



FRONT OFFICE PROCEDURES

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, 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 **BEFORE 8:30AM** at the start of the school day of the early dismissal.
2. Your child will then receive an "Early Dismissal Pass" to leave class and meet you in the front office reception area at the designated time. This will prevent 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 their early dismissal pass to come to the front office. It is extremely difficult to track students down during lunch and recess, so please make sure that you have turned in the attendance form and your child knows to come to the front office reception area for dismissal. 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. If your child is leaving for an appointment and returning to school afterward they will need to come back to the attendance office to drop off their absence documentation and get a pass to return to class.
5. Early dismissal must be completed before 2:50PM. If you arrive after 2:50PM you may have proceed through our carpool line and wait for normal dismissal.

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.