



# My School Directory

## School Information

School Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
School Address \_\_\_\_\_  
Principal \_\_\_\_\_  
School Office Staff \_\_\_\_\_  
Assistant Principal \_\_\_\_\_  
Guidance Counselor(s) \_\_\_\_\_  
Acts of bullying (SBBC Policy 5.9) should be reported to \_\_\_\_\_  
Parent Organization President \_\_\_\_\_  
School Advisory Council Chairperson \_\_\_\_\_  
School Web Address: \_\_\_\_\_

## School Procedures

Fire Drills \_\_\_\_\_  
Dress Code \_\_\_\_\_  
Opening and Closing Times \_\_\_\_\_  
Location of STAR Computer and Name Badges \_\_\_\_\_  
Parking \_\_\_\_\_  
Who to Call When You Are Absent \_\_\_\_\_  
Phone Number &/or Email Address to Report Absences \_\_\_\_\_  
Eating in the School \_\_\_\_\_  
Use of the Telephone \_\_\_\_\_

## Volunteer Program Manager(s)

Staff Liaison for Volunteers \_\_\_\_\_  
Volunteer Coordinator \_\_\_\_\_  
Contact's Phone/Email \_\_\_\_\_

## Your Volunteer Assignment

Teacher's Name \_\_\_\_\_  
Room \_\_\_\_\_ Date to Begin \_\_\_\_\_  
Day(s) \_\_\_\_\_ Time \_\_\_\_\_  
Teacher's Planning Time \_\_\_\_\_  
Teacher's Phone/Email \_\_\_\_\_