



Tuckahoe Union Free School District
William E. Cottle School

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“A Promise to Prepare for Tomorrow”

George C. Albano, Principal

August, 2012

Dear Parents/Guardian:

Please be advised that the use of the telephones in our main office and the nurse's office are primarily for official school business.

We have discovered that far too many classrooms are being interrupted to give personal messages to students. In addition, students are leaving academic classes to make arrangements to go over to friend's houses, asking for homework to be brought in, etc. All of these arrangements should be made and discussed the night before or the morning of that day. This also applies to early dismissals because of weather conditions. As you know, continual classroom interruptions create continual loss of instructional time.

In addition, the office secretaries have been directed to not interrupt classes to give messages to students of a non-emergency nature. Students will be called down during lunch for messages.

We thank you for your cooperation with regard to this matter. I am confident that by following the aforementioned procedures, we will cut down on daily classroom interruptions.

Sincerely,

George Albano, Principal

GA/tl