

WILLIAM ANNIN MIDDLE SCHOOL

2011 – 2012

Procedures

Due to the large increase in enrollment over the past several years, we have adopted the policies below to stream line services and minimize class interruptions.

FORGOTTEN HOMEWORK, GYM CLOTHES, MUSICAL INSTRUMENTS, ETC.

Items being dropped off at school may be left on the grade level shelf in the main office, with the student's name on the outside. If the student is not aware that the item is being delivered, you may leave a note in the lunch bin. The student will receive the note at lunchtime. **We do not interrupt classes to call students to the office to pick up any item.**

LUNCHESES

Lunches forgotten at home may be dropped off in the appropriate grade lunch bin in the main office. The student's name should be clearly written on the outside. Lunches will be delivered to the cafeteria at the start of each lunch period. Checks for cafeteria accounts should have the student's name and ID# on them and the student should drop it off to the cafeteria prior to the start of school.

EARLY DISMISSAL

Students leaving school early should come to the main office in the morning, before going to homeroom, with a note stating their full name, time of dismissal and reason for early dismissal. A parent must sign this note. The student will be issued a pass to leave class at the appointed time. You must come into the main office to pick up your child and the sign the student out. No student will be allowed to leave the building before 2:20 without being signed out by a parent or guardian.

AFTER SCHOOL ACTIVITIES

- Plans for after school activities should be arranged in advance.
- Students **are not permitted to ride any bus other than their own.**
- Messages cannot be delivered during the school day concerning a child's after school activities.
- Please be sure students and parents are clear as to the student's after school plans.
- Students should not be calling home, leaving messages and then expecting a response to be delivered.

The primary concern of everyone in our school is to insure as much uninterrupted class time as possible for every student and teacher.