

The Drop Off Desk

PLEASE REMEMBER THAT YOU ARE LEAVING THE FOOD FOR YOUR STUDENT AT YOUR OWN RISK.

Please note, we ask that students bring their lunch with them at the start of the school day.

What gets dropped off?

Please only drop off items in an emergency.

You will enter through the main entrance and place the items (Forgotten homework, books, lunch) on the drop off table and place the items in an empty square.

Using the provided paper, write the name of the student, including grade and place under items.

Then, you will use the phone on the wall outside the door to call extension 200 following the instructions by the phone. Tell the Receptionist that you drop items on the table and who they are for.

You may now depart, and the item will be collected in short order. Remember to clearly mark the item with your child's name.

What happens then?

Students will be called down to retrieve their belongings during break time as it is disruptive to the educational process to call them while in class.

Also, keep in mind that items lost or stolen are not the responsibility of the school. Therefore, please do not leave expensive or personal items on the drop off table.

No food delivery of any kind (pizza, Uber Eats, etc.,) will not be accepted!

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