



POLICIES AND PROCEDURES OF JUANITA SCHOOLS

JUANITA SCHOOLS STUDENT POLICY



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A Center of Excellence ★ A Place to Live and Learn.

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Article I. Student Admission Policy

Juanita School is committed to providing a quality education in a safe environment which encourages lifelong learning. This Student Admission Policy outlines the school's procedures and criteria for the admission of students to ensure transparency, fairness, and adherence to legal requirements.

Section 1.01 Admission Criteria:

Admission may be based on academic records, standardized test scores, or placement assessments, as determined by the administration. Applicants should meet minimum academic standards as defined by the school to be eligible for admission.

Students must not have a history of serious behavioral or disciplinary issues that may pose a risk to the safety and well-being of other students or staff.

Special education admissions will be individualized and handled on a case-by-case basis.

Section 1.02 Admission Procedures:

Prospective students or their guardians must submit a student admission application by the specified deadline.

The school will have designated personnel to review applications and assess eligibility based on the admissions criteria.

Applicants may be required to attend an interview or assessment as part of the admission process.

The school will notify applicants of their admission status, which may include acceptance, placement on a waiting list, or denial.

Accepted students must complete an enrollment and acceptance process, which may include submitting additional required documents, paying required fees, and arrival to the school with all required admission materials.



Section 1.03 Transfer Students

Transfer students should provide academic records, transcripts, and standardized test scores, as applicable, to demonstrate their academic standing and eligibility for admission.

Transfer students must not have a history of serious behavioral or disciplinary issues that may pose a risk to the well-being of other students or staff.

Juanita School reserves the right to review disciplinary records from the student's previous school.

Transfer students may be required to attend an interview as part of the admission process.

Review and Amendments:

This Student Admission Policy will be reviewed regularly and updated as necessary to align with the school's goals and objectives.

This policy will be made available to all prospective applicants and stakeholders through the school's website.



Article II. Student Attendance

The Board of Directors of Juanita Schools shall provide education to all students who are accepted for attendance at Juanita Schools.

Juanita Schools is and shall continue to offer full-time scholarships and part-time scholarships for any qualifying students who submit proof of need to be sponsored students.

Section 2.01 School Attendance Areas

The Board of Directors will designate the boundaries of the school attendance areas respective to each school.

Anything within the area of set boundaries is to considered school property and is subject to the Juanita Schools Policy and Regulations.

For Juanita Girls High School, the boundaries of school attendance are currently set as the outside perimeter fence of Juanita Girls High School.

Areas not included in these boundaries are not to be considered areas of school attendance and are not within the Juanita Schools Policy and Regulations jurisdiction.



Article III. Student Withdrawal from School

Students who choose to withdraw from Juanita Schools shall notify the administration through appropriate channels of their last day of attendance, and complete the necessary withdrawal procedures.

Parents who intend to withdraw their student from Juanita Schools shall provide notice to the School administration with the expected withdrawal date and reason for withdrawal.

Upon receiving notification of intent to withdraw, the school administration will start the **withdrawal process**:

1. Return of school property.
 - a. The student should return all school property assigned to them during their time at the School.
 - b. These may include textbooks, library materials, electronic devices, and any other items issued by the school.
 - c. A thorough inventory check will be conducted to ensure all materials are returned in satisfactory condition.
2. Settlement of any outstanding financial obligations.
 - a. All outstanding tuition fees and other charges including fines should be settled before the withdrawal process can be completed.
 - b. The Office will provide an itemized statement of outstanding fees and charges, if applicable.
3. Provide academic records and transcripts.
 - a. The administration will provide the student with his/her academic records and transcripts if requested.
4. Retrieval of Personal Belongings.
 - a. The student should retrieve any personal belongings from lockers, classrooms, dormitories, or other school facilities before withdrawal.

Once all requirements have been met, the administration will provide an official withdrawal letter outlining the withdrawal details, and any relevant documents to the withdrawing student.

The withdrawal process is considered complete once all obligations have been met, and the school has provided the necessary documentation and materials to the withdrawing student or their guardian.



Article IV. Student Absences and Excuses

Regular and punctual patterns of attendance will be expected of each student enrolled in Juanita Schools.

Every effort should be made by students, parents, teachers, and administrators to keep absences to a minimum.

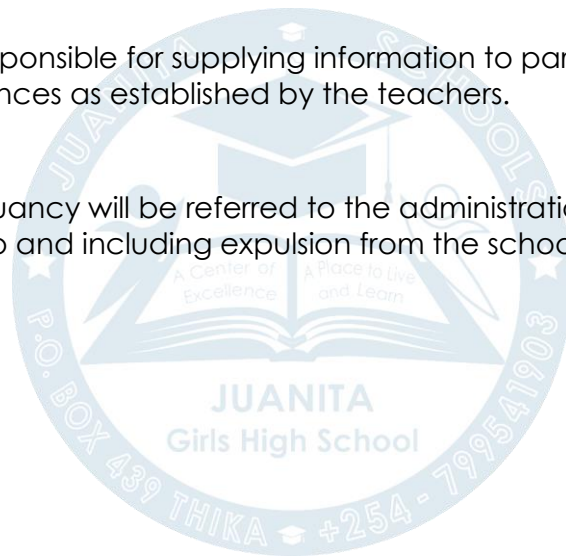
Student attendance at school is the responsibility of the parent and student. The school will keep the parent informed of student absences.

A comprehensive system of attendance records will be maintained for each student.

Each teacher is responsible for accurate reporting of daily attendance in their classroom.

The administration is responsible for supplying information to parents/guardians in regard to student absences as established by the teachers.

Chronic absences or truancy will be referred to the administration to take necessary disciplinary action up to and including expulsion from the school.



Article V. Student Rights and Responsibilities

The Board of Directors believes that students have rights which should be recognized and respected. It also believes that every right carries with it certain responsibilities.

Among these rights and responsibilities are the following:

1. The right to attend school; the responsibility to attend school regularly and observe the school rules essential for permitting others to learn at school.
2. The right to a quality education; the responsibility to put forth the best efforts during the educational process.
3. Right to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate others.
4. The responsibility to observe reasonable rules.



Article VI. Student Involvement in Decision-Making

The Board of Directors recognize the importance of assessing the views, needs and recommendations of students in the formulation of educational policies which directly affect them.

In the development of policies and regulations, the Administration will solicit input from students who will be affected by such provisions, when appropriate, and advise the Board of those student attitudes and opinions.

In addition, the Administration will provide a procedure through which students can readily communicate their ideas, attitudes and opinions regarding the operation of Juanita Schools.



Article VII. Student Government

In order to encourage student participation in the various activities of school life and to provide opportunity to train democratic processes, each class level will maintain and operate student councils or prefects.

Such councils shall assist in improving the general welfare of all students, and shall give students the opportunity to participate in the orderly working of the democratic process.

Such councils shall not have the authority to make policies for the Schools, or regulations for the Schools, nor shall they have any disciplinary authority, except for recommending removal of a member from the council. However, a council may make recommendations to the administration on topics of student concern and general welfare.

Each class level may therefore have a class student representative, a class student deputy-rep, and any other appropriate responsibilities necessary to form that class's student council.

At the overall school level, the following representatives are to be selected for each school:

- School Captain
- Deputy School Captain
- Timekeeper
- Dorm Captains (if applicable)
- Liturgy Captain
- Games Captain
- Entertainment Captain
- Dining Hall Captain
- Library Prefect
- Laboratory Prefect



Article VIII. Appointment of Student Council Members

The Administration, in conjunction with the teachers of that school, have the authority to choose Student Council members. They can enlist the help of other students to help draft potential candidates for each position but the final list will be ratified by the Administration.

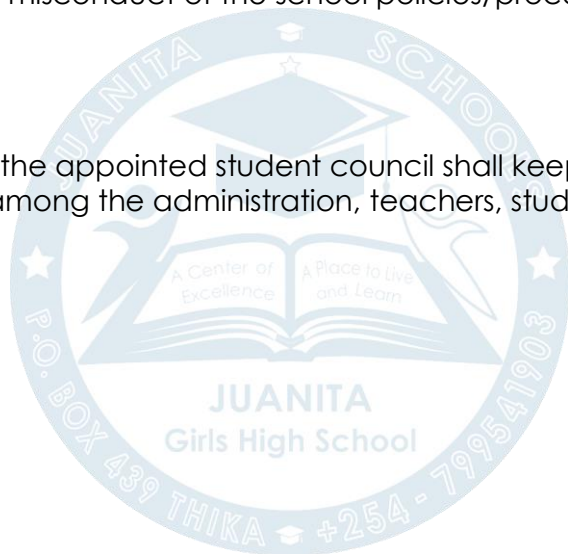
Members of the Student Council will be evaluated by the Administration on an annual basis to allow the potential of leadership growth.

Annual evaluations might lead to a member's promotion or demotion (dismissal from Council) based on individual or collective performance.

Other factors that can lead to a Student Council member's demotion include:

- Declining academic performance
- Neglect of position's duties and responsibilities
- Gross behavioral misconduct of the school policies/procedures

The Administration and the appointed student council shall keep channels of communication open among the administration, teachers, student council, and all students.



Article IX. Responsibilities of the Student Council

The main purpose of the appointed Student Council is to represent the entire student body as a whole.

Each position has its own duties and responsibilities and it is important for each member to understand their operational jurisdiction but the entire Council can also work in conjunction.

The **School Captain** shall be the highest student representative and is in charge of all general student welfare within all departments of the school.

The **Deputy School Captain** shall assist the School Captain in carrying out their responsibilities.

The **Timekeeper** shall be in charge of ringing the school bell at the appropriate times in accordance with the School's timetable.

The **Dorm Captains** shall work in conjunction with the matron or dormitory supervisor and shall be in charge of all matters regarding the student hostels.

The **Liturgy Captain** shall be in charge of all religious activities taking place in the School including the Sunday services, C.U. and C.A. clubs.

The **Games Captain** shall be in charge of all matters regarding the school's sport activities.

The **Entertainment Captain** shall be in charge of all other student entertainment activities in the school including all clubs and Saturday general entertainment.

The **Dining Hall Captain** shall be in charge of all matters regarding the school's dining hall and kitchen including assigning servers and cleaners of kitchen utensils.

The **Library Prefect** shall be in charge of all matters regarding the School Library including keeping track of all library's assets.

The **Laboratory Prefect** shall be in charge of all matters regarding the Science Laboratories including keeping track of all the laboratory's assets.

The entire Student Council shall be in charge of making sure all students are following the school's policies and procedures and shall note anyone not doing so.

The entire Student Council shall be in charge of all school cleaning and should ensure the entire school is always clean and tidy.



Article X. Student Conduct

The Board recognizes that acceptable behavior is essential to the development of responsible and self-disciplined global citizens, and in promoting an effective academic program.

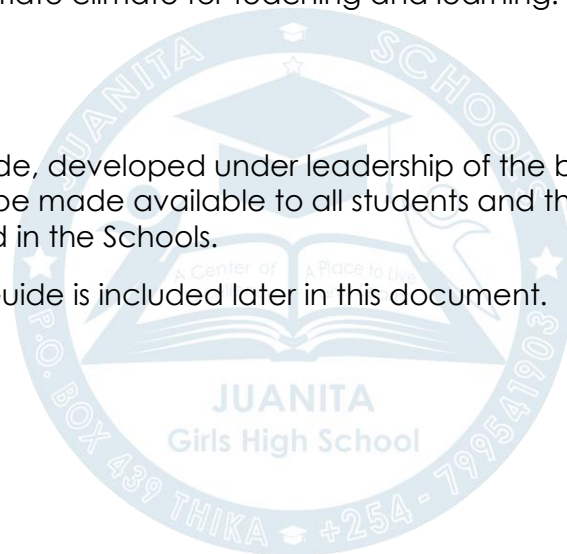
Acceptable behavior is based on respect for one's self and for the worth and human dignity of others. Development of such behavior in students is a dual function of the home and of the school.

In order to fulfill the responsibility of the school, it is necessary that each learning activity contribute positively to the creation and maintenance of a climate that promotes teaching and learning.

All professional staff members have a responsibility for consistency in establishing and maintaining an appropriate climate for teaching and learning.

A student behavior guide, developed under leadership of the board of directors and the administration, will be made available to all students and their parents, and will be reviewed and enforced in the Schools.

The Student Behavior Guide is included later in this document.



Article XI. Student Dress Code

The Board of Directors recognizes the necessity of protecting student health and safety and maintaining an atmosphere conducive to education. A student dress code procedure must be designed with the goal of balancing these interests.

Dress that materially disrupts the educational environment will be prohibited.

Student dress code will be addressed in the Student Behavior Guide.

When in judgement of a staff member, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student may be required to make modifications.

All students will be provided with a Juanita Schools school uniform which will include but is not limited to:

- Two white blouses
- Two lighter-blue skirts
- One dark-blue sweater
- One dark-blue sleeveless sweater
- One dark-blue tie
- One dark-blue blazer
- 2 pairs of white socks with a dark-blue stripes
- One Juanita Schools T-Shirt
- One Juanita Schools games apparel



Article XII. Care of School Property by Students

Everyone at Juanita Schools is expected to appreciate and respect all school property. It is everyone's duty to be responsible when it comes to handling of school property.

Any person who defaces or injures school property shall be required to pay in full for all damages.



Article XIII. Secret Organizations

The Board of Directors prohibits the organization of school fraternities, sororities, or any other secret organizations wherein membership is determined by members themselves rather than on the basis of free choice.

The Board considers those organizations or memberships in those organizations, detrimental to the good conduct and discipline of the schools.

Interference with the instructional program of the Schools by those groups will not be condoned, and no organizational activities from such groups are permitted under the sponsorship of Juanita Schools Community or its personnel.



Article XIV. Bullying

In order to promote a safe learning environment for all students, the Juanita Schools Community prohibits all forms of bullying. Bullying of students is prohibited on school property, at any school function, or on school transport.

The school also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Definition

Bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception.

Bullying includes, but is not limited to: physical actions, including violent, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, verbal insults or attacks, spreading rumors, teasing, taunting, inappropriate sexual comments, inappropriate comments about a student's personal characteristics, put-downs, extortion, or threats, or threats of reprisal or retaliation for reporting such acts.

Reporting Bullying

School employees are required to intervene to prevent and/or address acts of student bullying. They are to report the incident to the administration for further investigation and action.

Any school employee who witnesses or has firsthand knowledge of bullying of a student must report the incident to the administration as soon as possible but not later than two days after the incident.

Consequences

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the Schools' behavior guide.

Any employees who violate this policy will be subject to appropriate disciplinary action up to and including possible termination.



Article XV. Hazing

In order to promote a safe learning environment for all students, the Juanita Schools Community prohibits all forms of hazing.

For the purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme humiliation or criminal activity, or other stress-inducing activities.

Hazing may also include, but is not limited to, acts of physical brutality, whipping, beating, branding, exposing to the elements, forcing inhalation or consumptions of any food, liquor, drug, tobacco product, or other substance; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Juanita Schools staff will not permit, condone, or tolerate any form of hazing or plan, direct, encourage, assist in, engage in participate in any activity that involves hazing.

Schools staff will report incidents of hazing to the administration who will promptly investigate all complaints of hazing and administer appropriate discipline to all individuals who violate this policy.

Students participating in or encouraging inappropriate conduct will be disciplined in accordance with the Student Behaviors Guide outlined later in this document.

Employees who violate this policy will be subject to appropriate disciplinary action up to and including termination.



Article XVI. Student Alcohol/Drug Abuse

The Board recognizes its share of responsibility for the health, welfare, and safety of the students who attend Juanita Schools.

Therefore, the use, sale, transfer, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, and imitation controlled substances is prohibited on any school property.

This prohibition also applies to any school-sponsored or school-approved activity, event, or function, such as a field trips or athletic events, where students are under the supervision of the School Community.

Any student who is found to be in violation of this policy shall be subject to disciplinary action up to and including suspension, expulsion, or other disciplinary action.

Strict compliance is mandatory.



Article XVII. Student Complaints and Grievances

Juanita Schools has established guidelines to facilitate the presentation of student complaints and grievances.

Step 1: Notify your teacher

Many problems can be solved by an informal meeting with your teacher. A student with a complaint is encouraged to first discuss concerns with their teacher in order to resolve the matter promptly. If concerns are resolved at this level, no further action is needed.

Step 2: Notify the administration

If a student is unable to satisfactorily resolve the complaint informally, he or she may proceed to notify the school's administration through the proper channels. If concerns are resolved at this level, no further action is needed.

Step 3: Submit a Statement of Complaint to the School Board

If a student's complaint is not resolved at the administration level, he or she may proceed to notify the Board of Directors by submitting a statement of complaint to the Board.

The Board of Directors has the authority to be responsive to the educational needs of all students.



Article XVIII. Student Discipline

It is essential that the School Community maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn.

To assist the staff in maintaining the necessary classroom environment, the Board of Directors has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to the good order and discipline of the Schools or impairs the moral or good conduct of other students.

The behavior guide is reviewed annually and ratified by the Board of Directors prior to each school year.

Application

These policies, regulations and procedures will apply to all students in attendance in school instructional and support programs as well as at school-sponsored activities.

Off-campus misconduct that adversely affects the educational climate will also be subject to these policies and regulations.

Enforcement

The administration is responsible for the development of additional regulations and procedures regarding student conduct needed to maintain proper behavior in their respective school.

All such regulations shall be consistent with Board-adopted discipline policies.

Teachers have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subject to review by the administration.

The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

All staff are required to enforce school policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.



Article XIX. Student Suspension and Expulsion

The following procedures apply to all students.

The Board of Directors believe that each student has the responsibility to attend school regularly and comply with the lawful policies, rules and procedures of the school.

The observance of school policies, rules, and procedures is essential for permitting others to learn at the school.

The administration may exclude a student from school because of violation of school rules and procedures, conduct which materially or substantially disrupts the right of others to an education, or conduct which endangers the student, staff, other students, or property of the school.

In terms of "**suspension**", it refers to an exclusion from school that will not exceed a specified period of time.

In terms of "**expulsion**", it refers to an exclusion from school for an indefinite period.

Section 19.01 Student Suspension

The Administration may recommend a student suspension to the Board for up to fourteen (14) school days. Only the Board may suspend a student for more than 14 days.

Before suspending a student, the administration must:

- a) Tell the student, either orally or in writing, what misconduct he or she is accused of.
- b) If the student denies the accusation, the administration will explain either orally or in writing, the facts that form the basis of the proposed suspension.
- c) Give the student an opportunity to present his or her version of the incident.

If the suspension is imposed, the student's parent must be promptly notified of the suspension and the reasons for the action.

An administrator should submit the recommendation for suspension in writing, to the Board, who may revoke the suspension, either in part or in full, at any time.



Section 19.02 Student Expulsion

Only the Board can expel a student indefinitely.

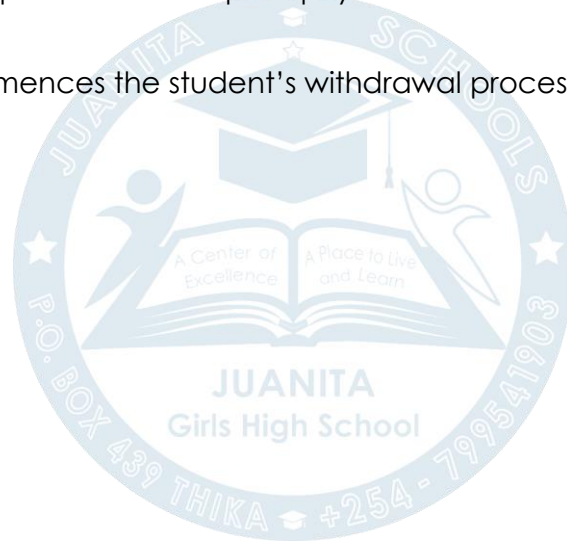
The Administration may recommend a student expulsion to the Board.

Before the expulsion of a student, the administration must:

- a) Notify the student's parent that the expulsion process is underway.
- b) Tell the student, either orally or in writing, what misconduct he or she is accused of.
- c) If the student denied the accusation, the Board will explain, either orally or in writing, the facts that form the basis of the proposed expulsion.
- d) Give the student an opportunity to present his or her version of the incident.

If the Board concludes that the student has engaged in misconduct and should be expelled, the student's parent must be promptly notified of the expulsion and the reasons for the action.

Student expulsion commences the student's withdrawal process.



Article XX. Student Records

In order to provide students with appropriate instruction and educational services, it is necessary for the Schools to maintain extensive and sometimes personal information about students and their families.

These records must be kept confidential but must also be readily available to school personnel who need access to the records to effectively serve the students.

The Board will provide the proper administration of student records, develop appropriate procedures for maintaining student records and standardize procedures for the collection and transmittal of necessary information about individual students throughout the Schools.

The Board and the administration will develop a student records system that includes protocols for releasing student education records.

The administration is responsible for maintaining and protecting the student education records of each student.

Some of the information included in a student's personal record includes but is not limited to:

1. Health Information – Student health information is particularly sensitive and protected by various laws. Student Health information shall be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy.
2. Directory Information – This is information contained in an educational record that is generally not considered as harmful or an invasion of privacy if disclosed without consent of a parent or student. The following information is designated as directory information at Juanita Schools:
 - a) Student's name
 - b) Student's age
 - c) Student's class level
 - d) Student's enrollment status
 - e) Participation in school sponsored activities and sports
 - f) Student's height and weight for the athletic teams
 - g) Athletic performance data
 - h) Dates of Attendance
 - i) Degrees or Certificates
 - j) Honors and awards received
 - k) Schools previously attended
 - l) Photographs, videotapes, sound or other media unless such records would be considered an invasion of privacy



Article XXI. Student Discipline Reporting and Records

The Board of Directors establishes clear channels of communication between administrators, teachers, and other staff concerning acts of school violence and other behaviors which endanger the welfare and safety of students or staff of the school community.

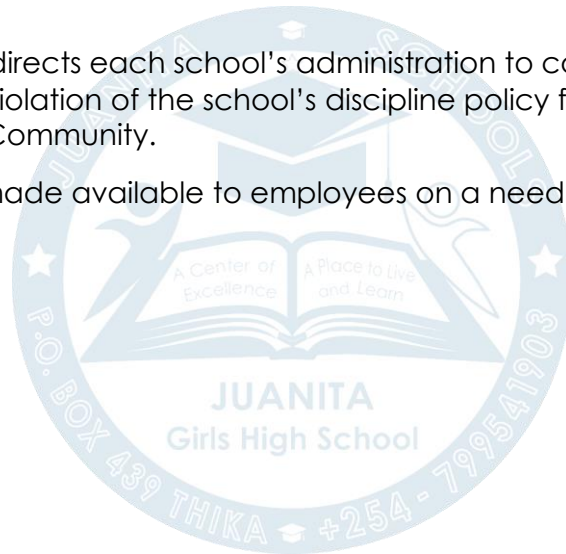
The purpose of this policy is to designate specific actions committed by students that must be reported to teachers and the administration as well as those actions that must be documented in a student's discipline record.

These actions include but are not limited to:

1. Any act of school violence/violent behavior.
2. Any offense that occurs on school property that is required to be reported to the local police.
3. Any offense that results in an out-of-school suspension or expulsion.

The Board of Directors directs each school's administration to compile and maintain records of any serious violation of the school's discipline policy for each student enrolled in the School Community.

Such records shall be made available to employees on a need to know basis.



Article XXII. Juanita Schools Emergency Procedures

The Board is committed to ensuring the safety and well-being of all students, staff, and visitors during emergency situations. This policy outlines the school's approach to emergency preparedness, response, and recovery with aims of minimizing risks, and maintaining a safe learning environment.

The purpose of this policy is to:

1. Establish a framework for handling emergencies.
2. Define the roles and responsibilities of key personnel and stakeholders during emergencies.
3. Provide clear procedures for students, staff, and visitors to follow in various emergency situations.
4. Promote communication and coordination with local authorities and emergency services.

This policy covers a wide range of emergency situations, including but not limited to:

1. Fire emergencies
2. Severe weather events
3. Medical emergencies
4. Lockdowns or shelter-in-place
5. Hazardous material incidents
6. Security threats or intruders
7. Natural disasters
8. Other unforeseen emergencies

Roles and Responsibilities:

The School Manager and Principal are the incident commanders during emergencies and are responsible for overall coordination of the response. They will activate the School Alarm System, mobilize required resources, and alert the local authorities if necessary.

Teachers and Staff will follow emergency procedures and assist students in evacuations or lockdowns. They will account for all students under their supervision and provide necessary assistance.

Students will follow the instructions of teachers and staff during emergency situations and maintain calm and orderly behavior during drills and actual emergencies.

Prefects will assist teachers with student coordination and in maintaining an orderly behavior during drills and actual emergencies.



Detailed procedures for various emergency scenarios, instructions, and communication protocols will be provided in a separate document and distributed to staff members.

Efficient communication is essential during emergencies and the school will establish communication protocols that include:

1. A designated person or persons responsible for contacting local emergency services.
2. A system for alerting students and staff which may include alarms, PA announcements, or digital alerts on the school's communication platform.
3. Communication with parents or guardians through designated channels.

Designated assembly points within the school grounds will be established to be used in case of emergencies.

Emergency Training and Drills:

Regular training sessions and emergency drills will be conducted to ensure that all students and staff are familiar with emergency procedures. Training will include:

- Evacuation drills
- Shelter-in-place drills
- First aid and medical response training
- Fire and safety training
- Hazardous materials response training

Review and Updates:

This policy will be reviewed annually and updated as necessary to reflect changes in the emergency procedures, personnel, or other relevant factors. Feedback from emergency drills and incidents will be used to improve preparedness and response.

This policy will be communicated to all students, staff, and visitors and will be readily accessible on the school's website and included in the student behavior guidebook.



Article XXIII. Student Safety

The maintenance of healthful and safe conditions throughout the Schools is a responsibility shared by the Board, administrators, teachers, and other staff.

The safety of students shall be assured through close supervision of students and through special attention to the following:

1. Maintaining a safe school environment (safety experts shall periodically inspect the physical condition of all buildings and school grounds).
2. Observation of safe practices on the part of school personnel and students particularly in those areas of instruction or extra-curricular activities which offer special hazards such as Science Laboratories.
3. Offering a safety education to students as relevant to particular subjects, such as laboratory courses in science, industrial and vocational education, and health and physical education.
4. Providing first aid care for students in case of accident or sudden illness.



Article XXIV. First Aid

Juanita Schools Community shall provide emergency handling of accidents and sudden illness occurring at school, on school property or during school sponsored activities.

This includes giving first aid and notifying the parents.

The school is not responsible for subsequent treatment or medical expenses incurred after the administration of first aid.



Article XXV. Supervision of Students

The Board expects all students to be under assigned adult supervision at all times when they are in school, on school grounds, traveling under school auspices, or engaging in school-allowed activities.

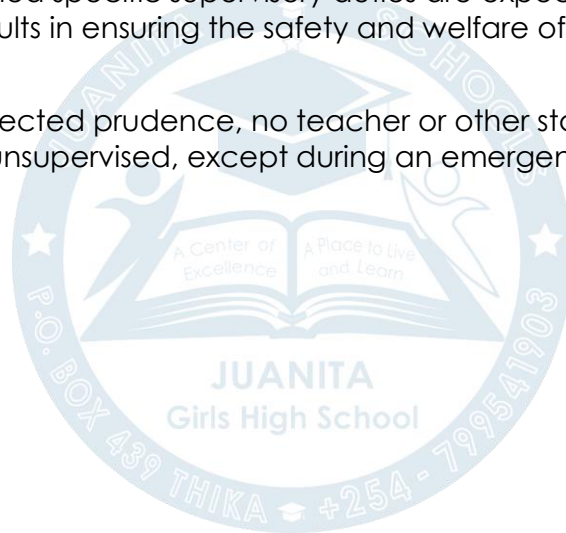
Supervision must not be limited to the classroom, but must extend to the halls, playground, cafeteria, extra-curricular activities, or any place where students gather on school property during the regular instructional or activity programs.

Teachers are to be considered on-duty during the school day, while in attendance at school-allowed activities or when rules and policies are being violated.

Teachers must not ignore such responsibilities under the pretext of not having been assigned a particular supervision or duty.

School personnel assigned specific supervisory duties are expected to act as reasonably prudent adults in ensuring the safety and welfare of the students in their charge.

In keeping with this expected prudence, no teacher or other staff member will leave his or her assigned group unsupervised, except during an emergency.



Article XXVI. Student Awards and Scholarships

The Board encourages the professional staff to maintain a set of criteria and procedures for presenting honors, letters, certificates or other suitable awards to students who show distinguished academic or co-curricular levels.

Juanita School is and shall continue to offer full-time and part-time scholarships to qualified students who show exemplary performance in and outside of the classroom or submit proof of need to be sponsored.

The Board must approve all scholarships or sponsorships before they are awarded to the student.

