

## 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, the following rules will be put into practice:

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. Please instruct and remind your child it is their responsibility to check in with the office during recess and lunch breaks to see if their missing items like backpacks, homework, and instruments have been dropped off for them. Lunches must have the student's name clearly written on them. Lunches will be placed on a cart outside the office.
4. 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 the teachers' mailboxes). Items dropped off after lunch may not reach your student until the following morning.
5. 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.
6. To protect valuable teaching time, NO CALLS will be made into the classrooms regarding dropped-off items.
7. If "Pick-Up" arrangements change unexpectedly for your child, please call the office at least 15 minutes before the dismissal bell.
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!**

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I have read and understand the above rules:

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name and Room #