

COPE MIDDLE SCHOOL CLASSROOM INTERRUPTION POLICY

TO: Cope Parents/Guardians, Students and Staff

FROM: Kate Pearne, Principal

2014 - 2015 SCHOOL YEAR

Our goal at Cope Middle School is to help students succeed by providing the best possible educational environment for learning. In order to keep our classrooms as productive as possible, we would like to inform you of our Classroom Interruption Policy.

- Classrooms will be interrupted **only** for the following emergencies:
 - ✓ Death or injury of a family member
 - ✓ Household disaster (fire, flood, car accident with injury)
 - ✓ Anything affecting the safety of the student

- If you will be picking up your student early for an appointment, **please make arrangements in advance** by sending a note with your student to the Attendance office when they arrive at school.

- Only messages received from a parent/guardian relative to a change in transportation will be sent to the student. **We cannot deliver any messages after 3:00 p.m.**

- If you will be dropping off lunch or lunch money, please do so to the Student Center as early as possible. Even if the student does not know you will be dropping it off, it is their responsibility to check periodically in the Student Center during passing period and lunchtime to see if his/her lunch or lunch money has been dropped off. Throughout the year, an announcement is made during reading of the daily bulletin reminding students of this policy.

- Forgotten items (homework, school projects, P.E. clothes, etc), particularly when the student has initiated the request, will be held in the Student Center until they are picked up. **Classrooms will not be interrupted by sending a note.** It is the responsibility of the student to check periodically in the Student Center during passing period and lunchtime to see if his/her items have arrived.

- Deliveries of flowers/balloons are discouraged because we cannot send notification to students regarding a delivery and if your child rides the bus, they will not be permitted to do so with flowers/balloons. If they arrive in the office, they will be held in the Student Center for the student to pick up at the end of the day.

Your cooperation, understanding and support of this policy are greatly appreciated. We all must work together to ensure the highest quality education for our students.