



STROM THURMOND HIGH SCHOOL

"Home of the Fighting Rebels"

1131 Columbia Road
Johnston, SC 29832

ph: 803-275-1768
fax: 803-275-1764

Parents/Guardians,

According to ECSD Board Policy JLIB "No staff member will excuse any pupil from school prior to the end of the school day or into any person's custody without the direct prior approval and knowledge of the building principal. The principal will authorize early or otherwise irregular dismissal only when it is requested in person or in writing by the student's parent or legal guardian. The parent or legal guardian must request all non-emergency early dismissals in writing prior to the time of the requested dismissal."

Beginning Monday, December 4th, 2017 we will be much more diligent in enforcing our student sign-out procedures during the school day. These procedures are as follows:

- If a student brings a note to school to sign out early for any reason, that note must be turned in to the front office before 8:00 AM. Notes will not be accepted throughout the day.
- Notes should include the student's name, the date, time to be excused, reason for excuse, parent's name, parent's signature, and a phone number so that the office can verify if needed.
- Please do not call the front office and ask for a student to be released. We will no longer release a student from campus without either the parent or someone from the emergency contact list physically signing the student out. Please be prepared to come into school to sign out your child when needed.
- Please bring your driver's license/ID when picking up a student. For the safety of our students, we require a photo ID for verification. Only those individuals listed in the student's data file will be allowed to sign out a student. The student must also come to the front office to check out before leaving the building.
- If your student drives and has a medical/dental appointment or court date then the student must present a signed note the same day they need to leave campus by 8:00 AM. Without a written notification, a student who drives may leave campus only if a parent or someone from the emergency contact list comes into the school and signs them out.
- All students will incur an unexcused absence for their time off campus unless they return with a formal doctor's note or a note from the court clerk within the third day back of the absence.
- Please remember, If your child becomes sick while at school, he/she must be seen in the school nurse's office prior to leaving campus due to illness. If your student is too ill to attend classes, please be prepared to come to school to sign your child out for the day.
- NO check outs will be allowed during state testing or final exam schedule.

These procedures help to ensure the safety of all of our students and also help our front office run more efficiently.

Sincerely,

Joshua Black
Principal
Strom Thurmond High School