

Grace Miller Elementary School

Policy Regarding Interruptions to the Classroom

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

In order for your student 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 student at school on time every day. Students arriving late interrupt the start of class causing lost instructional time.
2. Be sure your student has everything necessary for the day before leaving home such as backpacks, homework, lunch, snacks, band instruments, permission slips, chromebook, jacket, etc. Students **WILL NOT** be allowed to call home for these items.
3. **NO CALLS** will be made to the classroom regarding items which are dropped off.
4. **Please instruct and remind your student to check in with the office during recess and lunch breaks to see if missing items have been dropped off.** Lunches must have the student's name clearly written on them.
5. An email will be sent to your student's teacher when an item has been dropped off and/or a note put in the teacher's mailbox when you leave something in the office for your student before lunchtime. Items dropped off after lunch may not make it to your student until the next morning.
6. Please do not go directly to the classroom during school hours to drop off items. All visitors are required to check in at the office.
7. If "pick-up" arrangements change unexpectedly for your child, please call the office at least 15 minutes before the dismissal bell. Otherwise, we do not have enough time to notify the teacher and your student of the change. Please try to make these arrangements and let your child know before school starts so that we do not have to interrupt the classroom.
8. If you need to speak to your student's teacher, you may leave a message or email the teacher and the teacher will get back to you. Calls will not be put through to the classroom during instructional time.

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

Parent/Guardian Signature

Date

Student Name and Room #