

CHECK IN/CHECKOUT POLICY - NEW

Fayette County - Code of Student Conduct

CHECK IN/CHECKOUT POLICY - new June 11, 2024

1. A check in/checkout is considered a partial absence from school and the attendance policy applies. The same reasons listed for absences are used to determine if the reason for leaving campus or arriving late is excused or unexcused. All check ins/checkouts are considered unexcused unless *personal illness, hospitalization, emergency, death in immediate family, court subpoena, religious holidays, absences approved by the principal* or *parent note* (8 for the school year) is provided within three days of the check in/checkout. If a student receives an unexcused check in/checkout, they will not be allowed to make up any missed work, until an accepted excuse has been submitted. A student who is late to school or needs to leave school early must be checked “in” or “out” through the office. The parent/guardian must notify the school office if he/she wishes to check his/her child in/out of school in person. A student will not be allowed to checkout unless someone from their checkout list is present to sign them out. No written notes or phone calls will be accepted for student check-outs. (Students will not be able to checkout after 2:30, unless there is an emergency. Checking out at this late time causes safety concerns - traffic issues - at the school.)
2. Students that are licensed and drive themselves to and from school, may be checked out by a parent/guardian phone call up to 8 times for the school year. Once these 8 parent/guardian phone calls have been utilized, someone from the student checkout list must be present at school to sign them out.
3. Students who accumulate excessive unexcused check ins/checkouts will be subject to an administrative referral. Upon returning to school from check-out the student must provide documentation for the check-out to be changed to excused.
 - a. When a student receives 2 unexcused check ins/checkouts the parent/guardian will be sent a letter outlining future steps for unexcused checkouts..
 - b. After 3 unexcused check ins/checkouts a student and their parent/guardian will be required to have an in-person parent conference with the school administration.
 - c. The 4th unexcused check in/checkout the student will receive 1 day in-school suspension.
 - d. The 5th unexcused check in/checkout the student will receive 2 days in-school suspension.
4. Students that are sick must go through the school nurse for the checkout to be excused. If a student is sick, the nurse will contact their parent/guardian about whether they need to remain at school or checkout. If the nurse determines a student needs to be sent home, they will be marked excused DR checkout.
5. Students are considered absent from class if you miss a class because of a check in or checkout.
6. Students cannot checkout during their lunch period for the purpose of eating off-campus.
7. All check ins/checkouts are subject to the approval of the principal/administrator. Note: The automated attendance system used in our schools will count a student absent for the entire day who is not at school by midpoint which is generally between 11:30 - 11:45 or checks out before this time (K-6). For students in grades 7-12, attendance is counted by class period.