

Dear Parents and Guardians:

Please help us keep our school secure and reduce the traffic in the Main Office.

- To reduce traffic in the Main Office, there will be a drop-off table in the front vestibule of the high school for non-valuable items. Please make sure all items are labeled. Students will be paged periodically throughout the day to pick up those items.
- If you must take your child out during the school day, please send them in with a note. They should hand the note into the Main Office. We will give them a pass for the dismissal time. They will sign out in the Main Office at that time and meet you outside...it is not necessary for you to come into the school.
- Should you unexpectedly need your child during the day, please call in advance. We will page your child between classes and give them a dismissal pass. This will eliminate interrupting class instruction.
- If your child becomes sick during the day, they must report to the nurse. **The nurse will contact you for pick up arrangement.**