

Sign In/Out Procedures

Leaving School Grounds

No student is permitted to leave school while school is in session or after school without permission from the office. Permission is granted for:

- 1. An emergency call from a parent or guardian followed by written documentation by fax or e-mail.**
- 2. A parent or guardian coming to school and requesting a student be excused.**
- 3. Students who become ill during school hours are to be excused from class to go to the office. The office will call the parent or guardian and arrange to have the student taken home.**

Any student who leaves the school premises at any time without permission will not be under school supervision, therefore, the school can not accept responsibility for them.

- The parent and/or guardian and City Police will be contacted immediately upon knowledge of the student absence.**