

# Jill Kinmont Boothe School Student/Parent Handbook 2020/2021

## Student Responsibilities

From the beginning to the end of the class, the teacher must be free to teach and students must be free to learn. Students are expected to show courtesy and respect for the teacher, aides, and other students in the classroom. Any behavior that disrupts instruction is inappropriate. Students have the responsibility to:

1. Come to school and class on time and be prepared to work.
2. Comply with classroom and school rules.
3. Contribute to a clean, safe and orderly school.

## Enrollment at JKBS

JKBS is not a school of choice, students are enrolled at JKBS as a disciplinary action as a result of either being expelled from their home district, referred through SARB, or referred by the court. Students must meet all of the conditions set forth in their expulsion plan or SARB directive in order to be eligible to return to their home school district. Conditions are reviewed with students initially upon enrollment so that they are aware of exactly what the expectations are for return. Expulsion orders & SARB directives will contain conditions specific to each individual student, the following are the minimum standard expectations that are required to be met-

- Maintain good attendance- no unexcused absences, no excessive tardies.
- Maintain passing grades in all courses and be earning a satisfactory number of credits.
- No behavior issues, no out-of-school suspensions.

While enrolled at JKBS, students are NOT allowed on the campus of other Bishop schools, or the school that they were expelled/referred from.

## Dress Code

Students are required to wear a uniform consisting of a navy blue polo shirt (school provided) and jeans or khaki pants. JKBS will provide each student with two shirts and one sweatshirt. Uniforms are expected to be kept in good condition by the student. We understand everyday wear and tear, but students are not to purposefully destroy uniforms. Uniforms are not to be drawn or written on and no holes are to be put in them. Students are responsible for their uniforms and will be charged for uniforms that need to be replaced due to negligence. Polo shirts are \$10 and sweatshirts are \$15.

- Shorts are allowed, but must be knee-length, no short-shorts.
- Sweatpants, leggings and pajama pants are NOT allowed.
- Pants must be loose enough to participate in PE or any other physical activities, no skin-tight skinny jeans will be allowed. No pants with rips in them are allowed.
- **Shirts must be tucked in.** NO undergarments may be showing, including undershirts.
- When wearing your school-issued sweatshirt, your school-issued polo must be worn under the sweatshirt- **NO** exceptions.
- Long-sleeved shirts or hoodies are not allowed to be worn under school-issued polo shirts. An exception is made to this during winter months as long as school issued sweatshirt is worn over the long-sleeved shirt and polo.
- **No bandanas or other gang-related items** are permitted at school.
- Hats must be removed as soon as students enter the building. Sunglasses are not permitted at any time during the school day.
- **No slippers** or sandals are allowed, students must wear shoes that are appropriate for PE or any other physical activity.
- **Coming to school out of uniform will result in a 30-minute after-school detention. NO EXCEPTIONS.**

## School Schedule

School starts each day at 8:30 am and ends at 2:15 on Mondays and 2:45 Tuesday-Friday. Our school day consists of academics from 8:30-12:30 and electives/PE in the afternoons.

## Cell Phones/ Personal Electronic Devices

Cell phones, iPods, smart watches, MP3 players and hand-held video games are **NOT** allowed to be carried by students during the school day. Phones and electronic devices are collected by staff first thing each morning and returned at the end of each school day. If a student does not turn their device in to staff and is found to be in possession of it, the following will occur:

- 1st violation - Device confiscated. Parent must pick up after school
- 2nd violation - Device confiscated. Parent pick up phone after school the following day

NOTE: When a cell phone is confiscated, the entire phone is considered confiscated. Students may not remove the SIM card or any memory cards or battery from the phone before or during the confiscation.

Fidget spinners or other toy type items are NOT allowed at school. They are a distraction and students are often unwilling to turn them in to staff when asked.

## Attendance and SARB

The first step to being successful at school is showing up every day. Coming to school is a "job" for the student. We do not consider "not feeling well" as an acceptable excuse for not coming to school. We take this very seriously and expect students to come to school EVERY DAY. A valid excuse is only accepted from a parent or guardian. If your student is absent due to illness for three consecutive days, a doctors' note will be required to return to school. **It is the responsibility of the parent/guardian to call the school when your student is absent; absences that are not phoned in are automatically marked as unexcused.**

School starts promptly at 8:30 each morning. Students' who are tardy will be assigned a detention according to when they arrive. Students' arriving after 8:30, but before 8:45 will be assigned break detention, student's arriving between 8:45-9:00 will be assigned lunch detention and students' arriving after 9:00 will be assigned a one-hour after school detention. Arriving to school on time is essential for student success.

SARB is an acronym for the School Attendance Review Board. A student is referred to SARB if he/she has:

- Excessive absences and/or tardies.
- Non-Compliance with school rules.

SARB action can result in the following consequences:

- Fine for parents
- Change in school placement
- Juvenile Probation intervention

## Tardy Policy

Coming to school on time each day is essential to student success. Arriving to school late will result in after school detention. If a student arrives between 8:30-8:45, they will stay 15 minutes after school, if they arrive between 8:45 - 9:00, they will stay 30 minutes after school and arriving any time after 9:00 will be an hour after school detention. Students who arrive at school late miss valuable class time and it is quite disruptive for the rest of the class when they come in. Please make sure your student is on time each day.

## Behavior Expectations

Students are expected to treat each other, their teachers, and other staff members in a respectful manner. Inappropriate language (profanity, vulgarity, or racial slurs) will not be tolerated. Behaviors that are disruptive to the learning environment are not allowed or tolerated. Students' will be reminded of this rule once upon the first violation and will be removed from class or activities for subsequent violations.

## Detention Policy

Students can be assigned detention for a variety of reasons- dress code violations, tardies or minor behavior infractions. Students are expected to serve detentions the same day that it is assigned, unless parent/guardian makes other arrangements. ***Failure to serve assigned detention will result in time being doubled.***

### **Academic Expectations**

Due to the nature of JKBS, each student has an individual academic plan that they follow. Students are expected to complete all assignments given on a daily basis. Students, who chose not to complete assignments during the academic portion of the day, will remain in class to catch up during elective time. Students earn credit based solely on assignments that are completed, turned in on time and that receive a passing grade. Students will have regular meetings with teacher/administrator regarding progress and credits earned.

### **Distance Learning Expectations**

During a time where students are not able to physically be in the classroom, students have a responsibility to do the following-

- Read and respond to teacher/staff emails everyday
- Complete daily attendance credit assignment by the assigned time
- Attend all class online class meetings/sessions
- Complete all daily assignments by the given time
- Follow all school internet policies

### **Fighting**

JKBS has a zero-tolerance policy for fighting. Each incident of a physical nature will be assessed based on severity of injuries, premeditation, and impact on school climate. Students who are involved in any physical altercation (assault, battery, mutual combat, fighting, etc.) may be referred to the Inyo County Sheriffs to potentially be cited or arrested. Students who are found to have encouraged (aided and abetted), videotaped a fight, or posted anything through social media that glorifies or contributes to the conflict will be suspended. Additionally, those who observe and/or fail to disperse from the scene of a fight also face disciplinary action that includes a 60- minute detention.

### **Harassment/ Bullying**

JKBS is committed to providing an educational environment free of unlawful harassment and/or bullying. Unlawful harassment because of sex, sexual orientation, race, ancestry, physical or mental disability, age, or any other protected basis includes, but is not limited to:

- Verbal conduct such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations, or comments
- Visual conduct such as derogatory posters, photography, cartoons, drawings, or gestures
- Physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with
- Academic performance or progress
- Retaliation for having reported or threatened to report harassment
- Cyber bullying, which includes but is not limited to, harassment through e-mail, social media such Facebook, Snapchat, Twitter, Instagram, etc.

In addition to California Civil Code (§51.9; CA Ed. Code §212.5, §220, §231.5, §45), students are protected by CA Ed Code 48900.4 and CA Ed Code 48900(r) which prohibit any form of harassment, protected-basis or other, that impairs the educational environment or students' emotional well-being at school. Moreover, the harassing behavior does not need to take place during school hours or on the school campus. Students, who think they are being harassed because of their sex, sexual orientation, race, ancestry, or other protected basis, should report behavior to administration immediately

### **Vandalism/Damage to School Property or Private Property**

Damaging, defacing, or destroying school property or the property of its employees is against the law (Penal Code §594, §451; CA Ed. Code §48900f). Students guilty of such acts will receive consequences to the full extent that the California Education Code, the California Penal Code, and BUHS policies allow. Parents/ guardians are responsible and financially liable for acts of vandalism committed by their student. Students are reminded that security cameras are located throughout the campus. Vandalism or damage to the property of students is also a violation of Penal Code as well as school policy and shall be treated similarly.

### Bikes/Scooters/Skateboards

A bike rack is provided for students to lock up their bikes during the day. No scooters and skateboards are allowed to be stored in the building during the day. Students are not to ride bikes, scooters or skateboards on campus during the school day under any circumstance. JKBS shares a parking lot with other offices and it is not safe to ride them on campus.

### Work Permits

Students under the age of 18 who hold part-time jobs are required by law to obtain a work permit. Permits are available in the school office and must be renewed each August or when there is a job change. Good attendance, grades and behavior must be maintained for the school administration to approve a work permit.

### Smoking

**\*THIS IS A TOBACCO FREE CAMPUS\***

No staff, student or visitor is allowed to smoke or use any tobacco product, including vaping, within 300 feet of the school campus. This rule is strictly enforced. ***Students caught in possession of tobacco and/or tobacco products, including e-cigarettes and vapes of any kind will be suspended for a minimum of two days.***

*This handbook is subject to changes or updates throughout the school year. A current copy is available on our website.*