

Important Policy Regarding Interruptions to the Classrooms

(Please read carefully then sign and return the bottom of this form)

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 to 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, snacks, sharing items, band instruments, permission slips, jackets, etc.
3. An e-mail will be sent to your child's teacher and a note put in the teacher's mailbox when you leave something in the office for your child before lunchtime. (Items dropped off after lunch may not make it to your child until the next morning.)
4. Please instruct and remind your child often, to check in the office if he/she is missing his/her backpack, homework, lunch, band instrument, etc. If your child does not check the office, he/she may not get his/her items.
5. If "Pick-up" arrangements change unexpectedly for your child, please call the office at least 15 minutes before the dismissal bell if possible. Otherwise, we do not have enough time to notify the teacher and your student of the change. Again, please try to make these arrangements and let your child know before school starts so that we do not have to interrupt the classrooms.
6. 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 continued support!

Rules to Minimize Classroom Interruptions

I have read and understand the above rules and will abide by them so that my child and all other students will get the most from the academic instructional time allotted.

Parent/Guardian Signature

Date

Student Name

GRADE