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TARDIES AND EARLY CHECK-OUTS

If your child arrives after the tardy bell (8:00 a.m.) parent **must** come to the office to sign the student in using the computer system by selecting the “tardy” button and providing a reason for tardiness. If a child comes alone, the office will call you to return to school to sign your child in. Leaving school early is discouraged unless the child is sick, has a scheduled medical/dental appointment, or family emergency. The instructional day ends at 2:30 p.m.

If your child needs to be checked out early, a **parent/legal guardian** must come to the office and use the computer system to sign the child out. Grandparents, step-parents, or other family members who do not have legal guardianship will not be able to sign a student out without a note sent to the classroom teacher with the student or an email from the parent/legal guardian to **Officer Moore at shmoore@gaston.k12.nc.us**. Please have a valid photo ID, as the computer program scans the photo ID of the person checking the child out. The office will notify the classroom teacher to dismiss the child. Any tardies or early check-outs due to doctor/dental appointment require documentation to be coded as excused.

***Please do not come **AFTER 2:00 P.M.** to check your child out of school without proof of a medical appointment. Parents of students who are repeatedly checked out early will be required to meet with the School Social Worker and Principal.