

HIGH SCHOOL EARLY RELEASE/LATE ARRIVAL RULES

#1:

-If you need to leave early, please make sure your parent calls/emails early enough that I can communicate with the teachers. (preferably by 9 am)

-If you arrive late, and the office hasn't received a call, you will be put in as un-excused until we are notified by someone. Teachers check for un-excused absences, as no credit is given for homework.

#2:

In the high school, if your parent has called you out, the parent does not need to come in to the office, you may just go out when you see them drive up. BUT YOU **DO** HAVE TO SIGN OUT IN THE OFFICE! NO EXCEPTIONS!!

#3:

If you need to leave during a class, I WILL NOT call you out and dismiss you. You must be responsible enough to watch the clock and quietly leave at the time your parent has instructed you to leave. It's too much of a distraction to the class and teacher for me to buzz in. If your parent comes in and hasn't already called, and says you have an appointment and you need to leave, they will be told they have to wait until class is dismissed. Be prepared, this may make you late for your appointment.

#4:

Also, if you need to leave during a class, please be respectful enough to approach that teacher before class begins, and remind them that you will be getting up and leaving at so and so a time. That brings us back to #1. Your parent should have already called in. Your teacher does have the ability to double check this information.

Green sheets may be used as a permission slip, as long as they are signed by a parent and turned in before the absence.

* Also, remember if you are in a sport, and you missed some school time, you cannot practice if you don't have a note from a doctor.