



When students need to leave the school building before the end of the day, they **MUST** be signed out by a parent or guardian, listed on the Emergency Card on file, in the office.

There are no exceptions to this rule. A child cannot leave the building without being signed out in the office.

If your child is to ride a different bus home than they normally do or going home with a friend, they will need a note signed by a parent or guardian stating who they are going home with and the date. They will need to show their teacher and the bus driver the note.