**August 25, 2011 (Thursday)**

**Revised Schedule ~ EXTENDED HR schedule**

**Homeroom: 8:20 - 9:12**

**On desk: nametag, schedule card, portfolio, planner, bathroom pass, “What’s Your Opinion” sheet**

* **Attendance**---turn in sheet to Lindsay
* **Collect any $**
* **Record mode of transportation AM and PM---in HR folder**
* **Schedule cards - go over times, locations**
* **Portfolio** –explain procedure
* Take home every Tuesday and get signed by Thursday
* Outdoor reward on Thursday for those who get it signed/ consequences for those who refuse (on wall)

and discuss contents:

1. Signature sheet
2. General info sheet---stays in folder all year
3. Weekly Info Sheet---keep at home
4. Discipline Policy---get signed and return
5. Yellow Health Form---get signed and return
6. Other office handouts
* **Planners:**
1. Write name inside
2. Record info to get signed (Disc. Policy and Yellow Health Form)
3. Take to each class every day
* **Lunch #’s**---questions?
* **Assign lockers**
1. locker times (8:20, 11:00, 3:30)---what books to pick-up; can go in between classes, but you cannot be tardy/ DO NOT go before or after lunch
2. Dismissal will be by top locker and bottom lockers on a weekly rotating basis-chart by door
3. Keep them clean! No papers, trash, food, etc.
4. DO NOT ASK TO GO BACK TO LOCKER to get something you forgot!
5. Do not block the locker door---this action will make the locker unable to open
* **Cafeteria Procedures**---sit with BLOCK 2?
1. Always sit in assigned area
2. Good behavior could be rewarded with allowance to sit with team members at seat of choice. TBD by teachers as of September 1.
3. Get everything needed BEFORE you sit down. Do NOT get up once seated.
4. You will NOT leave cafeteria without permission, including going to drink machine in the hall.
5. Bathroom BEFORE lunch.
6. Only speak to people at your table-no shouting/talking across cafeteria or to other tables. Do not turn around in your seat to speak to other tables.
7. If you are too loud, you will be moved to a table by yourself or if your entire table is too loud, you will all sit silent lunch.
8. Possibly walk outside on good weather days if cafeteria behavior is acceptable that day.
* **Expectations**
* STAR system to Success

 STAR students:

 ***S***trive to do their best,

 ***T***ake learning seriously,

 ***A***lways follow rules and procedures,

 ***R***espect people and belongings

* Always be respectful of your team…carry yourself with dignity and respect. Do not act in a way to bring shame to the Colts team!
* **Discipline Policy [effective date: Monday, August 29]**
1. Get policy signed.
2. Steps and Consequences
3. Time Out procedure
4. OPTIONS
5. Parent contacts-note, student calling home
6. Rewards will also be used---up to individual teacher
* **Morning/Afternoon Procedures:**
1. Arrival-go to lockers and get 1st period, BL 1, and BL 2 supplies, and lunch
2. Be on time to HR-8:20 is tardy bell.
3. Breakfast---eat and get to class quickly or you will be marked absent
4. You may drop off materials in 1st BLOCK class before going to Encore, but you cannot be late to class
5. Dismissal-dismiss at 3:30, 3:32 depending on week, by top and bottom lockers
6. Athletes will dismiss at 3:30 to go to practice.
7. Do not dawdle at lockers
* **Cell Phones:**
1. Keep them at home or in your locker
2. DO NOT BRING into class
3. All cell phones brought into class will be confiscated and taken to office

Code of Conduct:

**Rule 8: Communication Devices, Televisions, Radios, and Laser Pointers**

No student shall have in sight, have turned on or use any unauthorized personal communication or electronic device, on school property during school hours or on school buses transporting students to and from home, without permission from a school official. These devices include, but are not limited to, digital paging systems, beepers, walkie-talkies, portable and/or cellular telephones, scanners, laser pointers, televisions, radios, compact disc, cassette players, cameras and video recording devices. Note: The first offense will result in the item being taken and held until a parent picks it up and signs for it. A second or any additional offense will result in the item being taken **and held until a parent picks it up and signs for it, as well as the student being deemed in violation of a Category I offense, subject to the consequences outlined therein**.

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* **Classroom Phone:**
1. For teacher use only
2. Cannot call if you forget lunch (charge in cafeteria)
3. Cannot call for forgotten HW/projects/assignments
4. Cannot call for forgotten athletic equipment (deal with it at practice with coach)
5. If you are sick, you will go to the office to call home
* **Tardies**
1. If you are late to school, you must sign in at the office and get a pass (car riders)
2. You must bring a note if you are tardy to class during the school day.
3. Do not come to class without a note and then ask to go get one.
4. No note=tardy=step
* **No bathroom pass=silent lunch that day**
* **Hall behavior**
1. NO RUNNING
2. NO loud noise
3. No pushing or shoving
4. Keep to the right in the hallway
5. Respect others
6. Poor behavior will result in a discipline step
7. During class changes, line up outside the door and wait to be invited into classroom.
* **Uniform Policy**
1. Will be enforced
2. Gentlemen-shirts must be tucked in BEFORE arrival at school
3. Ladies-no camis showing, must be dress code color
4. Violations will not be tolerated; office procedures for infractions will be followed (discipline step for repeat violators)
* **QUESTIONS?**