

## Seminar Guidelines

### Seminar Guidelines:

1. The period meets daily at the beginning of the from 8:00 to 8:30 with the exception of days when the school is on assembly schedule.
2. Students will remain in their seminar class until the morning announcements are completed.
3. All students will be issued an agenda that will be used as their “sign out” pass during seminar as well as other hours of the day.
4. Seminar will be used as an opportunity for students to meet with another teacher in other parts of the building.
5. The student will have 4 minutes to travel from their seminar to another legitimate location.
6. Students are only allowed to go to their activity sponsor or scheduled teacher for homework help.
7. Library facilities will be available to students during the Seminar period according to the space available. The library staff will determine the limit of students.
8. Students will report to seminar with study materials (books, paper, calculator, etc.) No locker passes will be issued during seminar.
9. The student must have their agenda signed in order to leave the classroom, and agenda must be signed by the teacher the student went to see before coming back to seminar. All students must return to their seminar class before the end of seminar.

### Activity Periods During Seminar:

An activity or club may use Seminar time to meet. An announcement will be made during morning announcements and students will be dismissed to go to these meetings. All students will be required to have their agenda signed before leaving for the meeting.