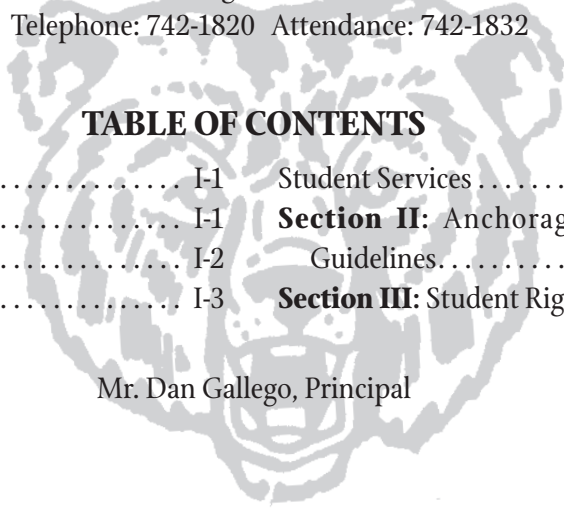


# Section I

## Bartlett High School Guidelines

1101 N. Muldoon Road  
Anchorage, Alaska 99506  
Telephone: 742-1820 Attendance: 742-1832



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Mr. Dan Gallego, Principal

### Welcome to Bartlett

On behalf of the faculty and staff, it is our pleasure to welcome you to Bartlett High School and to introduce you to our student handbook. You are entering a school with a history of excellence which has been achieved by dedicated and talented students. We hope this year will be educationally rewarding and enjoyable for all. You are encouraged to take advantage of the services available to you. Bartlett High School has something to offer everyone, so participate and help make this your greatest year ever!

### The Bartlett Faculty and Staff

Bartlett High School was named in honor of the late U.S. Senator E.L. "Bob" Bartlett (1904-1968). Bartlett, a former gold miner and newspaperman, served as Secretary of the Territory of Alaska, under a Presidential appointment, from 1939 until 1944, when he won the election as Alaska's delegate to Congress from 1945 through 1958, during territorial days. Bartlett was then elected to represent the State of Alaska in the U.S. Senate in 1959.

## Activities

**After School Activities** Only students participating in authorized after-school activities will be permitted in the building after 2:15 p.m. Students participating in an authorized activity must be under the supervision of a sponsor.

**Financial** Only those activities approved by the principal are authorized to collect, maintain and disburse funds for student or school-related activities. Any school-sponsored organization wishing to make purchases MUST secure authorization from the sponsor and the Activities Principal. All monies received by a school organization must be receipted in the Activity Fund. Definite District and unit procedures must be followed. Sponsors, advisors, and coaches of activities with

authorized accounts have been advised of official financial procedures.

Purchases of services or merchandise for a student activity may be made by first obtaining a purchase order from the Activities Accounts Secretary. Purchase orders will not be issued after the purchase has been made. Unauthorized purchases (without a purchase order) are the responsibility of the purchaser and bills for such purchases will not be honored from activities accounts.

**Clubs and Organizations** Meetings of all school clubs or groups are advertised in the student bulletin/announcements. If you are interested in such activities, watch for the announcement or check with the Activities Office.

To start a club/group, you need a minimum of seven interested students and a faculty sponsor. A constitution which states the name and purpose of the organization or club must be approved by the Activities Principal. Parent permission slips must be on file for any student participating in a student-initiated club.

The following clubs and organizations are available to students. Information concerning these clubs, interscholastic athletics and intramural programs is available in the Activities Office.

Band	Gospel Choir	Prejudice Reduction
Bear-A-Tones	International	Coalition
Brothers Helping	Women's Club	Polynesia Club
Brothers	Japanese Club	Rifle Club
Cheerleaders	JROTC	Russian Club
Club Eternity	Math	Spanish Club
Concert Choir	National Honor Society	Student Government
Drama Club	Orchestra	Swing Choir
French Club	Pep Club	Yearbook Staff
German Club	Performing Arts Club	

**Interscholastic Activities** A physical, proof of medical insurance and a sports registration form must be on file in the Activities Office before a student is allowed to participate in interscho-

lastic activities. A sports fee is also charged. See the District section in this book for information on academic eligibility. The following interscholastic athletic programs are available:

Baseball–Boys	X-C Running–Co-ed	Soccer–Girls
Basketball–Boys	X-C Skiing–Co-ed	Softball–Girls
Basketball–Girls	Football	Swimming–Co-ed
Bowling–Co-ed	Gymnastics–Girls	Tennis–Co-ed
Cheerleaders–Co-ed	Hockey–Boys, Girls	Track & Field–Co-ed
Comp Cheerleaders–Girls	Rifle–Co-ed	Volleyball–Girls
	Soccer–Boys	Wrestling

**Intramural Sports** Intramural activities will be held throughout the year as feasible. Those students not participating in interscholastic athletics are especially encouraged to become involved in intramurals.

**Dances** The hours for dances will be from 8 p.m. until 11 p.m. Formal school dances (proms, balls) may be scheduled from 8 p.m. until midnight. A minimum of 4 faculty members and 8 parents will be required for supervision at each dance. No one will be permitted beyond the ticket booth without paying the proper admission. Once a student leaves the dance, re-admittance will not be permitted. “Dates”/ guests from other high schools or persons outside the school may attend Bartlett dances if pre-arranged through the Activity Office. Guests 21 years of age or older will not be allowed. Students must exhibit appropriate dance. Students in violation of the dance policy will be removed from the dance and prohibited from attending the next dance. All Bartlett students will be required to have a student ID to enter a dance.

**Notices and Posters** Permission of the Activities Principal is required before any materials are posted in the building. School District policies prohibit the posting of certain types of printed material. Materials may not be posted on painted walls.

**Scheduling** Co-curricular activities involving students and teachers must be administratively approved. Meetings and activities are to be coordinated and planned in advance with the Activities Principal before being announced. Meetings or activities must have a faculty member present during the entire time.

**School Government** School government represents the student body at Bartlett High School and stresses involvement of students. Association leaders and class officers are elected each year.

**Student Body Activity Sticker** The purchase of a Student Body Activity Sticker will admit the student to all Bartlett home athletic contests at considerable savings. Rights and privileges of the card holder apply to the purchaser and are not transferable. A “loaned” card will be confiscated.

**Yearbook** Students desiring to purchase a school yearbook are afforded this opportunity during the opening weeks of school. The receipt must be retained to insure proof of payment to secure the yearbook when it is distributed. Order your yearbook early. Extra copies are not ordered.

**Student Bulletin** The first time block teacher is responsible for providing information from the Daily Bulletin to students. Students are responsible for this material. Any student who does not go to first time block class should check the Daily Bulletin in his/her other classes. In order to place information in the Daily Bulletin, certain procedures must be followed:

1. Information must be submitted on the forms provided.
2. The signature of the teacher or administrator responsible for the activity must appear on the form.
3. The bulletin form must be submitted to the office prior to 12

noon for publication the following day.

4. An announcement may be published twice. Additional announcements on the same subject require revised write-ups.

## Instructional Services

This area deals with classes, grades, graduation requirements and records. Any questions in this area should be directed to the counselors or the Assistant Principal for Curriculum.

Bartlett High School believes all students should enroll in six classes every semester. Counselors work with students and parents to develop the best instructional plan for each student. If students have late arrival or early dismissal, they may not be on campus during that time period. Completed permission forms must be presented to the counselor at the time of registration.

### Daily Schedule

Monday: All 6 periods meet

9th grade lunch 11:21-12:11; 10th-12th grade lunch 10:23-11:13

Tuesday: Periods 1-2-4-5 meet

9th grade lunch 11:50-12:40; 10th-12th grade lunch 10:23-11:13

Wednesday: Periods 2-3-5-6 meet

9th grade lunch 11:50-12:40; 10th-12th grade lunch 10:23-11:13

Thursday: Periods 1-3-4-6 meet

9th grade lunch 11:50-12:40; 10th-12th grade lunch 10:23-11:13

Friday: All 6 periods meet

9th grade lunch 11:21-12:11; 10th-12th grade lunch 10:23-11:13

**Guidance/Counseling** An important segment of the school organization is the Guidance/Counseling service. Students are encouraged to become acquainted with and to utilize the variety of services that are provided. Counselors are prepared to provide each student with career, educational and personal counseling. Information and recommendations for educational and career placement are also available.

Student populations vary in numbers each year. In order to provide equity to staff and students, specific counselor assignments will be made at the beginning of the school year.

To see a counselor, fill out a “Request to See Counselor” form which may be obtained in the counseling office. Counselors will send for students at a convenient time, so there will be minimum loss of class time. Counselors are also available before and after school and during the lunch/activity period.

**Career Resource Center** The Career Resource Center adjacent to the Counseling Office contains a Guidance Information Systems computer available to students seeking specialized help in planning for careers and college enrollment. Volumes of valuable information on career planning, community resources, post-high-school training and more are available for your use. There is information available to help you prepare for SAT or ACT tests. Students may also sign up to attend sessions provided by representatives of colleges, universities and vocational/technical schools throughout the year.

**Schedule Changes** Other than administrative changes, no schedule changes will be made after the start of the semester. Student difficulties in classes will be handled via conferences with teachers, parents, counselors and administrators.

**Grading** Student progress reports are issued midway through each quarter. A report card is issued at the end of the first and third quarter. Except for P.E. classes, these are not permanent grades. However, they do affect athletic eligibility. The semester report cards

contain the final grades for each semester.

All student concerns regarding grades are to be dealt with by the teacher and student. After a teacher/student conference, if there is still a concern, the student is encouraged to discuss the problem with the Assistant Principal for Curriculum.

**Cheating** Bartlett High School disapproves of cheating in any form and will take disciplinary action whenever it is appropriate. Cheating may include plagiarism, taking credit for work that is not the student's own, or working in collaboration with other students in an activity that had been assigned by the teacher to be done alone. Because the Bartlett High faculty and staff take academic honesty seriously, a grade of "0" will be assigned for any work that involves cheating and the following disciplinary action may be taken:

1st and subsequent offenses:

parent notification

Thursday school

work detail(s)/detention(s)

1–9 day suspension and parent conference

In extreme cases, a WF may be assigned for the semester grade and the student removed from the class.

## Attendance

Any high school student who is absent seven (7) times in at least one class will be placed on attendance probation. Credit may be withheld from any senior high school student who accumulates eleven (11) or more absences in a class. Exceptions may be granted by the Superintendent (or his designee) based on extenuating circumstances reviewed on a case-by-case basis.

Any secondary student who is late for class shall be noted as tardy. Sanctions for tardiness may be taken at the discretion of the unit administrator.

### Absenteeism and Tardiness

1. The school will call (through a telephone robot) a designated telephone number for absences and/or tardies in two or more classes each school day. Calls will be placed in the evening after the close of business. Target numbers can be changed by contacting the high school attendance office.
2. Through school newsletters, parents will be advised regarding the timing and content of the call.
3. Schools will place students on attendance probation when the student reaches seven absences in any class. A probation notice including an attendance summary for all classes will be sent to the parents of the student.
4. Schools may withhold credit for any class with eleven (11) absences. The student and parents will be contacted on a class-by-class basis. A letter with notification of withdrawal of credit will be mailed to parents in each instance. Students and parents will have the right to request evaluation of special and extenuating circumstances related to the absences. Schools will seek information concerning special and extenuating circumstances at the time non-granting of credit is considered.
5. Schools will provide a process to evaluate requests for consideration of special and extenuating circumstances which impact student attendance. The school will have the ability to not count absences toward the eleven (11) day standard if the absences are due to special circumstances or extenuating circumstances beyond student or family control. Special or extenuating circumstances do not include family vacations.
  - a. Special circumstances include but are not limited to activity

absences, required court appearances, significant events such as competing in international, national, or regional sport events, or recognized cultural events.

- b. Extenuating circumstances include but are not limited to chronic medical problems, extended illness, death in the family, physical or sexual abuse and documented family problems affecting student attendance.

Provisions will be made to allow consideration of special or extenuating circumstances prior to the absence and after the absence takes place. A school decision to deny consideration may be appealed using the grievance procedure published in the student handbook.

6. Schools will have the option of allowing a student to remain in a class on audit status after credit has been withheld. The student must agree to stay current in attendance and school work in order to be afforded this special status. Status will be granted at the discretion of the school.
7. Additional conditions:
  - a. Students with illness that extend or are projected to extend beyond eleven (11) school days may apply for services under the Visiting Teacher Program. Absences from school while in the Visiting Teacher Program will not count toward probation or non-granting of credit. Students with a chronic medical problem may apply for a waiver of the attendance standard for absences related to the medical problem. The medical problem must be attested to by a medical doctor. ONLY those absences due to the medical problem WILL NOT count toward the attendance standard. Examples of a chronic medical problem include: chronic asthma, chronic severe migraine headaches, diabetes, severe emotional stress, and other medical doctor verified medical conditions. Parents and students should apply for the chronic illness waiver at the onset of the illness.
  - b. Absences in quarter classes will accumulate on a semester rather than quarter basis.
  - c. Students withdrawn for non-attendance will have a "WF" (Withdrawal-Failing) recorded on his/her transcript. That grade will be included in the calculation of his/her grade point average and will affect eligibility.
  - d. Days suspended from school are counted for probation or withdrawal of credit.
  - e. Pre-acknowledged absences will be counted for probation and withdrawal of credit if a waiver of the standard is not granted. Pre-acknowledged absence status is intended only to allow the student to make up work missed due to absence.
  - f. Tardies to class will not be counted as part of the absences used for probation and withdrawal of credit.
  - g. Each time a student is truant, a letter will be sent to notify the parent/guardian, with a copy placed in the student's file. The teachers will assign a grade of "0" for any classwork missed or due on the day of the truancy.

**Attendance Phone** The attendance phone number is 742-1832. Parents should request the attendance extension to notify the school of an unavoidable absence. Please use this extension when checking on the number of absences accrued. Parent or guardian is expected to notify the attendance office by 10 a.m. on the day of the absence. If this is not possible, please contact the school as soon as possible. Failure to use the procedure may cause the absence to become unexcused. Students leaving school at lunch and not returning for the remainder of the day will be considered truant unless they obtain

a blue pass before leaving. Problems should be directed to Students Services (742-1832).

Excused absences: credit and make up work allowed.

Unexcused absences: credit and make up work is NOT allowed.

**Pre-acknowledged Absence** A pre-acknowledged absence is simply a contract between the student and each of his/her teachers to satisfactorily complete an agreed upon schedule of assignments. All work is due upon return to regular classes. When any known absence is to exceed three (3) days, the pre-acknowledged absence is mandatory. A pre-acknowledged absence requires the signature of the student, parent, all teachers and the Assistant Principal-Student Services. Pre-acknowledged absences count toward attendance notification, probation, and withdrawal of credit.

**Chronic Illness** Students with a chronic medical problem may apply for a waiver of the attendance standard for absences related to the medical problem. The medical problem must be attested to by a medical doctor. ONLY those absences due to the medical problem WILL NOT count toward the attendance standard.

Examples of a chronic medical problem include: chronic asthma, chronic severe migraine headaches, diabetes, severe emotional stress, and other medical doctor verified medical conditions.

Parents and students should apply for the chronic illness waiver at the onset of the illness. All absences up to the date of the application for the chronic illness waiver will count toward the attendance standard.

If parents and the student anticipate absences to exceed 25-30 days in a semester, they are recommended to contact their counselor for information on alternative educational programs.

**Blue Pass** A student may request a "Blue Pass" when unavoidable circumstances require a short term (one or two period) absence if requested by a parent. Any student who needs to leave the building under such circumstances shall request a Blue Pass at the Attendance Office. The reason for the absence and a parent contact (note or phone call) before leaving is mandatory. (See ASD Section Leaving the Building During the School Day.)

**Leaving Campus** Students may leave campus at lunch. They are responsible for returning to campus in time for their third time block class. Any tardiness will result in disciplinary action.

Students gathering outside the fenced areas will be in violation and disciplinary sanctions will result.

**Tardiness** Promptness is a quality respected by all. Be on time and this policy will never apply. All tardies (Excused or Unexcused) apply toward this policy.

1. When a student has been tardy in a class, three (3) times per semester the teacher will fill out a Discipline Referral Form, call the parent or guardian, and submit the form into the Student Services Office. One detention may be assigned to the student.

2. When a student has been tardy in a class, six (6) times per semester the teacher will fill out a Discipline Referral Form, Call the parent or guardian, and submit the form into the Student Services Office. Thursday School or work detail may be assigned to the student.

3. If a student has been tardy in a class, nine (9) times per semester the teacher will fill out a Discipline Referral Form, call the parent or guardian, and submit the form into the Student Services Office. Three days of suspension may be assigned to the student.

4. When a student has been tardy in a class, twelve (12) times per semester the teacher will fill out a Discipline Referral Form, call the parent or guardian, and submit the form into the Student Services Office. The student may be suspended for three days and a parent conference with an Administrator will be required before the student is admitted

back to school.

Students have 2 school days, from the date they are assigned, to serve their detention. Detention is held as designated on the tardy detention slip. Students will not be admitted late to detention.

Students who arrive to school late must go immediately to the office for an admit slip to avoid a detention for being in the hall without a pass. Students should bring a note signed by a parent/guardian to facilitate the admit process.

Detentions may also be given to any student in the halls without a pass once the bell has rung. These detentions must be served on the assigned date.

**Truancy** is defined as an absence from class or school without prior knowledge or consent of the parent or school personnel (e.g., failure to obtain a blue pass, skipping one or more classes.) If a student is not making a reasonable effort to get to class, i.e. heading out to their car to leave campus, they are considered truant whether or not their class is still in session. Additionally, a student who abuses a pass or has attended a portion of the class and leaves without the teacher's permission, may also be considered truant. At each confirmed truancy parents will be contacted. A letter will be sent to the parents, with a copy placed in the student's file. The letter will specify the date(s) and period(s) of the truancy, and the disciplinary action for this and subsequent truanies. The teachers of all classes involved in the truancy will be notified. Each teacher will assign a grade of "F" or "0" for any class work missed or due on the day of the truancy. Disciplinary action for truanies will be taken as follows:

1. Upon the first truancy by a student, the school may issue a Thursday School and notify the student's parent/guardian of the situation.
2. Any additional truancy after warning and parental notice may result in a suspension of up to three (3) days.
3. Further truanies may result in additional suspensions for the remainder of the grading period. Truanies are accumulative throughout the semester.
4. The student will be designated as habitually truant after four (4) processed truanies in a semester. After the designation of a student as habitually truant, the provision of notice of the designation and a determination of a lack of cooperation from either the parent/guardian, and/or student in remediating the situation, the habitually truant student and/or parent/guardian of the student may be cited under AMC 8.05.445. If a truancy occurs during a quarter resulting in withdrawal from school, the student may re-enter at the beginning of the next grading period. Truanies count through the entire semester.

Students who arrive to school late must go immediately to the office for an admit to avoid a hall detention.

## Student Services

Bartlett High School is an academic institution founded and staffed for the purpose of supporting and educating students. It is necessary to set standards of acceptable behavior to provide a safe and orderly learning environment.

**Backpacks** All backpacks, large totes, and large purses are not allowed in the classroom and therefore should be stored in student's lockers. String-drawn bookbags and small purses that fit in bookbags are allowed.

*Continued on page III-14*

## BARTLETT Continued from page I-4

**Building Neatness** Students have a major responsibility in maintaining all parts of the building and grounds in a clean and orderly manner. Paper and other materials to be discarded must be placed in the numerous trash or recycle bins placed throughout the building and grounds. Students littering the buildings or grounds will be assigned work details and/or suspension.

**Buses** The school district provides buses to convey student to and from school. Remember, the same good conduct expected of you at school is to be observed on the buses. The bus driver is in full charge and is to be obeyed promptly. Unacceptable behavior is grounds for school disciplinary action and/or your bus privilege being denied.

Only students enrolled in the Anchorage schools, or students on their way to enroll, are allowed to ride the bus. Students may ride only their assigned bus unless special permission has been granted by the manager of bus operations. Students will be expected to provide identification to a driver upon request. A driver must have immediate and full cooperation regarding student identification if proper reporting is to be accomplished. Any student who refuses to identify himself will be transported to home or school, whichever is appropriate, and will not be permitted on the bus until proper identification has been made.

Vandalism of buses may result in loss of bus privileges, suspension, and/or restitution for damages sustained.

**Care of School Property** Students are responsible for the proper care and return of all equipment, books and supplies entrusted to them. Malicious or willful damage to school property not only makes the student subject to disciplinary action, but also makes his/her parent liable for damages.

**Community Work Service** gives student an opportunity to earn make-up privileges while suspended from school. Program is used in conjunction with, not instead of, suspension. Contact an administrator for more information and details.

**Eighteen-Year-Olds** All school policies, rules and regulations apply to 18-year-olds. Students are considered to be under their parent's jurisdiction, regardless of their age, while they are enrolled in school. All school information will routinely be sent and be available to the parents of students 18 or older.

An 18-year-old may assume exclusive responsibility for his/her school records by providing validated evidence of financial independence from parents/legal guardians. An 18-year-old who has assumed such responsibility must personally excuse his/her absences with the Student Services Principal. The school retains the right to reject invalid reasons for absences.

**Electronic Devices** Refer to page III-2 #7 Cell Phones/Electronic Communication Devices:

### **Condition of Use:**

A student may possess a cellular telephone or other electronic communication device (ECD) (e.g., paging device/beepers, personal digital assistants, and other devices designed to receive and send an electronic signal) in school, on school property, at after school activities, and at school-related functions as long as such activity does not interfere with educational processes or safety/security. As a condition of this permission, the student assumes all risk of loss, damage or theft of the cellular phone or other ECD.

High school students (grade 9-12) are permitted to use cellular phones and other ECDs before and after school and during the student's lunch period. Cellular telephones and other ECDs must remain off and put away at all other times during the school day. Exceptions

may be made in special circumstances with prior approval from the principal or designee. A student may not use a cellular telephone or other ECD at any time if disruptive of other students' instructional time.

During school and school-sponsored activities, students will comply with administrative or staff member directives relating to the use of cellular phones and other ECDs.

### **Prohibited Conduct:**

Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of the device so as to violate the law or any other school or District rule. In addition to those conduct rules set forth elsewhere, the following violations may result in disciplinary action:

1. Accessing and/or viewing an Internet site that is otherwise blocked to students at school.
2. Sending an e-mail, text message or other communication that harasses, intimidates, threatens, bullies, or discriminates against another individual.
3. Using a camera device at school or a school-sponsored event to take, send, download or upload a harassing, threatening, or embarrassing photograph of anyone.
4. Using a camera in a restroom, dressing room, or locker room.
5. Using a camera or other recording device to record or capture the content of tests, assessments, homework, or classwork without express prior permission from the instructor.

The contents of a cellular phone, camera, or other ECD may be searched to determine ownership, to identify emergency contacts, or upon reasonable suspicion that a school or District rule or the law has been violated.

A cellular telephone or ECD that has been confiscated and not turned over to law enforcement will be released/returned to the parent/guardian when no longer necessary for investigation or disciplinary proceedings. As appropriate, the cellular telephone or ECD may be returned directly to the student.

**Hall Passes** Whenever a student, including a teacher's aide, is out of a classroom during a class period, a valid hall pass must be in hand. It is the student's responsibility to obtain a hall pass from the teacher before leaving the classroom. Students in the halls should expect Student Services team personnel and other staff members to check their hall passes and should comply with those checks in a polite manner. A work detail or detention date may be assigned to students who are found in the hall during class time without a valid pink hall pass. This pass must include time, date, student name, destination and teacher signature.

**Human Dignity** Bartlett High School affirms the dignity and respect of all persons. Therefore, words or actions belittling any race, religion, ethnic group, gender, or disability are strictly prohibited.

**Lockers** are available and assigned to individual students at the beginning of the year. Lockers must be locked at all times and the combination to your locker must remain personal. Damage to locks or lockers may be charged to the student to whom the locker is assigned. Lockers will be assigned to insure impartial distribution. Each student will be held responsible for the contents of the assigned locker, therefore unassigned sharing of lockers is prohibited.

All lockers are the property of the school. They may be examined by school officials as established in the Students' Rights and Responsibilities document. P.E. locks and lockers will be assigned in accordance with the sports season and the rotation of P.E. classes. Students should

keep only P.E. or sports related items in P.E. lockers. The school assumes no liability for articles left in lockers. Students should report mechanical problems to the Student Services office for repair.

**Lunch/Activity Period** The lunch activity period is scheduled between the second and third time blocks. The length of the period is 40 minutes. Students without transportation should remain on campus for lunch. Returning late to campus may result in disciplinary sanction.

Students may eat in either of two cafeterias: the yellow hall cafeteria, which provides a variety of foods ranging from tacos to salads; or the green hall cafeteria which offers burgers, shakes, and fries. Maintaining good manners in the cafeteria lines and halls is expected. Service is on a first-come first-served basis. Please do not cut into the lunch line ahead of others and do not leave your mess for your neighbor on the cafeteria tables.

Various clubs and other activities often meet during the lunch/activity period. Students who take lunches to these activities should obtain teacher/sponsor permission to do so. Counselors are also available at lunch time.

**Messages/Gifts/Flower Deliveries** Telephone or personal messages will not be accepted for students unless from a parent or guardian, and only for emergencies. Gifts, flowers, etc. will not be delivered by the office.

**Safety** Many serious accidents are often due to inappropriate conduct in crowded places. For the safety of all, those students acting in an unsafe manner may be withdrawn from high-risk classes such as labs, shops, and P.E. Safety factors are important. Running in the halls, pushing, shoving, and lifting students from the ground are not permitted. (See Student Behavior.) Babies and small children may not be brought to school.

**Student Assistance Program** This positive action program is designed for students who want to know more about drug abuse or those who want help in dealing with adolescent issues. The program assists students to develop a better self image, to make better decisions, and to deal with situations such as divorce, grief, and step families. It is composed of a core team that identifies and works with students at risk. Students and parents have options which may include referral to an in-house program, an outside agency, or a treatment program. Students become involved in the program by referral, from either a parent, counselor, teacher or by self-referral. The program is confidential and does not pass judgment on anyone that asks for help. It is a support tool to encourage a more productive high school education. If you are interested, please contact your counselor, favorite teacher, or an administrator.

**Student Dress** Specific words or symbols depicting drugs, alcohol, tobacco, obscenity, profanity, violence, gangs or other inappropriate words, symbols, or pictures will not be allowed. Clothing which depicts special, secret, limited, or non-school sanctioned clubs, groups or organizations will not be allowed, to include pictures of known gang members or supporters of gangs. Wearing sagging pants which expose undergarments and any sexually explicit clothing (including bare midriff and excessive cleavage) are prohibited. Tank tops and spaghetti strap tops must be covered. Shorts or skirts which are too short and are deemed inappropriate may not be worn. Head gear such as rags, bandannas, baseball hats, skull caps, wool hats, hoods, headbands, etc. are to be removed prior to entering the building. Chains and attire with spikes (metal or plastic), safety pins, or other sharp objects are not allowed. Students will be asked to change their clothing and disciplinary action may be taken. Individuals may request exceptions to this rule for religious reasons.

The Administration will determine if a student's attire is disruptive to the learning environment.

**Student Parking Areas** All vehicles should display a parking permit sticker to park on school property. Student parking is permitted on the west side of the bus loading lot. Students with a vehicle and a driver's license are required to obtain a parking permit at the Student Services Office. The permit must be affixed to the rear view mirror.

Teacher's/visitor's parking area is off-limits to student parking. Vehicles improperly parked or in restricted areas are subject to removal at the owners' expense or immobilization.

Security of vehicles and contents while parked at Bartlett is the responsibility of the owner. The school district assumes no liability for lost, stolen or damaged items. Reckless driving or driving in restricted areas (bus loading areas, fire lanes, walkways, etc.) may result in the suspension of your privilege to drive/park on school property. Police contact may also be warranted in serious driving incidents.

**Telephone use** Pay telephones are provided for student use. All office and faculty area phones are restricted to business use by school personnel only. Students should not plan to use the phones during class time.

**Thursday School** is held from 2:15 p.m. until 5:15 p.m. Students will not be admitted after 2:15 p.m. Students are to bring sufficient homework for the duration of the session. Students without homework will be dismissed from Thursday School and may be suspended for failure to serve Thursday School. Disruptions will also result in dismissal and suspension. Suspension will be considered after a student has served two (2) Thursday Schools for any reason within a semester.

**Visitors** Non-parental visitations within the school are not normally allowed. Persons having business with the school should sign in at the main entrance and go to the main office for assistance.



