

CHECK-OUT PROCEDURE

Students must come into the principal's office at the time of check-out when leaving during the scheduled day. Students must have a note signed by the parent or guardian granting permission to check out or the parent or guardian must be present to check the student out. If it is not possible to be present, the parent or guardian may speak to a school official in the office and check the student out over the phone. Any student checking out for medical purposes should bring a note from the doctor, dentist, etc. to be put on file. Failure to checkout appropriately will result in in-school suspension.

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