
PROPOSED BHS STUDENT HANDBOOK POLICY CHANGES 2009-2010

Grade Point Average (GPA)

The final grade for a year long course is computed by counting the quarters at 20% each and the mid-term and final exams at 10% each. The final grade for a semester course is computed by counting each quarter grade at 45% and the final exam at 10%.

All courses are counted in computing grade point averages, except courses graded on a pass/fail basis and physical education classes. Special needs courses are included and weighted appropriately. Only one weighted level is assigned to a given course/class section. "Official" GPAs are computed at the end of the junior year, the end of the first semester of the senior year, and the end of the senior year. "Official" GPAs are used for college applications and senior awards for academic distinction, including valedictorian, salutatorian, and honor medals.

All students are included except students with special needs as approved by the principal, students participating in special program offerings, and foreign exchange students.

GPA is calculated both as a non-weighted and weighted grade point average. To compute the non-weighted GPA, multiply the value of each grade by the credit value of the course, then add up the total for all courses. Divide this total by the total number of credits. To compute the weighted GPA, multiply the value of each grade by the credit value of each course as determined by its academic level. Next, add up the total values for all courses. Finally, divide this total by the total number of credits. The values of each grade are listed on the next page.

NOTE: Beginning with the class of 2013, all course grades and GPA's will be non-weighted.

Pass/Fail Option

Students who choose to enroll in a seventh full-time course may elect to take the course on a Pass/Fail basis; this decision must be made before the end of the ~~drop/add~~-withdrawal period. Courses taken Pass/Fail will not be included in GPA calculations.

Grade	Value of all course grades for calculation of non-weighted GPA; Also, value of non-honors/AP grades for calculation of weighted GPA	Value of honors/AP grades for calculation of weighted GPA
A+	4.33	5.33
A	4.00	5.00
A-	3.66	4.66
B+	3.33	4.33

B	3.00	4.0
B-	2.66	3.66
C+	2.33	3.33
C	2.00	3.00
C-	1.66	2.66
D+	1.33	2.33
D	1.00	2.00
D-	0.66	1.66
F	0.00	0.00

Graduation

Any student who has not met all of the requirements for graduation as listed in this handbook will not be permitted to participate in the graduation ceremony.

Students found to be involved in any major disciplinary violation or a violation of the Drug and Alcohol policy may forfeit their opportunity to participate in any or all of the activities planned during the calendar of events for seniors, including, but not limited to: Prom, Senior Awards, Senior Cruise/Trip, All-Night Party, and the Graduation Ceremony.

Graduation Speakers

The Valedictorian and Salutatorian are chosen on the basis of their demonstrated academic abilities as well as their standing as "good school citizens" during their years at Belmont High School. The Valedictorian and Salutatorian will be chosen based on the total weighted GPA at the end of the third quarter of the senior year. Only students who have attended BHS for at least six semesters can be chosen for these distinctions.

Graduation speakers must provide the principal with copies of their speeches one week prior to graduation. Copies of the speeches will be given to the local newspapers in a press release packet.

Graduation Ceremony

Graduation rehearsals are mandatory for all students intending to participate in the ceremony. During these rehearsals, the mechanics regarding student involvement within the ceremony will be reviewed, practiced, and refined. Students will receive their cap and gown following the first rehearsal.

On graduation day, students will convene one hour prior to graduation for final preparations. It is not considered in good taste to wear any decorations on the gown, including flowers, except for awards presented by the school. What shows below the gown stands out clearly as each student proceeds to the platform to receive his/her diploma. Shorts, T-shirts, work boots, sandals, and/or sneakers are ***not*** appropriate. Students not appropriately dressed may not be allowed to participate.

With the complete cooperation of each student, the graduation exercises will be a positive, memorable experience for all.

Graduation Requirements

All students must enroll in six full courses each semester of every year. One hundred credits are required to receive a diploma from Belmont High School. In addition, students must fulfill the following requirements:

- English – 4 years20 credits
(Including Senior Thesis)
- Social Studies – 3 years.....15 credits
 - World History
 - Modern World History or AP European History
 - American Studies
- Mathematics – 4 years20 credits
- Science – 4 years24 credits
- Fine and Performing Arts – 1 year ...5 credits
- Foreign Language – 2 years10 credits
- Physical Education & Health8 credits
4 years (2 credits per year)
 - Grade 9: Wellness (I), required
 - Grades 10 – 12: Wellness (II) and/or P.E. options
 - Community Service – 40 Hours

Only credits showing on the BHS transcript can be applied towards the graduation requirements at BHS.

Exceptions to these graduation requirements, providing for individual student programs, may be secured by submitting a written request to the principal for disposition.

All students must take and pass the Massachusetts Comprehensive Assessment System (MCAS) tests in English Language Arts, Mathematics, and Science (science is a requirement beginning with the class of 2010) in order to qualify for a high school diploma.

Guidance Department

The Guidance Department assists students in dealing with academic decisions, career plans, personal problems, social skills, and other areas in preparing the student to take her/his place in society. The Guidance Department is located behind the main office area.

During the school year, the counselors have group meetings and individual conferences to address the issues of each year of high school and to help students make good decisions. Counselors meet with juniors and seniors regularly to begin the college orientation process. They provide support to all students throughout the year, and have a wealth of information that will help students plan their futures. Students should feel free to make appointments with their counselor when they need advice on any problem.

Parents/guardians are also welcome to make appointments with their child's counselor to discuss concerns about their child by calling 617-993-5910.

Guidance Counselor Assignments
(Assigned by first letter of student's last name)

It is important that students understand the workload for an independent study course is equal to a course offered at the high school. Students take responsibility for their own learning in an independent study course.

Additional information about the proposal submission process, student responsibilities, and grading and credits is available in the Main Office and published in the Program of Studies.

Library/Media Center

Hours

Monday – Friday

7:30 am – 3:00 pm

The library is also open after school for silent study, research, and computer use. The schedule for extended hours is posted in September. The library/media center offers a place to study that is rich in resource materials. Remember that the library is an area designated for **quiet** study. **No food or drink is allowed in the library.**

The library often reaches maximum seating capacity. When this occurs, students must go to another location in the school, such as the cafeteria.

Circulating books may be checked out for one marking period. Reference books and reserve materials may be checked out overnight. An orientation to the print and non-print collection is conducted for all freshman students during the fall semester.

Make-up Work

Students absent from school are expected to make up all work assigned or completed during their absence. It is the student's responsibility to ask teachers about work that needs to be made up. For an absence of one or two days, the maximum make-up allowance is five school days. Students are allowed twice the number of days they were absent to make up missed work (weekends and vacation days count towards this allowance), except as noted below (when class is missed due to tardiness or dismissal). For an absence of more than two consecutive days, the maximum make-up allowance is ten school days.

When a student misses a class in which a test/quiz is given due to tardiness or dismissal, s(he) will be expected to take the test/quiz on the day of their return at the convenience of the teacher. It is the student's responsibility to make these arrangements within three days of his/her return or by arrangement with the teacher. In extenuating circumstances, teachers may grant additional time for making up work. Failure to make up required work within the allotted time will result in a zero.

Murals

Students with artistic ability are encouraged to paint murals on the walls of Belmont High School as a permanent gift to the school. A student or group with an interest in such a project should submit a

sketch for approval to the Director of Fine and Performing Arts and the building Principal.

National Honor Society

The purpose of the National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools.

Membership is an honor bestowed upon a student. Selection for membership is by a faculty council and is based on outstanding scholarship, leadership, service, and character. Students cannot apply for membership. To be eligible, a student must be in attendance at Belmont High School one semester and meet the criteria for scholarship, leadership, service, and character that are listed below (adapted from the National Honor Society Handbook).

Scholarship

Students must have a minimum cumulative weighted grade point average of 4.0, or an non-weighted grade point average of 3.4.

Starting with the class of 2013, only the non-weighted guideline will apply.

Leadership

The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates initiative in promoting school activities
- Exercises positive influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability
- Is a leader in the classroom, at work, and in other community activities
- Is thoroughly dependable in any responsibility accepted
- Is willing to uphold scholarship and maintain a loyal school attitude.

Service

The student who serves:

- Volunteers and provides dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities

The chapter advisor shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and community.

The principal shall reserve the right to approve all activities and decisions of the faculty council and chapter.

Preliminary Scholastic Aptitude Test (PSAT)

The PSAT is a standardized test that provides firsthand practice for the SAT Reasoning Test. The PSAT Score Report *Plus* helps students to determine their strengths and weaknesses by providing personalized feedback on academic skills. The PSAT lasts two hours and 10 minutes; it is administered in October each year. Registration deadlines and testing dates are available through the guidance office.

The PSAT is administered in the junior year and gives students the opportunity to qualify for National Merit Recognition.

The PSAT will be given at Belmont High School. Students must register for the PSAT in the Guidance Office.

Promotion/Retention

Credit requirements for grade classification will be determined by the following criteria:

- **Freshmen** - promotion from Grade 8
- **Sophomores** - 25 credits earned, at least ten hours of community service served, and two physical education credits completed.
- **Juniors** - 50 credits earned (and be able to meet course requirements for graduation), at least 20 hours of community service served, and four physical education credits completed.
- **Seniors** - 75 credits earned (and be able to meet course requirements for graduation); at least 30 hours of community service served, and six physical education credits completed.

Publicity Guidelines and Opt-Out

At times we have newspaper and cable coverage or other publicity about school events and our newsletter is posted on our website. We may also periodically videotape students for a variety of reasons including filming of class/school performances, for assessment purposes and possibly for staff development.

Under Department of Education regulations, the school may release for publication certain information concerning you and/or your children without first obtaining your consent UNLESS you inform us otherwise. Please complete an Opt-Out form available in the main office if you do NOT want information about your student released for publication during the school year.

Registration/Transfer/Withdrawal

Registration

New students, accompanied by a parent or guardian, must register in the guidance office. All students who enter/withdraw from Belmont High School may be required to meet with and receive approval by the principal. Parents/guardians must accompany the student unless the student is 18 or over.

The following materials must be submitted at the time of registration: proof of residency, official transcripts, original health records (including proof of immunization), and the most recent MCAS scores (if available).

All students entering Belmont High School must meet the immunization requirements set up by Chapter 76, Section 15 of the General Laws of Massachusetts. Proof of immunization must be presented to the school nurse when registering for school. Failure to comply with this ruling will result in exclusion from school.

Transfer/Withdrawal

Students transferring to another school or withdrawing from Belmont High School must submit an Official Withdrawal Notice signed by a parent/guardian (unless student is 16 or over) to the guidance office. Students must also return books and other school property to the office. Transcripts will not be released until the student has resolved any/all obligations and has officially withdrawn.

Report Cards

Report cards are issued quarterly. ~~Report cards are mailed home.~~ Beginning in the fall of 2009, report cards will be e-mailed home. Please ensure that the e-mail address we have on file is the one you would like the report card(s) sent to.

Scholastic Aptitude Test (SAT) (Reasoning Test)

The SAT Reasoning Test consists of three sections. Each section of the test (Writing, Critical Reading, and Math) is scored using the familiar scale of 200-800. The total testing time for the SAT Reasoning Test is three hours and 45 minutes. The test includes:

- Writing
 - Multiple-choice questions (grammar and usage)
 - Essay
- Critical Reading
 - Analogies have been eliminated
 - Short reading passages added to existing long reading passages
- Mathematics
 - Math content includes topics from third-year college preparatory math
 - Quantitative comparisons have been eliminated

The SAT Subject Tests are one hour primarily multiple-choice tests in specific subjects. Subject Tests measure a student's knowledge and

quarters for a full-year course, one marking quarter for a semester course), the student must have earned a final average of not less than fifty (50%), and the student must have not missed more than 25% of the class meetings during the school year.

2. Credit will not be given without prior approval from a high school administrator.
3. A maximum of two courses may be taken per academic year in summer school for credit.

Transcripts

The guidance department works with students to prepare and mail their applications for college; a \$15.00 fee is collected as part of this process to cover shipping and materials.

Transfer Credits

BHS will accept for credit courses from other secondary schools. Students successfully completing BHS equivalent courses at another secondary school cannot retake those courses at BHS. Acceptance of and the designation (college prep, honors, AP) of credits from other institutions is at the discretion of the BHS administration. Courses accepted for credit that do not logically correlate with BHS offerings will be assigned a generic title on the student transcript and may not carry the same credit value.

ATHLETICS

Activity Fee

Activity fees are assessed for interscholastic sports and other extra curricular activities and clubs. These funds are used to offset the cost of sponsoring all student activities at Belmont High School and are payable as a condition of participation. In a given year, the fee for the first sport a student participates in is \$450; the second sport is \$300; any additional sports will be \$150 each. These fees are assessed per student and there is no family cap. There is a \$275 fee for each student who participates in the after school fine and performing arts program.

Due to the unique budget landscape at this time, the fees required to run clubs and other extracurricular activities are yet to be determined.

Athletics

Belmont High School is a member of the Middlesex League and abides by the guidelines established by the Middlesex League and the Massachusetts Interscholastic Athletic Association.

Participation in the Belmont High School athletic program is a privilege, and all student-athletes are expected to provide a leadership role for other members of the student body, and to always act in an exemplary manner that will be complimentary to the team, school, and community. Student athletes may be disciplined for conduct unbecoming of an athlete.

Interscholastic athletics are intended to provide a competitive experience for our most qualified student athletes. Strong programs are

offered for both girls and boys throughout the three seasons. The lessons of teamwork, pride in accomplishment, and good sportsmanship learned on the playing fields are valuable to all who participate. We urge you to consider athletics as an integral part of your education. Participation on an athletic team can be a rewarding experience. It is important that students and parents realize the time demands, commitment, dedication, and sacrifices required for participation on an athletic team before making this commitment.

Athletics are important, but academic responsibilities are a priority; no student shall be penalized for missing practice or a game to attend to academic obligations.

Participation Requirements

In order for students to participate in athletics they must complete the following forms: parent permission, transportation, and chemical health. Students must also have a physical examination by a doctor within the last twelve months, and meet the following academic eligibility requirements:

- For the fall marking period, students are required to have passed for the previous academic year the equivalent of four full-year courses.
- For subsequent marking periods, students must secure during the last marking period preceding the contest a passing grade in the equivalent of four full-year courses.
- Students must maintain an overall, unrounded, simple (non-weighted) GPA of 1.70.

Any student deemed ineligible at the start of a season will remain ineligible for the duration of the season. If you become 19 years old before September 1st of the upcoming academic year, you are no longer eligible.

Sports

Belmont High School offers ten sports during the fall season. Practices begin on the Monday before Labor Day, with most teams ending league competition in late October. Tournament qualifications for varsity teams could have teams participating into November. Football concludes its regular season on Thanksgiving Day.

Fall Sports

Cheerleading (V)
Cross Country—Boys, Girls (V, JV)
Field Hockey (V, JV, F)
Football (V, JV, F)
Golf (V)
Soccer—Boys, Girls (V, JV, F)
Swimming—Girls (V, JV)
Volleyball—Girls (V, JV)

Belmont High School offers eleven sports during the winter season. Practices begin on the Monday after Thanksgiving, with most teams ending league competition before the February vacation. Tournament qualifications for varsity teams could have teams participating in March.

weekend or vacation event will be used to determine a student's ability to participate.

- Students are expected to attend every class meeting. Attendance records are maintained on a course-by-course basis and requirements and consequences apply to each course individually.
- Recognizing that there are legitimate and unavoidable reasons for absence, parents/guardians must call in to the high school to excuse a student's absence. **To excuse an absence, the parent/guardian must call the high school attendance office at (617) 993-5999 prior to 2:00 PM of the school day on which the student is absent. If an absence is not called in by 2:00 p.m., the absence is unexcused.** The parent/guardian must leave a return telephone number, and a reason for the absence. No one except a parent or guardian may excuse an absence for a student.
- Grade penalties will be imposed for unexcused absences.
- All absences for school-sponsored field trips are considered excused.
- When a student comes to class without a pass more than fifteen minutes after formal instruction has begun, s/he is considered absent.
- In extenuating circumstances, a student or his/her parent/guardian may appeal to the administration to resolve attendance issues.

Excused Absences

Students are responsible for make-up work associated with excused absences. In addition to their availability during the school day, faculty members will establish a time before or after school when they are available to assist students with make-up work. If students are unable to come at this designated time, it is their responsibility to arrange a time to collect make-up assignments from their teachers, and to turn them in. ~~If a student is absent, make-up work must be turned in within one week of his/her return.~~ Students are allowed twice the number of days they were absent to make up missed work (weekends and vacation days count towards this allowance). If a student is excused for an extended period, the teacher shall determine an appropriate and reasonable time-frame for make-up work.

Teachers will make reasonable efforts to help students make up missed work, but students, parents and guardians must understand that time lost from class is irretrievable. The more often a student is absent from class, the greater the likelihood that his or her learning and grades may suffer.

BHS will notify parents/guardians when a student has reached three, five, or seven excused absences in a class. When a student reaches five excused absences from a class, the teacher or another member of the staff will call the parents/guardians, and a conference may be arranged. Parent(s)/guardian(s) need not wait until for a call to

set up a conference. They are encouraged to contact their child's guidance counselor, teacher(s), and/or administrator regarding concerns about their child's attendance.

Unexcused Absences

When in school, students are expected to attend all classes and assigned meetings unless excused by an administrator or the nurse.

- If a student is in school, fails to attend a class, and does not have such an excuse, the absence is unexcused.
- If a student arrives more than 15 minutes late to a class without a pass, the tardy converts to an unexcused absence.
- If a parent fails to call a student in by 2:00 p.m. on the day of an absence, the school will classify the absence as unexcused.

Parents/guardians will be notified by the teacher each time a student has an unexcused absence. For each of the first two unexcused absences, students will earn zeroes for work due or completed in class, have three percentage points deducted from their quarter average, and be assigned an ~~office~~ teacher detention. **With the third unexcused absence, a student earns a failing grade for the marking period** and the teacher will notify the appropriate administrator. A student can only be failed for the quarter for cuts if the above steps are followed.

~~*SENIORS: Seniors who cut a class will forfeit the privilege of Open Campus. During 4th quarter, for the first and again for the second unexcused absences, a senior's grade will be reduced by ten percentage points. With a third class cut, the senior will fail for fourth quarter.~~

Tardiness

If a student arrives at class without a pass after formal instruction has commenced, s/he is tardy. Teachers will inform students when they are tardy, and may assign teacher detentions. With the third tardy, parent(s)/guardian(s) will be notified of academic consequences to be imposed for additional tardies. For the fourth and each subsequent tardy, one percentage point will be deducted from the student's quarter average. In addition, for the sixth and subsequent tardies, students will be referred to the office for disciplinary consequences.

Excused Late Arrivals and Early Dismissals

- If students have doctors' appointments or other obligations that require them to arrive late at school, the parents/guardians must call prior to the student's arrival at school to excuse the late arrival. Students arriving late must immediately head to class upon entering the building.
- Once the school day has begun and a student is in attendance, s/he may be dismissed via a parent/guardian phone call. Early dismissal phone calls must be received prior to the student's departure. Students who have been dismissed are expected to leave school grounds; students are not to be dismissed from a class to stay in school and do other class work.

- If the school does not receive timely notification of a late arrival or early dismissal, the student's absence from any classes will be recorded as unexcused.
- If the parent/guardian notifies the school, the student may return to school for a portion of the day after a dismissal. Students returning to school must immediately head to class upon entering the building.
- When a student misses a class due to tardiness or dismissal in which a test/quiz is given, s(he) will be expected to take the test/quiz the day of their return at the convenience of the teacher. It is the student's responsibility to make these arrangements.
- It is the student's responsibility to follow up with the teacher regarding missed work if s/he has missed a class due to a dismissal.

Standing Early Dismissals

Some students' classes are completed before 2:00 PM. Parents/guardians may choose to submit a letter requesting a standing dismissal for their child for such days. A standing dismissal letter permits students to leave campus after his/her last class, and to return for participation in after-school extracurricular activities. If a student with a standing dismissal remains on school grounds after their dismissal time, they remain subject to all school rules. The administration retains the right to revoke a standing dismissal.

Many students' schedules change from first to second semester. All requests for standing dismissals must therefore be re-submitted at least one week prior to the start of second semester.

Seniors who have open campus privileges are not subject to this section.

Campus Grounds

Two yellow lines painted on the street in front of the building mark campus grounds. All areas outside of these two yellow lines are considered off campus (which includes the back of the building, the side of the gym facing the fields, the loading dock and all parking lots).

Students may not leave campus at any time during the school day including **lunchtime or unscheduled periods**, unless a parent/guardian has called to dismiss them for a valid reason or they have open campus privileges. A note or call after the fact is not acceptable. Students are advised to check with the attendance secretary to determine the status of their dismissal.

A student who leaves school grounds as defined in this handbook more than once in a school year may be **suspended**.

Students who illegally leave school grounds in an automobile twice in one school year will lose permission to bring their car to school for the remainder of that school year.

NOTE: A student can be off campus even though they are still on school grounds.

4. Only neatly dressed students will be admitted to dances. Some dances may require suits, dresses, etc.
5. Dances will begin at 7:00 pm and end no later than 11:00 pm.
6. Students will not be admitted into dances after 8:00 pm.
7. Students may ***not*** re-enter a dance once they have left the designated area.
8. Dances are for Belmont High School students only.
9. Students absent from school on the day of the dance or under current school suspensions are not permitted to attend dances.
10. Unauthorized entry to a dance will result in assessment of detentions and loss of the privilege of attending dances held at the school for the remainder of the school year.
11. The principal or his/her designee reserve the right to cancel school dances at his/her discretion.

Disciplinary Action

It is impossible for the district to identify in the handbook the full set of behaviors that might result in disciplinary action. Such actions will Office detentions will be assigned when deemed appropriate by an administrator.

~~Detention will run from 2:30 to 4:30 on Wednesdays and 2:00 to 4:00 on Fridays. Students must arrive on time, bring school work to do, and remain the entire period. Detention is a serious time and no one may talk, play games or listen to music, or bring food or beverages.~~

Disciplinary action may take the form of, but is not limited to, being assigned to directed study, work details, and/or suspension.

Students assigned a disciplinary action by an administrator must fulfill the obligation as set. **NO COMMITMENTS SUCH AS WORK OR ATHLETICS** will excuse a student from a disciplinary obligation. Students who do not meet their obligations as set can be assigned further disciplinary actions.

The following offenses may be cause for disciplinary action. The action assigned is at the discretion of the administrator; this list is a sampling – it is by no means exhaustive.

- Campus grounds violation
- Cheating and/or plagiarism
- Class cutting (chronic occurrences will result in suspension)
- Damage to school property; the student will be required to pay for any damages in addition to assessment of detentions
- Failure to meet a disciplinary obligation.
- Dismissal policy violation
- Failure to comply with a teacher request
- Failure to arrive at the office when summoned by an Administrator
- Failure to identify yourself to a staff member
- Field Trip policy violation
- Food and/or beverages in the corridors
- Forgery

how the student will dress, including wearing attire which is part of the students' religious practice, providing that attire is not destructive to school property, complies with requirements for health and safety, and does not interfere with the educational process.

Clothing depicting references to alcohol, drugs, sex, tobacco products, violence, hate groups, other harassing categories, or evidencing inappropriate or discriminatory language is prohibited. Parent and student cooperation is requested.

Electronic Devices/Recreational Equipment

Frisbees, hackey-sacs, skateboards, playing cards, athletic equipment or other items/activities of this nature are not to be used in or around the school; if brought to school they must immediately be secured in a locker until the end of day. If a violation occurs, these items may be confiscated for five days as outlined below.

Headphones and other electronic devices (cell phones, pagers, i-Pods, etc.) must be turned off and put away (out of sight) when students are in class or in the library. If students use electronic devices in ways that are disruptive to the learning environment within the school, such items will be confiscated and sent to the office where they will be held for a period of five consecutive school days (devices may be held over weekends and vacations until this obligation is met); offenders may additionally be assessed a disciplinary action. Students may not remove any part of a device that has been confiscated.

Recording, taking pictures and/or posting of these on the internet is forbidden and subject to school discipline.

Facilities

Students should take pride in their school and be responsible for picking up after themselves and others, keeping the corridors, classrooms, and cafeteria clean. Students should clear the cafeteria tables they have occupied whether or not they have created the litter.

Field Trips

Field trips can bring the school and the community closer together, a situation that can result in real life experiences that enrich the curriculum for students and also bring about better public relations. Field trips are a privilege and not a right. Students who have demonstrated uncooperative and/or inappropriate behavior may not be allowed to participate in the trip.

Requirements regarding field trips include:

- * All school rules are in effect during trips
- * All students must submit parental permission slips
- * All trips must contribute toward the educational program