

General Rules and Procedures

RESPECT YOURSELF, OTHERS, AND SCHOOL

- Take pride in school property.
- Take pride in yourself and your work.
- Work to solve problems constructively.
- Respect others property.
- Always treat others the way you would want to be treated.

BE PREPARED FOR SUCCESS

- Be at the right place, at the right time, doing the right thing. *E. Hall*
- Have all appropriate materials.
- Have your homework complete and ready to turn in.
- Follow instructions the first time given.
- Participate positively in all aspects of your education—academics, extra-curricular.

CONSISTENT CLASSROOM/SCHOOL PROCEDURES

- **School Arrival:** Students who drive or are driven to school should not arrive on campus before 7:40 unless eating breakfast in the lunchroom. Bus riders should immediately report to the lunchroom for breakfast or the high school hall to begin their day.
- **Halls:** Students should not loiter or lounge in the halls or outside the building at any time. This includes before and after school. Students should not be in the halls during class times. If a student has permission to be in the hall for any reason, a pass from the classroom teacher should be obtained. Teachers will have extra pencils and paper if the student does not have any. Homework assignments left in lockers may be brought to the teacher before the end of the day.
- **Bathroom:** Students may use the bathroom at the discretion of the classroom teacher. Excessive use needs to be referred to the office. Students who have medical conditions that require special attention should have a note on file in the office.

- **Guidance:** Students who wish to see the guidance counselor will do so by appointment. Students may ask the counselor to make an appointment when their schedule best allows it. If a teacher realizes that a student needs to see the counselor immediately, please send them to the guidance office at that time with a pass so that the counselor knows that the student is accounted for.
- **Library:** Students are allowed to come to the library during the day for circulation, but they must have a pass. Please do not send students to the library to make up tests or do group work without checking with the librarian first.
- **Homework:** Teachers need to create a make-up folder with assignments inside. Students should know where it is located and it is their responsibility to check that folder when they return to school. A turn-in folder will be beside the make-up folders so that the students can place completed assignments in that folder. They should have five days to make up any missed assignments.
- **Lunch:** - Teachers need to supervise students walking to and from the lunchroom.
- **Break:** Teachers should supervise students from their assigned area. If you need to be away from your area of supervision, please let the closest person know.

LUNCHROOM PROCEDURES

- Students should come into the lunchroom and go straight through the lunch line. They should not go to any table before they have their food. After they get their food they are to be seated. They should get any extra food, ice cream, etc. the first time through the line.
- Teachers will allow time for a restroom break AFTER lunch.
- A silent lunch table should be available in close proximity to the teachers for those students who need that action.
- As students are dismissed by table, please make sure all tables are clean and trash is thrown away.