permitted in school, including gestures, comments or touching).

Smoking and Gambling.

BUILDING SCANNING PROCEDURES

- Students must arrive early (thirty minutes prior to their first class) to go through the airport style scanning machine.
- Book bags and clothing are checked before leaving the house. Please ensure that students are not in possession of weapons or other items prohibited in school (i.e. box cutters, blades, knives, sharp metal instruments, cell phones, beepers, electronic devices, I-Pods, MP3s, etc) that are prohibited in school.
- All metal objects (i.e. keys, belts, coins, jewelry, gum, candy, etc.) are to be placed inside the book bag before arriving at the scanning area. All book bags must go through the x-ray scanning machine. The objective is to minimize the amount of metal or other items on their person/clothing prior to passing through the scanning equipment/magnetometer. Students who ring off are not permitted to enter the building until they clear at scanning.
- Students must have their School Photo I.D. and Program Card ready and visible prior to entering the scanning area.
- All drinks are finished before arriving at the scanning entrance. Open bottles/containers with liquids are not permitted to enter the scanning area. Glass bottles are not permitted in the building.
- Students must remain attentive and responsive to instructions from School Safety Officials.
- Students should be sensitive to the other students who are also waiting to be scanned and enter the building.
- Once scanned and appropriately cleared, students should proceed immediately to class or if time permits, to breakfast.

Please note that students who do not comply with these measures will be subject to a manual secondary scan that will delay their arrival to class.

In addition, students who fail to follow the Student Code of conduct (see attachment) are subject to disciplinary measures which may include suspension and/or arrest.

Your assistance and cooperation will help all students enter school in an expedited manner and attend classes on time and safely throughout the day.

DRESS CODE

Students are to adhere to the following dress code regardless of the outside temperature. The following dress code will apply to each student.

- **Boys MAY NOT** wear jerseys or tee shirts only. Boys must put a shirt over their tee shirts. If it is extremely hot, an over shirt may be worn loosely.
- **Girls** may wear skirts, but they must be an appropriate length. Skirts can be no shorter than two inches above the knee.
- **Girls MAY NOT** wear shear, halter, tube, tank, or spaghetti strap tops. Tops must also cover the midriff.
- **Boys and Girls** shorts must be Bermuda shorts that come down close to their knees. No short shorts for girls.
- **Boys and Girls cannot wear** headgear inside the school building. This includes do-rags, tee shirts, headbands, hats, caps, scarves, skullcaps, etc...All headgear is to be removed when entering the building.
- **Boys and Girls MAY NOT** wear clothing with obscene, offensive, or vulgar language.
- **Boys and Girls MUST** wear their pants above their hips. Pants hanging below the hips revealing undergarments and/or exposing body parts are considered indecent exposure.
- **Girls MAY NOT** wear tights/leggings with short tops. Tops can be no shorter than two inches above the knee.

If a staff member takes notice of inappropriate dress, that student will be sent to an Assistant Principal who will have someone contact his/her parent/sponsor.

All students are expected to adhere to the above dress codes. There are **No** exceptions.