



GHS Front Office

Procedures

Visitors - Glenn High School is a closed campus. All visitors must check in at the reception desk in the Main Office. If you have a scheduled appointment with your student's teacher/counselor, please arrive with your ID so we may scan it into our Raptor security system, and give you a visitor pass.

Item Drop Offs - Please encourage your student to come to school with everything they need for the day. To minimize the disruption of instructional time, and due to not having student aides in our front office yet, we are not able to send passes for students to pick up items. This includes lunch money/lunches, homework, laptops, phones, athletic equipment and instruments. However, we understand that occasionally the need arises to drop off an item. You may drop off items in the reception office for retrieval by your student. After dropping off items in the front office, parents will need to communicate to their student and ask them to retrieve their item during passing period or lunch.

We will not be able to accept student deliveries from florists, cookie/treat establishments or restaurant deliveries.

As a reminder, because of Federal Law, parents may not provide food for students other than their own.

Bus Permits - Occasionally students may need to ride home on a different bus, or be discharged at a different stop. Students must bring a note, signed by a parent/guardian, to the front office before school or during lunch. Parent/guardian email will also be accepted. Information to include is who student is riding home with, bus #, parent/guardian phone number.

