

**La Verne Heights Elementary School**  
**Important Policy Regarding Interruptions to the Classroom**

*(Please read carefully then sign and return the bottom of this form)*

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Thank you for your support in ensuring the students at La Verne Heights have the best learning experience possible. We appreciate everyone's support in following the procedures outlined below.

1. Please have your child at school on time every day. They should be with their teacher at the 8:00am bell. Children arriving late interrupt the start of class, causing a loss to instructional time to themselves and others.
2. Please be prepared. Be sure your child has everything necessary for the day before leaving home, such as backpacks, homework, lunches, sharing items, instruments, permission slips, jackets, etc. Students will not be allowed to call home for these items. Please note: fast food lunches do not meet district nutritional guidelines and should not be brought for student lunches. Also, soda is not allowed as a beverage.
3. Should something be brought for your child during the school day, an e-mail will be sent to your child's teacher notifying them. It is possible that teachers may not receive this until the end of the day, so please remind your child to check the office if something is being brought in for them.
4. No calls will be made to the classrooms regarding items which are dropped off after the bell rings.
5. Everyone is required to check-in at the office. There are no exceptions.
6. If after school pick-up arrangements change for your child, you must call the office at least 15 minutes before dismissal, otherwise we do not have enough time to notify the teacher of the change. Please try to make these arrangements and inform your child before school starts so that we do not have to interrupt classrooms.
7. If you need to speak to your student's teacher, you may leave a message or e-mail the teacher, and they will get back to you within 24-hours.

Thank you again for your support.

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**Procedures to Prevent Classroom Interruptions**

I have read and understand the above procedures and will follow them so my child and all LVH students get the most from the academic instructional time allotted.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Parent / Guardian signature

\_\_\_\_\_  
Date