

CLASSROOM RULES

Students have the right to a positive learning environment without any disturbance or interference from fellow students. Therefore, strict adherence to the following classroom rules assures the right atmosphere for the learning process.

- Students must follow all “School-Wide Rules” applicable to the classroom environment
- Students must follow all classroom regulations set by the teacher
- Students must have orderly conduct in classroom as follows:
 - Students must be in classroom and seated at their desks when the bell rings
 - Students must remain in seats at all times except when given permission to leave
 - Students must not sit on top of the desks
 - Students must work quietly in a low tone during group activities
 - Students must avoid sleeping in classroom
 - Students must avoid grooming in the classroom
 - Students must not chew gum, eat, or drink in classrooms
- Students must be cordial in their relationship with the teachers
 - Students must follow teachers' directives without challenge and at all times
 - Students must address and refer to school personnel as Dr., Mr. (Baron), Mrs. (Digin), Ms., Miss (Oryort).
 - Students must raise a hand to take permission to talk or to ask questions.
 - Students must be highly attentive to class instructions
 - Students are not allowed to invite parents, friends, and alumni to classrooms
- Students must respect the following supervision regulations
 - A student must be under supervision at all times
 - Students may not be in a classroom without the presence of a teacher
 - Students must obtain written permission from the teacher before leaving the classroom
 - Restroom visits must be done at recesses only, except in emergency situations.
 - Students cannot visit other classrooms.
 - Students cannot leave the classroom before the bell rings.
- Students must be prepared for classroom work and will be penalized for frequently committing the following academic infractions:
 - missing homework assignments
 - having incomplete homework assignments
 - being unprepared for classroom work
 - failure to bring the required workbooks and textbooks to classroom
 - missing parental signatures in assignment book (grades K-8 only)
 - missing parental signatures on tests (grades K-8 only)

The Cooperation Grade reflects a student’s behavior and work habits in the classroom. Therefore, the Cooperation Grade is assigned based on the number of violations committed relative to the above-mentioned Classroom Rules. The teacher must document all violations.

If a student frequently violates the above mentioned Classroom Rules the teacher must submit a “Referral Form” to the Vice Principal for proper action. Teachers are responsible in dealing with the above mentioned classroom infractions as follows:

| Classroom Infractions & Cooperation Grade | | | |
|--|-------------------|--------------------------------------|--------------------|
| E | Excellent | Exemplary conduct and no infractions | |
| G | Good | Good behavior and no infractions | |
| N | Needs Improvement | 1 infraction | Warning |
| | | 2 infractions | Warning |
| | | 3 infractions | Detention |
| | | 4 infractions | 1 day suspension |
| | | 5 infractions | 1 day suspension |
| | | 6 infractions | 1 day suspension |
| U | Unsatisfactory | 7 | 2 day suspension |
| | | 8 | 2 day suspension |
| | | 9 | 2 day suspension |
| | | “U” in two courses | probation contract |

At the end of each quarter, two and more “Us” in Cooperation Grades will lead the Administration to issue the student a probation contract. If the performance of the student has not improved the next quarter, then the student will be denied registration the ensuing year. If the performance of the student has remained unsatisfactory, then the expulsion process will take place.