

FRONT OFFICE PROTOCOL

- Every Monday at 8:35, the PTA President and EVP have a meeting with the principal to discuss PTA business. If you have PTA business to discuss with the principal, no matter how small, tell your VP to have the president put you on the agenda for a Monday meeting. If the need is urgent, ask the president to coordinate a meeting sooner. Please DO NOT stop the principal on campus to discuss PTA business. It is to our benefit as well as hers to be focused on the issue at hand and not distracted by other school activities.
- To schedule the use of any school facilities (MPR, Library etc.) call Mary Swager at 855-2800. She manages the master calendar for the school. Once your event is scheduled, make sure that Mary enters it on the master calendar so that we do not have any conflicts down the line.
- Please do not walk into the office area behind the front desk unless you are invited. We are not school personnel and need to respect their “space”!
- If you need to make copies please utilize the Deep coordinator for PTA.
- Please only enter the staff lounge if you have permission from one of the office personnel (but no children, please!) Please respect the teachers’ “space” as well as the front office personnel.
- Be aware that the front office does not provide the PTA with supplies, mail, fax or copy service. They are NOT our secretaries! If you need supplies or secretarial support, please find out from someone on the Executive Board where you can get what you need.
- Remember that PTA first, then the principal must approve all flyers and letters that the PTA sends out. Once you turn a flyer into the PTA President (always send a copy to your VP as well) she will in turn get approval from the principal or return it to you for changes. If you are then getting the principal’s approval turn the flyer into Mary in the office. Do not give items directly to the principal. Allow at least 24 hours for the principal’s approval. Plan ahead.
- If you have a brief article for the Wednesday Shark Bites do not turn it in to Mary directly. Full PTA procedure for this can be found in the document titled “How to Get Published at Sycamore”.
- Please show the Office personnel that we appreciate the hard work they do for our school by respecting these procedures!