

Checking Students in and Out of School:

We understand that family schedules do not always mix easily with school schedules. If a child is late to school, we ask that an adult personally check the child in at the office to obtain a pass to class. If a child leaves early, a parent/guardian must come to the office to sign the student out and the secretary will then call your child down to the office to meet you. Please send a note with your child or call in the morning so the teacher is aware that a student will be leaving early from school. Any changes must come from the custodial parent or guardian.