

Policies and Procedures for Study Hall

Welcome to study hall. You will receive .25 credits for study hall if you complete the class successfully and attend regularly. Study hall meets for 93 minutes every other day on the rotating block schedule. If you miss study hall more than 10 times, you may lose credit for the class. Remember that if you are 15 or more minutes late or miss more than 45 minutes of the class, you are counted as absent; also, your parents may excuse only 3 tardies for all of your classes combined for the semester. If you miss study hall for medical appointments, please bring your attendance secretary a note from your doctor with the date and time of absence.

Thirty minutes of study hall are set aside for work on administrative or academic tasks that need to be completed. Students are expected to participate in these activities when they are presented. If there are no specific activities for the day, all students are expected to spend the first 30 minutes studying notes or reading for class. After these activities, the time is used for study in a quiet educational environment or to conference with your study hall instructor to make plans for grade improvement.

Your study hall instructor will help you monitor your grades and make plans for improvement if your grades are failing. While Ds are passing grades, they do not look good on your transcript; therefore, your study hall teacher may also ask you to concentrate on other activities (keeping a planner, making plans to get missing work done, etc.) that will help bring those grades up. Students who do not engage in the activities constructed to raise grades and recover missing work will be referred to a counselor or AP, and their grades may be docked.

Grading: Study hall is a pass/fail grade. To pass, you must attend regularly, participate in the daily assigned activities, follow the rules, and work collaboratively with your study hall teacher if you have low or failing grades or missing work that needs to be completed. You must have an 85% in study hall to be passing. You will receive one grade per week based on a checklist of activities. Study hall grades will be counted toward athletic/activity eligibility.

Study Hall Rules

Study hall is designed to help all students to be successful in school and to be a quiet environment where students can work without disruptions or distractions. Please respect the educational environment at all times.

- Seating charts are an option for the study hall instructor; they may be amended at any time to include the whole class or selected students.
- No food or drinks (except water) is allowed.
- Study hall is never social time. Time is allocated for academic tasks. If you have completed your homework, studied for any upcoming tests, and reviewed your notes for the last two days; you may read.

- Laptops are allowed, but they cannot be shared or cause any disruption to the educational environment.
- Electronic devices to access music or games may be used if your grades are all Cs or better and have no disciplinary issues in study hall. It is the student's responsibility to show evidence that all grades are all Cs or better. You must use earphones and cannot share with another student. If you cannot show evidence of all Cs or better, you cannot use any music or gaming devices.
- Cell phones may not be accessed during study hall to send texts or make calls. If there is a compelling need for you to use your phone, ask your instructor if you can step into the nearest learning community to use your phone. PARENTS MAY BE ASKED TO PICK UP CONFISCATED ELECTRONIC DEVICES AND PHONES. If your electronic devices cause any disruption to the educational environment, you will not be able to access them during study hall.
- Library visits are limited to 2 students at a time for 10 minutes. If a longer visit is needed, permission will be given on an individual basis by the study hall instructor in collaboration with the librarians.
- If you want to see a teacher during your study hall, you must come with a signed and dated pass from the teacher you want to visit. You will not be allowed to get the pass once the bell for study hall has sounded.
- Students are encouraged to use study hall time to make up test in the testing center. IDs are required in the testing center, so you must show your ID to the study hall instructor before going to the testing center.
- You must have a pass to go to the bathroom. Put your name on the board and the time you left, pick up the pass, and erase your name when you return.
- Students should be seated in the first 3 rows of chairs. The back of the band room is closed to use by this class.
- Music stands may be used as a writing surface as needed. However, please be gentle with the stands. Do not lean on stands or otherwise stress/misuse them.

Please sign below indicating that you have read and understand the above policies and procedures. Then summarize them for your parents and have them sign also.

Student's signature and date

Parent's signature and date