

## Early Out

Early out on Mondays and Fridays for students with no tardies, less than 4 missing assignments and no Fs for the previous week.

### Guidelines for Early Out

- The office will create a list of “stayers” from PowerSchool on Tuesdays before 9:00 am
- The list will be based on the previous weeks’ tardies/missing work/Fs
  - Example: Aug. 21-25 determines the Aug. 28 and Sept 1st early out list
- Late work must be turned in by 3:15 on Friday to be removed from the list the next week- this allows teachers time to get it graded and entered into PowerSchool
- Teachers will label assignments in PowerSchool as missing. If students have 4 or more missing assignments, they will be expected to stay until they have completed ALL of the assignments and showed proof to their seminar teacher (signed missing assignments sheet)
- Students with only one tardy will stay on Mondays, if a student has more than one tardy, they will stay both days
- Presenting a signed missing assignments list to your seminar teacher removes you from the list
- Students on the list because of an F must prove to their seminar teacher that they are passing that class
- Students who have to stay are on lockdown unless their seminar teacher has specifically communicated with another teacher about them getting help in their classroom
- Students who have to stay for early out must put their cell phones in an area designated by the teacher. No student should have a cell phone during this time unless it is for a special circumstance

### Dismissal for Early Out on Mondays and Fridays

- Seminar will be moved to late
- All students will report to seminar
- Teachers will take attendance and dismiss anyone *not* on the list that the office sends out - Please don’t dismiss anyone until the second bell rings
- Students who are eligible to leave can *choose* to stay at school in their seminar room or leave the building
- Each Teacher will have a partner
  - One will keep the students who stay on Mondays, and the other will keep them on Friday
  - Once students have reported to seminar and you have let the students who qualify leave, you will walk your remaining students to your partners’ room (this will alternate) - You can work out a schedule with your partner