



FRONT OFFICE POLICIES AND PROCEDURES

In an effort to provide a safe and secure environment for teaching and learning, the policies and procedures listed below are followed at Marietta High School. 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. Breakfast is available daily at a cost of \$1.80, as well as lunch at a cost of \$2.65. Applications for free/reduced meal benefits are available year round at <HTTPS://mariettacity.strataapps.com>

Uber Eats, Grub Hub and all other take-out delivery services for students will not be accepted. Not only is this a disruption of instructional time, it is a safety issue for our students leaving the building to accept deliveries.

Checkouts for appointments. Please avoid scheduling appointments during instructional time. 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, PSAT, EOPA, Finals).

No checkouts after 2:00 PM. Students being checked out early must be picked up by 2:00 PM. We will not call into classrooms after 2:00 PM. Students will be released when the bell rings at 2:30 PM.

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

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