

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. Please read them carefully, and note that they will be strictly enforced to help avoid interruptions to valuable class time.**

1. **Be on time.** Please have your child at school on time every day. Children arriving late interrupt the start of class causing lost instructional time for everyone.
  
2. **Be prepared.** Make 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.
  - Please **instruct your child to check in the school office** to see if any of the above items have been dropped off for him/her. If your child does not check the office, he/she may not get the items that were dropped off.
  - Students **will not** be allowed to call home for these items.
  - Calls **will not** be made to the classrooms regarding items which are dropped off after the bell rings. **However**, an e-mail will be sent to your child’s teacher and a note will be 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 unless your child knows to check the school office.)

(\*Please note that fast food lunches do not meet district nutritional guidelines and should not be brought on a regular basis. However, if you bring one on occasion, **please DO NOT bring soda**. Soda is absolutely not allowed and will not be given to your child.)
  
6. **Everyone is required to check in at the office – No Exceptions.**  
Please do not circumvent the office by going directly to the classrooms for any reason.
  
7. **“Pick-up” arrangements** should be made and conveyed to your student before you drop him/her off for school in the morning. If those arrangements change unexpectedly, **you must 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.
  
8. **Contact with a teacher** can be made by leaving a message with the office or teacher voicemail or e-mailing the teacher and the teacher will get back to you. **Calls will not be put through to a classroom during instructional time.**

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Rules to Prevent 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.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Teacher

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date