

CLOVIS NORTH EDUCATIONAL CENTER

FRONT OFFICE PROCEDURES

1. All visitors to our campus must sign in and sign out of the front office.
2. Due to classroom interruptions items may be left at the front office for your student to pick-up, but a message to remind them WILL NOT BE SENT. Please make prior arrangements with your child. Students may pick-up their item between classes, before and after school, during lunch, or with their teacher's permission.
3. We will not be held responsible for any items left at the front office.
4. Lunch drop off is on the outside attendance windows of the Student Services Building. No exceptions.
5. We do not allow personal student pizza, balloons, or flower deliveries.

(INFORMATION PROVIDED PER PARENT/STUDENT HANDBOOK)