

VISTA VERDE STUDENT EXPECTATIONS

SCHOOL POLICIES & PROCEDURES

The information included in this handout should provide you with a general understanding of the guidelines, procedures and practices followed at Vista Verde School. The safety of our children here at Vista Verde is of the utmost concern to parents and staff alike. With over 950 students attending our school, it is vital that all community members are aware of and comply with our school safety rules and regulations. **Please take the time to thoughtfully review the information below and create a plan for your year at Vista Verde.**

OFFICE AND ATTENDANCE PROCEDURES

ATTENDANCE

When a student is going to be absent, the parent or guardian should phone the Call Sick Line at (949) 936-6351 by 8:30 AM each day of the absence. By doing this, we can avoid calling you at home or work to verify your child's absence. When calling to report an absence please give the student's full name, the reason for absence, the caller's name and relationship to the student.

Per California State Law, absences are considered excused ONLY for the following reasons:

- Personal illness
- Doctor or dentist appointment
- Death of immediate family member
- Religious holiday
- Independent Study Agreement

Per California State Law, all other absences are considered to be unexcused, including:

- Family business
- Family illness
- Sports or Activity Camps
- Vacation or Travel

Students who have three or more unexcused absences within a school year are considered by California Education Code to be truant and may receive notification from the School Attendance Review Board.

Classroom Tardies:

In order to foster student responsibility, minimize classroom interruptions, and maximize instructional time, it is important that students arrive to school on time each day. A student is considered to be tardy if they arrive after class begins at 8:30. When a staff member detains a student, the student must obtain a written pass before going to the next class. Each teacher's behavior plan includes a plan for addressing tardiness to class.

Leaving School Early

If a student needs to leave school before the end of the school day, he/she should have a note from a parent stating the time and reason for leaving so that the teacher can prepare. The parent must sign his/her child out at the front office. Upon doing so, the front office will send for the student to meet his/her parent in the office. Students may only be released to parents and/or other adults listed on the Emergency Information Card. To minimize loss of instructional time for students, students cannot be called to the office prior to parent arrival.

BEGINNING AND ENDING OF SCHOOL

School starts at 8:30 a.m. and ends at 3:00 p.m. on regular school days. On Wednesdays, dismissal is at 1:25 for primary students and at 1:30 for students in grades 4-8. Middle School Zero Period PE begins at 7:35 a.m. and ends at 8:25 a.m. on regular school days. Students should plan to arrive at school no earlier than 15 minutes before the start of school and leave campus within 15 minutes of dismissal each day. Adult supervision is not

provided beyond these times and parents must supervise their children if they are on campus outside of these 15 minute windows. Please note that we do not provide supervision at any time for the Las Lomas Park areas, including the basketball courts. If students are waiting to be picked up, they should wait on school grounds until the designated pick up time and then proceed to the agreed upon meeting place.

EMERGENCY INFORMATION

Current emergency information (including names, employment, addresses, and home/work/cell phone numbers, and email addresses) is imperative for our use in any urgent situation. If this information changes during the school year, please contact the office at (949) 936-6350 immediately with the updated data or change your contact information directly in the Parent Portal at MyIUSD.org. In the event of an emergency (natural disaster, physical injury, or illness), the school can release your child only to those persons identified on the Emergency Information Card as parent, guardian, or “other persons to contact” as directed by the California Educational Code. **You may want to think about who would be picking up your child in the event of a natural disaster (neighbor, etc.) and be sure to list them on your Emergency Information Card.**

HEALTH SERVICES

As important as school attendance and punctuality are for student achievement, students who are ill should remain at home. Students sent to the office with a temperature of 100 degrees or more will be sent home and should remain at home until a normal body temperature is maintained for 24 hours.

Office personnel provide minor first aid as needed and we will call 911 for paramedics to respond to any serious emergencies. Students are not to have any medication in their possession, including aspirin or allergy medication. If it is necessary for students to take medication during school hours, the proper forms must be obtained from the front office and completed by parents and physician. All medications must be in the prescription bottle and will be administered by staff according to the physician’s directions. Please contact the front office for more information if needed.

INDEPENDENT STUDY AGREEMENT

An Independent Study Agreement is available for extended absences of five or more consecutive days. Parents who wish to secure an Independent Study Agreement must notify the office at least five school days prior to the trip in order to provide the classroom teacher with enough time to prepare the contract. Approval for the Independent Study Agreement must be approved by the teacher and all parties must sign the agreement prior to the absence. Approval for the Independent Study Contract is based on current student performance in class and availability of supports required by the student. The work must be completed and returned to the classroom teacher upon the first day of student’s return to school. If work is not completed, the Independent Study Agreement is void and all absences must be recorded as unexcused per California Ed. Code.

PHONE MESSAGES AND CELL PHONES

We ask that you take care of all arrangements for the day with your children before they leave for school. Our office staff will not take and deliver phone messages for students. Such messages disrupt the instructional programs and distract students and staff from their jobs. Only emergency messages from parents will be delivered to students in classrooms. Cell phones are permitted at school, however, school board policy requires that they be turned off during the regular school day. The use of cell phones is prohibited during the school day and they will be confiscated and returned only to a parent if used by students during the school day.

SCHOOL TRANSFERS and EXITING FROM SCHOOL

Students must present a completed Student Transfer Sheet to the front office prior to transfer. All textbooks, library books and other materials must be returned or restitution paid in full prior to the move.

As part of our district open enrollment policy, all school choice applications are approved on an annual basis. Acceptance at the School of Choice is for one year and is reviewed each year. Should space availability at the School of Choice for the following year become an issue, provisionally enrolled students are subject to return to

their neighborhood school. Under such circumstances, students will be returned on the basis of their enrollment date with last enrollees being the first to return to their neighborhood school. Please note that the school will make every effort to continue enrollment of all students whenever possible; however, it is the primary responsibility of the school to serve the needs of the immediate neighborhood first.

Student(s) may be transferred back to his/her school of residence for any of the following reasons: (1) unsatisfactory attendance, (2) continual tardiness, (3) failure of the parent/ guardian to make adequate transportation arrangements, (4) unsatisfactory behavior, (5) no longer residing within IUSD boundaries.

SCHOOL POLICIES AND PROCEDURES

ASSEMBLIES

There are many different types of assemblies at Vista Verde. Each assembly is designed to be educational and motivational. Students enter and leave each assembly under the direction of their classroom teacher. Students are to be respectful to the speakers or performers. Applause is an opportunity to show appreciation to the performers. Attendance at assemblies is a privilege. Students who do not behave appropriately will be told to leave the assembly. If a student has demonstrated poor behavior in previous situations, he/she may not be able to attend future assemblies.

BICYCLES / SKATEBOARDS / SKATES

Students must park and lock bicycles in the designated bicycle parking area and assume the risk for theft or damage. Bicycle racks are out of bounds during lunch and the school day. California Vehicle Code requires all minors to wear a helmet and to obey all traffic regulations when riding any vehicle to and from school. Bicycle riding is prohibited on the campus, sidewalks, parking lot, and/or bus-loading zone. Additionally, scooters, roller blades, skates, skateboards, and heelys are not allowed on campus at any time. To set an example for our students, we ask all parents who ride to school on bicycles to comply with these safety policies as well.

CLOSED CAMPUS POLICY

Vista Verde is a closed campus. Students are not allowed to leave the campus during the school day unless their parent comes to the office to check them out. This policy includes the lunch period. Non-Vista Verde students (i.e., high school friends, relatives, or students from other schools) are not permitted to visit the school or attend school activities. Parents and all volunteers are required to check in at the front office when entering and must wear a visitor's badge while on any part of the school grounds or classrooms.

COMMUNICATION WITH HOME

Communication between home and school is the foundation of a successful educational experience for students. It is the students' responsibility to take all bulletins and notices home to their parents. In addition, parents may use the Vista Verde and the PTA website as resources and by adding their name to the email list service provided. Blackboard and MyIUSD.org Parent Portal are available to check assignments and grades throughout the year. Parents are encouraged to email their child's teacher with questions or arrange for meeting times before or after school. So that our teachers may give your concerns their full attention, we ask that you do not drop by during school hours unless you have made prior arrangements with the teacher.

COMPUTER AND INTERNET USE

To utilize the computers and local area network at Vista Verde, students and their parent are required to annually read and affirm agreement with our Technology Use Agreement. Please discuss school expectations with regard to technology, consequences for misuse of equipment, and the trust and responsibility associated with access to the Internet. Failure to adhere to this contract may result in disciplinary action and restricted use of technology while at school.

- Computers are to be used solely for academic use.
- Games, downloads, and personal email are not allowed at school.

- All Internet sites must be school appropriate.
- Students who bring a personal ereader device must abide by Vista Verde policy for Portable Reading Devices.

DRESS CODE

Students are expected to dress appropriately for a learning environment. Because our instructional program includes active play and physical education, students must wear clothing that allows them to stretch, run and jump. There are a wide range of available clothing styles that reflect a positive attitude and appearance. Dress that is hazardous, slanderous, disruptive in any way to the learning environment, or makes reference to substances illegal for school age children is prohibited.

- Bandannas, excessively baggy or sagging clothes, or articles of clothing that emulate any “gang” type appearance are not permitted.
- Apparel, jewelry, accessories, notebooks, or manners of grooming which disrupt school operations or are associated with a group that advocates or commits unlawful acts are prohibited.
- Halter tops, spaghetti strap tops, bare midriffs, tops that are low-cut, exposed undergarments, or clothing that is revealing or provocative is not permitted.
- Stretch pants, tightly fitted exercise pants, leggings or tights may not be worn without appropriate skirts or shorts (fingertip length).
- Shorts and skirts should be long enough to remain appropriate (fingertip length) when engaging in all physical activities.
- Hats or sunglasses are not to be worn inside the school building.
- Unnatural hair color or dyeing that is distracting to the learning environment is not permitted.
- Students need to wear shoes that are comfortable with closed toed shoes for all PE activities.

If students are dressed inappropriately, the parent will be contacted by the teacher or front office to bring a change of clothing OR the school may provide clothing (tee-shirts and soccer shorts) for the student to wear while at school. For repeated offenses, students may have to serve detention and/or other consequences.

HALL PASSES

Students are expected to be with their assigned class during all instructional times unless they have a pass provided by a staff member or administrator. Passes are located in the Student Planner or may be provided by the teacher or front office. Students should always report to their scheduled class and receive a hall pass from that teacher before reporting to the office or nurse’s office.

HARASSMENT POLICY

All students have the right to attend school without fear of harassment, intimidation or insult. Any behavior that contributes to a hostile environment, interferes with a student’s scholastic performance, or prevents a student’s full enjoyment of education opportunity will not be tolerated and should be reported immediately to school staff. (Refer to the Education Code Provisions–Parent Notification available in the school’s front office.)

HONESTY POLICY

Honesty is a moral quality highly valued by the Irvine Unified School District. Though opportunities exist for students to be less than totally honest, dishonesty and cheating is to be abhorred in all its forms – plagiarism, record tampering, cheating on exams, copying homework.

The school and the professional staff at all levels shall assume responsibility for developing a climate clearly espousing honesty. School practices shall be designed to reward honest behavior, discourage dishonest behavior, take reasonable preventative measures, and protect the rights of the majority of students who are consistently honest.

Promoting honest behavior is a responsibility shared by the school and the home. The school will work with parents in the development of school practices and in the resolution of individual student situations.

HOMEWORK

The purpose of homework is to reinforce or to expand upon classroom learning. Student homework will vary based on the age of the student and the course content. Please see our school Homework Policy for additional detail and grade level specifics.

Parents may request homework for students who are out ill after the second day of absence. For homework requests with fewer than two days absent, students or parents may contact classmates by using the information in the student directory or if provided, the online homework by using Blackboard located on <http://www.iusd.org/vv>. Parents and students are encouraged to regularly review grades and assignments on the Parent Portal at <https://my.iusd.org/>

LATE ASSIGNMENT POLICY

Late assignments will be accepted for partial credit. Late assignments must be turned in no later than one week before progress reports or report cards for that grading period. Any assignment not made up, will be marked as incomplete/missing and cannot be turned in for credit. Please refer to each individual teacher's grading policy regarding late work.

LIBRARY / MEDIA CENTER

Vista Verde's Library and Media Center is open to all Vista Verde students to accommodate the following activities: quiet studying and reading, selecting books to borrow and return when due, browsing book collections, Internet on-line research and word-processing projects. Students are expected to conserve Library and Media Center resources, including the number of pages they print from the computer or at the copy machine, and treat the computer hardware or library printed materials with care. Students must get a pass from a teacher when visit ingduring class.

To assist students in completing homework regularly, the Library and Media Center is available to all students 30 minutes before school and 60 minutes after school (except on Wednesdays). Morning computers are reserved for homework only. Entering and exiting the Library is done between the 3-4 Pod and 7-8 Pod when classes are not in session. When the librarian is absent, the library is closed. Students may not enter a classroom or media center without a staff member being present.

LOST AND FOUND

Lost valuables such as purses, wallets, watches, money, and books should be turned in to the office when found. If a student is missing an item, he/she needs to check with the office to find out if it has been turned in. Lost clothing is placed in the Lost and Found located near the entry to the Multi Purpose Room (MPR).

LUNCH PERIOD

Students may not leave the campus during lunch unless their parent or guardian comes to school and signs them out. Students may bring a lunch from home or purchase food and beverages from our cafeteria. Purchases at the cafeteria are done through our *Lunchbox* program where parents can deposit money throughout the year: http://www.iusd.org/district_services/food_services/. Students use their PIN number to purchase foods during snack or lunch and the money is deducted automatically from the Lunchbox account. Food service personnel are able to assist students if they forget their PIN number or have any difficulty with their accounts. Food must be consumed in the lunch table area and students are responsible for cleaning up their own trash.

To ensure the safety of other students, we ask that parents do not bring food for other students during lunch or snack. Students may have allergies or other health issues and unfamiliar food may pose a serious health risk. As always, we ask that all visitors to our campus, including parents who are simply dropping off a lunch, sign in at the front office and receive a visitor badge prior to entering the lunch table area.

During lunchtime, a variety of sports, spirit activities, free play, and socializing are available for students. Classrooms, hallways, and the commons are out of bounds during lunchtime. A written pass is required to enter the building during recess or lunchtime.

PERSONAL PROPERTY

Personal items such as radios, walkmans, electronic games, iPods, toys, playground equipment, and items that cause distraction are not permitted on campus at all. If a school activity requires that such an item needs to be brought to school, a teacher's prior approval is necessary. If a student brings any of these items to school without permission, the item will be confiscated and held in the office until the parent claims it.

Under no circumstances are alcohol, drugs, drug paraphernalia, knives, guns, replica guns, or other weapons permitted on campus. Students in possession of the above items will be suspended and/or expelled from school.

PETS

There are no pets allowed on campus during school hours. When walking your children to school, please refrain from bringing dogs or other pets with you. If you do have a pet with you, we ask that you wait in the park and ask your children to come to you. As stated on signs posted throughout the campus, there are no dogs allowed on campus (even while on leashes or held). We have numerous students with serious allergies and/or who may be afraid of animals, therefore, we ask your compliance in keeping our campus a safe and welcoming place for every student by keeping your pets at home.

PHYSICAL EDUCATION

A coeducational instructional program is designed to encourage lifetime involvement in physical activity. Basic knowledge and skill acquisition in a variety of individual and team sports and activities are presented with an emphasis on FUN, FITNESS, and SPORTSMANSHIP. Proper athletic shoes and clothing that allows for full participation are required. A parent note is required to excuse a student from PE activities and a doctor's note is required after three consecutive days of absence from activity.

PROGRESS AND REPORT CARDS

Parents are able to monitor their student's grade on a regular basis using the Parent Portal at <https://my.iusd.org/>. Parents are encouraged to assist students demonstrating difficulties and to contact their classroom teacher directly if they have any questions or concerns regarding their child's academic performance. Appointments with teachers and/or counselors are encouraged when performance expectations are not met. A Report Card showing academic grades, citizenship marks, work habits marks, and comments is provided at the end of each trimester.

STUDENT BEHAVIOR AND DISCIPLINE

S.T.A.R. (an acronym for Safety First, There and Ready, Act Responsibly, and Respect Self and Others) is a school-wide system of behavioral support, which develops appropriate behaviors in students and fosters a positive school climate. This intervention leads to an increase in academic instruction and learning time. Students are recognized through a series of rewards when they exhibit the expected positive behaviors. Acknowledgement is given in the form of verbal praise, a written message, a STAR card, and STAR assemblies.

Consequences

All students are encouraged to behave appropriately by means of positive reinforcement; however, those students who continue to exhibit the following behavior problems may be referred to the office:

Office Referrals

Students may be referred to the office for the following behaviors:

- Fighting or aggressive physical contact/weapons possession
- Chronic minor infractions
- Physical or verbal threats
- Harassment of student or teacher
- Truancy/Cut class
- Smoking
- Vandalism
- Alcohol/Drug
- Gambling
- Dress code
- Leaving school grounds without permission
- Foul language at students/staff

A referral to the office may result in one or more of the following actions:

- Parent involvement
- Detention
- Performance of school service
- Loss of privileges
- Referral to counselor
- Schedule change
- Parental escort of student to class
- Referral to local police
- Transfer to another school

Detentions

Detention may be necessary if a student chooses inappropriate behavior or not to use his/her class time wisely. Students may be detained for up to one hour after school. If a student receives a detention, the parent will be contacted, and the student will need to arrange transportation home.

Suspension and Expulsion

The Irvine Unified School District enforces a Policy of ZERO TOLERANCE. The following violations will result in immediate suspension and a determination of further action that may result in expulsion proceedings:

- Serious physical injury or harassment toward others
- Possession of any firearm (including replicas), knives, explosives or other dangerous objects
- Possession, use, sale, or supplying of controlled substance or under the influence of any controlled substance, alcoholic beverage, or intoxicant
- Possession, offer, arranged or negotiated sell of drug paraphernalia
- Committed or attempted to commit robbery or extortion
- Assault or battery upon any school employee
- Caused or attempted to cause damage to school or private property
- Stolen or attempt to steal school or private property
- Knowingly received stolen school or private property
- Possession or use of tobacco or tobacco products
- Commit an obscene act or engaged in habitual profanity or vulgarity

Any of the above cited acts occurring to or from school, at school, or at a school activity may lead to suspension and/or expulsion.

SCHOOL MASCOT AND COLORS

Vista Verde's school colors are green, white and yellow. Our school mascot is the Viking.

TELEPHONES

School phones are used by teachers and staff members for school business. Students, in emergencies and only under staff supervision, may be allowed to use school phones after asking for permission from an adult. Students may use the office phone before school and after school.

Cell phones are permitted at school. However, school board policy requires that they be turned off during the regular school day. The use of cell phones is prohibited during the school day and they will be confiscated and returned only to a parent if used by students during the school day.

TEXTBOOKS AND MATERIALS

Students are expected to arrive at school ready to learn. This includes having the necessary materials including homework, student planner, pens, pencils, paper, and other supplies requested by individual teachers. Students will be issued textbooks for class studies and assignments. Some textbooks are also available online and will be noted by teachers to their students. Students may purchase their own paperback books to be read in Language Arts if they wish so that they can underline, mark, and write notes in the text to assist them in understanding the text. All materials required for instruction will be provided to students. The student is responsible for taking good care of his/her textbooks. Parents must reimburse the school for damaged or lost textbooks, library books, or school equipment. Backpacks should be streamlined to achieve a weight limit of no more than 15 pounds. The student's yearbook may be held on the last day of school if there are outstanding debts.

VOLUNTEERS

Parent volunteers are a valuable and integral resource to the success of our school. In order to promote a clear understanding of the expectations and appropriate use of volunteers, we ask that all volunteers complete the appropriate paperwork in the front office before working on campus. We also ask that our volunteers appreciate the importance of confidentiality in regard to information about student work, progress, grades, and behavior. In order to ensure the safety of your children, it is imperative that we accurately log the number of adults on campus during the school day. All volunteers and visitors are required to sign in and out of the office and to wear a visitor badge or district identification while on campus. When volunteering, parents should refrain from bringing younger children on site as they are a potential distraction/disruption during instructional time.

MIDDLE SCHOOL STUDENT EXPECTATIONS AND POLICIES

ADVISEMENT

The purpose of the advisement program is to build a relationship between middle school students and staff which encourages communication and keeps staff informed of the needs and concerns of students. Vista Verde students meet two times a week in their advisement groups with the same advisor. The advisor assists students with educational planning, goal setting, career exploration, and monitors academic progress. The advisement program also encourages communication between home and school. Advisors meet with parents and students for goal setting conferences and monitoring of progress. Throughout the school year, parents or students may contact advisors as the primary contact person for any concerns or issues that may arise.

BLOCK SCHEDULING / TUTORIAL

Academic classes meet each school day on a rotating block schedule. One day a week, usually Mondays, students meet with all classes, academic core classes, Advisement and exploratory classes, for a 50 minute period. Students meet with each of their core academic classes three times a week for a longer period of 70 minutes. Additionally, students meet for a period of 30 minutes four times per week for an additional tutorial period in all academic core classes. Students are provided with a schedule for classes and meeting dates at the beginning of each trimester.

COUNSELOR / PSYCHOLOGIST SERVICE

A part-time counselor and a psychologist are available to provide individual assistance to students/parents upon request. Group meetings may be held with students to address concerns. Students desiring a meeting with either the counselor or psychologist may fill out a request form located in the counseling office. Students/parents may also request these services with the assistance of a teacher.

DANCES AND OTHER ASB ACTIVITIES

Student Council sponsors several dances during the school year. All dances will be held in the Vista Verde Multi-Purpose Room. Teachers and other staff will act as chaperones to ensure appropriate behavior. Tickets are pre-

sold and students must have a permission slip with a phone number and a parent signature in order to buy a dance ticket. Night dances typically begin at 5:00 p.m. and end at 8:00 p.m.

1. Dances are for Vista Verde students only.
2. Students must attend school the full day of the dance in order to attend.
3. Students must have an adult available by telephone during the dance hours.
4. Students must arrive no earlier than 15 minutes prior to the dance.
5. Students must enter the dance through appropriate entrances upon arrival.
6. Students must remain within the dance boundaries until the end of the dance.
7. Students may leave the dance early ONLY if their parent picks them up.
8. Students must wait in front of the school to be picked up.
9. Parents are to pick students up promptly at the end of the dance. Students who are picked up more than 15 minutes after the conclusion of the dance may not attend future dances.
10. Students attending all ASB activities, including dances, must adhere to the school Dress Code.
11. Students must demonstrate behavior appropriate to the dance and abide by all school rules. Students who do not abide by school and dance rules may be excluded from present and/or future dances, lose other privileges, or be suspended from school. Students who are removed from any ASB activity due to inappropriate behavior may not attend future ASB activities for the remainder of the year.

Students who have had major disciplinary action due to inappropriate behavior, including suspension, may be prohibited from attending extracurricular activities for safety reasons.

EXPLORATORIES

While academic subjects are taught during the morning hours, exploratory opportunities are offered to all middle school students after lunch. All students must enroll in a PE class each trimester and additionally are offered variety of special interest classes called Exploratories. Students who are enrolled in year long exploratories, such as music or language, may choose to take Extended Day/Zero Period PE if offered. Enrollment in Zero Period is limited with students concurrently enrolled in Spanish, Study Skills, ASB Leadership will have priority.

FAILING GRADES FOR STUDENTS

It is expected that students will make up any failing grade on a Progress or Final Report Card. Each student is to make arrangements with the teacher who issued the 'F' in order to coordinate an action plan. Parents will be notified of the action plan. Students may also be required to attend a Study Skills class and/or Extended Learning to be given additional support to improve academic standing.

HONOR ROLL

At Vista Verde we strive to recognize excellence in work habits, citizenship and academics.

- Principal's Honor Roll provides recognition for students who earn a grade point average of 4.00. Students must also receive "Outstanding" in every class for citizenship and work habits.
- Assistant Principal's Honor Roll provides recognition for students who earn a grade point average of 3.99 to 3.50. Academic recognition is done each trimester during an assembly. Students with "Outstanding" and "Satisfactory" will earn Assistant Principal's Honor Roll. Students who earn "Needs Improvement" in any class will not qualify for Honor Roll.

PROGRESS AND REPORT CARDS

Parents are able to check their student's grade on a regular basis using the Parent Portal at <https://my.iusd.org/>. Progress Reports provide parents with information about student progress in classes and are provided approximately 5-6 weeks into each trimester. The students hand-carry Progress Reports home to parents. Parents are asked to sign one copy of the Report for the student to return to their Advisor the following school day.

Parents are encouraged to assist students having difficulties so that performance improves prior to the trimester final grades. Appointments with teachers and/or counselors are encouraged when performance expectations are not met. A Report Card showing academic grades, citizenship marks, work habits marks, and comments is provided at the end of each trimester.

TESTING SCHEDULE

Teachers will coordinate the testing schedule for each grade level. Students will not have more than two tests per day in their academic classes.

