

ITEMS OF SPECIAL IMPORTANCE FOR STUDENTS

SCHOOL RULES AND PROCEDURES

A. Expected Behavior

It is each person's responsibility to contribute to a positive school community. Therefore, the following are general school rules for everyone:

1. In school, we walk and move safely.
2. In school, we follow directions.
3. We respect other people and their property.
4. We help make each other's day pleasant.

B. Before School Procedures

1. Students who walk, ride a bike, or are driven to school are expected to arrive between 8:05am and 8:25am only, as adult supervision is not provided before 8:05am. **IT IS IMPERATIVE THAT PARENTS USE THE HORSESHOE DRIVEWAY IN THE MORNING ONLY FOR DROPPING OFF STUDENTS.**
2. When students arrive on school property, they go immediately around (not through) the school to the playground area and do not leave the playground unless given permission by a staff member.
3. If for some exceptional reason, a student arrives before 8:05, he/she must report to the office to explain their early arrival, preferably accompanied by their parent or with a note from their parent regarding the unusual arrival.
4. If the weather is inclement (i.e. it is raining or below 20° F) students report to their own hallway outside of their classroom.

C. After School Procedures

1. All students who stay after school must have permission of parents and staff to do so.
2. Should a staff member or the principal wish to have a student stay after school, that person will telephone the parent for permission and/or make arrangements 24 hours in advance.
3. There is always the possibility that after-school activities may have to be cancelled. Students should know what procedures they will follow should a cancellation occur.