

Valley View Middle School Check-in/Out Policy and Procedures

Valley View Middle School is a closed campus. This means that a student is not allowed to leave campus without being checked out by his or her parent/guardian. The student may present a note from the parent/guardian or must contact the parent/guardian when the student is checking out in order for the absence to be excused. If the student does not check-out at the office, the absence will not be excused.

The steps for checking out of school are as follows:

Step 1) Have Permission

Your parent or guardian must give permission for you to leave, either by writing a note to the attendance secretary, or by personally coming into the school. If you are sick and are going home, the parent/guardian must come into the main office to sign the student out.

Step 2) Physically check out in the office

The fact that you may have a note excusing you or that your parent may have called the school does not check you out. Before leaving the building, you must first go to the office and check-out. In order to ensure the safety of every student, we do require a parent/guardian to physically come into the office to check out their student. This final step in the check-out process may not be completed over the phone. We will consider extenuating circumstances, but this will be done on a case-by-case basis.

If you should leave without checking out, your parents cannot excuse you later on. You should not think that you can leave and have your parents call later. The same procedures must be followed when coming to school late or coming back to school after checking out. Even if you arrive at school between classes or during lunch, you must check-in at the office as soon as you arrive.

Building Hours

Students may enter the building at 8:10 am and must leave the building by 4:00 pm on a regular schedule (3:00 pm early out) unless they are under the direction of a teacher. Students should make all necessary arrangements for transportation to comply with this rule.

Office Phone Use

The telephone in the office is for health related and emergency situations only.
