

WEST WING “FORGOTTEN ITEMS” POLICY

West Wing’s “Forgotten Items” Policy is to help avoid classroom disruption. During the school day, **we will only e-mail/call** the classroom for the following items:

- **Lunches**
- **Glasses**
- **Medically Required Items**
- **Emergency Messages**

*****Forgotten homework, books, library books, progress reports and permission slips will ONLY be put in the teacher’s mail boxes to be picked up at the end of the day, we will not disrupt the classroom for these items*****

- Students with LARGE instruments not allowed on the bus can be dropped and will be held in the office
- Parents may help students deliver LARGE projects as well

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

- Snacks
- Shoes
- Projects
- Electronics
- Instruments

We appreciate your support in implementing this policy. Thank you for helping us protect instructional time and assisting in promoting organizational responsibility for all students.

Respectfully,

West Wing Staff