

# **PRINCIPAL'S LETTER**

The entire Sweetwater staff and I would like to welcome you to the 2024-2025

**Sweetwater Facebook Page:** Sweetwater School (Look for the blue Mustang)

## Communication with Teachers

Sweetwater teachers welcome the opportunity to confer and to partner with parents and guardians. If you have questions or concerns, please make an attempt to speak directly with the teacher first. Please leave a message in the teacher's voice mailbox or email the teacher. It is helpful if you have the following information when you call:

1. Name of parent/guardian.
2. First and last name of the student.
3. Phone number(s) and time available.
4. A brief statement of question, concern or compliment.

We encourage parents to visit our school/classrooms. Please be respectful of our emphasis on teaching/learning by:

- Making appointments when you plan to visit. No classroom visitors are allowed unless prior arrangements have been made with the teacher.
- Leaving items that need to be delivered to your child at the office. This will minimize class disruptions.
- Limiting deliveries for birthdays/special occasions. Any items brought to school need to be delivered to the office.

Teachers are generally available to receive and to return calls and email after 2:45 p.m.

## School Newsletter

A school newsletter will be posted in Peachjar quarterly.

## Student Telephone Usage

Students should develop responsibility for making sure that they bring all items to school that are required for that day. Any student needing to use the telephone, after arrival at school, **must** have the approval of his or her teacher. Students are not allowed to use cell phones during the school day. All cell phones of kindergarten through eighth grade students are to be turned off during the school day. **Teachers have the option of keeping phones locked up during the school day or letting students keep them in the**

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## Parking Lot Procedures

All parking lot signs and procedures need to be followed at all times to preserve and protect the safety of students, parents and staff. Please drive slowly and safely in the parking lot at all times. For the safety of our students, parents and staff, we are requesting that you follow a few guidelines when dropping off and picking up your children before and after school.

**\*\*PLEASE WAIT until you get to the blue painted line**