

General Information and Procedures from the Office

Students are only allowed to pay for their lunch money before school, during lunch, and after school with Barb in the office. They are not to pay during Study Halls.

All students should use office phones and usage is limited to students before school, during lunch, and after school.

Students will not be allowed to go home or to go out to their cars for items that they forget.

Students are not allowed to use cell phones during school hours. They are not to be on their person. For that matter teachers need to limit cell phone use during the school day in front of students.

Students, with parental permission, will be allowed to charge up to (3) three meals on their lunch account before they must be offered a peanut butter sandwich and a milk.

Students are not allowed to use another student's lunch account for any reason.

No medicine will be given out through the office without parent permission.

Students will not be allowed to have food brought in from outside the school. They must bring their lunch with them in the morning if they plan to not eat school lunch.

No drinks, other than water, or food will be allowed in the classrooms. If a teacher wants to have a class party it must be pre-approved by Ms. Little in advance.

Student lockers may be periodically searched for open soda and food when deemed necessary by the administration.

Student lockers are to be locked at all times. Consequences will be assigned to any student that does not keep their locker locked.

Teachers may ask Barb to make copies in emergency cases only.

Supplies located in the office are for employee use only students will not be allowed to use these supplies.

If a student arrives in your classroom without a pass from the office and they are showing red (absent) on your STI attendance, please send them to the office immediately.