

## CHECK-OUT POLICY AFTER EXAMS

- If a student intends to check-out after their final exam of the day, they must have a written note signed by their parent or guardian. **PHONE CALLS FOR PERMISSION TO CHECK-OUT WILL NOT BE PERMITTED.**
- Students will give their written check-out note to the teacher of their last exam of the day.
- Students will turn in their check-out note upon entering the classroom.
- When the dismissal announcement is made, only those students who turned in a written note are permitted to leave. Students must sign the STUDENT SIGN-OUT LOG when departing. No student is allowed to leave prior to the scheduled dismissal time.
- Written notes are required even if a student has a permanent checkout on file with the vice principal.
- Once students have turned in a written note and signed the sign-out log, they have permission to leave.