

# JUST A FEW of the IMPORTANT OFFICE/SCHOOL RULES EVERY SUCCESSFUL BOBCAT (and their PARENTS) NEED TO KNOW



- ☀ **Cell Phones** – **MAY NOT** be used for texting, calling, internet, camera, time keeping or any other purpose unless a teacher gives permission for use in their classroom. **They may not be seen, used, or heard from the moment a student enters campus in the morning until the bell rings at the end of the school day. Failure to comply with our cell phone policy will result in a Behavior Notice.** After school, students are welcome to use their phones outside of the classrooms or office.
- ☀ **Sick Students** – For the safety of all students, it is imperative that all health/medical related issues be reported immediately and directly to the Health Office. **Students MAY NOT use their cell phone to call or text a parent if they are ill.** When this occurs, school personnel have no knowledge of the child's illness or potential emergency and are therefore unable to assist the student. Using cell phones during the school day violates school rules. Ill/injured students may call from the office phone after checking into the Health Office.
- ☀ **YLMS is a "Closed Campus"** – Students may not leave the campus at any time without signed and approved permission from the Attendance Office. For student safety (and per District Board Policy), students will only be released to those people who are named on their Aeries Contact page (18 years or older). We cannot accept phone calls, emails, or faxed notes for the release of a student to someone that is NOT listed on the Aeries Contact page. For their safety, students will not be released for any reason to walk home during the school day.
- ☀ **Students Arriving Late** – Once school has started, students **must be signed in** at the Attendance Office by the parent/guardian who is bringing the student to school.
- ☀ **Students Leaving Early** – Students are **NOT** called to the office to wait to be picked up as this results in the loss of instructional time. Once the parent/guardian has arrived and signed the student out, the student will be called out of class. Please plan a few extra minutes for this process. Bring a note from your medical provider to the Attendance Office when you return to school to clear a full day or period absence.
- ☀ **FORGOTTEN ITEMS:** We **DO NOT** call students to the office for forgotten items. Items can only be dropped off **if the student knows it is coming and they come on their own** to pick it up at break, lunch, or between classes.



**Lunches/Lunch Money** – Students are responsible for bringing lunch or lunch money to school every day. Plan to set up a lunch account to provide for those times when your student may forget his/her lunch. Lunches can only be left in the office if the student knows it is coming; we will not notify a student to pick-up a lunch. **Students/parents are not permitted to bring any food items (homemade or store/restaurant bought) to school for distribution to other students. Food deliveries by outside organizations (i.e. Door Dash, Lamppost Pizza) are not allowed at any time.**

**Homework** – Delivered homework will be placed in the teacher's mailbox. Students will **NOT** be called to the office to pick up forgotten assignments. If a project needs to be dropped off for a student, please make prior arrangements for your student to pick it up in the office as we will **NOT** call a student out of class to pick it up.

**P.E. Clothes** – Clothing should **NOT** be dropped off in the office for students to pick up. If PE clothes are forgotten, clean loaner clothes are available from the P.E. teachers. Students will not be notified to pick-up forgotten PE clothes.

**Musical Instruments/Color Guard Equipment** – Instruments/equipment should **NOT** be dropped off in the office. Part of being a participant in the music and color guard program is accepting responsibility for equipment and remembering to bring it to school as needed.

*Reminder!*