

# GENERAL SCHOOL INFORMATION

## **ACTIVITY CALENDARS**

Each year students will receive an annual calendar of the dates and events planned for that school year. The calendar is also posted on-line on our school website. Changes to the calendar will be noted on-line and through the school messenger system.

## **ASSEMBLIES**

Throughout the school year, HDS has reward, award, informational, and entertainment assemblies. Students are asked to leave their classrooms in single file lines and report to the MPR to their designated seating area through the assigned door. When someone approaches the microphone located on the stage, it is a signal that the assembly is ready to begin and everyone present should be quiet and attentive. Students who choose to behave inappropriately during an assembly will be escorted to the office.

## **ATTENDANCE**

California state law requires that all children between 6 and 16 years of age attend school. Good attendance is reflected in better grades and a happier attitude toward school. Under the state law there are **ONLY FOUR LEGAL REASONS FOR BEING ABSENT FROM SCHOOL:**

1. Illness or injury.
2. Quarantine by city or county health officer
3. Medical, dental, ophthalmologist appointment, or chiropractic services rendered
4. Death in the immediate family, so long as the absence is not more than one day if the funeral service is conducted in California, and not more than three days if the service is conducted outside of California.

It is the student's responsibility to clear all absences by bringing a note from home or having the parent phone the school office. Remember - if you miss school, you miss out!

## **BICYCLES/SKATEBOARDS**

Students must wear bike helmets when riding their bikes and skateboards. Because of the busy traffic in front of the school, bicycles and skateboards must be walked onto the school campus, parked in the bicycle rack located in front of the school office, and locked. Students must walk their bikes and skateboards off campus. Failure to follow these rules will result in the loss of the privilege to ride a bike or skateboard to school.

## **BOOSTER CLUB**

The HDS School Booster Club was formed to support the students and staff at High Desert School. The Booster Club supports the student store, P.E. uniforms, the drama production, school dances, classroom activities, and end-of-the-year activities. Parents are always welcome to help with any of our events. Parent meetings are held the first Wednesday of every month.

## **BULLYING**

Bullying is a repeated and/or chronic pattern of hurtful behavior involving intent to maintain an imbalance of power. Bullying in any form is not tolerated at HDS. All bullying situations must be reported in writing. Students must fill out an incident report or create their own report in writing, and turn this report into the principal. All bullying reports are investigated and resolved by means of our behavior and consequences policy. Additionally, student relocation to another school and local law enforcement involvement may be considered for bullying on our campus.

## **CELL PHONE AND ELECTRONIC DEVICES**

Electronic Device Policy - Students are not permitted to use electronic devices such as cell phones, iPods, MP3 players, CD players, or video games, during the school day. "Use" is defined as having the device on, out in class, having the device go off in class including vibrating, use of text messaging, retrieval of a message, checking or entering phone numbers, changing CDs, and reaching for the device in a backpack or purse. Electronic devices may only be used before and/or after school. Electronic devices must be put away before entering the campus. All devices must be turned off and out of sight during class time. "If we see it or hear it, we take it."

Use of an electronic device during instructional time is treated as a classroom disturbance. If a student fails to hand over the device to the teacher, he/she will be considered in defiance of authority. If a student uses an electronic device during class, the following consequences will be enforced:

### Offense    Consequences

- 1            Student has already been warned once when provided the HDS 2011-2012 Student/Parent Handbook. As a result, the item will be confiscated from the student, turned over to Administration, with the item being returned to student after school.
- 2            Item will be confiscated from student, turned over to Administration, item returned to parent, and student will be assigned 5 demerits.
- 3            Item will be confiscated from student, turned over to Administration, item returned to parent, and student will be assigned 10 demerits.
- 4            Item will be confiscated from student, turned over to Administration, item returned to parent, and student will be suspended on campus for 1 day for defiance of school authority.

## **CLOSED CAMPUS**

High Desert School is a closed campus. Once you have arrived on campus, you are expected to remain on campus until the end of the school day unless an authorized person listed on your emergency card checks you out through the school office.

## **DAILY PLANNER**

You are responsible for having a daily planner for recording homework assignments, school information, and parent/teacher communication. One daily planner is provided for you by our Associate Student Body. The teachers at HDS expect students to use their planners to record homework and information that parents may need to know. Teachers and staff hold periodic unannounced daily planner checks, so be prepared!

## **DANCES**

There are three school dances during the year. Dances are held in the MPR beginning at 6 p.m. and ending at 8:30 p.m. Eligible students will be admitted into the dance with school identification cards and their purchased ticket. Parents will be called to come and pick up students unable to follow school rules and appropriate dance behavior. Parents are required to personally pick up their child in the MPR at the conclusion of the dance. Students are only permitted to leave the MPR with an adult. Students not picked up by their parents by 9:30 p.m. will be turned over to the local sheriff. Our Booster Club provides chaperones, decorations, refreshments, and music for all the dances.

## **EMERGENCY SITUATIONS**

In the event of an emergency or disaster, the following is expected:

1. Students will remain at school under the care of school personnel who have been trained to handle emergency situations. School will not be dismissed early or closed after the school day has begun.
2. Should we have to evacuate the campus, notices will be posted at the school to alert your family of your location.
3. We will have monthly classroom evacuation practice drills. You are expected to leave your classroom quietly and walk quickly towards the courts. You will line up quietly and wait quietly so that you can hear your teachers instructions. Periodically there will be an all-school emergency training session for the staff and students which will involve a change in the school's schedule.
4. If the emergency happens on the way to school, your bus will continue to school. If you are a walker, you should return home unless your parents have instructed you to report to the school in case of an emergency. If the emergency happens on the way home from school, your bus will return to school. If you are a walker, you should return home unless your parents have instructed you to return to school in the case of an emergency.
5. If your parents come to school to pick you up, they must report to either the school office or to the emergency check-out station.

## **HEALTH OFFICE**

The health office is located in the main office building. If a student feels ill, he should request a pass from his teacher before reporting to the health office. Upon arrival, the student should sign in on the clipboard on the counter. The health clerk will gladly assist him in calling his parents to come to pick him up if deemed necessary.

## **HOMEROOM**

First period has been slightly extended to accommodate the opening rituals of a school day such as the flag salute, reading of the daily announcements, and the taking of attendance. Your homeroom teacher has been designated to monitor your academic and citizenship progress during this school year. If you are having difficulties on campus, you should ask your homeroom teacher for an appointment

## **HOMEWORK**

All homework assignments are given in class and posted either on the individual teacher's website or webpage. Additionally, information regarding homework can be found by accessing your students account through the on-line system. The link for on-line grading is found on our homepage of our website. Parents are encouraged to check their student's progress frequently and e-mail or meet with the teacher to resolve any issues involving lack of progress, grades or homework.

## **LEARNING LAB (during lunch)**

Need to make-up a test ? Miss an assignment ? Need tutoring to pass an objective test? The place to go is the Learning Lab. Open every day at lunch time, the Learning Lab has all the current class activities, notes, and assignments available for you. The lab personnel is available to assist you in organizing your notebook, covering a textbook, studying for a test, talking about better study habits, or just a pep talk! This is the place to go at lunch time to keep on top of your school work.

## **LIBRARY**

Our school library is stocked with recreational reading books as well as books to help you with school assignments. Your teacher is available to assist you with finding and checking out books when visiting as a class. Students may take advantage of our Accelerated Reading Program and take tests to earn points for awards. The library is normally open everyday during lunch.

## **LUNCH TIME**

Trash has been a problem at HDS. It is important that students eat their lunches and throw all of their trash into the trash cans. Students should use the trash can located at the end of each table or outside in various locations. While we hope all will choose to eat lunch for good health reasons, students not eating should remain in the quad area during lunch unless the weather is poor. Trash pick-up may be assigned to students that violate our campus rules and regulations.

## **MEDICATIONS**

No medication, either prescribed by a doctor or purchased at a store, may be given to any student without a note, signed by the doctor and the parent, on file in the office. A form is available in the office. This includes aspirin and cough drops.

## **OUT-OF-BOUNDS AREAS**

Students are required to remain in the High Desert School quad area of the campus. Behind the buildings, classrooms, and other unsupervised areas are considered out-of-bounds. Students are expected to remain in their classrooms, use the High Desert School building restrooms, and use the quad, MPR, stage, field, and courts only during permitted times such as lunch, physical education classes, intra-murals, and special school activities. The parking lot and bus parking area are out-of-bounds during school hours.

## **PARENT VISITATIONS TO SCHOOL**

Parents are welcomed and encouraged to visit your classrooms during the school day. Parents should report to the office for a visitor's pass and to sign in prior to attending the class. Occasionally parents will be visiting a classroom as a consequence for a student having difficulty behaving or working. Parents will not interrupt instruction or conference with the teacher during the visitation but are encouraged to make an appointment or leave a message for the teacher at the office when they return the visitor's badge to the main office.

## **SEMESTER AWARDS CRITERIA**

High Honor Roll Criteria - 4.0 and above GPA for all classes

Honor Roll Criteria - 3.5 to 3.9 GPA for all classes

Campus Citizenship Criteria - Grades of "O" or outstanding in all classes including physical education and exploratory. Grade of "A+" in campus citizenship.

Accelerated Reading - Levels for awards TBA

Attendance - Given monthly and annually in homeroom and assemblies

## **REPORT CARDS**

Report cards are issued on a Semester basis. Teachers determine the grades given to each student. The determination of the student's grade by the teacher, in the absence of an error, by law is final. Teacher error or data entry error will be corrected by the teacher. Students or parents seeking clarification of a grade or assistance in the class should make an appointment with the appropriate teacher.

## **SCHOOL GROUNDS AND BUILDINGS**

High Desert School students have pride in their campus. Individual students are expected to clean up their eating areas during nutrition and lunch. Students assigned to on campus suspension and detentions participate in clean-up assignments as part of their consequence for not following the school rules. Together we strive to keep our campus clean for all to enjoy and use.

## **SCHOOL IDENTIFICATION CARDS**

Each student will receive a school identification card with the student's picture on it. Students are required to carry their identification card at all times. The card may be used to admit the student into school activities and may be requested to be seen by any school personnel. The card will be required for admission into the library and computer lab. The cost for replacement of a lost or stolen card is \$5.

## **SCHOOL WORK MAKE-UP**

Students shall be given the opportunity to make-up school work missed due to an EXCUSED ABSENCE and to receive full credit if the work is turned in according to a reasonable make-up schedule determined by the teachers. Students who miss school due to an UNEXCUSED ABSENCE may be assigned to complete the missed work, and may receive no, reduced, or full credit for the work. If the absence is due to SUSPENSION, the teachers may require the suspended student to complete any assignment and test missed during the suspension. Students who miss school work because of TRUANCY or other deliberate actions should not expect to receive credit for the time missed nor should they expect to receive credit for the completion of any missed assignments or tests.

Students who have an EXCUSED ABSENCE for three or fewer consecutive days should ask their teachers for the assignments when they return to school or contact classmates for the assignments. For EXCUSED ABSENCES of four or more consecutive days, parents may request work to be sent to the office to be picked up after a twenty-four hour notice.

## **SEXUAL HARASSMENT**

The sexual harassment of any student by any employee, student, or other person in or from the school district is against the law. Sexual harassment is defined as "un-welcomed" sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature." You are expected to report incidents of sexual harassment to the principal, or school counselor. Each complaint will be promptly investigated in a way that respects the privacy of all parties concerned. Any student who engages in the sexual harassment of another student may be subject to disciplinary action up to and including expulsion from the school district.

## **STUDENT DELIVERIES**

Only school related materials will be accepted/delivered by the office. (Flowers, balloons, gifts, etc. are not allowed).

## **STUDENT VISITORS**

High Desert School's focus is on academic achievement. Both teachers and students have a serious daily responsibility to perform to their maximum. Student visitors would be a distraction from this focus and therefore are not permitted.

## **TELEPHONES**

The office and classroom telephones are reserved for incoming calls, and staff use. Students will be allowed to use office phones to call home when they are ill. Transportation, Homework and After School Plans need to be scheduled before the start of the school day.

## **“WE TIP”/Incident Statement**

The “WE TIP because we care about our school” program was developed by the HDS students to accomplish two important things:

1. To assure the rights of all students to have a safe environment in which to learn and socialize.
2. To keep our campus clean, attractive, and in good condition.

The “WE TIP”/Incident Statement forms are available in all classrooms and in the school office. Any student who actually witnesses a student mistreating another student or the school campus may fill out a form and turn it in to a teacher or put it in the ‘WE TIP” box in the school office. All “WE TIP”/Incident Statement information will be investigated confidentially by the Principal. Any student found submitting false information will receive appropriate consequences.

## **UNIFORM COMPLAINT PROCEDURE**

A uniform complaint procedure has been established and implemented to address parent/community questions and concerns with school policy and procedures. It is the desire of the school to address and resolve complaint issues at the school level. The following steps have been implemented to aid in the resolution of complaints and concerns:

- a) Check the Student/Parent Handbook for clarification of school policy and procedures.
- b) Contact a teacher directly by phone or email and request a conference by phone or in person with the teacher to get direct information about the concern.
- c) Schedule a conference with the principal to discuss the concern or to set-up a student success team meeting with the counselor and all the teachers involved, in order to address the concern.
- d) The school secretary will schedule a meeting with the site administrator to address the concern, if the previous steps have not resolved the issue.
- e) Individuals who are unable to resolve their issue/concern at the school site level are directed to file their complaint with the District Superintendent.
- f) Issues not resolved at the district level should then be referred to the District Board of Directors.