

Guidelines for Printing in Front Office

The staff in the front office are more than happy to copy information that needs to be distributed to students. In order for this to be accomplished, please try to follow the following guidelines:

1. If you can, please provide your own paper (If you cannot provide paper, paper will have to be replenished in a timely manner).

2. You will need to provide the original paper(s) by TUESDAY, 2:00 pm, in order for it to be copied, counted and distributed in the teachers' mailboxes by Thursday PM for a Friday morning homeroom distribution.

3. Please make sure that if you are collecting money for any event, a PTA member is present to collect the money and permission slips.

Thank you for your help in this matter.

Billie Roogow
Principal's Secretary
Bonnie Branch Middle School
410.313.2580