

SIGNATURE SCHOOL

TOP TEN GUIDELINES – 2016-2017

- 1. SAFETY: NO STUDENT SHOULD BE ALONE ON THE DOWNTOWN CAMPUS AT ANY TIME.**
(Our campus includes Signature School, library, restaurants, parking lots and surrounding areas.)
- 2. INDIVIDUAL AND GROUP RESPECT AND RESPONSIBILITY ARE THE “SIGNATURE WAY.”**
(This includes language, behavior, no public displays of affection, elevator etiquette, and maintaining an academic atmosphere in the hallways.)
- 3. ATTENDANCE: MORE THAN 5 UNEXCUSED ABSENCES IN A SEMESTER CAN RESULT IN LOSS OF CREDITS. BE ON TIME TO CLASS. (3 tardies = 1 unexcused absence)**
- 4. TAKE CARE OF THE BUILDING: NO DRINKS OR FOOD IN THE HALLWAYS.**
(Pick up any litter inside and outside and report any damage or spills in the building.)
- 5. OBSERVE LUNCH PROCEDURES: SIGN-UPS, VISITOR AND RESTAURANT RULES, AND WALKWAY BEHAVIOR.**
(Students may be in the building during lunch only under the direct supervision of a teacher.)
- 6. CELL PHONES MUST BE TURNED OFF AND PUT AWAY BETWEEN 8:30 AM and 3:15 PM WITH THE EXCEPTION OF THE LUNCH PERIOD.**
- 7. USE COMPUTER LABS/MOBILE LAB ONLY UNDER TEACHER SUPERVISION.**
- 8. DRESS: STUDENTS SHOULD SHOW GOOD TASTE AND JUDGMENT.**
- 9. SIGNATURE HAS A ZERO-TOLERANCE POLICY FOR ALCOHOL, DRUGS, WEAPONS, FIGHTING, BULLYING AND SEXUAL HARRASSMENT.**
- 10. POSTING OF FLYERS, INFORMATIONAL MATERIALS, OR HANDOUTS MUST BE APPROVED BY THE EXECUTIVE DIRECTOR.**
(Use tack strips in halls and elevators; do not post on wall surfaces.)