

## CHECK-IN/CHECK-OUT PROCEDURES

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### Late Check-In

- Students arriving after **8:45** a.m. (or returning to school after checking-out earlier) **must obtain a check-in pass from the attendance office before reporting to class.**
- Tardy arrivals can only be excused by the attendance office for the same reasons that absences may be excused.

### Early Check-Out

- Students will only be excused to check out early for the same reasons that an absence may be excused. ***Checking out for lunch is a violation of School Board policy!!!***
- Immediately after checking out a student must leave school grounds. Walking around or visiting classes is prohibited.
- No student may leave the campus during the school day unless officially checked-out through the attendance office.
- Unauthorized leaving of campus will result in disciplinary action.
- Before coming to the attendance office, the student must get a pass to the office from the last class attended.
- Check-out procedures apply to all students.
- No student will be permitted to check out unless permission is granted by telephone contact with a parent for verbal permission or a parent note explaining the reason for checking out, time of departure and parent phone number for verification.
- Parents who need to pick up a student checking out can do so in the attendance office.