

OAK HILLS HIGH SCHOOL

ITEM DROP OFF POLICY

- ✓ **INDIVIDUALS BRINGING ITEMS TO STUDENTS MAY CHECK IN AT THE FRONT OFFICE AND GIVE THE RECEPTIONIST THE NAME OF THE STUDENT THAT HAS ITEMS FOR PICK-UP.**
- ✓ **YOU MUST THEN WAIT OUTSIDE THE MAIN GATE UNTIL THE NEXT PASSING PERIOD.**

MTTHF

8:33 – 8:38

9:35 – 9:45

10:42 – 10:47

11:50 – 12:26

1:23 – 1:28

WED

9:10 – 9:15

10:05 – 10:15

11:05 – 11:10

12:05 – 12:40

1:30 – 1:35

- ✓ **AT THAT TIME, THE RECEPTIONIST WILL ANNOUNCE THE NAME OF THE STUDENT. THE STUDENT WILL THEN MEET YOU AT THE MAIN GATE.**
- ✓ **A CAMPUS ASSISTANT WILL BE STATIONED AT THE GATE DURING PASSING PERIODS TO ASSURE ONLY ACCEPTABLE ITEMS ARE DELIVERED TO THE STUDENT.**
- ✓ **ITEMS MAY NOT BE LEFT IN THE FRONT OFFICE (OR ANY OTHER OFFICE) FOR STUDENT PICK UP.**