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.)