



Middletown Township Public Schools

Thorne Middle School

70 Murphy Road

Port Monmouth, NJ 07758

(732) 787-1220

District Website: www.middletownk12.org

William O. George III, Ed. D. Superintendent

Thomas Olausen, Principal

Peter J. Smith, Assistant Principal

August, 2012

Dear Parents/Guardians,

Welcome back to the start of a new and exciting 2012-2013 school year. This is an ***Important Message*** that we would like to bring to your attention in an effort to update all parents and guardians on the subject of "***Forgotten Items and Phone Calls***".

We are sure you will agree that it is extremely important that we all work together to help students become more responsible young adults and better prepare them for what lies ahead of them both in life as well as their academic career. We will continue the process started last year regarding items such as homework, projects, lunch, drinks, gym clothes, etc., are forgotten at home and need to be "dropped off" for students as well as phone calls.

This new policy mandates that these items must be dropped off at the school's main office. There will be a sign-in sheet available for parents and or guardians to document each event. It will then become the student's responsibility to check with the main office throughout the day to see if those items are available for pickup. The office staff will ***NOT*** be contacting students unless the matter involves such items as prescription eyeglasses or prescription medicine which must be labeled specifically in that student's name. Classes cannot and will not be disrupted for other ancillary items.

The phone in the main office will be made available to students in order for them to call home or to contact their parent or guardian. Use of the main office phone will be made available to students only between breaks in class sessions. This policy has been implemented to promote and encourage more responsible student behavior. Please note that the school staff is ***NOT*** permitted to contact students regarding "***Forgotten Items or Messages to Students***".

Prior arrangements should be made when students are responsible for picking up siblings or going home with other students. Please avoid phone calls to the main office as we are not able to pass messages on to students.

Please review these new procedures with your child in an effort to help us better prepare for this transition. We thank you in advance for your help and understanding.

Cordially,

Thorne Administration

A Student-Focused Community