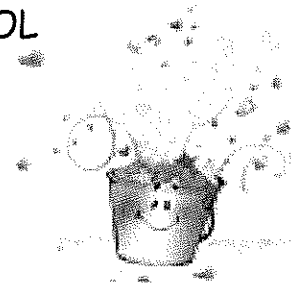


# SANTAPOGUE ELEMENTARY SCHOOL



Jennifer Carere, Principal  
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1130 Herzel Boulevard  
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September 15, 2016

Dear Parents / Guardians:

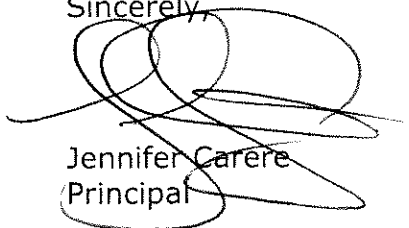
We would like to share with you our homework pick-up procedure at the Santapogue School. Students and their parents are not permitted to pick up forgotten homework books and materials from their classrooms unless the teacher is in the classroom.

If an extra help session is in process in the classroom, the parent/guardian and child may not enter the classroom. If the teacher is still in a classroom after school, the child and adult will be permitted to retrieve the forgotten homework materials. One of the secretaries will call the classroom and determine if the teacher is in the classroom. ***If the teacher is not in the classroom, even if extra help has ended, no access will be permitted.***

This decision was based upon several considerations. The first dealt with security concerns within the school. It was also made to enable the custodians to clean the school at the end of the day without a series of interruptions. This procedure protects the privacy of classroom materials. Finally, it encourages children to develop a more responsible attitude towards their homework responsibilities.

Thank you for your cooperation with our homework pick-up procedure.

Sincerely,



Jennifer Carere  
Principal

JC:js