

HOMEROOM CHECKLIST

AUGUST 24, 2004

- _____ 1. Take roll and complete *No Show* form. Send to the main office by 9:00.
- _____ 2. Collect fees and fill out *Class Receipt* form and put in envelope and send to main office.
- _____ 3. Locker assignments will be given by the 5th period teacher.
- _____ 4. Fill out the *Change of Address* form and return to the main office.
- _____ 5. Collect *Emergency Procedure* cards and *Medical Authorization* forms.
- _____ 6. Senior homerooms are to complete *Diploma* cards and return to main office.
- _____ 7. Inform students and pass out forms to students.
- _____ 8. Inform students that Drivers Education is no longer available through the high school.
- _____ 9. Distribute *Student Handbook Planners*.
- _____ 10. Emphasize the following:
 - Absence Procedure
 - Attendance Policies
 - Discipline Code
 - Early Dismissal
 - Hall Pass
 - Insubordination
 - Loitering
 - Closed Lunch Policy
 - No Food or Drink
 - Tardy Procedure
- _____ 11. Distribute *Schedules*
- _____ 12. Explain procedure for requesting schedule changes.
- _____ 13. Go over classes and teachers.
- _____ 14. Explain the *Fire* and *Tornado* drill procedures.

*Complete checklist, sign and send to the main office.

Teacher (*signature*)
