

# Item Drop-Off Procedure

At LMS, we strive each day to foster learning, instruction, empathy, and student agency. In congruence with this goal, we have adapted a nuanced system for dropping off forgotten items. Our goal is to support all of our students in partnership with you as we nurture student responsibility and uninterrupted learning.

## **PLEASE NOTE:**

***We DO NOT call students down during instructional time to pick up forgotten items.***

It is their responsibility to check the drop-off locations for any items they are looking for.

**Please take a moment to review the procedures below, and share them with your child so that they are also familiar with the process:**

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**In instances where *your child*** is at school and realizes they have forgotten something at home, they may ask their teacher, or come to the main office, to call home and request delivery of the item(s). If you choose to deliver the item(s) to school, you may bring it into the vestibule at the main entrance, ring the bell to notify the main office, and leave it on the labeled cart. A staff member will retrieve the item(s) and place it in the appropriate drop-off location (see below).

**In instances where *you*** realize your child forgot something at home and you choose to deliver the item to school, follow the same procedures as above: you may bring the item(s) into the vestibule at the main entrance, ring the bell to notify the main office, and leave it on the labeled cart. However, ***please note that we DO NOT call students down during instructional time to pick up items.*** We recommend sending an email to your child's teacher to let them know if you have delivered anything to the school.

## **Drop-Off Locations**

- **Water bottles & lunch boxes** will be placed **on the stage in the cafeteria** so that students can scan the stage for their item(s) as they enter for lunch.
- **All instruments** will be placed on the **"Instrument Parking" tables** in front of the music rooms in the lobby so that students can scan the tables for their instruments either during passing times or on their way to their music class.
- **All gym clothes** will be placed on the **Parent Drop-Off Table** outside the main office so that students can stop by and pick it up on their way into the gym.
- **All student work** will be placed on the **Parent Drop-Off Table** outside the main office.

Thank you for your continued support and partnership!