

Student Check Out Precautions

Once students have arrived at school, teachers will insure that maximum school time is devoted to their educational process by only excusing them for legitimate reasons.

The following list shall serve as a guide for legitimate reasons to check out of school:

1. Personal illness;
2. Educational/Occupational activities;
3. Bereavement or serious illness in the family;
4. Inclement weather;
5. Religious instruction;
6. Physician, psychiatrist, psychologist, dentist and other similar professional appointments;
7. School scheduled activities;
8. Teacher, counselor or administrator request;
9. Prearranged (use of prearranged form);
10. Other emergency situations which could not have been predetermined.

Prearranged absences will be allowed for any reason deemed appropriate by the principal, so long as each teacher affected has been contacted in advance by the student and satisfactory arrangements have been made for makeup of missed time.

No student will be dismissed from school during the course of the school day without first checking out at the district office. Office personnel will attempt to inform the student's parent/guardian by phone at the time of check out (except for prearranged). The secretary will keep an accurate accounting of all such dismissals.