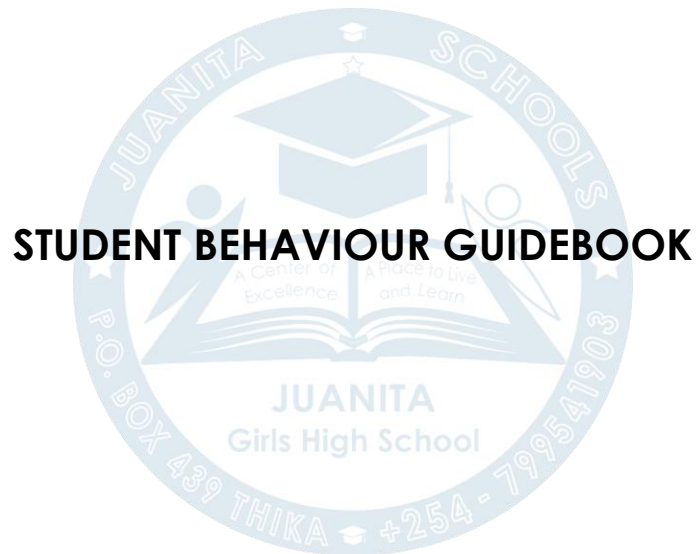




JUANITA SCHOOLS POLICY AND PROCEDURES



STUDENT BEHAVIOUR GUIDEBOOK

Last Revised January, 2023



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

Dear Juanita School Parents, Guardians and Students:

Here at Juanita Schools, we are committed to our mission that each member of our community will strive for academic excellence in a safe caring environment which encourages respect, responsibility and lifelong learning in order to provide leaders who are global citizens with readiness for service to God and humanity. Juanita School is the Center of Excellence and the Place to Live and Learn.

This behavior guide is designed to help students, parents, and staff, work in partnership to realize our mission.

The policies, procedures and administrative guidelines contained in the behavior guide are approved by the Juanita Schools Board of Directors. All staff members are requested to be diligent in following these policies/procedures/guidelines with students.

We ask that you please review this behavior guide with your child. Make sure he/she understands his/her personal responsibility, the seriousness of the policies and procedures, the severity of the consequences and the impact they would have on his/her educational future.

We ask that you review this behavior guide at the beginning of every school term as we need your support, participation and commitment.

Thank you for your help and involvement. Working together, we can provide a safe learning environment for every student.

Sincerely,

Jacinta Chengecha, M.A.

Executive Director



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Article I. Level I Offenses

First Offense and All Others

Depending upon the nature of the violations and the number of referrals the student has received, the administrator may use a wide range of dispositions ranging from student conference, calling the parent or out-of-school suspension. The administrator will use the recommendations and observations of the referring staff member, statements from witnesses and/or student (when applicable) in arriving at the appropriate consequence.

Consequences assigned to students are to be carried out thoroughly and in a timely manner to the satisfaction of the referring staff member.

Discipline for level I Offenses requires mutual considerations and communication between school staff and communication with the home.

Note: Level I offenses can be elevated to level II and III offenses depending on the severity, frequency and circumstances of the incident.

Section 1.01 Academic Dishonesty

Cheating, stealing answers, plagiarizing, and academic dishonesty in any form cannot be tolerated in the school environment. The teacher is to confiscate all evidence and document the situation. The teacher will notify the administration who will decide whether or not to contact the parent and any other following disciplinary action.

Section 1.02 Cafeteria/Dining Hall Behavior

Students in the cafeteria and commons are expected to do the following:

- Throw trash away
- Refrain from throwing items
- Sit in chairs, not on tables
- Be respectful to all staff members and prefects



Section 1.03 School Canteen

Students are not allowed inside the school canteen unless authorized.

All Canteen earnings are to be reported to the Office on a daily basis and use of credit in the sale of canteen goods is not allowed.

Section 1.04 Computer/Internet

Misuse of computer and the internet cannot be tolerated. This policy also includes any other form of technology provided by the school. Minor violations of the computer/internet policy (such as, accessing social networking sites or downloading media from the internet) will result in a short-term loss of computer/internet access. Additional consequences may be assigned depending on the severity of the behavior. Major violations will be dealt with as Level III offenses.

Section 1.05 Dress Code/ Inappropriate Clothing

Students' dress and appearance are required to be of such character not to disrupt or distract from the instructional procedures of the school day.

All students are required to wear their respective school provided/approved uniforms i.e. white blouse, light-blue skirt, dark-blue sweater, dark-blue tie, white socks, black shoes during the school day and the appropriate wear after the school day.

Clothing must be clean and safe.

Shoes must be worn at all times.

Parents of students violating this policy will be contacted and depending on the seriousness and/or prior history, other consequences (including suspension) may be assigned.

The following items should not be worn on school property. Doing so will result in the item being confiscated.

- Apparel worn on the head such as hats, bandanas, etc. unless authorized
- Sunglasses and dark glasses unless prescription
- Chains or other forms of jewelry unless authorized
- Masks or other items that cover any portion of the student's face (except those worn for medical or religious reasons)



Inappropriate clothing includes:

- Clothing that is revealing or suggestive (i.e. cleavage showing, bare backs, short skirts, short shirts exposing the abdomen, etc.)
- Clothing with vulgar, profane, or suggestive messages or pictures of illegal substances, alcoholic beverages, or tobacco products.
- Clothing, coloring, insignia, or other symbol indicating membership in, affiliation with, or support of any gang or similar organization associated with violence, drugs, intimidation or other criminal activity.
- Sagging clothing below the waist level.

Section 1.06 Food and Drink in Classrooms and Hallways

Food and drink are permitted in the cafeteria/dining area only. Students are expected to act responsibly to dispose of trash appropriately. Water is allowed in the classroom but only at the discretion of the individual teacher.

Note: No food or drink is allowed in any laboratory classrooms.

Section 1.07 Gambling

Any wagering of money or property in any form is not permitted. Items and money will be confiscated, parents will be contacted depending upon the seriousness and/or prior history.

Other consequences up to and including suspension will be determined by the administrator.

Section 1.08 Identification Cards

All students will receive their Juanita School Student ID as soon as they are available. It is the student's responsibility to take care of his/her ID and report to the administration in case of theft or loss of the Identification Card.



Section 1.09 Prefect Badges

Members of the Juanita School Student Government will be assigned a prefect badge to identify which department they represent. It is the prefect's responsibility to take care of his/her prefect badge and report to the administration in case of theft or loss of the Prefect Badge.

Loss of Badges will prompt repayment of the total cost of the badge.

Information on the Juanita School Student Government and Prefects can be found in the **Students Policies and Procedures** document section **Student Government**.

Section 1.10 Academic Badges

Students who display distinguished academic levels will be awarded Academic Badges based on the area of distinction. It is the student's responsibility to take care of his/her assigned badges and report to the administration in case of theft or loss of the Badge.

Loss of Badges will prompt repayment of the total cost of the badge.

Section 1.11 Inappropriate Behavior

Defined as intentional acts, behaviors, or conduct in the classroom, in the school building, upon school grounds, or at a school activity, which interfere with an orderly environment is prohibited.

Students are expected to adhere to all school policies and regulations.

Section 1.12 Inappropriate Technology Devices/Objects

Students are not allowed to have or use any form of technology devices on school grounds (phones, radios, MP3 players, headphones).

If a student is discovered having or using any kind of technology device, it will be confiscated. The administration will also determine any other consequences up to and including suspension of the student.

Students may not have/bring pornographic or sexually explicit materials or other inappropriate items to school.

This policy also includes the use of school approved technology devices.

Usage of school technology devices is authorized only with the presence of a supervisor.

Violation of this policy can and will lead to consequences up to and including recommendation to the Board for expulsion.



Section 1.13 Inappropriate Use of School Resources

Student misuse of school resources including digital resources will not be tolerated. This could be a level II or III offense based on the severity and/or cost of the incident.

Section 1.14 Obscene Language

Use of any oral or written profane or obscene language or gestures is strictly prohibited. The administrator may apply consequences beyond those described for Level I Offenses if the violation includes threats, aggression, other inappropriate behavior.

Section 1.15 Public Displays of Affection

Inappropriate displays of affection are not allowed in the school buildings, on school grounds, or during school activities.

Inappropriate hand-holding, hugging, or any other personal touching is not allowed at the school.

Section 1.16 Tardiness to Class

Being punctual to class is the student's responsibility. In the break between classes, the student must take care of his/her personal business and be in class by the time the bell rings to start the next period.

A student who is consistently late to class will be referred to an administrator.

Section 1.17 Truancy

The unauthorized absence from a class without consent of the proper school authority is strictly prohibited.

Leaving the school without consent or permission of the proper school authority is strictly prohibited. Consequences to the students will be determined accordingly up to and including a recommendation to the Board for expulsion.

Section 1.18 Unauthorized Areas

Students in unauthorized areas during the school day will be considered truant. Once students are on school grounds for the term, they are not allowed to leave without permission from an administrator.

Being in an unauthorized area means not being at the right place at the right time.



Section 1.19 Restricted Areas

Students are expected to show respect to designated areas within the school premises. Some areas that should be considered restricted to students include but are not limited to:

Staff Room: The Staff Room is intended for use by school staff members. Students are not permitted to enter the Staff Room unless explicitly authorized by a staff member for a specific reason.

Kitchen: The Kitchen is a designated area for food preparation and staff use. Students should not enter the Kitchen without proper authorization from designated school personnel. Access to the Kitchen may be granted for specific circumstances such as culinary programs or supervised activities, with appropriate supervision and adherence to safety protocols.

Teachers' Residential Areas: Students are not allowed to enter teachers' residential areas for any reason whatsoever. Students should respect the privacy and personal belongings of staff members by refraining from entering, touching or using items that belong to School Personnel. Staff members should not have any reason to allow a student into their residential space.

Any student found in restricted areas without proper authorization may face disciplinary action as determined by an administrator.

Exceptions to this policy should be clearly communicated and supervision should be present to ensure the safety and well-being of students.



Article II. Level II Offenses

Depending upon the nature of the violations and the number of referrals the student has received, the administrator may use a wide range of dispositions ranging from student conference, calling a parent, and out-of-school suspension.

Note: Level II offenses can be elevated to level III offenses depending on the severity, frequency and circumstances of the incident.

Section 2.01 Disruption of the School Environment

Student behavior that leads to the disruption of the school day or a school activity is prohibited.

Such behavior includes but is not limited to: verbal confrontations, hallway blocking, encouraging a fight, refusing to move or disperse when directed, attending/watching, recording a fight.

Section 2.02 Forgery/ Fraud

Forgery/falsifying of papers or other school related documents is strictly prohibited.

This is a very serious offence and violation of this policy can and will lead to consequences up to and including recommendation to the Board for expulsion.

Section 2.03 Hacking

Misuse or abuse of digital resources cannot be tolerated. Hacking is defined as unauthorized access or attempted access of electronic devices, services, and other resources with malicious or exploratory intent.

This includes, but is not limited to:

- Unauthorized access or attempts to access school, student, or staff files, databases or digital resources.
- Unauthorized access or attempts to access school, student or staff devices, server, printers.
- Changing the settings or attempting to change the settings or configuration of any computer or network equipment without expressed permission.
- Bypassing or attempting to bypass school network and device restrictions, security or filtering.
- Aiding and abetting the hacking of others by providing them with personal usernames, passwords, other information or otherwise access to accounts that are not their own.



Section 2.04 Hazing (Described in the Student Policy and Procedures Document)

Section 2.05 Bullying (Described in the Student Policy and Procedures Document)

Section 2.06 Insubordination/ Defiance of Authority

Students should demonstrate respect for authority, peers, and the learning environment.

The failure to comply with reasonable requests from a staff member, refusing to identify one's self when requested to do so, or giving false identification cannot be tolerated.

Section 2.07 Physical Contact with Staff

Inappropriate physical contact is defined as any inappropriate or unwelcome contact with an adult. This includes contact with staff who are attempting to intervene and are inadvertently struck.

Violation of this policy can and will lead to consequences up to and including recommendation to the Board for expulsion.

Section 2.08 Threatening Behavior

Threatening behavior is defined as any activity, in which another person, persons, or property may or will be harmed.

Threatening behavior can include but is not limited to any gesture, written or verbal expression, or physical act that a reasonable person should know will harm others, damage a person's property, place others in reasonable fear of harm in such a way as to disrupt or interfere with the school's education mission.

Section 2.09 Harassment

The Juanita Schools Board of Directors does not engage in or permit harassment on any basis (race, color, national origin, sex, age, disability, religion) in admission or access to, or treatment or employment in, its programs and activities.

Harassment against a student consists of verbal or physical other communicative conduct relating to a student's person/character.

Sexual Harassment – Every student and staff member has the right to attend school and work in an environment free of sexual harassment, offensive use of sex oriented jokes, or epithets. Such conduct is improper, contrary to school policy and unlawful and therefore, prohibited for all students and employees of the Schools.

For all forms of harassment, the student's parent will be notified.



Section 2.10 Physical Aggression

Aggressive Behavior towards another person is strictly prohibited.

Section 2.11 Reckless Behavior

Physical contact due to horseplay that leads to injury of another person is not tolerated.

Section 2.12 Scuffling/Horseplay

Minor physical contact such as shoving, pushing, or jostling which could lead to a fight is not tolerated. Incidents that require significant staff intervention, are extremely disruptive, and/or in which students do not immediately comply with staff directives, will be considered Disruption to the School Environment. Which may lead to suspension.

Section 2.13 Tobacco Usage

Tobacco use at any time or place on school grounds is prohibited. This includes the use of any type of smoking device, including electronic cigarettes.

Tobacco use is recognized as a health hazard to the user, and secondhand smoke is recognized as a health hazard to others.

Students are not allowed to use tobacco or use smoking devices on school grounds or on school activities.

Failure to comply with this policy can and will lead up to a recommendation to the Board for expulsion.

Section 2.14 Vandalism

The willful or malicious destruction or defacement of any property, whether school property or individual private property is not allowed.

Vandalism includes, but is not limited to breaking windows, writing on walls, destroying bathroom fixtures, or the use of paint or like materials to deface any portion of the interior or exterior of school property.

Failure to comply with this policy can and will lead up to a recommendation to the Board for expulsion.



Article III. Level III Offenses

Note: Level III offenses are cumulative over the student's time at Juanita Schools

Section 3.01 Alcoholic Beverages, Drugs, Narcotics

It is a very serious infraction to bring, buy, possess, use, transmit, or be under the influence of any drugs, narcotics, or alcoholic beverages at school or at a school activity.

This also applies to counterfeit or "look alike" substances transmitted as drugs. It should be noted that this is illegal under national law and it is a felony to sell or distribute drugs within the school area.

This is a very serious offence and violation of this policy will lead to a recommendation to the Board for expulsion.

Section 3.02 Assault of a Staff Member

The causing or the attempt to do bodily harm to a staff member; blatant degrading verbal abuse of a staff member; application of force, such as hitting, striking or pushing or attacking of a staff member cannot be tolerated.

Failure to comply with this policy can and will lead up to a recommendation to the Board for expulsion.

Section 3.03 Assault

Assault is defined as causing or attempting to cause bodily injury; recklessly causing bodily injury to another person; using physical force, such as hitting, striking, or pushing to cause or attempt to cause physical injury.

Any student involved in form of assault at school will be subject to level III offense consequences which can include a recommendation to the Board for expulsion.

Section 3.04 Computer/Internet Misuse

Violations may include, but are not limited to:

- Damage computer equipment, peripheral devices, or the system network.
- Change network settings to circumvent security, filtering etc.
- Change the settings or configuration of any computer or network equipment.
- Gain unauthorized access to any network devices such as servers, individual computers, cameras, etc.
- Hinder network performance by downloading large files.



- Share password with others.
- Reveal personal addresses, phone numbers or other personal data via the internet.
- Use the account of another student.
- Access another student's grades, work, folders or files.
- Violate copyright laws or plagiarize online documents.
- Install unauthorized software.
- Download, distribute or share files, games, programs, music, videos or other electronic media in violation of copyright laws.
- Use a computer or the internet to cyber-bully.
- Use the internet for any illegal or threatening activity (i.e. pornography, drug dealing, purchase of alcohol, weapons, explosives, gang activities, hacking, etc.)
- View, send, display or download obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages, graphics, or pictures.
- Use of school resources for personal profit in any way.
- Create personal or unauthorized web pages on school computers.
- Use school internet access to engage in chat rooms or instant messenger activities (such as Facebook, WhatsApp, etc.).
- Use the school network to distribute or receive confidential information such as test questions/answers.
- Capturing or publishing unauthorized images and/or videos of staff or students.

Violation of this policy can and will lead up to a recommendation to the Board for expulsion.

Section 3.05 Extortion

The solicitation of money, or anything of value, from another student, regardless of the amount, in return for protection or in connection with a threat to inflict harm is prohibited.

Violation of this policy can and will lead up to a recommendation to the Board for expulsion.

Section 3.06 Fighting

Mutual combat in which both parties have contributed to the situation by verbal or physical action is strictly prohibited.

Failure to comply with this policy will have consequences up to and including a recommendation to the Board for expulsion.



Section 3.07 False Alarms

Setting false emergency alarms and/or alarms made verbally, physically, in writing, using the school alarm system, or by any other method is strictly prohibited.

Violation of this policy can and will lead up to a recommendation to the Board for expulsion.

Section 3.08 Sexual Misconduct

Actual or simulated conduct for the purpose of sexual stimulation, including but not limited to indecent exposure or the engagement in any heterosexual or homosexual act on school property, during school functions, or at school sponsored activities is strictly prohibited.

Violation of this policy can and will lead up to a recommendation to the Board for expulsion.

Section 3.09 Weapons Possessions and/or Use or Threats to Bring Weapons or Harm Individuals

Such threats will be taken seriously and cannot be tolerated.

A student shall not possess, handle, use, or transmit a razor, knife, ice pick, gun (firearm), pellet-type gun, ammunition, imitation gun, imitation weapon, mace, tear gas container, or any other weapon.

A weapon is defined as any object used or displayed, or which could be used or displayed with the intent to harm or intimidate persons or damage property.

Note: When a legitimate item (such as a tennis racket or scissors) is used or displayed as a potential weapon against another person, the weapon policy will be enforced.

A student possessing a firearm in a school building, on school property, or at a school function will be permanently expelled from the school.

This is a serious offence and failure to comply with this policy will lead to a recommendation to the Board for expulsion.



Section 3.10 Gang Activity

Students are prohibited from promoting or participating in any gang related activity.

Students are prohibited from displaying or wearing any secret organization or gang logos, from writing or distributing any gang related symbols or literature, communicating in any kind of gang sign language.

A gang is defined as an association or group of two or more individuals, who engage in one or more of the following:

- Commit criminal acts (including violence, drug abuse or distribution, and acts of intimidation) or exhibit antisocial behavior on a regular basis.
- Create a climate of fear and intimidation with the community/school.
- Use a name, a common identifying sign or symbol, or has an identifiable leadership.
- Have a high rate of interaction among members to the exclusion of other groups.
- Claim a neighborhood and/or geographical territory.
- Communicate in a peculiar or unique style.

Violation of this policy can and will lead up to a recommendation to the Board for expulsion.

Section 3.11 Student Protests or Strikes

Any form of student-led protest, strike, or disruptive demonstration is strictly prohibited on school premises or during school-related activities.

Prohibited actions include but are not limited to:

- a. Withholding participation in classes or school activities.
- b. Demonstrations that disrupt the regular school schedule.
- c. Displaying signs, banners, or literature related to protests or strikes.
- d. Engaging in actions that compromise the safety or well-being of individuals or school property.

This policy ensures that the school's primary focus is on education and the safety of all students and staff.

There are clearly established guidelines to facilitate the presentation of student complaints and grievances as outlined in the **Student Policy and Procedures Document** (Article XVII - Student Complaints and Grievances)

Students found in violation of this policy will be subject to disciplinary actions up to and including a recommendation to the Board for expulsion.



Article IV. Student Searches

School officials have the authority to search students and students' property (including purses, backpacks, bags, lockers, desks, boxes, cases, etc.), provided that the search is justified at its inception and reasonable under all the circumstances.

School officials will exercise discretion to perform searches, as they deem necessary to maintain the safety and welfare of students and staff, to prevent violations of discipline policies, or to prevent interference with the educational process.

By upholding the enforcing the Student Behavioral Guide with a focus on student discipline, the School ensures a safe, respectful, and conducive learning environment for all students. It promotes responsible behavior, academic integrity, and a sense of accountability fostering a positive school culture to remain A Center of Excellence and A Place to Live and Learn.



Article V. 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

(a) 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.

(b) 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.

