



**Palomares Academy Parent – Student Handbook
High School Dress Code
2018-2019**

Palomares Academy of Health Sciences promotes a college and career learning environment. All dress will be such as to protect the health and safety of all children. Clothing should reflect the educational tone of the school setting. A student who comes to school without proper attention to cleanliness, neatness or meeting the dress code may be subject to disciplinary action. In accordance with the California Administrative Code, Title 5, Section 302, students shall be neat, clean, and properly attired for school. It is the parents' responsibility to see that their children are dressed for school in a safe, appropriate manner for learning. Parents will be contacted for a change of clothes when students are out of dress code. The student will also lose their lunch time privileges for the day.

The following are considered violations of Dress-Code and will result in disciplinary actions:

1. Gang-related jewelry, insignia, paraphernalia, materials, apparel, clothing or attire **should not be worn or carried** on campus or at school activities. Also prohibited are notebooks, manner of grooming, or gestures that, by virtue of color, arrangement, trademark, or graffiti or any other attribute, denotes membership in such a gang or group.
2. ALL shoes must completely cover the foot. Sandals, slippers, and high heels are not approved foot wear on campus.
3. Beanies, hoods, caps or hats or gang-related attire should not be worn in classrooms/hallways. They will be permitted outside during rainy days.
4. Clothing, jewelry, paraphernalia, material, or manner of grooming, which is obscene, sexually explicit, or which depicts or suggests sexually-related or obscene gestures, pictures, or wording, or which promotes violence, the use/abuse of drugs, tobacco, or alcohol, **may not be worn or carried** on campus or at school activities.
5. Clothes shall conceal underwear at all times. See-through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited. Straps for tops should be a minimum of 3 inches (no spaghetti straps or tank tops with straps less than 3 inches).
6. Accessories, clothing, jewelry, and paraphernalia should not pose a threat to the physical and/or emotional wellbeing and safety of the student or others on campus or at school activities. No spiked jewelry or facial piercings.
7. Clothing or articles of clothing (including, but not limited to gloves, bandannas, shoestrings, wristbands, jewelry) which are likely to provoke others to acts of violence or which are likely to cause others to be intimidated by fear of violence may not be worn on campus or at any school activity.

Grades 7-8 (Middle School)

Palomares Academy of Health Sciences promotes a college and career learning environment. Standardized dress policy for middle school students is necessary for safety purposes in order to distinguish middle school and high school students on campus and in the community.

Shirts

- **Color** White collared polo shirt, solid color only (No prints or stripes)
Palomares Spirit Shirt on Fridays only
*No tank tops or halters or midriff revealing shirts

Sweaters/Jackets

- **Note** *No sexual, violent, or drug related logos/designs

Pants

- **Color** Black, navy blue, and tan docker/slacks style or jeans with no rips/tears/holes
*Pants are to be worn around the waist- underwear should be covered and not visible
*No rips or holes in pants or designs on material
* Leggings, jeggings or pants made of stretch material; sweats/joggers/basketball shorts/athletic wear should be reserved for PE

****Skirts must be of appropriate/professional length***

****Pants/trousers/shorts should be appropriate/professional fit***

Shoes

- **Color** Any color
- **Style** Shoes that cover toes and heels
- **Note** *No flip flops, sandals, slippers, high heels ,platform shoes and Steel-toed boots/shoes

Accessories

*Caps, bandanas, spiky/large earrings (diameter not more than a quarter), excessive size necklaces or jewelry, visible body piercings (tongue, nose, lips or face), extreme/ unnatural hair colors, distracting hairstyles, excessively tight, short, or excessively loose fitting clothes **are prohibited.***

CELLULAR TELEPHONES AND ELECTRONIC DEVICES

Palomares Academy of Health Sciences promotes a focused college and career ready environment. In support of 21st century learning, we have 1:1 devices available (every student has access to a chromebook/laptop for check out). We recognize that cellular phones are needed in case of emergencies; however, the use of cellular phones or any electronic signaling device by students on campus during normal school hours is prohibited. Students are permitted to possess cellular phones, pagers, or electronic signaling devices on campus provided that any such device shall remain "off" and stored in a locker, backpack, purse, pocket, or other place where it is **OFF and NOT VISIBLE** during normal school hours. Students are permitted to use cellular phones, pagers, or electronic signaling devices on campus before and after school or during school activities that occur outside of school hours. For District, state and national assessments, students are prohibited access to any unauthorized electronic devices at any time during the entire testing session. Students must comply anytime a request is made by school personnel to cease the use of a cellular telephone or other signaling device even before or after school. Visible cell phones, ear buds, and electronic devices will be confiscated and returned only to a parent or guardian. The School is not responsible for lost or stolen cellular telephones or other personal items of value such as iPods, cameras, electronic games, radios, CD players, computers, etc. (CA Ed. Code 48901.5)

1st Offense – Cell phone confiscated before 10 a.m. – returned to student same day after school

1st Offense – Cell phone confiscated after 10 a.m.– returned to student following day after school

2nd Offense - Cell phone confiscated – held for one week, returned to student at end of one week after school

3rd Offense – Cell phone confiscated – held for three weeks, notify parent to collect at end of the third week.

4th & Subsequent Offense – Confiscated, meet with parent. Duration of confiscation TBD

PALOMARES ACADEMY OF HEALTH SCIENCES ATTENDANCE POLICY

Palomares personnel enforce strict attendance and tardy policies; therefore it is crucial that student attendance is consistent. The state of California no longer provides funds to schools if students are absent, regardless of the reason for not attending. Scheduling medical appointments after school is beneficial to both your child and the school.

If your child is absent please follow the procedures below:

1. Parent or guardian must contact the attendance clerk in writing or by phone **(909) 397-4539** on the day of the absence.
2. Students returning to school after an absence are to report to the Attendance Window **before school begins** to be issued an admit slip. Failure to do so may result in detention.
3. Students failing to have proper clearance information (parent note or phone call) will be given two days to “clear” their absence. **Absences not cleared after two days become unexcused/truant and will result in one-hour after school detention.**
4. Students arriving at school after 8:00 a.m. or tardy the day, are to report directly to the Attendance Window. Students are considered tardy if they are not in their assigned seat/area before the tardy bell rings. Medical appointments and illness are the only reasons for excused tardiness.
5. All unexcused absences/tardiness will result in disciplinary action. After a student accumulates **three or more** absences and excessive tardies a meeting will take place with the Dean of Students, Assistant Principal or counselor, parent/guardian, and student to discuss an attendance contract (SART) for student and parent/guardian.
6. It is the **parent’s responsibility** to make sure that the school has **emergency contact** information in the system for his/her student with current telephone numbers. Should an emergency occur, the information will assist the school and/or nurse in contacting the parent in a timely manner. Student will only be released to persons whose names appear in the system and with proper ID.

No student may leave campus without being signed out by parent or release contact. Students who need to leave school must follow the procedures listed below:

1. Student is to remain in the classroom until summoned to the Attendance Window upon parent’s/guardian’s arrival, and no students will be released to any person who cannot present proper ID.
2. If you return to school before the end of the day, report to the Attendance Window for an admit slip.

Expectations for Students

ROAR

Respectful

Organized

Act Kindly

Responsible

- Come to school prepared to learn and complete assigned work.
- Attend each class regularly and on time.
- Follow school and classroom rules.
- Bring and carry student agenda at all times.
- Show respect for peers, staff, and community, and each other.
- Return books without marks or tears and pay any fines for damage or loss.
- Keep the campus free of litter and graffiti.
- Dress appropriately for the school setting and follow the dress code.
- Never use or carry alcohol or drugs.
- Take responsibility for following acceptable standards for health, hygiene, and nutrition.
- Observe school rules on the way to school, while on campus, and on the way home from school.
- Deliver communication from the school to the home and return it on time with required signatures.
- Settle conflicts appropriately. Seek Staff assistance. Never fight!
- Develop pride in higher achievement.

Campus Hours/Leaving Campus

Unless waiting for a ride or under the supervision of a staff person, students are expected to be out of the building by 3:15 p.m. and to clear the campus by 4:00 p.m. Students waiting for rides after 3:15 p.m. must do so in front of the school. **Students are not to leave the campus while waiting to be picked up!** Students may arrive on campus after 7:00 and wait in supervised designated areas. Designated areas include lunch quad, library and zero period classrooms. Once on campus in the morning, students are not to leave campus. It is expected that students will be picked up from the campus and not wait for rides in the local business areas. The school campus is the safest location for students to gather before and after school.

Articles not Allowed in School

Articles which interfere in any way with school procedures, disrupt instruction, or become hazards to the safety of others are not allowed. If brought to school, these items will be impounded and must be picked up by parent. **The school assumes no responsibility for the loss of confiscated items such as cell phones, ear buds and any other electronic devices**

Grooming

Grooming items (combs, brushes, make-up, deodorant, etc.) are restricted to the restrooms and locker rooms only. Use of perfumes, aerosols, and scented lotions, hair sprays and other scented, spraying items is **prohibited**, as these can cause allergic reactions to other students and staff. Grooming items are NOT to be shared.

Team/Spirit T-shirts and School Sports Team Jerseys

School approved team and club t-shirts (for the current school year) may be worn. Students who are playing on a school sports team may wear their team jersey on game days only during the current sport season. Class and Spirit T-Shirts may be worn on Fridays.

Riot/Unlawful Assembly/Watching a Fight

Students should not get together to act in a violent/dangerous, boisterous or tumultuous manner. Examples include gathering to watch, photographing or film a fight, "pretend fighting" which draws a crowd and throwing food or objects in a crowd (including stink bombs, water balloons, etc.). Non-compliance may result in a suspension. Students are to leave the scene immediately if they observe an activity that they do not want to be held accountable for.

Food Expectations

Students may bring lunch/snacks to school. All food and snacks should be eaten in outside designated areas and cleaned up when finished. Outside food or drink purchased by a third party or ordered for delivery are prohibited unless it is by a parent who will stay to participate in Family Friday or a prearranged activity approved by an administrator.

Public Display of Affection

Students are to refrain from public displays of affection, including kissing and prolonged hugging. Failure to comply will result in parent conference and further disciplinary action on repeated offense.

Forbidden at Palomares



Do not bring to school or have in your possession or display any of the items listed below.

- Drugs, alcohol, paraphernalia
- Toy gun, water gun, water balloons
- knife, firearm, weapon or look alike (including drawings)
- Trading cards and items
- Explosive devices, firecrackers, stink bombs
- Spraying device (colognes, body sprays, hairspray, mace, pepper spray.)
- Permanent marker, whiteout, super glue
- Laser pens
- cigarettes, e-cigarettes, tobacco, matches, lighters
- Gambling items, cards, dice
- Inappropriate photos or drawings
- Cellular phones and other electronic devices should be off and out of plain sight during the school day.
- We are NOT responsible for confiscated, lost or stolen items.
- We do NOT investigate stolen items that are forbidden in school.

The Code of Conduct

Your good behavior and your respect for the feelings of others will insure your having the best possible school and learning environment for a successful year. The full text of Palomares Code of conduct (including rationale, Ed. Code 48900, standardized dress, and due process policy) is available upon request in the office. The code of conduct is in effect:

1. While on school grounds.
2. While going to or coming from school.
3. During the lunch period whether on or off campus.
4. During, while going to, or coming from a school activity.

Hall Passes

Students are required to carry a signed agenda planner and/or teacher/office generated hall pass when out of the classroom during the time classes are in session. Visits to the school office require a hall pass or pass written by the teacher or a summons from office staff.

Hall Conduct

Students are expected to move to and from classes in a timely and orderly manner. Horseplay, (running, hitting, pushing games) loitering, and loud conversation or Bluetooth speaker music is prohibited.

Cafeteria

Students are expected to dispose of their trash in the trash cans and leave the cafeteria area clean. Students are to remain in the cafeteria and quad areas during lunch and not enter the building or wander unsupervised areas of the campus during lunch and nutrition.

Vandalism/Graffiti

Palomares prohibits the writing of graffiti on any items including notebooks, books, backpacks, binders, clothing, homework, or any other object that is brought to school, including body parts. Vandalism and graffiti is a punishable offense, and will result in suspension, financial reimbursement, and in some cases recommendation for expulsion and police citation. Students marking on or damaging school equipment or property in any way will be required to replace the item. Parents and students are financially responsible for damage to school property or materials loaned to the students.

Drop-off Zone

Students may be **dropped off in front of Palomares at the white curb** before school. For the safety of our students no cars will be allowed to enter the parking areas after school for pick-up.

Verbal/Written/Electronic/Social Media Messages

Language that is potentially inflammatory, slanderous, or makes references to acts of school terrorism or violence is prohibited at Palomares and punishable by law.

Hazing

Students may not engage in or commit any act that injures, degrades or disgraces, tends to injure or disgrace a fellow student or staff member.

Dances/After School Activities

Dances are sponsored by the Associated Student Body (ASB) or other clubs. Standardized dress is acceptable as outlined in the standardized dress policy. Students are not permitted to leave a dance before it is over unless their parents arrive to take them home. Students should arrange to have a ride pick them up immediately at the end of a dance.

Cheating or Plagiarism

Cheating, plagiarism, or any form of academic dishonesty is not tolerated. Students who are found to be cheating or providing answers will be disciplined and may receive a zero grade on the assignment.

Profanity, Vulgarity, and Obscene Gestures

Profanity involves using inappropriate language or directing vulgar language or obscene gestures toward another individual or group. This includes verbal and/or written offenses.

Leaving School Grounds

Palomares is a closed campus. Students cannot leave the school grounds during school hours without permission. If a student is leaving with a parent, the parent must come in to the school to request their son/daughter be called out of class and must sign out with the attendance clerk. Anyone picking up the student must be in system and provide proper ID.

Reporting to Nurse, Office or Administrator

All students are to report to the Attendance window first before proceeding to the desired destination.

Smoking, Alcohol, Drugs, and Weapons

Smoking or the use of any kind of tobacco or e-cigarettes on campus is forbidden. DO NOT bring cigarettes, e-cigarettes, tobacco, lighters or matches to school. Possession and/or use of these may result in automatic suspension.

Any student under the influence of alcohol or drugs or in possession of alcohol, drugs, knives, firearms, or any weapon or toy weapon will be automatically suspended and may be recommended for expulsion from school.

Harassment Policy

Students are expected to help make Palomares a place where people treat each other fairly. Harassment of any kind is not acceptable and interferes with the ability to learn. Students who participate in harassment are subject to suspension.

Verbal harassment: Offensive comments, jokes, or slurs, graphic verbal comments about an individual's body, graphic verbal comments of a sexual nature, or spreading sexual rumors.

Progressive Discipline

The progressive discipline process includes:

Counseling/Warning

Conflict Resolution

- School-directed conflict resolution process with counselor, administrator or peer mediators
- Known conflict which is not resolved and leads to a fight may result in suspension.

Parent Contact

Teacher Detention

- Written notification at least one day in advance of detention date.
- Before or after school at teacher's discretion.
- Students must take note to parents.
- Up to 1 hour in length.
- Failure to serve results in office detention.

Campus Clean-up

- For minor infractions (i.e. gum, littering, tardies, dress code)

After School Restorative Circles

- Students are to report by 3:05 to assigned room for restorative circles
- Exclusion from School Activities

Suspension

- For serious offenses & Ed. Code violations
- Parents may choose or be requested to attend school with student (in some cases)

Expulsion must be recommended in cases of:

- Causing serious physical injury to another person.
- Dangerous objects brought to school, including all knives, guns, or other weapons (including look alike weapons).
- Sale of controlled substances.
- Robbery or extortion.

General Information

Outside Food

Students are to bring their own lunch to school daily if not eating in the cafeteria. Outside food or drink purchased by a third party or ordered for delivery are prohibited unless it is by a parent who will stay to participate in Family Friday or a prearranged activity approved by an administrator.

Personal Property at School

Coats, book bags, band instruments, and other articles of value are to be labeled. It is best not to bring anything of value, including large amounts of money. Lost and found books will be handled through the Library. Lost personal items should be reported to the main office. Unclaimed articles will be given to charities at end of each semester.

Textbooks/Technology

Students will be held responsible for all books and technology issued to them pursuant to Pomona Unified School District Board Policy 6162 (a copy is available in the library). The school is not responsible for stolen, lost and/or damaged books. All textbooks and technology issued must be returned in good condition. Charges will be made for lost or damaged textbooks and technology. It is the student's responsibility to ensure that textbook barcode labels remain intact. In addition, students are not to write in any issued textbooks or classroom set. A \$5.00 fine will be charged for missing or damaged bar code labels, and a \$8.00 fine will be charged per page for torn or writing in textbooks, which also includes writing in classroom sets. Students will be charged full price for any water damage to any book. Students will also be held responsible for textbooks or technology not returned to other PUSD school sites. **Diplomas, Certificates and student activities will be withheld for any student not returning textbooks.**

Guidance/Counseling

Guidance services are available for every student in the school. These services include help with school planning, explanation of test scores, career and occupational information, group guidance, study organization, help with home problems, school and social concerns, and many others.

Students are encouraged to confer with the principal, assistant principal, and counselors regarding school matters. Students should sign up for an appointment in the office. Counseling is available on campus free of charge for grief, loss, drugs & alcohol, emotional, physical and psychological needs.

Cell Phones

Cell phones are not allowed to be used on campus and will be confiscated if seen or heard (CA Ed. Code 48901.5)

Medication

All medication must be monitored through the Health Office. This includes ointments, lozenges, sprays, etc. A doctor's order and written parent request/permission is necessary. Contact the school nurse for the appropriate forms.

Visiting the School

Parents are welcomed and encouraged to visit Palomares often. Please check with the office staff prior to visiting a classroom. Visitors may obtain a visitor's pass from the school secretary. The campus is closed until after the school day to visitors this includes alumni and former staff.

Student Parking Information

Students may be asked to provide proof of license and insurance.

Bicycles/Skate Boards/Scooters

Students must walk bicycles/skate boards/scooters onto and off campus. Bicycle helmets must be worn at all times when riding to and from school. Provisions are made to safeguard bicycles/skate boards/ scooters; however **the school assumes no responsibility**. For your own protection, have your property registered and licensed by the Police Department. **Students must provide their own locks.** Bicycles/skate boards are to be locked at the bike/skate board racks. During the school day, the bike/skate board racks are off-limits. Students who are at the bike racks without permission will be disciplined.

Accidents

Accidents should be reported immediately to the office by the teacher.

Nurse/Health Office

Students must have a pass to see the nurse/health assistant.

Fire/Disaster/Emergency Drills

A fire drill evacuation plan is posted in each room. Study the plan and become familiar with it. Students should leave the building in a quiet and orderly manner. Remain outside the building until the signal is given to return. During disaster drills, students are to drop to the floor/ground and cover. Remain there until the teacher directs you to move to your assigned area on the athletic field. This is to be done in a quiet and orderly manner. In the event of a real disaster, you will remain on the field until it is safe to return to the building or your parents pick you up.

Extracurricular Activities

Students can participate in sports, clubs, field trips, assemblies and other extracurricular activities if they maintain academic and behavioral expectations.

Insurance

The school district does not provide health, accident, or accidental death insurance. However, insurance is made available for parent purchase through a private company. Forms will be sent home for parental decision.

Standards for Student Behavior Due Process:

Students in California have the right to be safe while attending school. The Palomares Academy faculty, staff and administration will do everything possible to insure this right.

All students are entitled to due process of law when facing disciplinary actions, students are entitled to hear the accusation and then provide an explanation. This guarantee will be adhered to by all school personnel. Students wishing to appeal disciplinary decision should contact the principal for specific procedures.

Rules of Student Discipline:

Students in the Pomona Unified School District will be disciplined in accordance with the Status of the State of California. A student will be subject to disciplinary actions for designated acts if the acts are related to school activity or attendance and which occurs at any time, including but not limited to, any of the following:

- The student is on school grounds.
- The student is going to or coming from school.
- The student is on break or lunch period whether on or off campus.
- The student is going to, coming from, or attending a school or district-sponsored activity.

Disciplinary actions may include, but are not limited to advice and counsel, campus beautification, detention, in School Suspension (ISS), Saturday School, bus suspension, off-campus suspension, behavior contract, transfer to another school or program and/or expulsion from Pomona Unified School District.

CALIFORNIA EDUCATION CODE:

Suspension and Expulsion

EC §48900 - Grounds for suspension or expulsion:

A pupil shall not be suspended from school or recommended for expulsion, unless the Superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

(a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.

(2) Willfully used force or violence upon the person of another, except in self-defense.

(b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.

(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage or an intoxicant of any kind.

(d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

(e) Committed or attempted to commit robbery or extortion.

- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing," means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the Superintendent of the school district, or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance

Grounds for Suspension/Expulsion and Restitution

The Board of Education authorizes the School Principal to suspend or to recommend to the Board for consideration of expulsion any student who violates the Rules of Student Discipline. Restitution may be required in cases of damage or destruction of property. Suspension or expulsion will be imposed on the first offense for offenses (a) through (r). However, at any time if the Principal determines that the student's presence causes a danger to persons or property or threatens to disrupt the instruction process, the student may be suspended or expelled.

Parent and Student Signature Page

As a parent/guardian, I attest that I have read and understood the expectations at Palomares Academy. I acknowledge, will support, and will comply with the expectations and policies listed in the handbook.

Parent/Guardian Signature: _____ Date: _____

Parent Guardian Printed Name: _____

As a student, I attest that I have read and understand the expectations at Palomares Academy. I acknowledge, will support, and will comply with the expectations and policies listed in the handbook.

Student Signature: _____ Date: _____

Student Printed Name: _____