

Emergency Messages: Do not call the school to relay a message to your child unless it is truly an emergency. Emergency calls should happen very, very rarely. Every call into the classroom causes a teacher to stop teaching to answer the phone, and learning is disrupted. Make sure your child does not leave for school each day without clear after school pick-up arrangements.

- If you suddenly have a last minute emergency the school office will make every attempt to get a message to your child. However, after 2:45 the office has fewer staff available to handle calls, so they cannot always forward every message.
- Do not email teachers with last minute messages. Teachers try to check email more than once a day, but they do not access email while teaching. If you have an emergency message for your child, the best way to communicate is by calling the school office.

Dropping Off Items: The office staff is very good about getting items from parents to teachers, but if you drop off homework or other missing items in the school office it may be several hours before staff can deliver them or for teachers to pick them up. Teachers try to check their mailbox each day before school and at lunch, but sometimes this is not possible. Keep this in mind when asking to leave something in a teacher's mailbox.

Parking Lot Safety: Dr. Jones reminds parents that if you drop off or pick up students in the upper (main) parking lot you are required to park, walk to the flagpole to meet your student, and to escort your child back to your car. After 8:45 a.m. you may not use the upper curbs as a kiss-and-go lane, nor permit your children to walk unaccompanied through the upper parking area. These rules keep our very busy parking lot safe for everyone's children.