EARLY DEPARTURE

In order to leave school early for any reason, the student must present a note to the front office from a parent or guardian stating the reason, the time involved, and who will be picking up the student or if the student will be driving himself/herself. As an alternative, a parent or guardian may email the front office at chscheckout@wcsdschools.com with the student's name, the authorized checkout time, and a phone number where the parent or guardian can be reached for verification.

The front office will allow a student to sign out only if there is written authorization and will, if necessary, contact the parent or guardian to verify the validity of the request. For the safety and protection of students, any adult picking up a student must report to the front office in person with their driver's license or identification card and sign the student out. Students may sign out only once per school day unless otherwise approved by school administration due to extenuating circumstances.

After arriving on campus, no student is to leave campus under any circumstances without parental permission and without properly signing out. Any student who leaves without following these procedures will be subject to disciplinary action.

Time away from school is considered an absence, and parents are encouraged to schedule dental and medical appointments before or after school hours whenever possible.