



Foy H. Moody High School

School Policies and Procedures

Your child's academic success is our priority! Classroom instruction is a vital part of your child's educational success. Classroom interruptions interfere with the learning process and educational environment. The following policies and procedures are in place to ensure every student has an opportunity to succeed at Foy H. Moody High School. We look forward to a successful 2017-2018 school year. Thank you for your continued support.

- **Visitor Passes**

All visitors are required to show proper ID, sign in, and obtain a visitor pass from the front office. All classroom observations/visits must be scheduled through the principal or assigned assistant principal.

- **Messages to Students**

To ensure classroom instruction is not interrupted, students will not be sent to the office during the school day to use the phone, collect messages, or at parent request. Messages to students will only be delivered on an emergency basis, as approved by an administrator.

- **Deliveries to Students**

Any items delivered for students may be picked up after 4:10pm in the front office, no exceptions. Please make sure your student has needed money, lunch, supplies, assignments, and any other materials necessary for the school day.

- **Lunch**

Parents may drop-off lunch to their child by the cafeteria (Castenon Street) during the student's assigned lunch period. Federal law prohibits parents/visitors from bringing outside food for anyone other than their child. Parents may **ONLY** bring food for their child. Students may not leave class to get their lunch.

- **Permit to Leave**

Permit to leave school early is required if a student needs to leave campus during the school day. This is done at the **ATTENDANCE OFFICE** located at the end of the main hallway. Please make sure this is done before 3:45 p.m. Students will not be called to the office or released by a teacher until a parent arrives to check out the student and shows proper ID. Please be prepared to wait at least 10 minutes when picking up your child.

- **Cell Phones/Electronics**

Cell phones must be completely turned off during school hours except during the student's assigned lunch time, passing periods, or when permitted by the teacher for instructional purposes. Cell phones that are turned on during sanctioned school hours will be confiscated and may be picked up by the student/parent the following school day after 4:10pm. A fine of Fifteen dollars (\$15) will be charged for each cell phone that is confiscated. Teachers and school personnel are unable to dedicate valuable instructional time looking for missing cell phones.

- **Earbuds**

For the safety of our students and others around them, only one earbud may be used during passing periods and at lunch.

- **Electronics**

Teachers and school personnel are unable to dedicate valuable instructional time looking for missing electronics. Lost electronics are not the responsibility of Moody administration or staff.