

POLICIES AND PROCEDURES FOR PICKING UP A STUDENT FROM SCHOOL

Parents: when you come into the front office, you must have a valid photo i.d. (e.g. a driver's license) in order to eat lunch or take your child off campus.

EARLY DISMISSALS: What parents need to know

- SMS students who need to leave the building during the school day must be cleared through the front office prior to leaving.
- Early dismissals are not accepted by telephone, and we cannot call your student out of class before your arrival in the office.
- A picture I.D. is required when picking up a student for an early dismissal.
- Students will not be released to anyone who is not on the enrollment card listed under emergency contacts in that student's Skyward file.
- In the event a student needs to be withdrawn from school, a 24 hour notice is required in order to process the withdrawal paperwork.