

Roynon Elementary School

Policy Regarding Interruptions to the Classroom

(Included in the Annual InfoSnap Registration)

In order for your child to get the most from the instructional time allotted to the classroom each day, we have put into practice the following expectations. **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. Classroom instruction starts promptly at 8am. If a student arrives after 8:05am, that student must report to the office for a tardy pass.
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 (grades 2 - 5) and lunch breaks (all grades) to see if their missing items like backpacks, homework, 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. *Lunches will be placed on a cart outside the office.* It is your child's responsibility to check the cart for their lunch.
4. To protect valuable teaching time, **no calls will be made into the classrooms** regarding dropped-off items.
5. **An email 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.** Our campus is a closed campus from 7:30am - 2:45pm each day. 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 within 24 hours. **Calls will not be put through to the classroom during instructional time.**
9. If the classroom teacher is using Parent Square, Class Dojo, or Remind, please understand teachers will respond as soon as possible. However, class instructional time will not be stopped in order to respond. If there is an important message for the teacher please call the office and the message will be relayed to the teacher.

Thank you for your assistance in ensuring that all Roynon students receive a full and enriching day of learning each and every day.