



# ***SANDTOWN PARENTS PLEASE NOTE***

## ***Early Dismissal Policy***

*If a student needs to leave **BEFORE** school is dismissed at 3:25 pm, a note from the parent or guardian must be sent to the front office, preferably 24 hours prior to scheduled appointment, and the student will be listed on the “Check-Out” sheet. Parents or guardians must come to the office in person to sign out their children.*

***Checkouts are discouraged, especially during Connections block time due to safety and supervision concerns. No student will be released from class 45 minutes prior to dismissal time (2:45 pm).***

*A picture ID is required when a parent or guardian is checking out a student. This procedure is necessary for security reasons. Your understanding is appreciated. Your cooperation with this procedure is requested as it minimizes interruptions to instruction. In an emergency, a parent may come directly to the office to request that a student be dismissed early.*

***Thank you for your continued support!***