

# JOINT SCHOOL DISTRICT No. 365

BRUNEAU – GRAND VIEW

Rimrock Jr. Sr. High



## 2015 - 2016 Elementary Student Handbook

Welcome Bruneau and Grand View families, students, and staff to the 2015-2016 school year. It will be a great year of learning and fun. Our schools plan to continue focusing on the Nine Characteristics of High Performing Schools which include:

- Clear and shared focus
- High standards and expectations for all students
- Effective school leadership
- High levels of collaboration and communication
- Curriculum, instruction and assessments aligned with state standards
- Frequent monitoring of learning and teaching
- Focused professional development
- Supportive learning environment
- High level of family and community involvement

In addition, we will continue our focus on implementing the Idaho Core Standards in our classrooms. The Idaho Core sets the benchmarks and guidelines for what each student should learn. We encourage you to ask questions and get involved with understanding all of the new and exciting movements in education. Please keep communication with your child's teacher a trend. It is meaningful for your child to see the invested time you give to his or her educational institution. We have an amazing group of teachers and staff excited and ready to start the year. Education is a community responsibility and together we can help our children have a successful experience in school. Please utilize this handbook to help your child organize their daily work and create life-long habits of responsibility. We value and honor the support parents provide to the learning adventures and look forward to working with each of you this year. We wish everyone a wonderful school year and hope to see you often throughout the year!

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## School Mission:

The Bruneau Grand View School District provides a high quality education preparing students for futures that enable them to be positive contributors to society.

## Our Vision:

Our learners are capable, confident, and embrace learning.

## Core Values:

- ETHICAL in our conduct : We do what is right
- RELIABLE in our actions: We do what we say
- RESPONSIBLE: We are disciplined, dependable, conscientious, committed
- INSPIRATIONAL: We motivate positive actions in children and adults

## Elementary Agreements:

In supporting the district wide vision and core values, we expect all staff, students, and patrons in the school to be:

**Respectful**

**Responsible**

**Reasonable**

### Elementary Office & Phone Hours

Tuesday-Thursday

7:30 A.M. to 4:30 P.M.

*Children are not to be at school any earlier than 7:40 a.m.*

### DISTRICT PHONE LIST

- Bruneau Elementary -208-845-2492
- Grand View Elementary –  
208-834-2775
- Rimrock Jr. Sr. High – 208-834-2260
- District Office -208-834-2260

*Please reference the district web-site;*

**<http://www.sd365.us>** for all district policies.

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Our schools expect all employees, students, and patrons to follow school agreements. Following these agreements provides for a safe environment that provides maximum learning. As a staff we strive to be positive role models for all students. We hold each other accountable for the following agreements.

The agreements are defined as:

- Attentive Listening: (quietly looking at the speaker)
- No Put Downs/Show Appreciation and Mutual Respect: (unkind words/actions are not acceptable: instead we give positive feedback to others)
- Confidentiality/No Gossip: (each person tells only those needing to know)
- Everyone Participates: (participation includes listening, think time, and contributing to the activities)
- Appropriate Task Completion: (doing the right thing at the right time)

## RESPONSIBILITIES OF THE STUDENT

District policy 704 states:

Students also have certain responsibilities while attending school, which include:

- The responsibility to know, respect, and abide by school rules and regulations
- The responsibility to respect the opinion of others
- The responsibility to treat others with dignity
- The responsibility to apply the best effort possible in all learning situations

## NO TOLERANCE POLICY

We have a no tolerance policy that could result in immediate suspension and possible involvement of law enforcement. Some of the infractions include but are not limited to:

- Fighting
- Bullying
- Possession of weapons of any kind
- Possession of drugs or alcohol

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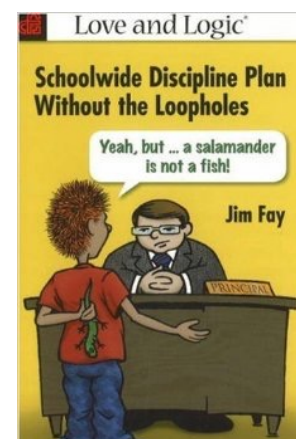
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## SCHOOL DISCIPLINE

Our schools discipline model comes from the Love & Logic model Schoolwide Discipline Without the Loopholes, by Jim Fay: if you would like to borrow a copy of this book, we would love to share it with you. From this philosophy, our teachers have established strategies to guide our decisions for helping students work through discipline issues. These principles are:

1. We believe students should be responsible for solving their own problems and adopting new behaviors, with adult guidance, provided the solution does not make a problem for others.
2. We believe that we should make every attempt to maintain the dignity of both the student and the adult during a disciplinary situation.
3. We believe that students should be given the opportunity to make decisions; they should see a reasonable connection between their actions and the consequences that follow.
4. We believe this misbehavior should be handled with natural or logical consequences instead of punishment, whenever possible.



Our goal is to ensure that when discipline is necessary, we're treating each student as an individual, and with respect during the process. As with parenting, discipline stems out of a concern and care for the student, the student body and the school community.

## ITEMS FROM HOME

**Bring Your Own Equipment & Devices:** Students may choose to bring their own equipment or electronic devices to utilize during recess and other times that may be designated by the classroom teacher - students may not call or text on their cellphone, without direct permission from their classroom teacher to do so while at school. Students will be responsible for following all rules established. On the first offense the device may be confiscated until a parent picks it up. The schools assume no liability for damage, theft, etc. The school WILL NOT get involved in solving problems or finding lost or stolen items. Students bring items at their own risk and are not to impede on any teaching and learning.

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## ADDRESSING PROBLEMS AND CONCERNS

We want to work together to make sure all children are happy, safe, and learning when they walk through our school doors. We know that questions and concerns can arise over time. Please follow the proper channels to solve problems. If you have a question or concern we ask that everyone follows the appropriate steps to create the best communication in our schools.

1. The first step is to contact the child's classroom teacher to set up a conference time to clear up and address any questions, concerns, or miscommunications. Going directly to the teacher with concerns helps strengthen your relationship with your child's teacher, and sets an example for our students to go directly to the person we have a concern with, whenever possible.
2. If further attention is needed the second step is to please contact the front office where a scheduled time will be established to meet with the principal.
3. If your concerns have not been resolved regardless of ongoing communication and collaboration from both teacher and building administrator the third step is to please contact the Rimrock secretary to schedule a time with our District's Superintendent.
4. If further action is needed and all of the above communication has been made please look to your school board representative for further assistance.

It is essential that scheduled meetings are established prior to showing up to a classroom or the office to address concerns so that ample time is provided to work through any problems. This allows teachers and staff to prepare and avoid any interruptions in their classroom teaching. Our office staff is always willing to work with you to help set up a time to meet with staff.

## ENROLLMENT FORMS

The first time you enroll your child in our school you fill out an enrollment form. Please make sure all telephone numbers and addresses are accurate. Most important, please make sure we have the name and telephone number of persons who can be contacted in case you cannot be reached. Please notify the school if you change addresses, jobs, or telephone numbers during the school year.

It is required by law that we have your student's birth certificate on file, and proof of guardianship. Please ensure that the school has these documents.

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## **STUDENTS MOVING TO ANOTHER SCHOOL DISTRICT/TRANSFER POLICY**

Please contact the office a day or two prior to any move to allow staff to gather all of your children's materials in a timely manner. We will transfer records directly to the new school once a request form has been sent to our office. Prior to withdrawing, all library books and school materials must be returned and your child's belongings must be picked up.

## **IN DISTRICT TRANSFER POLICY**

If you are wishing to enroll your child in another school in the district without a move in location you must first schedule a meeting with the building administrator and have followed the proper lines of communication prior to the request. A written request with reason for transfer must be completed. A team will meet to determine if this is the best solution for the child, family, and school success. The decision will be based on class sizes and other factors. If approved, busing will not be provided to your child, to attend the other elementary school.

## **INCLEMENT WEATHER**

Children should dress appropriately for the weather each day. Children are expected to go outside except during extremely cold days (10 degrees or colder). Children need to have fresh air and exercise as part of their school day. Please ensure that your child is appropriately dressed. All children will go outside for fresh air and a classroom break. If they are well enough to attend school, they will join all other classmates outside.

If school is canceled due to inclement weather, families will be notified via all-call and the school's closure will be posted on the school website.

## **PARENT NOTIFICATION SYSTEM**

The school district utilizes a parent notification system that will reach a parent, guardian, grandparent, etc. about any important information the child/parent may need. The information will be delivered over the phone lines, as a text message on your cell phone or as an email. Each parent/guardian can submit up to 14 telephone numbers and 5 email addresses. Anything sent from the school will go to all of these contacts. The system will be used for district or school-wide information (e.g., school closures) or from a teacher to parents about specifics for his or her class (e.g., field trip, tests, projects, homework) and even for PTA/PTO news. This will negate the need for us to send hard copy/paper notices home, which cost the district additional dollars.

## **OFF CAMPUS EVENTS**

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The purpose of off-campus events, is to serve as an enrichment to the school's current curricula. These off-campus activities will have an educational-basis, and be part of the classroom's curriculum purpose. Teachers work hard to create fun innovative lessons that, at times, take students off school grounds. Past educational experiences have included walks around town, a visit to the local post office or library, fitness walks, field trips and outdoor exploration. Please know that during these times your children are with staff. The activities have been organized in a safe manner. A release for student participation in such events is included in the registration packet and will be kept on file for the year.

Students are to ride the bus with school personnel, unless other arrangements have been made *prior* to the day of the event (see policy 705.8).

Some trips may have room on the bus for parent chaperones. A chaperone is defined as a person who:

- Is over 18 years of age
- Is never alone with a child (always under the direction of the certified teacher, and therefore does not require a background check to serve as a chaperone)
- May ride the bus with the students (if there is room)
- Does not bring any children with them (no siblings, etc)

Sometimes, we have room on our bus for a limited number of chaperones to ride with us, and we are grateful for your participation and support. Other times, we lack the room in our bus for parents to ride the bus with us.

Chaperones are invited, based on group sizes, room on the bus, the needs of the class(es) attending, and the ability of the chaperone to help the teacher manage student groups and keep everyone safe / engaged during the outing. Teachers may invite chaperones at their discretion.

## **DRESS CODE**

Students and visitors to the school shall dress in a manner that shows respect for themselves and the educational environment. Students clothing must not present a health or safety hazard (such as wearing flip-flops at recess, on a field-trip and during P.E.), a distraction to the learning process or interfere with the education process. All personal clothing, jewelry or other items should be free of writing, pictures, or other insignias, which are crude, vulgar, profane, violent, or sexually suggestive. These items should not bear advertising or likeness of tobacco, alcohol or drugs. Students should be clean when they come to school and wear clothes that do not show underwear or are immodest in any way, e.g., short shorts, mini-skirts, bare midriffs, halter-tops, spaghetti straps, tank shirts, pajamas, or similar clothing. Students should



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not wear hats or head gear in the building (though they may wear them at recess). Some type of shoe (not flip-flops) shall be worn at all times to ensure personal safety and hygiene.

## **ACCIDENTS**

If your child is injured at school we will make him or her comfortable and call you immediately if a serious injury has occurred. If you cannot be reached, we will attempt to contact the emergency numbers you have listed. Opportunity to purchase insurance for your child is offered and accessible in student registration packets.

## **LIBRARY POLICY**

Students are taught, and are expected to understand that when they check out a book from the library they are responsible for taking care of the book and returning it at the appropriate time in the same condition as when it was checked out. All books are checked out for one week, and can be renewed for any reasonable length of time. If a student has a damaged or lost book, he or she cannot check out any additional books until the book is paid for or replaced.

If something happens that prevents a student from returning a book at the appropriate time in the same condition, we have established the following:

- Late book--after 30 days a book is considered lost
- Damaged book fee--\$1.00 - \$2.00 depending on extent of damage
- Damaged beyond repair fee--\$10.00 paperback, \$20.00 hardcover
- Lost book fee-- \$10.00 paperback, \$20.00 hardcover

## **CARE OF TEXTBOOKS**

Students are responsible for all textbooks and library books issued to them during the school year. The student to whom they were issued must pay for all lost or damaged books. Should a lost book be found after the student has paid for it, the money will be refunded when the book is brought to school.

## **ATTENDANCE POLICY**



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School Attendance Philosophy: Students cannot perform well academically when they are frequently absent. An individual student's low attendance is a symptom of disengagement and academic difficulties. When many students have low attendance in classes, such behavior undermines the capacity of all students and teachers to pursue high quality education. (From: Habits Hard to Break)

Students, parents and educators recognize that consistent attendance results in safety of students, educational benefits, and success that build self-esteem in children. In both Bruneau Elementary and Grand View Elementary we encourage and set a goal for all students and staff to achieve a 98 % attendance rate for the entire school year.

## **Policy**

All students in Bruneau Elementary and Grand View Elementary are required to arrive at school on time, remain in school for the entire day and to attend school regularly at least 90% of the time school is in session. If a student misses more than 10% of school during the entire school year, he or she will be referred to the attendance committee and may be denied promotion to the next grade.

## **Tardies**

A student is tardy if he or she is not in the assigned classroom when the tardy bell rings. Tardies caused by a late bus will not be counted on the student's record. The principal may excuse student tardies because of inclement weather or extenuating circumstances. Students who arrive at school after the tardy bell rings must check in at the office and get a tardy slip. Please note: 4 tardies will count as 1 school absence.

## **Early Dismissal**

A child released from school early is missing educational opportunities. It is essential to remain in school until the end of the school day. Children must be checked out of the office prior to any early dismissal and will accrue one absence after 4 early release times. We ask that parents keep their children in school until the bell rings. Any dismissal prior to the bell ringing will count toward an absence. (4 early release times constitute 1 absence). If you need to pick up your child before school is dismissed you must report to the office. You will need to sign your child out and the school secretary will get your student for you. An early dismissal constitutes any release prior to the school bell dismissal regardless of time. We are working to limit classroom interruptions and ask that you please keep your children in school until the bell rings.

## **CALCULATING ELEMENTARY ATTENDANCE**

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Absence from class for any reason, including family convenience and vacations will be counted when the percentage of attendance is calculated. This could consequent eligibility for promotion. Except in extraordinary circumstances, students are expected to be present at school and in their assigned grade. Extraordinary circumstances may include, but are not limited to:

- verified illness or medical treatment with proper documentation from a licensed health official
- involvement in an accident or malady that would preclude regular attendance with the proper documentation from a licensed health official
- death in the family or death of close friends
- medical or dental professional appointments with documentation.

Moving to a four day week tightens the amount of time students have in class and so it is important that professional appointments are scheduled on Mondays to avoid possible absentees.

## **NOTIFICATION OF ABSENCES:**

Parents will be notified in writing about absences throughout the school year. If a child has three or more absences a parent will receive his or her first attendance notification. If a child has 6 or more absences a second attendance notice will be sent home and if a child has 10 or more absences a third attendance notice will be sent home. The second and third attendance notices may be followed up with a phone call home, a home visit, an attendance review hearing, and possibly non-promotion to next grade.

### **Notification to School for Student Illness**

If your child is absent, please call the school to report the absence. Please accompany this with any doctor's notes in regard to the reason for the absence.

## **DENIAL OF PROMOTION**

Students not meeting the aforementioned criteria for attendance requirements may not be promoted even though they may have passing grades. The parent/guardian who has valid reasons to believe that all or parts of the absences are the result of extraordinary circumstances may file a written request for review by the building administrator. Such requests must be made within five (5) days of receiving notice of the denial. The building administrator will review the records and the circumstances and determine options for each individual child. Following is the criteria that will be used to make its determination:

- Attendance for current and previous year or semester
- Grades for current and previous year or semester

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- Make up of work missed, including whether the work was made up prior to the absence or after the absence
- Make up of time missed in supervised attendance during the school year (such as after school tutoring) or during the period immediately following the completion of the school year (summer school)

The decision may be appealed first to the principal and then the superintendent. This appeal must be submitted to the principal and then the superintendent within ten (10) days after the attendance committee submits its decision. The principal and or superintendent will render a decision on the appeal within ten (10) days after receiving the appeal. The final determination may warrant the Board's determination in this matter.

## **ABSENT WORK**

When a child is absent, taking the work home can never make up for the classroom interactions and discussions held that lead children to knowledge and learning. Although teachers will make every effort to support your child to make up work please understand that this does not replace the education and workload that they complete when in school. If you would like your student's work after an absence, please request the work from the teacher *after* your student returns to school.

## **FOOD SERVICES**

Bruneau Grand View School District Nutrition Department provides nutritious meals for the students in the district. The meal program is planned to meet the nutritional needs of the students. Adults may purchase meals in the cafeteria. Adults will receive the same meal as a secondary student at the adult price *as these meals are not subsidized by the state*. Applications for free and reduced price meals are to be filled out and must list all students in the family. Applications may be picked up at school or you may get them off the website. If your income changes during the year you may fill out an application at any time. Each household must fill out a new application at the beginning of the school year even though their student(s) were on the program the previous year.

Suggested price increases for Bruneau-Grand View School District for the 2015-2016 School Year

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**Adult Price \$3.75** (Previously \$3.50)

Adult meals cannot be subsidized by federal funds. To set the adult price, we must add the value of commodity foods (.2475) to the value of a free student meal (\$3.06) plus sales tax. This comes to \$3.51. I suggest increasing the adult meal price to \$3.75 so we can leave it at the price for several years.

**Elementary price \$2.15** (previously \$2.05)

**Rimrock price \$2.40** (previously \$2.30)

District policy 406.1 states:

- “A maximum of 5 lunch charges may be accumulated after which the student can no longer be served a full lunch. Parents are encouraged to provide their child with a sack lunch until charges have been paid. Students will receive a peanut butter sandwich, fruit and milk for \$0.50 until charges have been paid in full.”
- Any students with an unpaid lunch balance from the previous school year will not be allowed to charge any meals during the current school year until all charges have been paid in full.

We would encourage you, if the cost of lunches becomes a hardship, to consider the eligibility criteria for free and reduced lunches. We encourage parents & guests to visit our schools and have lunch with their children. Please call the school office on the morning you plan to eat so that the cooks can have enough food prepared.

## **MEDICATION**

The school personnel cannot administer medicine, including aspirin. Individual cases, which require prescription drugs, will be handled on a case-by-case basis. Please contact the school to get an “Authorization for Self-Administered Asthma/Emergency Medication” form to allow school officials to administer medicine if it becomes necessary. Information can be found in District Policy 706.4.1. Call the school office if you have any questions.

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## **SCHOOL PARTIES**

If your child has a birthday during the school year, please check with your child's teacher to set up a time to celebrate. Our school celebrates birthdays on the last Friday of the month, in order to maximize classroom instruction times (birthdays are not celebrated on the day of the student's birthday).

## **Snacks and Treats**

We ask that you strive to bring healthy snacks and treats to school while limiting sugar and candy. If you want ideas about what to bring please contact the front office. If you plan to bring in snacks please contact your child's teacher to make arrangements first.

## **TRANSPORTATION CHANGES**

Bus, walking, and parent pick up schedules for children will not be changed without written or verbal requests from the child's parent - please call the front office. Students will not be allowed to make arrangements during school time to go home with a friend. Notes from parents making any changes to a child's travel plans must include the names of all children included in the plan. If a child's name is not on the note he or she will follow his or her regular daily plan. Please notify the school in advance and or NO LATER than 3PM on the day of the change or advise the teacher if there will be a change in the transporting of your child. If no notification is received, your child will follow his or her regular method of getting home. We will not interrupt teachers during class time so it is essential to let the front office know of any changes in transportation for the day as early as possible to relay the messages in a timely manner.

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## BUS RULES

All students riding a school bus are expected to follow the rules and conduct themselves in a manner to provide safety for all aboard. If you have a problem or concern regarding the bus you must *first contact the bus driver*. If unable to resolve your problems, you can contact the bus supervisor, John Aquiso.

1. Students must obey their bus driver at all times.
2. Unnecessary conversation with the driver is prohibited.
3. Pupils must not throw paper or other rubbish on the floor of the bus or out the windows.
4. Pupils should not have toys or electronics on the bus that cause a distraction to the driver or cause conflict with other students. If there is an abuse of these items, the driver will take away the toy/electronic device.
5. Pupils will not extend arms or heads out of the bus windows.
6. Any student, who is guilty of unbecoming conduct, using inappropriate language, being disrespectful to the driver or other students, forfeits the right to ride the bus.

## BUS MISCONDUCT PROCEDURE

1. A bus misconduct report will be issued when a student does not follow the rules. This is issued by the bus driver. The principal and transportation director will be informed of the incident and the report filed in his/her office.
  - A. A student may be suspended from the bus, on a 1st occurrence, if they violate the safety of another passenger or the driver.
2. A second bus misconduct report will result in the student being suspended from the bus until the parent has contacted the bus driver, transportation supervisor, or principal in order to address the problem.
3. A third notice is issued; the same procedure shall be followed as outlined for the second notice except the transportation supervisor shall automatically suspend the student from riding the bus for five days. Any further warnings could result in revoking the student's riding privileges for the remainder of the school year. Riding the bus is a privilege. Any serious infraction could be reason for revoking riding privileges on first offense.

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## **VOLUNTEERS**

We *love* parent volunteers - in fact, our school *depends* on your help and support! Volunteering your time helps our teachers, shows our students your interest in their education and supports student learning while building a sense of community.

Volunteering means that you're there with an intent and purpose to support your student's classroom and teacher, and you're actively engaged in supporting the classroom. Volunteering is not simply hanging out in the back of the classroom :) )

Please work with your student's teacher this year, to volunteer in the classroom. Your teacher may be using a volunteer sign-up sheet, to ensure that the time you're offering in the classroom is respected, and used wisely to help our students. As you plan to be in the classroom next year, please plan to do so as an active volunteer, working with the teacher to support student learning.

The laws require a completed application and a background check to be a *regular* volunteer. We do not want to discourage anyone from volunteering and will help you with the required paperwork as much as possible. Volunteers must respect the learning environment and make every effort to refrain from distracting students in the classroom. Other staff should not be asked to watch your children when you come to volunteer.

## **VISITORS TO SCHOOL**

The Board of Trustees welcomes and encourages the active interest of parents and citizens in their public schools, and invites the community to visit at any time. However, because schools are a place of work and learning, certain limits must be set to balance the interest between the visitor's participation and the school's mission to educate the students. To assist in this balancing, the building principal is assigned the responsibility of identifying all persons within the school and on school premises. For these reasons, the following policy applies to visitors to the school:

- All persons who are not a regular staff member or student of the school will be termed a "visitor".
- All visitors on school property during school hours must sign in at the school main office upon arrival at the school.
- All visitors must wear a school issued badge identifying them as a "visitor".
- All visitors who wish to observe a classroom while school is in session are required to coordinate such visits in advance with the principal and the teacher, for the purpose of ensuring that class disruption is minimized.
- Visitors are expected to refrain from speaking with teachers during class time and correspondingly, teachers are not authorized to discuss individual matters with visitors while class is in session.



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## STUDENT VISITORS

Students who are not enrolled in the Bruneau Grand View Joint School District cannot attend school with other children. If a parent wants to bring them to visit during the lunch hour or arrange an opportunity for him or her to visit a classroom, this must be arranged ahead of time and a parent must be present. Please make sure to contact the office and classroom teacher to approve the visit.

## CLASSROOM DISRUPTIONS-MESSAGES FOR STAFF

During the school day classes **will not** be interrupted unless there is an emergency situation. The office staff will not interrupt teachers during class to relay information to teachers or students. It is very important that any messages or change of plans be sent to the office in the morning to allow adequate time to ensure messages are received. The front office will take all calls during the school day. Any or all messages will either be placed in staff mailboxes and or sent to staff voice mail. Staff will have access to messages and calls during their planning and break times when students are not working with the teacher.