

**Cook Middle School Student Policies/Contract
2009-2010**

Tardy

1. Students are expected to be on time to every class.
2. When the tardy bell rings, a student will be counted tardy if he or she is not in the classroom.
3. If students arrive late to school/class **within** the first ten (10) minutes, they will be counted tardy.
4. When a student is tardy, the classroom teacher will enter a "T" in the electronic attendance and submit this information to the attendance office.
5. If students arrive late to school/class **after** the first ten (10) minutes, they will be counted absent.
6. The grade level assistant principal will assign a consequence according to the Cook Tardy Policy.
7. Consequences consist of Lunch D-Hall, Saturday D-Hall, and Suspension, depending on the frequency and number of times a student is tardy.
8. Should a student not attend an assigned consequence, a more serious consequence will be assigned.

Saturday D-Halls will **not** be rescheduled except for emergencies (deaths, hospitalizations, etc). Failure to attend the assigned Saturday D-Hall may result in suspension from school.

Tardies

#1 - 3 = Warning

#4 - 6 = Lunch D-Hall

#7 - 9 = Saturday D-Hall

#10 - 12 = DMC

#13 + = Suspension

Substitute

Whenever there is a substitute in the building, the student is expected to be on his or her best behavior. Substitutes are guests and should be treated with respect. All classroom rules and routines are to be followed. They are as follows:

1. Bring materials to class, and be in the classroom before the tardy bell rings.
2. Follow directions.
3. Sit in the assigned seat.
4. Complete the assignment/s for the day.
5. There will be no passes to PE lockers or restroom unless the substitute deems it necessary.

*The student is expected to be **Respectful, Organized, Cooperative, and Kind**. Noisemaking and talking back to the substitute are not permitted. If the substitute changes procedure for any reason, the student is expected to do as the substitute instructs. A written referral will be turned in to the Assistant Principal's office, and a disciplinary consequence will be issued.*

Bike

Students have the privilege of riding a bike to school. We expect the students riding bikes to do so in a safe manner and to be responsible when riding. **No student should ride his/her bike on campus property.** For their safety and the safety of others, we expect that students walk their bikes once on our property. Bike riders must enter the front door only. Students who violate this policy will be assigned a discipline consequence by an Assistant Principal.

Parent's Signature _____

Date: _____

Student's Signature _____

Date: _____