

Signing Students Out During the Day

To help reduce disruption to instruction, and most importantly, for the safety of our students, **we are unable to have students leave their classes before a parent/guardian or an authorized person arrives and their driver's license is verified in the front office.** Once the verification process has been completed, the student will then be called out of their class. Please allow extra time for this process to occur. Thanks for your understanding.

Tardy and Leave Early

If a student is tardy to class throughout the day, the student must print a pass from Tardy Gate. This is centrally located by the front office. Consequences will be assigned by an administrator in the following manner:

1st and 2nd offense – warning

3rd offense – C Hall – 1 hour

4th offense – C Hall – 1 hour

5th offense – Friday Night Reflection (FNR) – 3 hours

6th or more offense – Friday Night Reflection (FNR) – 3 hours

In the event that a student arrives to school tardy, the student must check in at the front office. When a student has missed more than 10 minutes in a class the student is considered to be absent from that class. This rule applies to students being signed in late in the morning and if they are signed out early during the day.