



**East Junior High School**

**#BulldogCountry**

**Parent/Student Handbook  
2018-2019**

# East Junior High School

400 Leach Road Somerville, TN 38068  
Phone: 901.465.3151 Fax: 901.465.5084

Website <http://ejhs.fcsk12.net>  
Twitter @EJHSBulldogCtry

Dr. Kerri Anne Kimery-Breeden, Chief of School  
Mrs. Zolonda Massey, Deputy Chief of School  
Mr. Anthony Smith, Deputy Chief of School  
Mrs. Annette Pugh, Counselor

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Parents, Guardians, and Students,

I want to take this opportunity to welcome you to EJHS Bulldog Country. Our school is committed to providing an environment where scholars are afforded the best possible educational opportunities. Our faculty, staff, and administration will strive to create and maintain a physically and emotionally safe school environment where academics are priority. East Junior High School will work to foster a sense of trust and community among stakeholders all the while making a positive impact on student lives to ensure that they all become contributing, productive, and successful citizens.

Sincerely,

Dr. Kerri Anne Kimery-Breeden  
Chief of School

This document is provided for your convenience and the rules, regulations, procedures and articles described in it have been established to create the best possible learning and working environment. Information included in this document was compiled using the Fayette County School Board Policy and is subject to change and modification.

## ACCIDENTS/ILLNESSES

If a student is injured or becomes ill at school, the student should inform the teacher or person in charge. The school nurse or designee will assess the student. The parent/guardian **may** be notified if necessary. If it is necessary to speak with a parent, we will use the contact information provided to the school. If the parent can't be reached, the school will attempt to contact the emergency number listed on the data form. ***Be sure to update any changes in contact information as the year progresses.*** In emergencies where the school is unable to reach a parent or if the student is seriously at risk, emergency medical care will be summoned at the parent's expense. A student incident form will be completed. No child with a contagious disease will be allowed to attend school. Such diseases are pink eye, chickenpox, ringworm, impetigo, head lice, etc. The student will be sent home from school and must remain there until this disease is no longer contagious. The student may return to school following the illness only if a signed letter from an attending physician or the health department is presented to the student's teacher.

## ADMISSION POLICIES

Students may be admitted to Fayette County Public Schools in one of several ways.

- By records from an accredited school.
- By transfer of records from another school, or
- By examination if transferring from a non-accredited school.

Students who do not reside in Fayette County, or who are under suspension or expulsion from another school, may be denied admission to EJHS/FCPS.

## ANNOUNCEMENTS

Announcements are made by in Morning Meeting and again prior to dismissal. Students are to listen carefully as important information is given during these times.

## ARRIVAL/DISMISSAL PROCEDURES

Buses will unload at the main school doors. Cars will unload at either the back gymnasium doors or the back cafeteria doors depending on the student's choice to eat breakfast. All students arriving at school at 7:30AM will report immediately to either the cafeteria (if eating breakfast) or the gymnasium and be seated by grade level. Once a student eats breakfast, he/she will report to the gymnasium until dismissed to homeroom. Students are **NOT** allowed to be dropped off before 7:30AM. **The building is not open to receive students, as there is no supervision. *If a student is dropped off early and something should happen to the child, the school would not be liable.***

Only those persons (must be at least 18 years old) listed on the student's registration/information form will be allowed to check out a student. Showing proof of identification is required. All students are expected to remain in classrooms until parents arrive.

For arrival and dismissal, ALL vehicles will use the first road off of Leach Road for entrance to campus, make the circle, and then exit using the second road for departure.

Just as arrival, during dismissal, buses will use the front of the school, and cars should line the back loop of the school. Bus dismissal will begin at 3:15PM. Car riders will be dismissed from the back exits on Hallways 1 and 2 at 3:10PM.

## ASSEMBLY GUIDELINES

- Follow teacher and/or staff directions.
- Remain quiet and attentive during the program.
- Remain seated until dismissed.
- Be courteous and respectful at all times.

## **ATTENDANCE: ABSENCES, LATE ARRIVAL/EARLY DEPARTURE**

Attendance is a key factor in student achievement. Students are expected to be in attendance each day unless they are ill.

Definitions concerning attendance:

Truancy shall be defined as an unexcused absence for an entire school day, a major portion of the day, or the major portion of any class, study hall or activity during the school day for which the child is scheduled.

Excused absences are those, which have valid explanations. Valid reasons for missing school are:

1. Student personal illness or hospitalization as documented by a physician's statement. If the illness requiring hospitalization is to exceed ten (10) consecutive days, the parent/guardian is to apply for homebound instruction.
2. An illness or incapacitating condition of a family member, which requires the temporary help of a student. A physician's note will be required.
3. A death of an immediate family member (including parents, step-parents, guardian, grandparents, siblings, step-siblings). No more than three (3) days will be allowed and documentation must be provided.
4. A recognized religious holiday/event is an excused absence up to a maximum of five (5) days per year. Parents/guardians must inform the administrative team a week in advance. The administrator may provide the excuse or the student can bring a dated program from the event.
5. A required court appearance will be excused as long as verification is provided from the appropriate authorities.
6. Emergency or extenuating circumstances beyond the control of the student can be excused (e.g. a house fire). The administration must approve the excused absence.

### **General Statements Regarding Attendance**

- Teachers are required to take attendance daily and keep accurate records of each student's attendance each day.
- Students' absences will be classified as either excused or unexcused. A student who is absent without a valid reason is considered truant.
- An absence is unexcused until the parent/guardian provides the proper documentation to show that there was a valid reason for absenteeism. Documents should be sent with the child the next day following the absence. Documents turned in at the end of the semester that exceed the five-day limit will not be accepted.
- Students who persist in truancy violations may be referred to the courts for truancy.
- It is the student's responsibility to obtain and complete make-up work in all subject areas or classes covered during an absence.
- The administration has the right to excuse an absence after hearing the parent's/child's excuse.
- Attendance will **NOT** be excused by telephone calls.

The school day for students at East Junior High School begins at 8:15AM and ends at 3:15PM. The doors open at 7:30AM. Parents are reminded that students **cannot** be dropped off early. ***The building is not open to receive students and there is no supervision provided.*** Morning Meeting will begin in the gymnasium at 8:00AM each morning. Students will be dismissed from the gymnasium to classrooms at 8:10AM.

If a student arrives after 8:15AM, he/she is considered tardy and the responsible adult **must** come to the attendance office and sign in the student. If a student is absent from school, a note explaining the absence must be sent with the student when he/she returns to school. In all cases, excessive absences must be turned over to the Fayette County Board of Education.

Children may be released from school to a parent, guardian, or authorized adult. This individual must be listed on the student release form in the office. This adult must report to the office and sign his/her name, and departure time in the school logbook. Showing proof of identification is **REQUIRED**. The child will meet the parent/guardian at the attendance office, not at the child's classroom. Classes are in session until 3:15PM. When a child is checked out early, he/she misses valuable instructional time and assignments. The time missed will accumulate and could result in the loss of a perfect attendance award. **No student checkouts after 2:45PM.**

BELL TIMES/DAILY SCHEDULE

<b>2018-2019 EJHS Bell Schedule</b>		
8:00-8:10	Morning Meeting	
8:10-8:15	Gym Dismissal/Lockers	
8:15-9:10	Period 1 (Homeroom/Intervention/Enrichment)	
9:10-9:15	Class Change	
9:15-10:10	Period 2	<i>Science Planning Time</i>
10:10-10:15	Class Change	
10:15-11:10	Period 3	<i>Social Studies Planning Time</i>
11:10-11:15	Class Change	
11:15-12:55	Period 4/Lunch 11:15-11:45 Lunch A 11:50-12:20 Lunch B 12:25-12:55 Lunch C	<i>ELA Planning Time</i>
12:55-1:00	Class Change	
1:00-1:55	Period 5	<i>Math Planning Time</i>
1:55-2:00	Class Change	
2:00-2:55	Period 6	<i>Auxiliary Planning Time</i>
2:55-3:15	Physical Activity Time	
3:15	Dismissal	

## **CAFETERIA GUIDELINES**

The same rules for good conduct apply in the cafeteria as in the classroom. Cafeteria monitors may instruct students not to talk at any time when noise level is excessive. Please remember the following rules while going to and from the cafeteria and while in the cafeteria.

- Walk at all times.
- Practice nice manners while in the cafeteria.
- Before leaving the cafeteria, clean all paper, food, and other trash from your area.
- Use appropriate level of voice.
- Misconduct in the cafeteria will be reported to the teacher and/or administration.
- Breakfast is not served after 8:00AM.

## **CAR RIDERS**

Our number one priority is to provide safety for all of our students. Therefore, parents/guardians are asked to follow all rules and regulations when dropping off/picking up students. Car rider lines are in the back of the school. Parents are asked to drop off students to the back doors of either the gymnasium or cafeteria. Students will not be dismissed through the front and across the bus zone as this poses a safety issue. Car riders will be dismissed each afternoon through the rear doors of Hallways 1 and 2.

## **CARE OF SCHOOL PROPERTY**

Students shall be held responsible for school and personal property. Any student who damages or destroys school property shall be subject to disciplinary actions and liable for the cost of restoring or replacing the property. Any student who steals school or personal property shall be subject to suspension or expulsion and the authorities may be contacted. Parents are liable for property stolen or damaged by their minor child/children.

## **CODE OF CONDUCT**

East Junior High School provides each student with maximum opportunity to acquire an education. NO student has the right to interfere with this opportunity for others by his/her actions, poor manners, or lack of consideration. All rules and regulations are developed and enforced with that thought in mind.

Some rules and regulations are specified by the Board of Education, some are school level, and others are established by the classroom teacher. There are five basic rules:

1. Show respect to yourself, others, and property;
2. Come to school prepared to learn;
3. Speak at appropriate times using suitable voices and language;
4. Keep hands, feet, and objects to yourself;
5. Obey all school and district rules.

This conduct code was developed to make students, parents, and staff aware of the behavioral expectations for students while attending classes at East Junior High School, while attending school sponsored activities, and while riding on transportation provided by the Fayette County Board of Education.

Positive Behavior Intervention and Support (PBIS) will continue at EJHS to encourage and promote a safe, effective, and positive learning environment. Your child's teacher will explicitly teach behavior expectations. Our PBIS motto is "Hear the Bulldogs BARK!" Our goal is to recognize positive behavior that includes: (B) Being Ready to Learn, (A) Acting Responsibly, (R) Respecting Self and Others, and (K) Keeping Safety First. The table below details the behaviors we expect each day.

### Hear the Bulldogs BARK!

SCHOOL EXPECTATIONS	Be Ready to Learn	Act Responsibly	Respect Yourself and Others	Keep Safety First
All Settings	<ul style="list-style-type: none"> <li>*Have needed materials</li> <li>*Actively participate</li> <li>*Listen attentively</li> </ul>	<ul style="list-style-type: none"> <li>*Be honest</li> <li>*Stay in designated areas</li> <li>*Follow dress code and technology policies</li> </ul>	<ul style="list-style-type: none"> <li>*Follow directions the first time</li> <li>*Use positive language, tone, and voice</li> <li>*Respect all property</li> </ul>	<ul style="list-style-type: none"> <li>*Keep hands, feet, and objects to self</li> </ul>
Classroom	<ul style="list-style-type: none"> <li>*Follow directions the first time</li> <li>*Do your best</li> <li>*Be in your classroom when the bell rings</li> </ul>	<ul style="list-style-type: none"> <li>*Bring all needed materials and assignments</li> <li>*Complete all assignments</li> </ul>	<ul style="list-style-type: none"> <li>*Be quiet when others are talking</li> <li>*Raise hand to speak</li> </ul>	<ul style="list-style-type: none"> <li>*Keep personal belongings out of aisles</li> <li>*Remain seated</li> </ul>
Hallways/Lockers	<ul style="list-style-type: none"> <li>*Keep your locker clean and organized</li> <li>*Get all needed materials during designated locker times</li> </ul>	<ul style="list-style-type: none"> <li>*Keep locker closed and locked</li> <li>*Visit lockers at designated times</li> <li>*Report dangerous situations/bullying to an adult</li> </ul>	<ul style="list-style-type: none"> <li>*Be patient with others</li> <li>*Help others</li> </ul>	<ul style="list-style-type: none"> <li>*Walk on the right side of the hall</li> <li>*Keep things out of others' way at lockers</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>*Enter and exit in an orderly fashion</li> </ul>	<ul style="list-style-type: none"> <li>*Clean up after yourself</li> <li>*All food and drinks stay in cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>*Speak in a soft voice</li> <li>*Use good manners</li> </ul>	<ul style="list-style-type: none"> <li>*Report spills to appropriate person</li> <li>*Follow cafeteria procedures</li> </ul>
Auxiliary Classes	<ul style="list-style-type: none"> <li>*Follow classroom rules</li> <li>*Actively participate in lessons</li> </ul>	<ul style="list-style-type: none"> <li>*Treat books, materials, supplies, &amp; computers gently.</li> <li>*Return materials on time</li> <li>*Enter and exit through appropriate doors</li> </ul>	<ul style="list-style-type: none"> <li>*Be quiet</li> <li>*Work cooperatively</li> <li>*Leave auxiliary classrooms/stations the way you found them or better</li> </ul>	<ul style="list-style-type: none"> <li>*Have appropriate pass</li> <li>*Push chairs under tables/desks when leaving where appropriate</li> </ul>
Restroom	<ul style="list-style-type: none"> <li>*Use restroom between classes</li> </ul>	<ul style="list-style-type: none"> <li>*Wait your turn</li> <li>*Take care of personal business quickly and exit</li> <li>*Flush the toilet/urinal</li> </ul>	<ul style="list-style-type: none"> <li>*Keep hands, feet, and objects to self</li> <li>*Respect others' privacy</li> </ul>	<ul style="list-style-type: none"> <li>*Wash hands with soap and water</li> <li>*Report safety and/or maintenance issues to adult restroom monitor</li> </ul>

## COMPUTER/INTERNET USE

Computer use and internet access will be under strict supervision and guidelines. Students are expected to follow the rules for appropriate Internet use. This includes the following:

- General rules and ethics of internet use.
- Prohibited or illegal activities, including, but not limited to:
  - Sending or displaying offensive messages or pictures
  - Obscene language
  - Harassing, insulting, defaming, or attacking others
  - Unauthorized access to prohibited areas/sites (files, folders)
  - Intentional misuse of resources
  - Using another's password
  - Buying or Selling on the internet

Any student found violating school/district policy may be disciplined. All students must have a signed computer/internet form on file before they will be allowed to use the computer/internet.

## CORRIDORS/HALLWAYS

It should be the goal of East Junior High School students to keep the corridors/hallways neat, clean, orderly, and as quiet as possible. To do this, the cooperation of everyone is needed. In the interest of safety, students are to walk on the right side of the hall. All students are to stay in their assigned classes; no one is allowed in the halls while classes are in session unless called from the office. If there is an emergency, the student must have a hall pass signed by the teacher in order to leave the classroom. During lunch periods, students must remain in the cafeteria.

## DISCIPLINE – OFFENSES/CONSEQUENCES

<u>Steps of Primary Infraction</u>	<u>Action Assigned To Step</u>
<b>Step 1 *</b> <input type="checkbox"/> Tardy <input type="checkbox"/> Disruptive behavior (horseplay) <input type="checkbox"/> Refusal to obey staff <input type="checkbox"/> Blatant defiance <input type="checkbox"/> Public display of affection <input type="checkbox"/> Use of profanity or inappropriate language with peers <input type="checkbox"/> Cheating <input type="checkbox"/> Violation of electronic device policy <input type="checkbox"/> Bus infractions <input type="checkbox"/> Violation of standard dress <input type="checkbox"/> Violation of School Norms <input type="checkbox"/> Checking/Teasing	<b>Step 1</b> *Only Level with Optional Action Check Action Used <input type="checkbox"/> 5 Days ISS (maximum) <input type="checkbox"/> Corporal Punishment (3 Swats) <input type="checkbox"/> Other _____ <input type="checkbox"/> Bus Suspension Administered by: _____ Witness: _____
<b>Step 2:</b> <input type="checkbox"/> Repeat of Step 1 <input type="checkbox"/> Skipping class/school <input type="checkbox"/> Use of profanity or inappropriate language with an adult <input type="checkbox"/> Accessory to Disturbance <input type="checkbox"/> Threatening bodily harm to peer <input type="checkbox"/> Leaving school without permission <input type="checkbox"/> Verbal Altercation <input type="checkbox"/> Harassment/Intimidation	<b>Step 2:</b> 5 Days Out of School Suspension (maximum)
<b>Step 3:</b> <input type="checkbox"/> Repeat of Step 2 <input type="checkbox"/> Damage to school property and restitution <input type="checkbox"/> Possession of/drawing obscene material <input type="checkbox"/> Cyberbullying – disruption to the learning environment <input type="checkbox"/> Bullying <input type="checkbox"/> Theft <input type="checkbox"/> Instigating a fight/altercation <input type="checkbox"/> Sexual Harassment <input type="checkbox"/> Threatening bodily harm to adult <input type="checkbox"/> Gambling	<b>Step 3:</b> 15 Days Alternative School Placement
<b>Step 4:</b> <input type="checkbox"/> Repeat of Step 3 <input type="checkbox"/> Under the influence of drugs/alcohol <input type="checkbox"/> Fighting (school or bus)***	<b>Step 4:</b> 10 Day Out of School Placement*** 30 Days Alternative School Placement 30 Days Bus Privileges denied
<b>Step 5:</b> <input type="checkbox"/> Repeat of step 4 <input type="checkbox"/> Possession of alcohol <input type="checkbox"/> Possession of weapons other than firearms <input type="checkbox"/> Sexual misconduct <input type="checkbox"/> Indication of gang activity	<b>Step 5:</b> 60 Days Alternative School Placement
<b>Step 6:</b> <input type="checkbox"/> Repeat of step 5 <input type="checkbox"/> Severe fighting/group/in need of medical attention	<b>Step 6:</b> 90 Days Alternative School Placement
<b>Step 7:</b> <input type="checkbox"/> Repeat of Step 5 or Step 6 <input type="checkbox"/> Bomb Threat/Arson	<b>Step 7:</b> 180 Days (One Year) Alternative School Placement
<b>Step 8:</b> <input type="checkbox"/> Firearms – Possession/Use of <input type="checkbox"/> Striking staff/faculty <input type="checkbox"/> Unlawful possession of drugs	<b>Step 8:</b> 180 Days (One Year) Expulsion <b>TCA 49-6-3401</b>
**Smoking/Possession of Tobacco and/or electronic tobacco smoking devices **Juvenile Court Citation - Students Under 18 **5 Days OSS – Students 18 and Older	<b>Please Note:</b> Any infraction violated within a step- school or bus, will warrant progression to the next step, not reverting back to a previous step.

### **DRESS CODE – FCPS Policy 6.310**

Students shall dress and groom in a clean, neat and modest manner to avoid distracting or interfering with the operation of the school. When a student is attired in such a manner as to cause or likely cause disruption or interference with the operation of the school, the chief of school shall take appropriate action. Students are asked to purchase a Unity Day shirt to wear on Unity Day (Wednesdays). The Unity Day shirts may be worn or shirt colors comparable to the Unity Day approved colors.

1. Students are not to wear clothing that exposes any of the student's body.
2. Head apparel is not to be worn in the building. (i.e. doo rags, hats, visors, bandanas, scarves, hoods, hair rollers) unless for religious customs.
3. Students shall refrain from wearing non-prescriptive eyewear in the building.
4. Heavy coats should be left in lockers. Trench coat style coats are not permitted.
5. Students may not wear apparel or jewelry with designs of marijuana plants/drugs/alcohol, gang signs, firearms, or obscene letters or messages.
6. Chains hooked to wallets are not permitted.
7. Shoes with shoelaces must be tied.
8. Leggings are NOT to be worn as pants. They may be worn under a long shirt, skirt, or dress.

### **DRUGS**

Students will not consume, possess, use, sell, distribute or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds at any time, in school vehicles or buses, or at any school-sponsored activity, function or event whether on or off school grounds. This includes but is not limited to abuse of inhalants and prescription drugs.

Disciplinary sanctions will be imposed on students who violate standards of conduct. Such sanctions will be consistent with local, state and federal laws, up to and including suspension/expulsion as well as referral for prosecution.

### **ELECTRONIC DEVICES – FCPS Policy 6.312**

Cellular phones, radios, tape players, cameras, compact disc players, I-pods, or electronic games are not permitted to be in use on school grounds or on the bus. Students may possess personal communication devices and personal electronic devices so long as such devices are turned OFF and stored in backpacks, purses, lockers, or personal carryalls. Devices may NOT be carried/stored in pockets at any time. Such devices include, but are not limited to, wearable technology such as eye glasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology, cell phones, laptops, tablets, and mp3 players. Unauthorized use or improper storage of a device will result in confiscation until such time as it may be released to the parent/guardian. See information below regarding phone/device confiscation time lines.

- Infraction #1: 3 Days
- Infraction #2: 10 Days
- Infraction #3: 30 Days
- Infraction #4: Official Disciplinary Referral

Items will not be released to students, but may be picked up in the front office by the parent or guardian on the designated date between 3:30PM and 4:00PM. **The school is not responsible if these items are lost or stolen.**

### **EMERGENCY/SAFETY DRILLS**

Fire, tornado, earthquake, and intruder drills are held at regular intervals throughout the school year. These drills are necessary for the safety of the entire school building. Teachers discuss and practice proper procedures with their classes. Evacuation routes are posted in each classroom. When the alarm is sounded, students are to follow directions and procedures for the plan posted in each classroom. These drills are to be taken seriously. **During the drills, students are expected to conduct themselves in an orderly fashion.** Talking and running are prohibited.

## **EMERGENCY SCHOOL CLOSINGS**

In the event of inclement weather (snow, sleet, tornadoes, flooding, etc.), school delays and closings; please listen to your local weather stations. Also, the district's text alert may be used as well as school/teacher Remind accounts, twitter, and websites.

There may be times when it is necessary TO DISMISS SCHOOL EARLY DURING THE DAY because of an emergency. It is impossible for us to contact each parent when these situations occur. Parents are urged to make arrangements and have a contingency plan in place. Your child should be aware of this plan because it may not be possible for us or them to contact you prior to the dismissal. Please be sure that all contact information is current. If your phone number(s) should change, please provide that information to the school.

## **EXTRACURRICULAR ACTIVITIES**

If your child is involved in after-school activities, be sure that someone is available to pick your child up on time. Arrangements should be made prior to your child staying for after-school activities. **Students will not be allowed to use the phone to arrange transportation or to call for forgotten equipment for extracurricular activities.**

## **FIELD TRIPS**

Field trips will be an educational activity, which is an extension of specific goals, objectives and topics studied in the classroom. Educational field trips will be taken when approved by the chief of school. Students may **NOT** be granted over the phone. Students participating in field trips shall conduct themselves according to the same rules set forth by the school and the district even though off school property. **Students must ride the bus to the field trip to be counted as present. If a student does not return on school transportation, a transportation release form must be signed at the time of departure with the supervising teacher.**

## **GUIDANCE**

The guidance program is established to assist students in gaining benefits from the total educational program of East Junior High School. Our counselor is committed to the individual growth and development of each student and to working with students and parents to gain the greatest good from school experiences. The primary role of the school counselor is to attend to the developmental needs and the personal-social-emotional problems which the students encounter as they interact with their environment. The counselor does not assume the role or responsibilities of the administrator, teacher, or disciplinarian. The counselor is an active member of the staff of professionals assigned to the task of providing opportunities for students to develop self-understanding, self-evaluation, and self-direction. To this end, the counselor works closely with other educators, parents, and the community to help the student adjust to school life in all of its facets – academic, vocational, social, and personal. The counselor's goal is to assist the student to mature as an individual, to understand his/her responsibility for making decisions, and to live with the consequences of his/her decisions.

## **GYM/BLEACHER GUIDELINES**

- WALK up and down the steps.
- Keep feet off the seats.
- Sit in designated grade level areas.

## **HALL PASSES**

Students are to remain in the room during the entire class unless it is an absolute necessity for them to leave. Students will not be allowed to abuse the privilege of leaving the classroom to go to the restroom. However, we do understand that there will be times that students will need to be excused from class for this reason. The teacher will work with the students to determine if there is a true emergency. When a particular student is noticed to ask to use the restroom on a frequent basis, parents may be contacted. Students who are allowed to leave the classroom during the class period should have the appropriate hall pass. Students will NOT be allowed

out of the classroom during the first or last 15 minutes of the class period. Students will NOT be allowed to leave the classroom during the last 15 minutes of the day.

### HALLWAY GUIDELINES

- Stay in line.
- Walk on the right side of the hall.

### HOMEWORK

The purpose of homework is to provide extra practice and reinforcement of classroom learning. It serves to help students become self-directed, independent learners and to increase learning time. Parents can best help their children with homework by designating a time and comfortable place to work. Parents should go over the work with the child but not do it for him/her. Parents should expect to see graded work periodically. This work should be examined and problem areas should be reviewed/discussed with the student. Sign the papers and return them to school the following day. A signature does not signify the parent's approval of the grades, but it does provide proof to the teacher that the parents have seen them.

### LOCKERS

Lockers are assigned to students during the first week of school. Each student is responsible for keeping his/her locker neat and clean. Any locker found to be not functional should be reported to the ELA teacher who assigned the locker. Students are only to use the locker that is assigned to them, and they may NOT change lockers without permission. Tape, decals, signs, and markings on the locker are prohibited unless approved by administration. Students are to visit lockers ONLY during the designated times as directed by teachers. It is vitally important that students retrieve all necessary items during locker time.

### LOST AND FOUND

Students should report lost items to the attendance office. Articles found in and around the school should be turned in to the attendance office. Owners may claim their property by properly identifying it. In an event to eliminate confusion, we ask that parents label your child's belongings with a full name. If an item is not labeled, we have no way of getting it to its proper owner. Items not claimed by the end of the semester will be donated to a local charity.

### MAKE-UP ASSIGNMENTS

The student is responsible for contacting the teacher in order to obtain required assignments missed during an absence as well as completing all assignments missed due to an excused absence. A student will have 5 days after returning from an absence to retrieve, complete, and submit missed assignments for credit.

### MEDICATION – FCS Policy 6.405

Students taking medication must understand that school officials cannot give medication to students. However, students may be **assisted** with taking medications provided the parent/guardian has provided the school nurse or designated office personnel with a signed medical release form and clear written instructions.

**All medications (prescription and nonprescription) must be brought to school by the parent/guardian.** It must be given to the school's nurse or office personnel. Students **may not** transport medication on the bus. Medication can only be taken in the office/nurse's office.

Students with asthma are allowed to have inhaler(s) in their possession at all times. Parents are still required to complete a medical release form with clear instructions for use.

### MISCELLANEOUS

Flowers, balloons, and other gifts that are delivered to the school for students are given to the student at the end of the day. This causes undue disruption and interferes with the true purpose of the school setting-teaching and learning. If a student receives balloons or any other large gift at school, a parent/guardian must pick the child

and/or package up from school. **These items are not allowed on the bus because they pose a safety hazard.** Celebrations are only allowed during the student's lunch period. Parents must obtain permission from the administrative team prior to planning a celebratory event during lunch.

### **PARENT/TEACHER CONFERENCES**

Two official Parent/Teacher conferences are scheduled each year, however a parent may request a conference as it is deemed necessary. These conferences, which can be scheduled before/after school or during a teacher's planning period, must be arranged by contacting your child's teacher(s) and/or the school office. Frequent communication between the school and the home is strongly encouraged. **FCPS Parent-Teacher Conference dates for 2018-2019 are September 14 and February 15.**

### **PERSONAL PROPERTY**

**Protect your property.** Print your name in ink on all tablets, gym clothes, folders, etc., for which you are responsible. Students are cautioned not to bring large amounts of money to school and are prohibited from bringing radios, cell phones, or cameras to school. If a student wears glasses or a watch, keep track of them at all times. **STUDENTS ARE RESPONSIBLE FOR THEIR PERSONAL PROPERTY. THE SCHOOL IS NOT RESPONSIBLE.**

### **REPORT CARDS/INTERIM REPORTS/GRADED PAPERS**

Report cards are sent out after the end of each nine-week grading period for students in grades 6-8. Parents shall sign the report card, and students shall return the report card to school as soon as possible. A signature does not denote agreement or disagreement with the grades. The signature is the school's way of knowing that the parents have seen the report card. If parents have questions concerning the report card, they may call the school office and request a conference with their child's teacher(s). Interim Reports are also sent home in the middle of the nine-week grading period.

#### Academic Grading Scale

- A = 93-100
- B = 85-92
- C = 75-84
- D = 70-74
- F = 69 and Below
- 

#### EJHS Grade Weighting

- 40%---Tests/Quizzes
- 40%---Daily Performance/Participation (Daily grades)
- 15%---Projects (at least one every 9 weeks; all subjects)
- 5%---Homework

#### Conduct Grading Scale

- E = Excellent
- G = Good
- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

**Conduct grades are based on behavior and not be deducted from scholastic grades.**

# Reporting Dates for 2018-2019

Graded Papers: August 28, September 18, October 16, November 13, December 4, January 8, January 29, February 19, March 19, April 9, April 30, May 21

Interim Reports: September 6, November 15, February 8, April 26

Report Cards: October 25, January 10, March 28, May 24

## SCHOOL CALENDAR

Days denoted as "Admin Extended Day" will be 1/2 day for students. Please plan accordingly.

- August 31
- September 25
- October 25
- December 4
- March 19
- April 9
- May 21



<p><b>In-service (5)</b>  <b>Admin Days (4)</b>  <b>Staff Development (5)</b>  <b>Non-Teaching (16)</b>  <b>Holidays (10)</b></p>	<p><b>JULY 2018</b></p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p><b>JANUARY 2019</b></p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table> <p>1 New Year's Day          3/4 Staff Development (Students out)          7 Students Return          23 MLK Day - No School</p>	S	M	T	W	Th	F	S		1	2	3	4	5		6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																
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<p>2-3 New Teacher Orientation          4-10 In-service          13 First Day for Students          31 Admin. Day - Extended Day</p>	<p><b>AUGUST 2018</b></p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p><b>FEBRUARY 2019</b></p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td></td><td></td></tr> </table> <p>15 Parent/Teacher Conference          1/2 day for students - Admin -          Extended Day for teachers          18 President's Day</p>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28																
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<p>3 Labor Day (No School)          14 Parent/Teacher Conference -          1/2 day for students - Admin -          Extended Day for teachers          25 Admin. Extended Day</p>	<p><b>SEPTEMBER 2018</b></p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							<p><b>MARCH 2019</b></p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table> <p>8 Admin. Extended Day          End of Third Nine-Weeks          11-15 Spring Break (No School)</p>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
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<p>8-12 Fall Break (No School)          23 Admin. Extended Day</p>	<p><b>OCTOBER 2018</b></p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p><b>APRIL 2019</b></p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table> <p>7 Admin. Extended Day          19 Good Friday No School</p>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																	
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<p>4 Election Day - Professional          Development - No School for          Students          19-20 Staff Development          21-23 Thanksgiving Break (No          School)</p>	<p><b>NOVEMBER 2018</b></p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<p><b>MAY 2019</b></p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td></td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table> <p>23 Extended Day          24 Half day (last day for students)-          End of Fourth Nine-Weeks/ Report          Cards Mailed          1/2 Day Students 1/2 Admin Day</p>	S	M	T	W	Th	F	S			1	2	3	4		5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31															
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## SCHOOL PROPERTY

Student desks, lockers, and textbooks are property of Fayette County Public Schools. Students are responsible for the security and contents of their assigned desks/lockers. Searches of desks/lockers may be conducted if there is cause to believe they may be in possession of anything that violates board policy. If items are found, parents and/or authorities will be notified.

## SUPPLIES/TEXTBOOKS

Textbooks are furnished to each student. The student is responsible for the books (library and textbooks) during the course of the school year. Parents must sign a textbook agreement form, which covers the district's policy on textbooks. **The parent will assume the cost for any lost or damaged textbooks.** Books will not be issued to any student until the homeroom teacher has a textbook agreement form signed by the parent/guardian. The student must furnish all other supplies.

## TARDINESS

Students have 5 minutes between classes and should be in class before the tardy bell sounds. Repeated tardiness shall be referred to the office for disciplinary action.

## TELEPHONES

The telephones in the office are for business purposes. The office will not call students from class to answer phone calls. Only emergency messages will be delivered. Students will only be allowed to use the phone in the event of an emergency. **Forgetting homework, backpacks/lunch boxes, sports equipment, or money does NOT constitute an emergency.** Students are not permitted to use cell phones or have them visible at school.

## TEXTBOOKS

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## TRANSPORTATION

The school bus is viewed as an extension of the classroom and behavior problems may be referred to a teacher or administrator. Riding the bus is a privilege; the privilege may be removed if infractions are serious and/or repetitive. Fayette County provides buses to transport students to and from school. While the Fayette County Public School System furnishes transportation, it does not relieve parents/guardians of students from the responsibility of the supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Once the child boards the bus, he/she becomes the responsibility of the school system. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day. Rules of conduct have been developed to provide a safe and pleasant environment for students while being transported.

The school bus rules have been developed to provide a safe and pleasant environment for students while being transported to and from school. Transportation is an elective provided by the Board of Education. Failure to comply with any of the rules will be grounds for excluding a student from riding a bus.

**Note:** Students who endanger and/or harm other students while being transported may warrant suspension of riding privileges for the remainder of the year. Students suspended through the end of the school year will require a meeting with the chief of school, bus driver and Transportation Supervisor before being re-admitted onto the bus.

Whenever a bus, for disciplinary reasons, is required to return back to school or the driver requests help over the radio or by other means, the offense is considered major and is subject to suspension of the offending student(s). Whenever a bus is returned to school, there will be an investigation to determine the cause. If the bus is generally disruptive with no one or even a small group of students readily identifiable as the instigators, all of

the student riders will be warned that future disruptions may cause all riders to be denied bus service for the next day after the second disruption. After an incident where a bus has to return to the school, the Transportation Supervisor will meet with the bus driver to review and investigate the occurrence and to make recommendations for future improvements.

Any incident that involves the breaking of the law, including vandalism of the bus, is always considered a major offense.

***Don't lose your bus riding privileges due to misbehavior!***

To encourage safety for your child, the following rules apply on our buses.

School Bus Rules/Guidelines:

1. The bus driver may assign seats.
2. Be courteous. Use the same conduct as in the classroom
3. No use of profanity.
4. Do not eat or drink on the bus.
5. Keep the bus clean.
6. Violence is prohibited.
7. Remain seated.
8. No smoking.
9. Keep your hands and head inside the bus.
10. Do not destroy property. Parents/students will be charged for repair or damage to the interior/exterior of the bus.
11. For your own safety, do not distract the driver through misbehavior.
12. Cross the road in front of the bus and never behind the bus - make sure all traffic stops.
13. Do not ask the driver to let you off the bus at stops other than your own.
14. Go directly to your home.
15. Absolutely NO WEAPONS (i.e. firearms, knives, mace, etc.).
16. If there is a change in the method in which the student is to go home, the bus driver and school office and homeroom teacher must have a written, signed note from the parent/guardian (see below).
17. Parents and unauthorized persons are not allowed to board the school bus.
18. Obey the bus driver promptly and respectfully.

**Change In Transportation**

EJHS is always dedicated to the security and safety of all students; therefore phone calls will **NOT** be accepted for a transportation change. Parents **MUST** send a note to school stating details of the transportation change.

**Students WILL NOT be permitted to change buses or cars without a note from a parent/guardian that must include the information listed below.**

1. Student name
2. Date
3. New bus number/car
4. Address of new location
5. Parent signature

Transportation changes will not be permitted/approved after 2:30PM each day.

**VISITORS**

**Cafeteria**

Parents are encouraged to periodically eat lunch with their child. Due to the large number of students we serve and because we want to give all parents equal opportunity to eat with their child, we do request that parents not be excessive in the number of times they come to eat with their child. Parents wishing to participate in this activity are expected to pay for their meal. Upon entering the building, the parent should check in at the office and obtain a visitor's pass. Upon leaving the cafeteria, the parent should proceed to the office to sign out.

## **School**

Parents are encouraged to visit the school. We want parents to become involved in the education of their children. **Parents/guardians are always welcome; however, they may not go directly to the teacher's classroom because of safety issues.** Parents who wish to visit, volunteer, or observe in your child's classroom(s), must have permission from the administrator that is scheduled prior to the day of the visit. All parents and other visitors must report to the office upon entering the building. Please sign in and a visitor's pass will be provided. Visitors should sign out when leaving the building. Because of our goals to improve the level of instruction in the classroom, students may not have visitors during regular school hours.

## **WEAPONS**

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings, on school grounds, on school buses, or at any school sponsored activity, function, or event. Students who are found to have violated this policy shall be subject to suspension for a period of not less than one year. When it is determined that a student has violated this policy, the chief of school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.

## **WITHDRAWING FROM SCHOOL**

A parent or guardian must complete the necessary papers to officially withdraw a student from school. The form must be completed as prior to the child enrolling in another school/district. Students are required to return all materials belonging to the school and/or district. Parents are asked to schedule an appointment with the counselor or attendance clerk should this be necessary.

## **ZERO TOLERANCE - FCPS Policy 6.309**

Some offences committed by students are considered zero tolerance and will be treated as such. Those offenses include possession or use of drugs (prescription, nonprescription and tobacco products) or drug paraphernalia including any controlled substance, brings or in possession of weapons or dangerous instruments (including firearms or ammunition), and battery either upon another student or employee of Fayette County Public Schools.

**The aforementioned information does not supersede the policies and procedures of Fayette County Public Schools. All policies and procedures of Fayette County Public Schools are enforced.**

# 2018-2019

## East Junior High School

### Parent/Student Handbook

We have received the East Junior High School Handbook, including general information, rules and regulations. We realize that we are responsible for reading and following its contents. Parents are required to inform the school of any changes in residency, custody, home and/or work phone numbers and/or emergency contact information.

I have read the East Junior High School Handbook. I have discussed the policies and procedures with my parent/guardian and will adhere to the policies and procedures of the school.

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Student Signature

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Date

I have read the EJHS Handbook. I have discussed the policies and procedures with my child and will assist my child in adhering to the policies and procedures of the school.

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Parent/Guardian Signature

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Date



\*Please return this signed form to your child's homeroom teacher as soon as possible.