



FRONT OFFICE POLICIES AND PROCEDURES

Tardy Bell: 7:45 am | Dismissal: 2:30 pm

In an effort to provide a safe and secure environment for teaching and learning, the policies and procedures listed below must be followed. Thanks in advance for your cooperation.

No Outside/Fast Food – Brown bag lunches only. There is no fast food allowed at MHS. Lunches that are dropped off cannot be from any restaurant or fast food chain.

Uber Eats, Grub Hub and all other take-out delivery services for students are not permitted.

Not only is this a major disruption of instructional time, it is a safety issue for our students leaving the building to accept deliveries.

Checkouts & Absences for appointments. Please avoid scheduling routine or annual appointments during instructional time. Please utilize the over 12 weeks of non-instructional time available during breaks and the summer for medical and dental appointments. Students will not be permitted to check out during high stakes testing (IB, AP, EOC, EOPA, Finals). **Excuses must be sent within two days of the student's return to school.**

No checkouts after 2:00 PM. Students being checked out early by an approved parent or guardian must be picked up no later than 2:00 pm. We will not call into classrooms after 2:00 pm. Students will be released when the dismissal bell rings at 2:30 pm.

Dropping off items for students. Items such as brown bag lunches, schoolwork, musical instruments and athletic equipment that are dropped off for students will be placed in the black cabinet in the attendance vestibule. Students are able to retrieve items from the cabinet between classes, during lunch and after school until 3 pm. **MHS staff are NOT responsible** for these items and are not able to call students out of class to retrieve them.

All visitors and volunteers need to be pre-approved to enter our campus. Please make sure to contact the person you are visiting ahead of time, so they are able to process the approval. Every guest at Marietta High School will need to provide a driver license that will be run through the RAPTOR system before entering the school.

All parents and guardians must present a valid driver's license and be listed in ASPEN in order to check a student out.

Thank you for your understanding and cooperation.

#BeSomebody