

NEW CHECK OUT PROCEDURES ADDED

Parents: In an effort to keep our teachers from constantly being interrupted while teaching our students, we have implemented the following new checkout procedure.

When checking your student out early, please call the office in advance at (321) 242-6430 BEFORE 9:30 am to advise what date and time you would like to pick your student up so that a checkout pass can be issued. You may also send your student to the front office with a note to request the pass.

STUDENTS MUST COME TO THE FRONT OFFICE BEFORE SCHOOL STARTS ON THE DAY OF CHECKOUT TO RETRIEVE THEIR PASS.

Once the pass is given to the student, they will show it to the teacher upon entering that class period. At exit time, the student will quietly get up so as not to disturb the class, leave the room and come to the front office where the parent will be waiting to sign them out. This alleviates the need to call the teacher and interrupt the class.

This benefits everyone. The teachers can continue teaching and your student is here waiting for you once you arrive. Please do not ask to get them early once you have established a time for your pass. Have your ID ready and we will sign you out. Hopefully you no longer have to rush to your appointments.