



### **PHOTO IDENTIFICATION**

All individuals should be prepared to present valid, state or federal, photo identification upon entering the building. No individual will be granted access to any student without producing photo identification upon request. *No exceptions will be made.*

### **LATE ARRIVAL**

Students should arrive at school before 8:25am. If a student is late, parents are expected to escort the child to the office and sign them into school. If your child is late due to an appointment they must provide documentation from the appointment for it to be excused.

### **EARLY DISMISSAL**

While parents are strongly discouraged from scheduling appointments for students during the school day, we understand the need for early dismissal occasionally arises. In that event, please visit the Moultrie Website to access the Attendance Form under the Parent Tab.

1. Fill out the attendance form and have your child bring it to the Front Office the morning of the early dismissal.
2. Your child will receive an "Early Dismissal Pass" to leave class and meet you in the front office reception area at the designated time. This prevents us from having to call into a classroom and disrupt that teacher and their class. You will need to come inside the building with your driver's license to sign your child out. Anyone who is sent to pick up your child must be listed on your approved "Emergency Contacts" card.
3. If you are scheduling appointments for your child during their Lunch Time then it is imperative that your student have an early dismissal pass to come to the front office. It is extremely difficult to track students down during lunch and recess. If you did not send in the attendance form and your child does not have the early dismissal pass then you can expect to spend an extended period of time waiting for them in the front office.
4. An early dismissal pass does not count as an absence note. If your child is leaving for an appointment they must provide documentation from the appointment for it to be excused.
5. Early dismissal must be completed before 2:50PM. If you arrive after 2:50PM you will be asked to proceed to our carpool line and wait for normal dismissal.

### **ITEMS DROPPED OFF**

In an effort to limit the amount of interruptions to the classroom, please do everything possible to have your child bring everything needed when they arrive each day. We recognize that students will occasionally forget something and, if it is essential (backpack or lunch for example), you are welcome to bring it to school. If your child forgets his/her water bottle they will have opportunities to use water fountains here at school. We will not accept water bottles and other non-essential items at our front desk as this causes an unnecessary disruption to the classroom and instruction. ***Outside food items (Chik-fil-A, Publix, Taco Bell, Jersey Mike's, etc.) are not acceptable and will be discarded if dropped off.***

Due to staffing and time constraints, delivery of items dropped off is not guaranteed. Any items not picked up by the end of the day will either be placed in the lost and found or discarded if perishable.

### **LOST AND FOUND**

Moultrie staff assumes no responsibility for the contents of the lost and found. Items not claimed will be donated to charity on the last school day of each month.