

SPECIFIC SCHOOL POLICIES FOR BILL ARP ELEMENTARY

- **Early Checkout:** Students are not permitted to be checked out in the afternoon after 2:15 pm. It is also school policy that students will not be called to the office for checkout until a parent or guardian is physically in the building.
- **Transportation Changes:** Transportation changes during the school day must be taken care of before 2:00 pm. Transportation changes must be made in writing through email, fax, or a hand written note. Transportation changes cannot be made through Dojo.
- **Tardies:** Your child is considered tardy after our 8:00 bell. Students arriving after 8:00 must be signed in by a parent or guardian. Tardies and early checkouts may count against students when receiving special recognition awards throughout the school year.
- **Technology:** We are a BYOT (Bring Your Own Technology) school. Electronic devices are not permitted on school grounds unless it has been requested by your child's teacher in writing that devices will be used for a particular activity. In that event, the teacher will send home a written request describing the activity, date(s), and device(s) that may be acceptable for the activity. An exception to this is our Program Challenge program which uses a permission form at the beginning of the school year. Unless otherwise stated, cell phones and electronic devices from home are not permitted on school grounds. Students whose cell phones are out or that go off in class, will have the cell phone confiscated and parents will be contacted to come and pick it up from the office.
PLEASE NOTE: Bill Arp Elementary assumes no responsibility or liability for lost or stolen cell phones/electronic devices while they are on school property. This includes school system provided transportation.
- **Parent Conferences:** Parent conferences must be arranged in advance. It is Bill Arp policy that impromptu, or drop in conferences are not permitted unless the teacher agrees to meet with the parent. Most teachers have morning and afternoon duties and are not always available for conferences without prior notice.
- **Classroom Visits:** Classroom visits for purposes of observation must be approved through administration and require 24 hours of advance notice.
- **Outside snacks or food:** Food such as cake, cupcakes, or any other kind of snack brought into the school to be shared with a class must be store bought and not homemade. This is a food service policy due to the possibility of student food allergies.

- **Medication:** Medication must be brought in by a parent or guardian, not by students. It must be in its original container indicating the student's name and dosage.
- **Outside Agencies:** Outside agencies, such as private counseling services and the like, are not permitted to visit students at school except during non-instructional times (lunch and recess), and only with permission in advance from parents/guardians.