



# ASSEMBLIES

## Cougars

Cougars	Expectations & Procedures
Students	Students will travel from their classroom in lines to assemblies in an orderly fashion. All students will follow the instructions of teachers and principals when they arrive at assemblies. Students will be directed to their seats and fill tables in their designated class section. Students will be courteous to speakers.
Teachers	Teachers will escort their students to all assemblies according to the schedule. Teachers will review assembly etiquette and encourage students to keep moving and exercise patience while waiting to be seated. Teachers will be vocal and assist in seating students. Teachers who have conference time will go to the cafeteria in advance and assist in seating students.
Custodians	Custodians will contact the main office if students are discovered in an unauthorized area.
Secretaries	Secretaries will monitor the office and assist visitors. Secretaries will communicate with principals if there is an emergency that needs immediate attention, otherwise they will handle all office business.
Counselors	Counselors will monitor the hallway while students are going to assemblies. When the hallway has completely emptied, counselors will attend the assembly and assist in monitoring student behavior.
Principal/APs	Principals will assist and support teachers in escorting students and seating them in assemblies. They will be vocal and constantly moving around. Each principal will be able to direct and conduct assemblies. They will remain proximal to students and address any inappropriate behavior.
All Stakeholders	In order to have effective assemblies all participants must understand the expectations. It is important that all assembly speakers are respected. Faculty and staff will address anyone who detracts from the integrity of assemblies.

