

## ***Attendance Sign- Out Procedures***

*Students, regardless of their age, may not leave campus during the day without approved parent/guardian permission. We are a closed campus and therefore students may not leave during lunch break or to run errands. Students are expected to remain in school upon arrival of school with exceptions to attend legal appointments, medical appointments or dental appointments.*

*Parents, please plan ahead for student appointments. You may email and request a sign out pass up to a week in advance. Please attach your ID to each email request. Students may not be signed out via phone without a verifying phone number. All passes will be given out between bells which are, 10:30 A.M., 12:06 p.m. and 2:24 p.m. This simple procedure will enable your child to remain in a quiet place of learning without interruptions.*

*After 3:30 p.m. no student will be released (driving or picked up) without prior arrangements being made. We will no longer be allowed to disrupt a classroom through the use of the telephone or intercom. Class rooms will only be interrupted in case of an emergency.*

*Person picking up the student must have a valid driver's license/photo ID.*

*Parent/Guardian may email, fax 843-899-8810 medical notes to Attendance within 3 days of students return.*

*Thank you for supporting our efforts as we look forward to increasing our attendance rate for the 2017-18 school year.*

*For questions or concerns call Attendance direct line 843-899 8838. Or the main line at 843-899-8800.*

*Sandy Peake Truancy/Attendance Ext. # 1007 Peakes@bcstdschools.net (N-Z)*

*Rachel Shreve Attendance Ext. # 1006 ShreveR@bcstdschools.net (A-M).*