



Summary of School Policies

Attendance

1. Tardiness and cutting class will **not** be excused.
2. Late students **must** get an admit slip to enter class.
3. Late and absent students will be expected to make up missed work.
4. Excessive tardies may cause a student to make up days after school or in summer school.

Absences

1. Parents **are expected to notify the office** by phone as early as possible.
2. Parents **should** call or send a written note for lateness or appointments.
3. Parents **will be called** regarding excessive absences.

If a student misses more than 20% of the scheduled number of school days, he/she will be required to attend summer school, which requires additional tuition, or be retained at the end of the year rather than be promoted to the next grade level.

General Classroom Rules

1. Within the classroom, the **teacher is in charge** and students are expected to cooperate. Different teachers may have varying rules or expectations.
2. Only **one** student is allowed out of any classroom at any time.
3. **All** students must have permission before they leave a classroom and **must sign out and sign in upon returning**.
4. Students are **not** to enter other classes while out of their own classroom.
5. Abuse of these privileges may mean the loss of the privilege of leaving the classroom.

No Food or Drink is allowed in the classrooms or on campus except during designated dining times; this includes gum, candy, soda, etc.

Cars

1. Students who drive **must observe safe driving practices** and rules of courtesy, especially in our parking lot and when entering and leaving campus.
2. Driving is a **privilege**, and, if abused, car keys will be collected during school hours. Students who refuse to turn in keys will not be permitted to drive to school.
3. Students are **not permitted to sit or loiter in parking areas**.

Student Signature: _____

Parent Signature: _____