



Lois E. Carter Middle School

12000 Masonic Boulevard . Warren, Michigan 48093-1297 Telephone: (586) 825-2620 Fax: (586) 698-4295

August 14, 2015

Dear Carter Parents:

Due to the overwhelming number of classroom interruptions taking place during sixth hour classes, Carter Middle School will continue to adhere to our **"6TH HOUR EARLY RELEASE POLICY"** for the 2015-2016 school year. If your child needs to be released from school early, please follow the process outlined below.

- a) Write a note including your student's name and time to be released and have your child deliver the note to the main office **PRIOR to the start of school** and a pass will be written for your child to leave class at that time.
- b) **Staff members will not be making phone calls to classrooms (which interrupt instruction) after 2 p.m.** Please make appropriate plans for your child to be released early.
- c) With a laser focus on increasing student achievement and instruction time, please refrain from calling the office and requesting to have the secretaries deliver personal messages to your child.
- d) Emergency situations will be dealt with as they arise.

It is our goal to take care of ALL student needs, including maximizing classroom instruction time. Thank you for your attention to the early release policy. As always if you have any questions or concerns, please contact Ms. Hendry at hendrya@wcskids.net.

Sincerely,

A handwritten signature in black ink, appearing to read 'Amy L. Hendry', written over a horizontal line.

Amy L. Hendry, Ed.S.

Principal



Where Children Succeed

Warren Consolidated Schools is an equal opportunity employer.
Auxiliary aids and services are available upon request to individuals with disabilities.

NATIONAL EXEMPLARY SCHOOLS