

CHECK-OUT PROCEDURES

- Parents who need to check out a student **must** do so through the Attendance Office. A parent, legal guardian, or other person on the student's approved check-out list must be physically present to check out a student, and **must** present a photo ID.
- **For security reasons, and to ensure student protection, THS does not permit "over-the-phone" check outs,**
- If a student who drives/walks to school needs to leave for a scheduled appointment, and a parent/legal guardian cannot be present to check out the student, the student must report to Attendance with a parent/guardian note/email explaining the reason for checking out, and the date and time of check-out. Students will **not** be permitted to check out if a parent/guardian cannot be reached for verification. Once the note is verified, the student will be given a yellow Hall Pass to present to the teacher with the approved check out date and time. The student will then report to Attendance to sign the Check Out sheet.
- All students who leave campus (except for students scheduled for off-campus EFSC or FLVS classes) **must** check out through Attendance, sign the Check Out sheet, and present a yellow Hall Pass and Student ID to the campus monitor at the main gate.
- Students exiting campus to attend EFSC/FLVS classes **must** do so through the gate between the Media Center and Attendance Office, and **must** present a student ID at the main gate.
- Perimeter gates should always be closed after exit. Students who fail to do so may be subject to corrective action.
- No student may leave the campus during the school day, including during lunch, unless officially checked-out through the Attendance Office. Unauthorized leaving of campus will result in corrective action.
- If a parent/legal guardian wishes to take their student to lunch, they must be physically present to check out the student and to check the student back in.
- Students are prohibited from checking themselves out for lunch. Parents are **not** allowed to call to give permission that a student check out for lunch.
- Immediately after checking out a student **must** leave school grounds. Walking around or visiting classes is prohibited.
- No early check-outs will be permitted on final exam days.
- Check-out procedures apply to **all** students.