

Policies and Procedures

Darnell-Cookman School of the Medical Arts

2009-2010

Tardies:

- Students are expected to be inside their classroom prior to the start of each block.
- Students have 5 minutes to transit between classes.
- Students who are not inside their designated classroom within the allotted time will be marked "tardy."
- Students who have a legitimate reason for being tardy must present a written pass from school administration, faculty or staff.

Electronic Devices:

- Per School Board policy as outlined in the Student Code of Conduct, electronic devices such as cell phones, mp3 players, etc. are to be kept out of site and turned "off" for the duration of the school day.
- Infractions to this policy occur when any student is observed with said devices in their possession during the school day, whether or not device is in use.
- The school day is defined as starting at 8:15AM and ending at 2:40PM.

Hall Passes:

- There will be NO hall passes issued during the first and last 10 minutes of each block.
- Students are expected to visit their lockers or restrooms during the allotted time between classes (before 1st Block, after 2nd Block and after 4th Block).
- Each student will receive 3 bathroom passes per grading period (quarterly).
- Students will be required to submit one of these passes to their classroom teacher in order to use the restroom during class time.
- Students who are unable to present a bathroom pass will have a choice to remain in class or to go to the restroom with the understanding that this will be counted as an infraction of the discipline policy.
- At the end of each quarter, students may choose to submit any unused bathroom passes to the teacher(s) of their choice for one point on their final average per pass (no more than three passes per teacher).
- Bathroom passes will expire upon use or at the end of each semester.
- Replacement passes will not be provided.
- Students are required to have a written guidance pass to visit guidance during the school day. This pass can be provided by their classroom teacher and/or guidance.