

## **POLICIES AND PROCEDURES**

### **For Students and Parents Attending the TWIGS Program**

The success of the TWIGS program depends not only on continued funding, but on the professional expertise of the faculty, the commitment of parents, and the behavior and performance of the students. With the privilege of being included in the TWIGS Program comes responsibility. The objective of the program is to provide an enjoyable, quality experience for pre-high school children within a disciplined environment. Parents and students are required to observe the following regulations:

- 1. TWIGS STUDENTS MUST ALWAYS BE SIGNED IN AND SIGNED OUT.**
- 2. Once students have signed in, they must remain in the building until it is time to be picked up after class.** Students may not leave the building during breaks.
- 3. ALL STUDENTS MUST BE PROMPT FOR THEIR CLASS.** Students who arrive before their class time should wait in the cafeteria. The regular high school classes are in session as well as rehearsals and TWIGS students must be quiet and respectful. Students may read or do school work while waiting for class to begin. Students are to be in their assigned area of the building only. All trash must be cleaned-up in the cafeteria before going to class.
- 4. Regular attendance is necessary in order to benefit from the program.** TWIGS students will receive a written warning if absences or lateness becomes problematic. Excessive absences will result in dismissal.
- 5. STUDENTS MUST BE PROMPTLY PICKED UP AT CLASS DISMISSAL TIME.** **Parents/Guardians must be at BSA** to pick up children when class is over. If a family cannot meet this requirement or make arrangements to do so, the child will be dropped from the TWIGS program as we do not have the staff to stay with the child after hours.
- 6. Siblings and friends of TWIGS students are not permitted in the building unless accompanied by an adult.** Observing a class is at the discretion of the teacher.
- 7. We care about our building and expect TWIGS students to respect the building as well.** No markings of any kind on walls or damage to school property will be tolerated. Students found in violation of this code will be dismissed immediately. All trash must be placed in receptacles. **NO FOOD OR DRINK IS PERMITTED ANYWHERE IN THE BUILDING OTHER THAN IN THE CAFETERIA.**
- 8. Students are expected to be respectful of their fellow classmates and faculty.** Students must keep their hands to themselves and engage in positive interactions with fellow students and faculty. Therefore, any type of physical or verbal abuse of fellow students or faculty is unacceptable. The child will be dropped from the program if these types of behavior occur.

***Admission into the high school requires a separate audition. Successful participation in the TWIGS Program does not guarantee acceptance into the high school.***