

Seven Hills Academy

2011 – 2012 Parent Handbook

Welcome to Seven Hill Academy, we're glad you are joining us for this school year. This handbook is designed for you, the parent. Please read it carefully so that you understand the policies of the school and our expectations of you and your students(s).

The information in this handbook serves as the Academy's official statement of policies and procedures. Our goal is to help students become educationally proficient, academically competent, and better prepared for their future. The support of our parents is crucial to the success of every student. Our handbook covers parent expectations, admissions policies, school policies, academic policies and discipline procedures. If you have further questions please call our office for assistance.

MISSION STATEMENT

Seven Hills Academy seeks to create a challenging learning environment that encourages high expectations while allowing for individual differences and learning styles.

PHILOSOPHY

Seven Hills Academy is committed to providing students with a structured learning environment that encourages self-growth and exploration. We strive to enhance the student's growth through challenging and positive interactions. We set small class sizes so as to emphasize personalized instruction. We will utilize multi-sensory instructional techniques to assist students in discovering and developing their individual learning styles. We seek to establish relationships that provide a network of support and promote the growth of each student.

GENERAL STATEMENT OF POLICY

Seven Hills Academy retains the right to make changes, amendments, and corrections to the rules and policies of the school at any time, with or without prior notice.

NON-DISCRIMINATORY NOTICE

Seven Hills Academy allows students of any race, color, nationality, and ethnic origin. They are all entitled to the rights, privileges, programs, and activities generally accorded or made available to students in the school. Seven Hills Academy does not discriminate on the basis of race, color, disability, and national or ethnic origin in administration of its educational policies, admissions policies, athletic or other school-administered programs.

ADMINISTRATIVE POLICIES

ENROLLMENT FEES AND TUITION

- New Student Evaluation Fee (non-refundable)..... \$ 25.00
(Covers placement testing and evaluation of prospective student's records)
- New Student Registration Fee (non-refundable)..... \$ 25.00
- New Student Mid-Year Registration Fee (non-refundable)..... \$ 25.00
- Returning Student Registration Fee (non-refundable)..... \$ 25.00

REGISTRATION

Parents may register students in the school office Monday through Friday, between the hours of 9:00 A.M. and 4:00 P.M. All of the paperwork must be turned in before a student attends school.

The following documents must be submitted to the school office for evaluation prior to registration:

- Student's psychological evaluation (if relevant)
- Last report card
- Testing completed (evaluation fee is non-refundable)

Upon registration the following documents will be required to complete enrollment:

- Completed and signed enrollment packet
- School health medical examination (gold form)
- Original immunization card (blue)
- Copy of legal birth certificate

PAYMENTS

You are expected to make regular payments on outstanding balances. Payments are due on the first day of each month and are late on the tenth day. Any payments received after the 10th will be charged a late fee of \$15.00.

First semester report cards will not be released if your account is not current. Final report cards will not be released until your account is paid in full. Any check returned for insufficient funds, closed accounts, or stop orders will be assessed an additional \$10.00 fee to cover our bank fees.

PARENTS / VISITORS / VOLUNTEERS

For security reasons all parents, visitors, and volunteers must report to the school office to sign in before entering any classrooms. A pass is given to all approved visitors and it must be displayed in a visible location. Arrangements for visitation must be approved by administration. If a parent or guardian wishes to volunteer at the school, arrangements should be made with the school director.

CHANGE OF ADDRESS / TELEPHONE

Parents should notify the school immediately of any change of address or telephone number. It is imperative that we have this information in case of an emergency.

SCHOOL POLICIES

SCHOOL HOURS

Elementary and Middle school meet from 8:00 A.M. to 2:35 P.M. School hours for High School are from 8:00 A.M. to 3:30 P.M. Supervision is available for elementary and middle school students from 7:00 A.M. to 3:00 P.M. and for high school students from 7:30 A.M. to 3:30 P.M.

TRANSPORTATION – TO AND FROM SCHOOL

Parent/Guardian Drop-Off – When bringing your students to school, Middle and High School students should be dropped off by the office and Elementary students in front of the Elementary building. Please proceed around the loop and above all be courteous of the people behind you.

Parent/Guardian Pick-Up – Proceed around the loop to the assigned teacher who will radio for your student(s) to be dismissed from the classroom.

City Bus – Seven Hills Academy will provide scheduled morning pick-up and afternoon drop-off of students at the Bus Depot on the corner of Adams and Tennessee. Pick-up in the morning will be at 7:30 am. Drop-off in the afternoon will be at 2:45, 3:45 and 4:30. If your student misses the school shuttle, they will have to connect with city bus D to get to school. We highly advise that your student be ready at the Bus Depot to ride the school shuttle.

DRESS CODE

Students must wear the approved uniform exclusively from:

G. Willie's Uniforms & Monogramming
1407 Mahan Drive
Tallahassee, Florida 32308
Phone #: (850) 878-0204
Toll Free (800) 232-1027

Students at Seven Hills Academy are expected to dress in a clean well groomed and appropriate manner that reflects pride and respect for themselves and their school. The following dress code will be strictly adhered to.

- **Polo Shirt** – Students will wear the Seven Hills Academy polo shirt in Yellow or Green, short or long sleeved. The shirt must be tucked in with collar down at all times while on campus. If students wear a plain t-shirt under the short sleeved polo, no lettering or pictures should be visible. Students must also make sure that the t-shirt is not larger than the polo shirt. In other words, the t-shirt sleeves cannot hang longer than the sleeves of the polo shirt.
- **Sweat Shirt** – In the winter months, the Seven Hills Academy green or gold sweat shirt or jacket can be worn over the polo shirt. Students may also wear a plain green, grey or gold non-hooded sweatshirt over the polo shirt. If they wear a jacket or sweater to school from home it must also be kept in their locker or classroom during school hours unless specified by the Administration.
- **Pants, Shorts, Slacks, Skorts** – Khaki, black, navy blue, or grey are the approved uniform colors. **Of course these must fit properly and must not be tight or baggy. (State law for sagging pants will be enforced.)** The bottom of the shorts or skorts cannot be shorter than two inches above the knee. They can have the maximum of two front and two back pockets. No side, cell phone or cargo style pockets will be permitted. No low rider, jean type or stretch material pants can be worn. Leggings are not allowed.
- **Belts** – A belt must be worn at all times if the pants, shorts, slacks, or skort have belt loops.

- **Shoes** – For safety’s sake, students must wear shoes with closed toe and heel. They can also wear sneakers. What they cannot wear are platform shoes, slippers, mules, high heels, sandals, boots, western boots, or flip-flops. Socks cannot be layered and exposed socks must be ankle to mid calf length. They must also be a solid, matching color.
- **Jewelry** – All jewelry worn should be in good taste. Only 2 earrings per ear are permitted, this includes ear lobes or cartilage. Hoop earrings should not be larger than a quarter. If students wear two earrings in one ear, one earring **MUST** be a post. No more than two bracelets per arm, one ring per hand, and one necklace. (No long or large necklaces and the necklace must be tucked in the shirt). No visible skin piercing will be worn.
- **Appearance** – Student’s hair should be neatly groomed. Hair combs, picks, and brushes are to be kept inside their lockers. If students choose to wear their hair long then they must keep it pulled back or neatly braided away from their face. If they wear hoodies, hats, caps, bandannas, or other headgear it must be kept in their locker until the end of the school day.
- **Physical Education Dress Code** – Students in physical education classes 4th grade and up will be expected to wear a plain white or gray t-shirt, with knee length black or navy blue gym shorts and sneakers. **No jeans or jean shorts are allowed.** The students will be given time to change at the beginning and end of each class. Shorts need to fall about one inch above the knee. It is required for all students to remove jewelry during PE. **Seven Hills Academy will not be responsible for any lost items.**
- **Glasses** – Fake glasses are not allowed.
- **Dress down day dress code** – On alternating Fridays, students who are eligible for dress down have the opportunity to wear clothing that reflects their style as a reward for following everyday rules. Any student that is in compliance with dress code everyday, whether in the classroom, walking down the hall, sitting out front, or waiting at the bus stop and returns their gold sheet (signed by their parent) everyday in homeroom is considered eligible. If they earn dress down day they will be given a certificate by one of their teachers. When students dress down they are still expected to follow the regular dress code rules.
- If a student is out of dress code, an attempt will be made by the school, through donated items, to provide the appropriate piece of clothing to correct the problem (no shoes are provided). If this cannot be done, parents will be called to bring the appropriate item.

SUPPLIES

Kindergarten – 3rd Grades – A supply list for these students will be provided by the teachers. Please have these items within the first week of school. These students may also have any style of book bag.

4th – 12th Grades – No book bags will be allowed in class. They must be kept in the student’s locker during the day. Students will be working from a three ring binder with the necessary supplies for each class. Supply lists will be available for those teachers requiring additional class supplies.

Students are expected to bring the proper supplies to class. If unprepared, we will offer paper, composition books and pencils which may be purchased from the teacher before the class period starts. The items and prices are as follows:

Notebook paper (10 sheets)	\$.25
Pencil	\$.25
Pens	\$.50

LUNCH

- Students will need to bring a cold bag lunch or order lunch from the school.
- The students will not have access to a refrigerator to keep their lunches cold or frozen nor will they have access to a microwave to heat up anything they might bring from home.
- Lunches will be kept in each student's homeroom class in a cabinet where the teacher can monitor and make sure that no student's lunch is taken by mistake.
- The school offers a variety of foods for purchase. Student lunches must be ordered at least one day in advance. **Cash or check payments only, lunches may not be charged.**
- If a paid lunch is missed due to an absence, the money is used towards the next lunch payment.
- If students do not pay for lunch or bring a lunch, one will not be provided.

ATTENDANCE

In order to fully accomplish their individual academic goals, students must attend each class, each day, for the full class period. Not being in class, or being late to class hinders the student's ability to learn.

ABSENCES

A student who misses nine scheduled days (daily classes) of class in a nine week grading period may be given a failing grade for the nine weeks. If a student misses a class due to a medical appointment, a note from the doctor's office should be turned in to the front office. Students are expected to complete missed assignments for grades.

***Exceptions may be considered for extreme cases.

- **Illness** – If a student is sick and needs to stay home, a parent/guardian must call the school office. After parent/guardian calls in, we will call them back to verify the absence. If the student is absent from school for more than 3 days due to an illness, they must bring a doctor's note when they return.
- **Tardy** – If you are late getting your student(s) to school in the morning, you must report to the office first. As the parent/guardian, you must come in with the student to explain the tardiness. If students are more than 20 minutes late to a class, they will not be allowed to enter that classroom.
- **Excused Absence** – We realize that you may have a doctor's appointment or other valid reason for missing class. In these cases, the parent/guardian must contact the school office ahead of time. If they have to leave for an appointment in the middle of a class, they must do so quietly and without interruption. The student must report to the office when called to meet their parent/guardian.
- **Unexcused Absence** – Any absence that is not validated by the parent/guardian is considered an unexcused absence. In this case, the student will receive zeros in all of their classes for that day and may be subject to further disciplinary action.
- **Leaving early** – Students who must leave campus before the end of the school day must sign out in the school office. Students must have a note from their parent/guardian stating the reason why the student needs to leave campus.
- **Homework Rules when Absent** – If students miss school for any reason other than an unexcused absence, they are responsible for getting their missed class work or homework assignments from their teachers. If students know that they will be out for more than one day, the parent/guardian can call the office to request assignments. Homework must be completed and turned in to the appropriate teacher following their guidelines.

GOAL SHEETS

The gold sheet is a form of communication between the teachers and parents. Each student will have a gold sheet during homeroom. At the end of each period, the teacher will write comments in reference to the student's behavior and performance in class, homework assignment, and uniform check. Each student needs to take their gold sheet home and must turn it in (signed by a parent) the next day during homeroom. We encourage parents to go over the gold sheet with their child. If parents do not receive a gold sheet from their child, please call the office as soon as possible.

****Violations of gold sheet procedures are:**

1. Failure to turn in a gold sheet
2. Unsigned gold sheet
3. Refusal to give teacher the gold sheet when requested
4. Student writing on, marking out or altering any gold sheet

****Consequences:**

1. 30 minute lunch detention
2. Student will not be eligible for dress down

AFTER SCHOOL PROGRAM

Seven Hills Academy offers an after school program for its students for a fee of \$100 per month or \$2.00 per class hour.

Students will have the opportunity to choose from several different after school classes to participate in, while some students will be recommended to take a specific after school class. The times of these classes are: 2:30-3:30, 3:30-4:30, and 4:30-5:30. **(Students MUST be picked up no later than 6:00. There will be a \$2 a minute charge after 6:00).** If you arrive to pick up your student before the end of the class that they are in then please wait until the class is over, we don't want to disrupt the class while they are still working. Some of the classes may include intensive reading and math, cooking, cursive writing, drama, chorus, and many others that will be offered throughout the year.

CELL PHONE AND ELECTRONICS POLICY

Cell phones, I-Pods, MP3 players, PSP, Nintendo DS are not allowed in the classroom at any time. They must be kept in the student's locker during class. If any of these things are found in class, the following consequences will occur:

- **1st offense** – Item taken away and given back to the parent at the end of the day. High school students will lose cell phone privilege at lunch. Middle school out door lunch privilege will be lost for the day.
- **2nd offense** – Item taken and given back to the parent and the student will receive an automatic one day out of school suspension.
- **Any further offenses will result in further disciplinary action.**

High school students only will be permitted to use their electronic devices during the lunch break. If any high school student is found with a cell phone in class, all high school students will lose this lunch privilege. We feel they are old enough to handle this responsibility and not abuse it.

TELEPHONE

Telephones are for school use ONLY. Messages may be left for the student and will be given out at lunch time or after school. Please make transportation and lunch arrangements prior to coming to school. In cases of emergency, the student will be notified immediately.

LOCKERS

- Students will be assigned a locker. If students have to share, they will not get to choose who they share with, administration will make that decision.
- Each locker will be assigned a combination lock at no cost to the students. If that lock becomes damaged then the student will have to pay \$5.00 for a new lock.
- DO NOT SHARE COMBINATION WITH ANYONE!
- Students are allowed to go to their locker when they first arrive at school and at the end of the day when leaving campus. High school may go during lunch but must put anything taken out back before they go back to class.
- Students are to keep cell phones turned off in their locker. If they bring any other electronic devices to school they are also to be kept in their locker. The school is not responsible for any lost or damaged devices.

STUDENT DRIVERS

Student parking on school ground is a privilege. Parking spaces will be available for seniors and juniors first due to limited spaces. Eligible drivers may receive a space as long as parking spaces remain available.

- Students wishing to drive to school must register their vehicle by completing the necessary form in the school office.
- Students must provide a copy of their driver's license and current insurance card.
- All vehicles and contents are subject to search at any time, with or without cause, by school officials or law enforcement officers.
- Cars are to remain parked until the student leaves for the day.
- Student may not play loud, inappropriate or offensive music on campus.
- Motor vehicles may not be driven or sat in at any time during the school day or at the beginning or end of school with or without other students. The student is required to leave school promptly at the end of the day.
- Students are not allowed to smoke in their cars.
- Careless driving on campus will result in the suspension of parking privileges.

ITEMS NOT ALLOWED IN SCHOOL

Students are not allowed to bring the following items to school: gum, candy, toys, stuffed animals, laser pens, and pointers, weapons or dangerous items. These items will be taken and the following consequences will be followed:

- **1st offense** – Item taken away and given back to the parent at the end of the day.
- **2nd offense** – Item taken and given back to the parent and the student will receive an automatic one day out of school suspension.
- **Any further offenses will result in further disciplinary action.**

DEPENDING ON THE SEVERITY OF THE ITEM, THE ADMINISTRATION HAS THE RIGHT TO OPT FOR MORE SEVERE CONSEQUENCES INCLUDING SUSPENSION OR EXPULSION.

LOST / DAMAGED SCHOOL PROPERTY

We take pride in our school campus and work hard to maintain its cleanliness. We do not want to see anybody writing on any walls, doors, desks, or chairs. The bathrooms will also be checked regularly to make sure that they stay free of marks. If a student damages school property, they will be held liable for repairs.

LOST AND FOUND

If students find something that does not belong to them or anyone they know, they should take it to a teacher immediately. All lost items will be taken to the office for safe keeping. If a student has lost something, they should check with the office before school begins or at the end of the day. At the end of each semester all unclaimed items will be donated to charity.

MEDICATION

We realize that at times students must take specified medications during the school day. To assist the parent/guardian in this effort, the following guidelines are required.

- The parent/guardian must sign a medication release form before any medicine can be given to the student.
- All medication must be brought to the school office where it is kept in a secure locked location.
- Over-the-counter medication must be new with no seals broken and must be clearly marked with the student's name and grade.
- Prescription medication must be in the dispensed bottle properly labeled and dated with the student and doctor's name.
- Under no circumstances will medication be shared with any other student including siblings.
- All medications dispensed are recorded in the medicine dispensing log book.

RESTROOM

Students are encouraged to use the restroom before school and at designated classroom times. In order to properly supervise your child, students are not allowed to use the restroom during class. Restroom breaks used during the class time disrupts the learning environment and impedes the educational learning process. Students must obtain teacher's permission for restroom emergencies during the class period.

Should your child have a medical condition that may cause him or her to use the restroom more frequently, a note from the doctor explaining the condition and child's needs must be turned into the school office.

ACTIVITIES

Educational field trips, recreational activities, seasonal events, movies and speakers are part of our activity program. Some programs may require small fees for admission and/or transportation. Attendance is required on educational field trips. Participation, class work, and test grades will be earned during the field trip. Failure to attend academic related field trips will result in a zero grade for each class missed.

BOOK RENTAL

Students are not permitted to take textbooks from the school property. If there is a need for your student to bring textbooks home, a \$150.00 book deposit fee is required. When this fee is paid each teacher will then allow the student to check out a book when needed. The book must be returned the next morning. If the book is not returned by that time, the student will earn a zero for participation in that class. If all books are returned in GOOD condition you will be given a full refund at the end of the school year. If a book is damaged the full cost of that book will be deducted from the \$150.00.

CONFERENCES

We strongly believe in promoting regular communication between parents, teachers, and administration. Conferences **MUST** be arranged by appointment so that the teacher may give his or her full attention to addressing any issues. Due to our existing schedule, they cannot take place in the morning when students are dropped off, or when students are picked up. The best time to schedule a conference is after school hours or during the teacher's planning period. For security reasons, you **MUST** report to the office to sign in and receive a visitor's pass. Please call the office to schedule conferences.

REPORTS FOR PARENTS

Report cards and progress reports are mailed home. Progress reports are issued halfway thru each quarter. Report cards are issued every nine weeks. One copy of the progress report or report card should be signed and returned to the school.

STUDENT WORK STUDY

A work study program is available for eligible students during regular and summer sessions. This program consists of half a day academics and early dismissal each day for employment so that the student may gain elective credits by working at an approved job. Contact the front office for details.

TESTING

The Stanford Achievement Test is administered to all students during the spring of the school year. Results are kept on file and made part of each student's permanent record. Copies are made available to parents with the final report card. Parents can set up appointments with the principal to discuss results.

SEVERE WEATHER CONDITIONS

We will notify you of school closing due to hurricane or bad weather conditions. School closing announcements will be made over WCTV (6).

TRANSCRIPTS / RECORDS

Academic records are sent free of charge when a student transfers to a new school.

ALCOHOL, DRUG AND SMOKING/TOBACCO POLICY

Under no circumstances are students ever to bring alcohol, illegal drugs, cigarettes, cigars, pipes, chewing tobacco, lighters or matches to school. State law prohibits these items on or within 1,000 feet of the school campus. Violation of this policy can be severe and could cause police to be called. If your child knows of a student who has violated this policy, they have a responsibility to report it to their teacher or the Director immediately. Names will be kept confidential.

HARASSMENT / SEXUAL HARASSMENT

The Florida House Bill 669 – School Safety states that “Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
2. Has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits; or
3. Has the effect of substantially disrupting the orderly operation of a school.”

Any student who feels that he\she is being harassed should immediately inform a Seven Hills Academy staff member. All harassment complaints will be addressed by the administration immediately and thoroughly. Any student who engages in any type of harassment may be subject to disciplinary action and/or expulsion.

BULLYING

The Florida House Bill 669 – School Safety states that “Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students and may involve teasing, social exclusion, threat, intimidation, stalking, physical violence, theft, sexual or racial harassment, public humiliation, or destruction of property.”

Any student who feels that he\she is being bullied should immediately inform a Seven Hills Academy staff member. All bullying complaints will be addressed by the administration immediately and thoroughly. Any student who engages in any type of bullying may be subject to disciplinary action and/or expulsion.

SEARCH AND SEIZURE

The administration reserves the right to search any student’s car, locker, notebook, backpack, purse, or student’s person at any time while on the school grounds, without notice, and take any items found in violation of the Seven Hills Academy rules. If they refuse to give permission to a search then parents will be called. After speaking with the parent and permission is still not given, then they will be suspended.

DISCIPLINE / CONDUCT

Good conduct is necessary for the welfare of the students as well as the entire school. Each teacher is given the responsibility of enforcing school rules in the manner which the school policies and regulations dictate. It is also imperative that we have the cooperation of the parent in the matter of discipline. Students are expected to conduct themselves as young ladies and gentlemen at all times. Students should be courteous and respectful to fellow students and all adults. Please review the school rules found in the Student Handbook.

CLASSROOM MANAGEMENT

Our classrooms are special places to study and learn. They must be quiet places, free of disruptions and distractions for qualitative learning to take place. In order to maintain an atmosphere conducive to learning, we will expect students to conduct themselves appropriately.

DETENTION INFORMATION

Detention procedures:

- The teacher will note detention on the gold sheet and the student will be required to serve the detention at lunch the next day.
- Students will be given assigned work and/or work detail for the detention.
- Absolutely no talking will be permitted. (This includes whispering, notes, etc.)
- Students may not leave their desks for any reason until dismissed from detention by the teacher.
- Students may not leave early for any reason.
- Should a student be unable to serve a detention on the day it is to be served, arrangements must be made in advance with the teacher responsible for detention that day. It is the student's responsibility to speak with the teacher.
- Inappropriate behavior in detention will result in the serving of the original detention plus an additional detention.

If the student has received an excessive amount of detentions, the student will be required to serve a Saturday detention. Refusing to serve any required detention will result in an out of school suspension.

ACADEMICS

CORE SUBJECTS / ELECTIVES – Elementary / Middle School

The following is a list of subjects that will be offered for elementary and middle school:

Core subjects

- Language Arts
- Reading
- Math
- Science
- Social Studies

COURSES / CREDITS – High School

In order for a student to graduate from Seven Hills Academy with a regular high school diploma, the student must have completed 24 credits in grades 9-12. A minimum of 3 credits must be completed at our school the semester prior to graduation. The 24 credits must be fulfilled as follows:

Required courses for credits

- English 4
- Math 4 (must include Algebra I and Geometry for incoming freshmen)
- Science 3 (must include Biology for incoming freshmen)
- Physical Education 1
- Life Management ½
- American History 1
- World History 1
- Am. Govt. ½
- Economics ½
- Electives 8 ½

**In order to graduate from Seven Hills Academy with a diploma, all students must have a cumulative 2.0 grade point average for their high school career. To walk in graduation the student must successfully complete 23 courses with the last credit being completed in our summer school program.

CHEATING

A student who is caught cheating on a test or assignment may receive a zero for the particular test or assignment. They may not be allowed to make up the test or assignment.

CLASS WORK

Students are expected to work for the entire period and to complete all assigned work at the time it is given.

HOMEWORK

Homework assignments reinforce skills taught in school and encourage good study and organizational habits. Homework may be assigned regularly and can include make-up work or extra credit work, studying for tests, reading, or special projects.

MAKE-UP WORK

When a student returns to school after being absent for any reason, he/she is responsible for requesting their make-up work from the teacher that day. The student is also responsible for having the work completed and turned in to the teacher by the deadline given. Please see the individual teacher's class syllabus for grading. Any student who receives an out of school suspension is allowed to make up any work or test for the time they are suspended, however, all class work, homework, quizzes, participation and tests will be counted as a zero.

EXAM SCHEDULE

Exam dates are published on the school calendar. A detailed midterm and final exam schedule will be sent home the week prior to exams.

EXAM EXEMPTIONS

Any student receiving an "A" in a class for the two 9 week sessions in the semester may be eligible for exemption from the midterm or final exam. In addition, the student must have less than 9 absences (daily classes) in a nine week grading period and less than 10 detentions in a semester. Please encourage your student to strive for this goal.

GRADING SCALE

Grades are A-F, and are assigned on the basis of individual academic progress. The letter grade translates to a numerical grade as follows:

A	Excellent	90-100
B	Good	80-89
C	Average	70-79
D	Marginal	60-69
F	Failing	Less than 60

GRADE PROMOTION AND RETENTION

High school students must pass all required courses in order to be promoted to the next grade. Students who make an “F average” in a course are required to attend summer school to make up the course in order to be promoted to the next grade. High school students must have the following credits to be promoted:

To the 10th grade – 6 credits, including 1 English and 1 math

To the 11th grade – 12 credits, including 2 English and 2 math

To the 12th grade – 18 credits, including 3 English and 3 math

PLAGIARISM

Plagiarism will be defined as student submission of any written work (essay, book report, project, research paper, or report of any kind) or portion of work that is copied word for word from another source and presented as his or her own work. It also includes any written work that is summarized into the student’s own words without proper citation and/or bibliographical information giving credit to the source of the material. Any student that is discovered to be plagiarizing will receive a zero for that particular assignment.