

Late Arrival Procedures

Students who arrive late should go directly to the main lobby. Excuses for late arrival should be given to the receptionist in the main lobby.

Early Dismissal Procedures

Students who must leave early must sign out in the main lobby. A student who has an appointment or who must leave during the school day must bring a written excuse to the Attendance Office by 8am. The parent will be called to confirm the validity of the excuse. Students will receive a permission form indicating authorization to leave school and the time of dismissal.

Students without a valid note will not be allowed to leave school unless a parent or guardian comes to the school to pick them up.