

Office Procedures for Parents and Students 2018-2019

Please take a moment to familiarize yourself with the Tuffree Middle School office procedures

1. Students will only be released to adults (18 years or older) who are authorized on the Data Confirmation emergency contact list (**even if you send a note, the person taking your child must be listed on the online Data Confirmation list**). Siblings who are **under** 18 years old are not legally permitted to pick-up students during the school day. Siblings 18 years or older may pick-up students **IF** the parent/guardian authorizes them to do so by placing them on the emergency card and sends a note (or calls) to let the office know that the sibling will be picking up the student on that day. Students arriving in excess of 15 minutes late to school without a valid reason **MUST** be signed in at the attendance desk by a parent/guardian.
2. We ask that parents/guardians schedule medical and other appointments for students outside of school hours. When arrangements outside of school hours cannot be made, parents/guardians and authorized adults may pick students up **before 3:25 p.m.** Please understand that the office cannot accommodate requests to release students from classrooms between 3:25 p.m. and 3:35 p.m. because it is disruptive to instruction and campus supervision. **If your student will be leaving early, please have him/her bring a note to the attendance office in the morning so we can issue an off-campus pass in advance.** This off-campus will be their pass out of class to meet you at the office at the designated time. The adult picking up the student **must** be designated on the emergency card, present picture identification and sign the student out at the reception desk.
3. **The regular office phone is for EMERGENCIES only and for students who are ill.** Making arrangements for transportation home or asking permission to go somewhere after school are not considered emergencies. Students should make these arrangements with their parents or guardians before coming to school. As a reminder, students **may not** use mobile phones during the instructional day.
4. To avoid classroom disruptions, notes **cannot** be sent by the office to students to pick up forgotten homework, projects, instruments, or lunches. While we understand that emergencies arise, we **strongly discourage** parents from calling the office to leave a message for their child (each message for a student is disruptive to the entire classroom and the teaching process). Messages will only be given to students at break and lunch to avoid disrupting the entire classroom, and only for emergency purposes. **After school plans and reminders should be made in advance of the school day.**

To facilitate classroom instruction remaining disruption-free, any student items dropped at school are placed in a box in the front office for student's to retrieve between classes. Some related reminders are:

5. If musical instruments are dropped off at the office, the student is responsible for checking during passing periods or break for these items. Any instruments still left in the office after school will be sent to the band room.
6. Students are responsible for remembering to bring their PE clothes to school. PE clothes dropped off by parents may be placed in the bin for student pick up during the day. Students will not be called out of class to pick up PE clothes; the office is not responsible for delivery of such items. Students will be loaned a set of PE clothes, but will be marked down for failing to bring their own.
7. Delivery of forgotten lunches/money causes constant interruptions to the office and the instructional process. Students are responsible for bringing lunch or lunch money to school. Please check with your child each morning to make sure these arrangements have been made. Remember that lunches may also be paid for in advance. Lunches dropped off at the office will be placed in a box, and students are responsible for checking the box. Lunches dropped off at the office must be pre-labeled with the student's name. The office does not have provisions for the security of cash, and therefore **cannot accept money for lunches or other activities** from parents. ***Our school policy prohibits anyone (including parents/guardians) to pass lunches or money through school gates or fences to students.***
8. Students are responsible for bringing their homework, assignments, and projects to school. If homework is dropped off at the office by parents, it will be placed in the teacher's mailbox at the end of the day. Remember, by assuming these responsibilities for your child, he or she will not learn how to be responsible. Our goal is to work with you to teach students how to be responsible for their school assignments.

Remember, all parents and visitors MUST check into the office when entering campus AT ANY TIME. This policy is in place for the protection of all students on campus.

Your cooperation with these procedures ensures the most instructional time for your student.
Our office staff welcomes you to Tuffree and is happy to assist you.