



## MOULTRIE MIDDLE FRONT DESK PROCEDURES SCHOOL YEAR 2020-2021

This form is mandatory. Please read, sign and return to the Student's Homeroom Teacher.

**STUDENT NAME** \_\_\_\_\_ **GRADE** \_\_\_\_\_

### 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.

### 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, the following is the procedure to be followed:

Students should present a note signed by parent/guardian to the front office at the beginning of the school day. They will then be given an Early Dismissal Pass to report to the front office at the appropriate time. This ensures that the student is ready upon parent/guardian's arrival. More importantly, it prevents unnecessary disruptions of essential classroom instruction time.

- Each note should be legible and should include the following information:
  - Student's First AND Last Name
  - Date and time for dismissal
  - Reason for dismissal
  - Parents first AND last name,
  - Parent/guardian's signature
  - Phone number where the parent/guardian can be reached.
- No student will be released to an individual not listed as "authorized" on his/her Emergency Contact Card without verification from parent/guardian in writing.
- Phone calls are not a substitute for a written request and students will not be given an Early Dismissal Pass.
- All Early Dismissals must occur before 2:55pm. Students will not be excused from the classroom past this time due to the upcoming regular dismissal procedures.

### ITEMS DROPPED OFF

We understand that students forget items at home from time to time (lunch box, assignment, etc.). If a parent/guardian drops an item off to the front desk, the office staff will email teachers to send the student to pick items up. However, due to staff and time constraints, we cannot guarantee delivery of items. Outside food items (Chik-fil-A, Taco Bell, Jersey Mike's, etc.) are not acceptable. Any items not picked up will be included in the afternoon announcements.

### 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.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date