



**REYNOLDS
HIGH SCHOOL**

School Policies

ATTENDANCE

- I. Your school attendance record is very important to you. Future employers and college admission offices will always ask about the student's attendance record.

School attendance is mandated by the Pennsylvania Compulsory School Attendance Law. Persistent violation of this law may result in the arrest of the parents as well as the student being sent to a correctional institution. Since the law applies to only students under 17 years of age, any student not covered by the law and who, by his attendance and attitude, shows no desire for an education may be subject to suspension and possibly expulsion.

II. *Procedure following an absence:*

- A. The student should go directly to the attendance office upon arrival at school and present an excuse signed by a parent or guardian. The excuse should state the date of absence and the reason for the absence. The student's grade and section should be written on the lower left corner of the excuse.
- B. The attendance officer will classify the absence as excused or unexcused.
1. Excused absence
 - a. Illness of the student.
 - b. Death in the family.
 - c. Exceptional urgent reasons as determined by the attendance officer.
 2. Unexcused absences
 - a. Reasons not covered above.
- C. The attendance officer will issue an "admission slip" which is to be presented to the homeroom teacher. (Note: Homeroom teachers have been instructed not to admit a student without an admission slip.)
- D. If a student forgets his excuse from home, he will be issued a "temporary admission slip" and the absence will be considered unexcused until an excuse is presented to the attendance officer.
- E. Work that is missed during an unexcused absence cannot be made up except in rare instances when a parent makes special arrangements prior to the period of absence.

- F. No student shall be permitted to participate or attend any after school activity on the day during which he or she was absent.

III. *Tardiness:*

- A. Persistent tardiness to school or to class will result in the loss of a student's "honors pass" and eventually suspension.
- B. A student is expected to be in his homeroom when the "tardy bell" rings. If he is not, the student should stop at the attendance office for an admittance slip and present it to the homeroom teacher. As with absences, teachers are instructed not to permit students to enter the homeroom after the tardy bell rings without an admit slip.
- C. When a student is late to class, the classroom teacher will use her judgment as to when it is time for a punishment. The student will be sent to the office and the "honors pass" will be lifted for a period of time.

IV. *Truancy:*

- A. Truancy is an absence without the knowledge or permission of the parent or guardian. It may be punishable by suspension.

V. *Leaving school grounds:*

- A. No student shall leave school without written permission from a parent or guardian and approval of the administration.
- B. When it is necessary for a student to leave school for a valid reason, he should give the doctor's appointment card or a note from a parent to the attendance office for approval. When leaving the building, the student must sign out in the high school office and, upon returning, sign in and obtain an admittance slip to go back to class.
- C. *Drivers Tests and Driver Eye Exams:*
Written permission from a parent or guardian is necessary for a student to be excused. Time should not exceed one period—either the 1st or 8th.
- D. *Medical and Dental Appointments:*
Students are to use the proper forms available at the doctor's office when necessary to make an appointment during school hours. This card should be presented to the attendance office no later than the morning of the day to be excused. Only in rare cases should these appointments require a half day of absence.
- E. Students who violate the above procedure or falsify excuses to leave school will be denied this privilege.

VI. *Absence Due to School Activities:*

- A. Each student who misses class due to any school activity must assume the *immediate* responsibility for obtaining assignments and making up the work missed. Failure to do so within a reasonable time will result in failure for work missed as well as the loss of privilege of future participation in these activities.

VII. *Class Skipping:*

- A. Students who cut class or a part of a class, by their actions, reflect their attitude toward a desire for an education. When a student misses a class or a part of a class without prior approval of the classroom teacher involved or the administration, it shall be considered as "class skipping".
- B. Class skipping is a serious offense and will be dealt with as such.

THE STUDENT HONORS PASS

The object of the Student Honors Pass is to identify and permit freedom of movement to pupils on legitimate activity business. This particularly applies during the scheduled activity period and during any unsupervised or semi-supervised activity. The Honors Pass does not eliminate the "corridor pass" and the "library pass"—it gives you the right to use these passes.

When the Honors Pass is suspended for a violation of school policy, the student loses the right to participate in all "in-school" extracurricular activities and social affairs as well as the privileges granted through the use of the corridor passes and library passes. Persistent suspension of the pass can lead to loss of the right to attend or participate in after school activities as well as permanent revocation of the Honors Pass.

The pass is to be courteously shown upon request of persons of authority.

The possession of the pass is the responsibility of each student. If it is lost or stolen, the owner of the card will be denied the privileges it grants until the pass is replaced.

STUDENT CONDUCT

- I. While we want to permit as much individuality as possible in conduct and in dress, it is necessary to establish limits in these areas for the good of fellow students and the image of the school.

A. *Dress and Grooming:*

Students at Reynolds High School should wear clothing appropriate for the occasion and appear neat and clean.

Girls should avoid extreme hairstyles and extreme use of cosmetics. Slacks, culottes, pants dresses, and unusually tight or short skirts are not considered proper school dress.

Boys should be clean-shaven and have proper haircuts. Their trousers and levis should not be unusually tight. All shirts except straight-cut shirts, should be worn inside the trousers. For safety purposes, shoes with cleats or heel plates should not be worn on the tile and terrazzo floors.

B. *Conduct:*

1. *In Halls*—Running and general horseplay are forbidden. Students in the hall at times other than class changes are required to have a pass properly signed by a teacher.

2. *Restrooms*—Use of restrooms during class time is a privilege not a right. Only in extreme circumstances will a student be excused during a class to use the restroom. When using a restroom during class or study hall, students must use the restroom nearest to their class.

3. *Classrooms*—Students are expected to be attentive and cooperative in the classrooms. Any student who interferes with the teaching procedure will be disciplined.

4. *Assemblies*—Standards of conduct for assemblies are the same as the classroom. Students are expected to be courteous and to show respect for those taking part in assemblies. Assembly seats are assigned by homeroom, therefore, students are required to sit where assigned. Students are expected to be orderly and quiet when entering and leaving the auditorium.

5. *Cafeteria*—Upon arriving at the cafeteria, students are under the supervision and authority of the person supervising the cafeteria. Talk should be kept to normal tones and "table hopping" is not permitted. A student is not to leave the cafeteria without permission of the supervisor of the cafeteria.

6. *School Sponsored Activities*—The conduct of the students at these public affairs determines the reputation of the school to a great extent. Students are expected to act accordingly and to practice courtesy at all times.

7. *Smoking*—Students are not permitted to smoke on school property or at any school sponsored event, home or away. The penalty is automatic suspension.

C. *Detention*—3:00-3:45

Room detentions may be assigned by teachers for misconduct or for substandard class work and will be served with the teacher that assigns them. Teachers, when assigning detention, will allow the student one day to make necessary travel arrangements with their home or employer if they work after school. Students failing to report for room detention will be referred to the Principal or Assistant Principal. They will not be permitted to return to class, where detention was assigned, until they have served the assigned detention or straightened out the problem with the teacher involved.

D. *Suspension and expulsion:*

When misbehavior is chronic or serious, a student may be suspended from school pending a conference with the parents. While it is the responsibility of the school to keep students in school to be educated, student actions which disrupt the educative process will not be tolerated. Behavior that leads to a series of suspension can lead to expulsion for the remainder of the school year.

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LUNCH PERIOD

Lunch periods are 30 minutes long. Students are not permitted to leave the building for lunch unless they have special permission. Eating in other areas of the building is not permitted. Students not reporting to the cafeteria as scheduled will be punished in a manner similar to "class skipping".

Lunch and milk tokens are sold for the convenience on Mondays in the homeroom during the activity period. Tokens may be purchased at the office from 8:00 to 9:00 A.M. on other days. Tokens will not be sold at any other time.

LOCKERS AND LOCKS

Regular school lockers are assigned to students in a way that they will be located as nearly as possible to the students' 8th period classroom. Gym lockers are assigned at the discretion of the physical education instructors.

One thief in a school can cause a great deal of problems for students and school officials. It is strongly urged that students purchase the locks available at the high school office. The price of the locks is \$1.50. A lock may be returned after any period of use and, providing it is in good working order, the student will receive a dollar refund.

Due to the congestion created when students are using their lockers during class changes, students are urged to limit going to their lockers to the beginning of school, a convenient time near the middle of the day and at the close of the school day.

DEFACING OR DAMAGING SCHOOL PROPERTY

A student who loses, defaces, or in any way damages school property will be responsible for repairing or replacement of damaged property.

GRADING SYSTEM

Grades A, B, C, and D are passing grades. "A" indicates excellent work; "B" represents above average work; "C" is an indication of average work; "D" indicates below average but passable quality of work. An "E" indicates failure. An "I" represents work has not been completed for a grade evaluation. An "I" becomes an "E" if work is not made up in a reasonable length of time.

REPORT CARDS

Report cards are given out every six weeks to notify parents of progress. The cards are the property of the student and are not returned to the school.

ACTIVITY PERIOD

The activity period has been scheduled for the opportunity for club meetings, class meetings, or other school activities. If a student is not involved in activities on a given day, he is expected to use it to prepare for the day's class work.

Students who have their honors pass suspended are to be denied the privilege of participating in these activities during the period the pass is suspended.

