

FOOD/SCHOOL ITEMS DROP OFF POLICY



FOOD/ITEM DROP OFF PROCEDURES

- Only the parent/guardian will be allowed to drop off necessary food or school items for their student.
 - It is the responsibility of the parent/guardian to notify the student that a drop off was made. The school is not responsible for notifying a student of drop off.
 - Parent/guardian writes their student's name on the item or sticky note
 - No lunch deliveries will be accepted after the last lunch (12:45pm)
 - All deliveries will be set out during each lunch period
 - All food items not picked up will be thrown away at the end of the school day
 - All non-food items not picked up will be placed in Lost and Found in Admin.
- Silver
- Only single lunches will be accepted – no “party food” such as cupcakes, liter sodas, large pizzas, etc.
 - Parents will only be allowed to drop off items with this check in procedure – no parking lot drop off/pick up is permitted

Parents:
You will need to enter the vestibule and scan your ID. You will then write your student's name on their item or a sticky note and place the item on the cart. The cart will be placed in the hallway for student pick up during their assigned lunch time. Understand these items are left at your discretions and we are not responsible for stolen items or items left at the end of the school day.

Students:
You will only be allowed to pick up your delivered lunch items during your assigned lunch time. You will be able to pick up other items during your lunch period or in between classes. It is your responsibility to pick up your items. Pick up location is outside of Admin. Red.