



Dear Parents:

Please take time now to read through this Student Handbook that has been provided for your information. It is the state law that you and your child sign this form. Your signature does not mean you agree with all of the content of this handbook; however, it does mean that you have been aware of the guidelines of PRoBASEBALL High School student expectations. Please detach this page and have your child return it to the office on the second school day or the student will be suspended until parent conference.

Respectfully,

Carlos Rivera, Director

PRoBASEBALL High School

I have received the PRoBASEBALL High School Student Handbook. I give permission to administer discipline to my child. Please note that the school is not required to contact parent/guardian prior to administering discipline.

Parent/Guardian Signature Date

Student Signature Date

Handbook PRoBASEBALL High School & Academy

PRoBASEBALL High School & Academy in Cayey
Puerto Rico
(787)233-7733
Director – Carlos Rivera

STUDENTS CATEGORY

Residential **type 1 student**
-7 days lodging – out of state tuition

Type 2 Student
-5 days lodging students – some out-state tuition

Type 3 Student
-Commute student – instate tuition

Weekly meals

Type 1 and 2 students resides on the academy campus will receive **11 meals weekly**.
Type 3 students will receive **8 meals weekly**.

Time managing for Type 1 (T1) and Type 2 (T2) students

T1, T2-Bedtime: 9pm Monday through Wednesdays

T1-Thursday's, Friday's and Saturday's 10:30 PM

T1, T2-Wakeup call 4:30am

T1,T2-Monday through Thursday 5:00am weights – kinesiology class

T1,T2-5:50am breakfast

6:30am depart to the baseball field

7:00am set up field

7:15am baseball practice – fundamentals of baseball

10:45am depart to the academy

11:00am showers

11:30am lunch

12:30pm classes begin

5:30pm classes completed

5:35pm consume 3rd meal of day

T1, T2-6:15pm chores

6:45pm some students study hall, others baseball games or baseball instruction

RESIDENTIAL RULES

Arrival times are Sunday from 5:30 PM to 8:40 PM or Monday morning 6 am.

1. All kids must be in bed by 9:00 PM.

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2. None of these items will be permitted: No candy, no cookies, and no artificial flavors on food at the academy. Anything brought on arrival must be approved by the person in charge. Fruits, protein bars and 100% juice with electrolytes are okay.
3. 2 bags will be permitted, a baseball bag and a bag with school clothing only. Both bags will be inspected.
4. Shores will be performed by the students call upon, once breakfast, lunch and super are finished.
5. Beds will be made by the students every morning before departure to the field.
6. You will use the next day practice uniform to sleep on. Therefore, other clothing will not be needed.
7. Sleeping beds will be assigned by the coach in charge before or at arrival, changes are approved by the coach in charge that night.
8. No card games, no dominoes games, no horse playing, no cursing, no other games allow. Baseball games at the field only.
9. No music!
10. Students will Respect what others say in conversations, captains and seniors will mold our young generation to be great competitors as well as completed humble and though people.
11. Respect others religion, culture and believes. Be kind to others that are part of our lives
12. Complete every chore assigned to you.
13. Do not complain, you made the choice to be here in August or January, so get it done.
14. Do the best you can, do right to everyone and to yourself, treat each other the way you want people to treat you.
15. The director or person placed in charge that day will apply these rules without hesitation; you will follow what they say immediately. If not expulsion from the dorm or academy will follow.

Parent/Guardian Signature

Date

Student Signature

Date

1. SCHOOL COLORS AND MASCOT

The colors of PRoBASEBALL High School are navy blue and red. The colors are used in all letters given by the school and uniforms worn by the baseball team.

The mascot is a []. This name is applied to all athletic teams. The [] is also the motif for the design used in class rings, pins and invitations.

2. ALMA MATER

PRoBASEBALL High to thee, our dear old alma mater
To thee we will pledge our faith and loyalty.

Long may students sing thy praises and thy glories,

Long may they proclaim thy honor to the sky.

We will cherish thee thy halls a shrine to learning.

May our lives reflect thy greatness
PRoBASEBALL, our own PRoBASEBALL High.

3. MISSION STATEMENT The faculty and staff of PRoBASEBALL High School believe that all students can learn. Therefore, we accept the responsibility to provide for the development of all students in progressing toward their greatest potential.

4. CODE OF ETHICS

- a. To respect law and authority
- b. To act openly and honestly
- c. To uphold truth
- d. To develop school loyalty
- e. To accept responsibility
- f. To be trustworthy
- g. To use educational opportunities to the best of my ability so that I may better serve others and myself

- h. To treat my schoolmates fairly at all times
- i. To make my goals and aims high
- j. To form character by consistently trying to control my thoughts, words, and deeds to the betterment of my personal behavior
- k. To be willing to work for any worthy activity of school, community, or state
- l. To do my best to achieve all these purposes in order to be the best possible high school student and scholar

5. EDUCATIONAL GOALS OF PRoBASEBALL HIGH SCHOOL

- ✓ To teach the basic skills of communication and composition
- ✓ To provide a variety of experiences, activities, and material to meet individual differences of all students
- ✓ To develop social and civic responsibility, as becomes a good citizen
- ✓ To promote motivation for maximum student attendance
- ✓ To develop a respect for law and its place in society
- ✓ To develop the ability to think clearly and logically
- ✓ To develop desirable attitudes, such as cooperation, respect for the rights of others, and self-respect
- ✓ To develop a respect for private property, and in fact, all property
- ✓ To develop an appreciation for the worth of the individual without regard to his position or material possessions
- ✓ To develop safe, sound, and sane leadership
- ✓ To develop the wise use of leisure time
- ✓ To promote an appreciation of the moral and ethical values of life and habits of living which conform to the highest moral standards
- ✓ To develop a broad and deep understanding of democracy as a way of life and as a form of government
- ✓ To instill a deep desire to practice and appreciate the principles of democracy above all other forms of government
- ✓ To develop the student's curiosity, zeal, and independence to the extent that he will strive to carry forward his own education without the need of formal instruction
- ✓ To develop self-reliance and self-confidence
- ✓ To develop an appreciation for the dignity of honest toil and good workmanship in all walks of life
- ✓ To offer integrated course work and activities that are useful in career areas as well as daily living and to develop an appreciation of the importance of making a wise choice of a life's vocation
- ✓ To develop an appreciation of the importance of a good home and the meaning of worthy home membership
- ✓ To develop a growing appreciation of the importance of good health and the importance of the cultivation of sound health habits as fundamental to one's happiness and success in life
- ✓ To develop insights into the wise use of financial resources
- ✓ To develop an appreciation of the contributions of other races and cultures to our society
- ✓ To develop an appreciation for the conservation of natural resources

6. PUPILS ELIGIBLE TO ATTEND

Any educable child who will reach his 12 birthday on or before August 26th of the year in which he would enter school and/or who has not passed his nineteenth birthday or graduated from high school is eligible to attend the 7-12 education program of the PRoBASEBALL High School. Attendance is required of all students who have not yet reached their eighteenth birthday unless they have received a high school diploma or its equivalent.

REGISTRATION

Students attending Prohs are scheduled by the director and counselors in the summer based upon the student's choice of classes as shown on the pre-registration form filled out by the student in the spring. Student choices will be followed if at all possible. Schedules may be changed during the first two-week period of each semester. After this two-week period, if a student withdraws from a class, he will receive an "F" in that class. New students will be enrolled conditionally until all records are obtained and all health records are brought up to date.

Students enrolling in PRoBASEBALL High School who have been home schooled will be classified according to the following criteria.

1. If the student has completed the 9th grade and wishes to enroll in the 10th grade, the student's age must be appropriate for the 10th grade level and provide documentation in the form of test results on the state adopted nationally-formed standardized tests administered to 5th, 7th grade students that they are ready for the 10th grade.
2. Students who are older than the customary 10th grade student will be classified according to the number of credits they have earned from an accredited high school.
3. In order for students to receive credit for courses completed through home schooling, the student must:
 - a. Provide documentation showing that they had followed the appropriate steps to participate in home schooling
 - b. Successfully complete the semester tests administered in that course. The student will receive credit toward graduation upon successfully passing the test (60% and above). The credit will not be calculated into the GPA.

8. STUDENT TRANSFERS FROM PROBABLEBALL TO ANOTHER SCHOOLPROHS

(1) The PRoBASEBALL School Board will review transfer petitions twice a year. Parents requesting a legal transfer should contact the school superintendent. The superintendent will provide the school board with the petition in July and again in December for their consideration.

(2) The PRoBASEBALL School shall review and accept or reject request for transfers, both into and out of the school, on a case by case basis. Any student transferring from a school accredited by any state or Puerto Rico to another school accredited by the state shall be placed into the same grade the student would have been in had

the student remained at the former school.

(3) The PRoBASEBALL School may deny transfers based on expulsions from previous school.

(4) Any student transferring from home school or a school that is not accredited by any state's school that is accredited by the Department of Education shall be evaluated by the staff of that accredited school to determine that student's proper placement in the accredited school. Refer to Registration for more information.

9. ADMISSION OF PUPILS

Students are admitted and placed in the appropriate grade level by Prohs staff. If records are not available at the time of enrollment, a request will be made by the director to the school where the student was formerly enrolled. Students who move into Prohs from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-transfers) or as they would have been assigned in their previous school.

Prohs shall make no attempt to ascertain the immigration, legal or illegal, of any student or his or her parent or legal guardian presenting for enrollment

Prior to the child's admission to PRoBASEBALL High School:

12812. The parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the Prohs will assign the child a nine (9) digit number designated by Prohs.

The parent, guardian, or other responsible person shall provide Prohs with one (1) of the following documents indicating the child's age:

- ✓ A birth certificate;
- ✓ A statement by the local registrar or a county recorder certifying the child's date of birth;
- ✓ A passport;
- ✓ An affidavit of the date and place of birth by the child's parent or guardian;
- ✓ United States military identification; or previous school records.

The parent or guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school Prohs or is a party to an expulsion proceeding.

The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases as designed by the State Board of Health, or have an exemption issued by the Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a private health department acknowledging the immunization.

Exemptions are also possible on an annual basis for religious reasons from the Department of Health. To continue such exemptions, they must be renewed at the beginning of each school year.

PRIVACY OF STUDENTS' RECORDS/DIRECTORY INFORMATION

All students' educational records are available for inspection and copying by the parents of any student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student. The Prohs forwards education records, including disciplinary records, to schools that have requested them and in which the student seeks or intends to enroll.

The Prohs shall receive written permission before releasing educational records to any agency or individual not authorized by law to receive and/or view the educational records without prior parental permission. For the purposes of this policy, the PRoBASEBALL School does not distinguish between a custodial and non-custodial parent with the respect to gaining access to a student's records. The fact of a person's status as parent or guardian, alone, enables that parent or guardian to review and copy his child's records.

If there exists a court order which directs that a parent does not have access to a student or his records, the parent or guardian must present a file-marked copy of such order to the building Director. The school will make good-faith efforts to act in accordance with such court order, but the failure to do so does not impose legal liability upon the school. The actual responsibility for enforcement of such court orders rests with the parents or guardians, their attorneys and the court which issued the order.

A parent or guardian does not have the right to remove any material from a student's records, but such parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. A challenge to the accuracy of material contained in a student file must be initiated with the building director, with an appeal available to the director or his designee. Any appeal above that level will be subject to the procedure set out in federal law and/or regulation.

Unless the parent or the guardian of a student (or student, if above the age eighteen [18]) objects, directory information about a student may be available to the private, military recruiters, post secondary educational institutions, prospective employers of those students, as well as school private actions such as annual yearbooks, and graduation announcements. "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail, photograph, date and place of birth, classes in which he is enrolled, his placement on the honor role (or the receipt of other types of honors), as well as his in-school clubs and extracurricular activities, among others. If the student participates in inherently private activities (for example, baseball, or other interscholastic activities), the private action of such information will be beyond the control of the PRoHS. A student's name and photograph will only be displayed on the school's web page(s) after receiving the written permission from the student's parents or student if over the age of 18. A Video of the student player will be use to showcase the ability of his on the baseball field or interview requested by his future school for purposes of his recruitment his recruitment

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The form for objecting to making directory information available is located in the office and must be completed and signed by the parent or age-eligible student and filed with the director's office no later than ten (10) school days after the beginning of each school year or the date the student is enrolled for school. Failure to file an objection by that time is considered a specific grant of permission.

10. WITHDRAWAL FROM Prohs

In the event that it becomes necessary for a student to withdraw from Prohs, the student or parent shall notify the director and then follow the procedure for withdrawal. This is essential if the required records are to be maintained in the proper manner.

TUTORING AND COMPUTER AVAILABILITY

It is important for parents/guardians to know that tutoring and computer availability is provided by PRoBASEBALL High School at the following times:

12:30 pm., during lunch and after school until 5:30p.m. These are all available by appointment with instructors and are at cost to the student. Students must request help in advance to provide instructors the appropriate time to set their personal schedules. If the tutoring becomes of the normal hours the cost will be \$25.00 an hour.

11. GRADUATION REQUIREMENTS, ACCREDITATIONS & CURRICULUM

A. In order to receive a diploma from PRoBASEBALL High School, student must have a minimum of eighteen units or a maximum of twenty-two units.

B. ACCREDITATION

PRoBASEBALL High School is accredited by

It is the student's responsibility to verify with officials of your local high school, board of education or prospective college, that credits earned for courses completed at PRoBASEBALL High School will be accepted by and/or transferable to other educational institutions.

C. Curriculum

The High School Diploma is design for advance students, 7th - 12th grade for the enjoyment, challenging of interactive courses.

Spanish:

- o 7th Grade – Grammar
- o 8th Grade – Literary Genres: Tales and Novels
- o 9th Grade – Literary Genres: poetry, essay and theatre
- o 10th Grade - New changes in Spanish spelling
- o 11th Grade – Commercial Spanish
- o 12th Grade – Advanced Spanish

Mathematics:

- o 7th – Advance Pre-Algebra

- o 8th – Advance Algebra I
- o 9th – Geometry
- o 10th – Advance Algebra II ½ CR
Advance Trigonometry ½ CR
- o 11th – Pre-Calculus
- o 12th – Calculation I ½ CR
Updated Math ½ CR

History Studies:

- o 7th – History: Training and development of the Puerto Rican Society
- o 8th – History – Continuity and change in American and Puerto Rican Society
- o 9th – History – The world in its context: Modern and contemporary transformations
- o 10th – History of Puerto Rico
- o 11th – History of United States
- o 12th – Geography of Life ½ CR
Society for Life ½ CR

English:

- o 7th Grade – Basic Conversational English
- o 8th Grade – Intermediate Conversational
- o 9th Grade – Advance Conversational
- o 10th Grade – Advance Reading and Writing
- o 11th Grade – Oral Communication
- o 12th Grade – Advance English

Science:

- o 7th – Biological Sciences
- o 8th – Physical Sciences
- o 9th – Terrestrial and Space Sciences
- o 10th - Biology
- o 11th – Chemistry
- o 12th – Physics

Technology:

- o 2 credits

Physical Education:

- o 2 credits

Wellness:

- o 2 credits

12. EARLY RELEASE FOR COLLEGE CREDIT

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The following guidelines were recommended by the committee:

1. Fifth year seniors will be required to be enrolled in enough classes to fulfill graduation requirements. They are not required to be enrolled in seven classes.
2. Seniors may be permitted to leave after four academic classes under the following conditions:
 - (a) Approval of educational transition committee
 - (b) Student is enrolled in appropriate courses to fulfill graduation requirements
 - (c) Student will attend a two or four-year institution of higher education
 - (d) Each candidate must enroll in six hours, pay for these classes, books and fees and provide their own transportation.
 - (e) Students not taking advantage of this program the first semester will be permitted to enter the program during the second semester provided conditions A through D are met.
 - (f) Students taking advantage of this program the first semester will be permitted to continue the program during the second semester provided that they have successfully completed the six hours of credit enrolled in the first semester. There is no need to file another application for the spring semester.
3. Seniors who did not successfully complete the six hours of credit enrolled in the first semester will not be allowed to leave early the second semester. They are to be enrolled in seven classes at the high school, only one of which is to be a study hall.
4. All other students are to be enrolled in seven classes, only one of which is to be a study hall.

13. CONCURRENT CREDIT

PRoBASEBALL High School subscribes to the Law concerning concurrent credit. Students are responsible for having the transcript for the concurrent credit course(s) they've taken sent to their school in order to receive credit for the course(s). Credit for concurrent courses will not be given until a transcript is received. Transcripts for students who take concurrent credit courses as partial fulfillment of the required full day of class for students in grades 7-12. Transcripts are to be received by the school within 30 school days of the end of the semester in which the course is taken. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received in time, or at all. This may jeopardize students' eligibility for extracurricular activities or graduation.

Students will retain credit applied toward a course required for high school graduation from a previously attended, accredited, private school.

Any and all costs of higher education courses taken for concurrent credit are the student's responsibility.

14. SUMMER SCHOOL

Summer School is not offered at Prohs every year. Summer School, when offered, will be only for those students that have attempted the course in a conventional high school setting. With special permission and approval from the counselor and director, seniors may take summer school courses for classes they have not attempted. Only those students that have failed a class or not received credit will be allowed to attend summer school at PRoBASEBALL High School. The grade will be averaged into their previous grade for grade point purposes. Summer school is not guaranteed and is on a first come first served priority. Priority will be first given to PRoBASEBALL High School students. Priority will be given to seniors first and then to juniors, sophomores, and finally freshman that have failed. There are only a certain number of slots available when summer school is offered. There will be a cost incurred for each class, and parents will need to fill out the necessary paperwork before students may begin the class. There are no refunds and payment must be received before credit is given. The handbook rules of PRoBASEBALL High School, as well as any classroom rules will be enforced.

15. ALTERNATIVE LEARNING ENVIRONMENT

Prohs shall have an alternative learning environment (ALE) which shall be part of an intervention program designed to provide guidance, counseling, and academic support to students who are experiencing emotional, social, or academic problems.

The director or his designee shall appoint an Alternative Education Placement team who shall have the responsibility of determining student placement. The team should consist of at least a school counselor; the director or assistant director, a parent or legal guardian, and a regular classroom teacher.

Students who are placed in the ALE shall exhibit at least two of the following characteristics:

Disruptive behavior

Drop out from school

Personal or family problems or situations

Recurring absenteeism

Transition to or from residential programs

For the purposes of personal or family problems or situations are conditions that negatively affect the student's academic and social progress. These may include, but are not limited to:

Ongoing, persistent, lack of attaining proficiency levels in literacy and mathematics

Abuse: physical, mental, or sexual

Frequent relocation of residency

Homelessness

Inadequate emotional support

Mental/physical health problem

Single parenting

The teachers and administrator shall determine exit criteria for students assigned to Prohs on which to base the student's return to the regular school program of instruction. Prohs program shall follow class size, staffing, curriculum, and requirements identified in the Rules Governing the Distribution of Student Legal References.

16. HONOR GRADUATES

Honor students will be determined by grade point average computed on semester grades beginning with the first semester of the ninth-grade year and through the second semester of the twelfth-grade year, with the exception of those students taking high school courses during their eighth-grade year.

Additional requirements for being selected as an honor student are:

A. Be enrolled at Prohs during the junior and senior year if transferred from a school of lower rating.

B. Be enrolled at Prohs during the senior year if transferred from a school of equal or higher rating.

C. Be a regular full-time student for these periods.

D. Have a minimum GPA of 3.50 in all solid courses.

E. Students must have completed the following curriculum:

1. Four units of Pre AP English or its equivalent

2. Four units of the same foreign language

3. Four units of mathematics which must be chosen from Advance Pre-Algebra, Advance Algebra I, Geometry, Advance Algebra II, Advance Trigonometry, Pre-Calculus, Calculation I and Updated Math.

4. Four units of science, which must include Biology Sciences, Physics Sciences, Terrestrial and Space Science, Biology, Chemistry and Physic.

5. Four units of social studies including one unit of Training and development of the Puerto Rican Society, Continuity and change in American and Puerto Rican Society, The world in its context: Modern and contemporary transformations, History of Puerto Rico, History of the United States and Geography of Life and Society for Life.

F. Honor graduates will be required to have taken three AP courses and the AP test assigned to say course.

17. VALEDICTORIAN AND SALUTATORIAN

Honor students ranked first and second are designated valedictorian and salutatorian respectively. The honor student with the highest GPA and who has been enrolled in school in grades 9 through 12 and in PRoBASEBALL High School for his entire senior year shall serve as the valedictorian of his graduating class.

The honor student with the second highest GPA and who has been enrolled in school in grades 9 through 12 and in PRoBASEBALL High School for his entire senior year shall serve as the salutatorian of his graduating class.

Parents or guardians of a student, or a student eighteen (18) years of age or older, who choose to not have the student privately identified as an honor roll or honor graduate student must submit a written request that the student not be so identified.

18. REQUIRED COMMENCEMENT ACTIVITIES

The final week of school is a busy one for seniors. The week opens with the baccalaureate address on Sunday afternoon. This is followed by Class Night on Tuesday evening, during which the class history, etc. are read.

The formal commencement program is held on Thursday evening.

All programs are planned by the members of the graduating class and, with the exception of the baccalaureate, are conducted by the members of the senior class. All awards honoring the members of the senior class are presented during the Class Night program.

In order for a student to be eligible to participate in commencement activities, a student must have met the following criteria:

- ✓ Must be no farther than one required credit from meeting state mandate for graduation.
- ✓ Must have taken care of all financial obligations to the school.
- ✓ Must attend practices required for the activity

19. CLASSIFICATION OF STUDENTS

A student's classification refers to his position in the high school relative to the graduation requirements. Students will be classified according to the number of credits earned. The following requirements must be met by the beginning of the fall semester for a student to be classified in the indicated grade level.

Freshman to sophomore - A minimum of 5 credits must be earned to promote to sophomore

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Sophomore to Junior - A minimum of 6 additional credits (for a total of 11) must be earned to promote to Junior

Junior to Senior - A minimum of 6 additional credits (for a total of 17) must be earned to promote to Senior

Senior Graduation - A maximum of 22 credits must be earned in order to graduate. Of these 22 credits, 6 credits may be non-solid credits, and 3 credits may be earned from correspondence study, with permission of the Prohs.

Promotion/Retention/Course Credit

A disservice is done to students through social promotion and is prohibited by the law. The Prohs shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. The PRoBASEBALL School shall include in the student handbook, the criteria

20. GRADEADING SYSTEM

Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed academic objectives of the course. Grades that reflect other educational objectives such as the student learning expectations contained in the curriculum frameworks may also be given.

Grading Scale is as follows:

90 and above A

80-89 B

70-79 C

60-69 D

Below 60 F

The following grading scale is to be the uniform grading scale and numeric values for Advanced Placement (AP) Courses:

A- 90-100 =5 points

B-80-89 =4 points

C- 70-79 =3 points

D- 60-69 =2 points

F- 0-59 =0 points

Grades of students taking these courses or transferring from another school will be based on this scale upon taking College Board exam.

The nine-week grade shall be determined in the following manner, Percentage grades will be given on daily work and chapter tests. An average of these percentages will be used to calculate the nine-week grade.

The semester grade will be calculated by counting each nine-week period in the semester as 40%. In the event that there is no semester test given, the semester grade will be calculated by averaging together the two nine-week grades.

21. EXEMPTION POLICY

Students may be exempt from semester exams in a class if they meet the following criteria:

A in the class with no more than 4 absences and no discipline referrals*

B in the class with no more than 2 absences and no discipline referrals*

C in the class with no absences and no discipline referrals*

* Students receiving a discipline referral for failure to obtain an admit slip before 8 a.m. will still be eligible for exemption from their semester test provided that is the only referral the said student acquires during the semester.

It is important to note that the reason for set absences make no difference in qualifying for exemptions.

22. REPORT CARDS

Official report cards will be issued every nine weeks. The report card will reflect the academic achievement and attendance of each of the students' courses of study. Each report card will include a conduct grade that represents the student's school-wide conduct. After approximately 4½ weeks of each nine weeks, a progress report will be sent home with the student to the parent/guardian. This progress report will reflect the mid-nine-week grades or each course the student is enrolled in.

23. HONOR ROLL

Students making all A's and B's during a nine-week period will have his name placed on the Director's Honor Roll. Both academic and conduct grades are taken into consideration.

24. HOMEWORK AND INDEPENDENT STUDY POLICY

Parents and teachers should be partners in the education of students. Their joint efforts in assigning and monitoring homework can provide an excellent opportunity to strengthen the home/school relationship and to help the student feel that home and school are working for his best interest.

Homework shall be assigned and used as an integral part of the teaching/learning experience according to the following guidelines.

Some of the "homework" for students can be class work that was not completed at school. Other homework is assigned to provide extra practice in a skill that has already been taught or for a learning experience that cannot be achieved at school. Parents are encouraged to support their children's efforts with homework.

Each teacher is required to assign homework as needed to assist the student in achieving the objectives that are being taught. A recommended length of time each day for homework could range from a few minutes to two hours. Teachers should take into consideration the required time for completing an assignment before assigning the task to students.

Homework, special reports, or projects should be turned in on time. It is left up to the individual teacher as to the penalty invoked for late or incomplete assignments. Such penalties may include, but is not limited to the giving of partial credit or the loss of all credit. Should students persist in not doing their homework, additional measures will be taken? Homework should be assigned regularly, clearly stated, relevant, regularly collected and checked and returned to the students as soon as possible. Homework should complement and reinforce classroom learning. Each teacher should advise students as to how and to what extent homework will be used in determining their grade for each grading period. Homework should not be ordinarily required of students over an extended holiday period. Teachers should communicate concerns about inaccurate or incomplete homework assignments to parents. **It is important to note that the failure to complete homework assignments, when averaged in with other grades, may be sufficient to fail a student. Also, a good homework grade, when averaged in with other grades, may allow a student who has poor test grades to pass.**

25. AUDIO TAPING/VIDEO SURVEILLANCE

Students will not be allowed to record classes with his own taping equipment without prior approval from the building director and the classroom teacher. Any taping equipment used in the classroom that has not been cleared by the building Director will be taken up by the classroom teacher.

The board has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safe guarding Prohs facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras. **The placement of video-audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as rest rooms or dressing areas where an expectation of privacy is reasonable and customary.**

Signs shall be posted on campus buildings and in Prohs vehicles to notify students, staff, and visitors that video cameras may be in use. Parents and students shall also be notified through the student handbook that cameras may be in use in school buildings, on school grounds and in school vehicles. Students will be held responsible for any violations of school discipline rules caught by the cameras.

PRoHS shall retain copies of video recordings until they are erased which may be accomplished by either

deletion or copying over with new recording.

Video recordings shall be considered student education records and any release or viewing of such records shall be in accordance with current law. Videos containing evidence of a violation of student conduct rules and/or state of federal law shall be retained until the issue of the misconduct has been settled.

Students who vandalize, damage, disable, or render inoperable (**temporary or permanently**) surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

26. AWARDS AND ORGANIZATIONS

Class Rings

Students classified as juniors will be allowed to place their orders for a class ring. The school does not provide any financial support in the purchase of the class rings.

Athletic Awards

Athletic awards shall be given at the end of each respective season only in sports approved by PRoBASEBALL Board of Education. The first year any student letters in a high school sport, he will be awarded a jacket. All awards thereafter will consist of bars for the number of years a student letters; he will be given an insignia for that sport.

There are certain criteria that must be met in order for an athlete to earn an athletic award. Players must participate in 50% of all the games in a regular season or be a senior who has participated for three years and completes the current season. Any senior who has participated for three years in baseball and not met criteria will letter upon completion of the 3rd year.

Any exceptions to the above award system must be met by coaches, directors, or sponsors of activities with the approval of the Director.

Student Council Awards

Each representative shall be awarded a student council pin. These awards shall be paid for from the PRoBASEBALL High School operating fund. Other awards shall be given in the same manner as athletic awards.

27. EXTRACURRICULAR ACTIVITIES

PRoBASEBALLHS believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student's educational experience. At the same time, the Board believes that a student's participation in extracurricular activities cannot come at the expense of his classroom academic achievement. Interruptions and absences of instructional time in the classroom are to be kept minimal. Additionally, a

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student's participation in, and Prohs' s operation of, extracurricular activities shall be subject to the following policy.

Definitions:

Extracurricular activities are defined as: Any school program where students from one or more schools are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. Examples include, but are not limited to, interscholastic athletics and club activities.

Academic Courses are those that are identified in the Department of Education's Standards for Accreditations of Private Schools as one of the 38 course offerings or is a definable course for which class time is scheduled and which can be credited to meet the minimum requirements for graduation and is taught by a teacher on line course, and has been approved by any Department of Education. Any of these courses for which concurrent high school credit is earned may be from an institution of higher education recognized by the any Department of Education. If a student passes an academic course offered on a block schedule, the courses can be counted twice toward meeting the requirement for students to pass four (4) academic courses per semester as required by this policy.

Supplemental Improvement Program is an additional instructional opportunity for identified students outside of their regular classroom and meets the criteria outlined in any Department of Education's Regulations Governing School Prohs Academic Requirements for Student Participation in Competitive Interscholastic Activities.

It is important to note that extracurricular activities are not required for graduation. All extracurricular activities will have sponsors/coaches who may require additional criteria for participation in his program. Students who do not meet said criteria may lose their privilege to participate in said activity at the sponsors'/coaches' discretion.

ACADEMIC REQUIREMENTS

In order to remain eligible for competitive interscholastic activity, a student must have passed all academic courses the previous semester and either:

- 1) Have earned a minimum Grade Point Average of 2.5 form all academic courses the previous semester; or
- 2) If the student has passed four all academic courses the previous semester but does not have a 2.5 GPA the student must be enrolled and successfully participating in a supplemental instruction program to maintain their competitive interscholastic extracurricular eligibility.

STUDENTS WITH AN INDIVIDUAL EDUCATION PROGRAM

In order to be considered eligible to participate in competitive interscholastic activities, students with disabilities must pass at least all courses per semester as required by their individual education program (IEP).

28. HOMECOMING ACTIVITIES

Each year, in conjunction with homecoming, the student council sponsors activities designed to honor former students of Prohs. These activities usually consist of dress up days, a pep rally, and a par.

One representative from each class (7th - 12th) will be elected by a vote from each individual class. 2.5 GPA and must meet all guidelines.

All classes, clubs, and campus organizations are encouraged to have an entry in the homecoming par which is held on the afternoon of the homecoming game.

29. MR. Prohs

Each year, the Prohs sponsors a Mr. PRO All classes, clubs, and organizations at Prohs from grades 7-12 are eligible to enter representatives in this contest.

Contestants for Mr. Prohs complete an information sheet based on school and community activities. This sheet is used during a personal interview during which he is judged based on composure, personality, presence, appearance.

30. ATHLETICS

The PRoBASEBALL High School athletic program is governed by the director. The director with the school board sets rules and regulations determining eligibility of students and to a certain degree the scheduling of inter-school competition. PRoBASEBALL is a member of itself; therefore, PRoBASEBALL students must meet all requirements in order to participate in extracurricular activities.

31. ACTIVITIES

All arrangements for any activity must be cleared with the director before the activity is scheduled. The director shall be the one to put the activity on the calendar. Scheduling of activities on school nights should be kept at a minimum.

It is our policy each year to discourage as many money-making projects as possible. Teachers must get permission from the Director for any fund-raising campaign. No class or club may assess dues without permission of the Director. No class or club may raise money by raffles, etc.

32. SCHOOL TRIPS

A valuable part of a student's education comes from participation in meetings, conventions and personal appearances in school groups.

However, it is possible for an individual student to participate to the extent that it may interfere with his academic work. For this reason, the following regulations have been adopted:

Students making school-sponsored trips will not be counted absent on the office record, but will be required to make up class work.

Consent of parent or guardian must be given in advance before a student can participate in school trips. Students may not be released to anyone other than their legal parent/guardian. **The parent or guardian must present a note or sign a release document at the event in order for a student to be released.**

33. OVERNIGHT TRIPS

Any certified employee of the school who desires to sponsor an overnight trip that includes students and is considered school sponsored, must consult with his director prior to discussing the trip with students or parents. The sponsor and Director must present the proposed trip to the school board at a regular meeting in plenty of time for proper planning of the trip. This also must be done prior to discussing the trip with students or parents.

34. PUPIL ORGANIZATION

No group shall be entitled to use the name of the school or any department of the school without having first obtained the consent and then accepted the supervision of the director or teacher designated by him. There shall be no secret club or organization within the PRoBASEBALL School.

35. STUDENT ORGANIZATIONS/EQUAL ACCESS

Non-curriculum-related secondary school student organizations wishing to conduct meetings on school premises during non-instructional time shall not be denied equal access on the basis of the religious, political, philosophical, or other content of the speech at such meeting. Such meeting must meet the following criteria.

The meeting is to be voluntary and student initiated;

There is no sponsorship of the meeting by the school, the government, or its agents or employees;

The meeting must occur during non-instructional time;

Employees or agents of the school are present at religious meetings only in a non-participatory capacity;

The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and

Non-school persons may not direct, conduct, control, or regularly attend activities of student groups.

All meetings held on school premises must be scheduled and approved by the director. The school, its agents, and employees retain the authority to maintain order and discipline, to protect the well being of students and faculty, and to assure that attendance of students is voluntary.

Fraternities, sororities, and secret societies are forbidden in the schools.

Membership to student organizations shall not be by a vote of the organization's members, nor be restricted by the student's race, religion, sex, national origin, or other arbitrary criteria.

In lieu of fundraisers, each class/organization may pay a fee to help offset yearly costs including, but not limited to homecoming supplies, prom expenses and graduation activities. This will be determined by the class/organization sponsor. All class/organization members must meet these obligations. Failure to do so may result in a students' name being added to the fine list.

36. CO-CURRICULAR ACTIVITIES

The co-curricular activities of the PRoBASEBALL High School are an integral part of the instructional program leading to a well-rounded individual. To help provide for participation for all without over participation by anyone individual, the following rules have been adopted. Qualifications for holding office probaseball High School are:

1. No student will be allowed to run for or hold office in a school activity unless he has a grade of "C" or better in all courses. An officer, who degrades fall below a "C" will be given a warning. He will be allowed four (4) weeks to bring his grades up. The grades will be determined by the last semester grades.
2. No student will be allowed to hold office unless he has a conduct grade of "C" or better based upon the last semester grade. If an officer is involved in a major discipline problem, he shall be removed from office.
3. A student may not be a major officer of more than two (2) organizations at any one time. A major office is president, vice-president, editor or business manager of any campus organization. Prohs, regional, state or national offices are not included.
4. School clubs must be approved by the board and the administration.
5. Students have the right to join an existing club and will not be denied membership on the basis of race, national origin, sex, or other arbitrary criteria.
6. All clubs and organizations must be sponsored by a staff member.

Future Teachers of PR- Membership in the Future Teachers of America is open to those students who have an interest in becoming teachers. Its purpose is to provide information and experience for its membership which will help these students to plan for the future.

National Beta Club - The National Beta Club is a non secret achievement-service organization for high school students. Its objectives are: to encourage effort, to promote character, to stimulate achievement, and to encourage and assist students to continue their education after high school. Only state-accredited schools are eligible for a chapter of the National Beta Club. Membership is limited to students whose scholastic standing is sufficiently creditable to indicate superior mental qualifications, and they must be of high moral standings.

PRoBASEBALL Beta Club membership is open to senior high school students. The requirements for membership- All A's or B's or a cumulative 3.25 GPA in core curriculum classes (English class must be college prep or Advanced Placement English). In addition, students must have at least a "B" average in conduct per semester. Students must be enrolled in core-curriculum classes and meet all other requirements as set forth in the club constitution. The Beta Club is at all times subject to refutation and supervision of the school administration, and members not meeting the standards set forth academically, morally, or by the club constitution may be dropped from the roll.

Library Media Club - The Library Media Club is a school service organization dedicated to helping others locate information and providing access to materials needed for class work. Membership includes students in grades 7-12 who have an interest in learning the skills necessary for organizing a library and operating media equipment.

Future Business of PR- The purpose of the Junior High and Senior High FBLA Club is to provide information and experience for those students interested in business. Membership is open to any student who has completed one (1) business course or is presently enrolled in a business course.

Student Council - The purpose of this organization shall be to develop concepts, of and practice in good citizenship; to promote harmonious relationships throughout the entire school by improving student-student and student-teacher relationships; to improve school morale, assist in orderly direction of school activities, charter school clubs and promote general welfare. The Student Council shall consist of a president and vice-president elected by the student body, three (3) representatives from each senior high grade, and three (3) members at large agreed upon by the sponsor and administration.

37. SCHOOL SPONSORED STUDENT ACTIVITY INSURANCE

The school will purchase insurance which will cover some expenses (as determined by the school's student-sponsored activities insurance policy) of any student against an accident while participating in any school-sponsored activity.

38. STUDENT HEALTHCARE/ ILLNESS/ ACCIDENT

If a student becomes too ill to remain in class and/or could be contagious, the director or designee will attempt to notify the student's parent or legal guardian. The student will remain in the school's health room or a place where he/she can be supervised until the end of the school day or until the parent/legal guardian can check the student out of school.

If the student becomes seriously ill or is injured while at school and the parent/legal guardian cannot be contacted, the failure to make such contact shall not unreasonably delay the school's expeditious transport of the student to an appropriate medical care facility. The school assumes no responsibility for treatment of the student. When available, current, and applicable, the student's emergency contact numbers and medical information will be utilized. Parents are strongly encouraged to keep this information up to date.

Parents, with the cooperation of physicians, are requested to give medication to students at home if possible. If

it is necessary for a student to take any form of medication at school, the following rules apply:

- a. School policy requires that any medication given at school must be by doctor's prescription only.
- b. The medication must be in the original container with the student's name on the prescription.
- c. No over-the-counter drugs will be given at school, as school personnel are not trained to determine when medications are needed.
- d. A consent form must be signed before any medication will be given at school. Consent forms can be picked up from the school nurse. **HANDWRITTEN NOTES ARE NOT ACCEPTABLE.**
- e. Permission for long term medication must be renewed at the beginning of each semester.
- f. Parents must bring medication to school on the first day it is to be administered.
- g. All medical procedures must follow policy guidelines.

PHYSICAL EXAMINATIONS OR SCREENING

The PRoBASEBALL School may provide from time to time for the administration of physical exams or screening of its students. The intent of the exams or screening shall be to detect contagious or infectious diseases or defects in hearing, vision, or other elements of health that would adversely affect the student's ability to their full potential.

The Prohs shall notify parents, at least annually, of the specific or approximate dates of any non emergency, invasive physical examination or screening that is:

1. required as a condition of attendance;
2. Administered by the school and scheduled by the school in advance; and
3. Not necessary to protect the immediate health and safety of the student, or of other students.

For the purposes of the policy, "Invasive Physical Examination" is defined as any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, scoliosis screening, or Body Mass Index.

Except in instances where a student is suspected of having a contagious or infectious disease, parents shall have the right to opt their student out of the exams or screening by using a form that is available in the director's office or by providing certification from a physician that he had recently examined the student.

A student may be required to pass a physical exam before being allowed to participate in certain extracurricular activities to help ensure they are physically capable of withstanding the rigors of the activity. It is understood

that students who refuse to take such an exam will not be allowed to participate in the desired activity.

The right provided to parents under this policy transfer to the student when he turns 18 years old.

Policy on Head Lice

1. Students suspected of having head lice will be sent to the office for a further check.
2. If head lice or nits are found, the student will be sent home with instructions for the parents to treat the child for head lice. The student may return the same day, if treated and no nits or lice are found. The student is expected to return to school the first school day after being sent home for head lice. When the student returns to school he must report to the office and be checked by the school nurse before he returns to class.
3. Previously infested students may be rechecked and if nits are found, procedures 1 and 2 will be repeated. If a student is found to have head lice three times at school, the director may ask for help from the social services department to work with the family.
4. The day's students miss for head lice will follow standard procedure for excused and unexcused absences as outlined in this handbook.

Special Dietary Needs

Students with special dietary needs must have a Certification of Disability on file.

39. STUDENT MEDICATIONS

Prior to the administration of any medication to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy.

Unless authorized to self-administer, students are not allowed to carry any medications while at school. The parent or legal guardian shall bring the student's medication to the nurse, or in the absence of the nurse, to the director's office. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian. Medications, including those for self-medication, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration for the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

Students who have written permission from their parent or guardian and a licensed health care practitioner to self-administer either an asthma inhaler or auto-inject able epinephrine, or both and who have a current consent form on file shall be allowed to carry and self-administer such medication while in school, at an on-site school sponsored activity, while traveling to or from school, or at an off-site school sponsored activity. Students are

prohibited from sharing, transferring, or in any way diverting his medications to any other person. The fact that a student with a completed consent form on file is allowed to carry an asthma inhaler or auto-inject able epinephrine, or both does not require him to have such in his person. The parent or guardian of a student who chooses to not carry an asthma inhaler or auto-inject able epinephrine, or both on his person shall provide the school with the appropriate medication which shall be immediately available to the student in an emergency.

Nonprescription medications may be given to students upon the decision of the director or the nurse or their designee(s). Such medications must be in the original container, clearly labeled and accompanied by a written authorization form signed by the parents or legal guardians that included the student's name, the name of the medication, the dosage, and instructions for the administration of the medication (including times). **Students are not to give any medication to fellow students. The school will not provide medication for any student. This includes Tylenol, aspirin, etc.**

The school shall not keep outdated medications or any medication past the end of the school year. Parents shall be notified ten (10) days in advance of the school's intention to dispose of any medication. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be destroyed by the nurse with a witness present.

40. INFECTIOUS/COMMUNICABLE DISEASES

All students and staff in the school have constitutional rights to a free and suitable program of educational experience and employment. The school shall provide a sanitary environment and adhere to the established routines for the handling of anybody fluids as recommended by the Centers of Disease Control.

WEAPONS AND DANGEROUS INSTRUMENTS

No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or after school, in attendance at school or any school sponsored activity, en route to or from school or any school sponsored activity, off the school grounds at any school bus stop, or at any school sponsored activity or event. Military personnel, such as ROTC , acting in the course of their official duties are excepted.

A weapon is defined as any knife, gun, pistol, revolver, shotgun, BB gun, rifle, pellet gun, razor, ice pick, dirk, box cutter, upchucks, pepper spray or other noxious spray, explosive, or any other instrument or substance capable of causing bodily harm.

Possession means having a weapon, as defined in this policy, on the student's body or in any area under his control. If, prior to any questioning or search by any school personnel, a student discovers that he has accidentally brought a weapon to school including a weapon that is in a vehicle on school grounds, and the student informs the Director or a staff person immediately, the student will not be considered to be in possession of a weapon. The weapon shall be confiscated and held in the office until such time as the student's parent/legal guardian shall pick up the weapon from the school's office. Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in this policy.

Except as permitted in this policy, students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of not less than one year. The School Board shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parent or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The mandatory expulsion requirement for possession of a firearm does apply to a firearm visibly stored inside a locked vehicle on school property. Therefore, firearms will not be tolerated and shall be grounds for disciplinary action against the student as otherwise provided for in this policy. The Prohs shall report any students who bring a firearm to school to the criminal justice system or juvenile delinquency system by notifying local law enforcement.

NOTES: The changes to this policy are allowed by the new guidance issued by the federal Department of Education and are designed to help avoid the mandatory expulsion for the student who legitimately brings a weapon to school by mistake. The changes don't prohibit expulsion for weapons violations, but merely makes expulsion optional.

For the purposes of the Gun Free Schools Act as it relates to the required expulsion for possession of a firearm, "firearm" is defined in Section 921(a) of Title 18 of the United States Code.

According to Section 921(a), the following are included within the definition:

-any weapon (including a starter gun) that will be, or is designed to or may readily be, converted to expel a projectile by the action of an explosive

-the frame or receiver of any weapon described above

-any firearm muffler or firearm silencer

-any destructive device, which includes:

-any explosive, incendiary or poison gas, including a

(1) Bomb

(2) rocket having a propellant charge of more than four ounces

(3) Missile having an explosive or incendiary charge of more than one-quarter ounce

(4) mine or

(5) similar device

- any weapon that will, or that may be readily converted to, expel a projectile by the action of an

explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter - any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled.

The definition does not include antique firearms or Class-C common fireworks. a description of the circumstances surrounding expulsions imposed under the one-year expulsion requirement including

- (a) the name of the school concerned;**
- (b) the number of students expelled from the school; and**
- (c) the type of firearms concerned.**

This requirement applies even in the instances where the Prohs exercised its option to modify the expulsion requirement on a case by case basis. The DOE Guidance on the Gun Free Schools Act prohibits the use of the case by case option to avoid "over-all compliance with the one-year expulsion requirement."

41. BULLYING

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of his dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Board of Directors. Students who bully another person shall be held accountable for their actions whether they occur on school equipment or property; off school property at a school sponsored or approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.

Bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or private school employee by a written, verbal, electronic, or physical act that causes or creates a clear and present danger of:
Physical harm to a private school employee or student or damage to the school employee's or student's property;

Substantial interference with a student's education or with a private school employee's role in education;
A hostile educational environment for one (1) or more students or private school employees due to the severity, persistence, or pervasiveness of the act; or Substantial disruption of the orderly operation of the school or educational environment;

Electronic act means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational

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environment. Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose;

Harassment means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other's performance in the school environment; and

Substantial disruption means without limitation that any one or more of the following occur as a result of the bullying:

Necessary cessation of instruction or educational activities;

Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;

Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or

Exhibition of the other behaviors by students or educational staff that substantially interfere with the learning environment.

PRoBASEBALL High School will not tolerate behavior that is classified under the definition of bullying and will take steps needed to eliminate such behavior. Bullying is prohibited on school property, including buses, bus stops, school vehicles, and all school-sponsored activities. A student will be found in violation of this policy if their conduct has been found to have the effect of humiliation or embarrassment on a student, and is sufficiently severe, persistent, or pervasive that it limits the student's ability to participate in, or benefit from, an educational program or activity. Any student found in violation of this policy will suffer the minimum consequence of a verbal warning to a maximum consequence of expulsion, depending on the severity of the incident.

Students who believe they have been victimized by a bully or parents who believe their child has been victimized by a bully should file a complaint by contacting the counselor, a teacher, or the director, who will assist in getting help for the child and take appropriate steps to ensure that such behavior is stopped. To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Students, parents, or teachers who file a complaint against a student who is guilty of being a bully will not be subject to retaliation or reprisal in any form. Students or adults who knowingly fabricate allegations and falsely accuse a student of being a bully will be subject to disciplinary action. Examples of bullying may include but are not limited to a pattern of behavior involving one or more of the following:

Sarcastic "compliments" about another student's personal appearance, ·

Pointed questions intended to embarrass or humiliate, ·

Mocking, taunting or belittling

Non-verbal threats and/or intimidation such as "fronting" or "cheating" ad person,

Demeaning humor relating to a student's race, gender, ethnicity or personal characteristics,

Blackmail, extortion, demands for protection, money or other involuntary donations or loans

Blocking access to school property or facilities,

Deliberate physical contact or injury to person or property,

Stealing or hiding books or belongings, and/or

Threats of harm to student's(s) possessions, or others.

COMMUNICATING A DEATH THREAT CONCERNING A SCHOOL EMPLOYEE OR STUDENT.

(a) A person commits the offense of communicating a death threat concerning a school employee or student if:

(91) The person communicates to any other person a threat to cause the death of a school employee or student;

(2) The threat involves the use of a firearm or deadly weapon; (3) A reasonable person would believe the person making the threat intends to carry out the threat; (4) The person making the threat purposely engaged in conduct that constitutes a substantial step in a course of conduct intended to culminate in the commission of the threatened act and (5) There is a close temporal relationship between the threatened act and the substantial step.

(b) Conduct is not a substantial step under this section unless it is strongly corroborative of the person's criminal purpose. (c) Communicating a death threat concerning a school employee or student is a Class D

felony. Section 2. For purposes of this act, "school" means any: (1) high school; (2) Technical institute or post-secondary vocational-technical school; or (3) Two (2) or four (4) year college or university.

COMMUNICATING A FALSE ALARM TO AN EDUCATIONAL INSTITUTION Class D felony.

Is amended to read as follows: Communicating a false alarm. (a) A person commits the offense of

communicating a false alarm if the person purposely initiates or circulates a report of a present, past, or

impending bombing, fire, offense, catastrophe, or other emergency knowing that the report is false or baseless and knowing that it is likely; (1) to cause action of any sort by an official or volunteer agency organized to deal

with emergencies, or (2) To place any person in fear of physical injury to himself or herself or another person or of damage to his or her property or that of another person; or (3) To cause total or partial evacuation of any

occupiable structure, vehicle, or vital private facility (b) (1) Communicating a false alarm is a Class D felony if:

(A) Physical injury to a person results; or (B) The false alarm communicates a present or impending bombing

and is m to or about a private or private educational institution. (2) Otherwise. Communicating a false alarm is a Class A misdemeanor.

COMMUNICATION OF PROFANE, VIOLENT, VULGAR, ABUSIVE OR INSULTING LANGUAGE

TOWARD ANY PRIVATE SCHOOL EMPLOYEE

Pertaining to insult or abuse of a teacher is amended to read as follows: (a)(1) It is unlawful during regular school hours and in a place where a private employee is required to be in the course of his or her duties, for any person to address a private employee using language which, in its common acceptance, is calculated to: (A) Cause a breach of the peace; (B) Materially and substantially interfere with the operation of the school; or (C) Arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation. (2) A person who violates this section shall be guilty of a misdemeanor and upon conviction be liable for a fine of not less than one hundred dollars (\$100) nor more than one thousand five hundred dollars (\$1,500).

CONDUCT TO AND FROM SCHOOL AND TRANSPORTATION ELIGIBILITY

Students are subject to the same rules of conduct while traveling to and from school as they are while on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate Student Code of Conduct Rules.

The above paragraph also applies to student conduct while on school buses. Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated. Disciplinary measures for problems related to bus behavior shall include suspension or expulsion from school, suspending or terminating the student's bus transportation privileges. **Transporting students to and from school that have lost their bus transportation privileges shall become the responsibility of the student's parent or legal guardian.**

UNLAWFUL ENTRY OF A SCHOOL BUS

A person over eighteen (18) is guilty of a class B misdemeanor if the person:

- 1) Enters a school bus with the intent to commit a criminal offense;
- 2) Enters a school bus and disregards the orders or instruction of the driver;
- 3) Enters a school bus and refuses to leave the bus after being ordered to do so by the driver;
- 4) Intentionally causes or attempts to cause a disruption or an annoyance to another person on the bus; or
- 5) Recklessly engages in conduct that creates a substantial risk of creating apprehension in any person on the bus.

Each school bus shall have signs placed next to each entrance warning that unauthorized entry of a school bus is a violation of state law.

DISTRIBUTION OF LITERATURE

The distribution of handwritten, duplicated, or printed material on school premises must be with the prior consent of the director and may not interfere with or disrupt the educational process. There shall be no petitions

distributed on any campus without the Director's permission, any petition found to be circulating without said permission shall be taken up and destroyed. Persons violating this policy shall be disciplined appropriately for interruption of school procedures.

Students must have all literature for distribution approved by the Director.

DRUG/ALCOHOL PROHIBITION

Students shall not possess, use, or transmit, attempt to possess, use, or transmit or be under the influence of any of the following substances **or be in possession of paraphernalia** while on school premises during any school term or on or off school premises at a school-related activity, function, or event:

Any substance as defined in state and federal law without regard to amount, including but not limited to: marijuana, narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate:

Alcohol or any alcoholic beverage

Any amusable glue or aerosol paint or any other volatile chemical substance for inhalation

Any other intoxicant or mood- changing, mind-altering, or behavior-altering drug

Students are encouraged to seek treatment and/or counseling for substance abuse. A list of local rehabilitation resource agencies for substance abuse counseling and treatment is available upon request in the counselor's office.

EQUAL OPPORTUNITY STATEMENT

It is the policy of P_{RO}BASEBALL School Prohs those students will have the opportunity to tell their side of any problem at the time the building administrator questions them in reference to a discipline problem. Students will not be able to show up at a later date, change their stories, and expect the administrator to change his/her position after the student has had an opportunity to fabricate a story. This promotes telling the truth the first time questioned.

It is also the policy of the P_{RO}BASEBALL High School that all vocational opportunities will be offered without regard to race, color, national origin, sex, or handicap. Furthermore, it is P_{RO}BASEBALL High School's policy to provide equal opportunity to all its employees, staff, and students and to assure that there will be no discrimination against any persons on grounds of race, color, religion, national origin, sex, handicap, political affiliation or belief, or age or on the basis of citizenship.

ELECTRONIC DEVICES/CELL PHONES

Use and misuse of cell phones has become a serious problem that threatens the ability of the P_{RO}HS's schools to properly and efficiently operate its education program. The school board believes it is necessary to restrict student use and possession of cell phones, other electronic communication devices, cameras, MP3 players,

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Ipods, and other portable music devices so that the opportunity for learning in the school may be enhanced.

For the purpose of this policy, the use of a cell phone or other communication device includes any incoming call, text message, message waiting, or any other audible sound coming from the phone or device.

The student and/or the student's parents or guardians expressly assume the risk associated with students owning or possessing technology equipment.

Students are forbidden from having cameras, MP3 players, iPods, or any other portable music device.

Such device may be stored in the student's vehicle so long as they are in a silent mode of operation.

Students may also check any of these devices into the office before 7:50 a.m. and may check them out upon leaving campus each day. This process is strongly recommended. Exceptions may be made by the building director or his/her designee for health or other compelling reasons.

Students using or possessing, other than those devices properly stored in a vehicle, cell phones or other portable music devices after the first bell and before the last bell shall have them confiscated. Upon the first offense, electronic devices will be collected and returned only to parent/guardian. Upon second offense, electronic devices will remain in the office until the end of the current semester.

GANG POLICY

Prohibition of Gangs and Secret Societies: The PRoBASEBALL School Board adopts all provisions of law, Fraternities, Sororities, etc., Hazing, and defines in places the consequences of "gang" and "gang membership" as being the same as described in these statutes,

The PRoBASEBALL High School Board of Education issues this policy to prohibit such behavior and membership in non-school sponsored organizations in PRoBASEBALL High School while individuals (s) are at school, traveling to and from school, or while attending school-sponsored events.

When there is a question as to whether the behavior of any student is associated with membership in gangs or any such prohibited organizations, the determination shall be by respective Director subject to appeal to the director of the school. After such steps, further appeal may be to the PRoBASEBALL High School Board of Education.

Prohibited activities include, but are not limited to the following:

Soliciting and/or recruiting others for membership

Participating in and/or inciting physical violence

Extorting or soliciting money or services and/or requesting any person to pay for protection, insurance, or payment of dues

Coercing, harassing, and/or otherwise intimidating, threatening, or causing harm to any person wearing,

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possessing, using, displaying in any manner, distributing, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other item commonly associated with membership in or affiliation with a gang

Using any communication, verbal or non-verbal (gestures, handshakes, etc.) Suggesting or showing membership in or affiliation with a gang

Engaging in any activity intended to promote or further the interests of any gang activity including distributing literature, drawing or displaying unauthorized symbols on any surface, teaching others to "represent" or acting like a member of a gang

Displaying of colors by means of wash cloths, bandannas, or other accessories is prohibited.

GRIEVANCE PROCEDURE

The PRoBASEBALL School Board, in regular session, adopted the following grievance procedure:

Any student expressing a grievance concerning discrimination based on race, sex, or handicap will first present the grievance in writing to the appropriate coordinator. If the grievance is not resolved by the meeting between the employee(s) or student and the coordinator, the employee(s) or student may appeal to the Director.

The student will request the meeting in writing outlining the nature of the grievance and the efforts to resolve the grievance.

The Director will schedule a meeting with the student within ten (10) days of receipt of the request.

The Director will notify the student within (10) days of the decision related to the grievance.

The student, if he wishes, may continue the grievance to the Board.

The student will request in writing to the president of the Board a hearing, attaching all related materials, including any written decisions. The Board will schedule a hearing no later than its next regular meeting.

The student will be granted a full and complete hearing and may have a representative of his choice at the Board hearing.

The Board will notify the student of its decision no later than thirty (30) days following the hearing.

NO REPRISAL WILL BE TAKEN BY ANY SUPERVISOR AGAINST ANY EMPLOYEE(S) OR STUDENT FOR USING THIS GRIEVANCE PROCEDURE.

LASER POINTERS

It is unlawful for a person under eighteen (18) years of age to possess a hand-held laser pointer without the supervision of a parent, guardian, or teacher. (b) The hand-held, laser pointer shall be seized by the law

enforcement officer as contraband.

PATRIOTIC AND RELIGIOUS EXERCISES

Students have the right to participate in or abstain from such exercise as the flag salute, oaths or pledges, anthems, and religious observances. Students have the responsibility to respect the choice of those who choose to participate in or abstain from such exercises.

Parents and students have the responsibility of informing the administrators of their religious or ethical objections to participating in selected activities.

PLEDGE OF ALLEGIANCE

An act to require the recitation of the Pledge of Allegiance by all private school students. (a) Board of Education shall adopt a policy to require school students, nine through twelve (9-12) participate in a daily recitation of the pledge of allegiance during the first class of each school day. (b) The policy shall: (1) Require that at the time designated for the recitation of the Pledge of Allegiance, students shall stand and recite the Pledge of Allegiance while facing the flag with their right hands over their hearts or in an appropriate salute if in uniform; (2a) Provide that no student shall be compelled to recite the Pledge of Allegiance if the student or the student's parent or legal guardian objects to the student's participating in the exercise on religious, philosophical, or other grounds. (B) Students who are exempt from reciting the Pledge of Allegiance under subdivision A and B of this section, shall be required to remain quietly standing or sitting at their desk while the others recite the Pledge of Allegiance; (3a) Provide that teachers or other school staff who have religious, philosophical, or other grounds for objecting are exempt from leading or participating in the exercise, (B) If a teacher chooses not to lead the Pledge of Allegiance, the policy shall require that another suitable person designated either by teacher or Director to lead the class ; and (4) Require the school to provide appropriate accommodations for students, teachers, or other staff who are unable to comply with the procedures described in this section due to disability.

The Pledge of Allegiance will be led on the intercom each morning after the first tardy bell rings.

TOBACCO POSSESSION AND USE

Students shall not possess or use tobacco products, including but not limited to cigarettes, cigars, pipes, snuff, or chewing tobacco, while under the school's jurisdiction. Possession of a lighter and/or matches is also prohibited. An act to require that a copy of the statue prohibiting smoking or use of tobacco or tobacco products on school property be posted in a conspicuous place at every entrance of each school building or school bus."

Section 1. Is amended to read as follows: Prohibition against smoking or use of tobacco products in any form in or on any property owned or leased by a private school Prohs, including school buses, is prohibited. Any person violating the provisions of this section shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not less than ten dollars (\$10) nor more than one hundred dollars (\$100)."

VANDALISM AND DAMAGE TO SCHOOL PROPERTY

Students shall not vandalize or otherwise damage or be face any property, including furniture and other equipment, belonging to or used by the Prohs. Parents/guardians of students guilty of damaging school property shall be held liable for damages in accordance with the law. Students shall not be in unlawful possession of other students' or staff property.

COMPLAINTS

It is the goal of the Board and the Prohs to be responsive to the community it serves and to continuously improve the educational program offered in its schools. Prohs welcomes constructive criticism when it is offered with the intent of improving the quality of the system's educational program or the delivery of the Prohs' s services.

Other than in the few instances where statutorily allowed or required, student discipline and personnel matters may not be discussed in Board meetings. Individuals with complaints regarding such matters need to follow the sequence outlines above.

Unless authorized By the Board as a whole for a specific purpose, no individual Board member has any authority when acting alone. Prohs constituents are reminded that the Board serves as a jury in matters regarding student suspensions initiated by the director, expulsions, and personnel discipline.

41. DEFINITIONS OF OFFENSES & ASSAULTS

Students are prohibited from assaulting anyone on school property or at any school-related event. An assault is defined as intentionally, knowingly, or recklessly causing or threatening to cause serious bodily injury to another person. Additionally, students commit assault if they intentionally or knowingly cause physical contact with another student when students know or (should reasonably) believe that the other student(s) will regard the contact as offensive or provocative.

ABUSE

An item is abused when it is used in an improper way.

BULLYING

A student will not inflict any written or verbal expression or physical act or gesture, or pattern thereof, that is intended to cause distress or fear upon a student. (Act 681)

FIGHTING

Any altercation where the intent is to inflict harm to others by means of physical contact is fighting. Students will be considered to be fighting any time they take the offensive physically in an altercation. Students are encouraged to seek a faculty or staff member to help prevent a fight. Defending one's self will not be an excuse to hit, shove, kick, or make any other contact that is considered to be taking the offensive in the offensive in the

opinion of the investigating administration.

EATING/DRINKING AT INAPPROPRIATE TIMES

Consumption of food, candy, or drinks other than at noon or after school unless approved by an administrator is prohibited.

FORGERY

Signing you name or another's name to a document if forgery. Students forging parents' signature will be disciplined according to the consequences set forth in the handbook.

GAMBLING

Students shall not participate in any activity that may be termed as gambling or wagering where the stakes are money or any other object(s) of value.

HABITUAL UNACCEPTABLE BEHAVIOR

A student who has had continual violations of one or more rules and several disciplinary referrals to the office and for whom interventions have not yielded acceptable behavior in the classroom or school is considered to have habitual unacceptable behavior.

HALL PASS OFFENSES

Students out of class without a hall pass will be given a tardy.

HARASSMENT

Harassment occurs when students disturb, annoy, torment, pester, or continue to bother either another student or staff.

HAZING

Hazing, by one person or acting with others, which endanger the mental or physical health or the safety of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are other students is prohibited. Prior approval from the Director for any type of "initiation" conducted by a school club or organization is required.

INSUBORDINATION

Students are insubordinate when they do not obey orders and are unwilling to submit to authority. Students will not show disrespect for faculty or staff members by shouting or yelling at, threatening, or any other action that

can be considered disrespectful.

LYING

An assertion of something known or believed by the speaker to be untrue with the intent to deceive; an untrue, inaccurate statement that may or may not be believed true by the speaker; something that misleads or deceives.

OBSCENE MATERIALS

Students shall not have in their possession or distribute obscene materials while at school or any school function.

PARKING PERMIT

Failure to attain or display proper parking permit shall result in loss of driving privilege.

PROBATION

As a result of infractions, students will be notified that they are on probation and informed that any other office referrals will result in the expulsion.

NOTE: Students returning from suspension will be on probation for a nine-week period. If student receives an office referral during this time, the student may return to a new suspension.

PROFANITY

Students shall not use profanity, obscene gestures, or vulgar language at any time for any reason.

REASONABLE FORCE

Any Prohs employee may use and apply physical restraint to students in order to:

Protect a person, including the person being restrained, from physical injury.

Obtain possession of a weapon or other dangerous object.

Protect property from serious damage.

Remove from a specific location student refusing a lawful command of a school employee, including from a classroom or other school property, in order to restore order or to impose disciplinary measure.

TARDY

A student is to be in his seat with appropriate class material when the correct time is appropriate to the selected classroom. Failure to do so will result in a tardy.

TERRORISTIC THREATS

Students threatening to cause death, serious physical injury or property damage to any student and/or school employee acting in the line of duty are considered to be engaging in terroristic threats.

THREATS

Students who either physically gesture or verbally warn of intent to do harm or who use any object as a possible source of danger are threatening.

TRUANCY

Students are truant if they skip class, play hooky, and are not in the expected place at the appropriate time, absent without consent of parents/guardian, leave school without properly checking out in the office, or leave class without receiving permission from the teacher. *Students leaving campus without signing out in the office are also considered truant.*

UNSAFE OPERATION AND IMPROPER PARKING OF A VEHICLE

Any act that may endanger any individual or group of individual or property will result in revocation of permit to drive on school property or school events. **Students parking their vehicles on campus without registration in the office will have their vehicles towed at their expense. There will be absolutely no parking in the Teachers' place. These vehicles will also be towed at your expense.**

The due process rights of students and parents are as follows:

CONDUCT OVERVIEW

Students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. Students are expected to respect the rights and privileges of other students, teachers, and staff. The Prohs' s rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the rights of others or who violate Prohs or school policies shall be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to the responsibilities of citizens in the school community.

DUE PROCESS

Students have the right to be immediately informed of alleged violations of standards of behavior as established by Prohs policy regulations and to be informed of appeal procedures. Students have the responsibility to know and obey school rules, to express grievances in a polite and hospitable manner, and to give parents correct

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information concerning misconduct. Teachers have the responsibility to follow the director's established procedures in disciplinary actions against students.

The director is responsible for notifying and conferring with parents and students in cases involving suspension and expulsion recommendations. Parents have the responsibility to call the director for conferences when needed.

Prior to any suspension, the school Director or his designee shall advise the pupil in question of the particular misconduct of which he is accused, as well as the basis for such accusations.

The pupil shall be given an opportunity at that time to explain his version of the facts to the school Director or his designee.

Written notice of suspension and the reasons for the suspension shall be provided to the parent(s) of the pupil.

Any parent(s) tutor or legal guardian of a pupil assigned to in-school suspension shall have the right to appeal to the director level only.

PROHIBITED CONDUCT

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors are unacceptable in such an environment and are hereby prohibited by Prohs. Prohibited behaviors include, but shall not be limited to the following:

Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating subordination. Disruptive behavior that interferes with orderly school operations; willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee; Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual; Possession or use of tobacco in any form on any property owned or leased by any private school; Willfully or intentionally damaging, destroying, or stealing school property; Possession of any paging device, beeper, or similar electronic communication devices, cameras, MP 3 players, iPod, and other portable music devices on the school campus during normal school hours (unless stored in silent mode in the student's vehicle) unless specifically exempted by the administration for health or other compelling reasons; Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be drugs; Inappropriate private displays of affection; Cheating, copying, or claiming another person's work to be his/her own; Gambling; Inappropriate student dress; Use of vulgar, profane, or obscene language or gestures; Truancy; Excessive tardiness; Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;

EXPECTED STUDENT BEHAVIOR

Students that attend PRoBASEBALL High School are expected to follow the following general guidelines:

Students will be in their seat when the bell rings. ·

Students will bring adequate study materials to class daily. ·

Students will comply immediately and courteously with any reasonable request of any staff member.

Students will behave in a cooperative and non-disruptive manner at all times.

Students will be truthful at all times. ·

DISCIPLINARY RANGE OF INTERVENTIONS

Students who commit offenses are subject to the following consequences. These consequences identify permissible punishment, which may be used separately or in combination, for established violations of policies, rules, and regulations of the Prohs. This list is not in the order of application:

verbal reprimand

communication to parent by note or telephone

conference with parent at school

restitution for damages

removal of school transportation privileges

Saturday detention (7:30 to 11:00 a.m. & full day 7:30 to 3:00 p.m.)

exclusion from extracurricular activities

referral to school counselor

in school suspension (ISS)

probation

out of school suspension (OSS)

referral to law enforcement agency:

(Note: This may result in the student being issued a citation. Parent will be notified if possible, the day of

the citation.)

referral to outside agency

tardy

suspension until parent conference

alternative learning environment

expulsion

other disciplinary techniques deemed appropriate by the Director

42. SEARCH, SEIZURE, AND INTERROGATIONS

The Prohs respects the rights of its students against arbitrary intrusion of their person and property. At the same time, it is the responsibility of school officials to protect the health, safety, and welfare of all students enrolled in Prohs in order to promote an environment conducive to student learning. The Director and their designees have the right to inspect and search school property and equipment. They may also search students and their personal property in which the student has a reasonable expectation of privacy, when there is reasonable suspicion to believe such student or property contains illegal items or other items in violation of Prohs policy or dangerous to the school community. School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law shall be reported to the appropriate authority.

School property shall include, but not be limited to, lockers, desks, and parking lots, as well as personal effects left there by students. When possible, prior notice will be given and the student will be given and the student will be allowed to be present along with an adult witness, however, searches may be done at any time with or without notice or the student's consent. A personal search must not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

The Superintendent, Directors, and their designees may request the assistance of law enforcement officials to help conduct searches. Such searches may include the use of specially trained dogs. A school official of the same sex shall conduct personal searches with an adult witness of the same sex present.

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Department of State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a "72-hour hold" without first obtaining a court order. Other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant.

If the Prohs makes a report to any law enforcement agency concerning student misconduct or if access to a

student if granted to a law enforcement agency due to a court order, the Director or the director's designee shall make a good faith effort to contact the student's parent, legal guardian, or other person having lawful control by court order, or person acting in Loco Parentis on student enrollment forms.

In instances other than those related to cases of suspected child abuse, the director must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the director or designee shall give the student's parent, legal guardian, or other person having lawful control by court order, or person acting in Loco Parentis notice that the student has been taken into custody by law enforcement personnel or a state's social services agency. If the Director or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the director or designee, and leave both a day and an afterhour's telephone number.

A K-9 (drug sniffing dog) under the supervision of an authorized law enforcement official may be used to sniff lockers, all student areas, and student vehicles on school property. Once an alert has been signaled by a K-9 that drugs have been detected, this shall constitute reasonable cause to search by proper personnel.

43. STUDENT CONDUCT BEHAVIOR CODE

The teachers, staff, and administration of PRoBASEBALL High School believe that good order and conduct is necessary before teaching begins. These expectations include respect for private property and the property of other students, and interruption-free environment where students can learn, an environment that is healthy and safe. The written rules are an effort to specify these expectations.

The disciplinary rules are written with the intent of consistency. Any administrator and/or teacher in PRoBASEBALL High School has teacher shall have authority and responsibility to correct any misconduct on the grounds, in the cafeteria, in the classroom, and at school functions at home or away. Building administrators have both the authority and duty to take disciplinary action whenever the behavior of the student(s) materially interferes with or substantially disrupts maintenance of a proper atmosphere for learning within classrooms or other parts of the school. It is important to note that while consistency in disciplinary actions is the goal of the building administrators, there are federal laws which pertain to students who have special needs that prohibit the enforcement of some rules in this student handbook for those students that qualify for services under said laws. Notice of rules and regulations existing at PRoBASEBALL High School shall be disseminated to students and their parents by way of student assemblies, announcements, and the student handbook. It is required by law that each student returns the first page of the student handbook signed by both the student and parent/guardian. The page will be kept in the student's file as proof that both the student and parent/guardian have received a copy of the handbook, are aware of the guidelines and policies that govern PRoBASEBALL High School, and agree to adhere to these guidelines and policies. Failure to return this page will result in student suspension. Building administrators have the authority to move within the range of punishments to more appropriately address individual misbehavior and/or promote the best interest of the overall safety and security of the entire student body. The high school reserves the right to punish behavior that is not conducive to good order and discipline even though such behavior is not specified in the handbook.

INTERVENTIONS:

Rule 1: Disruption and Interference with School Procedures

Punishment range: Saturday School to suspension.

Rule 2: Damage or Destruction of School Property

Punishment range: Parent conference and payment for damages to recommended expulsion and police notification.

Rule 3: Damage or Destruction or Theft of Private or Private Property

Punishment range: Return property to suspension.

Rule 4: Physical Abuse or Assault by a Student on a School Employee or a Person Not

Employed by the School

Punishment range: 10-day suspension to recommend expulsion and police notification.

Rule 5: Narcotics, Beverages Containing Alcohol, and Drugs

Punishment range: 10-day suspension and recommend expulsion and police notification.

Rule 6: Distribution of Non-narcotic Drugs

Punishment range: 3 days OSS to recommended expulsion, and police notification

Rule 7: Weapons, Dangerous Instruments and Contraband

Punishment range: 10-day suspension to recommend expulsion and police notification.

Rule 8: Insubordination/ Disrespect towards School Personnel

Punishment range: 3 days ISS to recommend expulsion

Rule 9: Tobacco/Paraphernalia

Punishment range: Saturday School to suspension and confiscation of items and notification to parent/guardian as well as police.

Rule 10: Motor Vehicles Offenses

Punishment range: 1st offense - loss of privileges for 5 days, 2nd offense - loss of privileges for remaining of

semester, 3rd offense - loss of privileges for remaining school year and police notification.

Rule 11: Gambling

Punishment range: Saturday School to suspension

Rule 12: Fireworks

Punishment range: suspension to recommended expulsion

Rule 13: Communication Devices\Electronic Devices

Punishment range: 1st offense - confiscation and return of device to parent/guardian, 2nd offense - confiscation for remainder of semester

Rule 14: PDA (Private Display of Affection)

Punishment range: Saturday School to suspension

Rule 15: Possession of Hand-Held Laser Pointers

Punishment range: ISS to recommended expulsion

Rule 16: Bullying

Punishment range: ISS to recommended expulsion

Rule 17: Gangs

Punishment range: 1st offense - 10 days suspension, 2nd offense - 10 days suspension and recommended expulsion

Rule 18: Dress Code Violation

Punishment Range: Suspension until clothes is changed. Note: It is the student's responsibility to dress each morning in a fashion that adheres to the school dress code; therefore, students may miss valuable instructional time while in the office or at home when they fail to dress appropriately. Students are not allowed to make-up missed work.

Rule 19: Lying to Teachers, Staff, or Administrators

Punishment Range: ISS to Suspension

Rule 20: Truancy

Punishment Range: Minimum 3 Days ISS to OSS

Rule 21: Terroristic Threatening

Punishment Range: 10 Days OSS to Expulsion

Rule 22: Horseplay/Fighting

Punishment Range: Saturday School to OSS

Rule 23: Forgery

Punishment Range: ISS to OSS, including Police Notification

Rule 24: Habitual Unacceptable Behavior

Punishment Range: 10 Days OSS to Expulsion

Rule 25: Harassment with Sexual Connotations

Punishment Range: 5 days ISS to Recommended Expulsion

Rule 26: School Bus Offense

Punishment Range: 1st offense-3 days suspension of bus privileges

2nd offense-5 day's suspension of bus privileges

3rd offense-loss of bus privileges

Rule 27: Tardiness

Punishment Range: See tardy policy in student handbook

Rule 28: Students May Choose Discipline for ½ Day of Saturday School

SCHOOL BUS REGULATIONS

These regulations are to be followed, not only for daily purposes, but at any time a bus is used to carry students to and from school functions:

1. Be at the bus stop at the scheduled time. Stand back about 10 feet from the bus stop and wait until the door is opened before moving closer to the bus. Do not play on the highway.

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2. While waiting for the bus, students must remain in a safe place away from traffic. If you miss the bus, do not attempt to hitch hiker a ride to and from school.
3. While loading or unloading, enter or leave the bus or deeryard quickly.
4. While riding the bus, students are under the supervision of the driver and must obey the driver at all times.
5. Students are expected to conduct themselves in such a manner that they will not distract the attention of the driver or disturb other riders on the bus.
6. Do not change seats while the bus is in motion. If someone leaves the bus and you wish to change seats, do so while the bus is stopped.
7. Students must keep seated while the bus is in motion.
8. Students must not tamper with any of the safety devices such as door latches, fire extinguishers, etc.
9. Students are not to put their hands, arms, heads, or bodies out of the windows.
10. Students are not to deface the bus or any school property.
11. If the student must cross the highway to enter the bus, wait until the bus has come to a complete stop and the driver has signaled for you to cross in front of the bus.
12. Students who must cross the road after leaving the bus in the afternoon must go to a point on the shoulder of the road 10 feet in front of the bus. Cross the highway only after the driver has signaled to do so.
13. Do not damage road signs or warning signals placed on the highway by the Highway Department.

Punishment range: 1st offense - 3 days suspension of bus privileges, 2nd offense - 5 days suspension of bus privileges, 3rd offense - loss of bus privileges

SUSPENSION IN-SCHOOL-SUSPENSION (ISS)

Assignment to ISS will be for a minimum of (3) three school days. Students who receive (3) ISS assignments in a semester can be recommended for Alternative Learning. Students are to report to the ISS room immediately after their breakfast or, if they do not eat breakfast, they should report to ISS immediately upon arriving on campus. No loitering in other locations on campus will be tolerated. Students will complete their class work in triplicate, one copy for the student, one for the teacher, and one for ISS records. **Students will also be required to compose a two-page letter to the administrator and assigning instructor and explain the steps the student will take to prevent reoccurrence. No student will be released without this letter.** Students will be required to adhere to a strict code of conduct while in ISS. Failure to comply with the rules could result in additional days being added to the ISS assignment or out of school suspension and then return to complete the original ISS assignment.

Students receiving ISS shall not be permitted to participate in any school function beginning **the first morning of the assigned punishment**. Students shall be allowed to return to regular activities at the end of the school day (3:00 p. m.) on the day said punishment is completed. **It is important to note that students whose punishment starts during one week and will be completed the following week will not be able to participate in any school functions during that weekend. Students in ISS may not attend or participate in any school function at home or away. Failure to adhere to this policy may result in trespassing charges being filed.**

Students violating ISS regulations will receive additional punishment ranging from additional days in ISS to suspension.

OUT-OF-SCHOOL SUSPENSION (OSS)

Students not present at school cannot benefit from educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when needs of the other students or the interests of the orderly learning environment require the removal of a student from school. The Board authorizes school Directors or their designees to suspend students for disciplinary reasons for a period of time not to exceed ten (10) school days, including the day upon which the suspension is imposed. The suspension may be in school or out of school. Students are responsible for their conduct that occurs; at any time on the school grounds; off school grounds at a school-sponsored function, activity, or event; going to and from or a school activity. A student may be suspended for behavior including, but not limited to that which:

1. Is in violation of school policies, rules, and regulations;
2. Substantially interferes with the safe and orderly educational environment;
3. School administrators believe will result in the substantial interference with the safe and orderly educational environment; and/or:
4. Is insubordinate, incorrigible, violent, or moral turpitude.

The School Director or designee shall proceed as follows in deciding whether or not to suspend a student.

The student shall be given written notice or advised orally of the charges against him

If the student denies the charges, he shall be given an explanation of the evidence against him and be allowed to present his version of the facts;

If the Director finds the student guilty of the misconduct, he may be suspended.

When possible, notice of the suspension, its duration, and any stipulations for the student's re-admittance to class will be given to the parent(s) or legal guardian(s) or to the student if age 18 or older prior to the suspension. Such notice shall be handed to the parent(s) or legal guardian(s) or to the student if age 18 or older or mailed to the last address reflected in the records of the school Prohs.

Out-of School Suspension Procedures:

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A teacher may temporarily dismiss students from class for disciplinary reasons.

The teacher shall, when feasible, accompany students to the office of the Director or designee and shall, as soon as practical, file with the director a written statement about the student's dismissal from class.

The Director or designee shall determine whether to reinstate student's in class, reassign them, or take other disciplinary action.

The Director or designee of the school is authorized to suspend students from school for disciplinary reasons up to ten school days, including the day upon which the suspension was initially imposed.

Prior to suspension, the Director or designee shall inform students either orally or in writing about the infraction.

If students deny charges, the Director shall explain to them the evidence that forms a basis of the charges and shall permit students to present their side of the story.

When the Director considers that an **out-of-school** suspension is proper, he shall send the student (s) home.

Students in OSS may not attend or participate in any school function at home or away.

Failure to adhere to this policy may result in trespassing charges being filed.

Students will not receive credits for work while in **out-of school** suspension.

Generally, notice and hearing should precede the student's removal from school, but if prior notice and hearing are not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice and hearing should follow as soon as practicable.

It is the parents' or legal guardians' responsibility to provide current contact information to the Prohs which the school shall use to immediately notify the parent or legal guardian upon the suspension of a student. The notification shall be one of the following means, listed in order of priority:

A primary call numbers

The contact may be by voice, voice mail, or text message

An email address

A regular first-class letter to the last known mailing address

The Prohs shall keep a log of contacts attempted and to the parent or legal guardian.

*Suspensions initiated by the director or his designee may be appealed to the director, but not to the staff members.

Saturday School Suspension

Saturday School Suspension is an on-campus educational setting provided as an alternative to out-of-school suspension. Students may be assigned up to five days of Saturday School Suspension based on the Director's discretion. Students assigned Saturday School will be assigned regular classroom work under the supervision of a certified teacher. Students are responsible for obtaining work assignments from their teachers for the next week's assignments on the Friday before suspension begins. Students may only be assigned Saturday School by the Director or assistant Director and/or his assigned designee. Students may be assigned to Saturday School Suspension for inappropriate behavior in or out of class, poor attendance, excessive tardiest, cumulative disciplinary referrals or misconduct reports, or for other infractions for which it is felt this would be appropriate action.

Students will report to the designated area at (½ day) 7:30 a.m. until 11:00 a.m. and (full day) 7:30 a.m. until 3:00 p.m. While there, students will follow all rules and regulations for Saturday School Suspension. Any student showing up late or without sufficient work will be turned away. It will be up to the discretion of the Director whether to suspend or add to the number of days that the student must attend Saturday School Suspension.

Students will be responsible for their own transportation to and from Saturday School Suspension. Students assigned a full day of Saturday school will be responsible for providing their own lunch. Failure to attend Saturday School will result in 3 days out of school suspension, unless excused by the Director or asst. director.

44. EXPULSION

Prohs may expel a student for a period longer than ten (10) school days for violation of the written discipline policies. The director may make a recommendation of expulsion to the staff members of PProHS for the student conduct deemed to be of such gravity that suspension would be inappropriate, or where the student's continued attendance at school would disrupt the orderly learning environment or would pose an unreasonable danger to the welfare of other students or staff.

The director or his/her designee shall give written notice to the parents or legal guardians (mailed to the address reflected on the Prohs' s records) that he will recommend to the Director that the student be expelled for the specified length of time and the reasons for the recommendation to expel. The notice shall give the date, hour, and place where the Board of Education will consider and dispose of the recommendation.

The hearing shall be conducted not later than ten (10) school days following the date of the notice, except representatives of the Board and student may agree in writing to a date not conforming to this limitation.

The Director of Prohs, **Prohs Attorney**, or other designated school member shall preside at the hearing. The student may choose to be represented by legal counsel. **Both the Prohs administration and School Board also may be represented by legal counsel.** The hearing shall be conducted in open session of the Board unless the parent, or student if age 18 or older, requests that the hearing be conducted in executive session. Any action taken by Prohs shall be in open session.

During the hearing, the director, **or designee, or representative**, will present evidence, include calling of witnesses, which gave rise to the recommendation of expulsion. The student, or his representative, may then present evidence including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the student. Formal cross-examination will not be permitted. However, any member of the Prohs, the Director, or designee, the student, or his representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing. **The** director shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-to-case basis. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The director shall complete the expulsion process of any student the initiated because the student possessed a firearm or other prohibited weapon on school property regardless of the enrollment status of the student.

45. ATTENDANCE

Regular attendance is important to school achievement. It should be encouraged as a means to successful accomplishments and a desirable habit that will be carried over into post school experiences. Perfect attendance should not be emphasized to the point of possible injury to the student or his classmates. Prohs requires regular attendance of all children until age eighteen (18) or graduation from high school. Student absences will be classified as excused, unexcused, or school business. Every effort will be limiting the interruptions and absences of instructional time of all extracurricular activities.

Students who have missed fewer than 7-days in the current semester will be given an excused absence providing that a parent/guardian sends a signed note with telephone number stating reason for absence on the day the student returns to school. Acceptable reasons are:

1. Death in the immediate family (parents, grandparents, brothers, sisters, or other relatives).
2. Legal, medical, or dental appointments.
3. Illness of the student, spouse or children.
4. Other reasons, providing approval from the director/ assistant

Director is obtained in advance.

Any absence which does not meet these criteria will be unexcused. Students have three school days to clear up an unexcused absence. After this period of time, the absence will remain unexcused. School-sponsored trips will not be counted as absences, (athletics, etc).

When a student has accumulated 7 absences (excused or unexcused) in a class during the semester, the parent or guardian will be notified and that student will be required to provide medical documentation or some other form of official documentation at every absence afterward in order for the absence to be excused. Students meeting this criterion must obtain the official documentation for missing on the first day of the absence. No backdating of doctor notes will be accepted.

Any unusual extended absence, which would normally be excused by items 1 through 4 above, may be appealed to the Director for exemption from the 7-day limit.

If the director grants no appeal, the parents/guardians may file an appeal with the attendance review committee. This appeal shall be filed in writing within five (5) school days after the Director's decision. The appeal shall be filed at the superintendent's office.

Admit slips must be obtained immediately upon returning to school from an absence. Failure to do so will result in 1/2-day Saturday school. Students should plan to get admit slips prior to 7:55 a.m. bell when returning from

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the previous day's absence. Students without admittance slips will be referred to the office by their first period teacher. Any student who misses a part of a day or all of the previous day is required to get an admit slip from the office the next day back from being absent. Admit slips are to be turned into their last period teacher.

Any student arriving at school after 8:00 a.m. is required to check in at the office and pick up an admit slip.

Students who accumulate seven (7) unexcused absences in a class during a semester will be denied credit for work completed in that class for the semester. **Students losing credit due to absentees will be required to meet with administration within 5 days of notification of said loss with parents/guardians. The student will have an opportunity to regain credit by entering a mandatory contract, including all parties, stating that said student shall not accumulate another unexcused absence and shall maintain a passing grade in the affected courses. Students entered into this contract shall not be involved in any discipline act that punishment is OSS or greater. Any failure to adhere to any part of said contract would result in student losing credit for the semester.**

School-sponsored trips will not be counted as absences, (athletics, etc).

When a student has accumulated 7 absences (excused or unexcused) in a class during the semester, the parent or guardian will be notified and that student will be required to provide medical documentation or some other form of official documentation at every absence afterward in order for the absence to be excused. Students meeting this criterion must obtain the official documentation for missing on the first day of the absence. No backdating of doctor notes will be accepted.

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When a student has 3 unexcused absences, his parents, guardians, or person's in Loco Parentis shall be notified.

Whenever a student exceeds 10 unexcused absences in a semester, Prohs shall notify the prosecuting attorney and the parent, guardian, or persons in Loco Parentis shall be subject to a civil penalty as prescribed by law.

Days missed due to expulsion shall be unexcused absences.

Each local school Prohs must notify the Department of Finance and Administration whenever a student 14-years or older is no longer in school. A student will be counted absent if more than five (10) minutes is missed in a fifty (50) minute class period.

A student arriving after the bell has rung to begin a period shall be deemed tardy.

Make-Up Work

Students who miss school due to an excused or unexcused absence shall be allowed to make up the work they missed during their absence under the following rules:

Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.

Teachers are responsible for providing the missed assignment when asked by a returned student.

Students are required to ask for their assignments on their first day back at school or their first class day after their return.

Make up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be make up.

Students shall have one class day to make up their work for each class day they are absent.

Make up work which is not turned in within the makeup schedule for that assignment shall receive a zero.

Students are responsible for turning in their makeup work without the teacher having to ask for it.

Students who are absent on the day their makeup work is due must turn in their work the day

They return to school whether or not the class for which the work is due meets the day of their return.

Work may not be making up for credit for absences acquired due to out-of-school suspensions.

If a student receives an incomplete on the report card, the work must be made up within two weeks or the grade will become an "F".

Attendance Review Committee

1. The attendance review committee will be appointed by Prohs to include: the school Director, one (1) asst. Director, school counselor, two (2) teachers or tutors. Each member of the committee will be a voting member.
2. Prohs will serve as chairman of the committee and will appoint a member of the secretarial staff of the school Prohs to serve as secretary to the committee to record the proceedings of the committee.
3. The duty of this committee is to serve as an appeal committee for the purpose of either upholding the decision of the Director or overriding his decision or altering his decision. Records of the proceeding of the attendance review committee will be maintained in the office of the director. The parent or guardian will be given a maximum of 15 minutes to present any information, explanation, or documentation that may be relevant to their child's absences.
4. The parent/guardian may request a hearing before the attendance review committee by submitting a written request to the office of the Director within five (5) school days after the director's decision. The attendance review committee will schedule a hearing within fifteen (15) days after the deadline date of appeal.
5. The committee will examine the total attendance record of the student to determine the validity of his record of absences. The committee will also review the statement of the Director containing his reasons for withholding credit based on excessive absences or denying the exemption of excessive absences from the seven-day limit and hear his testimony on behalf of his decision. The committee will hear testimony of the parents and guardians to ascertain the basis of their appeal. However, at this time the director and parents/guardians will not be permitted to submit additional documentation or information relevant to the student's attendance record.
6. The committee will make a determination either to uphold the decision of the Director or to override that decision or to make alterations in the decision of the Director based upon its assessment of the student's attendance record, documentation contained in the student's attendance file, the testimony of the Director and the testimony of the parent.
7. The determination of the Attendance Review Committee will be the final decision.

Truancy

Any student who fails to follow all or part of his/her assigned schedule (whether on or off campus, whole or part of a period) without prior parental and school consent, will be considered truant. In essence, when parents think their child is in school and following his/her schedule and the student is not, the student is truant. Truancy includes leaving school during the day without properly checking out through the office.

Check-Out Procedure

No student will be allowed to check out and leave school without his parent or legal guardian signing the student out on the forms in the high school office. **Notes and/or phone calls WILL NOT be accepted.**

No student may be checked out by anyone less than 21 years of age.

No student shall be taken from class or school and sent on errands except by permission of the Director and consent from the parent/guardian.

Tardiest

Tardiest will be kept in each teacher's grade book and on scant on sheets. The policy is as follows:

1-3 tardiest Recorded

4th tardy ½ day of Saturday School

5th tardy 1 day of Saturday School

6th tardy 3 days ISS

7th tardy 5 days ISS

8th tardy 7 days ISS

9th tardy 3 days OSS

10th tardy 5 days OSS

11th tardy and above Administrative meeting to determine appropriate punishment, which could range from loss of certain privileges (i.e.-driving to school), removal from extracurricular activities, proms, and in extreme instances FINS petition filed where student will be taken before the juvenile judge.

Discipline referrals for tardiest will be issued by the front office. Students meeting the above criteria will be notified weekly.

Students will be required to initial teacher documentation of each tardy issued.

46. DISCIPLINE FOR STUDENTS WITH DISABILITIES

The PRoBASEBALL School Prohs will discipline students with disabilities in the same manner as other students unless the Federal Individuals with Disabilities requires alternative action.

47. AUTOMOBILES

Automobiles of students may be searched without a warrant if reasonable cause is evident.

A K-9 (drug sniffing dog), under the supervision of an authorized law enforcement official, may be used to sniff student vehicles on school property. Once an alert has been signaled by a K-9 that drugs have been detected,

this shall constitute reasonable cause to search by proper personnel.

In order to park on school campus, students will be required to properly register their vehicle with the office and obtain a parking permit. The student should bring their driver's license, proof of insurance, vehicle registration, and permit fee of \$5.00 to the office. Parking permit stickers must be displayed in the bottom right-hand section of the windshield. Students driving vehicles without the permit displayed risk losing their driving privileges and/or possible towing at the owners' expense. In the event the student changes vehicles during the school year, the office must be notified and the new information be recorded.

Reckless driving will not be tolerated and will result in the loss of driving privileges.

It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by policy found in their vehicle. Any student parking a vehicle on campus is granting permission for school or law enforcement authorities to search that vehicle.

STUDENT APPEARANCE

Dress Code

In order to establish high standards for PRoBASEBALL High School, it is important to maintain neatness, cleanliness, and decency in the dress of all students. With the realization that there is an accepted dress for all occasions, and what is appropriate for one occasion may not be for another, the PRoBASEBALL School has established the following dress code:

1. Dress and grooming should be clean and in keeping with good health and sanitary practices. Shoes must be worn. (No house shoes will be allowed.)
2. A student shall not wear types of clothes or use emblems, insignias, badges, or other symbols which cause disruption or interference with the operation of the school.
3. Students will be allowed to wear appropriate shorts provided by Prohs the shorts are of an acceptable length (The shorts must be long enough to come past the student's fingertips when they are standing erect with their arms hanging to their sides and their fingers outstretched). No bicycle or.
4. Students shall not wear clothing that has implied or stated vulgar, obscene, or offensive messages, liquor, tobacco or drug advertising.

5. Sleeveless shirts that do not fit snugly around the shoulder may not be worn. Sleeveless shirts must not expose the lateral area of the wearer.
6. Jeans/slacks or shorts that are excessively tight or excessively baggy are not to be worn. "Bagging" is not acceptable.
7. Pajama Bottoms/tops are not acceptable.
8. Chains, choke chains, billfold chains and dog collars are not acceptable.
9. No exterior piercings (nose, eyebrow, etc.)
10. Prohs color uniform must be worn at all times during school practices, section, classroom and games.

Any appearance, clothing or personal hygiene which causes a disruption to the educational environment of the school will not be allowed.

No clothing with holes other than those necessary to wear the garment.

Caps are not allowed on the school campus or classroom from 12:30 a.m. - 5:30 p.m. unless the school is practicing for baseball or games.

* All items confiscated by and held in the office may be picked up at the end of the semester. Items left in the office will be discarded.

**** *The Director or an administrator will make final determinations regarding the above dress code violations.***

In order to maintain high standards at PRoBASEBALL High School, it is important to maintain neatness, cleanliness and decency in the dress of all students at all events. Prom is no exception. Therefore, based on the current standards of what is acceptable within our community, dresses with spaghetti straps will be allowed at prom. Dresses that expose part or all of the midriff area and strapless dresses, as well as excessive splits are not considered acceptable.

48. SEXUAL HARASSMENT POLICY

It is the policy of the PRoBASEBALL School Prohs to maintain learning and working environment that are free from sexual harassment. It shall be a violation of this policy for any person to harass another person through conduct or communications of a sexual nature as defined below:

Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when by a member of the school staff to a student, when by any student to another student, or when by a student to a member of the school staff constitutes sexual harassment when:

- (a) Submission to such conduct is , either explicitly or implicitly, a term or condition of an individual's education

(b) Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or

(c) Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive environment.

Sexual harassment, as defined above, may include but is not limited to the following:

1. Verbal sexual harassment or sexual abuse
2. Pressure for sexual activity
3. Repeated remarks to a person, with sexual or demeaning implications
4. Unwelcome touching, grabbing or pinching body parts
5. Pulling off your own or someone else's clothes
6. Showing sexual drawings or pictures
7. Making sexual comments, gestures, or jokes
8. Writing sexual graffiti
9. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

Procedures

Any person who alleges sexual harassment by any staff member or student in Prohs may use the staff's complaint procedure or may complain directly to the building Director, guidance counselor or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades or work assignments.

The right to confidentiality, both of the complainants and of the accused, will be respected consistent with the Prohs' s legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred. A substantiated charge against a staff member in Prohs shall subject such staff members to disciplinary action according to the PRoBASEBALL School Personnel Policy. A substantiated charge against a student shall subject that student disciplinary action which may include, but not be limited to: detention, Saturday School Suspension, suspension or expulsion.

Retaliatory action will be handled according to Personnel Policy for staff members or as a discipline action

against a student. The discipline of a student may include, but is not limited to, , Saturday School Suspension, suspension, or referral to the superintendent for expulsion.

49. GRIEVANCE PROCEDURE AS REQUIRED BY THE TITLE IX, TITLE VI, AND SECTION 504

The PProBASEBALL School Prohs agrees to abide by the provisions of Title IX, Title VI, and Section 504 which says, "No person in the United States or Laws of Puerto Rico shall, on the basis of sex, race or handicap be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

The purpose of this procedure is to provide a means whereby any employee or student who feels that he or she has been subjected to unfair, discriminatory, or abusive treatment may secure a hearing without delay and be assured of a prompt, orderly and fair response to the grievance or appeal.

Step #1:

The complaint must present, in written form, within five (5) working days, the complaint to the Director's office, designated as the school grievance officer.

Step #2:

The responsible person has a working week (five days) in which to investigate and respond in written form.

Step #3:

If not satisfied, the complainant may appeal within five (5) working days to the superintendent of school.

Step #4:

Response by the superintendent will be given within five (5) working days.

Step #5:

If not satisfied, the complainant may appeal to the school board president within five (5) working days. The school board president will address the issue at the next regularly scheduled board meeting.

Step #6:

Response by the school board will be given within (5) working days.

Step #7:

If the complainant is not satisfied with the local school board, then depending upon the nature of the alleged discriminatory action an appeal will be to the appropriate agency.

50. LOST AND FOUND

Any and all articles found on school grounds should be turned into the library. Students who have lost articles should check in with the librarian.

51. EMERGENCY DRILLS

All schools in the Prohs shall conduct fire drills at least monthly. Hurricane drills shall also be conducted not fewer than four (4) times per year with at least one each in the months of September, April, May, and August. Students, who ride school buses, shall also participate in emergency evacuation drills at least twice each school year.

Other types of emergency drills may also be conducted. These may include, but are not limited to:

Earthquake;

Act of terrorism;

Chemical spill;

Airplane crash;

Hurricane.

52. LIBRARY

The high school library meets all requirements of the Prohs Association. Approved books are in open shelves in the well-lighted reading room. Many books and other materials of learning are added each year to meet the needs of the students and faculty. Student librarians are trained each year to facilitate the use of the library.

The library is open to students from 11:00 a.m. until 5:30 p.m. each school day.

Most materials may be checked out for a period of two weeks and rechecked if necessary. A fine of five cents per day is charged for overdue books. The student must pay for any book that he may lose. Report cards will be withheld until the student pays his fine, or for the book, as the case may be.

If a parent objects to any instructional/library materials they need to contact the Director's office to review a copy of the Prohs' s policies.

53. PROBASEBALL HIGH SCHOOL PRIVATEATIONS POLICY

It is the policy of PROBASEBALL High School that the *[[Eyes and Reveille*, the official school-sponsored privatizations of PROBASEBALL High School have been established as forums for student expression and as voices in the free and open discussion of issues. Each privatization should provide a full opportunity for students to inquire, question and exchange ideas. Content should reflect all areas of student interest. Each staff shall be responsible for publishing and distributing their respective privatizations. Prohs Eyes will be sold once

a month during the school day. Staff members will go from room to room selling the paper. The Reveille will be sold by staff members during the fall semester and distributed in May.

Responsibility of Student Journalists - Under the guidance of the advisor, student journalists shall have the right to determine the content of official student privatizations and are responsible for that content, keeping in mind the following guidelines:

1. Strive to produce a privatization based upon professional standards of truth, fairness, accuracy, responsibility, objectivity, and fair play.
2. Review material to improve sentence structure, grammar, spelling, and punctuation.
3. Check and verify all facts and verify the accuracy of all quotations.
4. In the case of editorials or letters to the editor concerning controversial issues, determine the need for rebuttal comments and opinions and provide space therefore if appropriate.

Prohibited Material:

1. Students cannot publish or distribute material that is obscene as to minors.
2. Students cannot publish or distribute libelous or slanderous material.
3. Students cannot publish or distribute material that constitutes an unwarranted invasion of privacy.
4. Students cannot publish or distribute material that will cause a clear and present danger of the commission of unlawful acts on school premises or the violations of lawful school regulations or the substantial disruption of the orderly operation of the school.

Student Privatizations on School Web Pages

Student privatizations that are displayed on school web pages shall follow the following guidelines:

1. Not contain any non-educational advertisements. Additionally, student web privatizations shall;
2. **Adhere to the restrictions regarding use of Directory Information as prescribed in Policy 4.13 including not using a student's photograph when associated with the student's name unless written permission has been received from the student's parent or student if over the age of 18.**
3. State that the views expressed are not necessarily those of the School or the employees.

Student Distribution of Non-School Literature, Privatizations, and Materials

A student or group of students who distribute ten (10) or fewer copies of the same non-school literature,

privatizations, or materials (hereinafter "non-school materials"), shall do so in a time, place, and manner that does not cause a substantial disruption of the orderly education environment. A student or group of students wishing to distribute more than ten (10) copies of non-school materials shall have school authorities review their non-school materials at least three (3) school days in advance of their desired time of dissemination. School authorities shall review the non-school materials, prior to their distribution and will bar from distribution those non-school materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Material may also be barred from distribution if there is evidence that reasonably supports a forecast that a substantial disruption of orderly operation of the school or educational environment will likely result from the distribution. Concerns related to any denial of distribution by the Director shall be heard by the superintendent whose decision shall be final.

The school Director or designee shall establish reasonable regulations governing the time, place, and manner of student distribution of nonschool materials.

The regulations shall:

1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
2. Be uniformly applied to all forms of nonschool materials;
3. Allow no interference with classes or school activities;
4. Specify times, places, and manner where distribution may and may not occur; and
5. Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations;

54. PROBASEBALL HIGH SCHOOL COMPUTER POLICY

All students must have a PProBASEBALL School Computer Policy statement signed by the student and parent on file in the school office. Students must have permission from the supervising teacher to use the Internet.

Students who use any technology in an inappropriate manner and/or not as directed by the school are in violation of PProBASEBALL Private Schools Computer Policies and subject to disciplinary action, which may include but not be limited to, loss of technology privileges (which may involve the loss of credit if the technology was course work), after school detention, suspension from school, or expulsion from school.

Students who use technology to violate other policies will be subject to disciplinary action for misuse of technology as well as the **policy** violation. Example: A student sends a threatening e-mail message to another student. This student would be disciplined for misusing technology as well as threatening another student.

Students are responsible for using good judgment when selecting Web sites. Any Web site that could be considered "harmful to minor" is not to be accessed. Accessing any such Web site should be reported immediately to the supervising teacher and may result in disciplinary action if it is determined that the student

has purposefully accessed such Web site.

Student Internet Use

1. Conditional Privilege: The Student's use of the Prohs' s access to the Internet is a privilege.
2. Acceptable Use: The Student aggrades that he/she will use the Prohs' s Internet access for educational purposes only. In using the Internet, the Student aggrades to obey all federal and state laws and regulations. The Student also aggrades to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.
3. "Misuse of the Prohs' s access to the Internet" includes, but is not limited to the following:
 - a. using the Internet for other than educational purposes;
 - b. gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by the US and PR law;
 - c. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
 - d. making unauthorized copies of computer software;
 - e. accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
 - f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
 - g. posting anonymous messages on the system;
 - h. using encryption software;
 - i. wasteful use of limited resources provided by the school including paper;
 - j. causing congestion of the network through lengthy downloads of files;
 - k. vandalizing data of another user;
 - l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
 - m. gaining or attempting to gain unauthorized access to resources or files;

- n. identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
- o. invading the privacy of individuals;
- p. divulging personally identifying information includes full names, address, and phone number;
- q. using the network for financial or commercial gain without Prohs permission;
- r. theft or vandalism of data, equipment, or intellectual property;
- s. attempting to gain access or gaining access to student records, grades, or files;
- t. introducing a virus to, or otherwise improperly tampering with the system;
- u. disrupting equipment or system performance;
- v. creating a web page or associating a web page with the school without proper authorization;
- w. providing access to the Prohs' s Internet Access to unauthorized individuals;
- x. failing to obey school or classroom Internet use rules; or
- y. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the Prohs or any of its schools.

4. Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or the Internet including penalties for copyright violations.

5. The PRoBASEBALL School makes computers and/or computer Internet access available to students, to permit students to perform research and to allow students to learn how to use computer technology. Use of Prohs computers is for educational and/or instructional purposes only. It is the policy of this school Prohs to equip each computer with Internet filtering software designed to prevent users from accessing material that is harmful to minors. No student will be granted Internet access until and unless a computer-use agreement signed by both the student and the parent or legal guardian (if the student is under age of eighteen (18)) is on file. The current version of the computer use agreement is incorporated by reference into board policy and is considered part of the student handbook.

Student use of computers shall only be as directed or assigned by staff or teachers; students are advised that they enjoy no expectation of privacy in any aspect of their computer use, including email, and that monitoring of student computer use is continuous. Students must not disable or bypass security procedures, compromise, attempt to compromise, or defeat the Prohs' s technology network security or

Internet filtering software, alter data without authorization, or disclose passwords to other students. Students who misuse Prohs-owned computers or Internet access in any way, including using computers to violate any other policy or contrary to the computer use agreement, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, as specified in the student handbook and/or computer use agreement.
Students are not to engage in on-line games. Instructor approved CD's only are allowed. The violation of either of these two will result in the loss of computer privileges for a minimum of 30 days.

55. BULLETINS, ANNOUNCEMENTS, AND POSTERS

A daily bulletin containing announcements of activities is available to each teacher before the school day begins. The bulletin is also posted on the office window each day. The bulletin will be read at the beginning of the first period over the intercom by a student. If this is not done, the first period teacher is to read the bulletin to his class.

Any student responsible for putting notices in the bulletin must have the announcement signed by the sponsor and submit it to the office no later than 1:00 on the day before the announcement is to run.

Posters may be placed in the building or on the grounds with the Director's permission. The person who puts up the poster is also responsible for removing the poster and placing them in appropriate trash receptacles.

Whereas the bulletin information is available to all students, each student is responsible for information contained in the bulletin.

56. CLOSED CAMPUS

The campus of PRoBASEBALL High School is a closed campus. Students are not to leave the campus during the school day without first being checked out in the front office by their parent or guardian. Students will not be permitted to leave the campus for lunch.

Fast food from off campus will not be allowed on school campus during school hours, unless served through the cafeteria or by school-sponsored organizations. All food and drink must be eaten in the cafeteria or outside by the picnic tables. It is the responsibility of each student to clean up the area where they have eaten.

All visitors must check in at the office. Visitors will only be allowed to go into the main buildings with approval from one of the Directors. Unexpected or emergency requirements to leave school can be arranged by telephone with the Director or the parent/guardian may come to the office to check the student out of school.

Student visitors in the classroom can be disruptive to the educational process. Student visitation is not allowed. Any visitation to the classroom shall be allowed only with the permission of the school Director.

57. BEVERAGE POLICY

1. Water can be bought from the school machines before, during lunch, and after school.

2. At no time can students' drink in the hallway.
3. Water may be drunk in the classroom with permission from the teacher.
4. No drinks are allowed in the hallways between classes, unless going to lunch. The drinks are to be confiscated immediately if they are in the classroom or in the hallway between classes.
5. There will be no unsealed drinks brought in from outside sources. If there is a drink in a cup, it will be confiscated immediately.

Contents of any drink may be inspected by any teacher/administrator at anytime.

58. STUDENT PARTICIPATION IN SURVEYS

No student shall be required to submit to a survey, analysis, or evaluation which is administered or distributed by a school, and is funded in whole or in part by any program administered by the U.S. Department of Education without the prior written consent of the parent/guardian that reveals information concerning the following:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student or his family;
3. Sex behavior and attitudes;
4. Illegal, antisocial, self-incriminating, and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such programs)

*If a parent/guardian or student eighteen (18) years of age or older desires not to participate in surveys, marketing of personal information, privation of directory information or have photographs of your student on a school web site a form may be filled out at the Director's office.

No surveys shall be administered without the prior approval of the school Director. Any survey created by a third party, or funded, in whole or in part, as part of any US Department of Education administered program, containing one of more of the eight categories listed above shall be available to be inspected by a student's parent/guardian before the survey is administered or distributed by a school to a student. Parents/guardians shall

have the right to deny permission for their child to participate in the taking of the survey. The school shall not penalize students whose parents/guardians exercise this option. The school shall take reasonable precautions to protect student' privacy during their participation in the administration of any survey, analysis, or evaluation containing one or more of the eight categories listed above.

Parents or guardians wishing to inspect a survey, analysis, or evaluation shall be able to do so in the administrative office of the administering school where the surveys shall be available for inspection for a period of ten (10) days (regular school days when school is in session) after the notice of intent to administer the survey is sent. Included in the notice shall be information regarding how the survey or questionnaire will be administered; how it will be utilized; and the persons or entities that will have access to the results of the completed survey or questionnaire. Parents may refuse to allow their student to participate before or after reviewing the survey or questionnaire.

The requirements of sections one, two, and three of this policy do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

Prior written parent permission is required before any survey or questionnaire (not including tests mandated by state or Federal law or regulation and standardized scholastic achievement tests) is administered to a student the responses to which are to be provided to a person or entity other than another private school, school PRoHS, or any branch of the Federal Government and which requests or requires a student to provide any of the eight (8) categories of information listed above and/or the following;

A student's name;

The name of the student's parents or member of the student's family;

The address, telephone number, or email address of the student or member of the student's family;

A personal identification number, such a social security number, driver's license number, or student identification number of a student or a member of the student's family;

Any information, the disclosure of which is regulated, or prohibited by any other state or federal law or regulation.

The rights provided to parents under this policy transfer to the student when he turns 18 years old.

59. STUDENT HANDBOOK

It shall be the policy of the PRoBASEBALL School Prohs that the most recently adopted version of the Student Handbook be incorporated by reference into the policies of this Prohs. In the event that there is a conflict between the student handbook and a general board policy or policies, and the student handbook are more recently adopted than the general board policy, the student handbook will be considered binding and controlling on the matter.

60. TELEPHONES

Telephones in the office are for school business. Students will not be called to the telephone during class time except in case of emergency. Students must get permission from the Director, assistant Director, or secretaries, to use the phone to call home. A payphone will be provided to students for use during their lunch period. Students are not permitted to use the payphone during any other time.

61. TEXTBOOKS

Students shall be responsible for the care and return of textbooks and may be charged for replacement of lost or damaged textbooks.

The following charges will be assessed for the abuse of textbooks:

- Lost book-full replacement cost
- Destroyed Book-Full replacement cost
- Tearing out of pages-Full replacement cost
- Marking and writing in a book-A cost equivalent to the de-valued cost of the textbook.

Handbook PRoBASEBALL High School & Academy

TYLENOL NOTICE

My child may be given Tylenol or Acetaminophen at school. My child has never had an allergic reaction to this medication. My child has never had Hepatitis or Liver Disease. I will not hold school staff responsible for any reaction my child may have from taking Tylenol or Acetaminophen at school.

The proper school personnel will not administer any Tylenol or Acetaminophen unless this permission statement has been signed and returned to the office. NO PHONE CALLS WILL BE MADE.

_____ Student Name

_____ Parent Signature

_____ Date

MEDICATION SELF-ADMINISTRATION CONSENT FORM

Student's Name (Please Print) _____

The following must be provided for the student to be eligible to self-administer asthma inhalers and/or auto-inject able epinephrine. Eligibility is **only** valid for this school for the current academic year. This consent form must be renewed each year and/or anytime a student changes school.

A written medical statement from a health-care provider who has prescriptive privileges that he/she has prescribed the asthma inhaler and/or auto-inject able epinephrine for the student and that the student needs to carry the medication on his/her person due to a medical condition; the specific medications are prescribed for the student; an individualized health care plan developed by the prescribing health-care provider containing the treatment plan for managing asthma and/or anaphylaxis episodes of the student and for medication use by the student during school hours; and a statement from the prescribing health-care provider that the student possesses the skill and responsibility necessary to use and administer the asthma inhaler and/or auto-inject able epinephrine.

If the school nurse is available, the student shall demonstrate his/her skill level in using the asthma inhalers and/or auto-inject able epinephrine to the nurse.

Medications for self-medication shall be supplied by the student's parent or guardian and be in the original container labeled with the student's name. The parent or guardian may choose to provide the school with additional appropriate medication for the school to have available to deal with an asthma or anaphylaxis emergency.

Handbook PROBASEBALL High School & Academy

My signature below is an acknowledgment that I understand that the Prohs, its School Board, and its employees shall be immune from civil liability for injury resulting from the self-administration of medications by the student named above.

_____ Parent or legal guardian signature

_____ Date

MEDICATION ADMINISTRATION CONSENT FORM

Student's Name (Please Print) _____

Medications, including those for self-medication, must be in the original container and properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

I hereby authorize the school nurse or his/her designee to administer the following medications to my child.

Name(s) of medication(s) _____

Name of physician or dentist (if applicable) _____

Dosage _____

Instructions for administering the medication _____

Other Instructions _____

I acknowledge that the Prohs, its school board, and its employees shall be immune from civil liability for damages resulting from the administration of medications in accordance with this consent form.

_____ Parent or legal guardian signature

_____ Date

PROBASEBALL SCHOOL

DRUG TESTING POLICY

GENERAL AUTHORIZATION FORM A

I understand that my performance as a participant and the reputation of my school are dependent, in part, on my conduct as an individual. I have read and understand the contents of the PRoBASEBALL School Drug Testing Policy.

I hereby agree to accept and abide by the policies, standards, rules and regulations set forth by PRoBASEBALL High School and the sponsors for the activity in which I participate.

I also authorize PRoBASEBALL School to conduct a breath scan or a urinalysis to test for drugs and/or alcohol use. I also authorize PRoBASEBALL School to conduct random tests during the current school year. I authorize the release of information concerning the results of such a test to the PRoBASEBALL School and to the parents and/or guardians of the student.

This shall be deemed consent pursuant to the Family Education for the release of above information to the parties named above.

Student Name (Please Print)

Student Signature Date

Parent/Guardian

*PRoBASEBALL School's Drug Testing Policy is available in its entirety in the high school office

Handbook PRoBASEBALL High School & Academy

Parent - Prohs Verification Form

I/we hereby give notice the director of PRoBASEBALL School, that our child _____, is currently enrolled in _____ (Child's Name) (Type of physical activity) at _____ where he receives at least 2.5 hours per (Physical Activity Provider) week of physical activity outside the school day.

Signature (Parent/Guardian) Date

Important note to parents/guardians: By state law PRoBASEBALL High School will not allow your student to leave campus with someone whose name is not listed on this sheet. Include several names on this sheet so that the school will be able to find a responsible person in the case of illness, discipline problem, or other emergency. Please give accurate phone numbers, and, when necessary, give more than one phone number for a contact. It is imperative that the school is able to reach a responsible person for your student. Your student will not be released to anyone under 21 years of age, unless approved by building administrator and in an emergency situation only.

You will always be called first, and if you are unavailable, we will call people in the order you list them below. Students must be picked up inside the office where they will sign out. They may not wait out front. This is for the safety of the student. ***No phone calls will be accepted as means of checking out a student. Someone listed on this sheet MUST physically check the student out in the main office.**

This sheet will be kept in your student's file. You may delete or add names at any time. Your signature indicates that you understand your responsibility to the school and to your student in supplying this information and keeping it current.

_____ Signature of Parent(s)/Guardian(s)

Please Print Legibly

STUDENT NAME _____

LAST NAME FIRST NAME MIDDLE NAME _____

ADDRESS _____

STREET CITY ZIP CODE _____

MAILING ADDRESS _____

Handbook PProBASEBALL High School & Academy

(if different) STREET/P.O. BOX CITY ZIP CODE _____

STUDENT SOCIAL SECURITY NUMBER _____

PARENT/GUARDIAN NAME _____

PARENT/GUARDIAN PHONE #'S (HOME) _____ (WORK) _____

(CELL) _____ **EMAIL ADDRESS** _____

OTHERS TO CONTACT ARE:

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____