

# CLEVELAND HIGH SCHOOL



1600 East Houston, Cleveland, TX 77327 Phone (281)592-8752 Fax (281) 592-7485

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## **Forgotten Items Policy**

Forgotten Items may include but are not limited to;

- Lunch
- Lunch money
- Overdue Library books
- Assignments that are due
- Athletic wear
- ID's
- Etc...

Parents may drop off items at the front office. Items should be clearly labeled with the student's name and grade. Money or checks needs to be placed in a sealed envelope with the student's name and grade and left for the student at the front office.

It is the student's responsibility to pick up these items in the front office. We will not interrupt instructional time to deliver forgotten items. Students will not be allowed to leave class and wait in the office or commons area for items to be delivered. Items must be picked up before classes, during lunch, or immediately after school. Lunches not picked up at the end of the day will be discarded.

A drop off counter is provided for the occasionally forgotten book, homework or lunch in the front office area. Please ask your child to make other arrangements for items or equipment not related to Cleveland High School.