

# WEST WING “FORGOTTEN ITEMS” POLICY

West Wing’s “Forgotten Items” Policy is to help avoid classroom disruptions.

Please refrain from bringing the following items to the office during school hours. We will not interrupt classes to deliver these items.

- Lunches
- Snacks
- Shoes
- Projects
- Electronics
- Instruments
- Homework
- Notes
- Permission Slips
- Progress Reports
- Library Books

It will be your child’s responsibility to pick up their forgotten items in the office.

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

Policy Updated: 5/20/19