

Partnering Together for a Successful School Year

Dear Families,

As we prepare for another wonderful school year, we want to thank you for partnering with us to create a safe, organized, and productive learning environment for every student.

Our office serves the entire school community with a dedicated staff of two who are responsible for student attendance, health and safety needs, enrollment, emergency communications, teacher support, and many behind-the-scenes operations that keep our school running smoothly. Because our campus is secured throughout the school day, every visitor must be greeted, verified, and admitted through our locked entrance. Each visit requires an office staff member to step away from these important responsibilities.

We ask for your help by limiting campus visits to those that are truly necessary. Many questions and requests can be handled quickly by phone, email, or ParentSquare, saving you time while allowing our staff to remain focused on supporting students and teachers.

Forgotten Items

We understand that occasionally something important is left at home. Before making a trip to school, please consider whether the item is truly essential for your child to successfully complete the school day.

A few reminders:

- All students have access to **free breakfast and lunch**, so meals do not need to be delivered during the school day.
- Water fountains and bottle-filling stations are available throughout campus. We encourage students to bring a reusable water bottle each day and, if possible, keep one at school.
- If homework or a classroom item has been forgotten, please communicate directly with your child's teacher. Teachers can work with students on late assignments or provide guidance when appropriate.

By helping students develop responsibility for remembering their belongings, we are also encouraging important life skills such as organization, planning, and independence.

Protecting Instructional Time

Our most valuable resource is instructional time.

To provide every student with uninterrupted learning, **8:00 a.m. to 10:00 a.m. is designated as Protected Instructional Time**. During these hours, classrooms will not be interrupted except for emergencies or circumstances requiring immediate attention.

Whenever possible, we ask that appointments, deliveries, early pickups, and other non-emergency matters be scheduled outside of this instructional block.

Thank You

Your partnership makes a tremendous difference. By limiting unnecessary campus visits and helping us protect instructional time, you allow our office staff to focus on student safety, support our teachers, and ensure every child has the best possible learning experience.

Thank you for helping us make this school year safe, productive, and successful for all students. We look forward to a wonderful year together!