

- SCHOOL POLICIES -

- **Attendance**

- Regular attendance is very important to success in school. It is important to attend every day unless you are ill. Remember--we are required to report the name of any student who misses five or more day during the school year, or has excessive tardies, Students who miss too many days during the school year or have a problem with being tardy will be referred to truancy school, juvenile court, or may have to repeat that grade. When you do miss school, remember to work with your teacher to make up any assignments that have been missed. Parents must contact the office if your child is ill. Parents may be asked to verify excessive illness of their child with a note from the doctor. Students will not be penalized for absences due to legitimate illness. Please call: **801-374-4935** to report your child as absent.

- **Leaving School**

- All requests to leave the building while school is in session, including lunch period, must be cleared through the office. The person checking you out will need to check you out through the Main Office before you leave the building. You may not leave school, even for illness, without permission from the office and your teacher. When you are ill, you should not walk home. School personnel will phone your parents to arrange transportation. Missing students are reported to parents and the Provo City Police Department.
- Never wait outside or parents. Rather, when your parents arrive, the office will contact your classroom. If you are ill, wait in the office or health clinic.
- You should go directly home after school. Crossing guards are stationed at their posts for only a short time after school. If you are going somewhere else, it is your responsibility to get permission from your parents before you leave home in the morning. If you must stay after school, be sure to call your parents.

- **Dress Code**

- Dress often affects student behavior and classroom work. We ask all our students to dress in a neat, appropriate manner that reflects pride in yourself and your school.
 - Clothing and personal appearance should be neat and clean and not distract or disturb other students.
 - Footwear is required at all times. Flip-Flops must not be worn.
 - Shorts: School attired should be modest. Short-shorts or gym shorts are not allowed (except for special P.E. activities). Shorts must be at least mid-thigh in length. Cutoffs are not allowed.
 - Halter tops, tank tops and midriffs are not appropriate nor should you wear exercise clothing nor any clothing that is too tight.
 - Sunglasses and hats have proven to be a distraction and should not be worn in the building.

- **Friday is Early Out Day**
 - School hours are Monday - Thursday, 8:40 - 3:20. On Fridays, the hours are 8:40 - 1:30. Teachers meet as grade levels for 2 hours on Friday afternoons to plan and prepare for improving instruction and increasing learning for all students.

- **Bikes**
 - To reduce the number of bike-related injuries, students younger than third grade may not bring bicycles to school. Bicycles must be parked inside the Bike Corrals. A lock and chain are strongly recommended. You may not ride bicycles, scooters, skate boards, etc. on campus during school hours. Bicycles must be locked and all students should stay away from the bike racks during the school day.

- **Skateboards/Scooters**
 - Skateboards, skates, roller blades, scooters, shoes with wheels, electric or gas powered scooters, or vehicles are not to be used on school property. Students and family are responsible or liable if they choose to bring such items to school. We cannot secure these items. Scooters are not allowed in the building and will need to be locked up in the Bike Corrals during the day. Scooters need to be labeled for identification reasons. Students and Family are responsible, or liable, if they choose to bring such items to school.

- **Cell Phones/Toys/Other Electronic Items**
 - Cell phones are not allowed and should not be brought to school unless approved by the principal. Other electronic games, iPods, C.D. players, etc. are not allowed. Personal toys should be kept home and not brought to school.

- **Medications**
 - Parents may come to school and give medicine to their own children. The school office staff is allowed to dispense medication with written consent from the parent, and the child's physician, and the City Health Department. Forms for this purpose are available in the office and must be completed before we can administer medication. Tylenol can be given with verbal permission from a parent, but never aspirin.
 - All medication containers just have complete information attached: name of contents, patient, dosage, and complete instructions. Unmarked medication will be disposed of.

- **Playgrounds**
 - Kindergarten children play in the kindergarten area. Other grades should not use the Kindergarten Playground.
 - We have two playground equipped areas for students, grades 1-6 to play on. There are also painted playground areas on the black top found on the north side of the building for recess time activities.