

Sierra Verde STEAM Academy Office Policies

Protecting instructional time and minimizing classroom disruptions are of paramount importance to our staff and students. In an effort to protect teachers from office disruptions and allow them to focus on instruction and student learning, we are implementing the following policies.

Our Forgotten Items Policy is to help avoid classroom disruption. During the school day, we will only call the classroom for the following items:

- Glasses
- Emergency Messages and Medically Required Items (must come through the health office)

*Students with large instruments or school sports equipment can be dropped off and will be held in the office.

**Parents can help students deliver *large* projects between 8:30 AM and 8:45 AM by signing in at the front office.

The following items **will not** be accepted or held for students:

snacks/water bottles	homework, projects, or books	clothing/shoes	phones or electronic devices	permission slips
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Late Lunches:

Late Lunches will be placed on a cart in the front office and brought to the late lunch table at 10:45. Students can check to see if those have arrived. If a student does not have a lunch at that time, a hot lunch or equivalent will be provided by the cafeteria, and the student's lunch account will be charged. Parents/Guardians are welcome to bring lunch to students during his/her assigned lunch time and/or stay to have lunch with them whether you are bringing lunch or they are purchasing from the cafeteria. Parents/guardians are not permitted to go to the playground.

**Remember: photo ID is required to enter the campus, and food is not allowed to be shared with other students.

Library books returned to front office:

All library books returned to the front office will be placed in the Library Clerk's mail box. Library books will be checked back into the library at the end of each day or sooner as time permits.

Change in Dismissal Messages:

If students' dismissal status or instructions change during the day, please notify the front office and not the teacher. Teaching staff will not be responsible to convey any changes in dismissal to students. Office Staff will take the message, and it will be delivered to your child after 2:30 PM. All notifications must be received in the office by 2:30 PM, otherwise; we cannot guarantee the delivery of the message. All students not picked up by 3:45 will be brought to the office. If you are running late, please park in a parking space and come into the office to pick up your student.

When signing students out for a partial or full day, please be sure to have your photo ID ready to present to office staff. If you are requesting that a family member or friend sign out your child, please verify ahead of time that the individual is listed on your child's emergency contact list (emergency contacts can be added or removed by parents coming in to the front office to make a change; proper photo ID will also be required to do so). **Students may not be signed out after 3:15 PM.**

We appreciate your support in streamlining our procedures.. Thank you for helping us protect instructional time and assisting in promoting organizational responsibility for all students.

Respectfully,
Sierra Verde Administration