

Schoolwide Policies & Procedures

Ms. Mallian's 4th Grade Class

School Hours (9:15-3:45)

- Students may arrive as early as 8:45am.
- **We begin instruction promptly at 9:15am**; therefore, it is incredibly helpful for students to arrive prior to 9:15 so that they can complete their morning routine.
- If you know your child will be tardy, it is helpful for me to know ahead of time.
- **Please note:** Our class is learning up until the very end of the day. Therefore, it is important that early check-outs be kept to a minimum. **Students cannot be checked out after 3:15pm.**

Absences

- If your child is absent, please be sure to email me or send in a note explaining their absence.
- If you know ahead of time that your child will be absent, it is helpful for me to know so I am able to prepare work for them. **Please provide me with at least two days notice.**
- Long term absences should be communicated to both myself and the front office.

Transportation

- All transportation changes must be received by email, note, or phone call.
- Please let myself or the office know as soon as you are aware of a change in transportation. The earlier the better!
- Students are NOT allowed to ride home on a bus other than their assigned WCPSS bus.

Birthday Celebrations

- Your child may bring in a **store-bought** birthday treat (be aware of allergies) or share a favorite book with the class to celebrate their special day! **All celebrations will take place during recess (1:15-2:45pm).**

Volunteers

- All volunteers and/or chaperones must have volunteer clearance through Wake County.
- To become an approved volunteer, you must complete the volunteer application on a computer here at school. **The application must be completed again every year and can take a few weeks to process.** So, if you have any interest at all in volunteering or chaperoning this year, please complete the volunteer application as soon as possible.

***You will have the opportunity to complete the application at Open House on July 19th.

Bring Your Own Device (BYOD)

- Our class will participate in the BYOD program this year that allows students to bring their device to school to use for academic purposes.
- All devices must be registered (must re-register every year) and all participating students must complete and turn in the BYOD permission form/contract.

***More information/permission forms to come!

I have read through and understand the schoolwide policies & procedures.

Parent Signature: _____