

## **IMPORTANT POLICIES REGARDING INTERRUPTIONS TO CLASSROOMS!**

In order for your child to get the most from the instructional time allotted to the classroom each day, we must put into practice the following rules. *Please read them carefully, and note that they will be strictly enforced to help avoid interruptions to valuable class time.*

1. Please have your child at school on time every day. Children arriving late interrupt the start of class, causing lost instructional time.
2. Be sure your child has everything necessary for the day before leaving home such as backpacks, homework, lunches, band instruments, permission slips, snacks, jackets, etc. Students WILL NOT be allowed to call home for these items.
3. To protect valuable teaching time, NO CALLS will be made into the classrooms regarding dropped-off items.
4. Please instruct and remind your child often to check in with the office during recess and lunch breaks to see if their missing items like backpacks, homework, lunches, and instruments have been dropped off for them. If your child does not check in with the office, they may not receive their items in a timely manner.
5. An e-mail will be sent to your child's teacher when an item has been dropped off (smaller items, like homework packets, will be delivered directly to teachers' mailboxes). Items dropped off after lunch may not reach your student until the following morning.
6. Please do not go directly to the classrooms during school hours to drop off items. All visitors are required to check in at the office - no exceptions.
7. If "Pick Up" arrangements change unexpectedly for your child, you must call the office at least 15 minutes before the dismissal bell. Otherwise, the office may not have enough time to notify the teacher and your student of the changes; with such late notice, no messages are guaranteed delivery. Please try to make your arrangements and discuss them with your student before school so we do not have to interrupt the classrooms.
8. If you need to speak to your student's teacher, you may leave a message or e-mail the teacher and the teacher will get back to you. Calls will not be put through to the classroom during instructional time.

**THANK YOU FOR YOUR ASSISTANCE IN ENSURING THAT YOUR STUDENTS RECEIVE A FULL AND ENRICHING DAY OF LEARNING!**