

Procedures

These are the procedures that most of your teachers will be using in their classrooms. Please be aware of these procedures and follow them as closely as possible. They will help you to succeed here at Wasatch.

Assignments

- 1. In the top right corner of each assignment, write the following:**
 - a. First and last name**
 - b. Class period**
 - c. Date**

Restroom

- 1. Go before school, during breaks, at lunch, or after school.**
- 2. If none of those times will work, ask the teacher's permission to use the hall pass.**
- 3. Write your name on the board and take the hall pass.**
- 4. Hang the hall pass around your neck.**
- 5. Use the restroom as quickly as possible and come back to class.**
- 6. Replace the hall pass and erase your name.**

Hall passes will not be issued for the first and last 10 minutes of the class period.

NEVER leave during instruction unless it is a dire emergency!

Pencil Sharpener

- 1. Sharpen pencil before class.**
- 2. Always keep two sharpened pencils with you at all times.**
- 3. Do not sharpen your pencil during class time.**

Drinking Fountain and Water Bottles

- 1. Get a drink between classes.**
- 2. Fill water bottle between classes.**
- 3. Filling water bottles and getting drinks during class time are not allowed.**

Planners

- 1. Write in your planner.**
- 2. Have your teacher check your planner.**
- 3. Check your planner each day at home.**