



School Procedures

- 1. Office Passes:** Use office passes when sending students to the office
- 2. Office Phone:** students are not to use the office phone except in case of an emergency. They must have an office pass.
- 3. Early Release:** Students are not to be released from the classroom. They may ONLY be released through the office. The office staff will maintain a sign-out log for releasing students.
- 4. Attendance Procedures:** Attendance must be entered on Q by the teacher within the first 15 minutes of class. An attendance folder will be given to the substitute teacher before school. He/she will send to the office after marking an "A" for absent or a "T" for tardy.
- 5. Bathroom Breaks:** Students should be encouraged by their teachers to use the bathrooms and get a drink before the recess or lunch bell rings. Students using the restroom during class time must have a bathroom pass.
- 6. Mailboxes:** Mailboxes are to be checked every day before school starts and around lunchtime. Boxes should be emptied each day.
- 7. Parent Notices:** Please send notices home with students in the *Orange Folder* unless otherwise directed.
- 8. The 2 Week Bulletin :** Every other week, you will receive an email of the school's 2 week bulletin. This will contain a calendar of the week's activities/events, a list of upcoming important dates, and other announcements. Occasionally, major changes in the week's schedule must be made. If this occurs, communication will be made in writing, by e-mail, or over the intercom.
- 9. Lunch Procedures:** Students may pay for lunch on a daily basis, pre-pay any amount in the cafeteria or pay on-line at www.mySchoolBucks.com. Students are to be responsible for their own lunch money.
Note Regarding Field trips and Special Lunchtime Activities: You **must** inform our cafeteria manager at least one week in advance if your students will not be eating in the cafeteria. Lunches are ordered for the school several days in advance based on sound estimation.
- 10. Parties:** Three parties are allowed during the school year.
As per **District Wellness Policy:** School birthdays and celebrations should not include sweets-, cupcakes, sheet cakes etc. Please encourage families to bring items from the [Food and Beverage Guidelines](#).
- 11. Lunch/Dismissal Procedures:** Teachers are required to walk with their students the lunch court at lunch time. All teachers should walk their classes outside the classroom and be present while students are dismissing.

- 12. Line-Up Procedures:** Students are to assemble in their assigned area after recess and lunch. Note: Please be prompt when picking up your students. If you must be delayed, please make arrangements for your students to be picked up by a colleague. Students may not be in the classroom unsupervised.
- 13. Bicycles/Scooters:** Students may ride bikes to school beginning in third grade. Students must walk bikes when they are on school grounds. Each student must have a lock and must use it. Scooters may be brought to school if they are folded and carried while on schools grounds. Students must wear helmets and obey all traffic laws when riding their bikes or scooters. Note: any infractions of the above may mean the loss of privilege.