



Middle Township Middle School

300 East Pacific Avenue
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Mr. Jeff Ortman, Principal

Mr. Andre Hodges, Vice Principal

2024-2025 School Year

Dear Parent/Guardian:

Welcome to the 2024-2025 school year at Elementary #4. As we start the new school year, we would like to reiterate the procedure for drop off and pick-up.

Students who are dropped off in the morning must come through the walkway near the horseshoe driveway on the south side of the Middle School. Pick up will also be in the same location. With the safety of your children in mind, please do not use our school parking lot or the main roadway near the building to drop off or pick up your child.

If your child is a "walker" we must have parental permission on record in the main office. **Please complete the information below and return it to the main office.** Please explain to your child that all walkers must report to the cafeteria after announcements. For safety reasons, students will be released by the duty teacher after the buses have departed. Even if your child only walks on occasion, we still need documentation on file. If we do not have documentation, the student will be instructed to board a bus.

We appreciate your cooperation and continued support as we work to protect the safety and well-being of our entire student body.

Sincerely,

Mr. Jeffrey Ortman
Principal

Mr. Andre Hodges
Asst. Principal

My child, _____, has my permission to walk after school as needed throughout the school year.

Parent/Guardian Signature:

_____ Date _____