

## Frequently Asked Questions

- **How do you enter the assembly? How do you behave in an assembly/rally? Where do you sit?** Enter the gym quietly and in a single file line with your class. You do not go and sit with your friends who are in other classes. Be respectful to the person(s) who are talking or performing. Be enthusiastic – cheering at the appropriate time(s). Show your school spirit. Never ever boo anyone.
- **How do you behave at a fire/evacuation drill? What are the procedures and expectations for emergency drills? What do I do during a Lockdown?** It is very important to listen to the teacher or staff member and to follow ALL of their directions. Line up as instructed and follow the teacher or staff member to the designated safe area (this is usually located in the back of the school on the Track). Stay with your class, be quiet and listen for directions. A bell will sound and an announcement will be made stating it is all clear when the school is safe to enter again. Lockdown-if you are inside, stay where you are and follow the teacher/staff members directions. If you are outside, go to the nearest class/office immediately and follow the directions that are given.
- **What is In-house suspension? Expectations of After School Detention (ASD) and Saturday School?** In House Suspension is held in Room 10. If you are disruptive in class, the teacher can ask you to leave the class and go to room 10. It can be for the rest of the period for that day and for that class period the next day. Your teacher will let you know when you can return to class. While serving your In-House Suspension, you need to sit quietly – talking to no one – and have work to do. If do not have any homework or class work, you will be given an essay assignment to complete. After school detention can be assigned by a staff member. It is on Wednesday's only starting at 2:10. Students who do not arrive on time will be sent away. During ASD you will be doing campus beautification picking up garbage. Saturday School is once a month from 8:00 – Noon. Students are expected to be on time, to have either homework or a book to read. There is no talking.
- **What are the expectations for a school dance?** School dances are from 4:00-6:00 in the gym. You need to have a signed permission slip from your parent/guardian. Students are not to run around playing chase – it's not a playground. Dirty dancing and grinding are not permitted. Food is to be kept on the stage. You are not permitted to leave the dance once you have entered. If you do leave, you will not be allowed to re-enter.
- **How do you lock your locker properly in PE? What do you do if you think someone has broken into your locker?** Lock your lock, turn the dial, and pull down on the lock firmly confirming that it locked. DO

NOT SHARE YOUR LOCKER OR LOCK COMBINATION WITH ANYONE. If someone has broken into your locker, report it right away to your teacher. Fill out a Missing Items Report, which are located in the Main Office.

- **What if you forget your PE Clothes or can't afford them?** If you cannot afford the PE Uniform, you may wear a Plain White or Gray T-shirt and Royal Blue elastic sports short (no pockets). Sweat shirts and Sweat Pants may be worn in the winter. Plain Royal Blue or Gray only (no pockets). Make sure your name is printed clearly on all PE clothes
  
- **How do you line up for PE? How do you leave PE?** When arriving for PE. put your Backpack inside the PE Shed. Make sure that it is zipped up. Anything that is valuable (i.e. iPod, phones, etc...) should be stored in the bottom of your backpack out of sight. Your name should be on the outside of your backpack in a visible spot to help ensure you don't mix it up with another student. After you've stored your backpack, go to the appropriate line for your teacher. Wait quietly until you've been called into the locker. Once inside the locker, undress, lock your locker, exit locker room and go to your number that your teacher has assigned you. After you have been dismissed from PE, retrieve your backpack from the PE Shed (make sure you get your backpack not someone else's), wait behind the yellow quietly until the bell rings to be dismissed for your next class/lunch.
  
- **When is the best time to ask a teacher a question that does not pertain to the lesson? How and when do you approach a teacher?** The best time to ask a question that does not pertain to the lesson is before or after class.
  
- **What is the procedure for arriving at school in the morning? Leaving school in the afternoon?** Do not arrive at school before 8:25am – there is no campus supervision. Once on campus, you may not leave again. Students who leave after arriving may receive discipline consequences. Students may go to the basketball courts, hang out in the quad and in front of the library. Breakfast is served at 8:30. Students are not permitted to hang out in the front of school or in the back of the school. After school is let out students are to leave immediately unless they are going to see a teacher. Bus riders are to go immediately to their bus line and wait quietly until their bus arrives. Students who have forgotten their bus pass may go to the office to get a courtesy pass (students may receive 3 passes per trimester-students who abuse this system will be cut off. One way tickets may be purchased for \$3.00).
  
- **What are the procedures for going to lunch & how do I buy lunch?** The cafeteria is located in the North Cluster. **DO NOT RUN TO THE LUNCH LINE – WALK.** Stand quietly in line (no cuts). There are two lunch lines -The line nearest the girl's restroom (quad side 16-21) is for sandwiches, salads, and hot

lunch – the line next to the boy’s restroom (quad side 10-15) is for Pizza only. When you get up to the cash register, you order your food & enter your student ID number into key pad. After you have gotten your lunch you can either eat inside or at the tables under the overhang. You cannot eat anywhere else on campus. When you are finished eating, clean up all your trash and dispose of it in the trash can.

- **What are the expectations on the basketball courts/blacktop and grass area.** No profanity, pushing, shoving, kicking, or side-line pop. Follow the rules of the game. If there is a problem, find a campus monitor to help. Students are to stay away from the areas where classes are in session. If you want to check out a ball or other game equipment, you will need your student ID card to exchange. When the bell rings, clean up/gather your belongings and walk to class.
  
- **What are the classroom expectations for late or missed work?** Talk to your teacher – each teacher has their own policy. If you are absent it is your responsibility to collect the homework. If you miss a test, schedule a time with your teacher so that you may retake it.
  
- **Where do I put my homework?** Homework should be kept neatly in your binder or folder until it is time to turn it in. Your teacher will have a dedicated place in class where you are to turn it in when it is finished. Check with your teacher for the location.
  
- **How do I get a Bus Pass?** Bus passes are purchased through the Transportation Department 631-0401. It is the student’s responsibility to make sure they have their bus pass everyday. If you forget your bus pass, you may get a courtesy pass from the main office before school or during your lunch time. Do not come after school – you may miss your bus. Students may receive up to 3 courtesy passes per trimester (students who abuse the system will be cut off). If all of your courtesy passes have been used for the trimester, you may purchase a One Way Ticket for \$3.00.
  
- **How do I behave on the bus?** Board the bus quietly and have your bus pass ready to show the driver. Sit in your seat at all times quietly. Do not get up and move around. No yelling, throwing things, or hanging out the window. Be respectful to the driver.
  
- **How do I wait for the bus?** After school, go directly to your bus line and wait quietly. Do not leave the line – you could miss your bus.
  
- **What is the teacher’s policy/procedure for being late to class?** When the bell rings, students are to be seated in their class seats unless the teacher has directed you to wait outside until called. Students who are lined up outside the door are to be quiet. If you are not seated, you can be marked late by your teacher

and assigned detention. If you are held late at a class, you must get a pass from that teacher before you go to your next class or you will be marked late.

- **What do I do when a teacher doesn't like me or I feel the teacher is treating me unfairly?** Make an appointment with your teacher to talk to them about your feelings. If uncomfortable talking to your teacher, make an appointment with your counselor.
- **What do I do when I am having a bad day or a conflict with a friend?** Make an appointment with your counselor to talk to them about what is going on.
- **What do I do if someone is bullying or harassing me on the school campus?** Report it immediately to a staff member on campus. This type of behavior is not expectable.
- **What do I do if I am doing poorly in my classes?** Check with your teacher about Grade Recovery, tutoring, & interventions. All teachers have a Grade Recovery program in place, this is to help students improve their grades by doing extra credit or making up missing assignments. Tutoring is also available. Set up appointments with your teacher. It is your responsibility to approach the teacher for help if you are having a difficult time. Make it clear to the teacher what area(s) you are struggling with. Make an appointment with your counselor for additional advice.
- **What do I do if my backpack, cell phone, I Pod, or other belonging is missing?** Report the missing item to an adult. With permission go to the office and fill out a Missing Items Report. It is strongly encouraged that students do not bring cell phones, I Pods, and other valuables to school. Students should never carry more than \$5.00 cash unless it is for their lunch account, money for a fundraiser or class function.
- **What do I do if I need to call my parents during the school day?** DO NOT USE YOUR CELL PHONE. Your cell phone should be turned off during the day and kept inside your backpack. (Cell phones that are out can be confiscated). A student phone is located in the office. Students must have a pass from their teacher to come and use the phone except during their lunch period. Parents may leave messages for their students by calling the main office. Students will be notified by an all call page before A lunch and at the end of the day if there is a message. Students will not be called out of class (unless an emergency) for phone messages.
- **What do I do if I do not feel well?** Report to your teacher that you are not feeling well. Get a pass and come to the Health Office which is located in the Main

**Office. We have a health clerk 5 days week for 3 hours a day and a Registered Nurse who is on campus 2 days a week.**