

UNPAID BILLS

Student bills that have a balance due at the end of the school year will result in the withholding of report cards, credits and transcript information. Bills with a balance due at the time of a student's graduation will result in the withholding of the student's diploma until all balances are paid in full. (Samples of such bills include - but are not limited to: tuition, bus, cafeteria, damaged school property.)

VISITORS TO THE SCHOOL

Persons visiting the school for whatever purpose must report directly to the main office to receive authorization for visitation. Visitation by outside students is generally not permitted as it often results in disruption of classes or a security breach. Student visitors may be authorized by the administration's following of restrictive guidelines.

WIRELESS LAPTOP USAGE GUIDELINES

Technological advances have been abundant over the past five years. These advances have assisted with the delivery and receipt of knowledge both in and out of the classroom. Wireless laptops have been the newest addition to this technological collection. These devices offer flexibility and convenience, as they are not subject to the same wiring restrictions of our more traditional computer systems. As their use becomes more integrated throughout the school, questions arise to the procedures that surround them.

The following are guidelines for the laptop's availability and use.

- The wireless system will be housed in the library and arrangements for their use should be made through the library staff. This will be done on a first come first serve basis.
- Priority for use will be made for classrooms integrating technology to support their curriculum. These classrooms will have precedence over individual students. If no classrooms are utilizing the devices, students will be allowed to sign out individual computers to use in the library. No student shall take individual computers out of the library.
- Teachers may access individual computers for use in their classrooms through making prior arrangements with the library staff. Again, precedence will be given to teachers seeking to utilize the laptops in support of their curriculum. Individual computers are not to be issued for home use.
- Any problem or malfunction of a computer should be reported to the library staff upon return so that proper maintenance can ensue.