

FRONT OFFICE PROCEDURES

1. All visitors to our campus must sign in and sign out of the front office.
2. To minimize classroom interruptions, school-related 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 windows of the Student Services Building. No exceptions.
5. We do not accept personal, or outside, deliveries of pizza/food, balloons, or flowers.

(INFORMATION PROVIDED PER PARENT/STUDENT HANDBOOK)

