



# UNIDOS DUAL LANGUAGE SCHOOL

## SCHOOL POLICIES



### Unidos Birthday Celebration Policy

- Birthday celebrations are appropriate at lunch time in the cafeteria.
- Balloons, flowers, table settings, and decorations are not allowed.
- Picture taking is prohibited.
- Beware of food allergies. Food should be store bought and pre-packaged.
- Only the parents/guardians of students are allowed. No children allowed.

### Unidos Three Annual Celebrations Policy (Winter Party, Valentine's Day, and Spring Party)

- Refreshments for class parties should include healthy snacks and beverages.
- The class party may include craft activities or games organized by a room parent.
- Class parties are to be scheduled near the end of the school day and are limited to a maximum duration of one hour.
- All plans for class parties must be reviewed and approved by the classroom teacher.
- Parent participation in class parties is limited to the designated room parent and a maximum of two other parent helpers.
- Parents must inform teacher of food allergies in writing before *ALL* classroom celebrations.

### Unidos Tardy and Late Pick-Up Policy

- A student is late when he/she arrives at school after the morning bell or arrives to class after the bell has rung for class to begin at 7:45. All parents who arrive after 7:45 must sign their child in at the front office.
- Late pick-up begins at 2:30. After this time, parents must come inside and sign their child out.

Chronic late pick-ups will receive the following:

1<sup>ST</sup> TIME: WARNING

2<sup>ND</sup> TIME: REFERRAL TO THE SOCIAL WORKER

3<sup>RD</sup> TIME: MEETING WITH THE PRINCIPAL

### Unidos Parent/Guardian Classroom Visitation Policy

- Parents/guardians may request to visit a classroom to observe a student for a **maximum time of 30 minutes**. Only the parent/guardian listed in Infinite Campus will be allowed to visit a classroom. No children are allowed.
- Parents must give a 24-hour notice.
- Sign in and out of office. No picture taking or recording allowed.

### Lunch Room Visitation Policy

- Parents/guardians listed in Infinite Campus may eat lunch with their child during lunch time only. No children are allowed.
- No outside food is allowed.
- Sign in and out of office. No picture taking or recording allowed.

Please view the complete version of each policy on our Unidos website

<http://198.clayton.k12.ga.us>