In order to better ensure the safety of every student in Sugar Salem School District the following must be followed to either contact a student in the district or to check any student out of school.

1. Students will only be allowed contact or check out by legally responsible parents or guardians. (If the family is well known and a responsible sibling, acting with a parent/Guardian request, comes to check out a student, the secretary or principal may release the child.)
2. No teacher will release a student to anyone except as a result of request through the school office.
3. Parents/Guardians must have appropriate identification to talk to their child or to check him or her out of school.
4. Parents/Guardians must check in at the office for permission to visit a child’s classroom.