



Please Label all student items

We make every effort to return lost items but it is **very important** that you help us by putting your child's name in jackets, book bags, sweaters, sweatshirts, hats, boots, mittens, etc.

Lost and Found



Found items, without names, are stored on a tiered cart just inside the main door in the cafeteria. If you are looking for a lost article, first check those "Lost and Found" items. As the school year progresses, we accumulate a significant number of unclaimed articles. Periodically, items in good condition, which are not claimed, will be donated to a local charity.

Deliveries

Home procedures should be in place to support students to bring all necessary items with them to school. Deliveries of books, instruments, homework assignments and such should be a rare occurrence. All items delivered late to school must have your child's name and their teacher's name posted on it. Enter the main office and deliver items to the receptionist. School staff will deliver items to the classroom to minimize interruptions to instruction. Lunches will be placed directly in the lunch room once you receive clearance in the main office.

Forgotten items

For security reasons, classrooms are locked at the end of the instructional day. Students will not be permitted to return to their classrooms after school has been dismissed to retrieve forgotten items. Office and custodial staff are not permitted to admit individuals to classrooms after the school day. Please do not place them in an awkward position by asking them to go against this procedure.